



# FAMILY HANDBOOK

## 2023-2024 ACADEMIC YEAR

*“The Glory of God is Man Fully Alive”*

*Please note that this handbook is subject to change as the year progresses. Parents will be notified of any such changes.*

*A note of deep gratitude is extended to Chesterton Academy, Hopkins, Minnesota, and St. Ambrose Academy, Madison, Wisconsin, for allowing us to use their family handbooks as a basis for this handbook.*

*A special note of gratitude to Our Mother of Consolation School for allowing Martin Saints Classical High School to include this concise guide on Safe Environment training that originally appeared in their handbook for school volunteers.*

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## Prayer for Martin Saints Classical High School

God Our Father,  
We thank you for the lives of Louis and Zelig Martin,  
a couple who, united in faith,  
gave an exemplary witness of the Christian life  
and the dignity of Christian marriage,  
through the faithful daily living of their vocation  
and the practice of every virtue.

In the education of their children and their formation in the Faith,  
through their joys and their sorrows,  
even in trials and suffering,  
they generously expressed their trust in You  
and their submission to Your holy will.

Deign to grant, O Lord, the graces that we seek,  
in particular for the success of our endeavors on behalf of  
the Catholic education of youth  
under their patronage.

May they be for all the world,  
models for today's families and for the entire Church.

Through Christ our Lord.  
Amen.

## Location and Contact Numbers

Martin Saints Classical High School is located at Holy Martyrs Roman Catholic Parish, conveniently located just four miles from the Pennsylvania Turnpike and within walking distance from the Oreland train stop of the Regional Rail line. The mailing address is:

121 Allison Road  
Oreland, PA 19075

Phone: (267) 495-4865  
Website: [www.martinsaintsclassical.org](http://www.martinsaintsclassical.org)  
Email: [info@martinsaintsclassical.org](mailto:info@martinsaintsclassical.org)

Martin Saints Classical High School admits students of any race, color, creed, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

# Daily Schedule

<u>Ordinary Weekday</u>				<u>Frassati Friday</u>			
Homeroom	8:15 AM	-	8:25 AM	Homeroom	8:15 AM	-	8:25 AM
1 <sup>st</sup> Period	8:28 AM	-	9:23 AM	Event	8:30 AM	-	3:26 PM
2 <sup>nd</sup> Period	9:26 AM	-	10:21 AM				
Prayer	10:26 AM	-	11:06 AM				
3 <sup>rd</sup> Period	11:09 AM	-	11:54 AM				
4 <sup>th</sup> Period	11:57 AM	-	12:42 PM				
5 <sup>th</sup> Period	12:45 PM	-	1:30 PM				
6 <sup>th</sup> Period	1:33 PM	-	2:28 PM				
7 <sup>th</sup> Period	2:31 PM	-	3:26 PM				
<u>Early Dismissal</u>				<u>2-hour Delayed Opening</u>			
Homeroom	8:15 AM	-	8:25 AM	Homeroom	10:15 AM	-	10:25 AM
1 <sup>st</sup> Period	8:28 AM	-	9:13 AM	Prayer	10:28 AM	-	11:06 AM
2 <sup>nd</sup> Period	9:16 AM	-	10:01 AM	3 <sup>rd</sup> Period	11:09 AM	-	11:54 AM
6 <sup>th</sup> Period	10:04 AM	-	10:49 AM	4 <sup>th</sup> Period	11:57 AM	-	12:42 PM
7 <sup>th</sup> Period	10:52 AM	-	11:37 AM	5 <sup>th</sup> Period	12:45 PM	-	1:30 PM
				6 <sup>th</sup> Period	1:33 PM	-	2:28 PM
				7 <sup>th</sup> Period	2:31 PM	-	3:26 PM

# Our Purpose

## From Our Founding Document

Saints Louis and Zélie Martin were a married couple with a large family who were canonized on October 18, 2015. One of their daughters was Saint Thérèse of Lisieux, famously known as "the little flower." Louis and Zélie earned a living, faced challenges, and raised their children to know and love Jesus. Louis and Zélie raised children who knew that God was alive and active in their lives, that the created world is a sacramental world, a world of goodness, beauty and truth. If Louis and Zélie can do that for their children - if they found a way to become saints in the middle of the peaks and valleys of family life - then with the help of God's grace, with the help of the Church and each other, we can do it too.

At Martin Saints Classical High School, in Oreland, a suburb north of Philadelphia, we want to continue to foster a community - a family of families - under the patronage and protection of the Martin saints. We believe that we are all - parents and children alike - called to become saints in and through the challenges of ordinary family life. Martin Saints Classical High School is a community of ordinary people who aim high.

Martin Saints Classical High School was started because educating children is an essential part of what it means to be a parent. School is not the only thing or even the main thing in family life, but teaching our children to know what is true, good and beautiful is part of every parent's vocation. At Martin Saints Classical High School, our mission is to support and assist parents in the integral formation of their children. Teachers and parents work together to introduce our children to Jesus and the Church, and to seek excellence in our children's moral and academic formation.

## **Motto**

Our motto is from the words of St. Irenaeus: "The glory of God is man fully alive." This phrase has a rich history. It is a translation from a longer sentence: *Gloria enim Dei vivens homo, vita autem hominis visio Dei*. While translations from Latin to English can sometimes vary a little, we have embraced a translation used by St. John Paul II: "The glory of God is man fully alive, and the life of man is the vision of God." As one commentator wrote, "the life of the Christian... is essentially knowing and being known," a knowing which is not only intellectual, but a full communion with our Creator. The glory of God is a human being bathed in truth, beauty and goodness. The glory of God is a person created in the image of God and in love with Jesus. The glory of God is knowing ourselves in the light of Christ and living in ways transparent to that light. Witnessing to the glory of God – sharing this glory with others, teaching our children to see this glory in their own lives, and helping our children take this glory out into the world – these are the reasons we have Martin Saints Classical High School.

## **Call to the Laity**

The "call to the laity" was one of the central themes of Vatican II. This theme was taken up and proclaimed with great splendor by Pope John Paul II. This call is first and foremost a call to holiness, which yields a new apostolic vigor as each individual draws near to Christ. The action of the Holy Spirit is visible in the myriad of lay organizations created from this new vitality. John Paul II issued helpful guidelines for evaluating a lay association in the Catholic Church:

- *The primacy given to the call of every Christian to holiness, as it is manifested "in the fruits of grace which the spirit produces in the faithful" and in growth toward the fullness of Christian life and the perfection of charity....*
- *The responsibility of professing the Catholic faith, embracing and proclaiming the truth about Christ, the Church and humanity, in obedience to the Church's Magisterium, as the Church interprets it. For this reason every association for the lay faithful must be a forum where the faith is proclaimed as well as taught in its total content....*
- *The witness to a strong and authentic communion in filial relationship with the Pope, in total adherence to the belief that he is the perpetual and visible center of unity of the universal Church, and with the local Bishop, "the visible principle and foundation of unity" in the particular Church, and in "mutual esteem for all forms of the Church's apostolate." ...*

- *Conformity to and participation in the Church's apostolic goals, that is, "the evangelization and sanctification of humanity and the Christian formation of*

*people's conscience, so as to enable them to infuse the spirit of the Gospel into various communities and spheres of life."*...

- *A commitment to a presence in human society, which in light of the Church's social doctrine, places it at the service of the total dignity of the person.*

*Pope John Paul II, "On the Vocation and the Mission of the Lay Faithful in the Church and in the World," par 30, 1988.*

The Martin Saints Classical High School staff strives at all times to meet and live out these criteria provided by John Paul II. We invite the whole community to embrace this standard of Catholic discipleship.

## **Catholic Education**

A recurring theme in Church documents is the need for a clear Catholic perspective in education.

*The fragmentation of education, the generic character of the values frequently invoked and which obtain ample and easy consensus at the price of a dangerous obscuring of their content, tend to make the school step back into a supposed neutrality, which enervates its educating potential and reflects negatively on the formation of the pupils. There is a tendency to forget that education always presupposes and involves a definite concept of man and life. To claim neutrality for schools signifies in practice, more times than not, banning all reference to religion from the cultural and educational field, whereas a correct pedagogical approach ought to be open to the more decisive sphere of ultimate objectives, attending not only to "how," but also to "why," overcoming any misunderstanding as regards the claim to neutrality in education, restoring to the educational process the unity which saves it from dispersion amid the meandering of knowledge and acquired facts, and focuses on the human person in his or her integral, transcendent, historical identity. With its educational project inspired by the Gospel, the Catholic school is called to take up this challenge and respond to it in the conviction that "it is only in the mystery of the Word made flesh that the mystery of man truly becomes clear."*

*Congregation for Catholic Education, "The Catholic School on the Threshold of the New Millennium," par. 10, 1977.*

This perspective means more than the infusion of Christian values into an otherwise secular curriculum. Rather, what is needed is a solid education illuminated by the Catholic faith where students can work out their own salvation (cf. Philippians 2:12).

### *The General Purpose of a School*

*A close examination of the various definitions of school and of new educational trends at every level, leads one to formulate the concept of school as a place of integral formation by means of a systematic and critical assimilation of culture. A school is, therefore, a privileged place in which, through a living encounter with a cultural inheritance, integral formation occurs.*

*This vital approach takes place in the school in the form of personal contacts and commitments which consider absolute values in a life-context and seek to insert*



*them into a life-framework. Indeed, culture is only educational when young people can relate their study to real-life situations with which they are familiar. The school must stimulate the pupil to exercise his intelligence through the dynamics of understanding to attain clarity and inventiveness. It must help him spell out the meaning of his experiences and their truths. Any school which neglects this duty and which offers merely pre-cast conclusions hinders the personal development of its pupils.*

*The Sacred Congregation for Catholic Education, "The Catholic School," par 26-27, 1977.*

In response to these documents, Martin Saints Classical High School is dedicated to the spiritual and intellectual formation of youth to produce truly Christian leaders of tomorrow's Church and society.

