

## **MISSION STATEMENT**

We prepare students to thrive in college and in life through faith, scholarship and service.

## **STATEMENT OF PHILOSOPHY**

The charge of St. Martin's Episcopal School, as set forth in the school's charter, is "...to maintain a school for the youth of the New Orleans area and to provide a program that will give its students an opportunity to gain a sound elementary and college preparatory education in a Christian environment, under the auspices of the Episcopal Church."

This charge is given succinct and effective expression by the school's motto: "Faith, Scholarship, and Service." St. Martin's, an Episcopal school, founded on Christian principles, is open to students of all religious, cultural and racial backgrounds. It strives to create an atmosphere that fosters the love of God and the love of humanity. Its students are offered opportunities for formal worship in the Episcopal tradition as well as the study of Christianity and the other leading world religions. The Episcopal Church distinguishes between education and evangelism and recognizes that the primary purpose of St. Martin's School is to educate.

In its approach to education, St. Martin's addresses the broad range of human development; it seeks to develop the whole person. It stimulates intellectual growth and encourages academic achievement. It values physical development and a sense of personal competence. At the same time, individual spiritual and emotional growth is regarded as a matter of paramount importance. A strong belief in one's own self-worth is a hallmark of St. Martin's students. It is also a community with a sense of responsibility, service, and mutual regard.

St. Martin's is a college-preparatory school and it offers a curriculum fully appropriate to that end. It is a lively center of learning and teaching where intellectual attainment is respected and properly commemorated. Learning also takes place in a wide variety of extracurricular settings. St. Martin's stands for educational excellence in its broadest sense.

In its relationship to the larger society, St. Martin's rejects insularity and narrow provincialism. We celebrate our school and its traditions, even as we recognize that our students will live in a world that is globally interdependent and technologically advanced and one in which knowledge is increasing exponentially.

St. Martin's is deeply committed to the education of each of its students. The school offers an educational experience that brings together knowledge, faith, awareness of the world, and profound respect for the individual.

### **ADMISSION POLICY**

St. Martin's admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at this school. The school does not discriminate on the basis of race, color, national and ethnic origin, religion, or disability in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The admission process determines the appropriateness of St. Martin's college preparatory curriculum for the individual applicant through a variety of assessments including a campus visit, standardized measurements, observation, and prior school recommendations.

As a family school, priority for available places is given to siblings and children of faculty and alumni. The primary focus of St. Martin's admission policy is to assure success for each student who enrolls. For additional information, please call the Admission Office at 736-9917.

### **DAILY SCHEDULE**

Before-school care (PK-grade 5) . . . . .	7:15 to 7:40 a.m.
PK-grade 5 . . . . .	8:00 a.m. to 3:30 p.m.
Grades 6-8 . . . . .	8:00 a.m. to 3:30 p.m.
Grades 9-12 . . . . .	8:00 a.m. to 3:30 p.m.
Late Start Wednesdays	
PK-5th grade: First Wed. of each month. . . . .	9:00 a.m. to 3:30 p.m.
6th-12th grade: Every Wednesday. . . . .	9:00 a.m. to 3:30 p.m.
After-school care (PK-grade 8) . . . . .	3:30 to 6:00 p.m.

*Variations from these times are announced in advance.*

### **THE ROLE OF RELIGION AT ST. MARTIN'S EPISCOPAL SCHOOL**

St. Martin's School, a ministry of the Episcopal Diocese of Louisiana, is called to be faithful to God within the educational community, the faith community, and society as a whole. Its mission is to integrate spiritual formation into all aspects of the educational experience in the inclusive manner which has been the hallmark of the Anglican approach to education over the centuries. St. Martin's emphasizes the

rightful role of the sacred in life and learning and makes no apology for insisting that the experience of the divine is an essential part of human existence.

The spiritual dimension of learning is one which values faith and reason. It promotes the moral, intellectual, physical and social development of students within an interdisciplinary context. We believe one cannot do justice to the educational enterprise without exploring the spiritual and the religious. St. Martin's encourages students to reflect on the presence of God in all aspects of their lives and to embark on an educational path through which their own faith is formed and strengthened.

At its three divisional levels, St. Martin's provides regular Chapel services as a means of giving concrete expression to the communal spiritual life of the school. Service projects, tailored to the age and abilities of students at each division level, provide opportunities for students to reflect upon themselves and others as models of God's love and grace and to affirm the importance of caring for others as a central tenet of our faith.

Classes are conducted in an open and inclusive manner from the Lower School teaching of Bible stories and service learning to the Middle and Upper School exploration of history, philosophy, religion, and morality. Classes also offer the opportunity to discuss and debate the complexities of ethical decision-making within the moral compass of faith-based values. True to the Anglican ethos from which its educational philosophy and mission is derived, religious courses at St. Martin's intentionally seek to promote respect and understanding of all faith traditions.

### **ST. MARTIN'S EPISCOPAL SCHOOL PRAYER**

The following prayer, written by St. Martin's chaplains, is part of the school's many chapel services.

*Gracious God, we pray to you for the mission and ministry of St. Martin's School. Grant that the members of our community, seeing the image of God in one another, may be guided in the ways of wisdom. May we pursue excellence, unite ourselves in bonds of love, and be strengthened in patience, compassion, and persistence.*

*Increase, O Lord, our intellectual curiosity and zeal for learning. Give us the will and strength to do our best. May we never shrink from that which is difficult, and may we never fail to see an aura of wonder in everything on earth.*

*Most of all, dear Lord, surround us with your presence, so that all in the St. Martin's community will feel loved and secure. Amen.*

### **CHAPEL**

All St. Martin's students and faculty attend regularly scheduled chapel services. St. Martin's Chapel may now be used for weddings, baptisms, and funerals. This new policy has been set and approved by the Bishop of the Diocese of Louisiana, and

such services will take place with canonical accountability. Preparations for these events will take place through the parish church, St. Martin's Episcopal Church.

Set apart for prayer and worship, the Chapel is a place for reverent and appropriate conduct. We enter the Chapel quietly at all times, to help provide an environment for meditation and worship, participating in the services as conscience and our own religious traditions permit -- saying the prayers, singing hymns, sharing in the readings, listening attentively to speakers.

Please refrain from using the Chapel as a thoroughfare. The sacristy is "out of bounds" unless special permission has been given by one of the chaplains. Because of the special and sacred nature of the chancel/sanctuary (the raised area at the front of the chapel), this space may not be used for any purpose except for Christian worship at the direction of the chaplains.

Beyond regularly scheduled worship services of the Lower, Middle, and Upper Schools, any other use of the Chapel must be planned in consultation with the chaplains or Headmaster and then scheduled through the school Calendar Committee. Use of the Chapel for weddings, baptisms, or funerals must be planned through St. Martin's Episcopal Church.

Please help make certain that all copies of the Book of Common Prayer, hymnals, and other chapel materials remain in the chapel. Should you have need of any of these, please see one of the chaplains. Food and drinks should not be brought into the Chapel except for religious use. The Chapel is not to be used as a storage area.

Finally, because we understand the Chapel to be a House of God and a place for prayer for all people, at all times we want to give both the Chapel and those around us the respect they deserve.

## **ANNUAL GIVING**

Like most independent schools, St. Martin's charges tuition that covers approximately 80% of the cost of educating each student. St. Martin's relies on auxiliary programs and other sources of income, as well as the Annual Giving campaign, to bridge the gap between tuition income and operating expenses. If tuition fees were raised to cover the gap, it would create a financial hardship for many of our families, thus affecting the economic diversity that we value. Our operating budget's main expenses include faculty salaries and benefits, instructional materials, and maintenance of the campus physical plant. The dollars raised in Annual Giving are used in the current fiscal year.

Annual Giving is a tax-deductible opportunity for parents, grandparents, alumni, faculty, and friends to support new and existing programs. We encourage all parents to participate in Annual Giving at whatever level possible. High participation percentages help St. Martin's leverage gifts from foundations, which look closely at the level of support school "internal" constituents provide as an

indication of institutional strength. St. Martin's needs and appreciates gifts of every size. Annual Giving gifts range from \$10 to over \$25,000.

During the fall, parents will be solicited via mail, e-mail and/or telephone by parent volunteers. The school is grateful for your prompt response and most appreciative of your generosity. Frequent campaign updates are included on the website and other publications.

There are many other opportunities for charitable giving. To discuss any ideas or questions you may have, please contact Director of Advancement Lisa Sibal at 736-9910 or Lisa.Sibal@stmsaints.com.

## **SCHOOL-WIDE PROGRAMS**

**Student Services Department** - In accordance with the mission of St. Martin's Episcopal School, the Department of Student Services exists to provide support for students as they grow physically, emotionally, intellectually, socially, and spiritually during their time at St. Martin's. By coordinating the services of certified learning specialists, licensed counselors, and the college counselor, this department seeks to assist students to better understand themselves and their individual needs. Additionally, this department appreciates the importance of working in partnership with parents and faculty members within the St. Martin's community.

**Learning Specialists** -The learning specialists at St. Martin's Episcopal School are available to work with all students who have academic concerns. The specialists assess student needs by conferencing with administrators, teachers, parents, and the student. Student records, evaluations, and teacher observations are utilized in determining appropriate techniques, strategies, and methods for most effectively teaching each student. Sessions with the learning specialist are intended to support the individual student and to assist him/her in developing compensatory skills for his/her particular learning style. If extensive tutoring or additional referrals are needed, the learning specialist provides the necessary recommendations.

**Policy Statement for the Implementation of Modification Programs for ADHD and Learning Disabilities** - Parents must provide the following documentation that their child has a learning disability or ADHD:

- A written diagnosis from a qualified professional, such as a licensed school psychologist, clinical psychologist, educational psychologist, neurologist, or licensed educational diagnostician

- Proof of tests completed within three years of the time modification is requested (per ETS standards)

- A diagnostic interview, relevant testing, a specific diagnosis, actual test scores from standardized instruments, and recommendations made by the evaluator

- An Interpretive Summary

□□Appropriate documentation for medications prescribed by physicians (those without documentation are not acceptable for the purposes of modifications or accommodations)

*Note:* A parent/teacher interview with the Learning Specialist of the division level of the child is required prior to the implementation of a modification plan.

Reasonable accommodations St. Martin's could make to those children who qualify might include the following (other accommodations may be discussed with the Head of Student Services):

- Extending time on tests
- Testing in alternate locations
- Using laptop, recorder and/or other technological assistance in the classroom
- Considering spelling errors on in-class essays or exams to be less serious than on daily work or papers and essays that are word-processed
- Offering some oral tests
- Arranging for tutorial services

St. Martin's expects the following of students with ADHD or a learning disability diagnosis:

- Demonstration of a solid work ethic and willingness to work with teachers, advisors, counselors, and learning specialists to develop strategies to compensate for areas of difficulty
- Attendance at help sessions in classes of challenge
- Active compliance with the recommendations of the advisor and learning specialist
- Consistent and prompt attention to medication when prescribed

**Developmental and Personal Counseling** - The counseling program in the lower, middle, and upper divisions is an integral part of the holistic educational process at St. Martin's Episcopal School. Guidance programs are coordinated to enhance growth and healthy emotional development. The main purpose of the program is to help students, parents, and teachers make choices and adjustments for each student's emotional, social, and academic needs based upon the appropriate level of student development. Brief individual counseling services provided by licensed professional counselors, as well as consultation with teachers and parents, are offered to students and their families to help students develop independence and accept personal responsibility. All communications between student and counselor are confidential; however, exception to confidentiality must be made if the student is dangerous to self or others.

**College Counseling** - St. Martin's prepares its students for admission to college through a rigorous program of prescribed course work. Beginning in the junior year, all students work with the college counselor, who provides advice and assistance to students throughout the college admission process. Standardized testing is an

important aspect of that admission process. All St. Martin's students take the Preliminary Scholastic Assessment Test (PSAT) during their freshman, sophomore, and junior years. The tests are given at St. Martin's during the fall semester each year. For freshmen and sophomores, the tests are for practice in working with the testing format. The junior-year PSAT score also serves as the National Merit Scholarship Qualifying Test. Students with exceptionally high scores may be eligible for a National Merit Scholarship.

The Scholastic Assessment Test (SAT Reasoning) and/or American College Test (ACT) are required for admission to most colleges. St. Martin's specifies that juniors take the SAT Reasoning test and ACT during the spring semester of the junior year. Many colleges also require that candidates for admission take College Board Subject Tests. The SAT Subject tests are offered by the same testing company that authors the SAT test.

Students complete another cycle of admission testing in the fall semester of the senior year. Seniors are not eligible for the PSAT, but they use the fall test dates to take a second SAT and another ACT. Many seniors also take another set of SAT Subject tests. The testing cycle for seniors ends with the December testing date in the 12th-grade year.

During the fall of each academic year, a large number of college representatives visit the St. Martin's campus. Through the college counseling office, juniors and seniors meet with these representatives in order to gain perspective on possible college destinations. The college counselor also forwards student records to colleges, completes secondary school reports required by colleges, and guides seniors through the college application process. The ultimate aim is to help seniors gain admission to several schools and thereby create a choice of appropriate college destinations. For college admission purposes, St. Martin's does not provide student rank.

may be used if additional testing is needed. Juniors begin testing with the March SAT Reasoning and the February ACT. The SAT Subject Tests are required by many colleges and they are used by St. Martin's for purposes of self-evaluation. Advanced Placement exams are given on campus May 2-6, 2011, and May 9-13, 2011. St. Martin's Episcopal School is a member of the National Association for College Admission Counseling and complies with the NACAC Statement of Principles of Good Practice.

**Naviance** - Among the many tools employed by the college counseling office is an online service called Naviance. St. Martin's uses this service to maintain certain student academic records and to ease communication among the college counseling office, the students, and their parents. The program requires St. Martin's to input limited personal and academic data, which allows students and parents to conduct effective, personalized searches for a good college match.

**Life Skills Program** - Consistent with our philosophy of educating the whole child, St. Martin's School engages in family life education, whereby special time is designated during the school year for faculty and student participation in learning opportunities not offered in the regular curriculum.

**Extracurricular Activities** - The school's program of extracurricular activities is designed to provide opportunities to expand students' interests, talents and skills. The activity program is an important part of school life. All students are encouraged to take part and to fulfill their roles responsibly in all activities in which they choose to participate.

**Dramatics** - Opportunities for participation in dramatic activities are available to all students. Plays and musicals are presented during the school year.

**Music** - Lower, Middle and Upper School students may join the choral or instrumental music group in their school division (no prerequisite). Participation includes concerts, performances at chapel services, and some off-campus presentations.

**Summer Programs** - St. Martin's offers a summer program that includes academic summer school for grades 6-12, summer camp for boys and girls 2-12 years old, athletic clinics, and science camp. A variety of enrichment programs are available in other locations. Interested parents may call 736-9966 for more information.

**Before-School Care** - St. Martin's offers before-school care for students in PK-grade 5. The program, staffed by St. Martin's teachers, provides care each school day from 7:15 to 7:40 a.m. The program takes place in LS17 and LS18, and provides students with an opportunity for quiet reading and study. This service is free.

**After-School Care** - After-school care activities for students in PK-grade 5 take place in the Lower School and include an opportunity for time to do homework, have a snack, and play. Afternoon activities are available, but students must sign up for them beforehand. An afternoon snack and drink are provided. Parents pick up students in PK-grade 2 in the PK adventure area. Students in grades 3-5 are picked up from the Lower School library. Lower School **Prep Plus** is offered for grades 3-5 on Mondays through Thursdays from 3:30 to 4:30. Prep Plus provides a low student-teacher ratio where students can do their homework while learning organizational and study strategies. A fee is charged for this service.

The program for students in grades 6-8 takes place in the Middle School. An afternoon snack and drink are available. Students are provided an organized, quiet place to complete homework and work on academic projects. Students may consult with teachers for extra help, and have access to the Martin Family Library in order to conduct any necessary research. Students who participate in extracurricular activities may attend after-school care upon conclusion of such activities. After-

school care begins at the end of the school day and lasts until 6:00 p.m. After-school care is not available on days when school is in session for a half-day. Annual and semester notes are billed on the student's account. Drop-ins are welcome. A flat daily fee is charged through the child's account. **Readiness Plus** is offered to Middle School students on Mondays through Thursdays from 3:30 to 4:30. This program provides students in small groups (4-6) specific homework supervision and instruction. At 4:30 students may go to the after-school care program. There is a fee charged for this program.

## **ATHLETICS**

In keeping with St. Martin's commitment to provide high quality student learning through the development of the whole person, competitive athletics is an integral part of the total educational experience. Further, St. Martin's recognizes the importance of establishing a lifelong concern for fitness and health. The primary objective of St. Martin's athletic program is to nurture the growth of the student athlete physically, emotionally, and spiritually. Our athletic program strives for excellence and brings enjoyment and well being to the students of St. Martin's, all in hopes of instilling a lasting appreciation of athletics.

## **EXPECTATIONS OF STUDENTS**

In a school community in which Christian values are both observed and fostered, each student is expected to:

- Accept responsibility for himself/herself
- Accept responsibility for community property
- Be respectful and courteous to all
- Refrain from actions such as cheating, plagiarism, lying, and stealing
- Be on time for each school responsibility
- Observe the school's policies on drugs, drinking and tobacco

Discipline is the responsibility of all members of the school community. Student conduct away from the campus in out-of-school time is basically the responsibility of parents. However, St. Martin's reserves the right to deal seriously with a student whose actions reflect negatively on the school.

Matters of discipline are handled first by the teacher in charge. If a student fails to respond to teacher counseling or if the offense is considered serious, the problem is taken to the appropriate administrator. Detailed disciplinary guidelines are found in the Lower, Middle, and Upper School sections of this handbook.

## **HONOR SYSTEM**

Honor is one of the most important qualities of anyone's personal character. It involves a fundamental attitude of being trustworthy, as well as trusting others. It is important to know that one's words and actions are accepted as honorable. By being an honorable person, each individual has a personal gain, that is, the pride and self-respect he or she feels in knowing that the work contributed to the

community is one's own. It is upon these ideals that St. Martin's Honor System is based. Honorable conduct must prevail in all actions.

All students should follow a basic code of ideals to maintain the attitude of mutual respect and good will by which the school operates. With this system, such dishonorable conduct as cheating, plagiarism, lying, vandalism, and stealing decreases.

The Honor System, based on trust, can succeed in encouraging the development of students who are naturally motivated to be responsible, self-disciplined, and concerned for others. The ultimate rule of conduct must always be the individual's code of honor and his or her sense of moral obligation to the school, the community, and one's self. The Honor System works only in an atmosphere of mutual trust and understanding.

At the beginning of every school year, after the assembly at which the Honor Code is explained, each student in grades 6-12 signs the following statement: "I pledge to support the Honor Code in all my behavior." Each division handles Honor Code cases with age appropriateness. The procedure for each division is explained in the appropriate divisional handbook.

The Headmaster reserves the right to make public results of any disciplinary proceeding at student assembly, and to advise St. Martin's parents of same.

### **PARENT-SCHOOL PARTNERSHIP**

To be successful, St. Martin's Episcopal School needs and expects the cooperation of its parents who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, the school and parents form a powerful team with far-reaching positive effects on children and the entire school community.

Open and direct communication is at the heart of the St. Martin's community. The school is in partnership with parents to function in such a way that students' best interests are promoted and encouraged. Trust and mutual respect are the most essential components of effective partnering between teachers/administrators and parents. We encourage parents to share concerns constructively and respectfully with the faculty member or administrator closest to the situation.

Teachers work with students in the classroom and also serve students' best interests throughout all of the school's many activities. Teachers also serve as your primary contact with the school and are in the best position to help partner with you in matters concerning your child.

Understanding the communication system will help parents communicate more efficiently and effectively and will ultimately be the best for the student. Teachers want you to keep in touch, and they will indicate the best times to reach them.

The school encourages parents to contact teachers during the school day via telephone or e-mail.

What is the most effective communication partnership? The school has developed some brief guidelines by division to help parents navigate the most efficient process.

### **LOWER SCHOOL**

When a parent has a question or concern about a classroom matter, the school strongly recommends contacting the teacher directly to resolve the issue. When a matter involves a resource class or physical education class, contact the teacher to find out who was on duty during that time, then contact that person directly. Initial contact should be made with the faculty member. If further discussion is necessary, we encourage parents then to contact the Head of the Lower School who will attempt to reconcile the situation and will involve the school counselor if needed.

### **MIDDLE SCHOOL**

Middle School students are encouraged to work directly with faculty members to resolve concerns. Parents' voices are most welcome in creating and maintaining the important partnership with the school. The Middle School encourages parents to make first contact with the faculty member involved. Classroom, academic, or curriculum concerns should be addressed to the appropriate teacher, then the advisor, learning specialist, and department head. If there is no resolution, contact the Middle School Head. When a matter involves a physical education class or athletic program, contact the teacher directly, then the Athletic Director. If an incident occurs during lunch or free time, contact the teacher on duty or Middle School office as well as the student's advisor. For health concerns, contact the school nurse, first then the Middle School Head. If any incidents occur involving social issues, the student's advisor should be contacted first. If further discussion is necessary, we encourage parents to contact the counselor who will attempt to reconcile the situation and will involve the Middle School Head if needed.

### **UPPER SCHOOL**

Upper School students are encouraged to work directly with faculty members to resolve concerns. Parents' voices are most welcome in creating and maintaining the important partnership with the school. Areas of parental concern in Upper School may include academics, curriculum, discipline, social issues, athletics, health, and emergencies. The school encourages parents to make first contact with the faculty member most involved. Academic and curriculum concerns should be addressed to the appropriate teacher, then the advisor, learning specialist, department chair, and then division head. With discipline or social issues, contact the advisor, then the Upper School Head and/or school counselor. Athletics concerns are directed to the appropriate coach/teacher, followed by the advisor, the athletic director, then the division head. For health or emergency concerns, contact the nurse, school counselor, and/or the division head.

## **TUTORING**

Students identified as needing help beyond what can be achieved through help classes with a teacher should be referred to the Division Head. The Division Head, in coordination with the Student Services Department Chair, will identify an appropriate tutor from a pool of tutors cleared through our screening process, which includes investigative requirements set forth by the state of Louisiana. The parent may then make individual arrangements with the tutor. Tutors should be aware of St. Martin's Honor Code relative to giving assistance on writing assignments. The guidelines state very clearly that both the word choice and sentence structure of written work must be the student's. Editors, whether parents, tutors, or peers, are allowed to indicate awkward sentence structure or poor word choice, mark spelling errors, and circle incorrect punctuation. However, the student must look up the word, reword the sentence, and correct the punctuation error. Students need to do their own revising, using the tools of revision: a dictionary, a thesaurus, the MLA Handbook, and the St. Martin's Guide to Writing.

## **INTERNET USE POLICY**

Internet access is available to all students at St. Martin's Episcopal School. The Internet offers diverse resources to students. Our goal in providing this service is to facilitate resource-sharing, innovation, and communication. With access to information from all over the world comes not only the benefits of such a resource but also the risk of the availability of material that may not be considered to be of educational value in the context of the school setting. St. Martin's Episcopal School has taken precautions to restrict access to controversial materials, but ultimately, students must exercise good judgment and are responsible for the sites and information they view.

