



**St. Martin of Tours**  
**CATHOLIC SCHOOL**

An Independence Mission School

# **STUDENT-PARENT HANDBOOK**

## **COVID-19 ADDENDUM**

### **2020-2021**

The Student-Parent Handbook can be accessed on our [website](#). Please consult this handbook for specific policies related to our school operations during the COVID-19 pandemic.

***Enrollment at St. Martin of Tours Independence Mission School is a privilege and not a right. A student's failure to comply with the policies outlined in this handbook addendum pose a serious risk to health and safety. Failure to comply will result in discipline, up to and including dismissal from St. Martin of Tours, possibly without any warning.***

***By enrolling your child in this school, you and your child agree to observe the policies outlined in here.***

## Community Policies

### *Visitors to Campus*

In order to protect the health and safety of all inside the building, no visitors (including parents/guardians) will be permitted inside the building at any time.

Parents who need to drop off something in the main office will be instructed to leave envelopes in the mailbox outside. Larger items (such as a school lunch) will not be accepted.

Parents who need to pick up their child early will need to wait outside until their child is called down to the office. Children will not be called down until the parent has arrived. Parents should be ready to show their identification through the video screen. Children will only be released to those identified on the emergency form as being able to pick up a child. The receptionist will sign out for the parent by noting the name of the person picking up the child, the date, and the time.

Meetings with teachers or administrators will need to occur over the phone or Zoom. Should you need to get in touch with a teacher or administrator, please call the Main Office.

### *Attendance*

#### **Arrival:**

**No child is to arrive at school before 7:30AM. There will be no adult supervision before 7:30 AM.**

Carline will begin each morning at 7:30 AM. Staff will identify for parents where in carline they can stop to let their child out, but **staff cannot open car doors or help children out of cars**. Students will enter through certain doors after they have been screened for symptoms, including having their temperature taken with an infrared thermometer.

- 7th and 8th grade students will enter through the CARES door in the back of the school (Stairwell A)
- Kindergarten and 1st grade students will enter through the Gym.
- 2nd, 3rd, and 4th grade students will enter through the side door of the lower school facing the main entrance (Stairwell C)
- PreK, 5th and 6th grade will enter through the breakfast door (Stairwell B)

All students in grades PreK through 4 will report directly to their classroom and be served breakfast there. Students in grades 5-8 will report to their classroom, with students who want breakfast going to the cafeteria to pick it up first. Teachers will be available throughout the building to direct students to their classroom.

**Students are required to wear a mask once they enter the school parking lot.** Students will apply hand sanitizer as they enter school. Staff will remind students about mask usage and social distancing as they enter the school and make their way to the classroom.

The opening bell for Pre K through Grade 8 is 8:00 A.M. Anyone arriving after this time is considered late and must report through the Main Entrance.

**Dismissal:**

**PreK and Kindergarten are dismissed at 2:30 P.M.** Teachers will sign out students as their parents pick them up. **PreK and K dismissal will continue until 3:00 PM.**

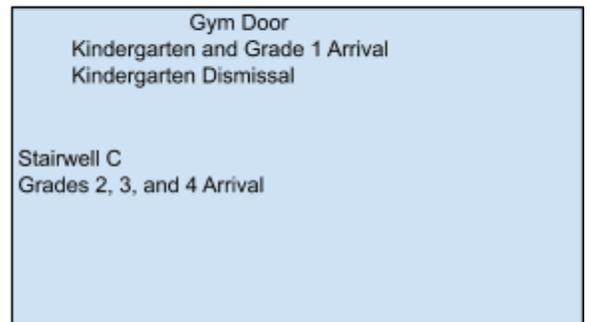
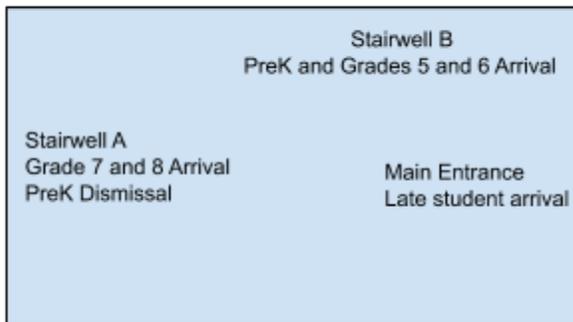
PreK children will be dismissed by the CARES door (Stairwell A).

Kindergarten children will be dismissed outside of the gym.

**Grades 1 through 8 begin dismissal at 2:40.** Buses will be called first. **All students will be dismissed along Sanger Street in grade order.** Signs will be posted so that families know where they can find their child’s grade. All children are expected to be picked up promptly at dismissal time. **Teachers and students will wait along Sanger Street until 3:15 PM.** Students who are not picked up by 3:15 will be sent to CARES and expected to pay the registration fee and daily fee. Parents who are repeatedly late in picking up their children will be notified by administration and may be placed on probation or even dismissed from school.