A board of directors was formed and Martin Saints Classical High School, Inc, was incorporated on June 1, 2016. Our school structure and philosophy are modeled after the many successful Catholic schools in America that have rediscovered the formation and wealth classical education has to offer.

## **Classical Education**

Martin Saints Classical High School offers a liberal arts education that stresses the formation of the "free" thinker; that is, one who is not bound by the ephemeral fashions. The liberal arts intend to form the entire person to know and to love truth, beauty, and goodness rather than simply imparting knowledge or working for economic gain.

## **Spiritual Life of Martin Saints Classical High School**

Prayer is an integral part of each day's activity. Regular participation at Mass and other devotions are as much a part of our curriculum as mathematics, history, science, or art. Attendance at school worship is required by all students unless parents make prior arrangements with the Headmaster. A "campus ministry" exists to organize school Mass, liturgy, prayer, and other aspects of Catholic formation. Each class begins with a prayer as students and faculty ask for divine assistance in the work of that period. Non-Catholic students are expected to participate in these spiritual exercises, including Mass, except for receiving Holy Communion. Visiting priests will be available to offer the Sacrament of Reconciliation from time to time throughout the year, especially during Advent and Lent.

## **Craftsmanship**

Craftsmanship is a unique feature of a Martin Saints education. While classes in woodworking, sewing, cooking, auto mechanics, ceramics, and many other similar crafts used to be ubiquitous in US high schools, since the 1990's many schools have cut these programs in favor of directing students toward the emerging "knowledge economy." The programs that did exist in the past tended to over-emphasize efficiency, while paying limited attention to the rich and ancient traditions of skill, beauty, and function that are at the root of dignified labor.

Though the frequent cries from industries across our country about the need for more skilled labor are in themselves a good reason to consider developing one's knowledge and skills in areas related to trade jobs, this is not the primary reason for our incorporation of these classes at Martin Saints. Instead, we draw inspiration from our Lord himself, who worked as a carpenter

under the direction of his father St. Joseph. We follow the Judeo-Christian tradition of skilled craftsmanship as it developed particularly in the Benedictine order, through St. Benedict's exhortation: *Ora et Labora*, Pray and Work. Working with one's hands in a skillful way allows us a unique type of entry into, and cooperation with, the created world, deepening our reverence for the Creator. We tangibly come to understand the intricacies of creation, and participate in a centuries long dialogue between man and nature as humans seek to fulfill God's desire in Genesis: "*The LORD God then took the man and settled him in the garden of Eden, to cultivate and care for it*" (Genesis 2:15).

## Frassati Fridays and Field Trips

"Frassati Fridays" are a type of field trip and a regular feature of life at Martin Saints Classical High School. They are like any other school day in that attendance is required and the day starts at 8:15am. Occasionally, a longer trip may necessitate an earlier start (or later return), and families will be given plenty of advance notice if this occurs. Normally, Frassati Fridays occur every few weeks throughout the school year. Their intention is to encourage Catholic sensibilities and engagement with the wider world. Frassati Fridays rotate between three different types of field trips: outdoors in nature (hikes, ropes courses, canoeing), corporal works of mercy (soup kitchens, senior living facilities), and cultural (music performances, museums, architectural or neighborhood tours). These and other types of field trips provide an opportunity for learning that cannot take place in the classroom.

## Sports and Recreation

God has created man as a being composed of body and soul. An integral education requires that these two essential parts be developed in an integrated, balanced way. Sports and recreation are a means not only of developing the body, but they also free the soul to perform its functions better and foster the exercise of various virtues.

*Sport, properly directed, develops character, makes a man courageous, a generous loser, and a gracious victor; it refines the senses, gives intellectual penetration, and steels the will to endurance. It is not merely a physical development then. Sport, rightly understood, is an occupation of the whole man, and while perfecting the body as an instrument of the mind, it also makes the mind itself a more refined instrument for the search and communication of truth and helps man to achieve that end to which all others must be subservient, the service and praise of his Creator.*

*Pope Pius XII, Sport at the Service of the Spirit. July 29, 1945.*

Athletics teach the student to respect the body as something noble and good; the body is a God-given gift and temple of the Holy Spirit. Sports activities, done in common and in a spirit of charity, allow for the development of the qualities necessary for adulthood and true social friendship. Furthermore, participation in disciplined, ordered activity allows the student to learn the importance of rules and regulations in all areas of life. Therefore, in order for our students to become more fully alive and glorify God in their bodies (cf. 1 Cor 6:20), physical education occupies a necessary part of the curriculum at Martin Saints.

## Social Events

It's often said around Martin Saints that classical education is a superpower. Who do we want to be? Who do we want to become? When we think about how a classical school celebrates and

socializes, we are thinking about how our superpowers enable us to party beautifully. We are asking: how can our school social events reflect and advance our school's mission?

The liberal arts are an invitation to awaken our imaginations in order to see the world and our lives more vividly and perceptively than we otherwise would. There is a quote in our faculty room from John Ruskin: "the object of true education is to make people not merely do the right things, but enjoy the right things." In Augustinian terms, a Catholic is always training his or her heart to love the right things. That is why we pay attention to how we feed our hearts and minds, including during our leisure, until we become people who are able to love the true, the good, and the beautiful. That is why the Martin Saints diploma quotes Philippians 4:8 on: "Finally, brothers and sisters, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence and if there is anything worthy of praise, think about these things."

These are all reasons why, when it comes to planning a Martin Saints social event - a coffee house, a game or movie night, dances, banquets, receptions, etc. - we do not leave our school's mission behind. We believe that a classical education should give us superpowers to make our school events *better* than they would be at a mainstream school. We let our mission work upon us, so that we are a little more ambitious, prodded to be a little more creative. When we are planning an event, we keep an eye on the virtues and questions such as:

1. Is the food wholesome, prepared by real people and not factories, whenever possible? Is this meal hospitable? Will it create opportunities for friendship and conversation?
2. Do the seating arrangements and overall tone include a way to welcome people who feel shy or on the margins? Are the extroverts and leaders of the evening ready to lead and cultivate community?
3. Is this style of dance or music excellent, embodying a tradition, practicing what we believe about the language of the body? Would young children or old grandparents feel comfortable with this genre? Would a stranger or guest, new to our community, be able to deduce what is different about us from the way we engage with music?
4. Do our leisure choices rely on entertainment as a commodity that can be bought and sold? To what extent is our leisure dependent on the market, premised on corporations selling us something to hear or look at? Or is our leisure and feasting humane, with space for the home-grown, the artisan, the folk tradition, or the classical?
5. If we closed the event with a prayer, would the prayer feel like an awkward appendage? Or a fitting climax and summing up, an overflow of joy and gratitude?

In Latin, a "convivium" is a banquet, party, or feast. The root word is "convivo," to live with, among, and alongside others. A "convivium" is when we celebrate and build the joy of friendship and living in community with one another. In the tradition of a Platonic symposium, the wedding feast at Cana, or Biblical images of heavenly banquets, or even just a simple campfire, a convivium implies food and conversation, but it opens up onto another dimension as well: friendship, solidarity, poetry, music, jokes, dancing, games, toasting, speeches, art. As much as what we do in the classroom, the way we celebrate together shapes our school culture and forms our students. The convivium may be one of the most important things we do, for it is a taste of why we gather as a school and why we bother with education: to enjoy all that is humane and lovely, to fulfil the sociable image of God in us, to enjoy Sabbath rest, to relax in confidence of Christ's ultimate victory. As the Hebrew toast has it: L'Chaim! To life!

## Parental Commitment

Parents founded Martin Saints, and the commitment of parents lies behind the ongoing success of our school. The academic and social life of the school needs on-going parental support. Parents are asked to volunteer for school activities, such as assisting with admissions or fundraising events, bringing guests to events, and other activities as proposed by the school administration and board. Ongoing parental involvement makes it possible to continue offering school activities. Off-campus activities rely on parent participation as well.

Parents are encouraged to become involved in the Parents' Association (PA). The PA focuses on building the community among the parents, and with all of the ways that the parents, teachers, and administrators work together. Under the umbrella of the PA are House Parents who focus on supporting community among the students within the House system.

## Mascot

In the 2020-2021 academic year, the student body selected the Griffin as the school nickname and mascot. The Griffin was nominated and selected for several reasons that are linked with the mission of the school. The Griffin is a symbol of Christ. With the head and wings of an eagle and the body of a lion, it represents the kings of both sky and earth respectively (i.e., Heaven and Earth). Its dual nature reflects Christ's dual nature of true God and true man. The Griffin also features prominently atop Mt. Purgatory in Dante's Divine Comedy, a book in the curriculum, in the pageant of terrestrial paradise.

## Academics

### Course of Study

The Course of Study is on the Martin Saints Classical High School website. The academic program at Martin Saints Classical High School is based on the Chesterton Schools Network curriculum. The curriculum is, for the most part, historically based in that 9<sup>th</sup> grade begins with the ancient period and 12<sup>th</sup> grade ends with the modern day. All of the classes are integrated so that each subject is studied at roughly the same time frame from different perspectives. Additionally, the entire four year curriculum is integrated such that modern day is referenced even when studying the ancients and vice versa. Courses also emphasize the development of logical thinking and rhetorical expression. All students enrolled at Martin Saints Classical High School complete the full course of study. If a family desires to modify this course of study in any way, that petition must be brought to the Headmaster. In the rare event that a student desires to drop a class, a request to drop the class must be made within the first six weeks of the school year. Because of the way that courses are integrated at Martin Saints Classical High School, permission to drop a class should not be automatically assumed.

#### Grading Scale

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72 Minimum to advance to next level
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 or less

## **Graduation Requirements**

All Martin Saints students must earn a minimum grade of 70% or better as a final average in each class, after the conclusion of the fourth quarter, in order to successfully complete the requirements for graduation.

If a student is deficient for an entire class at any point throughout the four grades, then the student will need to demonstrate that he successfully mastered the deficient skills before the conferral of a diploma. Typically, this will mean that the student will need to successfully complete a summer course in the subject area. This is completed at the family's expense.