As they use the Internet, students are advised of the acceptable uses, netiquette, and the responsibilities they have when using the system. If a St. Martin's Internet user violates any of these provisions, his/her access is terminated, future access could possibly be denied, and other disciplinary action may be taken. Internet usage at St. Martin's is a privilege.

See also Middle School and Upper School Handbook sections for relevant guidelines.

## **INTERNET SAFETY**

In this age of online communication, Internet safety becomes a concern. The technology committee keeps abreast of methods for screening inappropriate sites on school computers, and faculty and parent meetings are conducted to increase awareness in the area of computer use risks.

## **LAPTOP/TABLET USE**

The Middle and Upper schools have a special Computer Behavior document that will be given to all Middle and Upper School students to sign and is available on the website.

## **SOCIAL EVENTS**

All school-sponsored events must be cleared with the Calendar Committee through the appropriate administrator. Faculty sponsors are available to assist with planning. All plans and arrangements for social events must be cleared through the faculty sponsor.

### **Specific Guidelines (some pertain to specific divisions):**

- There is at least one faculty sponsor and chaperone.
- There is a faculty or parent chaperone for every 20 students.
- St. Martin's students and guests are not to consume any alcohol in conjunction with school social events. Students who attend a school-sponsored event who are recognized to be in possession of or under the influence of alcohol or illegal drugs are subject to disciplinary action by the school. Chaperones must not use alcoholic beverages on duty.
- Students are not permitted to leave a party and return while it is in progress. Exceptions may be granted when prior arrangements have been made with the appropriate administrator.
- Middle School students are required to remain at Middle School functions for their duration. Early leave is granted only when prior arrangements have been made between the family and the school.
- Student drivers are to observe carefully all traffic and parking regulations. They must be considerate of neighbors, particularly when leaving a party.
- All guests at student functions must be accompanied by a St. Martin's student and must comply with the school's social event guidelines.

## **DRUGS, ALCOHOL, AND TOBACCO**

St. Martin's Episcopal School recognizes the dangers presented by the use of alcohol and other drugs, particularly by our students. The school is committed to the education of our students and parents about these dangers. The school also encourages students and parents to contact the appropriate division head if a substance abuse problem exists or is suspected at home. Parents are urged to make use of the professional help and resources available at the school or in the greater New Orleans community through referral by the school.

It is the school's policy that the use, abuse, possession, distribution, or sale of illegal drugs, alcohol, or any other illegal or unauthorized dangerous or controlled substances on or off the school's campus will not be tolerated. Any violation of this policy may result in disciplinary action, up to and including dismissal from the school. The administration and faculty will actively seek to identify those students whose actions indicate that they may be engaged in the unauthorized use or abuse

of drugs, alcohol, or other illegal or unauthorized dangerous or controlled substances.

Where St. Martin's administrators believe that reasonable suspicion exists that a student may be using, abusing, or reporting to school under the influence of drugs, alcohol, or other illegal or unauthorized dangerous or controlled substances, the school may require that the student submit to chemical testing of his/her urine, hair, breath, or other appropriate body tissue to test for the presence of any such substances and/or their metabolic byproducts. Reasonable suspicion includes, but is not limited to, erratic or unusual behavior or appearance, repeated or unexplained tardiness or absenteeism, the observed or reported use, possession, distribution or sale of illegal drugs, alcohol, or other illegal or unauthorized dangerous or controlled substances, or any other conduct or behavior suggestive of substance use/abuse. Refusal by a student and/or his/her parent/guardian to submit to the chemical testing outlined in this policy may, at the school's discretion, serve as grounds for disciplinary action, up to and including dismissal from the school.

It is the Board of Trustees' desire that our school take a more proactive stance in providing counseling programs, identifying those who are in need of counseling, and giving our students a reason to say "no." It is our hope that, by doing so, all students within the St. Martin's community will be informed about the dangers of substance abuse and will be able to achieve their greatest potential. After thoughtful consultation with experts in the field and schools both locally and nationwide, the Board of Trustees has approved a policy that all Upper School students will be randomly tested at least once during each school year. Students will be tested for traces of illegal drugs and such testing will be done by a testing company as designated by the school.

Negative and initial positive test results for a student will be limited to the Headmaster, Upper School Administration, and the Upper School Counselor. If a test result is negative (no trace of illegal substances), the parent/guardian of the student will be notified in writing and the name of the student will be resubmitted to the pool for future random testing.

If the test result is positive (traces detected of illegal substances), the Head of Upper School will immediately notify the student and parents of the results. A meeting between the Head of Upper School, the student, and his/her parent/guardian will be required within three (3) school days. The student is required to seek counseling and give permission for the Upper School Counselor to contact the student's private counselor. The Upper School Counselor will assist the family and student in identifying and selecting community resources for out-of-school counseling with all such costs being the responsibility of the parent/guardian.

There will be no disciplinary action taken against a student who tests positive for the first time, but he or she will be required to undergo follow-up testing by the school's designated testing company. The follow-up test will be at least 100 days from the initial positive test and will be every 90 days thereafter until the student's graduation from St. Martin's. The cost of all follow-up testing will be at the expense of the student's parent or guardian. Upon a second positive test, the student is subject to immediate dismissal from St. Martin's.

### **Confidentiality and Student Records**

Negative and first positive test results will be limited to the Headmaster, Head of Upper School, Assistant Head, Deans of Upper School, Upper School Administrative Assistant, and the Upper School Counselor. The School will not initiate criminal charges or other legal action against the student based on a positive test result. The negative or initial positive result of any drug test will not be a part of any official school record.

### **Claim of False Positive**

Should the student, parent, or guardian claim that a test result is a false positive, he or she may request to be tested again with the school's designated testing company. Such testing must occur within one (1) school day and will be at the expense of the parent/guardian.

### **Refusal to Test, Failure to Meet**

Should a student refuse to submit to a test when notified by the school, he or she will be immediately suspended from school until such time as he or she submits for testing. Should a student and at least one parent or guardian fail to meet with the Head of Upper School within the required time to discuss an initial positive result, the student will be immediately suspended until such time as the required meeting occurs.

### **Students Applying During the School Year**

All students applying for admission for a school year that is already in session will be required to pass a drug test as administered by the school's designated testing company, prior to acceptance by the school.

### **Louisiana High School Athletic Association (LHSAA)**

A special note to students who participate in organized athletics under the jurisdiction of the Louisiana High School Athletic Association (LHSAA): In accordance with LHSAA policy, for a student athlete to be eligible to participate in any LHSAA-sanctioned athletic program at St. Martin's, the LHSAA mandates that the student athlete and his/her parents/guardians sign both an LHSAA Substance Abuse/Misuse Contract and Consent Form and an LHSAA-mandated St. Martin's Episcopal School Athlete Substance Abuse/Misuse Contract and Consent Form. The purpose of these Contract and Consent Forms is to secure in advance an athlete's agreement and understanding that he or she will not engage in the unauthorized use/abuse of drugs, alcohol, or other illegal or unauthorized dangerous or

controlled substances while a participant in any LHSAA athletic program and further, that he/she and his/ her parents/guardians give permission and consent in advance for the athlete to be tested for drugs, alcohol, or other illegal or unauthorized dangerous substances in accordance with St. Martin's Episcopal School's Substance Abuse and Drug Testing Policy.

## **NONDISCRIMINATION AND PROHIBITION OF HARASSMENT**

St. Martin's is an equal-opportunity school. All student-related actions are based on legitimate criteria such as performance, qualifications, and attitude and without regard to such characteristics as race, color, creed, religion, sex, marital status, age, national origin, disability, sexual orientation, or veteran status.

Discrimination against or harassment of any person because of the characteristics listed above is strictly prohibited, whether directed at an employee, vendor, or student. Any such discrimination or harassment is prohibited whether or not it also violates any law. No situation is condoned where submission to harassment is made either explicitly or implicitly a term or condition of employment or advancement, or of a student's participation in school programs or activities; is used as a basis for decisions affecting a student; or where harassment has the effect of creating an intimidating, hostile, or offensive working or learning environment. It is expected that students treat others with respect, courtesy, supportiveness, and professionalism. It is also expected that students will not interfere with other students' ability to work or learn.

Each administrator is responsible for promoting, understanding, accepting, and complying with state and federal laws and board policy and procedures regarding harassment and discrimination within the school.

**Sexual Harassment** - Harassment based on sex is prohibited. Students shall not be subjected to any conduct of a sexual nature. This includes both physical conduct of a sexual nature, including touching, blocking, staring, making sexual gestures, making or displaying sexual drawings or pictures, and verbal conduct of a sexual nature including sexual propositions, slurs, insults, jokes, other sexual comments, any pressure for sexual activity, and any suggestion of sexual involvement especially when accompanied by implied or explicit threats concerning grades, jobs, duties, or the like.

**Other Harassment** - Further, no one may harass another because of that person's race, color, creed, religion, age, national origin, disability, sexual orientation, or veteran status. Examples of conduct prohibited by these guidelines include using racial and ethnic slurs or offensive stereotypes, threatening, intimidating or hostile acts, and making jokes about these characteristics. Prohibited harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward someone because of that person's characteristic as listed above. Moreover, students shall not make any threatening or intimidating remarks to another person or damaging statements about others, whether or not made because of that

person's characteristics as listed above. The school reserves the right to require an outside professional opinion before allowing an individual to remain on campus in situations involving threatening statements toward others, self, or the school.

**Making Complaints and Reporting Violations; No Retaliation** - Any student who believes that the actions or words of a teacher, manager, supervisor, fellow student, or vendor constitute unwelcome harassment has a responsibility to report or make a complaint promptly to the school orally or in writing. Complaints or reports should be made directly to the appropriate school administrator, business manager, manager of human resources, or legal committee of the Board of Trustees. Similarly, if harassment of another student is observed, it is requested and encouraged that a report be made to one of the persons described above. Any reprisal, retaliation, or other adverse action is strictly forbidden against any student for making a good-faith complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

**Investigation of Complaints and Reports** - The school promptly and thoroughly investigates any complaint or report of a violation of these guidelines in an impartial manner and in as confidential a manner as is reasonably practicable, consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action where appropriate. A thorough investigation can take several weeks in some cases. The full cooperation of all students and employees in these investigations is expected. The complaining or reporting person may, at any time, ask the person who they complained or reported to about the status of the investigation. In all cases, the person who complained or reported is advised of the school's findings and conclusions.

**Penalties for Violations** - The school takes prompt disciplinary and remedial action if its investigation shows a violation of these guidelines. Depending on the circumstances, the action may range from a warning up to and including suspension or expulsion consistent with the student discipline code.

A complaint or report that this guideline has been violated is a serious matter. Dishonest complaints or reports also are against our guidelines. The school takes appropriate disciplinary action, up to and including suspension or expulsion for students consistent with the student discipline code, if its investigation indicates that deliberately dishonest or bad faith accusations have been made.

**Additional Information** - If you have any questions about these guidelines, please contact the manager of human resources for additional information.

## **SAFETY**

Maintaining a safe environment for students, faculty and families is a priority at St. Martin's. After a safety consultant's review, the school has enacted a number of

guidelines to ensure safety on the campus and at off-campus school-sponsored events. The consultant pointed out that the school already has a number of excellent measures in place.

Parents are responsible for supervising their children at any school function, particularly after-hours athletic events and plays. Students are to form a “buddy system” with one another to travel to their cars after school-related events, and a faculty member makes sure the buddy system is implemented. Faculty job descriptions include safety-related duties, such as monitoring carpool and supervising dismissal. Students should report safety concerns, such as a stranger on campus or stolen property, to the appropriate division head.

### **WEATHER AND EMERGENCY CLOSINGS**

In the event of an emergency or natural disaster, ALERTNOW is the primary means of telephone communication. If the school closes during regular school hours, emergency numbers are called to notify parents. Should a parent or guardian not be reached, the school maintains staff to support the student(s) until contact and a plan of reunification have been established. The school's website, [www.stmsaints.com](http://www.stmsaints.com), and e-mail will be the primary means of electronic communication. Parent e-mail addresses can be obtained by visiting the Directory section of [www.stmsaints.com](http://www.stmsaints.com), a password protected site. The username and password for the site will be e-mailed to parents before the start of the school year. If you do not receive this information, please contact Mary Brown at (504) 736-9914 or [mary@stmsaints.com](mailto:mary@stmsaints.com).

St. Martin's will also provide information to local radio and TV news stations regarding the status of the operation of the school. Finally, St. Martin's information line at (504) 733-0353 provides an official, recorded announcement of the latest information on the status of the operation of the school. We also have a Special Events InfoLine at (504) 736-9956.

St. Martin's encourages parents to check their inboxes for monthly Parent E-Newsletters, which contain important news and information for you and your child. If you're not receiving the Parent E-Newsletter, please contact the Communications Office at 504-736-9913 or [Anne.Honeywell@stmsaints.com](mailto:Anne.Honeywell@stmsaints.com).

### **SCHOOL SERVICES**

**Publications** - The Parents Electronic Newsletter serves as a newsletter and updated calendar of events. It is e-mailed to all families 10 months of the year and is posted on the St. Martin's website. The Bell is a biannual publication mailed to all families, grandparents, alumni, and parents of alumni. The marketing and communications director serves as editor of these publications. Kudos, awards, and honors students have earned are welcome for submission. Call 736-9913 for more information.

**Bookstore/Athletic Store** - The bookstore, located in the lobby of the Solomon Theater/Saints Hall facility, stocks textbooks, workbooks, and a variety of school supplies for use in all grades. Bookstore hours are posted in the bookstore window. The bookstore also stocks T-shirts, gym shorts, and other athletic supplies. Purchases in the bookstore may be charged to student accounts or paid in cash. Students in the Lower School must have parental approval for purchases in the bookstore.

**Food Service** - Entrees, a salad bar, a potato bar, a deli bar, milk, juice, fruit, and desserts are served on a daily basis. Chips and other snacks are also offered. Students in prekindergarten, kindergarten, and first grade participate in the meal plan on a yearly basis or bring lunch and drink from home. Students in grades 2-12 purchase a meal plan by year, pay cash on a daily basis, or bring lunch from home. Note: If a child accidentally comes to school without a lunch, we provide a lunch and charge parents afterward.

Breakfast and snacks are available to Upper School students at mid-morning. Students may consume food or beverages inside or outside (with administrative approval) wherever seating and trash receptacles are provided. Exceptions are made for school-sponsored social activities. Optional breakfast on Late Start Wednesdays is *a la carte* and not included in the meal plan price. Lower School and Middle School students must be accompanied by a parent on Late Start Wednesdays.

### **TRANSPORTATION - BUSES**

Only students who have arranged with the school for transportation may ride school buses. Federal guidelines restrict the school from offering transportation to prekindergarten students. Video cameras have been installed in all buses for safety purposes. Bus riders are to board and leave the vehicle at their designated stops. Parents should submit to the Transportation Office in writing as early as possible any changes, temporary or permanent, in the original information shown on the Auxiliary Services Form. Unacceptable behavior on a bus may result in disciplinary action and possible suspension of bus privileges without refund of fees.

Students needing transportation on an occasional basis only must obtain a bus authorization slip from their school secretary to acquire transportation for each trip. Lower and Middle School students must have a note from a parent. Seating space is available after regular bus students are seated. Nonscheduled bus riders are charged for each trip. Lower School parents should send a note if a regular bus rider is not going to ride.

### **HEALTH SERVICES, REGULATIONS, AND POLICIES**

St. Martin's recognizes the potential for accidents and sickness within the school community on a daily basis and currently provides a full-time nurse for the general welfare of all students, faculty, staff, and administration. It is the school's request

that parents support the school in this effort by carefully following the guidelines stated below.

**Annual Examination** - A yearly physical examination by a licensed physician is required by St. Martin's before a student may attend school or participate in physical education, extracurricular activities, and interscholastic competition. All health information/parent permission and release forms and the athletic medical evaluation forms (grades 6-12) are to be turned in to division offices by their respective due dates.

**Absentee Policy** - When a student is ill, late, or absent for any reason, please notify the nurse's office at 736-9944. Voice-mail is available for your convenience. Parents may call and leave messages 24 hours a day. If you wish to speak with the nurse, please call between 8:00 a.m. and 3:00 p.m. In accordance with the regulations of the state of Louisiana, students absent more than 10 days per school year may not receive credit.

**School Nurse** -The school nurse is in attendance in the school infirmary each school day. In the event of an accident or any incident on campus involving bodily injury, the school nurse is consulted. She is authorized to make decisions with regard to the proper procedure for care of the sick or injured student. If the student requires a physician's care or hospitalization, the parents are notified immediately. In an emergency, 911 is called and the student is transported to a hospital.

**Physical Education Excuses** - When a student is injured and requires a doctor's care, that student is not permitted to participate in the regular physical education program or in interscholastic practice or games until injuries are completely healed and the nurse has received a release from the attending physician. Students who are not to participate in PE due to health reasons must present a written excuse signed by a parent or doctor to his/her PE teacher. If a student does not have a written note, the parent is called from the nurse's office for verbal verification of the excuse.

**Medication Policy** - For the safety and comfort of your child, it is best to administer all medication at home. However, if your child must take medication during school hours, these guidelines must be followed:

Prescription Medication and Non-Prescription Medication - Medications must include written permission with a parent's signature and must be sent to the nurse before school in the original pharmacy container clearly marked with:

- Student's name, grade, and teacher
- Medication name, dosage, and time of administration

**Health Policy** - Guidelines by Louisiana Department of Health & Human Resources for exclusion of the communicable student are as follows:

**Fever** - temperature of 100F or above may be considered fever.

*Exclusion and Readmission:*

Student with a fever is dismissed from school.

Student may be readmitted to the classroom if there has been **NO FEVER IN THE PRECEDING 24 HOURS** (a student must stay home fever-free for 24 hours before returning to the classroom).

**Pinkeye - Conjunctivitis**

*Exclusion and Readmission:*

Isolate and refer student to physician.

Student may return to class when eyes are clear.

**Chicken Pox - Varicella**

*Exclusion and Readmission:*

Isolate and exclude student from school.

Student must stay home a minimum of seven days after onset of rash.

Doctor's verification that student is cleared to return to school.

In absence of doctor's verification, the school nurse must examine the student to make sure no new eruptions are present and all vesicles (blisters) have crusted.

**Ringworm - Tinea Pedis**

*Exclusion and Readmission:*

Isolate and exclude student from school.

Refer student to a physician for treatment.

Readmit to school with verification by physician that treatment has been started.

Infected areas should be covered with gauze or dressing when student returns to school.

**Scarlet Fever and Strep Throat - Streptococcal Infection**

*Exclusion and Readmission:*

Isolate and exclude student from school.

Readmit 24 hours after start of antibiotic therapy.

Fever-free for preceding 24 hours.

Doctor's verification of treatment.

**Head Lice - Pediculosis Capitis**

*Exclusion and Readmission:*

Isolate and exclude student from school.

Disinfect child and household with lice-control products.

Child must return to nurse's office on the first day back to school for evaluation before re-entering the classroom.

**Open Wounds** - All open wounds should be covered with a Band-Aid or gauze to minimize spread of infection. If the student is diagnosed with a wound infection, the nurse's office should be notified as certain contact sports and swimming may be contraindicated for the student on a temporary basis until the infection is resolved.

### **VOLUNTARY STUDENT ACCIDENT INSURANCE COVERAGE**

St. Martin's does not provide student accident insurance at its cost. It is the responsibility of each parent/guardian to provide for all medical costs for his/her child. The school has arranged to make available an optional program under which parents may purchase student accident insurance at their own expense.

The optional student accident insurance presently available under the program provides coverage up to maximum disclosed benefits. The policy currently available under the program allows the election of 24-hour coverage, at-school coverage, football coverage, and supplemental dental coverage. The coverage actually provided by the policy is, of course, governed by the terms, provisions and limitations of the policy itself, which should be consulted for further information.

There can be no assurance that this kind of optional coverage or the same level of benefits will continue to be available. The school undertakes no responsibility to continue the program in the future. Parents interested in the program are responsible for obtaining the coverage from the insurer and paying the premiums.

Applications for the optional student accident insurance may be obtained from the Business Office. A copy of the policy is available for review at the Business Office. In the event of a covered accident, claim forms can be obtained from the school nurse.

### **LOST AND FOUND**

Each division and the gymnasium establish their own locations for storing lost articles. Parents can assist greatly by marking each item belonging to their children, particularly books and clothing, and by insisting that students comply with school policy on the use of locks on student lockers.

### **SCHOOL POLICY ON FACILITY USE**

The Calendar Committee is responsible for coordinating use of the school facilities by any group. In accordance with the mission and philosophy of the school, these facilities are operated on a 12-month basis and are used for programs of an educational and/or extracurricular nature. Although the programs sponsored by St. Martin's Episcopal School are always first priority, there are limited opportunities when various areas of the campus may be available for use of faculty, staff, parents, alumni, non-profit organizations, and outside groups from the community. Specific guidelines apply to all requests for use of the campus.

Whenever possible, events should be accommodated within normal operational hours of the school so setup and cleanup can be accomplished by regular maintenance and housekeeping routines. All events are scheduled with the understanding that any unusual setup, lockup, or cleanup costs incurred due to the activity are billed to the user. Costs billed to the user include any expenses incurred by the school to staff the activity and may include overtime pay rates and related expenses. Use of the facility by any outside group requires a signed premises use agreement and appropriate certificate of insurance when necessary. All programs, clinics and enrichments offered to students must be under the direction of the school administration.

**Guidelines for use of the Merrick Conference Room and Gayle Boardroom:**

- The Calendar Committee must approve all use.
- The room will remain locked when not in use.
- Any use involving students must have sponsoring faculty supervision.
- School day access is controlled by the Director of Food Services.

**Guidelines for use of the Solomon Theater by internal groups:**

- The Calendar Committee must approve all use.
- Any use involving students must have sponsoring faculty supervision.
- School day access for approved events is controlled by the Performing Arts Head or Media Specialist.
- The Solomon Theater will remain locked when not in use.
- The Media Specialist is responsible for locking doors and setting up equipment as needed.
- Access for events held after school hours must be arranged through the Calendar Committee for all events unrelated to the Performing Arts program.
- No food or drink is allowed in the Solomon Theater without prior approval.
- Refreshments are limited to the lobby, Saints Hall, and outdoor areas.

**Guidelines for use of the Dan & Frances White Chapel:**

- The chapel is set apart for prayer and worship and is a place for reverent and appropriate conduct.
- The chapel should be entered quietly at all times.
- Please refrain from using the chapel as a thoroughfare. The sacristy is “out of bounds” unless special permission has been given by one of the chaplains.
- Because of the special and sacred nature of the chancel/sanctuary (the raised area at the front of the chapel), this space may not be used for any purpose except for Christian worship at the direction of the chaplains.
- Any use of the chapel beyond regularly scheduled division worship services and morning prayer must be planned in consultation with the chaplains or head of school and then scheduled through the Calendar Committee.
- No food or drink is allowed in the chapel without prior approval.
- Use of the Chapel for weddings, baptisms, or funerals must be planned through St. Martin's Episcopal Church.

