

St. Martin de Porres Catholic School

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Columbia, South Carolina 29204
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2022-2023

PARENT/STUDENT HANDBOOK

Principal – Mrs. Delores Gilliard

THIS HANDBOOK BELONGS TO:

NAME : _____

ADDRESS : _____

CITY : _____ ZIP CODE : _____

TELEPHONE : _____

HOMEROOM TEACHER : _____ GRADE : _____



St. Martin de Porres Catholic School
“Where Every Child is a Shining Star”
2225 Hampton Street
Columbia, SC 29204
(803) 254-5477
www.saintmartindepores.org
www.facebook.com/StMartindePorresSchool

August 2022

Dear Students, Parents, and Guardians,

On behalf of the faculty and staff, we welcome you to St. Martin de Porres Catholic School “Where Every Child is a Shining Star”. It is both an honor and a pleasure to serve as principal of this amazing school where excellence is the only option for our awesome and amazing students. Our devoted faculty and staff members are committed to providing a Christ-centered atmosphere through engaging, challenging, and developmentally appropriate learning experiences in and outside of the classroom for all students.

As we all return to a world with some normalcy after the pandemic, our focus will continue to be building teams, positive attitudes, respect for others, caring, and strengthening our social and emotional well-being for faculty and students. The teachers and the administration are developing instructional activities that will provide all students real-life experiences in all content areas. Our mission continues to be providing all students the tools needed to be successful and reach their full potential.

The school handbook has been prepared to help answer any questions that students and parents may have regarding school rules and procedures. We expect our parents/guardians and students to study the information carefully so that your year will go smoothly. We request that you contact your child’s teacher to keep abreast of assignments/projects that may be due or missing to ensure that our students stay on the road to success.

We ask that all families read and follow the school and CDC guidelines and protocols for COVID as we work together to ensure that our students, families, and staff continue to be safe, well, and healthy. I look forward to a productive year as we all work together to make our school, classrooms, community, and world a safe place for our future leaders.

I look forward to meeting and working with each family.

Sincerely,
Delores Gilliard, Principal

**Elementary Division
Diocese of Charleston**

I. Diocese of Charleston Elementary Schools Statement of Common Belief

St. Martin de Porres Catholic School offers learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

All the schools in the Diocese of Charleston deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church, 2270-2275.*

Based upon this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

II. Our Catholic Identity

III. Admissions -See the Appendix

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Brief History of St. Martin de Porres School

On September 14, 1936, Blessed Martin School was started with grades 1 – 6. There were 103 students of which nine were Catholic. From the beginning there was very little money; almost everything had to be donated.

In December 1953, Bishop Russell deeded the entire property of Blessed Martin Mission to the Dominican Fathers. By February 1954, Father Carl received permission from the provincial to build a new school, church and hall. School opened September 13, 1954, in the new building with 148 students. As the parish began its second quarter century, enrollment continued to grow.

The 1980’s saw a need for an extended day for children of working parents. An After-School Program was started to care for these children. The preschool classes for three and four-year-olds became a full day program with extended day available until 5:30 in the afternoon. In 1985, morning supervision was added to assist parents.

The St. Martin de Porres School Gospel Choir was started in the fall of 1991. Students’ participation in the Gospel Choir provided a ministry to the community. It provided students an opportunity to manifest the spiritual heritage of their African American ancestors. The Gospel Choir calls upon the students to be uplifted and centered in their spiritual values which are embraced in our school.

A self-study began in January 1983 and was completed by a team of outside evaluators in March 1985. On May 1, 1986, St. Martin de Porres Catholic School became a diocesan accredited school. In February 1997, a two-year self-study was completed, and the school was again evaluated by a team of professional educators. The school was reaccredited in May 1997.

Presently, the school serves students in grades Pre-K-3 to 5 grades. With the retirement of Sister Roberta Fulton in the fall of 2018, Mrs. Delores Gilliard came on board as principal of St. Martin de Porres Catholic School.

In cooperation with the parish, community leaders, and parents we look forward to a bright future for St. Martin de Porres Catholic School and its students.

Mission Statement

St. Martin de Porres Catholic School is a Christ-centered institution that emphasizes high academics and social standards in a caring environment. The school is grounded in the Catholic identity that provide students of diverse faiths a rigorous curriculum which allows for academic success.

Vision Statement

To provide our students with an environment which focuses on quality academic challenges which will result in academic excellence. Our focus is to prepare future leaders with the tools to be successful as they venture forth in a very changing world and environment.

We believe in the following values:

- ❖ **Spirituality:** God works in us, through us, and for us.
- ❖ **Hospitality:** All are welcomed with honor and respect.
- ❖ **Integrity:** Learning flourishes in an environment of honesty, trust, and personal responsibility.
- ❖ **Individuality:** Every student has gifts to be discovered, nurtured, and treasured.
- ❖ **Community:** Together we find strength and purpose in supporting one another.

St. Martin de Porres Catholic School Philosophy Statement

- ❖ We believe in the following values:
 - Good works in us, through us, and for us.
 - All are welcomed with honor and respect.
 - Learning flourishes in an environment of honest, trust, and personal responsibility.
 - Every student has gifts to be discovered, nurtured, and treasures.