## **Aquinas Program**

At Martin Saints, we firmly believe that everyone can benefit from the richness of a classical Catholic education, growing in wisdom, understanding, and virtue and fostering his or her own unique set of gifts. Because of this belief, Martin Saints started a pilot program in the 2022-2023 academic year for a limited number of students who have been identified as having some learning differences or other academic challenges. Students in this program, along with their parents, commit to working with the director of the program so that the student has a successful experience at Martin Saints.

## **Academic Performance Standards**

The advancing core coursework at Martin Saints Classical High School builds upon what has gone before. The participatory nature of the classical classroom means that each student contributes to the class. As a result, it is critical that students keep up with their work. In-class participation, an integral part of our education, cannot be made up, and absences or tardiness may adversely affect grades. If a student is absent for more than 12 periods for any one course in a semester (even for medical reasons), the school reserves the right not to grant credit for that course.

The Academic Return to Excellence policies outlined below are intended to alert students when their academic performance is falling below adequate levels and to intervene while there is still time for correction. If, after several quarters of attention, performance does not improve, students may no longer be able to continue at Martin Saints Classical High School.

### ***Low Grades and Academic Return to Excellence (Academic RTE)***

Any two grades that average at or below 69% at the end of the quarter will put that student in the Academic RTE for the following semester. Any student in danger of not graduating may be put in the Academic RTE at the discretion of the Headmaster in consultation with the appropriate department chair.

### ***Case Management***

A student is put on case management where a plan is made for the student's return to academic excellence. This plan may include such things as limiting the student's participation in co-curricular activities. A meeting with the parents, Headmaster, and a teacher representative will be held to explain the action plan, and possible consequences if the plan is not followed. Parents will sign the action plan form indicating agreement with the action plan and an understanding of the Academic RTE policy.

## *Academic Expulsion*

Three consecutive semester reports meeting the Academic RTE criteria may result in expulsion. For example, a student goes on Academic RTE after getting two D's the first semester of freshman year. The student is on Academic RTE the second semester freshman year. During this semester, the student receives a D- and C- and so continues on Academic RTE as he enters the first semester of sophomore year. The student now has two semesters where grades have indicated Academic RTE and he is just beginning the second semester of Academic RTE in the sophomore year. From this point forward, any semester grades meeting the Academic RTE threshold may result in expulsion.

## **Incomplete Grades**

An incomplete grade may be issued to a student who has had an illness, injury, or other circumstance that has caused the student to miss a significant amount of school. If an incomplete grade is given at the end of the grading period, the student has ten school days to complete the work, or the grade will be recorded at the letter grade earned at that point. An incomplete should not be given to students that simply fail to meet deadlines for major projects.

## **Homework**

Homework is a part of the Martin Saints Classical High School's educational mission, and it is just as important as class work. We intentionally run a curriculum that requires students to do work outside of class. This is not simply to teach them how to organize their time. It is a pedagogical necessity because creating "self-learners" requires that they do some "self-studying." Here is where students work independently without the coaching and guidance of the teacher. Students should have a regular routine of time and place for homework. They should complete their own assignments, trying to develop independent study habits.

It is the practice of Martin Saints Classical High School to be reasonable in the amount of homework assigned. An average student can expect roughly 1.5 to 2 hours of homework each evening. To ease the burden of homework, Martin Saints Classical High School provides at least one study period throughout the week.

Depending upon the students' abilities, their experience, their study-habits, and their co-curricular activities, the homework load can be more or less burdensome. We have encountered situations where parents have commented that their child is spending too much time on homework. No two situations are the same, as the causes can be multiple. We are always happy to receive such feedback because it either demonstrates that the faculty needs to reassess their assignments *or* that the child is in need of some help or assistance that we or the parents can provide. The administration needs this feedback so that we can properly gauge the homework load.

However, before contacting the office, here are some things to consider regarding your student's own activities with regard to their homework. The list below includes real situations that have been encountered with students that might help you, as the parent, in your overall analysis of the homework situation.

If, after considering the possibilities below, the conclusion is that the problem is not study-habits or lifestyle, the best thing you can do for the school is to ask your child to keep a "homework journal" for one week. It is difficult for us to address the problem of "too much homework" without specific details. Participate with your child in logging assignments for a week. If there is

a problem with an overload of homework, we want to correct it, but we depend upon your help in pinpointing the source of the problem. If your child is struggling in a particular subject, first discuss the problem with the teacher, and if that does not resolve the problem, with the Headmaster.

- Take a look at some of their homework assignments and ask your son or daughter how long a specific assignment took. It is not uncommon in a school that encourages academic excellence for some students to put needless extra effort into simple tasks, and a certain perfectionism can sometimes creep in. A student who is getting straight As, but putting in three times more effort than necessary, is not necessarily thriving. Learning how to prioritize and use the time you have is another great benefit of having homework. One strategy you can use here is to put a time limit on homework. Tell your child they are only *allowed* two hours of homework time per night. Once there is a limit in place they typically find they are able to use the time more efficiently. Along these lines, enforce a strict bed-time. If a student knows that they *cannot* stay up later than 11pm, they will be more creative about overcoming whatever obstacles keep them from finishing within a set time frame, more likely not to waste study halls, etc.
- If your child is working alone in their bedroom it is quite possible they are not spending every moment on homework, but that homework is being interspersed with other distracting activities (social media, texting, etc.). They are not being dishonest when they say, “I was studying,” but they might say they spent “three hours” on homework, when only about thirty minutes of actual work has been done. Such a study environment goes directly counter to the purpose of homework, which is to teach the student how to remain focused on a task when they are not within the constraints of the classroom. Consider creating a more public space in your home for them to work on their homework so you can help your child to stay focused. The distractions of noise might be overcome more easily than the distractions of being a teenager alone in your room. Thirty minutes of focused work accomplishes much more than hours of distracted work. You might also consider checking their social media pages; all posts have a date and time stamp on them. Some universities using a classical curriculum do not even allow internet in the dorms.
- What extracurricular activities is your child engaged in? How far is the commute? How many hours of the day are they spending on sports, or drama, or driving back and forth between practice and home? Do they have a job? If a child is over-burdened in general the *first* thing they may blame is their homework load before considering other reasonable possibilities for feeling overwhelmed.
- Ask your child if they are struggling with any class in particular. It could be that one class is more difficult or confusing for them and is dragging them down. If this is the case, please contact that teacher. The teacher can evaluate the work of each of the students in her class, reassess her own classroom strategy, give you a context for how your student’s work rates in comparison with his peers, and suggest how your student can improve.
- Ask your child what they are currently working on. Teachers will assign larger *long-term* assignments, and sometimes these are all due at the same time (end of quarter, just before vacation, etc.). These assignments are given well in advance so that the student can learn to pace his or her work, doing a little bit at a time over a longer period. If the student puts these tasks off until the last day, they are bound to suddenly feel overwhelmed with “too much homework.”

## *Note to Students: Managing Homework*

Here are some suggestions from Martin Saints Classical High School teachers for managing your homework load. Recognize that your primary vocation right now is to be a student. Look for the good things about homework. Homework should stimulate your mind; promise yourself to enjoy it!

### **Assignment Notebook**

At school, record every task that you are given in an assignment notebook or on an assignment sheet. Your assignments shouldn't be scattered through your binders. You need to see at a single glance what needs to be done this evening and this week.

### **Studying**

Develop a method of study that works for you. Different students thrive under different study methods. Here are some tips for making good use of study periods (whether at school or at home):

1. When you start your homework, always start with a prayer. You will be amazed at how this will help you stay on task. When you are finished with your homework say a prayer thanking God for all the things that you have learned that day.
2. Examine your schedule, both at school and at home. Know what time is available to you.
3. Choose a quiet location with no distractions.
4. Promise yourself that you will study with no interruptions for a solid, focused period of time (45-60 min) and that then you will take a well-deserved break (10-15 min).
5. Each day, look at your assignment sheet and copy onto an index card all things due tomorrow that you have not yet finished. Put a checkbox before each item. Start with the easiest assignment just to check off something immediately and shorten your list. But don't save the hardest work for last when you're tired.
6. For longer homework, break your assignment down into segments. Give yourself the necessary time to complete the first segment. Use a timer or a stopwatch if necessary. Do not allow your mind to wander when you are engaged with a segment. Focus and work non-stop until you complete the first segment. Now relax for a moment; stretch or snack/drink. Did you beat your estimated time? Give yourself another time frame to complete the second segment; again, time yourself, and do not stop until you are done. Relax again. Repeat this pattern until you are done with the assignment. (Note that some students will not respond well to the pressure of a timer; others will find that it keeps them moving. Develop study tricks that work for you!)
7. As you complete assignments, check off the box on your index card.

## **Code of Student Conduct**

Martin Saints Classical High School has in place a series of codes that clearly indicate the behavior expected of our students and the consequences for misbehavior. Parents who want to discuss any disciplinary issues are asked to speak first with the teacher in charge of the class, then to the department chair, then to the Headmaster or the Director of Student Life (DSL) as appropriate. After that, the parent may go through the grievance process. (See p. 21)



## **Student Responsibilities**

All students will

1. Show up on time for homeroom, prayer, and for each class.
2. Listen carefully in class.
3. Ask questions when necessary.
4. Participate in classroom discussions.
5. Complete homework assignments fully, neatly, and on time.
6. If a student misses all or most of a class period for any reason, it is the student's sole responsibility to check in with a classmate, find out what was missed, and complete the missed work. If a student needs to speak with the teacher about what was missed, it is the student's responsibility to approach the teacher and initiate this conversation. Students should consult their course syllabus for any modifications that the teacher may have made to these procedures for missing class.
7. Do their own work.
8. Obey school rules.
9. Use computers appropriately. (See the Acceptable Use Policy that parents and students sign). This includes checking the student's school email two times per week and replying promptly to faculty emails.
10. Take proper care of school and church property.
11. Follow the school Dress Code.
12. Share struggles and concerns with teachers and parents.
13. Work to make the school atmosphere a pleasant and positive one and strive to be a good friend to fellow students.
14. Participate in all worship activities with attention and good manners. This includes coming to prayer time with the appropriate book, rosary, hymnal, etc.