**Guidelines for set-up/use of Adkerson Gymnasium and/or the Little Gymnasium by internal and/or external groups:**

- Approval from the Calendar Committee and Athletic Director required whether facilities are listed as primary or inclement weather facility.

- When using gymnasiums for anything other than athletic events, the gym floor must be covered. The request to cover the gym floor should be listed on the Special Event Form submitted to Calendar Committee, under Maintenance Needs. The Maintenance Department requires a one-week notice in order to accommodate the request. The area of floor to be covered will be determined by the Athletic Director and the Director of Facilities.

- In the event that either gymnasium is listed as inclement weather facility, it is the responsibility of the originator of the request to confirm with the Athletic Director availability of the gym at least one week prior to the event.

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## **GEORGE COTTAGE POLICIES AND PROCEDURES**

The Policies and Procedures of George Cottage at St. Martin's are provided in written form to all parents and guardians and are for the benefit of all enrolled children. Each parent or guardian is required to sign the Enrollment Agreement acknowledging receipt and understanding of these policies. These policies are subject to change and may be modified from time to time by The Cottage.

**MISSION STATEMENT:**

George Cottage provides two- and three-year-old children with a safe, enriched environment using developmentally appropriate practices to foster the well-being of the whole child.

**PHILOSOPHY:**

The charge of George Cottage is to provide an activity-oriented preschool program that will stimulate and challenge the whole child, by providing development in the areas of cognitive, language, physical, self, and social domains.

**GOALS:**

1. Cognitive and Language Development
  - a. Develop a love of learning
  - b. Learn to solve problems, take risks, and make decisions
  - c. Develop thinking and readiness skills

- d. Develop expressive and receptive language skills
  - e. Develop language skills by encouraging reading, writing, speaking, and listening
  - f. Learn through the use of all five senses
  - g. Develop intellectual skills through hands-on experiences
  - h. Observe the environment, ask questions, and think critically
2. Gross and Fine Motor Skill Development
- a. Develop use of large muscles through large motor activity
  - b. Develop small muscles through small motor activity
3. Development of Self
- a. Develop positive self-esteem
  - b. Develop independence and initiative
  - c. Develop self-help skills and good health habits
  - d. Develop self-expression and creativity through materials, music, movement, and language
4. Social Development
- a. Enjoy school and have fun
  - b. Respect themselves and others
  - c. Develop social skills through interactions with peers and younger children and a variety of adults and cultures
  - d. Learn to play cooperatively with peers
  - e. Learn the skills of group participation
  - f. Appreciate differences in people, cultures, and the natural world
  - g. Learn the responsibility of cooperating in a community

**HISTORY:**

George Cottage at St. Martin's was established in 2004, 57 years after the founding of St. Martin's Episcopal School. The name is reminiscent of the school's beginnings when two-room classes were referred to as "cottages."

**ACCREDITATION:**

George Cottage is licensed by the State of Louisiana Department of Social Services and complies with all standards put forth by that department and licensed by the State Board of Health and the State Fire Marshall.

**ADMISSION POLICY:**

George Cottage is open to children ages two- and three-years-old by August 31 of that year regardless of race, color, religion, national, or ethnic origin. Priority is given to members of the St. Martin's community, including children of faculty, staff, alumni, and current St. Martin's parents. George Cottage is committed to placing each child in the environment which best supports the child's level of development at the time of entry. Handicapped children will be accommodated if we can adequately meet their needs. When vacancies in each age group have been

filled, qualified candidates will be placed in a waiting pool and accepted throughout the year as openings occur.

**APPLICATION PROCEDURES:**

Parents/guardians must provide an application for enrollment and participate in a personal interview if contacted.

**ENROLLMENT PROCEDURES:**

Children are admitted based on the school receiving all necessary admission documents and depending on space availability. Upon enrollment, parents/guardians must provide:

1. Completed Enrollment Agreement
2. \$200 Registration Fee (for new students only)
3. Copy of birth certificate
4. Immunization records and health form
5. Completed emergency information to be kept on file

**PERMANENT RECORDS:**

Each child's records must be kept up-to-date and include the following:

1. Work and home addresses and phone numbers
2. Authorized persons for emergencies or pick-up including phone numbers for work and home
3. Current immunization records
4. Allergies, personal situations, etc., that may affect the child

**CONFIDENTIALITY OF FILES:**

George Cottage shall maintain confidentiality of all children's records. They are the property of the school and are kept secure and confidential. Access to files is limited to those who have a legal or professional need to consult such records.

**STUDENT ACCIDENT INSURANCE -**

**SCHOOL TIME ACCIDENT INSURANCE PROTECTION:**

Any expense for medical or dental care for an enrolled student is the responsibility of the parent or guardian. George Cottage purchases School Time Accident Insurance Protection for each enrolled student. This coverage is in effect for the hours and days when school is in session while attending school-sponsored and supervised activities on the school premises. This policy provides payment for usual and customary medical expenses incurred for treatment of injury caused by a covered accident subject to the maximums and conditions stated in the policy. Any expenses for accident or injury not covered by the School Time Accident Insurance Protection are specifically the responsibility of the parent/guardian.

**SCHOOL CALENDAR:**

This is a 10-month program running from the beginning of August until the end of May of each year. The June and July programs will be operated separately under the auspices of the St. Martin's Summer Camp Program.

**HOURS OF OPERATION:**

7:00 a.m. to 6:00 p.m. Monday through Friday

**COTTAGE HOLIDAYS:**

A list of holidays will be published each year prior to August 1. For the 2011-12 session the following holidays will be observed:

September 5	Labor Day
October 10	Fall Professional Day for faculty
November 24, 25	Thanksgiving and the day after
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve
January 1	New Year's Day
January 16	Martin Luther King Day
February 21	Mardi Gras
April 6	Good Friday
Spring Professional Day for faculty	TBD
End of the year StM School function	TBD (end of May)

If it becomes necessary to close George Cottage for any other days in a non-emergency situation, advance notice will be given. In the case of severe weather or other unforeseen emergencies, please refer to the section on Emergency Procedures on page 5.

**ARRIVAL AND DISMISSAL PROCEDURES:**

George Cottage opens each day at 7:00 a.m. and closes at 6:00 p.m. Because young children thrive on routine, it may be in the best interest of your child to maintain a regular drop-off and pick-up schedule. Please refrain from bringing older children into George Cottage during arrival and dismissal. At the end of the day, plan to arrive by 5:45 p.m. to ensure you have enough time to gather your child's belongings. Late fees of \$2.00 per minute will be charged after 6:00 p.m.

**SIGN IN AND SIGN OUT:**

Parents should sign in their child in the designated attendance record form upon arrival. Please give the teacher any pertinent information in writing regarding the child's diet or condition.

Parents should sign out the child in the designated attendance record form before leaving. Parents should check the child's cubby for soiled clothing, papers, or any pertinent information regarding the child's needs.

**AUTHORIZED PICK-UP:**

A child can only be released to those persons authorized and listed on the emergency card. Parents are required to keep current a list of the names and phone numbers of those authorized for pick-up, or parents must notify the office in writing if a person other than those authorized will be picking up the child on that day. A picture I.D. is required of all persons picking up a child who are not known to attending staff members.

**PARKING AND SAFETY:**

Please park in the Adkerson Gymnasium lot located on Green Acres and walk your child in to George Cottage. There are several parking spaces designated for George Cottage drop off and pick up. This parking location provides safety and direct access to the entrance of George Cottage. Be aware that St. Martin's Episcopal School is a busy place, especially during carpool times. Traffic is heaviest from 7:45 to 8:05 a.m. and from 3:00 to 3:45 p.m. The school has an established traffic flow pattern during these times, essentially making Green Acres and Haring Roads one-way streets. Parents drive north on Green Acres and south on Haring Road during these peak times. You will want to observe this pattern if your drop-off or pick-up times coincide with peak campus traffic times. A map is included to explain the flow.

**EMERGENCY PROCEDURES - SAFETY:**

Maintaining a safe environment for students, faculty, and families is a priority at George Cottage. The school has enacted a number of excellent measures and guidelines to ensure safety. In the case that an evacuation will be necessary, the children will be transported via school bus. Fire drills will be conducted on a monthly basis.

**WEATHER AND EMERGENCY CLOSINGS:**

When the school administration decides to close the school due to extreme weather or other emergency situations, the school notifies WWL-TV Channel 4 and WWL-AM radio. Parents are requested to tune in to these stations to receive the school's decision. We also record a message on the school's Special Events Infoline, 736-9956. St. Martin's has an emergency telephone notification system which is updated each fall. Given sufficient time and warning of an impending problem, this system is utilized.

If the school closes during regular school hours, emergency numbers are called to notify parents. Should a parent or guardian not be reached, the school maintains staff to support the student(s) until contact and a plan of reunification have been established.

**CURRICULUM:**

The curriculum for the two- and three-year-old program provides a broad array of activities designed to foster growth in all areas of development (intellectual, social, emotional and physical). By providing an environment that is interesting, stimulating, and secure, we help the children develop important school-readiness skills through exploration and social interaction. Classroom experiences emphasize manipulative, language, and outdoor activities. The program also offers instruction in music, science, art, religion, library, and Spanish.

**DAILY SCHEDULE:**

Two- and three-year-old students follow a structured daily routine which includes the following activities: story time, language development, math concepts, centers, practical life, art, music, free play both inside and outside of the classroom, lunch, snacks, and potty time. Activities are tailored for each age level and a more detailed schedule is posted in each classroom.

**MEALS:**

George Cottage provides nourishing food for all students. Breakfast, consisting of milk, cereal and juice, is available until 8:15 a.m. After 8:15 a.m. no breakfast can be served. Snacks are provided in both the morning and afternoon. Lunch is prepared on a daily basis by the St. Martin's dining hall staff. Except for prearranged birthday and holiday refreshments, children are not allowed to bring food into George Cottage.

**TOILET TRAINING:**

Toilet training will be a cooperative effort between your family and George Cottage. As your child begins potty training at home, reinforcement is provided at George Cottage. Parents are responsible for sending diapers. See the personal items list on page 8.

**NAPPING:**

The program provides for a nap period each afternoon.

George Cottage provides a nap mat for each child. Parents must purchase a mat cover to be sent home on a weekly basis or as needed to be laundered.

**FIRST AID:**

Incidents, injuries, and accidents will be documented. Documentation will include the name of child, date and time of the incident, location where the incident took place, description of how the incident occurred, part of the body involved in the incident, and any actions taken. Documentation shall also include the time of parental notification and the signature of the person notifying the parent. The parent or designated person shall be notified immediately in the following situations:

- Blood not contained in an adhesive strip
- Head injury
- Any human bite that breaks the skin

- Any animal bite
- An impaled object
- Broken or dislodged teeth
- Any injury requiring professional medical attention

**BITING POLICY:**

A child who bites another child will be removed from the group. Upon their removal appropriate choices will be discussed with the child, e.g. “We do not bite our friends. We bite our food.” A note will be sent home to the parents and the incident will be documented. The child who was bitten will receive immediate attention in treating the bite. If the skin is not broken an ice bag will be applied and a note will be sent home. If the skin has been broken we will apply a wet towel and ice bag to the bite and the parents will be called. If the child continues to bite, the teacher and Program Director will assess the situation and work with the parents to redirect the child’s behavior. Excessive biting will not be tolerated and can result in the removal of the child from George Cottage.

**DISCIPLINE/BEHAVIOR:**

The staff at George Cottage believes in using positive techniques to redirect inappropriate behaviors. When a child demonstrates a behavior that is disruptive or dangerous he/she will be removed from the group for a short explanation of why the behavior was unacceptable. If the child continues to be disruptive he/she will be removed again for a short period of time and brought to the Program Director. The parent will be contacted if the child does not respond to the techniques used by the teacher so that the parent and teacher may work together to guide the student toward more appropriate behaviors. In cases of severe disruptions, or if the child is impeding the safety and learning of those around him/her, the parents may be called to pick up the child.

**DISCIPLINE GUIDELINES:**

No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.

Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.

No child or group of children shall be allowed to discipline another child.

When a child is removed from the group for disciplinary reason, he shall never be out of sight of a staff member.

No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

**ABUSE AND NEGLECT:**

As mandated reporters, all George Cottage staff shall report any suspected abuse and/or neglect of a child in accordance with LA R.S. 14:403 to the local child

protection agency. The Child Protection Services telephone numbers are: 680-9000 and 680-9001.

**SEVERE BEHAVIOR:**

Severe behavior that results in injuries to self, other children, or the staff will not be tolerated. The teacher will document any behaviors of this type and will inform the Program Director and parents. If the same type of behavior occurs again, the above procedures will be followed and the parents will be asked to have a conference with the teacher to attempt to remedy the situation. If the behaviors still continue and it is in the opinion of the teacher and the Program Director that the child is a detriment to the safety and learning of the other children, the parents may be asked to find another placement for the child.

**HEALTH REQUIREMENTS AND POLICIES:**

Your child's health is our first concern. We need the cooperation of all parents to safeguard the health of every child in the group. A yearly health form, signed by a doctor, **MUST** be on file.

A child should be kept at home if he/she seems to show any signs of illness. If a child becomes ill at school, parents will be notified to pick him/her up. Should he/she have a contagious disease, the parents should let the center know at once so other parents can be notified. A child who has been absent because of a contagious disease must bring a written statement from his/her doctor upon returning to school.

Please do not send your child to school if he/she has:

- Running nose with yellow or green discharge
- Nausea or vomiting
- Contagious cough
- Flushed face or fever
- Skin rash
- Pink eye or inflamed eyes
- Chills
- Sore throat
- Diarrhea
- Ear ache
- Any contagious condition

**MEDICATION:**

No medication of any type (prescription, non-prescription) or special medical procedure will be administered by the staff unless authorized in writing by the parent. Authorization will include:

- Child's name
- Name of the medication
- Date(s) to be administered
- Special instructions, if applicable

- Side effects
- Signature of parent and date of signature
- Circumstances for administering “as needed” medication

All medication sent to George Cottage shall be in its original container, shall not have an expired date, and shall be clearly labeled with the child’s name to ensure that medication is for individual use only.

If medication label reads “to consult physician,” a written physician authorization with child’s name, date, medication name, and dosage must be on file in order to administer the medication in addition to the parental authorization.

George Cottage cannot apply topical ointments/sprays/creams (i.e. sunscreen, insect repellent, diaper rash ointment, etc.) without a written one-time authorization signed and dated from the parent, unless changes occur.

**DRESS CODE:**

Children are to dress in comfortable play clothes appropriate for outdoor play and indoor art activities. Sweaters and jackets should be marked with the child’s name. Tennis shoes or tie up shoes are required at all times.

**TOYS:**

Toys should not be brought to school. Parents will be notified, in writing, of special exceptions.

**PERSONAL ITEMS SUPPLIED BY PARENT OR GUARDIAN:**

- Disposable diapers (5-6 per day)
- Wipes
- Ointments
- Two changes of clothing (keep seasons in mind)
- One light blanket (exchange as needed)
- Bibsters (disposable bibs)
- Hairbrush
- Mat cover

All personal items should be labeled with your child’s full name (e.g. coats, blankets, clothing).

**PARENT PARTICIPATION:**

You are encouraged to visit your child’s class at any time. However, it would be best to make an appointment with your child’s teacher. We strongly recommend that you allow the child the first month to adjust to his/her new surroundings. Parent volunteers may be asked to assist with special events. Parents are encouraged to share life experiences with children. Therefore, there will be times when we welcome you to share a special talent, custom, costume from other lands,

cooking experiences, and work experiences with the class. If you are willing to participate in this sharing, please contact your child's teacher.

**TEACHER CONFERENCES:**

If you have concerns about your child, please request a conference with his/her teacher. If you plan to call your child's teacher at home, please notify her at school so he/she can expect your call. It is also possible to e-mail questions to your child's teacher.

**PARTIES:**

Your child's birthday may be celebrated at school. Please make arrangements with the Program Director in advance and keep the birthday treats simple. Invitations to parties can only be sent home when the entire class receives one. Holiday parties will be held in class. Your child's teacher will contact you with the details.

**BABYSITTING:**

We appreciate your confidence in our staff members and understand your desire to have them baby-sit. However, St. Martin's cannot be responsible for outside arrangements made with staff members. It is also our policy that staff members not receive personal calls while at work. All such arrangements must be made in advance (the day or night before) to avoid interrupting staff at work. St. Martin's cannot be responsible for messages left on voice mail regarding babysitting. Please note: any individual arrangements are strictly between the parent and the individual outside of the confines of George Cottage. St. Martin's Episcopal School and/or George Cottage at St. Martin's are not responsible in any way for these individual agreements.

**COMMUNICATION:**

Good communication between home and school is a fundamental component of a partnership that ensures a successful and rewarding educational experience for your child. We request that written communication be used to keep us posted of any changes or concerns. If your child is to be picked up at a different time or by a different person, please give a note stating that to the teacher. Staff members will be happy to respond in writing or on the phone to any concerns or questions you may have. Your child's teacher will explain his/her system for sending and receiving daily messages. Conferences may be arranged any time, so that staff and parents can work together.

**NONDISCRIMINATORY POLICY AND SPECIAL NEEDS:**

George Cottage at St. Martin's is a co-ed, toddler, two- and three-year-old program that does not discriminate on the basis of race, color, gender, disability, religion, national, or ethnic origin. Handicapped children will not be barred provided we can adequately meet the child's needs.

**SMOKING:**

The entire 18-acre campus of St. Martin's Episcopal School, which includes George Cottage, is a tobacco-free campus.

**COMPLAINT PROCEDURE:**

Parents shall be advised of the licensing authority of the Bureau along with the current telephone number and address - Department of Social Services, 627 N. Fourth Street, Baton Rouge, LA, 70802; 225-342-0286. Parents shall be advised that they may call or write the Bureau should they have a significant, unresolved licensing complaint.

**OPEN DOOR POLICY:**

Parents are welcome to visit the center any time during regular hours of operation (Monday-Friday, 7:00 a.m. to 6:00 p.m.).

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## **LOWER SCHOOL HANDBOOK**

### **LOWER SCHOOL CURRICULUM**

The Lower School curriculum, pre-kindergarten through grade 5, is designed to capture the enthusiasm young children typically bring to school and guide them toward mastery of basic academic skills and beyond.

All students in pre-kindergarten through grade 5 have special resource teachers for art, music, physical education, Spanish, religion, and science. Lessons taught by resource teachers often reflect what is being taught back in the students' home classroom. The Lower School chaplain conducts Chapel. In grades 4 and 5 gradual departmentalization begins, while homeroom remains the focal point for many co-curricular activities.

### **LOWER SCHOOL CLASS SCHEDULES**

The school day for Lower School is from 8:00 a.m. to 3:30 p.m., except on the first Wednesday of each month, when the school day is 9:00 a.m. to 3:30 p.m. All Lower School class schedules are based on a developmentally appropriate time ranging from 30 to 50 minutes except for lunch, which lasts for 30 minutes. Lower School teachers may sometimes take advantage of a "teachable moment" in their self-contained classrooms and not follow the printed schedule.

### **CHOICE PLUS**

Choice Plus is offered on Monday afternoons starting at 2:30 p.m. Students will select from a variety of activities for a thematic unit lasting 4-6 weeks. Parents may send a note and pick up their child early for outside activities or appointments.

### **LATE START WEDNESDAY**

Lower School will have LSW on the first Wednesday of each month. On those Wednesdays, school will begin at 9:00 a.m. Students may choose to arrive then or come at the usual time, and they can participate in Saints Plus or work quietly in LS17 and LS18. Teachers will use this opportunity to meet and collaborate with colleagues to organize, reflect, and further develop our curriculum's progress.

### **LOWER SCHOOL STUDENT EVALUATION**

**Homework** - Homework is a valuable tool in grades 1-5. Its purpose is to review, reinforce, and practice newly learned skills, not to be busy work and not to introduce new material.

Homework helps students develop responsibilities (following through on assignments and returning them to school, meeting deadlines) and important skills such as organization, time management, good study habits, and self-discipline. It also provides time and opportunity for using outside resources for research. Homework is another way of keeping parents apprised of what is taught in school, especially in the lower grades.

Aside from the usual review and drill, homework should occasionally be fun and creative. Today many parents view homework as an intrusion and want little or no homework due to busy lives, both theirs and their children's. In most cases, homework should not require parental help; students should be allowed to work independently. Answers are checked in class with the teacher so he/she can accurately evaluate the student's progress. However, parents are encouraged to help with time management and in making sure work is completed.

The approximate nightly time commitment for homework is:

Grade 1 . . . . .	Usually 5-10 minutes
Grade 2 . . . . .	10-20 minutes
Grade 3 . . . . .	20-30 minutes
Grade 4 . . . . .	30-45 minutes
Grade 5 . . . . .	45-60 minutes

**Written Reports** - In pre-kindergarten and kindergarten, parents receive written reports twice a year, supplemented by parent-teacher conferences during the year. These final written reports reflect a student's progress in a variety of detailed objectives marked off as "appropriate" or "needs development." Children in grades 1-2 receive quarterly grade reports and comments at the end of the second and fourth quarters. Academic and behavioral objectives are evaluated with the letter codes of C, S, N (Commendable, Satisfactory, Needs improvement). Children in grades 3-5 are given a performance grade in each subject area, supplemented by teacher comments at the end of each quarter. Regular letter grades (A, B, C, etc.) are used in grades 3-5.

**Parent Conferences** - Individual parent-teacher conferences are scheduled during the first and third quarters. However, conferences can be scheduled any time

throughout the school year via the Lower School office. Lower School teachers want to work closely with parents, and telephoning and e-mailing are encouraged. To avoid any class disruptions or potential student embarrassment, we ask parents not to come to the classrooms during the academic day without having made an appointment in advance with the teacher.

**Awards** - A recognition program takes place at the end of the year with special emphasis given to the fifth grade as students finish their Lower School years. High academic achievement awards, the Shilling Award, the Millican Award, the Marjorie Conatser Award, and subject awards are presented. The fifth grade students and their families are then invited to attend a reception given in the students' honor. This program occurs on the morning of the students' last day.

**Standardized Tests** - Standardized tests are another tool for evaluating students. Results are used to make sure we are meeting a student's needs and to help us evaluate our own curriculum.

The Gates-MacGinitie Reading Test is administered to students in grades 1-4. This test is given for in-house purposes as we help children develop reading skills.

The Comprehensive Testing Program (CTP) IV, published by the Educational Records Bureau (ERB), is given to students in grades 3-5. The results are sent to the parents. Individual appointments for interpretation of the results can be made with your child's teacher or with our learning specialist.

### **LOWER SCHOOL STUDENT SUPPORT SERVICES**

The Lower School is fortunate to have a learning specialist on its faculty. She is available to work with students who have special academic needs. Sessions with the learning specialist are intended to support the individual student and to help him/her develop compensatory skills for his/her particular learning style. If extensive tutoring or additional referrals are needed, the specialist provides the necessary recommendations.

### **LOWER SCHOOL COUNSELING**

See page 9.