Academic Policies

Through its philosophy, admission policies and curriculum, St. Martin de Porres Catholic School strives to create an environment of learning and self-respect.

Accreditation

St. Martin de Porres Catholic School is accredited by Cognia with researched – based standards. This accreditation is under the Diocese of Charleston accreditation.

General Information

St. Martin de Porres Catholic School is a Pre-K-3 & Pre-K4, Kindergarten through Grade 5 Elementary School. All students participate in the religion classes and attend Mass once a week.

REQUIREMENTS FOR ADMISSION:

Children entering Pre-K 3 & Pre-K 4 must be three/four years of age by September 1st. Children entering Kindergarten must be five (5) years of age by September 1st.

All students, new and returning, are accepted at St. Martin de Porres Catholic School on a 90-day probationary basis. This allows the school time to determine whether we can meet each child’s individual academic and disciplinary needs.

At the time of registration, all new students seeking admission to St. Martin de Porres Catholic School need the following:

- Birth Certificate
- Immunization Records
- Report Cards
- 2-Proof of Residence
- Custody of Guardianship Document (If applicable)
- Record of IEP/ Special Needs (If applicable)

Non-Discriminatory Policy

St. Martin de Porres Catholic School is in compliance with the Civil Rights Act of 1994 and other Federal Statutes of non-discrimination in employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all rights, privileges, programs, and activities generally made available to students at the school. St. Martin de Porres Catholic School does not discriminate on the basis of race, color, or national origin in the administration of educational policies, and admission policies. St. Martin does not discriminate against qualified students on the basis of disability if reasonable accommodations for the student can meet the requirements of the school program.

Curriculum

St. Martin de Porres

The learning environment is composed of a variety of developmentally appropriate activity centers in which young children work individually or in small groups. Each center contains a variety of materials which motivate and challenge children to engage in meaningful learning activities. Opportunities are available for refining newly acquired skills as well as adding new dimensions to developing concepts. **The preschool environment encompasses all curriculum areas in a flexible & integrated approach.**

The curriculum stresses academic achievement within a Christian community where the student feels that he/she is loved and respected by his/her peers as well as the teacher. The diocesan curriculum guidelines, consistent with the state of South Carolina guidelines are followed for the teaching of all secular subject areas. We strive to offer a program which makes use of many sources of reading materials and a variety of audio-visual and technology tools.

The school curriculum is composed of the following major subjects: Religion, Reading, English, Spelling, Handwriting, Mathematics, Science, and Social Studies. Computer Literacy, Spanish, Music, Physical Education & Art are enrichment subjects. Primary and Intermediate (Grades Pre-K – 5) are taught in self – contained classrooms. The diocesan time allotment schedule is used for class periods. Textbooks are chosen from the Diocesan approved textbook lists.

Homework Policy

The school firmly believes that homework is a necessary part of your child’s education. Homework reinforces skills taught in the classroom. Therefore, daily homework will be assigned.

As primary educators of the student, families are asked to:

- ❖ Provide an environment for study, free of distractions.
- ❖ Reinforce good reading habits, especially reading for pleasure.
- ❖ Discuss, encourage, and listen to your child as they work, but not doing the work for him/her. Your child will learn best by doing the work independently, receiving guidance only when necessary.
- ❖ Check to see that your child has completed homework, and that it is of an acceptable quality.
- ❖ Review with the child for understanding of the work just completed.
- ❖ Be certain that the homework is brought to school the next day.
- ❖ A homework folder is provided to organize papers to be returned to the school.

Homework may consist of:

- ❖ Assignments not completed in school
- ❖ Projects connected with a subject
- ❖ Spelling words for independent practice based on skills taught in class
- ❖ Penmanship practice
- ❖ Reading for enjoyment or comprehension
- ❖ Re-reading lessons from class
- ❖ Use of a TV or computer for special assignments because of its educational value
- ❖ Studying for quizzes, tests, or oral presentations.

The length of time that a student spends on daily homework should be in keeping with the following schedule:

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office to arrange for homework assignments.

Homework Time Allowance

- ❖ Pre-School 3 & 4 Teacher directed
- ❖ Kindergarten 20 minutes
- ❖ Grades 1 & 2 40 minutes
- ❖ Grade 3 50 minutes
- ❖ Grades 4 60 minutes
- ❖ Grades 5 60 minutes

Standardized Testing

The Diocese of Charleston has scheduled standardized tests to be administered in the fall, winter and spring. Students in Grades K-5 take the MAP Test which will be administered during the fall, winter, and spring.

Health Procedures/COVID Procedures

The following guidelines override the procedures in place for attendance and absences. Please read the information carefully. It is vital that these procedures are followed to ensure the safety of our students, parents, and staff members.

Attendance & Absence

- All students who are sick are required to stay at home.
- School staff will check student’s temperature & for symptoms daily. Students registering 100.4 will be sent home.
- Students who become ill at school will be sent to the office. Parents will be called immediately to come pick-up their child. Student will be isolated and supervised by the office staff or nurse until the arrival of a parent or guardian.

○ **We can not keep sick students at school.**

Parent/guardian must come immediately for pick-up.