## **Formation of Conscience**

One of the great advantages of the Catholic classical mode of education lies in the emphasis on the formation of conscience. As a Catholic school, character formation is one of the goals of Martin Saints Classical High School. From the Roman Catholic Church and classical education, the two great formational influences on Western Civilization, comes the awareness that the "whole person" is educated in body, mind, and spirit. The formation of conscience helps young people discover God's will for their lives and leads them to discern a vocation. The formation of conscience, primarily the role of the parent, is assisted by the school teachers, who act in the place of the parent while the child is at school.

Formation of conscience occurs in part through the guidelines and rules given by the teachers in the classrooms. If a student knows what the "good" is, then he knows how to respond to all types of situations. Classical education makes students aware of the roots of things, so that they can avoid error. Both the courses, with a basis in Catholic philosophy, and the disciplines help the young person form a Catholic conscience.

## **Manners**

Part of the education provided by Martin Saints Classical High School is character development, including manners and the art of conversation. We expect our students to exhibit the habits of Christian gentlemen and ladies on and off campus. We will assist students in understanding and practicing good manners as necessary, and will correct students who use bad manners.

## **Building Community**

A Catholic school is by its very nature a social community. We are created to delight in relationships with people of varying personalities, interests, and backgrounds. While it is natural that we are drawn towards those who share our common interests, we work toward growth in Christian friendship by actively building strong friendships with all members of the community. Therefore Martin Saints Classical High School aims to cultivate friendship and unity through Christ and his Church.

## **School Day**

School begins at 8:15am and ends at 3:26pm. Students can arrive as early as 7:45am and remain until 4:15pm. Parents who must bring their children to school before that time or leave them at school after that time must make arrangements with the Headmaster.

Students should arrive early enough to have time to put their coats and materials in their assigned lockers so that they are in their homeroom promptly by 8:15am.

For morning drop-off, the driver may enter Holy Martyrs parking lot by way of Allison Road or Montgomery Ave. Proceed to the entrance with the flags, drop the student off and then exit by way of Ulmer Ave. Note that parishioners will also be coming into the parking lot for the daily Mass and so caution is always necessary.

For afternoon pick-up, the driver is to park in the church parking lot, not on the street. When the students are dismissed, the student will find the driver and the driver may then leave the parking lot by the nearest exit.

Students who take the bus are to observe all traffic safety measures at drop-off and pick-up, including the use of crosswalks as appropriate.

Students who drive to school will need to show proof of registration and insurance. Students are expected to follow traffic safety laws on and around the campus. Failure to do so may result in a student forfeiting his privilege to park on school grounds.

## **Closed Campus**

Martin Saints Classical High School is a closed campus, which means that students may not leave school grounds without parental permission. All students must have a parental excuse for every lateness and absence, or to leave campus. Students must sign out in the main office before leaving.

Students should never open the front door or the fire doors in the hallway for anyone other than faculty. If parents or other adults are asking to be admitted, and a student is inside by the front door, the student should go and get a faculty member to admit the visitor.

Upon entering the building, visitors will sign in at the main office. The visitor will either be escorted to their destination or receive instructions on where to go. When the visitor leaves, he or she is to sign out at the main office.

## Attendance

Classical education places a great emphasis on class discussion. In a classical school, class discussion is an essential aspect of formation and learning. Absence from these discussions cannot be “made up.” A teacher can provide the student with the content, but they cannot recreate the conversation that the student has missed. A student cannot afford to miss or be late for many class periods without his or her grades being affected, and multiple absences can set the student back for the entire quarter. Every class counts. If a student is absent for more than 12 periods for any one course in a semester (even for medical reasons), the school reserves the right not to grant credit for that course.

It is also important to train the student in the idea that education is his or her primary vocation. Consistent tardiness and absenteeism erodes this sense of personal responsibility and accountability and encourages thinking of their school time as an imposition to be avoided.

Doctor and dentist appointments should be made outside of class time as much as possible. If they cannot be made outside of school all together, aim for the lunch period. Vacations during school terms are strongly discouraged.

If your son or daughter needs to be absent or tardy for any reason, please let the Headmaster know by email, a phone call or by sending a signed note with the student when he reports to school. Include the reason for the absence or tardy. If the child needs to leave school early or for a part of the day, a parent must notify the school no later than the start of homeroom, but preferably 24 hours in advance.

## Tardiness

Training in punctuality is part of the character formation of Martin Saints Classical High School’s students. Punctuality teaches a sense of personal responsibility and respect for others. This is particularly true for the start of the day, and students are expected to be in the homeroom at 8:15am. Homeroom is an important time for students to pray, sing a hymn together, hear the school announcements, and prepare for their day. It is also necessary that a correct attendance is taken at the start of the day as part of our responsibility of watching over every student.

**If your son or daughter will be absent or late to school for any reason, please call the school office or send your son or daughter with a signed note and give the reason for the lateness or absence.** Lateness is excused for such things as heavier traffic than usual or a delayed bus or train.

If a student is late beyond homeroom, the student cannot participate in after school activities that same day.

In an effort to train students in punctuality, there are consequences for unexcused lateness:

### *Unexcused Tardiness*

The following are consequences for students who are tardy to homeroom without an excuse:

Number of Tardies per semester	Consequence
3 <sup>rd</sup> Time	Email to parents
5 <sup>th</sup> Time	Morning detention (report to Headmaster’s office at 8:00am) - parent notified

If the problem persists, administration will determine additional consequences with the parents.

## Excused Absences

Excused absences include illness, emergencies, and approved planned absences. Students with excused absences are entitled to make up work missed, including exams, but they are responsible for contacting their teacher(s) to discover and schedule what they have missed. As a general rule, students will have as many school days (not class days) as they missed to make up the missed work and missed tests. It is the responsibility of the student to ensure that work and tests missed due to absence are made up. Individual teachers may alter the late policy for individual assignments at their discretion.

Making up classes, particularly Craftsmanship classes, may require additional time at school.

Students who miss a Frassati Friday trip will need to complete an alternative assignment. If they miss it due to some other school sponsored event (e.g., a team competition), then the students will complete a modified alternative assignment.

While excused absences do not incur any disciplinary measures, due to the nature of classical education, *three excused absences per quarter are the limit*. Much of the students' education comes from their participation in the classroom and absences beyond the limit of three will negatively impact a student's grade.

The Headmaster will evaluate any extraordinary circumstances and communicate with the teachers regarding any accommodations offered.

### *Planned Absences*

Students who know they will be absent from school for one or more class periods must coordinate all make-up work with their teacher (as is always the expectation), but they must do so ahead of time. All school work missed during a planned absence is due on the day of the student's return to class. A meeting with the teachers may be required if the student missed discussions.

### *Unexcused Absences*

Consequences will be discussed between parents and administration on a situational basis. An example of an unexcused absence is when school is missed in order to take a driver's permit or license test. Teachers do not have to allow the student time to make up work from an unexcused absence.

### *Attendance on Frassati Fridays and Other Field Trips*

Students will not be permitted to go on field trips without permission slips signed by a parent or guardian and turned in by the deadline. Field trip fees may be collected throughout the year as necessary. Students are not normally allowed to drive, and never without prior approval from the Headmaster. If a student is not able to go on a Frassati Friday or other field trip for any reason, the student is still expected to report to school at 8:15am when they will be given an assignment in lieu of the field trip. Students are responsible to the teacher and approved chaperones, and all school discipline policies remain in effect while we are off campus.

On Frassati Fridays, every student is assigned to a chaperone (typically the student's homeroom moderator). If a student is not sure who the student is assigned to, they should see the event organizer before departing school. The student is to be within communication range of the chaperone at all times, according to the circumstances.

If at any point during the Frassati Friday, the student is not feeling well or has concerns (physically, mentally, or spiritually), the student is to go to the chaperone. The chaperone will escort the student to an area for further assessment and proceed accordingly to address the issue.

## Discipline

Students will be disciplined for committing any of the following prohibited behaviors or any other behavior judged to be unacceptable. The Headmaster will evaluate the circumstances of each offense. Disciplinary actions escalate for repeated offenses. The Headmaster reserves the right, on an individual basis, to deviate from the disciplinary action set forth below, when in his sole discretion, it is necessary for the proper and efficient operation of the school. Students may address the Headmaster in writing within three days of receiving notice of a punishment. The Headmaster makes the final decision regarding disciplinary actions.

### Academic Discipline

The Headmaster makes decisions regarding academic behavior such as:

**Late or Incomplete Homework:** If a student consistently does not turn in homework, and the teacher has communicated with the parents without any result in a change of work, then the student will be placed on the Academic RTE program.

**Lying/Cheating:** Honesty is the hallmark of a person with a well-formed conscience. Cheating results in a meeting with the teacher and a "zero" grade; parents are informed. If a student cheats a second time, he, his parents, the teacher, and the Headmaster meet; he may receive an F for the class, and disciplinary action may be taken. If a student cheats a third time, he is placed on the Academic RTE program.

**Plagiarism:** Plagiarism (passing off the ideas or words of another as one's own without crediting the source) is unacceptable. Plagiarism includes copying the work of other students and utilizing AI to complete assignments. Students who plagiarize will suffer the same consequences as for lying and cheating.

### Discipline For Other Behaviors

The Headmaster is responsible for non-academic discipline. All of the following offenses will be dealt with by the teacher who observes them in accordance with the other policies found within this handbook. For recurrent offenses, the student will meet with the Headmaster. Common consequences for these behaviors include writing assignments, detention, parent phone calls, or other logical consequences.

