

St. Martin de Porres Catholic School  
2225 Hampton Street  
Columbia, South Carolina 29204  
Phone: (803) 254-5477  
Website: [saintmartindepores.org](http://saintmartindepores.org)  
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2025-2026  
PARENT/STUDENT HANDBOOK VERIFICATION FORM  
Principal – Mr. Don D. Doggett

THIS HANDBOOK BELONGS TO:

PARENT NAME:

ADDRESS:

CITY: ZIP CODE:

TELEPHONE:

HOMEROOM TEACHER:

GRADE:

PARENT/GUARDIAN SIGNATURE:

**Updated June 2025**

**RIGHT TO AMEND**

THIS HANDBOOK IS SUBJECT TO CHANGE WITHOUT NOTICE. THIS DOCUMENT IS ACTIVELY UNDER REVISION THROUGHOUT THE 25/26 SCHOOL YEAR, TO BE COMPLETED AUGUST 2025. THE POLICIES AND PROCEDURES IN THIS HANDBOOK ARE SPECIFIC TO ST. MARTIN DE PORRES CATHOLIC SCHOOL. TO NOTE, ST. MARTIN DE PORRES CATHOLIC SCHOOL, FOLLOWS THE ROMAN CATHOLIC DIOCESE OF CHARLESTON.

St. Martin de Porres Catholic School  
**“Where Every Child is a Shining Star”**

**2225 Hampton Street  
Columbia, SC 29204  
(803) 254-5477**

June 2025

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. It has been my dream to work at St. Martin de Porres Catholic School for several years! 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.

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 with real-life experiences in all content areas. Our mission continues to provide all students with 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 continue to read and follow updated guidelines regarding any contagious illnesses to ensure that our students and staff continue to be safe 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 as the school principal.

Sincerely,

Don D. Doggett, Principal

### **Administrative Authority**

#### **Pastor**

Fr. Michael Okere  
St. Martin de Porres Catholic Church  
Vicar for Black Catholics

#### **Principal**

Mr. Don D. Doggett  
Howard University M.Ed.  
South Carolina State University, Ed.S.

#### **Director of Admissions & Parent Support**

Gwen Meadows

#### **Director of Student Support**

Antionette Wright

#### **Please Note:**

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. If a problem remains unresolved beyond this level, the Pastor would be the next level of appeal. **Only after all these levels have all been exhausted, would Diocesan intervention be appropriate.**

## **FOREWORD**

The information found in this handbook is presented as guidance for members of the St. Martin de Porres's Catholic School community. We realize that no handbook can be all-inclusive; therefore, the administration reserves the right to adjust and adapt policies based on the needs of the school. It is the administration's expectation that all students, parents/guardians, faculty, and staff will familiarize themselves with these policies. Additionally, all parents and students are required to sign the handbook verification form stating that they have read the contents and are supportive of school policies. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irrevocably broken.

## **Diocese of Charleston Elementary Division**

### **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).

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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.

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 reaccruited in May 1997.

Presently, the school serves students in grades Pre-K-3 to 6 grades.

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 identify 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.

### **St. Martin de Porres Catholic School Philosophy Statement**

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.

## **ACADEMIC POLICIES**

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

### **ADMISSIONS POLICY: NEW STUDENTS**

Students applying for Admission in grades Kindergarten-6 must present a copy of the current report card, standardized test results, any IEP or 504 Plans available, and two teacher recommendation forms from previous/current teachers. These will be reviewed to determine whether the program at St. Martin de Porres Catholic School will meet the educational needs of the student. Additionally, students applying for Admission must present a current SCDHEC Immunization Record and Birth Certificate. Students identifying as Catholic are required to submit their baptismal certificate.

The following priorities will be used to accept members to St. Martin de Porres Catholic School:

1. Members of the Basilica of St. Martin de Porres Parish
2. Members of other parishes
3. Non-Catholic students

Non-Catholic students whose parents accept the philosophy of St. Martin de Porres Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

**All new students will be given a trial period of not less than one semester in which to prove himself/herself behaviorally, socially, and academically.** If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Martin de Porres Catholic School. The recommendation and decision of the school is final. St. Martin de Porres Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Martin de Porres Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Martin de Porres Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Martin de Porres Catholic School is made by the school, the student's tuition due would be prorated. Enrollment is online at RenWeb.com. Parents wishing to enroll students at St. Martin de Porres should go to RenWeb.com, select Login from the menu bar and ParentsWeb Login from the drop-down menu. When the RenWeb ParentsWeb Login screen opens, select Create New ParentsWeb Account and enter St. Martin de Porres District Code: SMP-SC. SC State law dictates that students entering Early Childhood 2 program must be two (2) years of age on or before September 1. SC State law dictates that students entering Early Childhood 3 program must be three (3) years of age on or

before September 1. Students entering EC3 must be fully potty trained to attend. Students entering Early Childhood 4 program must be four (4) years of age on or before September 1. Students entering 5-year-old Kindergarten must be five (5) years of age on or before September 1. First grade students must be six (6) years of age on or before September 1. Please come to the school office and obtain an admission packet after you have completed the FACTS Management process.

### **PLACEMENT AND SCREENING**

Students in the Early Childhood Program will be assessed at the end of the school year by the classroom teacher to determine readiness for promotion to the next grade level.

### **SPECIAL NEEDS**

Parents must submit documentation from certified medical professionals to the principal for any conditions that require special services, accommodations, and/or consideration. The school administration and guidance staff will develop a Student Assistance Plan (SAP) that will offer reasonable yet specific classroom accommodations for students and will work closely with the classroom teacher to monitor and assist teachers in making sure these provisions are being successfully implemented in the classroom. For special services that are not offered at St. Martin de Porres, parents are asked to contact the SC State Department of Education and/or the local public-school district for guidelines regarding services available through the local school district.