- Parents are to notify the school by 8:30 a.m. if the student is sick and cannot attend school.
- Students who are tardy must check in the office. Parents may take tardy students to class door, only. No parent is allowed to enter the classrooms.
 - Students are tardy after 8:10 a.m.
- Students who are absent for a prolonged illness the teacher will contact the parent for details for schoolwork.
- On their return to school, please have documentation of clearance from your healthcare provider.

Absence during the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Tardiness

Students arriving after **8:10 a.m.** must report to the Main Office for a late arrival slip. Parents must accompany students arriving after **8:10 a.m.** into the office to sign their child into school. Excessive tardiness adversely affects a student's ability to progress in academic subjects. Tardies are recorded on the students' attendance records. *Students may receive detention for excessive or unexcused tardiness.*

School Closing/Inclement Weather

Cancellation of school takes place only under special circumstances such as inclement weather, equipment failure or public crisis.

In most instances of severe weather conditions, St. Martin will follow the decisions from the **Midlands Catholic Schools Safety Advisor** as to the closing or early dismissal of school. Information on school closing or delayed openings will be broadcast by television stations (WIS 10), (WLTX 19), over the radio and School Messenger System. St. Martin does not use buses; therefore, we do not follow announcements regarding delays and/or closings due to busing.

Emergency, Medical & Release Card

At the beginning of each year, parents will be given medical **Emergency & Release Cards** to fill out. Please fill out all parts carefully. Students will only be released to authorized persons noted on the card. Photo ID will also be requested. If, during the year, any part of the information changes (address, phone number, work phone number, doctor, and emergency person when parent is gone); please send a note to the school. Time is **vital** in an emergency. Updates will be done periodically.

School Traffic Control & Dismissal Procedures

The teachers on duty will walk classes to Oak Street (Church side) for **afternoon dismissal**. Oak Street is the only afternoon pick-up from 3:15 p.m. to 3:30 p.m.

Parents can drop-off students in the Church Parking Lot in the mornings. Students arriving before 8:10, must be escorted to the school office. **Do not drop-off on Hampton or Oak Streets. This is not permissible or safe!**

School Hours

The cafeteria doors open at 7:30 a.m. **Students** who arrive early must go directly to the cafeteria and be seated. Staff will be on duty to monitor students before entering the building. The school day starts promptly at 8:15 a.m. Breakfast is served from 7:30 a.m. -8:00 a.m.

Office Hours

The office is open on regular school days (Monday – Friday) from 7:30 a.m. until 4:00 p.m.

After School Program

(All procedures in place for COVID are followed for After-School)

After School is provided from 3:15 - 5:30 p.m. for students in grades Pre-K-3 to 5 grade who cannot be picked up at dismissal. A fee is charged for After-School. The program includes outdoor activity time, homework, special activities, and free play. The classrooms are used for the Afterschool Program. **Parents must sign-out their children when they are picked-up. Students not picked-up by 5:30 will be charged \$5.00 for each 15 minutes pass 5:30 p.m.** Parents must register their child (ren) for this program. Payment is due daily, in advance, weekly, or monthly. Students will be released to authorized adults noted on the information/release cards and photo ID will be required.

Daily Schedule

7:30 -8:00 a.m.	Breakfast
8:05 -8:15 a.m.	Morning Devotion
8:15 a.m.	School Day Begins
3:15 p.m.	Dismissal
3:15 p.m.	After School Begins
5:30 p.m.	After School Closes

Illness or Accident (Following all COVID Procedures)

If your child becomes ill at school or is injured, every effort will be made to notify you immediately. The information on the emergency cards will help us to reach you if the need arises. Parents are expected to see that their child is picked up at the Main Office if they have been notified of the illness of their child. Children are to remain **at home** until they are able to participate in a regular school day. If a child returns to school, they are expected to participate in all school activities, including outdoor recess. Exceptions might include post-surgery recovery periods, broken bones, or a written note from the doctor.

Medication

Teachers and Staff will administer **No Medication**. If it is necessary for a child to take medicine during school hours, that medication must be given to the school office, with the proper form, from the doctor. This permission form is to be signed by the doctor and parent/legal guardian and must accompany the medication. The office personnel will distribute only medication that must be taken during school hours. Medication must be in the original container and labeled with a current pharmacy prescription label. The parent is responsible for bringing all medication to the office. Unused medicine not picked up by the end of the school year will be destroyed.

Health and Safety (Sick Students cannot attend school)

Each child is required to have a S.C. immunization form for admission. A child with a communicable disease (i.e. strep throat, purulent conjunctivitis, ringworm, and scabies) **will not be permitted** to attend school without written permission from a doctor. A sick child often does not want to miss school. Parents, however, must use their best judgment and arrange for their child to stay at home. Parents will be contacted if a child shows signs of illness during the school day.

Hearing/Vision Screenings

In the fall, hearing and vision screenings will be provided by volunteer qualified nurses from Healthy Learners for all students free of charge.

National Hot Lunch and Breakfast Program

St. Martin de Porres School participates in the National School Lunch/Breakfast Program. Applications for free and reduced – price lunch are sent home at the beginning of the school year. Students are allowed to bring a ready to eat lunch and buy milk.

Breakfast will be served in the cafeteria daily from 7:30-800 a.m. **Hot or prepackaged meals may be served following all CDC & DHEC guidelines.** Our school classes size are small to accommodate social distance learning in the cafeteria. Our menus meet the meal pattern guidelines and nutrition standards. We promote healthy eating. Monthly menus **will be** sent home.