**Parking Lot**

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Grades 1-8 Dismissal

**Absences:**

The school policies for attendance as it relates to COVID-19 can be reviewed in our Health and Safety Plan available on our website by clicking [here](#). Keeping your child at home if they display symptoms or are exposed to someone who is symptomatic/confirmed positive is a priority. All students reporting to school that day will need to have a screening form completed by their parent prior to their arrival at school. The screener will be emailed to families.

When a child is well enough to go to school or attends virtual school, regular school attendance impacts positively on the child's academic development. Instruction, daily practice, review, and discussion within the classroom framework play a critical role in the learning process. The importance of regular school attendance from a healthy child cannot be overemphasized. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

A student who has been absent from school is required to bring a written excuse upon returning to class. It must be signed by the Parent/Guardian stating the reason for the absence and the dates. After an absence of three or more days due to illness, a note from the attending physician is required. All absence notes are kept on file by the Assistant Principal for the entire school year.

Students are expected to attend any virtual instruction. Attendance will be taken.

Attendance will be monitored and concerns around attendance and tardiness will be addressed by the administration.

**Early Departures:**

Once the school day has begun, no student may leave the school grounds. When an emergency requires a student to leave early, the Parent/Guardian must send a written request stating the reason. This note is first presented to the homeroom teacher and then forwarded to the school office. If the child is leaving for an appointment, a note should be brought in the next day. The Parent/Guardian must then come to the door of the Main Entrance and wait outside until their child comes down. Please bring photo identification when coming to sign your child out of school. If someone else is signing your child out of school, he/she must be listed on the student's emergency contact form.

There will be no early dismissals for children after 2pm.

Please remember—interruptions in a child's school day can have an impact on his/her learning. Unless it is an emergency, please do not remove your child from school early.

**School Hours:**

The school day begins at 8:00 AM for all students.  
Students in preK and Kindergarten dismiss at 2:30 PM.  
Students in grades 1-8 begin dismissal at 2:40 PM.

Early dismissal days are listed on the school calendar and reminders will be sent home in the weekly communication correspondence.

**Lateness:**

Tardiness and irregular school attendance interfere greatly with a student's academic progress and interrupts class instruction. A student who arrives after the 8:00 AM bell will be considered late. The child must report directly to the front desk to be marked late. The child will have their temperature taken before they go to their classroom, as all students will be screened before entering the building.

Timeliness will be closely monitored, and parents/guardians of students whose tardiness is cause for concern will receive a letter from the administration emphasizing the importance of a prompt arrival at school. Tardiness will also be closely reviewed at the midway point and close of each trimester. Students with significant rates of tardiness may be placed on probation or reported to Truancy Court and Child Protective Services.

**Lunch:**

Students will eat lunch in the classroom. Students will sanitize their hands before and after eating lunch. All students are entitled to a free lunch. Students may either bring lunch or eat the lunch provided. Menus are sent home with the weekly communication and posted to the school website.

In order to limit visitors to the building and exposure to germs carried on surfaces, parents will not be able to drop off lunches. Your child will receive a school lunch.

**Birthday Celebrations:**

Students will not be able to bring in birthday treats to their classmates due to the pandemic.

## **Disciplinary Practices**

### **Observing Social Distancing**

In order to protect the health and safety of all students and staff, it is necessary that students observe the requirements of social distancing. This will require that students obey rules in the classroom and school related to keeping their hands to themselves, remaining in their classroom, staying seated, and wearing a mask.

Should a student not obey the rules, this will be considered a health and safety violation and will result in serious consequences, up to and including dismissal from St. Martin of Tours.

### **Bus Conduct**

Students will be spaced on buses according to CDC guidelines to the extent possible and will never have more than one student to a single bus seat (exception: students who live in the same household). Students are expected to wear a mask the entire time they are on the bus. Failure to comply with these policies will result in suspension or expulsion from the bus, including without warning.

In order to ensure the safety of all bus passengers, the following rules must be followed:

Use only the bus and the bus stop assigned.

Orderly behavior is required at the bus stop.

Remain seated, facing the front, when the bus is in motion.

Talk quietly and make no unnecessary noises.

Keep head and arms inside the bus.

Do not eat on the bus.

Do not litter the inside of the bus or throw anything out of the window.

Students are not permitted to change their assigned bus (even to go home with a relative or friend) without the school district authority.

Never stand until the bus comes to a complete stop.

Infractions of the above rules are reported by the school district to the parents through administration. Continual abuse of bus privileges will result in a suspension or the permanent denial of transportation.

### **Schoolyard Conduct**

Recess will be staggered to allow for social distancing. Students are not permitted to play games that will involve them touching other students or sharing sports equipment. Students may remove masks if they are outside but need to maintain six feet of distance from other students. Students may not remove masks until they come outside and must put them back on before entering the building.

### **Clubs and Extracurricular Events**

All clubs and extracurricular activities will be postponed until at least January 2021.