Dress Code violations (after three violations, the student will receive a detention)

Leaving the building without permission

Unexcused absences, tardiness, or loitering

Littering or possessing food or beverage outside designated areas

Chewing gum

Overt displays of affection

Public conduct unbecoming to a Martin Saints Classical High School student

Disrespect of Catholic practices

Students will receive detention for the following offenses:

Inappropriate language, hateful gestures, or blasphemy

Disruptive, disrespectful, rude, or willful misbehavior

Possessing a cell phone or other prohibited electronic device (see page 31 for a more detailed list of prohibited devices and further explanation).

Students will be placed on the Disciplinary Return to Excellence program or face immediate expulsion for the following offenses on school grounds (unless noted otherwise):

Fighting, violence, or battery

Use and/or possession of tobacco, electronic smoking device, alcohol, drugs, firearms, ammunition, or weapons

Theft, vandalism, or destruction of property

Possession of, participating in, or sharing pornography, including on the cell phone, computer, or any electronic device

Off-school violations of civil law

Depending on the nature of these offenses, the student may be required to complete an education program, at the family's expense, in order to continue at Martin Saints Classical High School.

### **Social Media**

All students should be aware that the things they say on social media reflect upon their charity and virtue. No one should assume that remarks made via social media will remain private. Students should consider any comments on social media to be public and permanent, that is to say, lasting for life. Uncharitable, scandalous, or libelous remarks which harm or reflect badly upon Martin Saints Classical High School may be subject to school discipline or even legal action.

## **Disciplinary Actions**

**Meeting with student:** The teacher and/or Headmaster meet formally with the student.

**Meeting with parents:** The teacher and/or Headmaster meet formally with the student and his parents.

**Financial restitution:** Student may be required to make financial restitution.

**Detention:** The teacher or administrator may assign one or more detentions with at least 24 hours of notice. It is typically the responsibility of the student to inform his parent or guardian of a detention. Repeated offenses may result in the student being placed in the Disciplinary RTE program.

**Disciplinary Return to Excellence (Disciplinary RTE):** The student must leave school for three days, while making up all the work he has missed on those days. He cannot return to school until he and his parents have met with the Headmaster.

**Suspension:** Disciplinary RTE is extended indefinitely until the situation has been resolved, with the assistance of civil authorities, if necessary. Depending on the duration of the student's absence, the student may receive no credit for any courses in progress, but is allowed to continue at Martin Saints Classical High School.

**Expulsion:** The student is required to leave Martin Saints Classical High School. Students may not be on the high school campus and may not attend any functions of Martin Saints Classical High School. Expelled students get no credit for courses taken during the semester of the expulsion. Students may reapply for admittance after a full semester of absence.

## **Dismissal**

Any student who poses discipline problems may be referred to the Headmaster. The Headmaster may choose to consult with the board on complex cases. As a private institution, which students and their families freely elect to join, Martin Saints Classical High School reserves the right to dismiss a student at any time for any case without appeal. Parents are expected to be partners with the school and supportive of school discipline. If, in the assessment of the Headmaster or board, a student is not profiting from a Martin Saints Classical High School education, or if the Headmaster or board finds that parents are not co-operating with Martin Saints Classical High School's leadership, then the student or family may be required to leave Martin Saints Classical High School and find alternative educational arrangements.

## **Grievance Process**

A family who has a grievance should first meet with the teacher. If the teacher is unable to resolve the issue, the family should meet with the department chair. If the issue is not resolved or if the issue is properly a matter for the Headmaster or another administrator, the teacher should advise the family to meet with the appropriate administrator. If the issue is still unresolved after the family meeting with the administrator, then the family should write a concise letter to the administrator and the Board giving notice of the grievance and the attempts made so far to resolve it. This must be done within 30 days of the circumstances from which the grievance arose. The Board will assign a conciliator who will attempt to resolve the grievance informally by meeting with both parties together. The conciliator will conclude these efforts and propose a resolution for implementation under the administrator's authority. If the administrator chooses not to carry out the proposed resolution, the conciliator will file a written report with the Board, which will decide the matter.

## **Dress Code**

Martin Saints Classical High School intends to form character, and our uniform exists as an extension of our curriculum. We believe that students benefit from being taught and practicing

how to dress appropriately for various contexts, and the uniform is designed to support this effort. Showing our shared identity as a school and our commitment to the serious task of learning, our uniform demonstrates unity and discipline while exhibiting a classic academic look.

We recognize that purchasing a uniform requires a substantial financial investment on the part of Martin Saints families. However, the high quality, durable items that our uniform provider offers support the value we as a school place on both craftsmanship and sustainability. In addition, with the help of our families we hope to soon form a uniform exchange program where students may share their outgrown items with one another.

The purposes that our uniform serves are as follows:

- To foster respect for ourselves, each other, and our environment
- To develop a sense of the formality and professionalism appropriate to an academic context
- To build up the student's aesthetic sensibility regarding clothing and personal appearance
- To encourage confidence in appearance.
- To dress safely and appropriately for weather and activity
- To discourage peer pressure
- To foster reverence for when we worship in Church
- To learn a simple, thrifty, humble lifestyle
- To encourage the development of a school culture that appreciates the dignity of each member of our academic community and of education itself

The uniform has been tastefully designed, however for it to be effective in meeting the established goals, it should also be worn modestly by all students. This means that it should not be worn in such a manner as to draw an immoderate degree of attention toward any particular part(s) of the body, but rather contribute to approaching each person as a whole.

Students are expected to arrive at school in full uniform. The norm is that students depart from school in full uniform, unless they are attending sports practice. If, for any other reason, a student needs to change into other clothing before leaving school, he or she may only change into clothes that meet the requirements of the dress down dress code."

It should be noted that proper hygiene undergirds our uniform. In consideration of the school community, wearing strong perfumes or cologne or having poor hygiene are not permitted. Students should be well groomed and neat in appearance.

Students are encouraged to call each other toward the high bar we are setting at MSC, and are particularly responsible for members of their own House. When an issue arises regarding the modesty, formality, or any other significant factor of a student's attire, a teacher of the same sex as the student or an administrator will make uniform corrections and disciplinary decisions on the spot.

Finally, Martin Saints also has a Gymnastic and Craftsmanship Dress Code. This dress code will be worn on all regular Fridays (not all Frassati Fridays) for the full day. The policy for this uniform is on page 28 of this handbook.

Beginning in March 2023, Flynn O'Hara is the Martin Saints uniform supplier, and uniform items can be ordered in store or online through the [Flynn O'Hara Martin Saints School Uniform](#)



[website](#). The Ambler Flynn O’Hara location will stock MSC uniform items. Items purchased previously from Lands End may still be worn until they are outgrown or otherwise need to be replaced. All replacement items must be purchased from Flynn O’Hara.

## Uniform Policy for Ladies

On Mondays through Thursdays, ladies are expected to wear a white, Oxford style, short or long sleeve shirt tucked into *either* the maroon/gray plaid pleated skirt with elastic waist reaching between the top and bottom of the student’s knee cap when standing up straight, *or* gray dress slacks in one of two fabric blends. As the more formal option, the skirt will be required on certain days and a properly fitted skirt must be purchased by all female students. During the winter uniform period, from October 15th - April 1st, ladies are required to wear either the maroon v-neck long sleeve sweater or the maroon cardigan throughout homeroom, in order to ensure that they are in full uniform at the beginning of the day and that they have warm enough clothes with them at school. This sweater may be removed during the day as needed. Students may also purchase the v-neck vest for warmth at any time of the year, but it is not considered part of the winter uniform. Knee high socks or opaque tights in the permitted colors (maroon, navy, white, gray or black) should be worn with the skirt, and dress socks in the same colors should be worn with the slacks. Flynn O’Hara offers three choices of shoes that are approved for the MSC uniform, the brown Eastland Oxford, the Sahara Tan Sperry Shoe, and the Dirty Buc Oxford. Shoes must be chosen from among these three options, though shoes purchased for the MSC uniform during the 2022-2023 school year may be worn until they are outgrown or need to be replaced. A student’s undergarments should never be visible, therefore a white or skin tone undershirt may be worn if needed for modesty. Similarly, black shorts may be worn under the skirt. If a female student chooses to wear a belt with the slacks, it should be a medium brown leather belt with a simple buckle. Students who purchase the reversible black/brown belt from Flynn O’Hara should wear the brown side, not the black one. Finally, the uniform should be appropriately fitted to the student’s body, rather than excessively tight or excessively loose. The specific products approved for the ladies’ uniform are listed below and included on the Flynn O’Hara school site. The list also includes further details regarding each item. While similar products may be available through other vendors, purchases should be made from Flynn O’Hara only unless otherwise specified. Note that the fleece jackets available through Flynn O’Hara are optionally available for outdoor use and are not permitted to be worn during homeroom or classes. Students are expected to arrive at school in full uniform.

In addition:

- Ladies are encouraged to use make-up for the purpose of enhancing rather than masking or changing their natural features.
- Hair dye should be a natural shade of human hair.
- Skirts may not be rolled up and must be no shorter than to the top of the knee.
- Solid color Headbands, scrunchies, hair wraps, and scarves worn over hair in the permitted colors (burgundy, gray, white, navy) should meet the standard of formality.
- Jewelry and nails should be tasteful and should not obstruct normal school activities, including craftsmanship courses and gym class.