### **NONDISCRIMINATORY 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 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. Applicants must follow all policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

### **REQUIRED DOCUMENTATION**

Per Diocesan policy, the following documents must be submitted and kept on file for the duration of the student's attendance:

1. Parish Verification (for parishioners only)
2. Baptismal Certificate required for Catholic students
3. Birth Certificate Copy
4. DSS Form 2900 for students in Early Childhood Programs
5. SC Cumulative School Health Record if applicable
6. SC Certificate of Immunization (DHEC Form 2740) \*
7. Academic Records and testing from prior schools (for transfer students only)
8. Documentation for students with special education, psychological and/or medical needs from doctors provided by parents/guardians
9. Two Teacher Recommendation Forms from previous/current school
10. Any legal documents or custodial agreements ordered by the South Carolina legal system and/or Family Service Agencies

\*Failure to submit a SC DHEC Form 2740 with the box checked for school admission may result



in suspension of the student until the form is received. Due to changes in DHEC Immunization Regulations, updated forms may also be requested of any student at any time and must be received within thirty (30) days of the request or less if notified of such.

### **NOTICE OF CHANGE OF POLICY**

Effective with the 2015-2016 Academic School Year, the Diocese of Charleston mandates that all Catholic Schools within the Diocese refuse to accept a Certificate of Religious Exemption for new students to satisfy the requirement of an immunization record for enrollment.

### **BUCKLEY AMENDMENT**

St. Martin de Porre's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in permanent records. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **RETURNING STUDENTS**

Each January, currently enrolled students will be given the opportunity to re-enroll for the following school year. A re-enrollment email will be sent to you to complete and return by the deadline to guarantee a spot for the next school year. The family's financial account must be current for the student to return to St. Martin de Porres for the upcoming academic school year.

### **STAFFING RATIOS**

Students shall always be supervised by St. Martin de Porres's Faculty and/or Staff following SC DSS Staffing Ratios. A written account for students in the Early Childhood Programs will be maintained by the Lead Teacher or her designee. This account will track a student's movements on the premises during program hours. All students will be tracked as they enter and/or exit the school and as they move about the building using face to name recognition.

### **TRANSFER AND WITHDRAWAL**

Notice of transfer or withdrawal of a student is to be made in writing by the parent or guardian to the Director of Admissions and Parent Support no later than two (2) weeks before the withdrawal date. The school requires a withdrawal form to be completed on the student's last day of attendance. This will enable the teacher to secure grades and the parent/guardian to settle accounts. Records will be sent directly to the transfer school. A student withdrawing from St. Martin de Porres's in the first semester must pay for the entire first semester. A student withdrawing during the second semester is bound to pay the entire years' tuition. All financial obligations must be paid upon student departure.

### **REQUEST TO WITHDRAW DISCLAIMER**

We believe that the education of students at St. Martin de Porres's constitutes a partnership between the school and parents/guardians. Just as the parent/guardian has the right to withdraw a child from school, the school administration also reserves the right to require student withdrawal

if the administration determines that the school/parent partnership is irrevocably broken.

### **TUITION MANAGEMENT**

Tuition is collected monthly on either the 5th or the 20th of the month by automatic withdrawal from a specified account through The FACTS Tuition Management System. Parents may choose a date that works for each family. Debits may also be made from a savings or money market account. Annual tuition may be paid over a ten-month period beginning in July and ending in May. Other options include paying monthly or annually with a credit card or paying in full with a check or credit card. All tuition, students' fees and incidentals are paid through the FACTS Tuition Management System. Return check fee is \$35.00 per check.

FACTS charges a separate return fee as well. Failure to pay tuition may result in suspension of the student until the account is made current. Tuition may be paid in full directly to St. Martin de Porres Catholic School with a check or cash. A discount of 3% is offered on tuition paid in full for returning students paying by Tuesday, July 20 of any academic year and for all new students at time of enrollment. The 3% discount does not apply if other financial assistance or scholarships have been awarded. FACTS charges a setup fee of \$20.00 for accounts paid in full by the deadline or \$50.00 for accounts set up for monthly drafts. All fees charged by FACTS are non-refundable.

### **NON-REFUNDABLE STUDENT FEES**

A Student Registration Fee of \$275.00 is due upon re-enrollment for all students or at the time of enrollment for new students. The remaining \$400.00 in student fees for students in Kindergarten through Grade 6 may be paid over the course of the school year in equal monthly installments. All student fees are non-refundable.

### **CATHOLIC TUITION DISCOUNT**

Families who attend St. Martin de Porres Catholic Church or a local parish church with documentation from the pastor qualify for a parishioner discount if they are "in good standing" with the Church. A Parishioner "in good standing" meets the following criteria: A parishioner must be registered at a local parish church with documentation; consistently contribute an identifiable monetary offering to the church; and as a parishioner you must share in the various ministries of the Church. A baptismal certificate must be provided for any student identified as 'Catholic' to receive a parishioner designation and be granted a discount. Failure to submit a baptismal certificate may result in loss of parishioner designation and discount. Prior to July 1<sup>st</sup>, families can withdraw their enrollment at any time with no tuition cancellation penalty.

### **FINANCIAL RESPONSIBILITIES**

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 Advisory Board Chair.**

### **STEWARDSHIP**

Catholic schools exist to provide faith formation and academic excellence. We are all called by our Church to be stewards for the generations to come. As such, our primary mission is to create life-long learners with a commitment to Christian service. As the stewards of our school, St. Martin de Porres Catholic School families are expected to provide time, talent, and treasure. We are answering the call of our Church as a school by providing our students with Gospel truths in

a safe and competitive academic environment. All monies raised and received are used to maintain affordable tuition rates.