### **LOWER SCHOOL LIBRARY SERVICES**

The Lower School Library Media Center contains 18,000 volumes that serve to enhance the school curriculum as well as provide students with material to use for their interests, hobbies, or special projects. Accelerated Reader is an important part of our Lower School reading program and is based in our Lower School library. In conjunction with the computer lab, the Lower School Library Media Center is fully integrated into the classroom curriculum, thus enriching all phases of the St. Martin's Lower School library program. With its warm, friendly atmosphere, the Lower School Library provides materials in stimulating surroundings to make reading inviting and fun.

## **LOWER SCHOOL EXTRACURRICULAR ACTIVITIES**

**Lower School Service Club** - Members are selected from grades 4-5. Services include assistance with chapel setup, assistance at carpool, ringing the school bell, and serving as messengers. In many ways children contribute to the wellbeing of the Lower School. Service Club develops cooperative responsibility.

**Field Trips** - Grades K-5 go on field trips that are relevant to what students are studying at various times of the year. Parents are often asked to chaperone, but space is limited. Guidelines for chaperones are handed out early in the year. The students should wear a red StM shirt on field trips.

**After-School Enrichments** - St. Martin's offers a variety of after-school enrichment opportunities available to Lower School students. Flyers are sent home informing parents of upcoming enrichments, and notices are posted on the homework website.

## **LOWER SCHOOL DRESS CODE**

Lower School students are required to wear StM red, white, or blue shirts and sweatshirts. Students are asked to come to school dressed for their "workplace," the classroom. Parents are encouraged to help students follow these guidelines so school can be a place where the focus is on learning, and where we are not distracted by dress code infractions. Students not complying with the dress code below will call their parents and ask that appropriate attire be brought.

### **Shirts and Sweatshirts**

- Red, white, or blue StM shirts and sweatshirts
- Shirts must be tucked in

### **Pants**

- Modest, clean jeans, navy or khaki slacks
- No holes, bleached spots, unraveling hems or frays
- Pants must be hemmed and should not touch the floor
- No parachute pants

### **Shorts/Skorts**

- Mid-thigh or longer
- Jean, navy or khaki

### **Skirts or Dresses**

- Mid-thigh or longer
- Jean, navy, or khaki

### **Belts**

Fourth and fifth grade students are required to wear belts if their pants or skirts have belt loops.

### **Shoes**

- Athletic, dress, or casual shoes in good condition
- No sandals or unsafe slip-ons; lace-ups must be properly tied
- Socks must be worn above the ankles.

### **Dress-up Attire**

- Appropriate dresses, skirts (mid-thigh or longer), and blouses
- Suits, coats, long dress pants, dress shoes, shirts and ties for boys
- No athletic shoes

### **Field Trip Attire**

- For casual trips: Red StM shirt or sweatshirt and regular dress code
- For formal trips: Dress-up attire is stipulated in advance

### **Not Allowed**

- T-shirts
- Sandals or unsafe slip-ons
- Writing on clothing (except St. Martin's logo)
- Leggings (under skirts is allowed)
- Hats (indoors)
- Athletic/gym or knit shorts
- Sweatpants
- Clothing/accessories displaying names of other schools
- Spaghetti straps, tube tops, halter tops, sheer tops
- Tattoos
- No hair paint
- Hair should be out of the eyes and off the collar

## **LOWER SCHOOL PHYSICAL EDUCATION**

**PE Dress Code** - For grades 4-5, white St. Martin's PE shirt and blue St. Martin's shorts (may be purchased in the bookstore). Winter attire can include sweats in red, white, blue or gray.

All Lower School students must wear white socks and athletic shoes (nonmarking, no sling-back, no open-toed).

**Swimming (grades K-5)** - Swimming classes, held in our natatorium, comprise an instructional program designed to enhance health and safety in and around the water. Lower School classes swim regularly and each student is required to have a bathing suit and towel. Goggles are strongly recommended. Students are expected to participate, and if a pattern of not participating occurs, parents will be brought in for a meeting. Excuses for not participating are recorded.

## **ATTENDANCE**

**Student absentee policy** - Due to the importance of each school day to the integrity of the school's program and to each student's success, any absence is to

be avoided. The school requests that appointments be made at times other than during the school day.

Regular attendance in class is essential for a successful school experience. Each absence, however short, may interfere with a student's progress in academic work. A calendar of events outlining vacation periods and other "no school" days is provided to the parents well in advance to assist them in making vacation plans to avoid conflicts. Parents requesting early dismissal prior to a vacation or an extension beyond the end of a holiday place an unfair burden upon their student(s) and the faculty, and set up a dichotomy for those students who remain in and return to their classes.

Parents are asked to abide by established school dates. Any variations must be discussed with the Lower School Head in advance. In accordance with state regulations, students with excessive tardiness and absences (more than 20 days per school year) may jeopardize their promotion to the next grade.

**Tardiness** - It is important that the children arrive on time in the mornings. Excessive tardiness places undue pressure on the students. We want the children to begin each morning with a positive attitude and not have the feeling of being late, behind, or rushed. Unavoidable tardiness is understandable, but excessive tardiness will result in the parents meeting with the Lower School Head.

**Unavoidable appointments** - When an appointment cannot be made other than during class hours, the student must notify his teachers in advance, make up all work missed, and submit, before the appointment, a note to the Lower School Office stating (1) time of departure from school, (2) time of return to school, and (3) reason for appointment. Lower Schoolers must be picked up and signed out from the Lower School office.

**Illness** - When a student is ill, a parent must inform the school nurse by 8:30 a.m. by calling 736-9944. Each student is responsible for getting assignments and for completing any work missed as a result of absence. The student arranges, at the teacher's convenience, to make up assigned tests or reports. In the case of prolonged illnesses, parents should contact the appropriate administrator. A student who is ill due to a communicable disease is to obtain permission from the school nurse before re-entry is permitted. A parent is asked to report immediately such a disease to the nurse so other families might be notified. As a precaution, students who are excused from PE for medical reasons usually are not allowed to participate in free play.

## **LOWER SCHOOL PROCEDURES FOR ARRIVALS/DISMISSALS**

**Morning drop-off** - All Lower School students should be dropped off at the Haring Road entrance by Gibbs Hall. There are entrance gates on either side of this building. (Cars should approach this area by traveling south from West Metairie

Road toward Airline Drive, drop off passengers, and then turn left onto Soldier or continue to Airline Drive.)

Parents who walk their children to their classrooms must park on the street. (Parents are asked not to parallel park on the St. Martin's side of Green Acres or Haring Road for safety reasons.) They may enter at the Haring Road gates or through the Lower School Office on Green Acres. No child is to be dropped off on Haring Road.

**Late arrivals** - The Haring Road gates are locked between 8:00 a.m. and 3:00 p.m. Lower School students arriving at school between those hours must enter via the Green Acres entrance and check in at the Lower School office.

**End of the day (3:20 p.m.) dismissal, buses** - Students board buses parked in the bus parking lot and are checked off by teachers. Children are expected to remain seated.

**End of the day (3:30 p.m.) dismissal, carpools** - All Lower School carpool drivers are asked to use the standardized cards that identify riders and their grades for a quick and easy pickup. Information should be written in LARGE BOLD letters and the card should be placed prominently on the windshield. These cards are given out early in the year and are always available in the division office.

All Lower School students are picked up in two lanes in front of Gibbs Hall on Haring Road. (Cars should come from West Metairie Road down Haring to get in line; once passengers are picked up, cars can then turn left onto Soldier or go on to Airline Drive.) Parents may also pick up PK and K students at 3:20 p.m. from their classrooms - parents must park on the street (Haring or Green Acres). See map of the campus.

As a safety precaution, **please refrain from using cell phones while in the carpool line.**

**Important Notes:** If you are also picking up Middle and Upper School students, please pick up Lower School passengers first and then go around to the other appropriate dismissal area. Lower School students are NOT allowed to go up to the chapel lot to wait for rides. There is no supervision in these areas.

For the safety of all the children, any child remaining on campus after 3:40 p.m. will be placed in the after-school care program. There is a charge for this service.

If you are dropping your child off late (after 8:00 a.m.) or picking him/her up early (before 3:20 p.m.), you must do this through the Lower School Office.

## **BEFORE- AND AFTER-SCHOOL CARE**

St. Martin's offers before-school care for students in PK-grade 5 beginning at 7:15 a.m. Please do not drop students off before this time. There is no charge for this morning care. After-school care is provided from 3:30 to 6:00 p.m. for a small fee.

After-school activities take place in the Lower School and include supervised homework sessions and playground activities. An afternoon snack and drink are provided. Parents pick up students in PK-grade 2 in the PK area. Students in grades 3-5 can be picked up from the Lower School library.

Prep Plus is offered Monday through Thursday from 3:30 to 4:30 for 3-5 graders, providing homework support and organizational and study strategies. A fee is charged for this service.

## **LOWER SCHOOL BUS SAFETY**

Proper conduct on the buses is imperative for safety. If a student does not control himself/herself or becomes a distraction to the bus driver, parents may be asked to arrange for other means of transportation to and from school. If such a request becomes necessary, there is no refund of transportation fees.

## **STUDENT BEHAVIOR EXPECTATIONS**

**In General** - The Lower School expects the following values to be both observed and fostered by each student.

- Accept responsibility for his/her own behavior
- Accept responsibility for community property
- Be respectful and courteous to all
- Refrain from actions such as cheating, plagiarism, lying, stealing
- Be on time for each school responsibility
- Observe the school's policies on drugs, drinking and tobacco.
- The Safety Committee has also determined that knives or weapons, including toy weapons, are not permitted at school.

All Lower School children are expected to follow these rules of conduct:

- No physical aggression (fighting, hitting, pushing, etc.)
- No verbal abuse (teasing, bullying, inappropriate language, violent threats)
- Show respect to all teachers at all times (no talking back)
- Students must be in supervised areas at all times
- Gum is not permitted in school; food is eaten only at lunch or snacktime
- Bus riders must obey all bus rules or be deprived of bus privileges
- Students should always use sidewalks and walk on the right side; no running
- Students are not allowed to have cell phones at school

**On the Playground** - The following playground behavior guidelines were developed by faculty to ensure the safety of all children. Inappropriate play may result in children being "benched" (time-out from play) or the cessation of a game.

- No tackle football

- No kicking, no hitting, no pulling on other's clothes
- In organized play, everyone CAN play
- If children play rough or unfairly, the game is stopped
- No throwing sand, dirt, rocks, mulch, etc.
- No intentional interruption of a game
- Children go down the slide (feet first) and not up
- No jumping off swings
- No climbing on top of monkey bars
- No running around pillars, near classrooms, on the walkways
- No skipping bars on the monkey bars

### **LOWER SCHOOL DISCIPLINARY PROCEDURES**

Matters of discipline are addressed by the faculty or Lower School Head. This is accomplished through in-house counseling, notifying or meeting with parents, and prescribing a task to fit the violation. Disciplinary procedures in the Lower School are age-appropriate. Frequently, the teacher acts as the disciplinarian, using such methods as time-outs or the loss of free play when warranted. In chronic or serious discipline matters, more severe disciplinary actions may be handled by the Lower School Head and could include lunch detention, in-school suspension, or out-of-school suspension. Parents are notified by the teacher or Lower School Head in these cases.

### **BEHAVIOR SLIPS**

Students in certain grades will receive behavior slips for the following minor offenses:

- Disruptive or inappropriate behavior
- Dress Code violation
- Gum chewing
- Inappropriate public display of anger
- Inappropriate horseplay, roughhousing, running
- Inappropriate, foul, or hurtful language

Whenever a behavior slip is received, the student must have his/her parent sign the demerit slip and (s)he must return it to the teacher issuing it the following day. If the student continues to receive behavior slips, a conference will be called with the parents.

### **LOWER SCHOOL STUDENT RECORDS**

St. Martin's does not provide colleges, universities, and other external agencies with information regarding student suspensions and probations. Records of such actions are retained in the student's internal school file even after the successful completion of a suspension or probation. They are retained permanently in the file once the student graduates or transfers to another school.

## **LOST AND FOUND**

Parents are urged to label children's belongings and clothing. Students at this age level often lose their things, and it is much easier to return lost items if children's names are on the articles. Periodically (usually before Christmas break and at the end of the year), lost-and-found display tables are set up for parents to claim lost items. There is also a lost-and-found box in the fourth grade conference room.

## **BIRTHDAY PARTIES**

So that feelings are not hurt, we ask that parents refrain from distributing birthday party invitations in school, unless all students in that grade or all students of one gender in that grade are invited. For the same reason, we ask that parents refrain from picking up party guests with overnight bags, etc., after school.

## **LOWER SCHOOL LUNCH PROCEDURES**

Two teachers will accompany Lower School students to Saints Hall. The dining hall is divided into assigned areas for each grade level. Students are encouraged to select everything they need during their first trip through the lunch line. Teachers will determine when a child needs to be excused from the table. The on-duty teachers will accompany the children back to their classrooms following the lunch period.

### **Lunch Rules For Lower School Students:**

- Sit at assigned seats and tables in Saints Hall
- Raise your hand for permission to be excused from the table
- Only talk to neighbors at your table and use your "restaurant voices"
- Always clean up the table area where you were eating
- Do not get up to leave until your teacher tells you to do so

## **PARENT-SCHOOL PARTNERSHIP**

See page 13.

**PLEASE NOTE: No dogs are allowed in the Lower School quad.**

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# **MIDDLE SCHOOL HANDBOOK**

## **MIDDLE SCHOOL PHILOSOPHY**

The Middle School philosophy is uniquely intertwined with St. Martin's Core Operating Principles. As part of a Cottage-12th grade continuum, it embraces all aspects of this larger educational direction. At the same time, it recognizes the

need to meet the distinct physical, social, emotional, intellectual, and spiritual needs of this pre- and early-adolescent age. The Middle School grouping provides a caring and nurturing transition between lower and upper school education. The Middle School is committed to educating the whole person within our community by stimulating intellectual growth and academic achievement, and by emphasizing the core values of respect and responsibility. Exploration and experimentation are basic considerations in curriculum design, and students are given the opportunity to learn to think for themselves and experience the power of their minds. Appropriate support services are utilized to promote stability, growth toward self-realization of how the student learns, increasing independence, and responsible behavior. Middle School is committed to helping students learn to “make the right choice, do the right thing.”

### **MIDDLE SCHOOL DAILY CLASS SCHEDULE**

Students should arrive at school between 7:30 and 7:50 a.m. Students may not arrive at school before 7:00 a.m. as there is no supervision available until 7:00. The warning bell for homeroom rings at 7:55 a.m. Students should be seated and ready for homeroom no later than 8:00 a.m. as students are considered tardy after 8:00 a.m. Daily dismissal is 3:30 p.m. All Middle School students should be picked up by 3:50 p.m. each school day. Students may not remain in the locker rooms, in the gym, or on the track. Any student who has not been picked up by 3:50 p.m. will be signed into After-School Care. Parents must come to the After-School Care classroom to sign out the student. Students who remain at school past the specified dismissal times for extracurricular activities are to remain on campus under the supervision of the appropriate coach or faculty sponsor until picked up by a parent.

Middle School begins each week with a short chapel service after homeroom on Mondays. On Wednesdays, we have a regular Middle School chapel service with a monthly Eucharist. Students have eight periods each day with lunch at 11:30 a.m.

**AT NO TIME DURING THE DAY ARE STUDENTS OR PARENTS ALLOWED IN A CLASSROOM WITHOUT A TEACHER PRESENT.**

### **CHOICE PLUS WEDNESDAYS**

Beginning in September, the Middle School will begin classes on Wednesday at 9:00. Students have the choice of arriving at 8:45 or coming at their regular time and participating in Saints Plus, Music Plus, a quiet study hall in the library, or tutoring. Students who arrive earlier than 8:40 must report directly to the Martin Family Library and then go to their designated program.

### **MIDDLE SCHOOL CURRICULUM**

The Middle School is a vibrant, exciting experience designed to integrate a challenging and appropriate program of study with the social and emotional needs of the pre- and early adolescent. The Middle School (grades 6-8) has course offerings including English, math, Algebra I (8), science, social studies, religion, life skills, French/Latin (6/7/8), Spanish (7/8), communications, art, choral and instrumental music, drama, film, and physical education. Accelerated classes are offered in specific disciplines. Technology, including student tablet computers, is used to enhance and enrich the Middle School curriculum. The tablet is used exclusively as an educational tool at school.

In addition, Middle Schoolers develop teamwork, responsibility, and leadership by working closely with their teachers and advisors throughout the year.

### MIDDLE SCHOOL STUDENT EVALUATION

**Grade Reporting** - Parents are able to monitor their child's progress online and are encouraged to view grades on a weekly basis. Specific instructions and passwords are given to parents at the beginning of the school year. At the end of the quarterly marking periods, grade reports are generated for all students. Whenever a teacher believes academic difficulty or significant improvement warrants communication with parents, the teacher will contact parents. Individual parent/teacher conferences are scheduled as needed.

A+..... 97-100	B+..... 87-89	C+..... 77-79	D..... 65-69
A.....93-96	B.....83-86	C.....73-76	F.....64 and below
A-.....90-92	B-.....80-82	C-.....70-72	

Semester grades are generated at the end of the second quarter and are the average of the first two quarters. Second semester grades are the average of the third and fourth quarters. The two semester grades are averaged for the student's final grade.

**Honor Roll** - To be selected for the honor roll, a student must have no individual grade below a "B-" in all graded subjects except physical education. To be selected for the high honor roll, a student must have no individual grade below an "A-" in all subjects. An "I" (incomplete) for a class keeps a student from receiving honor roll status until the grade is reconciled at the end of the year. Those students who have achieved honor roll status for the four academic marking periods for the school year are recognized.

**Merit Awards** - Merit awards may be given by individual teachers for commendable motivation, effort, responsibility, improvement, and tenacity. These awards are given each quarter.

**Management of Homework** - Time limits for homework are exceedingly difficult to define. Rarely will two students complete the same assignment in the same amount of time. A student should not become so overloaded with homework that he/she cannot work efficiently the following day. A consistent discrepancy in homework completion time would indicate the need for a conference with the teacher and/or the learning specialist to ascertain the difficulty and its remedy. The time limits listed below are general guidelines for each student.

<u>Grade</u>	<u>Average Time</u>
Grade 6	1.5 hours
Grades 7 and 8	2.5 hours

It is recommended that students allot some study time for nightly review of material covered in class that day. A time period of approximately 30 minutes per subject should be sufficient for completion of the assignment. If students are absent for only one day, they should visit the StM homework site or check with classmates for any missed assignments. For absences of two days or longer, parents and students need to visit the homework site regularly as the Middle School office cannot fax homework assignments. All missed assignments must be made up. It is the student's responsibility to budget more homework time than usual until the work is completed. Faculty and advisors are always available to help students in this process.

**Student Responsibility** - When a document requiring a parent's signature is not returned on the appointed day, appropriate consequences will be given. In order to help instill responsibility, students are NOT allowed to call a parent to bring any supplies or work left at home.

**Tests and Examinations** - No more than two major tests may be scheduled on a single day; however, short quizzes and review exercises are not considered major tests. No more than one major test may be scheduled on a single day in the sixth grade for the first semester. A project due date is at times rated as the equivalent of one test.

If a student receives an excused absence, he/she must be prompt in making up work missed. Make-up tests are given AFTER SCHOOL or at the discretion of the teacher. It is the STUDENT'S RESPONSIBILITY to make up the missed test or quiz as quickly as possible when he/she returns, unless permission for an extension is obtained from the teacher ahead of time. The student receives a zero if he/she fails to do so. For extended absences, a student's advisor assists in setting up a schedule to allow for adequate preparation time. It is the student's responsibility

to arrange for transportation for after-school makeups. Extended exams are given at the end of the fourth quarter. Students review each subject prior to the exam.

**Academic Probation** - A student is placed on academic probation at the end of a quarter if he/she receives 1 “F” or 2 “D”s. If a student is on academic probation, he/she may need to do one or more of the following:

- Attend help classes during the school day
- Stay for help after school
- Limit extracurricular activities (including running for office)
- Engage a tutor

A student who remains on academic probation for three consecutive quarters may have his/her re-enrollment contract withheld. If a student receives 2 or more “F”s for the year, he/she may be asked to repeat the grade or to withdraw from St. Martin’s.

**Summer Remediation** - Under the above grading system, a grade of “D” is indicative of a minimal performance level, and a grade of “F” indicates no credit has been earned for the course. A final grade or second semester grade of “D” or “F” in English or math will require summer school. A final grade or second semester grade of “D” or “F” in a language (unless the student is changing languages) will require summer remediation.

A final grade or second semester grade of “C-” in English or math will require the student to attend Jump Start. A “C-” in a language (unless the student is changing languages) will require summer work. The school reserves the right to require students to complete summer work in any subject. The current teacher will establish the area or areas that require remediation. The school provides a list of tutors and/or summer programs that are acceptable. Students must submit evidence of satisfactory remediation to advance to the next level.

## **MIDDLE SCHOOL CONFERENCES AND COMMUNICATIONS**

Because the school considers it very important to work carefully with parents to help students, communication regarding a student’s progress takes place in a timely fashion throughout the school year. This communication may take a number of forms.

- Online parental access for grades
- E-mail and/or telephone contacts for brief updates and reporting
- Teacher conferences arranged on an as needed basis with one or more of a student’s teachers and advisor
- Scheduled parent conferences during the first and third marking periods
- Progress reports hand-carried home as needed

In addition, the Head of Middle School is happy to confer with parents upon request throughout the year.

### **STANDARDIZED TESTING**

The Comprehensive Testing Program (CTP) IV, published by the Educational Records Bureau (ERB), is given to all students in grades 6-8. Parents may call the learning specialist to schedule an individual appointment for the interpretation of the results.

### **MIDDLE SCHOOL STUDENT SUPPORT SERVICES**

Appointments with our learning specialist are intended to support the individual student and to help him/her develop compensatory skills for his/her particular learning style. If extensive tutoring or additional referrals are needed, the specialist provides the necessary recommendations.

For the steps necessary to implement modifications for a learning difference or ADHD, please refer to the policy statement under SCHOOL-WIDE PROGRAMS in St. Martin's Handbook. A listing of accommodations and expectations is included in the same section. A meeting between the parent and the learning specialist *is required* prior to the implementation of any modification plan.

Extra help is available during study hall and by appointment with the teacher.

### **MIDDLE SCHOOL COUNSELING**

The counseling program in the middle school is an integral part of the holistic educational process at St. Martin's Episcopal School with programs coordinated to enhance growth and healthy emotional development. The main purpose of the program is to help students, parents, and teachers make responsible, right choices and make adjustments for the student's emotional, social, and academic needs based upon the appropriate level of student development. Brief individual counseling services provided by a licensed professional counselor, as well as consultation with teachers and parents, are offered to students and their families to help students develop independence and accept personal responsibility. All communications between student and counselor are confidential; however, an exception to confidentiality must be made if the student is dangerous to self or others.