ITEM	COLOR(S)	DESCRIPTION
V-Neck Sweater, or Cardigan Sweater	Maroon w/logo	The long sleeve sweaters are finishing items. From October 15th through April 1st, a finishing item is required during homeroom. It should then be available to the student should

V-Neck Vest <i>(optional)</i>		<p>she need it during the day. The sweaters may also be worn year-round.</p> <p>While a long-sleeve sweater is required in homeroom during the winter uniform period, the sweater vest is an optional add-on that students may wear for additional warmth during class at any time in the year.</p>
Oxford style shirt	White	<p>The Oxford style long or short sleeve dress shirt should fit well and should not be excessively baggy or snug. Only the approved shirts from Flynn &amp; O'Hara should be purchased. Only the top button may be unbuttoned. Shirts should be tucked in at all times. A white camisole may be worn under the shirt for modesty.</p>
Skirt	Maroon/ Gray Plaid Pleated with Elastic Waist	<p>Pleated skirt with elastic waist. If necessary the skirt may be altered for fit, however, it should be worn between the bottom and top of the knee and not shorter than the top of the knee. Navy or black bike shorts may be worn under the skirt.</p> <p>The skirt is the normal ladies uniform, though pants are also permitted as a secondary option. All ladies must purchase a skirt, which will be required on certain occasions, and may be worn every day.</p>
Pants	Charcoal grey	<p>Flat front dress pants in one of two styles are permitted as an optional secondary uniform item, to alternate with the plaid skirt.</p>
Socks or Tights	Grey, Maroon, Navy, Black, or White	<p>Knee high socks reaching to the knee, or opaque tights, must be worn with the skirt.</p> <p>Dress socks in gray, maroon, black or navy should be worn with the pants. These may be purchased from any vendor. Athletic socks are not permitted and white socks should not be worn with dress pants.</p>
Shoes	Brown	<p>Women's shoe options include three styles available through Flynn O'Hara: Brown Eastland Oxford, Sahara Tan Sperry Shoe, and Dirty Buc Oxford. No other shoes should be purchased for uniform wear.</p>
Undershirt <i>(optional)</i>	White or student's skin tone	<p>No patterns or lace should be showing through the shirt, and undergarments should never be showing. Therefore, a short sleeve, tank, or camisole style undershirt may be worn under the shirt if needed.</p>
Belt <i>(optional)</i>	Medium Brown	<p>A medium brown leather belt with a simple buckle may be worn with the ladies pants and may be purchased from any</p>

		vendor. A reversible black/brown belt may be purchased from Flynn O’Hara, in which case the student should wear the brown side of the belt. The belt should not be worn with the skirt.
Fleece Jacket ( <i>optional for outdoor use only</i> )	Maroon or Navy	A navy or maroon fleece full zip or quarter zip jacket is available through Flynn O’Hara for optional outdoor use. Students are not required to purchase this item and this item is not permitted to be worn during classes or homeroom.

## Uniform Policy for Gentlemen

On Mondays through Thursdays, gentlemen are expected to wear a white, Oxford style, short or long sleeve shirt tucked into gray dress slacks. Slacks should always be worn with a medium brown belt with a simple buckle. During the winter uniform period, from October 15th - April 1st, gentlemen are required to wear either the navy v-neck long sleeve sweater or the navy cardigan throughout homeroom, in order to ensure that they are in full uniform at the beginning of the day and that they have warm enough clothes with them at school. This sweater may be removed during the day as needed. Students may also purchase the v-neck vest for warmth at any time of the year, but it is not considered part of the winter uniform. Dress socks in the permitted colors (charcoal gray, maroon, navy, or black) should be worn with the slacks. Flynn O’Hara offers three choices of shoes that are approved for the MSC uniform, the brown Eastland Oxford, the Sahara Tan Sperry Shoe, and the Dirty Buc Oxford. Shoes must be chosen from among these three options, though shoes purchased for the MSC uniform during the 2022-2023 school year may be worn until they are outgrown or need to be replaced. Finally, the uniform should be appropriately fitted to the student’s body, rather than excessively tight or excessively loose. The specific products approved for the gentlemen’s uniform are listed below and included on the Flynn O’Hara school site. The list also includes further details regarding each item. While similar products may be available through other vendors, purchases should be made from Flynn O’Hara only unless otherwise specified.

In addition:

- Hair including facial hair should be well groomed and properly trimmed according to the style of the cut.
- Any hair dye should be a natural color of human hair.
- A t-shirt worn under a dress shirt must be plain white.
- Jewelry may include religious medals, rings, and watches. A simple, masculine bracelet may be permitted if it meets the standard of formality. Earrings or other piercings are not permitted for gentlemen.

ITEM	COLOR(S)	DESCRIPTION
V-Neck Sweater, or Cardigan Sweater	Navy w/logo	The long sleeve sweaters are finishing items. From October 15th through April 1st, a finishing item is required during homeroom. It should then be available to the student should he need it during the day. The sweaters may also be worn year-round.
V-Neck Vest ( <i>optional</i> )		While a long-sleeve sweater is required in homeroom during

		the winter uniform period, the sweater vest is an optional add-on that students may wear for additional warmth during class at any time in the year.
Oxford style shirt	White	The Oxford style long or short sleeve dress shirt should fit well - it should not be excessively baggy or snug. Shirts should be tucked in at all times.
Pants	Grey	Plain front tri-blend dress pants are permitted.
Tie	Maroon and Gray Stripe	The tie is required daily and should be properly tied at all times. Students should not purchase the pre-tied tie.
Socks	Charcoal Gray, Maroon, Navy, or Black	Solid color dress socks in the permitted colors should be worn with the pants. Athletic socks are not permitted. Socks may be purchased from any vendor.
Shoes	Brown	Men's shoe options include three styles available through Flynn O'Hara: Brown Eastland Oxford, Sahara Tan Sperry Boat Shoe, and Dirty Buc Oxford. No other shoes should be purchased for uniform wear.
Undershirt	White	A white short sleeve undershirt should be worn under the Oxford dress shirt.
Belt	Medium Brown	A medium brown leather belt with a simple buckle must be worn with the men's pants and may be purchased from any vendor. A reversible black/brown belt may be purchased from Flynn O'Hara, in which case the student should wear the brown side of the belt.
Fleece Jacket ( <i>optional for outdoor use only</i> )	Maroon or Navy	A navy or maroon fleece full zip or quarter zip jacket is available through Flynn O'Hara for optional outdoor use. Students are not required to purchase this item and this item is not permitted to be worn during classes or homeroom.

## Gymnastic and Craftsmanship Dress Code

The Gymnastic and Craftsmanship Dress Code will be worn on all regular Fridays (not all Frassati Fridays) for the full day.

### *Requirements:*

- Students must wear **athletic shoes** of their choosing, not dress shoes.
- Students must **choose from the following options** for clothing:
  - **Any items sold as MSC spiritwear on the Salt Water Colours MSC store** (<https://saltwatercolours.com/store/martinsaints/>)
  - Solid color athletic wear in the following colors: gray, black, white, navy, maroon.
  - Shorts should have a minimum 5" inseam for ladies and 7" inseam for gentlemen.

- Items should not have any writing, logos, or additional colors on them.
- If leggings are worn they should be worn underneath shorts that meet the criteria outlined above. Leggings should not be worn on their own, nor should other tight fitting clothing.
- Students may not wear any other pants, shorts, shirts, or jackets for Fridays either in the school buildings or outdoors.
- Clothing must be weather appropriate.

## **Dress Down and Casual Attire**

These guidelines are to be followed on Dress Down Days and at Martin Saints Classical High School events where casual attire is appropriate. When choosing your outfit for a dress down day or a casual event, some important things to remember are:

- the outfit you choose you may be wearing to Mass;
- wear something that is seasonally appropriate;
- wear something that exemplifies your dignity as a human being.

Rule of thumb: All clothing should be appropriately fitted to the student's body, rather than excessively tight or excessively loose.

In addition:

### *Dress Down and Casual Attire for Girls*

#### *Shirts*

- Necklines should be high enough to fully cover the bust (approximately 4 fingers below the collar bone).
- Tank tops with straps narrower than two inches (to the edge of the shoulder) should be worn with a shirt, jacket, or sweater over them.
- T-shirts or other shirts with modest necklines and modest lengths may be worn.
- Shirts must not have any obscene language or writing.
- Appropriate undergarments should be worn and should not be visible.
- Avoid clothing and accessories that promote particular political parties, ideologies, or activity inappropriate to minors (e.g., drinking or smoking).

#### *Pants*

- Shorts should have an inseam of 5 inches or longer or be at least to the fingertip of the girl wearing the shorts when her arm is fully extended downward (either standard may be followed).
- Tastefully placed rips, tears, and frays in clothing should not impede function and should meet the standards of modesty.
- Leggings may only be worn under other clothing that already meets the dress code, but should not be worn as pants.

#### *Skirts and Dresses*

- Skirts and dresses should not exceed four inches above the top of the kneecap.

#### *Shoes*

- Closed toe shoes or sandals may be worn depending on what is seasonally appropriate, but shoes such as flip-flops and slides may not be worn for the sake of safety and

practicality. Sandals should have a strap across the back of the heel.

### *Hats*

- Hats and headwear such as baseball caps, sun hats, and hiking hats, are permitted for outdoor activities when seasonally appropriate.

## *Dress Down and Casual for Boys*

### *Shirts*

- T-shirts, sweatshirts, plaid button-down shirts and utility shirts may be worn
- Shirts should not include obscene language or inappropriate writing.
- Avoid clothing and accessories that promote particular political parties, ideologies, or activity inappropriate to minors (e.g., drinking or smoking).

### *Pants*

- Jeans, athletic pants, and shorts may be worn
- Shorts should have a minimum of a 7-9 inch inseam

### *Shoes*

- Sneakers and sandals may be worn, but flip-flops or slides are not allowed. All sandals should have a strap across the back of the heel.

### *Hats*

- Hats such as baseball caps, sun hats, and hiking hats are permitted for outdoor activities when seasonally appropriate.

## **Semi-Formal and Formal Attire**

In general, students are encouraged to apply what they have learned about dressing in a dignified, attractive, and situationally appropriate manner when choosing their clothing for semi-formal and formal events. More specific dress guidelines for events such as the Convivium and other dances will be established on a case by case basis through dialogue between the planning committee for the event, male and female faculty members respectively, and the administration. More specific guidelines may be provided for choir concerts and other similar events.

Below are a few additional guidelines for semi-formal events.

### *Semi-Formal Attire for Girls*

#### *Semi-Formal Events*

Dresses and blouses should have straps of one inch or more, or sleeves. Other semi-formal dresses can be worn with an appropriate wrap or shrug. Dresses and skirts should not exceed four inches above the top of the knee.