Price	Price		
Full – Price Lunch	\$3.70	Full – Price Breakfast	\$2.20
Reduced – Price Lunch	\$.40	Reduced – Price Breakfast	\$.30
Extra Milk	\$.25	Adult Lunch	\$4.00

Parents should not bring breakfasts/lunch or drinks from carry-out restaurants to the cafeteria. NO EXCEPTIONS!

PTO Meetings

Parents are expected and encouraged to take an active part in the Parent-Teacher Organization and support all PTO functions. Every family should make a concerted effort to have at least one representative present at all meetings.

Teachers will be present for all PTO meetings to meet parents and engage in the process of sharing with parents the concerns relating to the children and the future development of the school's educational program. PTO meetings/Programs are held on the third Tuesday of the month, unless otherwise notified.

Updates for Fundraisers will be sent home the first week of school. Following the guidelines from local and state on COVID.

Advisory Board

The School Advisory Board meets every other month on the third Wednesday.

Telecommunications Use Agreement

Access to the technology resources at St. Martin de Porres, including the Internet, shall be made available primarily for instructional and administrative purposes. Use of the Internet must be consistent with the religious and educational objectives of the school. All users shall have the responsibility to use equipment and software with care. Students shall be granted access to the school's technology as deemed appropriate by their teachers. Access is conditioned upon the user's agreement to and continued compliance with the Telecommunications Use Agreement. The Telecommunications Use Agreement of St. Martin de Porres Catholic School must be signed by both the parent and student in order for students to be allowed to use the school computers. The Telecommunications Use Agreement Form will be sent out on the first day of school in the information package.

Federal Funds Programs

Title I

Through Richland One School District, the Title I, Title II, III, IV Staff provides intervention strategies and computer-assisted instruction in the core areas of reading and math during school for students who qualify. **Title II provides Professional Development Conferences.**

Photo Release Form

St. Martin's requires that each student have a photo release form signed by their parent/guardian on file with the school. This form will be sent out on the first day of school in the information package.

Student Activities

St. Martin de Porres School Choir is for students in Grades 2-5 The choir sings for mass, assemblies, and other community service events. Rehearsal is held after school.

Extra-Curricular Activities (Revised for 2022-2023)

(Revised Guidelines and Procedures will be shared)

Extra-curricular activities include choir, Spanish enrichment, Girls Club, and chess. Students may take swim or tennis lessons by contacting the assigned coaches in the community. Additional fees may apply & students must have transportation to the site.

Other activities are planned throughout the school year with communication being sent through the School Newsletters.

Student Council

Students in grades 2-5 participate in the Student Council. Elections are held at the beginning of the school year.

Development

Through grant writing and presentations, donations are received to ensure that the education program is financially secure. Monetary donations may be made at any time to the school.

Communication/Classroom Visits

(Limited School Visits -2022-2023)

- **Teachers will schedule appointments for Parents/Guardians which will accommodate Social Distancing and may include contacting via telephone or emails as needed.**

It is the intention of St. Martin de Porres Catholic School to keep close contact with parents/guardians and students. Appointments for conferences may be scheduled by telephoning the school office or requesting in writing.

Parents/guardians with a concern or complaint are asked to discuss the difficulty with the teacher before contacting the principal. During Open House & special days, parents are invited to visit the classrooms if permissible by CDC guidelines. Visits to the classroom to discuss problems are not appropriate during class time. All visitors **must** report to the school office for a pass before going to the class. **(Limited classroom visits -2022-2023)**

Appointments for a conference with the principal can be arranged by telephoning the school office.

The school calendar will be sent out on the first day of school. The calendar includes parent/guardian meetings, special events, school holidays and parent-teacher conference dates.

Classroom newsletters/correspondence will be sent home weekly. The school office will communicate to parents or guardians via newsletters, flyers, or emails at least weekly. Information will include the monthly hot lunch menus, calendar updates, weekly reports, special notes from the classroom and special event flyers.

School Records

In accordance with the provision of Public Law 93-380, all individual student records are accessible only to the parents/guardians of the student or other professional person with a legitimate educational interest in the child. Persons with a legitimate interest in the child's record will be required to sign a form when

seeking information from this record. Information contained in the records may be provided to other individuals, agencies, or organizations only after the written consent of the parents has been obtained. A request for access to a student's school records by the parent will be honored within a reasonable time but in no case more than 45 days after the request has been made to the principal of the school. Records are kept confidential & locked in the office file cabinet.

Financial Responsibilities

Tuition is essential to the sound financial operation of our school. Therefore, it is critical that parents/guardians are faithful in meeting their financial obligations and pay tuition promptly. Tuition is paid monthly on a ten-month basis (August – May). Tuition is due by the 5th of every month. We are implementing FACTS for tuition collection.