### **MIDDLE SCHOOL ADVISORY PROGRAM**

The Middle School Advisory program is an integral part of the overall communication process between parents, students, and the school. A faculty member works with a group of 8-12 students throughout the school year. The

advisor, in conjunction with the subject-area teachers, acts as the initial contact for information pertinent to the student's overall progress during the year. Each advisor reviews academic progress reports, behavioral reports, e-mails, etc., to stay current. Requested conferences will include the advisor from the outset. In addition to weekly group and/or individual meetings, advisors have lunch with their advisees on Mondays and Fridays. When possible they meet with their advisors twice weekly for afternoon study halls to help monitor academic progress. These times provide opportunity for relaxed, informal conversation which strengthens the important advisee-advisor relationship and promotes our sense of community. A student's advisor is also responsible for the scheduled parent conferences in September and January.

The following themes of the program outline the global issues that are addressed within the advisory framework. More specific topics and subcategories are identified at the specific grade level.

**Themes of the Middle School Advisory Program:**

- Adjustments/accommodations to the new school year
- Goal setting
- Preparations for conferences
- Preparation for grade level trips and retreats
- Interpersonal communication skills
- Academic expectations
- Character development
- Personal responsibility/ownership of one's actions
- Respect for self, others, and one's environment
- Understanding self and others
- Team building
- Decision making and problem solving
- Community service/community pride
- Personal reflections
- Etiquette

**MIDDLE SCHOOL LIBRARY/MEDIA SERVICE**

**Ken G. Martin Family Library** - The Martin Family Library enriches the curriculum by serving the needs of approximately 450 students and faculty from the Middle and Upper schools. The library is open from 7:40 a.m. until 4:00 p.m. and provides an atmosphere conducive to relaxation and quiet study. The 30,000-volume collection has been carefully selected by the librarians in conjunction with other faculty and reflects the curriculum of the school. Although reference books and magazines must be used in the library/media center, other books and materials may be checked out for a two-week loan period by the members of the St. Martin's community. Students and faculty also have access to a number of magazines,

newspapers, video and other equipment, and desktop computers (with Internet access) in the library.

Library passes from classroom teachers are required for student use of the library during a class or lunch period. Fines are not charged for overdue books, but students are billed at the end of the academic year for any lost or damaged materials. Violation of school rules and library procedures results in appropriate disciplinary measures. Middle School research projects are established collaboratively with teachers in each discipline and emphasize the importance of consulting books, subscription reference databases, and the Internet. For each research project students come to the MFL with their teachers several times a week for guided research instruction by the librarians. The ultimate goals of the MFL program are to teach students to be at ease with the library research skills, to be effective users of information, and to encourage students to make pleasure reading a part of their lives.

### **MIDDLE SCHOOL ACTIVITY PERIOD AND MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES**

Activity period occurs on Tuesdays and Thursdays during third period. During this time Middle School students have advisory group meetings, clubs, extra-help, and Middle School assemblies. The Middle School program of extracurricular activities provides opportunities to develop and extend students' interests and talents beyond the scope of the academic classroom. These activities include a variety of possible groups and clubs.

### **MIDDLE SCHOOL PHYSICAL EDUCATION/ ATHLETICS**

St. Martin's offers a wide variety of physical education and athletic activities, both competitive and noncompetitive. The skills received through these activities are important components of each student's total development. Many levels of participation are available in the Middle School physical education/athletic program in order to provide a place for all students.

**Physical Education** - Classes focus on lifetime fitness and lifetime sports.

**Extracurricular Interscholastic Athletics** - Selective teams are established:

- ❖ to allow all middle school students an opportunity to make a commitment to compete on team sports sponsored by the athletic department;
- ❖ to teach fundamental sports skills and introduce game strategies; to provide stimulating practice sessions and appropriate competition to allow opportunity for the attainment of success;

- ❖ to allow playing time in games (See a further explanation of this topic below) and practices over the course of the season so that maturity may be gained as a student-athlete;
- ❖ to introduce self-discipline and a strong work ethic as a means to fuel a desire for achievement and excellence;
- ❖ to recognize success and progress throughout the season as fundamental skills are mastered, as team unity develops and as offensive and defensive concepts are realized in competition. Success is not measured in terms of wins and losses on the middle school level.

The criteria for selection on middle school teams will be based on the skill level of each student athlete.

**FALL SPORTS**

Football  
 Volleyball  
 Cross Country (Boys/Girls)  
 Swimming (Boys/Girls)

**WINTER SPORTS**

Basketball (Boys/Girls)  
 Soccer (Boys/Girls)

**SPRING SPORTS**

Baseball (Boys)  
 Track (Boys/Girls)  
 Tennis (Boys/Girls)  
 Softball

Competition for all of the above sports occurs after school during the week and on Saturday mornings. Students who are not in school for at least 4 academic periods may not participate in after-school competitions and events.

Students in the Middle School are issued personal athletic lockers and are required to have a lock, purchased from the bookstore, on their lockers. **Lockers should be locked before, during and after physical education classes and athletic events.**

**Middle School Physical Education Dress Code:**

- White St. Martin's shirt and blue St. Martin's shorts (may be purchased in the bookstore), white socks, and appropriate non-marking tennis shoes. Homecoming T-shirts, class T-shirts, etc. are not permitted.
- Winter attire can be sweats in red, white, blue, or gray.
- Athletic practice uniforms are required according to the sport being played and may be purchased from the bookstore. Students involved with the interscholastic competitions are issued uniforms from the school's inventory. Each student is personally responsible for the proper care of uniforms and equipment issued to him or her. Mouth guards may be required in some sports.

Attendance at school athletic events is encouraged. Students must remain on campus until picked up by a parent or guardian. *Parents are reminded that they are responsible for supervising their children at athletic events.* Students are reminded that whether they remain after school or are brought back by their parents, all school rules and policies are in effect. St. Martin's Middle School wants to be known for its good sportsmanship.

Whether participants or spectators, students are asked to observe the following rules of GOOD SPORTSMANSHIP at all times:

- Consider all opponents as guests
- Accept decisions of officials without complaint
- Never hiss, boo or use offensive language toward players, coaches, officials or visitors
- Play fairly according to the rules of the game

### **MIDDLE SCHOOL DRESS CODE**

The Middle School strongly believes that there is a close relationship between scholarship and citizenship and the appropriateness of a student's school clothing. Students are asked to come to school dressed for their "workplace," the classroom. Students are expected to wear clothing that is modest and in good repair. Clothing, jewelry, and other accessories that are distracting have no place in the normal school setting. Students who do not comply with the dress code receive detentions and are asked to have appropriate attire brought from home. Inappropriate dress will jeopardize their participation in scheduled activities. "Trendy" clothing must conform to the rules of the dress code. Clothing with large logos is not permitted. Students should comply with the dress code whenever they are on campus unless they are participating in an athletic event. St. Martin's reserves the right to inform a student that he/she is not dressed appropriately for school and to ask any student to call home for appropriate clothing.

**Belts** - Belts must be worn with garments that have belt loops. The Student Council will have a limited number of belts available for students to "rent" at \$1.00 for the day. These must be returned at the end of the school day.

**Hair** - Hair must be clean, neatly groomed, a natural color, and must not be a distraction. Hair length for boys must stay above the eyebrows, and girls' hair must remain out of their eyes. Boys must be clean shaven. If hair is not acceptable within two days of a reminder by faculty or staff, the student may be asked to leave campus in order to remedy the situation.

**Jewelry** - All jewelry must be conservative in nature. For example:

- No facial piercing
- No male piercing
- Not a distraction

#### **Shirts and sweatshirts**

- All boys' shirts must have a collar
- Only plain sweatshirts, college sweatshirts, or sweatshirts with St. Martin's logo
- No T-shirts, tanktops, spaghetti straps, tube tops, halter tops, sheer tops, or

clothing that exposes undergarments or midriff. T-shirts include the Polo v-neck tees.

- Shirts may not have any writing or pictures
- **Shirts and blouses must be of an appropriate length. No part of the abdomen or back should be visible at any time.**
- **All polo shirts (for both girls and boys) and shirts with tails must be tucked in during the school day. Please do not wear shirts or blouses that are too small or too short.**
- We reserve the right to tell a student that he/she must tuck in a blouse or a shirt.

### **Pants**

- Modest, clean, pressed slacks or denim/blue jeans
- Belt loops must be belted
- No holes, bleached spots, unraveling hems or frays
- Pants must be hemmed and should not touch the floor
- No sweatpants
- Leggings may not be worn as pants

### **Shorts**

- All shorts must be knee-length
- Belt loops must be belted

### **Skirts or dresses**

- All skirts must be knee-length
- Dresses should be knee-length (no party-type dresses that are too low and/or too short)
- Belt loops must be belted

### **Shoes**

- Athletic, dress or casual shoes in good condition
- No sandals, beach-style or unsafe slip-on shoes; shoes must be secured at the back and properly tied if lace-up
- No open-toed shoes
- No wheels of any type are allowed on shoes

### **Socks**

- All socks must be visible at top of shoe
- Socks must be worn when appropriate, for example, with tennis shoes

### **Dress-up attire (Eucharist chapels will be dress-up days in Middle School)**

- Girls: Appropriate dresses, dress pants, skirts, blouses, dress shoes (no athletic shoes)
- Boys: Dress slacks, dress shirt and tie, dress shoes (no athletic shoes)

- No T-shirts, tanktops, spaghetti straps, tube tops, halter tops, sheer tops or clothing that exposes undergarments or midriff
- Denim is NOT allowed
- Heels: no higher than two inches
- Sweatshirts, fleece pullovers or similar attire is not permitted
- The style and fit of clothing for these days should be conservative

### **Field trip attire**

- When students represent St. Martin's on field trips, appropriate attire is stipulated in advance based on the nature of the event

### **NOT ALLOWED IN MIDDLE SCHOOL:**

- Garments such as sweaters/sweatshirts tied around the waist
- T-shirts
- Sweatpants of any kind (cotton or nylon)
- Athletic/gym shorts or pants (including parachute material)
- Writing on clothing (except St. Martin's logo)
- Hats (except for sporting events and designated field trips)
- Sandals, beach-style or unsafe slip-on shoes or open-toed shoes
- Clothing/accessories displaying names of other schools
- No part of the abdomen or back should be visible at any time
- Hair must not fall below the eyebrows
- Tattoos

## **MIDDLE SCHOOL ATTENDANCE**

Regular attendance is essential for a successful school experience. Each absence, however short, interferes with a student's progress. The calendar of events is on the website, [www.stmsaints.com](http://www.stmsaints.com). Please try to schedule appointments outside of school classroom time.

Students should be in their homerooms by 7:50 a.m. The tardy bell rings at 8:00 a.m. (9:00 a.m. on Wednesdays starting in September). Any student late to school must report to the Middle School office and sign in with the secretary. Tardiness to school or class is considered unexcused unless a student presents a valid signed note (e.g. doctor's appointment, illness) from a teacher or parent at the time he/she checks into school or class. After a student receives five unexcused tardies in the same quarter, he/she must stay after school for each additional tardy during the present quarter on the day of the tardy (if possible) for 30 minutes. If this is not possible, then the student will stay the following afternoon. Students are required to be in school on all special days.

When a student needs to be excused before the end of the day, he/she **MUST BRING A WRITTEN NOTE** from a parent. This is mandatory. Students cannot leave school without prior written permission. The student must turn in the written request at the beginning of homeroom and later must sign out with the Middle School office before leaving. If a situation arises when the student needs to leave campus and does not have a note, the parent must come inside and sign the student out at the office. Students are responsible for material covered in the classes missed as well as any homework assignments.

Sometimes a student is unable to attend school due to illness or family emergency. A parent should call the school nurse as early as possible at 736-9944 to report that his/her child is unable to attend school that day. All absences for reasons other than illness or immediate family emergency **MUST BE APPROVED IN ADVANCE** by the Middle School Head. Failure to notify the Middle School Head may result in the student receiving no credit for missed work.

Absences may also affect participation in extracurricular activities including athletic events and performances. A student not in school for at least 4 academic periods in a school day is not permitted to represent the school in any extracurricular activity that afternoon or evening. If a student is absent on a Friday, he/she may not be able to participate in either a Friday or Saturday activity.

In accordance with the regulations of the state of Louisiana, students absent more than a total of 5 days per school year (including both excused and unexcused absences) may not receive credit. See the official absentee policy in the StM handbook on the website for the calculating of absences.

### **MIDDLE SCHOOL CARPOOL TRAFFIC REGULATIONS**

In the interest of safety for all, please adhere to the following guidelines during the busy times of morning drop-off or afternoon pickup:

- To alleviate congestion, enter the Middle School/Upper School parking lot from Green Acres Road via Airline Drive. Treat Green Acres as if it were a one-way street from Airline to West Metairie.

- Students should **NEVER** be dropped off or picked up on the street.

- Students should not be dropped off or picked up on Haring Road or in the Van Slate parking lot.

- **PULL ALL THE WAY UP ALONG THE BREEZEWAY AREA BEFORE STOPPING TO LOAD OR UNLOAD.** This allows more cars to pull into the parking lot and prevents the backup of cars on Green Acres.

- IF A PARENT WISHES TO PARK AND WAIT FOR A CHILD, he/she must come to meet the child ON THE BREEZEWAY and walk together to the parked car.
- NEVER LEAVE YOUR CAR UNATTENDED WHILE IN THE CARPOOL LINE. When the line begins moving, drivers must be ready to pull up to create room for other cars to pull into the lot.
- REMIND YOUR CARPOOL MEMBERS TO WAIT TO ENTER OR EXIT THE CAR UNTIL YOU PULL UP ADJACENT TO THE BREEZEWAY. Walking between cars in the carpool line is unsafe.
- After delivery or pickup, turn right onto Green Acres and continue to West Metairie Road.

Students who have not been picked up by 3:50 p.m. are placed in after-school care to provide necessary supervision. (There is a charge for this service.) *Again, students may not be dropped off or picked up in the Van Slate parking lot or on Haring Road.*

### **MIDDLE SCHOOL STUDENT BEHAVIOR**

The entire St. Martin's school community aspires to help each student develop strong self-motivation and sensitivity to others. The Middle School seeks to build a student's self-esteem by helping her/him to become competent, acquire moral values, discipline herself/himself, develop a respect for her/his heritage, and make responsible decisions.

**Middle School Honor System** - Honor is one of the most important qualities of personal character development. It involves being trustworthy as well as trusting others. Truthfulness and honor must pervade all areas of human existence and prevail in all our actions. It is upon these ideals that St. Martin's Honor System is based. The Honor System is based on trust. In this way, the community can succeed in producing students who are motivated to be responsible, self-disciplined, and concerned about others.

All students must follow the St. Martin's code of ideals in order to maintain mutual respect and goodwill. Within this system, dishonorable conduct such as cheating, plagiarism, lying, vandalism, and stealing should not exist. In order to keep the Honor System operating effectively, a person who witnesses an honor violation should report this violation promptly. It is in the best interest of both the individual committing the infraction and the community if a witness acts. There are several options for a student who witnesses any honor violation. He/she may report the offense to the classroom teacher, an advisor, or any member of the faculty or administration.

At the beginning of every school year, each Middle School student is asked to sign the following statement: I am in accord with the ideals of honor and honorable conduct. I realize that I have been entrusted to uphold these ideals throughout all

of my time at St. Martin's. I shall regard my pledged signature on any paper as being indicative of my personal responsibility to the Honor System.

In addition, students are trusted neither to give nor receive assistance on exams, tests, quizzes, and independent homework assignments. Each student writes the following: I have acted honorably in... (to be completed depending on assigned work).

**Middle School Honor Code Violation Procedure** - If a Middle School student is accused of an Honor Code violation, charges are directed to the Head of Middle School as soon as possible for investigation. If the results of the investigation indicate that a violation of the Honor Code did occur, the Head of Middle School may convene the Middle School Disciplinary Committee, made up of Middle School faculty and chaired by the Head of Middle School. The Head of Middle School notifies the student, his/her parents, and the student's advisor of the incident and the committee meeting if one is needed. The advisor appears with the student as his/her advocate at the meeting. Parents are not present for the disciplinary meeting. The Head of Middle School will inform the student and the parents of the resulting disciplinary action. The Head of School reserves the right to make public any decision of the Discipline Committee/Head of Middle School.

If a parent desires to appeal the decision of the Disciplinary Committee, he or she may appeal to the Head of School. The Head will review a decision only if new information pertinent to the case comes to light.

**Explanation of Disciplinary Procedures** - Since St. Martin's is a community of students, teachers, staff and parents, it is necessary that each individual recognize and uphold his/her responsibility in all phases of school life in the following ways:

- Developing a sense of responsibility for one's actions.
- Respecting the rights and properties of others.
- Using foul language, lying, cheating, stealing, smoking, possession or use of alcohol, misuse of drugs, harassment and/or abuse\*, possession of weapons or any other act that reflects adversely upon the reputation of the student or St. Martin's, whether committed on or off campus, may be cause for suspension or dismissal.

*\*(Including but not limited to verbal, written, or physical abuse.)*

**ANY STUDENT WHO REFUSES TO ACCEPT THE STANDARDS SET BY ST. MARTIN'S MAY BE PLACED ON DISCIPLINARY PROBATION, SUSPENDED, OR PERMANENTLY SEPARATED FROM THE SCHOOL.**

The Middle School implements a disciplinary program that it believes meets the needs of the Middle School student. One purpose of being at St. Martin's is to be productive and utilize both student and teacher time in the most positive fashion. Students are expected to know the standards and live up to them on a daily basis.

The Headmaster reserves the right to announce the results of disciplinary proceedings at Middle School assemblies, and to advise St. Martin's parents of same.

**Detentions are given for the following:**

Disruptive or inappropriate behavior, including but not limited to

- Public display of anger
- Inappropriate, foul or hurtful language
- Horseplay, roughhousing
- Any form of disrespect
- Gum-chewing and unauthorized consumption of food/drink/candy on

campus

- Possession/use of electronic devices
- Any form of littering
- Failure to report to detention or school official when asked
- Leaving a school owned tablet in an unsecured area (refer to the Computer

Policy)

- Lockers not properly secured with approved lock from the bookstore
- Failure to follow Middle School carpool traffic regulations
- Repeated failure to follow a teacher's instructions

Whenever a student receives a detention, he/she must stay after school on the SAME DAY OR THE FOLLOWING DAY until 4:30. After a student receives four detentions, upon receipt of another detention, he/she must serve a Saturday detention and may be required to meet with the Middle School Head and the advisor to discuss the accumulation of detentions and strategies for improvement. If a student then serves another Saturday detention, he/she will be required to meet with the Middle School Head and the advisor and may appear before the Disciplinary Committee with suspension being a possible consequence. After serving three Saturday detentions, a student will appear before the Disciplinary Committee and will receive an automatic in-school suspension. If a student continues receiving detentions and receives a fourth Saturday detention, he/she will receive an out-of-school suspension. **Disciplinary actions take precedence over any extra-curricular activities (e.g. athletic competition, play practice).**

**Infractions** - The following infractions are handled at the discretion of the Middle School Head. Possible disciplinary actions include detention, suspension or expulsion, and/or going before the Disciplinary Committee. Please refer to the process for appearing before this committee that is stated above.

**Major Offenses:**

- Misuse of school tablets
- Any form of dishonesty
- Possession or use of alcohol and/or misuse of drugs

- Disrespectful behavior toward others
- Fighting or physical violence
- Vandalism
- Tampering with property belonging to other people
- Use/possession of tobacco products, smoking
- Unexcused absence from school/class/required activity
- Leaving campus without proper authorization
- Use of vulgar, profane, disgraceful language
- Harassing behavior
- Misuse/ tampering with school facilities or equipment
- Accessing improper Web sites
- Aiding or abetting others in major offense
- Possession of vulgar/obscene/disgraceful materials
- Serious misconduct, detrimental or offensive to St. Martin's community
- Taking pictures in a classroom without the teacher's approval
- Taking pictures on campus or at school related activities without approval of a teacher and the subjects
- Gun, knives and/or weapons of any type (real or imitation)

It is not reasonable to list or to consider every possible situation or offense. We, therefore, reserve the right to use our professional judgment in addressing situations not covered in the handbook through our discipline system.

**Middle School Cell Phone Usage** - Cell phones must be kept OFF and in the STUDENT'S LOCKER from the time a student arrives on campus until 3:30 p.m. Students who leave phones on will face disciplinary consequences. All calls during the school day must be made from the Middle School hall phone unless specific permission is given by a teacher or staff member.

### **MIDDLE SCHOOL STUDENT RECORDS**

St. Martin's Middle School does not provide colleges, universities, and other external agencies with information regarding student suspensions and probations. Records of such actions are retained in the student's internal school file even after the successful completion of a suspension or probation.

### **CARE OF PERSONAL AND SCHOOL PROPERTY**

As responsible individuals, students need to recognize that school property, supplies, and equipment are to be used properly. Care and respect for all property is expected.

### **MIDDLE SCHOOL LOCKERS**

Students in the Middle School are given a locker for book storage. Students must use a lock purchased from the school bookstore to keep their lockers locked at all times. Lockers are expected to be clean and arranged in an orderly manner. Food,

except for lunches consumed on a daily basis, is never to be stored or kept in lockers. Students do not go to their lockers between every period, but at those times specified at the beginning of the year. Periodically throughout the school year, lockers are checked to ensure that they are utilized in the most effective manner. When students bring projects or other items too large to be kept in their lockers, they should ask permission to store the item in a teacher's classroom.

Students are assigned another locker in their respective dressing areas for use during physical education periods and sports seasons. The guidelines for proper locker usage also apply to PE lockers, including use of a lock purchased from the school bookstore.

### **MIDDLE SCHOOL LUNCH PROCEDURES**

During lunch period for Middle School, entrees, salads, and sandwiches are served, in addition to milk, fruit and desserts. The purchase of meal plans is arranged through the Director of Food Service.

Students line up single file by grade when entering Saints Hall. On Mondays and Fridays, Middle School students, advisors, and teachers eat together to facilitate camaraderie and community. Teachers on duty Tuesdays, Wednesdays, and Thursdays will monitor Saints Hall operations, including the entry of students into the dining hall and order within the lunch lines.

One teacher will be assigned to each Middle School grade level. Students are encouraged to select everything they need during their first trip through the lunch line. The teacher on duty will ensure that each student sits at the correct table, keeps his or her area clean, and displays proper manners. Students are expected to dispose of their trash in the proper receptacles, stack their trays neatly, and return to their tables before being dismissed by the teacher on duty. Students have free time in the Van Slate yard after eating lunch. Middle or Upper School hallways are off limits until the end of lunch period. Students who need to meet with a teacher or use the library during lunch should get a written note prior to lunch in order to enter the building.

Students who have obtained a library pass may use the library during lunch for quiet reading, individual research for a project, or working on homework. The library is a place for quiet, productive work. Students who wish to talk and socialize during this free time should remain outside.

### **PRIVATE PARTY INVITATIONS**

Invitations to private parties hosted by students and their families should not be distributed at school. These are private occasions and should be planned and handled outside of school.

## **MIDDLE SCHOOL HALL TELEPHONE USAGE**

Students may use the telephone in the Middle School office only with permission. Personal affairs and daily organization must be handled outside of school. Should the normal routine change, such as a sporting event being canceled or an after school rehearsal postponed, the student is allowed access to a school phone. Should illness or injury occur, parents are contacted by the office or school nurse.