### **TUITION ASSISTANCE**

St. Martin de Porres recognizes that a Catholic school education requires a significant financial commitment. St. Martin de Porres has, therefore, created a tuition assistance program to aid families who may require some help in affording this education for their child/ren. After prayerful consideration and sacrifice, if a family feels that a Catholic school education may be just beyond their means, that family may apply for tuition assistance. The Tuition Assistance application is completed during re-registration or registration of a new student in FACTS/RenWeb. Funds are awarded in late spring and applied to the family's financial account for the upcoming school year. Families are required to participate in a meeting with a school representative and sign a letter of understanding prior to receiving funds. Funds do not roll over and unused funds are retained by the school for future use. Families must apply each new school year for tuition assistance. The amount awarded may differ from year to year

### **ACCREDITATION**

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

### **GENERAL INFORMATION**

St. Martin de Porres Catholic School is a Pre-K4, Kindergarten through Grade 6 Elementary School. All students participate in religion classes and attend Mass once a week. 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.

### **CURRICULUM**

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 – 6) 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.

### **PARENT/TEACHER CONFERENCES**

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. 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/REPORT CARDS**

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

Report Cards are issued four times a year to students in Pre K4 – 6 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 - 6

Subject Areas

A 90-100

B 80-89

C 70-79

D 60-79

F 0-59

WF 50

FA 50

Social Habits and Work-Study Habits are coded with the following Grades for K-1:

E Excellent

G Good

S Satisfactory

Grading Codes used for Grades Pre K-2 – Pre K4

Effort Grade recorded for each subject area as:

1 Outstanding Effort

2 Good Effort

3 Capable of Better Effort

4 Lack of Effort

**O** Outstanding

**X** Indicates a need for improvement

**I** Improving in this area

### **PROMOTION/RETENTION STANDARDS**

Promotion is granted if the following requirements are met:

- subject criteria are 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 the 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.

### **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 and 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 Time Allowance

- |                |                  |
|----------------|------------------|
| ❖ Pre-School   | Teacher directed |
| ❖ Kindergarten | 20 minutes       |
| ❖ Grades 1 & 2 | 40 minutes       |
| ❖ Grade 3      | 50 minutes       |
| ❖ Grades 4     | 60 minutes       |
| ❖ Grades 5&6   | 60 minutes       |

#### **PERSONAL PROPERTY**

Students are discouraged from bringing personal items to school. Non-instructional items are not permitted at school. These items include but are not limited to smart watches, iPods, tablets, electronic games, cell phones, fidget spinners, toys, etc.

#### **LOST AND FOUND**

Lost and found is located in a bin in the Health Room. Items not collected at the close of the school year become the property of the school.

#### **STANDARDIZED TESTING**

In accordance with Diocesan policy, the MAP (Measure of Academic Progress) Test is administered to students in grades Kindergarten through grade 6. MAP Testing will take place 3

times over the course of the school year. MAP Testing is used to measure a student's progress or growth in school. Teachers use student scores to differentiate their classroom instruction to meet the needs of all students. Copies of test results will be distributed, and parents will be informed of how to interpret their child's test results.

### **EMERGENCY CONTACT INFORMATION**

An Emergency Information/First Aid Permission Form will be distributed to parents/guardians for each child. One form must be completed for each child registered. This form will be retained in the School Office and in ParentsWeb. If any of this information changes during the school year, it is the responsibility of the parents/guardians to update the information in ParentsWeb and in the school office.

### **EMERGENCY MEDICAL & RELEASE CARD**

At the beginning of each year, parents will be given medical **Emergency Medical & Release Cards** to fill out. Please fill out all parts carefully. Students will only be released to authorized persons noted on the card. A 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.

### **WEEKLY FOLDERS /COMMUNICATION**

Folders containing student work and papers to be signed will be sent home for kindergarten through sixth graders. Please review the papers your child brings home, sign all tests and items indicated and return folders as directed by the teacher. Kindergartners will bring folders home daily.

### **SAFETY PLAN**

Security Cameras St. Martin de Porres Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. Cameras are in place in the school, and on school grounds. Cameras are not permitted in areas where there is a reasonable expectation of privacy.

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

All visitors must stop at 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 always accompany visitors unknown to the school. Visitors are not allowed during standardized testing.

Students are not permitted to leave the school campus unless accompanied and signed out by a parent or approved guardian.

### **CRISIS PLAN**

St. Martin de Porres Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. If a situation requires the school to go on lockdown, teachers and staff will provide for the

care of your child onsite.

Parents/Guardians are asked not to attempt to pick up their child during a lockdown. Instead, Parents/Guardians are required to remain off campus and await instructions. Instructions will be forthcoming from emergency personnel, the principal or designee, via local television/radio stations; School Emergency Contact System; email or phone as the situation warrants.

In the event of an emergency requiring the building to be evacuated, students will be moved to a secure designated location: Parents/Guardians should await instructions off campus. Communication will be as above.

### **WEATHER EMERGENCIES**

St. Martin de Porres families will be notified using the school's Emergency Contact System – Parent Alert, WIS-TV 10 or other appropriate means for school closings, delayed openings, or early dismissals due to inclement weather. WIS-TV 10 lists school closings or delayed openings beginning at 5:30 am. 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.

### **TELEPHONE USE**

Students are not allowed to use telephones to request forgotten assignments, folders, books, or lunches. In the event of an emergency, a staff member will contact the parent or guardian. **Student use of cell phones is prohibited.** Cell phones including smart watches brought to school will be confiscated and parents will be notified. Cell phones will not be used by parent/guardians in carpool, during conferences, while in the school building or at school functions.

### **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. St. Martin de Porres does not tolerate disruptive behavior in the classroom that prevents other students from receiving instruction. Aggressive and/or violent behavior of any kind, including bullying or harassment will not be tolerated. In the case of disruptive or aggressive behavior, students will be removed from the classroom. Parents will be immediately notified. If incidents of aggression, harassment, bullying, or cyberbullying persist, a student/s may face detention, suspension, and/or expulsion.