There is a family rate plan. For specific amounts refer to the Registration Application. **Tuition payments will be made through FACTS.** Parents/guardians are expected to pay tuition, lunch, registration fee and extended care fees as indicated on the Registration Application. All tuition, lunch and extended care fees are due on the first of the month. Tuition not paid after the 5th of each month will be assessed a \$25 late fee on FACTS. **Failure to pay by the 30th of the month will mean that the student will not be able to attend classes.**

All finances, tuition, lunch, registration, extended care, lost books, or materials fees must be paid in full before students may participate in the end of year of the activities. **Students who have outstanding bills will not be accepted for registration for the next year until their bill is paid in full or arrangements made with principal or board chair.**

Fund Raising (revised for 2021-2022)

The goal of fund raising is to keep tuition as low as possible and help the school with the budgeted cost. Each family is asked to pay an additional \$100.00 for the annual fund-raising. A family may choose not to participate in these fund-raising projects and donate the \$100.00.

St. Martin de Porres Catholic School Uniform Policy

The school uniform is the dress code for St. Martin de Porres Catholic School. Students are expected to be in uniform unless the principal has given special approval. Students must enter and leave the school grounds **dressed** in the proper uniform and designated shoes. **Jackets nor coats cannot be worn in class.** Repeated or willful violation of the uniform policy may result in disciplinary action. **The principal reserves the right to send home any student who is dressed improperly. Sagging pants and over-sized clothing are not permitted.**

Uniform Supplier

- ❖ The supplier of St. Martin de Porres Catholic School's official uniform is SchoolBelles, website: www.schoolbelles.com. School Code –S2603
Phone – 888-637-3037
Schoolbelles carries items with the St. Martin de Porres logo as well as all other uniform pieces. Information is available in the school office.
- ❖ **Shoes for Boys and Girls**
- ❖ **Monday/Tuesday/Wednesday/ Friday: Black tennis shoes (No designs or logos.) SANDALS, BOOTS OR OPEN TOED SHOES ARE NOT ALLOWED. Thursday-Black rubber bottom dress shoes are to be worn with the Thursday uniform. Socks must be worn.**
- ❖ ****During winter student may wear black boots.**

Jewelry

- ❖ Make-up is unacceptable for grades Pre-K-3-5th. Clear fingernail polish is permissible. Girls may wear one pair of earrings. For safety reason, the earrings should not be longer than the bottom of the earlobe. Other types of facial jewelry may not be worn. Neither costume jewelry nor expensive chains should be worn. Alarms on watches may not be sounded during school or church. Boys may not wear earrings. No tattoos or body piercings. Face and body painting is not allowed.

Hair

- ❖ Hair should be kept neat, clean, and properly groomed, free of signs, symbols and designs cut into the hair.
Extreme hairstyle or haircuts are not appropriate for girls or boys.

Uniform for Girls

- ❖ Plaid Jumper or skirt. Navy blue slacks, skirt, or shorts
- ❖ White blouse with a collar or turtleneck **should not have any decorations.**
- ❖ Blue/White Socks (**above the ankle**) or Tights. No designs.
- ❖ Navy Walking Shorts (Warm weather days) Navy slacks (Cold weather days).
- ❖ Plain (**no design**) Navy Sweater or **St. Martin de Porres Sweatshirt may be worn on cold weather days.**
- ❖ Belts are required on pants.

Uniform for Boys

- ❖ Navy Slacks (**NO POCKETS ON THE OUTSIDE**).

- ❖ White shirts with a collar or white turtleneck **should not have any decoration.**
- ❖ Navy Walking Shorts (Warm weather days).
- ❖ Plain **(no design)** Navy Sweater or **St. Martin de Porres sweatshirt may be worn on cold weather days.**
- ❖ Blue or white socks above the ankle. No designs.
- ❖ Belts are required on pants.

Thursday Uniform

- ❖ Boys – navy blue slacks, white oxford button down shirt, **solid (no design)** navy blue tie and black dress shoes.
- ❖ Girls – plaid uniform jumper or skirt, white blouse with collar, black dress shoes and plaid criss-cross ties (available at Schoolbelles).

P.E. Days – As designed by the classroom teacher.

- ❖ Winter/Spring
Navy blue walking Shorts **(NYLON PANTS ARE NOT ALLOWED)**, Navy St. Martin de Porres T-shirt with the logo.
Navy blue sweatpants **(NYLON PANTS ARE NOT ALLOWED)**, Navy sweatshirt with the St. Martin de Porres logo.

Shirts and blouses are kept tucked in. Sunglasses and head coverings may not be worn inside the buildings.

Uniform Passes

- ❖ **The last Friday in the month is School Spirit Day. Dress for success!** Outfits are not to have inappropriate logos, no cut-up jeans or holes, no light-up shoes. All students are to wear the appropriate uniform on all other days of the month. Due to “Spirit Day” last Friday of the Month is only the uniform options!

Personal Belongings

Items of clothing such as hats, caps, coats, gloves and mittens should be clearly labeled with the child’s first and last name.

PreK 3 and PreK 4 students will need the following items: a change of clothes and underwear in case of an accident. Also, a mat and a small blanket for rest time. All items should be placed in a laundry bag or pillowcase. They must be picked up each Friday and returned to school the following Monday.

Safety/ Security

To ensure the safety of all students and staff, all doors at St. Martin’s will be always locked. Anyone needing access to the school must come to the school office to be admitted.

Birthdays/Festival Days Celebrations

Please check with your child’s teacher concerning celebrations. Birthday Celebrations are held during the student’s lunchtime. Students in Pre-K 3 and Pre-K 4 may celebrate in their classroom during snack time. **Check with the teacher.**

Field Trips

(Diocese has granted permission to have Field Study Trips for 2022-2023. All CDC and other safety guidelines must be adhered.