## **MIDDLE SCHOOL BUS SAFETY**

Proper conduct on buses is imperative for safety. If a student does not control himself/herself or becomes a distraction to the bus driver, parents may be asked to arrange for other means of transportation to and from school. If such a request becomes necessary, there is no refund of transportation fees.

Middle School students are not allowed to have pagers or other electrical devices such as CD players or MP3 players.

## **MIDDLE SCHOOL AFTER-SCHOOL CARE**

The program for students in grades 6-8 takes place in the Middle School. Students staying after school, after a brief rest break, are provided an organized, quiet place to complete homework and work on academic projects. Students may consult with teachers for extra help and have access to the Martin Family Library in order to conduct any necessary research. The Middle School teachers on duty will assist students with organizational skills such as proper utilization of plan books. An afternoon snack and drink are provided. Students who participate in extracurricular activities (e.g. athletic competitions, plays, music lessons, tutoring sessions, chess club) may attend after-care after the activity. After-care ends at 6:00 p.m.

If a student has to remain on campus after 3:50 p.m., he/she **MUST** go to after-care.

## **MIDDLE SCHOOL COMPUTER**

### **ACCEPTABLE USE AND BEHAVIOR POLICY**

*At school, the tablet is to be used exclusively as an educational tool.*

St. Martin's believes that electronic communication is a tool for lifelong learning and that it can promote educational and organizational excellence. We expect our students to use the school's network and the Internet in a responsible, ethical and legal manner. Users assume responsibility for understanding and observing this Acceptable Use and Behavior Policy.

The following policy is meant to give clear guidelines regarding the appropriate use and security of computers. Underlying this policy is the understanding that all of us will treat the computers responsibly and use them appropriately, keeping in mind that most malfunctions are the result of mishandling. Violations of this policy will be handled by the Head of Middle School and/or the Middle School Disciplinary Committee.

**Playing computer games and instant messaging are not permitted while at school.**

**Using the camera capability of the tablet is not permitted at school unless a student has permission from a teacher for taking a specific picture.**

### **E-mail**

- The e-mail system will be used only for the exchange of appropriate information. Remember that the e-mail system does not guarantee privacy. School administrators can access student e-mail accounts when disciplinary issues or safety concerns so warrant. Derogatory, obscene, or otherwise inappropriate exchanges on the e-mail system are prohibited. Students will not use e-mail to harass or annoy others. Delicate or difficult communications should be handled in person. Rather than taking issue with a person by an angry e-mail, arrange a time when you can meet face-to-face and talk over a disagreement.
- Students must read their StM e-mail daily. "I didn't read my e-mail" is not an acceptable excuse for being uninformed. Any e-mail sent by a teacher during the school day must be read at least before the beginning of the next school day.
- Clean out your mailbox regularly to avoid having e-mail service automatically suspended.
- Watch your language and content when writing e-mails. Failure to follow proper etiquette could result in loss of e-mail and computer privileges. E-mail is not for sensitive information. Once an e-mail is sent, the sender has no control over who ultimately can read it.
- No chain letters allowed regardless of content. Students may not send electronic mail messages to large groups of network users.
- **Students must never access someone else's e-mail account.**

### **Internet Use and Safety**

- St. Martin's provides Internet access primarily for scholarly research and as a means of obtaining needed information. The Internet offers access to information that is inappropriate (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, etc.). Students must not intentionally access, store, or display information of this sort.
- St. Martin's does provide a filtering system. Doing so generally can eliminate access to offensive and pornographic materials, but no filtering

system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although St. Martin's cannot effectively restrict the content of information obtained by students via the Internet at home, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public by passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately through the disciplinary process.

- Any student who accesses inappropriate material on the Internet, or receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to his/her advisor, teacher or the Head of Middle School so that the situation can be investigated and addressed appropriately.
- ***Do not give out any personally identifying information*** over the Internet, including your name, address, Social Security Number, phone number, date of birth, school, grade, or anything else that could be used to identify you or St. Martin's.
- With the increased use of social networking sites (SNS), it is imperative that students carefully consider the consequences of what they post on these sites. Postings that could be construed as harassing may result in disciplinary action.

### **Always Cite Your Sources**

- If the idea, background, sound, movie, or picture was not created by you, its use without citation is plagiarism. Material obtained through research on the Internet and then used in academic work for St. Martin's must be properly cited. (Note: Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the printing of a hard copy or the saving of an electronic copy.)
- Plagiarism of materials from Internet-based sources will be treated the same as any other incidence of plagiarism.
- For more information on proper citing, go to <http://citationmachine.net/>

### **Loading Software**

- The school strongly recommends that students take great care when loading any additional software on their computers. There is a risk that any new material might include spyware or harmful viruses. Students whose

computers are malfunctioning as a result of such software installation are not excused from assignment deadlines.

- No use of illegal, bootlegged, or pirated software is allowed regardless of whether you or someone else did the copying. **If your tablet becomes compromised, the entire hard drive will be reformatted/reconfigured and the operating system will revert back to the default state. Any extra programs or software loaded will be lost and not the responsibility of St. Martin's.** There may be a charge associated with the reconfiguration.
- Software and files not needed for school should be backed up on a CD or disc.
- The school recommends that storage media be shared very cautiously. Shared media can spread harmful viruses.

### **Observe Computer Resource Guidelines**

- **Limit disk space usage to academic use.** Student disk space on St. Martin's servers is intended for school-related use only. Use this space to back up the important files. No applications should be stored in the student's folder on the St. Martin's server.
- All faculty members and students have folders on the file server, but these folders **may not contain applications.**
- Students must back up all important school work to their space provided on the school's file servers (their gold user folder) at regular intervals to avoid loss of critical data. Music, game programs, and other non-school related media files may not be backed up to gold users folders.

### **Observe Printing Guidelines**

- **Students should always use the File, Print command (not the Print Icon)** to ensure where documents are being printed
- When possible, first drafts should be printed in black and white to conserve more expensive color ink. If corrections are made to a document, print only the corrected pages (don't reprint the entire thing!).

### **Computer Care and Security**

- Students are responsible for the safety of their laptop. Laptops need to be handled with care and accounted for at ALL TIMES.

- When not in your immediate possession, your tablet should be in a secure location. Examples of such locations: your locked locker, in a classroom with teacher's permission. Examples of unsecured locations: in the halls, in the dining hall or theater, in the library, on the gym floor, on the bench, outside of the school buildings. Computers must be with students in all classes unless a teacher determines otherwise.
- Every student must have a computer in good working condition every day. Computers that are not functioning must be turned in to the Technology Office for repair at the first opportunity.
- Students who are using a computer from the school's loaner pool while their own computer is being repaired must return the loaner machine within 24 hours of being notified that their own machine is ready to be picked up.
- Student should not lend or swap their computers, power supply, cords, or flash drives with others.
- Members of St. Martin's community will not abuse, tamper with, or willfully damage any computer equipment or use the computer for other than appropriate work. Any intentional acts of vandalism or misuse will result in disciplinary action and parents will be held financially responsible for replacement or repairs.
- Unattended computers are subject to mishandling and can be easily damaged. Computers left unattended will be collected and brought to the Head of Middle School who will take appropriate disciplinary action.
- Computers must not be left at school over vacations.
- School owned computers must be kept in a computer case provided by the school. All power cords/supply packs that are brought to school must also be labeled.
- School owned computers must be carried around the school and back and forth to home in the approved computer case. They must not be kept in backpacks or in bags along with books, since screens can be easily damaged by excess pressure. The cases distributed with new tablets are specifically designed for their protection. Any student who does not use the school issued case as stated above will be brought to the Head of Middle School who will take appropriate disciplinary action.
- **We *strongly* recommend that all students follow the above guidelines to lessen the possibility of damage**
- ***Afternoon security depends on each student having a clear understanding of how he/she will handle the computer, as well as an understanding that each student is responsible for the computer.***
- Students must establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts.
- Do not give your password to anyone or let someone else use your account.
- Students must respect the need for this security/confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public. Students must

never make any effort to bypass security systems and/or gain access to this information.

- School owned computers must not be left in cars in open view. They should only be left in car trunks if the car temperature is below 80 degrees or above 40 degrees. **Again, we strongly recommend that no computer be left in these situations.**
- Computers may not be used on school buses nor left unattended on school buses.
- **Remember, school owned computers (and recommend all computers) must be closed and in their sleeves/cases when moved from location to location.**

#### **Procedure If A Tablet/Laptop Is Missing**

- Notify the Head of the Middle School immediately, and an investigation will begin.
- Parents will be notified if the computer is not found within 48 hours.
- Parents are responsible for payment of any St. Martin's owned machine and are required to purchase another school approved computer to complete the school year if a computer is not found.

#### **General Recommendations**

- Avoid leaving laptops or other valuables in situations that increase the risk of theft. Don't create temptations.
- Have a real awareness of laptop security when off campus, during weekends, and on vacation.
- **Failure to abide by the rules may result in penalties that may include but are not limited to revocation of Internet or e-mail access, suspension of computer use privileges, detentions, suspension, or expulsion from school.**

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## **UPPER SCHOOL HANDBOOK**

All academic programs in the Upper School (grades 9-12) are conducted on a semester or year basis. The requirements for graduation and the elective studies that are available prepare students for college and broader learning experiences. Course descriptions are available from the Upper School office or from the Admission Office.

Students in the Upper School are required to take six areas of study, at least four of these being courses requiring homework, unless a special arrangement has been approved by the Academic Affairs Committee.

**2011-2012**  
**St. Martin's Episcopal School**  
**Upper School Weekly Schedule**

	<b>Monday</b>	<b>Tuesday</b>		<b>Thursday</b>	<b>Friday</b>	<b>late-start Wednesday</b>
8:00 8:12	Homeroom	Homeroom		Homeroom	Homeroom	<b>No Homeroom</b> (1 <sup>st</sup> period teacher submits attendance)
8:15 9:00	6	1		2	1	
9:05 9:50	2	2		1	2	<b>1</b> 9:00 -9:45
9:54 10:14	Break	Break		Break	Break	<b>4</b> 9:48-10:33
10:14 10:39	Assembly	Clubs & Class Meetings		Chapel	Advisory & Class Meetings	<b>Break</b> No Dining Hall 10:34-10:42
10:43 11:38	3	3		5	3	<b>3</b> 10:43 - 11:28
11:32 12:17	5	4		4	5	<b>2</b> 11:32-12:17
12:20 1:05	4	5		3	4	<b>5</b> 12:20-1:05
1:05 1:50	Lunch	Lunch		Lunch	Lunch	<b>Lunch</b> 1:05-1:50
1:56 2:41	1	7		6	6	<b>6</b> 1:56-2:41
2:45 3:30	7	6		7	7	<b>7</b> 2:45-3:30

## CURRICULUM REQUIREMENTS FOR GRADUATION

The following requirements are based on current St. Martin’s and State of Louisiana requirements for graduation, and represent the minimum course work expected of a St. Martin’s graduate. St. Martin’s and the state reserve the right to change requirements for graduation.

<b>English.</b> . . . . .	<b>4.0</b>
<i>English I, English II, English III, English III AP, English IV or English IV AP</i>	
<b>Mathematics</b> . . . . .	<b>4.0</b>
<i>Students must earn four units of credit in grades 9 -12</i>	
<b>Science</b> . . . . .	<b>3.0</b>
<i>Students must earn three units of credit in grades 9 -12: Physics, Chemistry, and Biology</i>	
<b>Classical and Modern Languages</b> . . . . .	<b>3.0</b>
<i>Students must earn three units of credit in grades 9-12 in a single foreign language: Latin, French or Spanish.</i>	
<b>Social Studies.</b> . . . . .	<b>3.0</b>
<i>Students must earn three units of credit in grades 9-12 World History, Civics and American History</i>	
<b>Fine Arts</b> . . . . .	<b>1.0</b>
<i>Art I, Art II, Band, Music Appreciation, Drama and Creative Writing</i>	
<b>Religion.</b> . . . . .	<b>1.5</b>
<i>Religion I, Life Skills</i>	
<b>Physical Education</b> . . . . .	<b>2.0</b>
<b>Electives</b> . . . . .	<b>2.0</b>
<b>TOTAL</b> . . . . .	<b>23.5</b>

Every senior must pass each of his/her courses in the spring semester in order to participate in graduation exercises. Seniors may be exempt from their May exams in an academic course if they have earned a “B” or higher in that course for the second semester and receive permission from the teacher of the course.

## PROCEDURE FOR EXCEPTIONS TO SCHOOL REQUIREMENTS

Requests for exceptions to school requirements for any St. Martin's students are handled on a case-by-case basis. Each request should be brought to the respective

Division Head who chairs a resource team made up of the respective department head, one additional member of the department to be determined by the department head, the learning specialist, and the director of curriculum. The team examines the student's file and past performance, his/her teacher's written recommendation, letter of request from the family, written recommendation of outside specialist, and relevant evaluation materials. Assessment of the student's commitment and motivational level are made. Upon careful examination of the above information, the recommendation of the resource team is brought to the Headmaster by the Division Head for final approval. The Division Head, in turn, communicates the final decision to the members of the Academic Affairs Council.

## UPPER SCHOOL STUDENT EVALUATION

At the end of every grading period (October, January, March, May), written grade reports and comments are either mailed home or are received on conference day. Semester grades are calculated by averaging the two quarter grades and, if applicable, the exam grade. The formula differs by department and is published on each course's syllabus. All new students receive progress reports at the end of the first four weeks at St. Martin's. Progress reports are also sent whenever the teacher believes academic difficulty or significant improvement warrants such communication with parents. Parent-teacher conferences are requested in September and January and additional ones are scheduled as needed.

Grading Scale:

A+ . . .97-100	B+ . . .87-89	C+ . . .77-79	D . . . 65-69
A . . . 93-96	B . . . 83-86	C . . . 73-76	F . . . 64 and below
A- . . .90-92	B- . . .82-80	C- . . . 70-72	

Students should achieve a grade of "C" or better in courses of a sequential nature to be adequately prepared.

## EXAMS & SEMESTER GRADES

Transcripts show three grades for each course:

- 1<sup>st</sup> semester
- 2<sup>nd</sup> semester
- Final (average of 1<sup>st</sup> and 2<sup>nd</sup> semester)

Only semester grades are used to calculate a student's GPA. The final grade is used solely to determine remediation status.

The formula for the semester grade is an average of the 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, and exam grade; percentages vary by department and should be communicated on each course's syllabus.

### Exams

Cumulative semester exams in the five core subjects are administered for a period of five days at the end of each semester (in December and May). Exams take place

from 9:00 - 11:00 a.m. For up-to-date exam information each semester, consult the St. Martin's website calendar at [www.stmsaints.com](http://www.stmsaints.com).

All tests for 2<sup>nd</sup> and 4<sup>th</sup> quarters will be completed by the Friday before exams, so that students have three school days without tests prior to exams.

During the exam period, no other Upper School classes take place and a student's only official obligation is to be in the posted exam room during the exam. Teachers often schedule review sessions on the afternoon before their exam will be administered; some teachers require attendance to the review session. Make-up exams are scheduled, as needed, from 1:00 - 3:00 p.m. Upper School students may remain on campus during regular school hours to study or meet with teachers, but there is no official supervision after 11:00 a.m.

Lunch is often available for Upper School students in the Dining Hall beginning at 11:30 a.m. Buses run at the same time as a normal school day, so alternate transportation may be required.

#### **Summer School Remediation:**

The school reserves the right to require students who make a "C-" as a final grade to complete summer work. All students who make a "D" as a final grade in a sequential course must complete required summer work satisfactorily to advance to the next level. The current teacher is responsible for establishing the area or areas that require remediation. The school provides a list of tutors and/or summer programs that are acceptable. Students must submit evidence of effective remediation to enter the next level. Any courses failed must be taken for summer remediation at St. Martin's, at a school approved by the Upper School Head, or from an approved tutor. Students who take a summer course for remediation at another school or who use a tutor must earn a "C-" or higher on an exam provided by St. Martin's. Students who fail a course and pass the summer course will receive credit but the summer school grade will not be calculated into the GPA. The "F" earned during the school year will remain on the transcript and be calculated in the GPA.

#### **New Credit: Summer work completed at StM**

St. Martin's offers several courses for new credit during the summer. Enrollment in these courses requires the approval of both the appropriate department chair and the Head of Upper School. If approved, these courses will be used as credit to meet graduation requirements, recorded on the student's transcript, and factored into the student's cumulative GPA.

#### **Summer work completed outside of StM**

Courses taken off campus for new credit are subject to the approval of both the appropriate department chair and the Head of Upper School. In rare circumstances, work completed in these courses may count toward a graduation requirement but

will neither be reported on the St. Martin's transcript nor calculated into the student's GPA.

### **Transfer credits**

St. Martin's accepts most credits awarded by accredited high schools.

However, St. Martin's will not award credit toward St. Martin's graduation requirements for non-accredited, non-school related activities or programs.

St. Martin's will not award graduation credit for coursework completed at NOCCA. Juniors and seniors may attend NOCCA during the day if their schedule allows them to do so and provided the students meet all St. Martin's graduation requirements. Credits issued by NOCCA will be included as a courtesy on college applications, but those credits are not included in the student's grade point average and do not fulfill St. Martin's graduation requirements.

### **UPPER SCHOOL WEIGHTED GRADES**

For the purpose of determining grade-point average (GPA), honor roll, eligibility for the National Honor Society, and eligibility for the Cum Laude Society, the Upper School assigns quality points to the grades earned by students in all courses except physical education and driver's education.

**Grade-point averages will reflect only coursework taken at St. Martin's in grades 9 through 12.**

For the purposes of determining valedictorian and salutatorian honors, only those students in attendance at St. Martin's for eight consecutive semesters of high school shall be considered. Summer school is not considered a semester. Determination of the valedictorian and salutatorian in a given graduating class will be based on a cumulative record of grades achieved in those eight semesters.

Quality points are assigned as follows:

A+ . . . 4.3	B+ . . . 3.3	C+ . . . 2.3	D . . . 1
A . . . 4	B . . . 3	C . . . 2	F . . . 0
A- . . . 3.6	B- . . . 2.6	C- . . . 1.6	

Additional quality points (.667) are added for passing grades in the following courses:

Adv. Math II H	Algebra II H	American Gov't AP	
American Hist. AP	Biology H	Biology AP	
Calculus AP	Chemistry H	Chemistry AP	
Economics AP	English II H	English III AP	English IV AP
Europ. History AP	French III H	French IV H	French V AP
Geometry H	Humanities H		

Latin III H  
Physics H  
Spanish V AP

Latin IV H  
Physics II H  
Studio Art AP

Latin V AP  
Spanish III H  
Statistics AP

Spanish IV H

Departmental approval is required for enrollment in the above courses. Every student enrolled in an AP course is required to take the College Board AP exam in that subject unless the teacher recommends against it.

## **TRANSCRIPTS**

The Upper School Office requires two working days of notice before official transcripts can be made available for purposes other than college application.

## **UPPER SCHOOL COUNSELING AND COLLEGE COUNSELING**

See page 9.

## **UPPER SCHOOL ACADEMIC PROBATION**

### **Definition**

A student is placed on academic probation if he/she falls into one of the following categories at the end of a grading period:

- GPA of 1.5 or below
- 2 "D"s
- 1 "F"

### **Consequences**

- The student is ineligible to run for an office. If the student presently holds an office, the Upper School Head reserves the right to review continued participation in the activity.
- The student may be ineligible to participate on athletic teams.
- The off-campus lunch privilege may be revoked for the quarter.
- The student is not granted an early dismissal if he/she is missing the class in which the student has either a "D" or an "F" (excluding necessary medical or dental appointments).
- Usually the student is not eligible to participate in extended extracurricular field trips if he/she is missing the class in which he/she has either a "D" or an "F."
- The student may be asked to engage a tutor.
- If a student is on probation over three consecutive quarters, he/she may be asked to consider alternative high school plans (e.g. summer school or another school).

## **UPPER SCHOOL SCHEDULE CHANGES**

Changes in schedule may be made only during the first two weeks of each semester with the written approval of the Upper School Head or Dean of Students in

cooperation with the appropriate instructors. Changes after the first two weeks are granted only by the Upper School Head under extraordinary circumstances.

### **UPPER SCHOOL VISITOR POLICY**

Any student who wishes to bring a visitor to campus **MUST** gain permission from a member of the Upper School administration at least one day ahead of time. (“Visitor” is defined as someone who is not a current student, parent of a student or recent alumnus.)

### **CONCURRENT ENROLLMENT AND ADVANCED PLACEMENT**

St. Martin’s offers a variety of honors programs for its students. In association with the Admission Offices at Tulane University, Newcomb College, and University of New Orleans, academically qualified high school students may enroll in the Concurrent Enrollment Program. This program allows upper-class students to take courses concurrently with their high school program. The summer honors program also gives students the opportunity to enroll in college courses for full credit in the summer with St. Martin’s prior permission.

### **UPPER SCHOOL LIBRARY/MEDIA SERVICES**

**Ken G. Martin Family Library** - The Martin Family Library serves the needs of approximately 450 students and faculty from the Middle and Upper schools. It is open from 7:40 a.m. to 4:00 p.m. for studying, general research, and pleasure reading. The inviting ambience is one conducive to reading and quiet study, and a librarian is available at all times to assist patrons with computer use, in locating materials, and in helping with research projects. Students are invited to use the Library before and after school, at Break and Lunch, during Open Study Hall, and with their teachers when working on a research project as a class. Violation of school and Library rules results in appropriate disciplinary measures, including the temporary revoking of a student’s library privileges. (The student would not be allowed to enter the library for a designated time period.)

#### **Upper School Library Rules**

1. No food or drink, including water.
2. Keep voices at a respectful level.
3. Conduct yourself using appropriate library behavior. i.e.: No running, yelling, horseplay, etc.
4. Obey the instructions of the librarian on duty.
5. Do not disturb the Teachers’ Workroom, especially when a student is serving a separation.

The 30,000-volume collection has been carefully selected by the librarians in conjunction with other faculty, and it reflects the curriculum of the school. All

materials, with a few exceptions, may be checked out for a two-week loan period, with the possibility of renewal. Students also have access to a large number of periodicals, newspapers, videos/DVDs, desktop computers, printers, and other equipment. Allowing for off-campus use, all of our subscription databases are password-accessible on students' laptops, and the MFL collection's "Online Public Access Catalog" is installed on them as well. Fines are not charged for overdue books, but students are billed at the end of the academic year for any lost or damaged materials. The ultimate goals of the Martin Family Library are to ensure that students are at ease with research skills, that reading is a part of their everyday lives, and that they are effective users of information.

## UPPER SCHOOL ACTIVITIES

**National Honor Society** - The purpose of the National Honor Society is "...to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character..." The National Honor Society is more than a recognition of academic excellence; candidates must also exhibit leadership, service and character. The National Honor Society Handbook, which provides guidelines for defining leadership, service and character, is used to help identify candidates.

Membership in the St. Martin's chapter of the National Honor Society is determined by a majority vote of the five-member faculty council. Students in grades 11-12 who have been enrolled in St. Martin's for at least one semester and who have a cumulative high school scholastic average of at least 3.333... (on the weighted 4.0 scale used by the school) are academically eligible for possible membership.