Students will not be allowed to make up any work missed during Out-of-School Suspension. According to Diocesan Policy #5053.1, there are two specific situations which may call for expulsion:

1. When the moral or physical well-being of the student body or faculty is endangered (as in when a student brings any firearm or weapon to school)
2. When there is any positive promotion against religion or faith

Therefore, students may not possess, handle, use or give to someone else, a knife, razor, explosive device including firecrackers and fireworks, any firearm including BB and pellet guns or any other object that can be reasonably perceived to be intended for use as a weapon.

### **GENERAL SCHOOL RULES**

1. Treat all others with respect and courtesy.
2. Treat the school building and school property (including textbooks, library books and all equipment) with respect.
3. Be on time and be prepared for school each day.
4. Do your best in all things. Teachers may add specific class rules to the generalized list at their discretion.

Teachers in grades 4 through 6 may use their own discipline plan or modify the school-wide plan. Students are not allowed to chew gum anywhere on campus including the parking lot.

### **HARRASSMENT AND BULLYING**

Harassment occurs when a person makes verbal comments or physical contact with another person who does not want these comments or contacts.

Harassment of any kind demeans another, and the perpetrator fails to respect the dignity of the victim. Harassment does not have to be a pattern of behavior. One incident may constitute harassment. Since touching, in any manner can be construed as harassment, teachers, parents and students should be careful about putting their hands on one another.

Demeaning behavior of any kind can be considered harassment and your actions no matter how innocent meaning may be considered harassment. There is no firm line separating joking or teasing from harassment. Harassment will not be tolerated in any form at St. Martin de Porres including cyber/internet bullying on or off campus.

Sexual harassment is a particular type of harassment that involves sexual comments, innuendo, invitations and/or requests.

Bullying is a type of harassment that involves some type of force, whether overt or subtle.

### **SUSPENSION/EXPULSION**

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 is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Martin de Porres Catholic School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Martin de Porres Catholic School.



Repeated serious offenses and classroom disruptions will also lead to expulsion.

### **OFF-CAMPUS CONDUCT**

The administration of St. Martin de Porres Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying, harassment and threats.

Please see Minor and Major Behavior Infractions and Guidelines Definition Addendum

### **SOCIAL MEDIA**

Engagement in online social media platforms such as, but not limited to Facebook, TikTok, Twitter, Instagram, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, faculty, or other students, other parents, or the parish. No parent should open a Facebook, Twitter, or Instagram account under the name of the school or a particular grade or organization. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school. Students may not record or take photos of teachers or other students at any time on campus without permission from the principal or pastor.

### **CORPORAL PUNISHMENT**

St. Martin de Porres Catholic School will not tolerate disruptive behavior in the classroom that prevents other students from receiving instruction. St. Martin de Porres Catholic School does not allow corporal punishment of students.

### **DETENTION**

A 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.

### **CONFIDENTIALITY**

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 TRAFFIC CONTROL & DISMISSAL PROCEDURES**

Parents can drop off students in the Church Parking Lot in the mornings. Students arriving before 8:15 a.m. must be escorted to the school office. **Do not drop-off on Hampton or Oak Streets. This is not permissible or safe!**

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.

### **SCHOOL HOURS**

The cafeteria doors open at 7:30 a.m. **Students** will not be admitted before 7:30 a.m. Students who arrive before 8:00 a.m. 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 8:00 a.m. Breakfast is served from 7:30 a.m. - 7:50 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

The After School is provided from 3:15 - 5:30 p.m. for students in grades Pre-K4 to 6 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 \$10.00 for every 15 minutes after 5:30 p.m.** Parents must register their child (ren) for this program. Payment is due in advance weekly. Students will be released to authorized adults noted on the information/release cards and a photo ID will be required.

## MEDICATION ADMINISTRATION AT SCHOOL

**Teachers and Staff** will NOT administer **Student Medications**. If it is necessary for a child to take prescribed 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. All 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. The principal or designee will administer medication with a form from the doctor.

St. Martin de Porres Catholic School is required to follow the Diocese of Charleston Catholic School System protocol. Students are not allowed to have any type of medicine with them or in their backpack during the school day.

Prescription medication for conditions such as epilepsy, asthma, diabetes, ADD/ADHD or other medical conditions will be administered at school only if the medication is necessary for the student to remain in school.

Antibiotics will not be administered by school staff. If an antibiotic must be taken during the school day, a parent must plan to come to the school to administer the medication.

Nebulizer treatments for asthma may also require parental administration if they are needed during school hours.

## NATIONAL HOT LUNCH BREAKFAST PROGRAM

St. Martin de Porres School participates in the National School Lunch/Breakfast Program. Students are allowed to bring a ready-to-eat lunch. Student lunches will not be heated by students or staff.

Breakfast will be served in the cafeteria daily from 7:30-800 a.m. **Hot or prepackaged meals may be served following all DHEC guidelines**. Our menus meet the meal pattern guidelines and nutrition standards. We promote healthy eating. Monthly menus **will be** sent home.

All children may eat breakfast and/or lunch at no cost to families.

If students should bring a lunch to school, lunches should be in a soft sided lunch box. Students may also be instructed by their classroom teacher to bring a snack. Parents should refrain from

sending nut-based foods to school.

**Parents should not bring breakfasts/lunch or drinks from carry-out restaurants to the cafeteria. We cannot make any exceptions!**

### **STUDENT ACTIVITIES**

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

Extra-curricular activities include Beta Club, choir, Spanish enrichment, media center, Girls Club, soccer, orchestra, dance, and chess. Other activities are planned throughout the school year with communication being sent through the School Newsletters.

### **COMMUNICATION**

It is the intention of St. Martin de Porres Catholic School to keep close contact with parents/guardians and students.