Children are required to have legal permission forms on file before being allowed to go on field study trips. It is important that every field study trip have an educational purpose. Children will be engaged in related activities before and after each field study trip. All students on field study trips must wear full uniforms unless the teacher has made special arrangements. If these arrangements have been made, it will be indicated on the field study trip form. Field study trips are privileges. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Electronic Equipment

Radios, CD players, MP3, are not to be brought to school. Items brought to school by students without permission, which may be detrimental to the learning environment in the classroom, will be taken from the student and retained until the last day of the school year. At that time, the parent/guardian may retrieve the item(s) from the teacher or main office. The focus of learning with laptops is to integrate technology into the curriculum. Guidelines are listed on the Technology Form.

Telephone Calls/Cell Phones

The use of the school telephone by students is restricted to emergencies. In such instances, the call will be made from the school office. Cell phones are not to be used during school hours. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Library

The library is open on a regular basis and is supervised by library personnel. Grades Pre-K – 4 attend library classes once a week. Borrowed books are returned on time. There is a fee for overdue, lost and damaged books.

Textbook Usage

The school provides both consumable and non-consumable textbooks for the students to use during the school year. All books are to be covered. Fees will be

assessed to students for damaged/lost books.

School Supplies

Students will be given a supply list in May/June for the following school year.

Insurance

School insurance is offered as part of the registration process.

Lost/Found

Lost clothing will be placed in the cafeteria. Items not claimed after 10 days will be donated to charity.

Visitors

All visitors must stop in the Main Office and sign in, at which time a visitor pass will be issued. Visitors should sign-out at the time of their departure. Dropping in to visit a classroom during the day can be an interruption to the teacher and to the educational process. A school official must accompany visitors unknown to the school at all times. Visitors are not allowed during standardized testing. These dates are announced in advance. **(No visitors or parents/guardians are allowed to visit classes due to COVID for 2022-2023 school year until further notice or guidelines change from the Diocese or CDC!)**

Volunteers

All volunteers must complete and attend the Safe Haven Training required by the Diocese of Charleston. A background screening test is required. All volunteers need to sign in at the office for a volunteer pass and sign out upon departure.

Beginning the 2022-2023 school year, only essential volunteers will be allowed in the school.

Parents/Teacher Conferences (PTO)

Two times a year in the fall and spring, we will have scheduled **parent/teacher** conferences. Other times may be scheduled. Parents are a valuable part of a child’s education. In order to devote quality time to teaching, teachers are not available for conferences during the school day, or immediately before or after school. These times are devoted to the children. Please make an appointment when teachers are free of supervisory responsibilities.

Progress Reports

Students’ progress is reported to parents/guardians through progress reports, conferences, or written reports. Students will receive quarterly Interim Reports.

Report Cards

Report Cards are issued four times a year to students in Pre-K3 – 5 following the completion of each nine-weeks grading period. The grades are determined by a combination of daily work, tests, quizzes, and homework. The grading system listed below will be used.

Letter Grades for 2-5

Subject Areas	
A	90-100
B	80-89
C	70-79
D	60-79
F	0-59
WF	50
FA	50

Grading Codes used for Grades K-5

Effort Grade recorded for each subject area as:

Outstanding effort	
1	Outstanding Effort
2	Good Effort
3	Capable of Better Effort
4	Serious Lack of lack of effort

Social Habits and Work-Study Habits

are coded with the following

information:

Grades for K-1		
E Excellent	O	Outstanding
G Good	X	Indicates a need for improvement
S Satisfactory	I	Improving in this area
	S	Satisfactory

Buckley Amendment

St. Martin de Porres School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

Promotion/Retention Standards

Promotion is granted if the following requirements are met:

- subject criteria is achieved according to standards for grade level
- student’s absences do not exceed ten days a semester
- student’s tardiness does not hinder a grade being issued

Retention is recommended when the uniqueness and special needs of a student indicate additional time and/or repeated opportunities in a grade will be beneficial, or if a student fails 2 academic subjects. A decision is made after professional staff has completed testing and evaluation. Administration, teachers, professional staff and parents will have a conference to determine if retention will be appropriate for the student at this time. If the child’s parents do not accept the recommendation for retention, the child will not be able to enter the next grade at St. Martin de Porres Catholic School.

Completion Ceremony

Awards

Students **receive** special recognition through our awards program. The honor roll is a special recognition for academic achievement. At the end of each nine-weeks grading period, St. Martin's will post the students names that have made the honor roll.

Honor Roll

A 90-100

B 80-89

*** Principal's Honor Roll-All A's in Academic Subjects.**

Honor Mentions: A's, B's C's with letter grades Averaging a B.

Student Discipline

We have high expectations of our students and believe in the ability of our students to behave and act responsibly. An orderly and disciplined environment and atmosphere of respect are necessary for learning to take place and for the formation of Christian Values. A primary goal is to help each student develop self-discipline and responsibility for Christ-like behavior.

Our teachers will strive to encourage each student to develop a sense of self-control and respect for himself/herself and others. Minor infractions will be dealt with as necessary. Disruptive behavior will be handled as outlined in the classroom, school, and Diocese procedures.