The faculty council meets twice a year to review candidates and to vote on their acceptability with regard to the qualities of leadership, service and character.

If a member of the National Honor Society commits a major offense, his or her membership in the National Honor Society will be reconsidered by the faculty council.

**Cum Laude Society** - This international organization exists in order to recognize academic excellence. Modeled after Phi Beta Kappa, membership is limited to juniors and seniors whose academic standards and character warrant election into the society.

**Upper School Clubs** - The Upper School seeks to engage students in a wide variety of nonacademic activities to broaden their interests. Any Upper School student is afforded the opportunity to join the clubs listed below without regard to age, sex, or any other criteria. All students are encouraged to join at least one club. Clubs generally meet once a week during school time and have a faculty sponsor. Active clubs include: Admission, Art, Band, Chorus, Current Events, Diversity Club, Eco-Warriors, French, *The Halo* (newspaper), Honor Council, JETS, Key Club, Latin, *The*

*Lyre* (literary magazine), Mandarin, Model United Nations, Quiz Bowl, Science Olympiad, *The Shield* (yearbook), Spanish, Spirit, Student Council and Trailblazers.

The procedure for founding a new club is as follows:

1. Obtain a faculty sponsor.
2. Type a proposal which includes the name of the club, its goal, procedures and how the club will serve the St. Martin's community as well as the Greater New Orleans community.
3. Submit the proposal to the Head of Upper School.
4. Meet with the Head of Upper School to discuss the club and obtain permission or denial.

**Class Officers** - Each class elects a president, vice-president, secretary, and treasurer to serve for the school year.

**Student Council** - The purposes of the Student Council are to provide ways and means to promote honor and integrity among members of the student body; to develop loyalty and school spirit; to provide practice and experience in democratic citizenship; to foster scholarship; to provide for cooperative action between staff and students; and to promote general welfare in terms of Christian living for staff and students.

**Student Publications** - *The Halo*, Upper School newspaper; *The Lyre*, literary magazine; and *The Shield*, yearbook.

**Procedure for Missing Class for a School-sponsored Activity** - Students who are invited to miss class in connection with any club or athletic activity are responsible to ask permission of each teacher whose class may be missed and turn required work in ahead of time. The course teacher has the final authority to determine whether a student may miss class. Assume that a student with a low grade in a class or with a scheduled test or presentation will not be allowed to miss that class.

**Coaches and faculty sponsors** must also inform the Upper School faculty of the students who are invited to participate in an event during the school day at least five school days in advance.

## UPPER SCHOOL ATHLETICS

St. Martin's offers a wide variety of athletic activities because we believe the skills received through these activities are important components of each student's total development.

St. Martin's is a member of the Louisiana High School Athletic Association which governs all interscholastic athletic competition in the Upper School. There are interscholastic seasonal activities for both girls and boys in cross country,

basketball, soccer, swimming, tennis, golf, and track and field. There is a girls' team for volleyball and softball, and there are boys' teams for football and baseball.

Although students are usually discouraged from dropping a sport during the season, a student wishing to withdraw from an athletic program must follow the same policies and procedures as outlined for all academic programs.

Two units of physical education and/or athletic credits are required at St. Martin's. In order to comply with LHSAA regulations, every student athlete will report to a special PE class for athletes in the gym every day during his or her designated PE period. The athletes will use this time to complete sport-specific conditioning prescriptions created by their coaches.

### **INTERSCHOLASTIC SPORTS & CHEERLEADING ELIGIBILITY**

As student athletes in a LHSAA member school, participants must meet the eligibility requirements. These requirements are based on St. Martin's standards as well as LHSAA standards:

- In order to be eligible for interscholastic participation, the participant must have passed a minimum of five subjects the previous semester and must be passing in at least five subjects and maintain a 2.0 GPA in all subjects pursued at the time of participation.
- The same eligibility requirements apply for cheerleaders as for those participating in interscholastic sports.
- A student who is absent from three or more classes in a school day, excluding study hall and activity periods, may not represent (including "dressing out") the school in any extracurricular activity on that date.
- Athletes and parents are required to sign the LHSAA Substance Abuse/Misuse Contract and Consent policy prior to competing.

### **DRESS CODE FOR PHYSICAL EDUCATION/ATHLETICS**

- White St. Martin's shirt and blue St. Martin's shorts (may be purchased in the bookstore), white socks and appropriate non-marking tennis shoes. Homecoming T-shirts, class T-shirts, etc. are not permitted.
- Winter attire can be sweats in red, white, blue or gray.
- Athletic practice uniforms are required according to the sport being played. These may be purchased from the bookstore.

Lockers are assigned to each student for physical education and athletics. Students are required to provide the locks, and the lockers are required to be locked at all times. Detentions are given to those students who do not lock their lockers.

### **STUDENT HONOR AND DISCIPLINE SYSTEMS**

#### **Goal**

The main purpose of establishing rules and standards of conduct is to enhance daily life at St. Martin's. Honesty, integrity, courtesy, cooperation and consideration for

others are part of a faith-based education and will prepare students to function as self-sufficient adults in a democratic society. Learning to accept responsibility for one's own actions is a necessary step in becoming an adult.

### **Honor System**

Students are expected to maintain high standards of honesty, personal integrity, and respect for others, which foster an atmosphere of mutual trust. Membership in the St. Martin's community implies an intent to uphold these principles and to discourage those who would betray such ideals. Conduct to the contrary is not tolerated and results in serious disciplinary action. Depending upon severity, a first offense could result in expulsion. Accordingly, each student pledges his or her support of the Honor System at the beginning of each school year and acknowledges that pledge in connection with all academic work. Any kind of dishonesty is considered serious misconduct and compounds disciplinary sanctions, regardless of the severity of the original offense. The Headmaster reserves the right to announce the results of disciplinary proceedings at an Upper School assembly and to advise St. Martin's parents of same.

### **Honor Code**

Honor is one of the most important qualities of a person's character. It involves a fundamental attitude of being trustworthy, as well as trusting others. It is important to know that one's word is accepted as the truth. Being an honorable person carries a personal benefit: the pride and self-respect one experiences in knowing that the work completed is his/her own. St. Martin's Honor Code is based upon these ideals. Honorable conduct must prevail in all our actions, or the freedom of the school would be constricted. The Honor Code works only in an atmosphere of mutual trust and understanding. By following a basic code of ideals, students and faculty maintain the attitude of mutual respect and goodwill.

Students are expected to follow these guidelines:

1. Conduct themselves according to a standard of honest scholarship.
2. Neither give nor receive aid on tests, quizzes or exams.
3. Neither give nor receive aid in class work, paper preparation or any other work that is to be used by the teacher as a basis of evaluation, unless directed by the teacher as part of the assignment instructions.
4. Conduct themselves within the guidelines and expectations of St. Martin's rules and policies.
5. Take an active role in enforcing the spirit and importance of the Honor Code.

Ways faculty members are committed to the Honor Code:

1. Demonstrate confidence in the honor of the students by providing an atmosphere appropriate for individual academic achievement, while fostering a spirit of constructive cooperation among students.
2. Provide the supervision and guidance necessary to help students understand the value of the Honor Code.
3. Demonstrate through words and actions the guidelines and expectations of the St. Martin's community.
4. Take an active role in seeing that the spirit of the Honor Code is upheld.

### **Honor Pledge**

"I recognize the value and spirit of the Honor Code of St. Martin's Episcopal School. This code serves as the guide for all students to achieve their full potential and for the school to maintain its high standing in the community. Therefore, I promise to demonstrate honesty and integrity and respect for others by acting in accordance with the terms of the St. Martin's Honor Code."

### **Honor Council**

The Honor Council's role in the Upper School of St. Martin's Episcopal School is to enhance the commitment to the school's motto, "Faith, Scholarship and Service," by maintaining and modeling an atmosphere of honest scholarship and self-discipline. The Honor Council guides the student through the process of understanding how his/her behavior affected the St. Martin's community, and how to avoid damaging behavior in the future. The council realizes that maintaining this atmosphere is not only a benefit to campus life, but also a guide to an ethical life now and after a student leaves St. Martin's. Therefore, if a member of the Honor Council commits a major offense, he or she will be immediately removed from the council and will not be allowed to run for the Honor Council for a calendar year.

The Honor Council is charged with the responsibility of promoting honorable conduct among members of the St. Martin's Upper School community. It will meet on a regular basis to discuss and act upon issues of honor, and will plan and conduct activities designed to promote the Honor Code and inculcate its principles into the behavior of our students.

The purpose of the Honor Council shall be to aid in the promotion of our school's mission by providing a forum to address major offenses. The Honor Council also has the responsibility of conducting hearings and taking action on all alleged Honor Code violations. Whether or not such matters are brought before the Council is to be determined solely by the Head of the Upper School.

The Honor Council shall foster a spirit of honor in St. Martin's Upper School by acting upon cases of academic/intellectual dishonesty as well as situations arising from serious or excessive violations of St. Martin's rules and policies. It is the duty

of the Honor Council to hear all relevant information concerning an alleged Honor Code violation. Upon hearing all relevant information, the Honor Council then deliberates and votes on a recommended course of action. This recommendation is then submitted to the Head of the Upper School for consideration. It is important to note that the decision reached by the Honor Council is advisory in nature and is subject to approval or amendment by the Head of the Upper School.

The Honor Council will consist of nine voting student members. There will be one faculty advisor and one Upper School administrator present at all Honor Council hearings. The Student Council will choose the president of the Honor Council. This person must be a junior or a senior. The other eight Honor Council members will be elected by classes, with two members coming from each grade level. Students run for these positions. The President of the Student Council, in consultation with the Head of the Upper School, shall designate first and second alternates from each grade level.

To qualify to run for Honor Council, a student must present a statement of recommendation from a faculty member. No Honor Council candidate may be on either warning or probation for disciplinary or honor violations.

Once elected, the Honor Council will select one of its members to serve as its vice-president, and another to serve as recording secretary. Freshmen are not eligible for these positions. The Honor Council will meet on a weekly basis to discuss and act upon issues related to honor. They are expected to recommend actions to the Upper School Head on any honor-related matter.

### **Description of an Honor Council Hearing**

The goal of an Honor Council hearing is to guide the student who is the subject of the hearing through a process of understanding his or her actions and repairing his or her relationships in the St. Martin's community. As a part of fulfilling this goal, consequences are usually recommended to the Upper School Head.

The following people will be present at an Honor Council hearing: at least seven members of the Honor Council, the faculty advisor to the Honor Council, an Upper School administrator, the student in question and his or her advisor. We also strongly advise the student to invite the Guidance Counselor to speak on his or her behalf. The student may also invite one additional faculty member of his or her choice. The student will be given a chance to address the council on his or her own behalf and will answer the council's questions. The student's advisor and the Guidance Counselor will also be allowed to speak about the student in question. We strongly advise a student appearing before the Honor Council to prepare notes to guide his or her address to the council.

After all have had a chance to speak, the student who is the subject of the hearing, his or her advisor, the Guidance Counselor and all Upper School teachers and administrators are dismissed. The Honor Council and the faculty sponsor remain

behind to discuss and vote on their recommendation, which is sent to the Head of Upper School.

The Head of Upper School will usually make a final decision concerning consequences by the end of the same school day.

## **UPPER SCHOOL POLICIES AND PROCEDURES**

St. Martin's School is a community of people who gather every day to interact and work toward the common goal of learning. Therefore, it is imperative that there are policies and procedures meant to help the students, parents, faculty, and staff members enjoy a productive and positive experience. Upper School students who demonstrate the willingness to abide by the policies and procedures will earn privileges that are appropriate for the student's age and level of responsibility. Students who choose not to abide by a policy or procedures will earn a consequence and possibly lose privileges. The Upper School years should be a time when students develop habits of independence and self-discipline that will carry over to college and life after school.

## **CLASSROOM DISCIPLINE**

Each teacher is responsible for ordinary discipline in the classroom and for enforcing school rules, regulations, and guidelines. Each teacher will establish his or her own classroom rules for use of laptops and headphones during class time. Students should comply with any additional rules or disciplinary measures that the teacher may impose and must always address faculty and staff in a polite and respectful manner. Conduct unbecoming of, or inappropriate to, a positive learning environment will not be tolerated.

## **STUDENT CONDUCT**

Because the following rules are not intended to be all-inclusive, the standards of conduct that they assert presuppose good faith and good judgment by students in upholding school values. Enrollment at St. Martin's implies an agreement on the part of students and their parents that the student will be conversant with, and will abide by, the standards, rules, and procedures contained in this Handbook.

## **MAJOR OFFENSES**

Applicable to all events, whether on or off campus, which result in damage to our community. A major offense will almost always result in either an Honor Council hearing or administrative action. The student will appear, along with his or her advisor, for an Honor Council Hearing. Parents are not allowed to attend Honor Council hearings. The Upper School administration reserves the right to remove a student leader from office immediately if he or she commits a major offense. Likewise, any major offense will cause reconsideration of National Honor Society membership.

1. Any form of dishonesty, including but not limited to lying, cheating, stealing, and forgery. Note: Every student is obliged to do his/her own work honestly, obtaining and providing only legitimate assistance. Examples of honor violations include:

(a) use of unauthorized materials in connection with any test, quiz or assignment. Cliff Notes, Monarch Notes, Spark Notes, Grade Saver, Bloom's Notes, Master Plots, or any other similar plot summaries, whether printed or electronic, are prohibited;

(b) copying information from another in connection with any test, quiz or assignment (including homework);

(c) obtaining or giving illicit information in advance of any test, quiz or assignment;

(d) any form of plagiarism (using another's idea or expression without acknowledging the source);

(e) unauthorized resubmission of previous work;

(f) aiding or encouraging another in an honor violation;

(g) any action intended to secure an unfair advantage for a student.

2. Using, possessing or being under the influence of alcohol, any illicit drug or any illicit mind-altering substance; possession of drug-related paraphernalia. Note: St. Martin's subscribes to a philosophy of intolerance in connection with student use of illicit drugs or alcohol. Accordingly, the school reserves the right to inspect student belongings at any school-related event and may require students to sign an honor pledge before being allowed to participate in any such event.

3. Disrespectful behavior toward another, including but not limited to rude, inappropriate, argumentative or defiant behavior (or attitude) toward school personnel.

4. Fighting or physical violence of any kind.

5. Vandalism or the careless destruction or defacement of another's property; unauthorized tampering with another's possessions.

6. Use or possession of tobacco products; smoking within the immediate vicinity of campus.

7. Any unexcused absence from school, class, or required activity.

8. Leaving campus without following proper procedure, which is: signing out in the Upper School Office and permission granted from the Upper School Head or Assistant Head of Upper School.

9. Use of vulgar, profane, disgraceful, or hurtful language (oral or written), gestures or symbols, including but not limited to racial, ethnic, sexual or defamatory remarks, slurs, jokes or innuendoes.

10. Any form of harassing or unkind behavior, including but not limited to hazing, bullying, coercion, intimidation, and implied or overt threats. Note: Any behavior that seems calculated to cause fear, anxiety, or apprehension, or that appears potentially harmful to another, will be closely examined and could result in serious disciplinary action. Ordering or "requesting" underclassmen to perform tasks that go beyond the usual or ordinary, such as physical displays and the serving or purchasing of food or drinks, will create an automatic presumption of hazing.

11. Misuse of or tampering with school computers or violation of the Computer Use Agreement.

12. Behavior outside of school-related activities that is unlawful or that discredits St. Martin's.

13. Repeated violations of school rules or regulations, despite warnings.

14. Excessive discipline reports (ten or more).

15. Aiding or abetting another in the commission of a major offense; failure to provide complete, truthful, and accurate information in connection with the school's investigation of any type of misconduct.

16. Possession or use of vulgar, obscene or disgraceful material.

17. Failure to comply with the terms of a disciplinary action.

18. Any serious misconduct that is detrimental or offensive to the school community.

#### **DRUG POLICY IN THE UPPER SCHOOL**

The Upper School will uphold the Drug, Alcohol and Tobacco Policy described in the first section of the *St. Martin's Handbook*.

For specific drug testing procedure, refer to our policy on Drugs, Alcohol, and Tobacco on page 14 of this handbook.

Hair shorter than one and a half inches long may result in the use of urinalysis in place of hair testing. The parent may be required to transport the student to a local lab during the school day for urinalysis

Urinalysis, in combination with hair analysis, will be used for follow-up testing for students with one positive drug test. The individual student/parents will pay for this test at the time of testing.

If we have reasonable suspicion that a student is using or distributing (e.g. we have recorded a pattern of incidents and observations), we may exercise our right to search any belongings he or she has on campus. We will reserve the search of a cell phone for cases in which we have already found drugs or drug paraphernalia or in extreme cases where we suspect potential damage to self or others.

### **Students Who Appear to be Under the Influence**

Since being under the influence of alcohol, an illicit drug, or an illicit mind-altering substance on campus is a violation of our drug policy, we will actively seek to identify such students.

If a student appears to be under the influence, we will enact the following procedure:

1. Take the student to the US office.
2. Call the nurse to the US office.
3. Administer a breathalyzer test if appropriate. (\*Anne: just the order was changed.)
4. The nurse will help the US administration determine whether to call the parents and whether to require a urinalysis drug test or advise more medical attention.

### **MINOR OFFENSES**

These include dress code violations, improper behavior in class or elsewhere, excessive physical displays of affection, or failure to comply with a school policy. Any minor violation results in a DR, unless the student fails to dress up for a dress-up day. In this case, the student is also required to dress up the following day.

### **CONSEQUENCES:**

#### **I. Disciplinary Report (DR)**

When a student is guilty of a minor offense, the observing teacher will submit a Disciplinary Report on the student, and will verbally inform the student of the DR. In addition, the DR will be recorded by the Asst. Head of Upper School.

DRs are warnings. When a student receives a fourth DR in a quarter, that student is On Report and a meeting must occur between the student and the Asst. Head of Upper School. The Asst. Head will draw up a contract for the student to sign, detailing behavioral expectations and consequences.

Violation of the contract is a major offense and will result in a hearing before the Honor Council.

Once a student has been On Report, the same student will go On Report again for each two additional DRs during the same quarter, or for any four additional DRs in another quarter during the same school year. A student who goes On Report for a second time in a school year will be required to serve four **detainments**, and could be required to forfeit privileges. (Please refer to the section below for a description of detainments.) A student who goes On Report for a third time in a school year will be required to serve a one-day **separation** on campus. (Please refer to “Major Disciplinary Penalties” below for a description of separations.) A student who goes on report for a fourth time in a school year will be required to appear before the **Honor Council**. (Please refer to the section entitled “Student Honor and Discipline Systems” for an explanation of the Honor Council.)

Any student receiving sixteen or more DR’s in a school year will face an Honor Council hearing for a major offense, regardless of when the reports were received.

Teachers will not normally give multiple DR’s for related offenses on the same day. If a student persists in disruptive or inappropriate behavior, a meeting with the Asst. Head of Upper School will ensue regardless of the number of DR’s accumulated.

## **II. Detainment**

Detainments may be issued when a student earns four or more DRs.

A detainment is a symbolic reduction of a student’s freedom. Detainments last 30 minutes each and are held before and after school several days a week. A schedule will be posted of detainment times and classrooms. Students have a time limit of two weeks to serve assigned detainments. Tardiness to detainments is not tolerated; late students will not be allowed to serve that detainment period. During a detainment, students must sit idly.

### **Detainment Rules**

1. Students may not leave the room for any reason.
2. Students may not work on homework, study or read any material.
3. No talking.
4. No sleeping.
5. No electronic equipment, including headphones.
6. No tardiness.

Breaking a detainment rule nullifies that detainment; the student must leave and serve another detainment.

### **Parking Lot/Transportation Rules**

Please read the handbook section on Upper School Transportation carefully. Transportation regulations, if violated, will be considered minor offenses and treated as such.

## **Campus Boundaries**

Between 8:00 a.m. and 3:30 p.m., students are never allowed outside of the main campus boundaries unless accompanied by a teacher or administrator. The penalty may range from a DR to an Honor Council hearing, depending on circumstances.

### **Campus boundaries are defined as:**

- Dining Hall building and sidewalks
- Van Slate yard
- Carpool walkway
- Band classroom in Lower School

## **Major Disciplinary Penalties**

Note: A student may be sent home where circumstances indicate that warnings, detentions, counseling, and referral to the Head of Upper School have proven ineffective. Such a student may not return to school until the parent(s) or guardian has had a conference with school officials. The Headmaster reserves the right to announce the results of disciplinary proceedings, without naming the student(s) involved, at an Upper School assembly, and to advise St. Martin's parents of same.

While the Honor Council and administration have wide latitude in their choice of recommendations relating to a violation, the school officially recognizes several specific designations that we define as follows:

1. **Disciplinary Warnings**: A student receiving a disciplinary or honor warning is put on notice that for any future major offenses, the current violations will be considered when determining the penalty, which will, in most cases, escalate with each major offense.

2. **Probation**: "Probation" is a more serious status than "warning." A student on behavioral probation is also put on notice that for any major offenses, the current violations will be considered when determining the penalty. In addition, the school is letting the student and parents know that expulsion will be considered in conjunction with future major offenses. St. Martin's will report all disciplinary probations to any colleges to which the student applies, regardless of when the probation occurs. In addition, as part of the probation, the student will be required to draft a letter that can be used to explain his/her perception of the violation to colleges. Of course, this letter may be revised in the future to reflect further personal growth.

3. **Separation**: In conjunction with warning or probation, some form of immediate penalty will usually be administered to impress upon the student the seriousness of the offense. Separation for one or more days is one such option. A separated student must report to the Upper School office before 7:40 a.m. The student will be placed in isolation for the entire school day, and will be allowed to leave at 3:30 p.m. The student will be brought his or her lunch and during the day will be given assignments and tests from classroom teachers, in order to minimize

academic disadvantage. Separation is a symbolic punishment that is designed to help the student understand that future violations of school community rules could lead to permanent separation.

4. **Suspension:** Suspension is a more serious penalty than separation. In most cases, suspension will be administered in a manner identical to separation. However, in addition, a suspended student may not attend or participate in any school-related events on the days of the suspension. As in the case of probations, St. Martin's will report all suspensions to any colleges to which the student applies, regardless of when the suspension occurs. The student will also be required to draft a letter that can be used to explain his/her perception of the violation to colleges. Of course, this letter may be revised in the future to reflect further personal growth.

5. **Expulsion:** Expulsion is ultimately an administrative decision. While a student for whom expulsion might be considered will normally appear before the Honor Council, if expulsion emerges as an option, their role will be strictly advisory. The Headmaster and Head of Upper School make the final decision in such matters.

### **UPPER SCHOOL STUDENT RECORDS**

The school will follow a predetermined procedure to provide the colleges and universities to which a student applies with information regarding student disciplinary probations, suspensions, and expulsions. Records of such actions are retained in the student's internal school file even after the successful completion of a suspension or probation. They are retained permanently in the file once the student graduates or transfers to another school. The school will comply with any request for information from a college.