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

### **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.

### **FUNDRAISING**

The goal of fundraising is to keep tuition as low as possible and help the school with the budgeted cost. A family may choose not to participate in these fund-raising projects and will be required to donate \$150.00 to the school.

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.

### **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. 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](http://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 students may wear black boots.

#### Jewelry/Makeup

- ❖ Make-up is unacceptable for grades PreK4 - 6<sup>th</sup> grade. **Clear fingernail polish is permissible.** Girls may wear one pair of earrings. For safety reasons, 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. Hair and braids should be in the natural hair color.

#### Uniform for Girls

- ❖ Plaid Jumper or skirt. Navy blue slacks, skirt, or skorts
- ❖ 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

crisscross 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. (Can purchase at Schoolbelles)

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 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.

#### **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 4 may celebrate in their classroom during snack time. **Check with your child’s teacher.**

#### **FIELD TRIPS/TRANSPORTATION**

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 has 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.

St. Martin de Porres Catholic School does not transport students from home to school or from school to a student’s home.

#### **ELECTRONIC EQUIPMENT**

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. Electronic devices include but are not limited to the following: cell phone, smart phones, iPhone, iPod, iPad, netbook, laptop, game cube, camera, etc. The focus of learning with laptops is to integrate technology into the curriculum. Guidelines are listed on the Technology Form.

### **CELL PHONE**

Cell phones are not to be used in the school building, in the carpool line, during conferences with teachers and/or during school events such as PTO Meetings, Music programs or while in church. Students may not bring cell/smart phones, smart watches or other communication or recording devices to school.

### **LIBRARY**

The library is open on a regular basis and is supervised by library personnel. Grades Pre-K – 6 attend library classes once a week. Borrowed books are to be returned to the media center 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.

### **SERVICE LEARNING/SERVICE PROJECTS**

Service to others is an important part of our Catholic Christian tradition. Students are involved throughout the year in projects with local hospitals, nursing homes and other local agencies that provide services to families in need.

The purpose of service projects for students in Pre K4 - 6 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 the homeless.

### **ALTAR SERVERS**

Catholic students in grades 5 and 6 are eligible to be trained as altar servers and may serve at School Masses and funerals.

### **GENERAL HEALTH AND SAFETY ACCIDENT OR ILLNESS**

Students may be sent to the Health Room for the following: • Fever • Vomiting • Rash • Head Lice - Student must remain at home until treatment has been initiated and head is nit-free. • Impetigo - Student must remain at home for 24 hours after treatment has been initiated. • Conjunctivitis (pink eye with white or yellow discharge). Student must remain at home until

condition is evaluated and treated. • Any illness that prevents the child from participating in class. • Any illness that appears to be infectious or contagious. • Accidental injury sustained at school. Parents will be contacted and must plan to pick up a sick child. Regular attendance at school is important but a sick child, especially one with a fever or contagious illness, should be kept at home. Students must be fever-free for 24 hours without the aid of fever reducing medication before returning to school. A fever is defined as a temperature of one (1) degree or more above the normal 98.6 degrees.

Any student who has undergone an oral or medical surgical procedure especially but not limited to a procedure requiring the administration of anesthesia or the possibility of excessive bleeding must remain in the care of a parent or guardian and should not be brought to school. In the event of serious accident or illness requiring emergency medical attention, 911 will be called before the parents are contacted.

The Principal, Guidance Counselor or the principal's designee will accompany the child to the hospital if transport is necessary. Before such a decision takes place, the school will use every reasonable effort to contact the parent/guardian or other adults listed on the student's emergency form (Diocese policy #5074). St. Martin de Porres Catholic School the Diocese will not be held liable for the financial cost of this action.

## **VOLUNTEERS AND A SAFE SCHOOL ENVIRONMENT**

There are many opportunities for parents/guardians/grandparents to volunteer and/or participate in activities at St. Martin de Porres. To preserve a safe school environment, the diocesan guidelines are closely followed. All persons who volunteer at the school in any capacity must complete the child protection awareness program known as SafeHaven and submit to a background screening. To register for a session or to learn more about SafeHaven visit [www.charleston.cmgconnect.org](http://www.charleston.cmgconnect.org).

In addition, the following documentation must be on file with the safe environment coordinator:

- Signed Volunteer Code of Conduct
- Signed Receipt of the Policy of the Diocese of Charleston concerning Sexual Misconduct.
- Screening and Background check form
- Safe Haven Training Certificate
- Driver Application & Completion Certificate (if applicable)
- Signed Disclosure regarding Background Investigation

**Only essential volunteers approved by the pastor will be allowed in the school.**

## **PARENT'S ROLE IN EDUCATION/PARENTS AS PARTNERS**

We, at St. Martin de Porres Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically.

Your choice of St. Martin de Porres Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with

the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with St. Martin de Porres Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty to develop his/her moral intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results.

To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometime in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive.

However, it is boundaries and limits which provide a young person with both guidance and security. 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. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

## **PARENT TEACHER ORGANIZATION**

St. Martin de Porres Catholic School's PTO works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

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. **(September, November, February, and April). The school has designated programs for December and February.**

Updates for Fundraisers will be sent home the first week of school.

## **ADVISORY BOARD**



St. Martin de Porres's Advisory Board is comprised of the Pastor, Principal, parents, and members of St. Martin de Porres Catholic Church. The Advisory Board serves in an advisory capacity to the school and principal.

### **SERVICE HOUR REQUIREMENTS**

Each family is required to complete 10 hours of verified service to St. Martin de Porres Catholic School through related activities between August and May. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent volunteers to school to monitor lunch, assist with class parties, or help in the classroom. All individuals who volunteer in the school must complete the Diocesan mandated background check and complete the SafeHaven training.