Bullying and Cyber-bullying

St. Martin de Porres School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment Policy

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Discipline

St. Martin will not tolerate disruptive behavior in the classroom that prevents other students from receiving instruction.

Detention

Detention may be used for violation of classroom/and or school rules. Parents are provided with a Detention Form with written notification of the detention.

Suspension

In the case of disruptive or aggressive behavior, students will be removed from the classroom and assigned to serve an In-School Suspension. Parents will be notified immediately. Out of school suspension may be used when there is a repeated or severe violation.

Expulsion

Expulsion is an extremely serious and rare matter. According to the Diocese of Charleston policy, there are two specific situations which may call for expulsion:

- When two moral or physical well-being of the student body or faculty is endangered.
- When there is any positive promotion against religion or faith.

Important Reminders

When there is an instance of inappropriate student behavior, staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event.

School Safety and Emergency Procedures

Schools face many different types of emergency situations. St. Martin de Porres Catholic School has established certain policies governing emergency preparedness and emergency response procedures. This plan is designed to protect the safety and welfare of students, staff, and visitors. The principal at St. Martin de Porres Catholic School has a School Safety & Emergency Crisis Management Plan on file. When and if directed by the Superintendent, the Emergency Operations Plans will be used.

Each classroom has a copy of the plan.

Playground/Recess Rules

1. Students must be always in plain view of the teacher and stay in the designated area.
2. Football is not allowed.
3. No fighting or play fighting is allowed. Play fighting will be given the same consequence as fighting.
4. Children may never throw rocks, pebbles, dirt, or sticks, even if no one is nearby.
5. Children should not climb on fences, backstops, tables, stone benches, lights in the courtyard, and trees.

6. Children may not leave a fenced-in area to get a ball.
7. Children should not go near fences or the church that's located near the playground.
8. Anything that looks dangerous to the teacher must be stopped immediately when requested.
9. Once out, children may not go back into the classroom unless supervised by a teacher.
10. Children may not play around cars.
11. Children should use playground equipment as it was designed to be used.
12. Children should use recess equipment provided by the school rather than bringing personal items.

Crisis Alert: As directed by announcement on the "**Portable Radios**" in each classroom.

In the event an emergency arises while the children are in school and early dismissal is necessary, these procedures will be followed:

1. Children whose parents/guardians have been contacted will be released.
2. In the event that the building must be evacuated immediately, the children will be taken to another facility (St. Martin de Porres Catholic Church, Oak/Hampton Street).

****If the entire compound must be evacuated, the children will be moved to Allen University Gymnasium on Hampton & Pine Street.**

Fire/Disaster Drills

Fire drills are conducted once a month and tornado drills are conducted twice in the spring. Detailed escape plans are posted inside the door of each classroom. During regularly scheduled safety drills, we will practice procedures to prepare the school body in the event of an emergency. Children are moved quickly and in an orderly fashion. It is the staff's chief concern to ensure the safety of the child.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Walk to the assigned place briskly, in single file and silence
3. Stand in line facing away from the building
4. Return to the building when signal is given

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to the classroom when signal is given.

Communication

We, at St. Martin's School, consider it a privilege to work with parents in the education of children. We believe parents are the primary teachers.

Your choice of St. Martin de Porres involves commitment and shows a concern for helping your child choose values. Mutual respect between Parents, Principal and teachers will model good behavior & relationships.

St. Martin de Porres Catholic School sends home Progress reports and other correspondence bi-monthly or as needed. Official communications are sent using the parent or guardian email on file.

Student/ Guidance Services

Occasionally a student may experience social or emotional difficulties and would benefit from meeting with a counselor. If needed, St. Martin's may refer parents/students to Counseling Services.

Resources for Parent/Guardians

Catholic Charities (803) 254-9776
Family Services Center (803) 773-5450

Child Abuse/Neglect

St. Martin de Porres Catholic School abides by the Child Abuse laws of the state of South Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to child protective services.

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

The Diocesan Promise to Protect Pledge is posted in the office. Copies of the "How to Report Allegations of Sexual Abuse" is available in the office.

Parents as Partners

As partners in the educational process at St. Martin de Porres Catholic School, we ask parents:

To set rules, times and limits so that your child:

Has at least 8 hours of sleep

- Arrives at school on time and is picked-up on time at the end of the day
- Is dressed according to the school dress code
- Completes homework and project assignments on time
- Reads school communication and returns forms requested.
- Cooperates with the discipline policy of the school.
- Communicate with teachers and staff as needed.

School Property

The parent of a child who carelessly destroys or damages any school furniture, equipment, building or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement.

Copyright

The school will abide by the Federal copyright laws. Those who willfully disregard copyright laws are in violation of Federal copyright laws and Diocesan policy and doing so at their own risk and will assume all liability.

Technology

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com, Xanaga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the church.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Service Projects

The purpose of service projects for students in pre-K-3-5 is to provide students with the opportunity to make a difference in their church and surrounding communities. Each grade will participate in service projects during each month. Projects will be directed towards the sick and elderly, the hungry and homeless.

Principal's Newsletter

The Principal's Newsletters featuring school news, events, and reminders will be sent home and e-mailed bi-monthly. Parents may request a conference with the principal by calling the office.