### **UPPER SCHOOL DRESS CODE**

The purpose of the dress code is to establish guidelines for appropriate dress while allowing for ample freedom of expression. We expect Upper School students to make thoughtful choices in apparel, mindful of how their appearance shapes the way others see them. Therefore, we expect students to dress neatly, modestly, and appropriately for specific situations. A student who chooses not to abide by the dress code can expect to receive a Discipline Report. In the case of flagrant or repeated violations, a student may not be permitted to attend classes until a violation is corrected. Should the dress code raise questions as to what is and what is not acceptable, a definitive response will be received from either the Upper School Head or the Asst. Upper School Head.

So that we may get on with the real work of the school, which is education, we ask everyone's support in complying with this dress code.

#### **General Modesty**

- Skin between the neck and legs must be concealed at all times.
- No visible underwear or bras.

#### **Hair**

- Clean and well-groomed
- Not covering the eyes
- No facial hair

### **Shirts, Sweaters and Sweatshirts**

- Any St. Martin's t-shirts
- collared "Polo" shirts
- No sleeveless tops
- Sweatshirts purchased in the St. Martin's bookstore
- Solid, plain sweatshirts (no writing)
- College sweatshirts and t-shirts with only the name of the college on the front (SENIORS ONLY)

No writing or pictures are allowed on shirts. "No sleeveless tops" means that there must be something circling the neck and covering the shoulders. Any shirt cut like a T-shirt is defined as a T-shirt regardless of seams or brand. Sweatshirts with or without hoods are acceptable, but hoods may not be worn in the buildings.

### **Slacks**

- Chinos and similar styles
- Dress slacks
- Jeans without tears, holes or frayed edges
- Capri pants (girls)

Slacks must fit appropriately - no sagging. No athletic/sweat or camouflage pants are permitted. No tears, holes, or worn spots are allowed.

### **Shorts**

- Walking shorts, no shorter than 3" above the knee
- No resort, camouflage, cut-offs, or athletic shorts.

### **Dresses and Skirts**

- No shorter than 3" above the knee, even when wearing leggings underneath
- No sleeveless dresses

### **Shoes**

- Closed-toed dress shoes
- Plain athletic shoes
- Open-toed shoes and sandals with restrictions
- No beach flip-flops

Restrictions on open-toed shoes: "Flip-flops" decorated with sequins, diamonds or otherwise designed not to get wet are permissible. Any sandal with a strap across the back is permissible.

### **Accessories**

- Simple and few in number

- Earrings are allowed
- No visible body-piercing jewelry
- No visible tattoos
- Hats and sunglasses may not be worn inside
- No chains, spiked collars, etc. are permitted

### **Dress-Up Days**

There are a number of special days during the school year which call for dress-up attire. These might include special chapel services and traditional ceremonial days such as Eucharist services, Matriculation, Ring Day, etc. On these days, students are expected to dress in very nice, conservative, dressy attire.

For young men this means:

- Dress slacks
- Dress shirt, buttoned to the top and at the collar, fully tucked in
- Solid-colored undershirt if necessary
- Dress (non-white, non athletic) socks
- Dress shoes (no athletic shoes)
- Clean-shaven (as always)
- Nice belt
- Sport coat or suit jacket and tie
- All attire should be conservatively colored
- No sweatshirts, fleece or other casual outer garments

All items must be within dress code guidelines for regular school days. (No hats or printed material on shirts, for example.)

For young women, dress-up means:

- Dressy shoes
- Nice, appropriate dress or skirt and blouse OR
- Pants suit OR
- Dressy, non-denim pants with nice blouse
- No "dressy shorts"
- No leggings
- No sweatshirts, fleece or other casual outer garments
- No sweatshirt fabric

All items must be within dress code guidelines for regular school days. (No sleeveless dresses or tops, no beach flip-flops, for example.)

Failure to dress up on a dress-up day will result in two consequences: 1) a discipline report 2) at least one additional day of dress up. The number of required extra dress-up days will be determined by the administration.

**Field Trip Attire** - When students represent St. Martin's on field trips, appropriate attire is stipulated in advance based on the nature of the off-campus event.

## CLASS ATTENDANCE

Regular class attendance is essential to success at St. Martin's. The school expects the full cooperation of students and parents in this regard. State of Louisiana regulations mandate that students be present a minimum of 80 days per semester in each full-credit class. Accordingly, any class absences (excused or unexcused) totaling more than ten within a semester result in forfeiture of credit for that particular semester in the course and require summer work or repetition of the course. Absences due to prolonged illnesses or to disabling injuries are excluded from the total count where the existence of the illness or injury is confirmed in writing by an attending physician. Absences due to school-sponsored events are also excluded from the total count.

A prolonged illness is considered as resulting from a chronic condition that necessitates ongoing doctor's care. For known conditions, parents must provide written notice to the Upper School Head within two weeks of the start of each school year, confirming existence of the chronic condition and identifying the attending physician. For incipient conditions arising during the school year, notice must be provided to the Upper School Head within two weeks of the attending physician's initial diagnosis.

**Attendance** - Students attend all classes, assemblies, meetings (class/advisory) and chapel services scheduled for the Upper School. A student who is absent from three or more classes in a school day, excluding study hall and activity periods, is not permitted to represent the school in any extracurricular activity (including "dressing out") on that date without prior clearance from the Upper School Head.

The Upper School Head must be notified in the event of prolonged illness, emergency, or family trips so that special arrangements can be made.

Any student who is absent from previously assigned tests or reports is required to make these up in accordance with the policy stated in the Guidelines for Make-Up Tests. The school reserves the right to determine whether an absence is to be considered excused or unexcused. Unexcused absences could result in disciplinary action and/or academic penalty. There are no excused absences immediately preceding or following school holidays.

**Tardiness** - Students who arrive after 8:00 a.m. are considered tardy to school and are to report directly to the Upper School office. Students who enter a class more than 20 minutes after class has started will be counted absent for that class that day.

Any unexcused tardy to class will result in a DR.

Four tardies to school in a quarter will result in an automatic DR. Once a DR has been issued for tardies to school in a quarter, an additional DR will be issued for every two tardies to school during the same quarter.

**Early Leave/Unavoidable Appointments** - In order for a student to be excused from school before 3:30 p.m., the Upper School office must either receive a written note (stating day, time and reason) from parents or hear from parent directly via telephone. The student must also sign out in the Upper School office before leaving campus. Students who become ill during the school day should report directly to the nurse.

The school reserves the right to determine whether an absence is to be considered excused or unexcused. Excessive unexcused absences result in serious disciplinary action and academic penalty. The school also reserves the right to refuse credit if absences are excessive (more than ten class absences within a semester).

Once a student has arrived for the day, he or she may not leave campus before 8:00 a.m. without parental permission.

**Upper School Student Absentee Policy** - Due to the importance of each school day to the integrity of the school's program and to each student's success, any absence is to be avoided. The school requests that appointments be made at times other than during the school day.

**Anticipated Absence from School** - If an absence is anticipated for a full day or more (including a college visit), the parent or guardian should forward, at least one week in advance, a written request (not by phone) to the Head of Upper School containing date(s) and reason(s) for the absence.

**Illness** - When a student is ill, a parent must inform the Upper School secretary by 8:30 a.m. by calling 736-9909. Each student is responsible for getting assignments and for completing any work missed.

**Upper School Students Make Up Tests** - Make up tests for students who were not present to take a test at the scheduled time may be given at the teacher's discretion during either a student's study period, lunch period, or after school. It is the student's responsibility and his/her first priority to make every effort possible to take a missed test as close to the original test date as possible.

**Upper School Campus Leave** - Lunch leave is a privilege granted by the Upper School Head. Each student, therefore, is expected to remain on campus with the following exceptions:

- Upperclassmen may be granted a lunch leave privilege. This privilege should be earned by the demonstration of responsible actions and can be lost by the lack of responsibility. The Asst. Head of Upper School and Advisors will work

with the upperclassmen to determine how the lunch leave privilege will work. Privileges will not be granted for any student unless there is parental permission. Information concerning privileges will be communicated with parents at the beginning of each school year.

- Any student leaving campus for reasons other than authorized lunch leave or school-related activity (e.g. an authorized field trip) must provide written parental permission to the Upper School office at the beginning of the school day.

**Upper School Supervision** - The Upper School faculty provides supervision of Upper School students from 7:45 a.m. to 4:00 p.m., Monday through Friday.

**Peyton Center After Hours** - After 4pm, Upper School students are allowed on campus only with faculty supervision. If a student is not on campus as part of an official St. Martin's program or with a teacher, he or she must report to the Peyton Student Center by 4:00. A teacher will be on campus in the Upper School to provide minimal supervision of students in the Peyton Center from 4 to 6pm, Monday through Friday.

The Peyton Center will close every evening at 6pm, at which time no Upper School students are allowed on campus unless they are part of a scheduled St. Martin's activity with faculty supervision.

### **UPPER SCHOOL STUDY HALL**

Juniors and seniors are eligible for open study hall by achieving an average of at least a 3.0 on a 4.0 scale, provided that the student has no more than one "D" and has no "F"s. Freshmen and sophomores are eligible for open study hall by achieving an average of at least a 3.3 on a 4.0 scale, provided that the student has no "D"s or "F"s. A student, regardless of seniority or GPA, may only have one open study hall each semester. A student who qualifies for open study hall but is scheduled for two study hall periods **MUST** choose which study hall period to be "open" in and inform the Upper School office.

Open study hall is a privilege granted by the Upper School Head. This privilege should be earned by the demonstration of responsible actions and can be lost by the lack of responsibility

Note: All students new to St. Martin's Upper School are assigned to closed study halls until an evaluation can be made at the end of the first grading period.

The grades used in determining assigned centers for study follow:

First quarter . . . . .	Fourth quarter grades from previous year
Second quarter. . . . .	First-quarter grades
Third quarter. . . . .	Second-quarter grades
Fourth quarter. . . . .	Third-quarter grades

### **Closed Study Hall Rules**

1. No talking during closed study hall.
2. Students should be working on some sort of academic assignment.
3. No laptops are allowed, unless the students have the teacher's approval to sit with their backs to the study hall teacher so that the teacher can see what is on the students' monitors at all times.
4. Ear phones are allowed, but are not to be shared between students.
5. No sleeping.
6. Students may not use the printer or go to the tech office during closed study hall. These errands must take place outside of study hall.

### **PEYTON STUDENT CENTER**

Donated in memory of a former St. Martin's student, the Stuart Kemp Peyton Student Center provides students the opportunity to learn how to monitor their own time and practice responsibility in exchange for privileges. We expect Upper School students to treat the space respectfully in honor of Stuart K. Peyton.

The student center is designed for the use of responsible students who wish to talk, relax, read or study.

### **Peyton Student Center Rules**

1. Hours: 7:30am - 4:00pm
2. Reserved use of the Peyton Center for meetings will be posted on the sharepoint calendar.
3. Food and drink are allowed, but must be cleaned up.
4. Cell phone use is allowed in the Peyton Center and the adjoining patio, but nowhere else on campus.
5. Students using the Peyton Student Center are expected to conduct themselves in a decorous, responsible manner. Therefore, students using the Peyton Center and/or the adjoining patio should **NEVER**:
  - be disruptive to nearby classes
  - run or horseplay
  - damage property in the Peyton Center
6. When using the patio, be aware that you are visible to the neighborhood and are therefore representing St. Martin's with your conduct.

The Upper School administration reserves the right to temporarily close the Peyton Center to all students or individuals in the event of misuse.

## **CELL PHONE, HEADPHONE AND LAPTOP USE**

While technology affords us many advantages, use of electronic devices on campus can create a barrier to community life. When you are on campus, we expect you to be actively engaged with the other members of our community. The following policy reflects our philosophy of the importance of community relationships.

Students may not use cell phones anywhere on campus from the time they arrive at school until the bell sounds to end the last period. The exceptions to this rule are the Peyton Center and the adjacent patio. Cell phones may be used at any time in these areas.

"Cell phone use" is defined as being in possession of a visible cell phone, no matter what the purpose. The penalty is forfeiture of the cell phone for the remainder of the school day and a discipline report. However, if a cell phone is used during a test or exam, it will be seen as an attempt at academic dishonesty and disciplined as such.

Students may not use headphones in the public spaces on campus. Classroom use will be regulated by individual classroom teachers.

Computer or calculator game-playing as well as the watching of non-school related videos and the use of Facebook or other social networking websites are not permitted in the classes, library, or study halls. This rule applies from the moment a student enters the classroom until the bell rings to end the class. Penalties may include banning the student from Internet use on campus for a period of time.

## **LOCKERS**

Each student is assigned a locker for the primary purpose of book storage. Items of food or beverage, except for lunches or snacks (break) consumed on a daily basis, are never to be stored in lockers. The combination locks sold in the bookstore are required for use on the lockers assigned to students. To prevent loss of personal property, students are required to lock their lockers and have their names clearly marked on all books, notebooks, and personal items. Students should not leave their personal belongings unattended anywhere on campus.

## **UPPER SCHOOL TRANSPORTATION**

In order to drive to and from school, Upper School students are required to

1. have a valid driver's license
2. register all of their vehicles in the Upper School office
3. display a St. Martin's parking decal in the vehicle's windshield
4. inform the Upper School office if there is a change in vehicles
5. comply with the Vehicle Regulations (listed below)

## Vehicle Regulations

All students must comply with the following regulations, which, if violated, will be treated as minor offenses:

1. Students must complete the vehicle registration form (providing license plate number, make and color of each vehicle) and submit it to the Upper School office before being allowed to drive to school and park on St. Martin's campus. NOTE: No vehicle parking decal will be issued without a complete license plate number.
2. No student is to move his/her vehicle once parked for the school day, unless permission has been granted.
3. Students may not go to any vehicle for any reason during school hours or loiter in parking lots. The exception to this rule is approved lunch leave for juniors (Fridays) or seniors. Students found in the parking lot during school hours will be issued a discipline report. In rare cases, an administrator (not a teacher) may agree to accompany a student to his/her car. However, students should not plan to have this opportunity.
4. Drivers must drive slowly when leaving the parking lot (10 mph) and must be especially careful in areas where small children might be crossing or loading.
5. Drivers may not play loud radio music on campus or in the immediate vicinity of campus.
6. If you park in the neighborhood surrounding St. Martin's, please obey all parish laws governing parking. These rules are listed below. We ask that you please be considerate of the neighbors and their property. Be aware that police officers are patrolling the area and have ticketed offenders.
  - When parking on the street, do not park over the curb on the grass/dirt/gravel/stone/neighbors' grounds or school's grounds. This includes the Lower School apron (on both Green Acres and Haring Roads).
  - Park at least 30 feet from an intersection.
  - Park at least 20 feet from fire hydrants.
  - Park at least three feet from driveways.
  - Do not park across the street from driveways.
  - Park facing the direction of traffic.
  - Do not park more than 18" from the curb.
  - Do not park where cones are placed.

## PARKING AVAILABILITY

### Student Parking

Admin II Lot (Chapel Lot), Gym Lot, Haring Road (school side only from Airline to end of Upper School)

**Juniors and seniors** only may park in designated areas (Chapel lot, Haring Road area—see above). **Freshmen and sophomores** may utilize public parking in the neighborhood.

### **Faculty/Staff Parking**

Gym Lot, Pool/Solomon Theater Lot, Van Slate Lot, Street Parking:

Green Acres - Airline to West Metairie on neighbors' side

Green Acres - from Admin II Lot (Chapel Lot) entrance to West Metairie on school's side of street

Haring Road - between entrance (by the Pool) and exit (by the Theater) of Pool/Solomon

Theater Lot (school side of street only)

**SPECIAL NOTE REGARDING GYM PARKING LOT:** Maintenance personnel will be on duty every day from 7:30 a.m. to 8:00 a.m. to prevent anyone without a valid parking decal from entering the parking lot. There will be no exceptions.

**Motorcycles and Bicycles** - Students may ride motorcycles and bicycles to school but may not ride them about campus when school is in session. Students must register motorcycles with the Upper School office and follow the same regulations as automobile drivers. Failure to comply with automobile and motorcycle regulations results in temporary or permanent suspension of campus driving/parking privileges.

### **UPPER SCHOOL BUS SAFETY**

Proper conduct on buses is imperative for safety. If a student does not control himself/herself or becomes a distraction to the bus driver, parents may be asked to arrange for other means of transportation to and from school. If such a request becomes necessary, there is no refund of transportation fees.

### **DROPOFF AND PICKUP PROCEDURES**

Cars should enter Green Acres from Airline and turn right into the Upper School/chapel parking lot. After pick-up/delivery, continue to West Metairie Road. Please note, that, for safety reasons, students who are dropped off on Haring Road will receive a Discipline Report.

### **STUDENT TECHNOLOGY USE AGREEMENT**

St. Martin's Episcopal School uses voice, data, and video electronic communication systems that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes.

Communication over school networks is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

### **Terms and Conditions For Internet Access and Use:**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of St. Martin's Episcopal School. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, St. Martin's Episcopal School believes that the benefits to students exceed the disadvantages. To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter Internet access to inappropriate information. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for a bona fide research project. Sharing assigned passwords is a violation of the Technology Use Agreement. Student files may be monitored or supervised by authorized staff.

### **Appropriate Use of the Internet**

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to use these resources for educational purposes only. Students are to abide by the generally accepted rules of network etiquette:

- Do not view, create, send, or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

- Do not access, download, or participate in chat rooms, dating sites, unapproved blogging sites, instant messaging, multi-user environments, or games unless they are directly related to the curriculum and instruction.

- Do not access, download or play games; access game sites, download or print game cheat codes, participate in dating sites, subscribe to or access listservs; download music files, check, send or receive e-mail or use any messaging service such as Instant Messenger, unless supervised by a teacher. All activities must be consistent with the educational goals of the school.

- Do not download music, access online radio stations, or access streaming audio or video without a teacher's approval and supervision.

- Do not share any of your passwords. If you are assigned a password, it is to be used by you only.

- Do not post messages to bulletin boards or other sites unless prior permission is granted and a teacher authorizes and supervises the activity.

- Do not give out any personal information including names, addresses, phone numbers, e-mail addresses, or credit card information pertaining to yourself or any other person without appropriate staff supervision.

- Do not engage in any commercial, for-profit activities unless the activity is in support of the educational mission of the school and is authorized and supervised by a teacher.

- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.

- Do not download or install any commercial software, shareware, or freeware.

- Do not copy other people's work or access other people's files.

- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

- Do not use the Internet in any way which disrupts the service or its operation for others.

**No St. Martin's Episcopal School student shall do anything illegal or anything that adversely affects St. Martin's Episcopal School's legal interests. The following list is non-exclusive, and should not be considered license to commit other illegal activities not specified below. All illegal activity is prohibited, and St. Martin's Episcopal School will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.**

- Cracking/Hacking - Attempts to access accounts or systems other than the user's own accounts or systems or an account or system that the user has been explicitly authorized to access is illegal under federal and state law.

- Child pornography - As defined by U.S. law. This is strictly prohibited and dealt with quickly and harshly.

- Interstate gambling - Because Internet traffic generally ignores state and country boundaries, any Internet based gambling site is restricted by Federal Interstate gambling regulations.

- Pyramid schemes or fraud - Are illegal under a number of Federal, State and Local laws.

- Theft of services - Attempts to utilize services that are not contracted for is considered theft and will be dealt with as such.

- Harassment - Use of St. Martin's Episcopal School's network to harass or threaten (in the legal sense of those terms) any other person is prohibited. Please consult an attorney if you are unsure of the legal status of your activities.

- Do anything that threatens the integrity of St. Martin's Episcopal School's network or the utilization thereof by other persons.

- Denial of Service (DOS) attacks - no student will commit a DOS attack against any St. Martin's Episcopal School student's host, or any other host on the Internet. Similarly, no St. Martin's Episcopal School student will willfully or negligently allow incitement of others to attack any host on St. Martin's Episcopal School's network, or any other host on the Internet.

- RBL - No student shall do anything that could get any portion of St. Martin's Episcopal School's IP space put on the RBL (Realtime Black List) as maintained by MAPS (<http://www.mail-abuse.com>) or other similar organizations, or perform activities that would cause portions of the Internet to refuse to route traffic to any portion of St. Martin's Episcopal School's IP space.

- Perform actions that cause unusual load on St. Martin's Episcopal School servers (for example, mail servers, web servers, usenet servers, name servers, etc.), that cause slowness or denial of service to other St. Martin's Episcopal School students.

- Do anything that threatens the Internet or any other network.

- No student shall take actions that cause any portion of the Internet, or the Internet as a whole, to become unusable to any other portion of the Internet, or the Internet as a whole.

- No student shall take actions that degrade the usefulness of the Internet, or any portion of the Internet, either through network degradation, flooding of usenet or e-mail, and so on.

- Spam: No student shall send unsolicited commercial e-mail, unsolicited mass mailings, spam or flood usenet newsgroups, or anything of that sort. If you have questions about what is allowed and what is not, please refer to <http://spam.abuse.net>.

- No spam may originate from St. Martin's Episcopal School IP space.

- No spam may advertise sites or services located on St. Martin's Episcopal School IP space (even if the spam originates elsewhere).

- No St. Martin's Episcopal School student shall use third party mail servers to relay spam. This is considered a DOS attack on the third party and will be treated as such.

- No student shall participate in pyramid schemes or e-mail chain letters.

- Use of St. Martin's Episcopal School's facilities to provide software or lists for mass mailing unsolicited e-mail is prohibited.

Furthermore, all St. Martin's Episcopal School students must:

- Maintain a policy requiring proper "From" and/or "Reply-To" headers for e-mail postings.

- Maintain proper security on their mail server, to prevent the mail server from being used as a "spam amplifier" by third parties. Servers must restrict "e-mail relaying." (Not applicable to students who do not maintain a mail server.)

St. Martin's Episcopal School reserves the right to terminate or interrupt any account in part or in full without refund for violation of this Acceptable Use Policy. In all but the most extreme or serious cases, good faith attempts will be made to resolve an issue without interruption of service. In cases where service has been terminated or interrupted, resolution will be handled on an individual case basis, at St. Martin's Episcopal School's sole discretion.

For further explanation of any portion this document, and the terms set herein, or to determine whether your intended activities are permissible under the terms of this document, contact us at [mike.henderson@stmsaints.com](mailto:mike.henderson@stmsaints.com) or via phone at 504-736-9979.

**Consequences for Inappropriate Use of Networks or Technology Equipment:**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines
- Loss of access to school technology resources
- Development of a plan for restitution
- Notification of parents and administrators by phone or personal conference
- Referral to proper authorities for disciplinary and/or legal action

Students who have lost Internet or network privileges may not use personal equipment at school.

The school may choose to refer severe infractions to the proper authorities for prosecution.

**CONCLUSION**

St. Martin's Episcopal School staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. St. Martin's Episcopal School makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. Updates to this agreement will be posted on the school and school web pages and in the handbook.

Students will be held liable for violations of this agreement. It is understood that the school's computer systems and technology resources are intended for educational purposes. It is further understood that while the school employs an Internet filtering system, it is still impossible for the school to restrict access to all controversial materials. The school will not be held responsible for materials acquired on the network. The school will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information

attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.