### **PHOTO RELEASE FORM**

As the parent(s) and/or legal guardian(s) of a child enrolled in St. Martin de Porres Catholic School, I do hereby give St. Martin de Porres Catholic School, St. Martin de Porres Catholic Church and their legal representatives and assigns the right and permission to publish, my child's photographic image including a video recording for the purpose of publication to their website, Facebook page, and/or on other school promotional materials. In giving my consent, I hereby release and hold harmless St. Martin de Porres Catholic School and their employees, agents, and designees from all responsibility or liability. I understand that my child's photos will be used without identifying names. I further understand that I will receive no compensation should any photographs of my child be used. I understand that my child's picture and photo release authorization will be maintained at St. Martin de Porres Catholic School. I understand that I may change or withdraw this release/consent at any time by contacting St. Martin de Porres Catholic School in writing to the school address, and that my child's photographs will be removed from the site and/or promotional materials as soon as is feasibly possible. I understand that St. Martin de Porres Catholic School has full authority as to which pictures they choose to place on their website and/or promotional materials.

This form is included in the student online registration process. The Diocese also requires parents to complete a separate Photo Release Form at the start of each new school year. This form is included in the Back-to-School Packet.

### **INTERNET, E-MAIL ACCEPTABLE USE & TELECOMMUNICATIONS POLICY**

St. Martin de Porres Catholic School is pleased to be able to offer Internet access for student use. We believe that the Internet offers vast, diverse and unique resources to both students and teachers that are unavailable in any other media format. Classroom integration of technology is part of our ongoing curricular goals. Innovation, communication, collaboration, and creativity are just a few of the areas enhanced by Internet access. With Internet capability, students and teachers have up to the minute access to current news, real time sharing with classrooms across the state or across the world, research and information databases, electronic mail, discussion groups and downloadable software and free resources. Integrated Internet use enhances and supports classroom instruction and interdisciplinary goals and objectives. Students Agree to: Students Agree to:

- Be polite and use appropriate language (no vulgarity).
- Observe security restrictions.
- Use computers as instructed.
- Respect all electronic communication and information as private property.

- Use technology resources for educational purposes only. Maintain proper care of computer equipment (no food or drinks allowed).

Students Agree Not to:

- Reveal his or her personal address and phone number or addresses and numbers of others
- Use the network in ways that are disruptive to other users
- Use the computer to view or download inappropriate material according to Catholic morals and teaching (no obscenity or pornography or views in conflict with Catholic teachings)
- Use the computer, programs or files without permission
- Log-in as any other user or allow another to use your log-in
- Deliberately tamper with equipment, load software, introduce any virus, remove or change keys, place magnets on or near the equipment, steal or vandalize computers and any other electronic equipment or media devices
- Use the computer to hack into any St. Martin de Porres or any other files or systems with the intent to read, alter or erase records
- Use computers for personal use or gain or to produce advertisement for any cause or for any political lobbying
- Use public domain software and shareware beyond the provided application

STUDENT: I understand and agree to abide by the Internet and Acceptable Use Policy as outlined in this agreement. I understand that any violation of this agreement may lead to Internet and access being revoked and to further disciplinary action at the discretion of the principal.

PARENT / GUARDIAN: As the parent of the above-mentioned student, I have read the Internet and Acceptable Use Policy as outlined in this agreement. I understand that this access is designated for educational purposes only and that St. Martin de Porres Catholic School has taken precautions to limit access to controversial and inappropriate material.

However, I realize that it is impossible for the school to guarantee information access or accuracy, or to completely restrict access to all materials that I may deem controversial or inappropriate. I agree that I will not hold St. Martin de Porres Catholic School responsible for materials acquired on the network.

Further, I accept responsibility for supervision if my child uses the Internet in a non-school setting. I hereby give my permission for my child to use a school account for independent navigation of the world-wide-web. I certify that the information on this form is true and correct. I understand that teachers, aides and the Media Specialist who explore websites with groups of students do not need special permission for that activity if the faculty member supervises access to known educational sites. A student who is navigating the net under teacher supervision is NOT navigating “independently.” This circumstance does not require special permission. This form is included in the student online registration process

## **FEDERAL FUNDS PROGRAMS**

### **Title I**

Through our local school districts, the Title I, Title II, III, IV Staff provide 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 workshops and conferences for teachers.

## **AWARDS CEREMONY**

### **Awards**

Students may 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.

## **TRACKING AND SUPERVISION**

In order for children to learn and grow, the environment must be safe.

When sitting or standing, teachers will position themselves where they can easily see each child. Staff will frequently change positions by moving around the room and interacting with all the children. Attendance sheets will be available so that staff knows how many children they are responsible for each day.

All visitors must stop in the office and sign-in, at which time a visitor's pass will be issued. Visitors should also check out in the front office when leaving the school campus. Conversations with parents at arrival and pick-up time should be brief.

### **Frequent Head Counts**

A face to name count will be taken from the attendance roster. Each day, some children may arrive late or leave early. Teachers will also frequently count the children in their care to help ensure that everyone is accounted for. Teachers will establish a routine of counting students throughout the day – when children arrive, during morning attendance, before and after lunch, and after outdoor play, during naptime and as children are departing for home.

Students will not be unsupervised or left alone. Students will always be within the sight and hearing of Pre-K3 & Pre-K4 staff members. One staff member will be in the front of the group and one at the rear of the line.

## **PLAYGROUD/RECESS RULES**

1. Students must always be 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, or benches.

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.

## **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 the signal is given.

## **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.

## **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.

## **MINOR & MAJOR BEHAVIOR INFRACTIONS AND GUIDELINES DEFINED**

Minor Offenses, by definition, are situations that a teacher can address without the help of the office, school counselor, administration, and other support staff. Documentation typically happens after a first warning has been issued without having the desired change in behavior. These will only be reported to the administration if a pattern of misbehavior emerges, which becomes a major offense. Minor behavior demerits will be noted in the student's permanent record.