### *Semi-Formal Attire for Boys*

#### *Semi Formal Events*

Boys may wear a dress shirt and tie or a polo with khaki pants or dress slacks. A matching belt with dark socks and dress shoes should also be worn. A sport coat and/or sport vest may be worn if desired.

## Frassati Friday Attire

The dress code will vary and depend on the Frassati Friday activity. Students will be informed of the dress code before each Frassati Friday event.

## Student Life

### Cell Phones and Other Electronic Devices Policy

Personal electronic devices tend to isolate individuals from the people around them. Since Martin Saints Classical High School works to build community among its members, we want to eliminate distractions that undermine that goal. For this reason, cell phones, smart watches, laptops, music players, earphones/headphones, and other electronic devices are not to be used on school grounds without permission. If used, seen, or heard during school hours, these items will be confiscated and returned to a parent. During the school day, if for some reason a student needs to bring a device to school (such as a cell phone), students are to turn off their electronic devices and store them out of sight in their locker. If there is an emergency during the school day, parents may call the school office at 267-495-4865. At the end of the school day, students may use their phones once they exit the school building and are no longer participating in a school sponsored activity. The school assumes no responsibility for lost or missing electronic devices.

Students may not lend another student a cell phone or any other electronic device while on school property. If such a lending is done, the lender is the one who will be held responsible for any communications from that electronic device. This means the lender will also be held accountable for any disciplinary and/or legal consequences of such communications.

This policy applies to all school functions on and off campus before 5pm (e.g., carpooling to practice, drama and sports practice, etc.).

### Lockers

Students may keep their coats, backpacks and personal belongings in the locker assigned to each student. Lockers are part of the school property and may be inspected by school authorities at any time. The student may place a combination lock on the locker after giving the combination to the Headmaster. No key locks are to be used. The student may decorate the inside of the locker keeping in mind that the locker is to be emptied at the end of the year and so nothing permanent, such as stickers or other adhesive products, should be used. It is the student's responsibility to see that his or her locker is kept in good order. At the end of each year, students must remove all possessions from the locker.

### Lunch

Lunch time at Martin Saints Classical High School is supervised by volunteers or teachers.

1. Students should arrive at the start of lunch on time. Once at lunch, the students may return to the school hall with permission.
2. Students must follow the direction of the lunch supervisors.
3. The Angelus or Regina Coeli is prayed before lunch.

4. Students are to eat with other students in an orderly and reasonably quiet manner.
5. All food and drink must be consumed in the lunchroom. The lunch room must be kept clean; each student should clean up food or drink that he/she spilled.
6. If lunch is in the church hall, indoor games are permitted that are respectful of the space available.
7. If lunch is outside, students can make use of the township park on Allison Road.
8. With the permission of their parents, juniors and seniors are able to leave campus for lunch on Fridays. The student needs to sign out in the main office and sign back in upon his or her return. Students who are late for school in a particular week are not able to leave campus for lunch on the Friday of the same week.

## **Lost and Found**

At the end of the day, anything that is left on the floor, in the hall, in the bathrooms, or in the classrooms, will be placed in the Lost and Found. Any student wishing to claim an item in the Lost and Found must pay \$.50 to the Headmaster's office to retrieve that item. At the end of each month, the Lost and Found will be cleaned out and the items within it may be donated to the St. Vincent de Paul Society or a similar charity.

## **Chaperone's Car**

The school sometimes makes use of carpools for transportation to and from events and activities which take place during school hours. Where drivers are needed, the school may request volunteers. Drivers will need to meet both the Safe Environment requirements of the Archdiocese of Philadelphia and the insurance requirements of the school.

On field trips and when students are going to or from other school activities via the chaperone's car:

1. Refrain from extending any part of the body, books, or other objects from a car window or door.
2. Respect the car, the driver, other riders, and their property.
3. Keep the car clean and orderly. Consumption of food and/or beverages without driver permission is prohibited.
4. Phones are not to be used in the chaperone's car.

## **Required Events**

From time to time, students are required to attend events off campus and/or outside school hours. If you have a serious conflict with any of the following required events, please notify the Headmaster immediately. At the discretion of the teacher and/or school administration, consequences for missing a required event may include a lower participation grade and/or a supplemental assignment.



- September - Camping trip
- December - Advent Lessons and Carols
- January - March for Life, Washington, DC
- May - Evening of the Arts
- June - Graduation (grade 12)

## Co-curricular Activities

Martin Saints Classical High School believes that the maturation and development of our students is enhanced and further cultivated by encouraging the creativity and talents of the students. To that end, we wish to make available co-curricular activities that reflect our students' interests. Ideas for such activities can be presented to the Director of Student Life for approval.

Attendance in school is a prerequisite for participation in co-curricular activities. If a student is absent on a school day, or if a student comes to school late, he may not participate in school activities that day.

Furthermore, a student must maintain a cumulative grade point average of 70% or higher to meet eligibility for participation in a co-curricular activity. The student may not resume participation in the activity until his grades have improved to meet this threshold.

## House System

Martin Saints Classical High School adopted the House System from the Chesterton Schools Network (CSN). The House System provides the students opportunities for the cultivation of virtues, healthy camaraderie, and connection to other schools in the CSN.

In their first week at Martin Saints Classical High School, students are welcomed into one of four houses: Ambrose, Athanasius, Augustine, or Chrysostom. The students' families also become part of the same House. The Houses are named for the four saints (two from the West, two from the East) who support the Chair of Saint Peter in Bernini's sculpture of the same name. Each House has its own shield and colors: Ambrose - Blue, Athanasius - Red, Augustine - Yellow, Chrysostom - Green.

The Houses "provide real, tangible communities within the larger school, giving students the opportunity to take ownership, fulfill the call to leadership, and cultivate the ideal conditions for virtue. Within the Houses, students build meaningful relationships through service projects, competitions, celebrations, and prayer" (*Chesterton Schools Network: The House System, p. 3*). In particular, there is an emphasis on the Cardinal virtues of prudence, justice, fortitude, and temperance. "All four are necessary to prepare the students to lead their families, communities, and country to Christ" (*ibid*).

The students and their families will remain a part of this house during their time at Martin Saints Classical High School. Students can earn or lose points for their Houses through merits and demerits. The competition culminates at the end of the year when one House is crowned victor and awarded what is called the White Horse Cup in the CSN.

“Because the CSN uses the same House System across its schools, students can find other House members at CSN meet-ups such as Zoom meetings, the March for Life, annual conferences, and more” (*ibid*).

We also draw on the House system to aid in the building of meaningful relationships between the faculty and students at Martin Saints Classical High School. This is part of the 1,000-year-old tradition of Christian education, exemplified in the colleges at Oxford and Cambridge. Each House will have a faculty advisor and a parent to aid the students in their endeavors. Each House will also have a student leader called a prefect. The prefect will represent the House, which is made up members from all four grades, at student council meetings.

## **Athletics**

Martin Saints Classical High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and therefore must comply with the rules and regulations set forth by the PIAA. Any student who participates in interscholastic athletics at MSC must comply with PIAA eligibility rules. If a student fails to comply with these rules, he or she will lose his or her eligibility to participate in interscholastic athletics. The PIAA eligibility rules can be found on pages 11-26 in the PIAA Constitution and By-Laws.

### **Prerequisite for Daily Participation**

Attendance in school is a prerequisite for participation in sports activities. If a student is absent on a school day, or if a student comes to school late, he may not participate in school activities that day.

Furthermore, a student must maintain a cumulative grade point average of 70% or higher to meet eligibility for participation in a school sponsored sport. The student-athlete may not resume participation in his sport until his grades have improved to meet this threshold.

### **PIAA Physical Form**

Only one physical is required per school year regardless of the number of sports in which a student participates. A student must obtain his physical after June 1st in order to adhere to PIAA requirements. The form to be completed is the Comprehensive Initial Pre-participation Physical Evaluation (“CIPPE”) and must be performed by an authorized medical professional.

### **Athlete Commitment**

The coaching staff realizes that players have other responsibilities in life besides participating in athletics. They will strive to be reasonable in demands on energy, time, and enthusiasm. All athletes are expected to be at practices called by the coach during the school week (Monday through Friday) throughout the regular season.

### **Code of Conduct**

At any athletic contest, athletes and student spectators must realize that they represent MSC. They are expected to conduct themselves in a manner that befits a Catholic follower of Christ and in accordance with all the expectations outlined in this handbook.

Students are to wear gym class attire to sports practice, unless they are wearing their team uniform.

## Communication

### Weekly Communication

One of our best communication tools is the weekly email. This email contains general school news, reminders, classroom information, and important dates. Parents are expected to read the weekly email and all other communications coming through this channel. Another form of communication is a folder that will be sent home on some Fridays with documents that may need to be signed and returned to the school. The folder is to be returned to school the following Monday. We also expect families to be familiar with our school website, [www.martinsaintsclassical.org](http://www.martinsaintsclassical.org).

Parents, please note that no brochures for sales of any items, or any catalogues for fund-raising, may be brought to school or passed out at school without the consent of the administration.

### Student Emails

Students will receive a school email. Any communication between teacher and students is to be through the @martinsaintsclassical.org email. Students are to use this email only for school related correspondence. Students are expected to check their student email at least twice per week. When students write to faculty, they should use formal salutations, proper grammar, and be prompt with their replies.

Martin Saints Classical High School follows the policy of the Archdiocese of Philadelphia, which allows for direct email between a teacher and a student for school related matters. Any such communication is to be sent from the teacher's and sent to the student's school email. Although not required, a teacher and/or student is welcome to always cc or bcc the Headmaster on any emails between the teacher and student.

### Snow Days

The decision to close or to open late due to weather conditions will be communicated by email, by 6am. Additionally, the decision will be announced on the local news stations. The KYW school emergency number is 1519.