Administrative Authority

It is the policy of the Catholic Diocese of Charleston that any issue or problem be addressed at the original point of origin. If a problem should arise that involves the teacher, then parents are advised to first address the problem with that teacher. If the problem cannot be resolved at that level, then parents are welcome to present the situation to the principal. A conference with the parents, teacher and Principal will be arranged. In the event that a problem remains unresolved beyond this level, the Pastor will be the next level of appeal. Only after all these levels have been exhausted would the Diocese of Charleston intervention be appropriate.

Right to Amend

The St. Martin de Porres Catholic School Handbook is intended to describe the philosophy, services, and structure of the school's educational program to parents and students. St. Martin School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Monday folder or through e-mail communication.



COVID REMINDERS

School will keep parents/guardians updated on COVID/CDC guidelines throughout the school year.

Plan and Prepare

- Practice and reinforce good prevention habits with your family.
 - Avoid close contact with people who are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - Wash hands often with soap and water for least 20 seconds, especial later going to the bathroom before eating; and after blowing you nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- **Keep you child at home if sick with any illness.**
 - If your child (ren) are sick, keep them at home and contact your healthcare provider. Talk with the teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- **Be prepared if your child's school or childcare facility is temporarily dismissed.**
 - Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

If your school/childcare program is dismissed

- Keep track of school dismissal updates.
 - Read or watch local media sources that report school dismissals or stay in touch with your school.
- Talk to your school about options for digital and distance learning.
- Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.
- Seek guidance from your school administrator to determine students and staff should return to schools.

**Duration of school dismissals will be made on a case-by-case basis on the most up-to-date information about COVID and the specific situation in your community. Students and staff should be prepared for durations that could last several days. Administrators should work with local health authorities to determine duration of dismissals. www.cdc.gov/coronavirus*

LET'S ALL



SAFELY AT ST. MARTIN DE PORRES CATHOLIC SCHOOL

St. Martin de Porres Catholic School -SCHOOL FEES

Registration	\$ 50.00 per child (Due at Registration)
PTO Dues	\$ 25.00 per family
Diocese Fee	\$ 50.00 per child
Insurance	\$ 16.00 per child
Activity Fee	\$ 25.00 per child
Textbooks for Grades K-4	\$150.00 per child
**After School Tuition	\$25.00, one child \$40.00 for two and \$50 for three

TOTAL FEES PRE-K-3 & PRE-K-4 \$166.00
KINDERGARTEN -5TH GRADE \$316.00

***The balance of the school Fees must be paid by the first week of school in August. This is minus registration fee of \$50 that was paid, during registration. All fees can be paid during

TUITION AMOUNT AND PAYMENT PLANS

***All returning families may qualify for a special grant. Please check with the school principal. Grants are provided by outside foundations and all documentations and guidelines must be submitted to qualify. (Ex. Tax document,)

	YEARLY	MONTHLY
• Child	\$6100.00	\$610
• Children	\$7300.00	\$730
• Children	\$10,000.00	\$1000

St. Martin de Porres Registration Process

- Complete and submit school registration form with all required information.
- All families are required to establish a FACTS Account. FACTS Management charges all new families an enrollment one-time charge of \$44.00 to set-up the account. **The school office cannot accept tuition payments in the office. Tuition payments can be 10 or 11 equal payments beginning in August of the current school year. Payments are to be paid monthly and on time to prevent accruing late fees!**
- Tuition Assistance Application is available online at <https://online.factmgt.com>.
- Complete and submit the Financial Aid form in FACTS, including the \$38 financial aid application fee. This includes both new and returning families.
 1. Students that register for the next year will receive a credit of \$38 against their first tuition payment. *Any assistance offered is based on the financial status of the school.*
 2. *After the Financial Application is received and approved through FACTS Management, the principal will meet with the school advisory board to determine the yearly tuition based on need and school's finances. This is handled with full confidentiality!*
- Submit registration form and supplemental documents to the office **by June 1st**, indicating on the form that the Tuition Management and Financial Aid forms (if applicable) have been submitted online.
- Families will meet with the school principal to review financial assistance awarded (if applicable) and sign tuition contract by May 2nd of each year.

****Priority registration deadline is May 2nd. Application for new or returning students that are submitted by this date will have priority review for financial assistance.**

Applications submitted after May 2nd will be reviewed in the order, they are received with a 30-day turnaround.

- Students Qualifying for Exceptional SC and receiving the Scholarship will incur an additional fee for support services of \$4800. This fee will cover the expense of a Special Education Instructor and other services. However, the Exceptional SC Scholarship will cover this additional fee (s). Parents will not pay for this expense out-of-pocket. For additional information, please contact Mrs. Gilliard at the school. **(This is a pending legislation at the State House.)**
- Students withdrawing from St. Martin de Porres Catholic School during the first of the school year are required to pay the remaining balance of half the annual tuition rate. Students withdrawing at any time during the 2nd semester of the school year are required to pay full tuition price. Tuition is not pro-rated based on daily attendance. **Transcripts and records will not be released until the balance is paid in full by cash, certified check, or money order.**

Fund-raising

Throughout the year, we have fund-raisers to help with the operation of the school and to keep tuition affordable. Each family is being asked to support the Annual Gala and other fundraising activities. **Non-participation will result in \$100.00 being added to the tuition.**



All Students are Shining Stars!