Minor Offenses (Classroom)	Definition of Infraction Guidelines
Bullying or Threatening	-Bullying is an accumulation of negative actions occurring repeatedly over time directed toward one student by another student or students. Bullying involves two key elements: an imbalance of power and a repeated pattern

	<ul style="list-style-type: none"> <li>-Name-calling</li> <li>-Put-downs</li> <li>-Mocking/intimidating/taunting others</li> <li>-Minor or moderate physical contact or pushing</li> <li>-Exclusion from learning or social groups</li> <li>-Spreading information through gossiping, rumors, or written expression</li> </ul>
Defiance	-Purposeful non-compliance or refusal to follow instructions and/or routines that temporarily distracts students from learning.
Disrespect	-Ignoring the teacher's directions
Disruption	<ul style="list-style-type: none"> <li>-Negative, oppositional, and/or disrespectful language that interrupts instruction.</li> <li>-Unkind words, put-downs, mocking another student or adult</li> <li>-Verbal argument with the teacher</li> <li>-Nonverbal disrespect such as eye-rolling, smacking lips, head bobbing</li> <li>-Student engages in low-intensity, inappropriate disruption (e.g., talking, joking, whispering).</li> </ul>
Dishonesty	-Cheating or forgery
Health Code Violations	<ul style="list-style-type: none"> <li>-Careless urinating on the toilet seat or floor (Grades K-6)</li> <li>-Propelling spitballs</li> <li>-Sharing food or drinks</li> <li>-Sticking out tongue and blowing</li> <li>-Scratching</li> <li>-Tampering with another individual's food or drink</li> </ul>
Inappropriate Language or Gestures	<ul style="list-style-type: none"> <li>-Inappropriate, mild language or comment not directed at a student, teacher, or staff member.</li> <li>-Gestures, profanity, inappropriate language not directed at a person</li> <li>-Mimicking or mocking any adult</li> <li>-Showing verbal disrespect or talking back</li> <li>-Suggested physical movements (eye rolling, gestures) directed at a person</li> <li>-Ridicule of someone (isolated; not a pattern)</li> <li>-Verbal or written abuse (name calling, spelling or writing inappropriate or curse words)</li> </ul>
Off Task Behavior	<ul style="list-style-type: none"> <li>-Behavior that is non-productive or interferes with classroom instruction.</li> <li>-Not listening</li> <li>-Doing something else other than what was directed</li> <li>-Excessive talking</li> <li>-Fidgeting</li> </ul>

	<ul style="list-style-type: none"> <li>-First offense of failing to cooperate with teacher /classmates</li> <li>-Failure to complete homework or classwork</li> <li>-Uncooperative behavior that disrupts instruction (hiding, destroying work, refusing to work)</li> <li>-Talking in such a way as to keep others from hearing</li> <li>-Using an electronic device inappropriately</li> <li>-Writing and passing notes</li> </ul>
Physical Aggression/Contact	<ul style="list-style-type: none"> <li>-One student making unwanted, non-accidental (bumping, touching) physical contact with another.</li> <li>-Uncontrolled movements</li> <li>-Throwing something out of anger, but not towards an individual</li> </ul>
Property Misuse or Damage	<ul style="list-style-type: none"> <li>-Student engages in low-intensity abuse of personal or classroom property (e.g., pencil cases, dry-erase markers, desks, books, walls, etc.)</li> <li>-Vandalism of personal/school property</li> </ul>
Tardy	<ul style="list-style-type: none"> <li>-Student is not seated in assigned or expected seat/area in the classroom when announcements start.</li> </ul>
Technology Misuse	<ul style="list-style-type: none"> <li>-Student engages in the use of technology, personal or school, in an inappropriate, but minor way (e.g., not on an approved website, having a cell phone, etc.).</li> </ul>

### Classroom/Teacher-Managed Consequence Guidelines

Minor and moderate behaviors may include, but are not limited to the following:

1. Change in seating assignment/arrangement
2. Monitoring a child doing inappropriate behavior
3. The teacher talks to the student privately about the specific behavior exhibited. This does not refer to a verbal warning.
4. Re-doing an assignment/assessment
5. Loss of credit (points) on an assignment or assessment
6. Note, email, Class Dojo message, or phone call home
7. Refocus form
8. Student Reflection Form
9. Individual instruction on the student's own time, not class time
10. Time out
11. Silent, independent lunch
12. Silent, independent recess
13. No recess
14. Walking laps during recess, rather than playing

15. Counselor Referral
16. Consultation with administration

\*\*\*Three or more Minor Referrals result in a Major Discipline Refer

Major offenses are often situations that need to be addressed by the administration. In some instances, a teacher may feel they may be able to better address giving a consequence and communicating with the parents. Administration, however, must always be advised of major offenses. On the chart below, any major offense indicates that the administration must be involved in establishing consequences and communicating with parents. Major offenses will result in an immediate written referral to the administration. Administration will follow procedures from the Administrative-Managed Consequence Guidelines. Tier III responses to student misbehavior will occur with consultation with families and can lead to expulsion.

Major Offense	Definition of Infraction Guidelines
Bullying	-Bullying is an accumulation of negative actions occurring repeatedly over time directed toward one student by another student or students. Bullying involves two key elements: an imbalance of power and a repeated pattern
Harassment	-Student intimidates, manipulates, or threatens others (often aggressively) using negative speech and/or actions that target personal characteristics.
Threatening	-Cyber-bullying (social media sites, texting, emails)
	-Harassment is the sustained verbal, written, or physical attacks based on personal characteristics.
	-Any threat of physical harm
Defiance or Insubordination	-Refusal to follow staff directions in a manner that classroom learning is significantly disrupted and/or the student (or classmates) are placed in an unsafe situation.
Disruption	-Blatant and loud defiant or disrespectful behaviors directed to staff member(s) or other student(s)
	-Behavior causing a sustained or significant interruption of a class/activity.
Dishonesty or Cheating	-Clear pattern of academic dishonesty (cheating, copying, plagiarizing, forgery, etc.) on any assignment, project, assignment, or test.
	-May include emotional harm to another by causing significant financial loss or social standing or reputation, rumors, or gossip
Health Code Violations	-Deliberate urination or defecation in a public or an