### Parent-Teacher Conferences

Parent/Teacher conferences may be scheduled by the teacher or the parents at any time throughout the year. Parents are also encouraged to meet with a teacher, department chair, the Director of Student Life, or the Headmaster to discuss any matter relevant to a student's experience at Martin Saints Classical High School. Such appointments may be arranged by calling the school or emailing the administrator or teacher directly.

## College Counseling

At Martin Saints Classical High School, we believe that the college search, application, and decision-making process should be a matter of discernment, built on prayerful reflection.

The Martin Saints College Counseling Office will provide practical and timely information to families about the college application process. This includes college guidance activities for sophomores, juniors, and seniors.

Freshman and sophomore students and families will be invited to attend a group informational meeting. Freshman should consider this group meeting optional, but sophomores in particular are strongly encouraged to attend. This kick-off meeting will help our families begin thinking about their options and the process of applying to college.

Junior students will meet individually with the college counselor to talk about the student's academic interests, strengths, and weaknesses. They will discuss past grades and test scores, and help the student identify schools and other post-secondary opportunities most likely to meet the student's aspirations and interests. They will develop a test-taking strategy, discuss self-assessment surveys, finalize the list of recommendation writers, and brainstorm essay topics.

Seniors will need to narrow their college lists, finalize essays, work through additional application questions, and re-take standardized tests as necessary.

With respect to standardized testing, we will provide a general timeline. The ninth and tenth grade take the CLT10 every April in school. The juniors and seniors take the CLT every April in school. The juniors will also take the PSAT in October for the National Merit Exam. All students should plan on taking the SAT and/or the ACT and/or the CLT outside of school in the winter and/or spring of their junior year and again in late summer or early fall of their senior year, as necessary.

Throughout their junior and senior year, a student may be excused from school for a total of three days in order to visit colleges.

The Director of College Counseling is available to help and advise students during all phases of the application process. Successful applicants recognize that applying to college is exciting and very challenging. It is an important opportunity for students to build confidence and competence, two traits that will serve the student well in any post-high school setting.

If you find your student requires extra help and coaching, additional personalized tutoring is available for a fee. Contact the Director of College Counseling for references.

## **New Family Transition**

The first semester at Martin Saints Classical High School can be a challenging one academically for new students. The teachers, administration, and broader community are eager to help families through the transition.

## **Frequently Asked Questions**

Questions and a period of adjustment for parents and students when entering a new school are very normal. To anticipate questions and assist with any difficulties, we have compiled a list of Frequently Asked Questions.

### **Why did Martin Saints Classical High School get started?**

In Fall 2015, a group of Catholic families in the eastern Montgomery County area began to plan for a school that emphasized a profound love of Jesus Christ and his Church. Our desire has

always been to place the education and formation of our children squarely in the context of the Faith, and to pass that faith on to our sons and daughters. John Paul II has taught us that our children are best served in an environment that presupposes humanity's dignity and purpose, where the Faith infuses all academic disciplines. The Holy Father's vision of an integral education is the basis for our vision.

### **Why is a Catholic identity so important?**

We want a school that makes it exciting to have a Catholic identity, where teenagers can feel that living a virtuous life is not just good in God's eyes but also in the eyes of their peers. Christian heroes abound for them to emulate; we present these heroes to our children as inspirations, beginning with Saints Louis and Zélie Martin and their children. Altruism is very natural in the early adult years. It seems essential to place before our children a vision of service and love that speaks to their Catholic identity both in the classroom and through Frassati Fridays. We expect our students to be respectful of their parents, teachers, and peers, grounding their emotions in virtue and self-control.

### **What is a classical education?**

The Chesterton Schools Network curriculum, which is the foundation for the curriculum used at Martin Saints Classical High School, is designed to provide an outstanding foundation in the critical academic disciplines of math, science, history, literature, logic, rhetoric, composition, and language, crowned by regular study of and growth in the Faith. Our approach to learning includes in-depth study of the classical works of the western world and the great works of Christendom. Our theological studies focus on the analysis and understanding of the Scriptures and significant Church documents (such as papal encyclicals and the Catechism). Our classes revolve around discussion, debate, presentations, and regular papers.

### **Why is the Socratic style of learning emphasized?**

Our Socratic discussion-based teaching, used in many of our classes, will prepare our students for college and a lifetime of learning. Small group discussions demand participation and understanding of the subjects, resulting in excellent verbal communication skills and self-confidence.

### **What can be expected from teachers?**

Our dedicated faculty members use a variety of methods to give our students the tools they need to master our curriculum with an enthusiasm that comes from true understanding of the profound ideas of the ages. Works are studied in an introductory manner suited to the intellectual capacity of the students; students are not expected to display exceptional ability or college-level understanding. Teachers are often available and eager to speak with parents about a variety of issues. Attending parent-teacher conferences and the Back to School night is a great way for parents to stay in touch with teachers.

### **What co-curricular activities does the school offer?**

We believe in the importance of student life outside the classroom and are committed to growing a program of co-curricular activities as the school grows. We desire to give our students the opportunity to participate in academic competitions, clubs, and the traditional endeavors of secondary school. Students, teachers, parents, and volunteers are needed to help organize activities that contribute to the enhancement of student life outside the classroom. These activities are dependent on student interest, and they will increase as our student body and volunteer pool grows. For a current list of co-curricular activities, visit [www.whymsc.org/student-life](http://www.whymsc.org/student-life).

Student participation in co-curricular activities is dependent on adequate performance in academic subjects.

### **What is the social atmosphere like?**

Small class sizes, shared classes among grades, and extracurricular participation can all contribute to a student's social life. Martin Saints Classical High School teaches and strives to foster a welcoming environment for all students. Students tend to develop very strong relationships within these classes and throughout the school. Additionally, part of our vision is a family of families whereby a social network among school families grows outside of the school day. Of course, students and families are encouraged to foster relationships with friends from outside of the Martin Saints Classical High School community as well. Students are also encouraged to be involved in church or community organizations, part-time jobs, and other activities that provide for a well-rounded social experience both in and out of school.

### **What are some general recommendations for new families?**

- Pray and trust in God as you adjust, that you may see amazing qualities come forth in your child and in your family.
- The first year is an overall adjustment to the school and the community.
- The first month can be difficult on everyone, but stick with it.
- Talk to other parents about their experiences – YOU ARE NOT ALONE in the transition.
- Get to know the teachers, and encourage your students to come to teachers for help.
- Come to the Back to School night and request meetings with the faculty as needed.
- Volunteer for events in order to meet other parents while assisting the school.
- Avoid social media chatting while doing homework.
- Limit online, television time, and game time. Use this as an incentive to finish homework and do it well.
- Parents' attitude is crucial. If you despair, the student will despair. If you give a sense of quitting, your child will too.
- Be encouraging to your students, no matter how discouraged you are.
- Allow your children plenty of sleep and good full meals.

## **Health and Safety**

### **Emergency Contact**

All families must file an Emergency Contact form for each child enrolled in the school.

### **Immunizations**

State law requires all families to file an Immunization form for each child enrolled in the school. Martin Saints Classical High School conforms to the PA Department of Education regulations pertaining to immunization policy. Whether the family chooses immunization or not, the appropriate record must be on school file.

### **Prescription Drugs**

Please note that teachers do not administer any medications or prescription drugs. It is up to the student to keep track of any medication which is necessary. The teacher should be informed of such a need.

Aspirin or other painkillers are also not administered by teachers. Students bringing over-the-counter drugs or prescription medications must inform the Headmaster.

All medications (prescription and over-the-counter) will be kept in the school office where only authorized persons will have access. No medication is to be kept in the student's possession except in the cases of inhalers for asthma, Epi-pens for severe allergic reactions, and other emergency medications approved by the Headmaster. Both the student and the office should have immediate access to emergency medications, so families should bring extra emergency items for storage in the school office. Additional exceptions will be made with written parent and physician instructions.

## **Safe Environment Training**

All teachers and other staff employed at Martin Saints Classical High School are required to meet the Safe Environment standards set by the state of Pennsylvania and the Archdiocese of Philadelphia. The checks and clearances include: State Police, Child Abuse, Archdiocesan Safe Environment Training, On Line Mandated Reporter Training, FBI fingerprints, and Arrest and Conviction Disclosure Form. All criminal record checks and child abuse clearances must be updated every five years. After the five year mark, your check and clearance are not valid. It is recommended that you update both several months prior to the expiration date, so that there is no lapse in your eligible employment time. The Safe Environment training is necessary only once.

State Police clearance is acquired at: <https://epatch.state.pa.us/Home.jsp>

Child Abuse clearance is acquired at: <https://www.compass.state.pa.us/CWIS>

FBI fingerprint is scheduled at: <https://uenroll.identogo.com/>

Note: The Pennsylvania Criminal Background Check and Pennsylvania Child abuse History Clearance are now free for volunteers. For the Pennsylvania Criminal Background Check there is now a yellow button on the main page that says "New Record Check" with the words "volunteers only" in red to the right, clicking there allows for volunteers to run their check free of charge. The fee waiver is for volunteering only. For the Pennsylvania Child Abuse History Clearance, when completing online via the Compass site, as long as the individual has identified him/herself as a volunteer when they begin the application, the fee will be waived. For the Federal Fingerprint Check the fee remains unchanged.

Safe Environment classes are offered at various times and locations throughout the city. Please go to [www.virtus.org](http://www.virtus.org) for information on classes offered and to sign up for a class. Click on Help; enter the Philadelphia area and a list of upcoming training sites will come up. Click on one you can attend and sign up. Upon completion of the class, please bring the original paper to school to be copied and put into your file. Once you have completed the Safe Environment training, you will need to complete the Mandatory Reporter Training. Go to [www.childyouthprotection.org](http://www.childyouthprotection.org). Click on Training Institute, register and then take the Mandated Reporter Training course. It takes about a half hour. Once done, please print out the final certificate and submit it to the school office.

For step-by-step instructions, see the school website at:  
<https://www.martinsaintsclassical.org/careers>



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