Vandalism	
Tardy	-Student is chronically (more than 3x per grading period) late to class (not in seat/assigned area of the classroom when announcements start) or the start of the school day.
Truancy	-Student leaves class/school without excused permission or stays out of class/school without permission.
Technology Misuse	-Student engages in inappropriate use (during the school day without teacher permission) of cell phone, music/video players, camera, personal electronic devices, and/or computer.
Theft	-Possession of, passing on, or removing someone else's property or school property -Burglary to the school or any structure on school property

### Office/Administrative-Managed Consequence Guidelines

#### Bullying and/or Harassment

1. Student confers with administration. Student writes apology letters to the student(s) involved. The office contacts parents. The office contacts parents of bullied/harassed students. The student spends lunch/recess in the office (or alternative setting) for 1-3 days (s) or equivalent class privilege is lost. The referral goes home to be signed.
2. Student confers with administration. Parents are contacted. The office contacts parents of bullied/harassed students. A meeting is set up between teachers, administration, and parents (student and counselor may be included). The student spends lunch/recess in the office (or alternative setting) for 3-5 days. Class privileges (e.g., class field trips, celebrations, etc.) will be removed as needed.
3. Student confers with administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). Tier III process begun for student. Immediate consequence set by teacher and administration.

#### Inappropriate or Abusive Language

1. The student confers with the administration and writes an apology note to the student and teacher involved. Parents contacted by the office. If another student is involved, his/her parent is also contacted. The referral goes home to be signed.
2. Student confers with administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). The student does community service at school for three days during lunch/recess. Student and community supervisor discuss and practice using respectful language.
3. If the problem continues to reoccur, a prevention plan will be set up between the school and the family with the guidance of the administration/counselor.

### Physical Aggression

1. Student confers with administration. The student writes apology letters to the students and teachers. The office contacts parents. Student spend lunch/recess in the office (or alternative setting) for 1-3 day(s). The referral goes home to be signed.
2. Student confers with administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). The student spends lunch/recess in the office (or alternative setting) for 3-5 days. Class privileges (e.g., class field trips, celebrations, etc.) will be removed as needed.
3. Student confers with administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). Tier III process starts for student. Immediate consequences set by teacher and administration

### Fighting

1. Students involved in conference with the administration. Students write apology letters to each other and to the teacher/classroom. The office contacts parents. Students spend lunch/recess in the office (or alternative setting) for 1-3 day(s). The referral goes home to be signed.
2. Students involved conference with the administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). Students and their respective families can meet separately. Students spend lunch/recess in the office (or alternative setting) for 3-5 days. Class privileges (e.g., class field trips, celebrations, etc.) will be removed as needed.
3. Students involved conference with the administration. Parents are contacted. A meeting is set up between teachers, administration, and parents (student and counselor may be included). Tier III process begun for student. Immediate consequences set by teacher and administration.

### Property Damage and/or Vandalism

1. Student confers with administration. The student writes apology letters to the people involved. The office contacts parents. Student loses privilege associated with the item (e.g., using the classroom computer) for 1-3 day(s). The student works with the teacher and principal on a one-day community service project connected to the referral. The referral goes home to be signed.
2. Student confers with administration. The student writes apology letters to the people involved. The office contacts parents. Student loses privilege associated with the item (e.g., using the classroom computer) for 3-5 days. The student

works with the teacher and administration on a three-day community service project connected to the referral. The referral goes home to be signed

3. Student confers with administration. The office contacts parents. A meeting is set up between teachers, administration, and parents (student and counselor may be included). A prevention plan is set up between school, family, and student. Student loses independent privileges (e.g., going places by themselves) and must be supervised at all times until a prevention plan is in place.

### Truancy

The office notifies parents. A letter with the state truancy policy is sent home to parents. It must be signed and returned.

1. Parents are contacted by the office and reminded of the state truancy policy. A second notification for truancy is sent home to be signed and returned.
2. The office notifies parents. A meeting is set up between the administration and parents (student may be included).
3. Parents are contacted. A meeting is set up between the teacher, social worker/counselor, administration, and parents (student may be included). Tier III process begun for student.
4. The office contacts parents. A meeting is set up between the administration, parents, and DSS Truancy Officer (student and counselor may be included).

### Theft

1. Student confers with administration. The student writes apology letters to the people involved. The office contacts parents. Student loses independent privileges (e.g., going places by self) for 1-3 day(s). The student works with the teacher and administration on a one-day community services project connected to the referral. The referral goes home to be signed.
2. Student confers with administration. The student writes apology letters to the people involved. The office contacts parents. Student loses independent privileges (e.g., going places by self) and must be supervised at all times for 3-5 days. The student works with the teacher and administration on a three-day community service project connected to the referral. The referral goes home to be signed.
3. Student confers with administration. The office contacts parents. A meeting is set up between teachers, administration, and parents (student and counselor may be included). A prevention plan is set up between school, family, and student. Student loses independent privileges (e.g., going places by themselves) and must be supervised at all times until a prevention plan is in place.

### Tier I Parent Involvement and Communication Team

**Families** are a critical part of school success and are important partners in developing

behavior supports and interventions. The St. Martin de Porres Catholic School Tier I team tries to involve and encourage family participation in the following ways:

- Parent representatives are included on the Tier I team for support.
- Parent volunteer hours (e.g., lunch coverage, PTO events, fundraisers).
- Once per year, families are asked to contribute feedback through a school survey.
- Parents are contacted and responsive when referrals/behavior infractions are made.
- Parents follow through with discussed consequences determined by the team