

St. Martin de Porres Catholic School

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Columbia, South Carolina 29204

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2019-2020 STUDENT HANDBOOK

Principal – Mrs. Delores Gilliard

THIS HANDBOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

Updated July 2019



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 15, 2019

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.

This school year all students, faculty, and staff will continue our journey on “The Energy Bus”. On our journey, we will learn the importance of teamwork, having positive attitudes, and being respectful of others to reach our goals and be successful in life. There will be activities for staff, students, and parents as we move forward to ensure that each child reaches their full potential.

The school handbook has been prepared to help answer many 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.

I look forward to a productive year as we embark on “The Energy Bus” to ensure that **“Every Child is a Shining Star”** all year long. I look forward to meeting and working with each family.

Sincerely,

Delores Gilliard, Principal

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History

St. Martin de Porres' beginning was a courageous act of faith by a small group of people. Bishop Walsh was approached by the few Black Catholics who attended Mass at St. Peter's Church to allow the black people of Columbia to have a church where they could worship without the pain of segregation, a place where they would be treated with respect and dignity.

Bishop Walsh contacted the Dominican Fathers in New York to see if they would have a priest to begin a parish for these Catholics. He was told that Father Weiland would arrive on September 20, 1935.

Father Weiland wrote to Mother Samuel, the prioress-general of the Dominican Sisters of Sinsinawa, Wisconsin, to ask for sisters to staff the school. It had long been a dream of Mother Samuel that her sisters should serve among the blacks of the South, and so it was with great joy that she sent three sisters from Sinsinawa to St. Martin de Porres Mission, Columbia, South Carolina, September 7, 1936.

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.

A self-study began in January 1983, and was completed with a team of outside evaluators in March 1985 who helped to map the way to the future. On May 1, 1986, St. Martin de Porres became a diocesan accredited school.

The St. Martin de Porres School Gospel Choir was started in the fall of 1991. The Gospel Choir sees it's singing as a ministry of preaching the Good News to the community. It enables students an opportunity to embody the spiritual heritage of their African American ancestors and calls us to be uplifted and centered in the spiritual values embraced in our school.

On the Feast of the Guardian Angels, October 2, 1992, a dream was fulfilled for St. Martin de Porres as the three year olds moved into the renovated convent. The fall of 1994's expansion of the building's use enabled all three and four year olds to enjoy an environment especially designed for preschool education, offering a head start in education with a strong emphasis on the spiritual experience of Jesus.

The school went high tech in 1994-1995 school year with 13 donated computers. A fully developed curriculum was put in place for all students and all teachers were required to become computer literate.

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.

The Sisters of Charity of St. Augustine and the Women's Auxiliary of Providence Hospital provided us with two grants totaling \$73,000 in October 1997. These grants built a state-of-the-art, networked computer lab, complete with Internet access. The money also updated five curriculum areas for the entire school and provided funds for smaller projects throughout the year.

Through an active PTO and with parish assistance, a marquee was installed on the corner of Hampton and Oak Streets to light the way to our school and church community.

St. Martin's entered the 21st Century with a Strategic Plan for the future. Because of a decrease in enrollment, the Sixth Grade was discontinued in the fall of 2002. This allowed the opportunity to transform the available classroom into a Science Lab. School year 2004-05 opened with a complete Science Lab, thanks to a \$30,000 grant from the Sisters of Charity Foundation.

In July 2006, the Sisters of St. Mary de Namur, through the leadership of Sister Roberta Fulton, SSMN as principal, took over the administration of the school. The school celebrated its 70th Anniversary on April 21, 2007, with a grand banquet. Fr. Paul Williams, O.F.M., Pastor and the Advisory Council confirmed the process to move forward with plans to re-open grade 6 in August 2007. Over the years, many graduates have contributed to the community and the life of the city.

Presently, the school serves students in grades Pre K-3 to 6 grade. In the Fall of 2018, Delores Gilliard came on board as principal due to the retirement of Sister Roberta Fulton.

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

Mission Statement

St. Martin de Porres Catholic School, a ministry of St. Martin de Porres Catholic Church is vibrant, Christ-centered and emphasizes the joy and wonder of learning in a loving and caring environment. We promote high academic and social standards and challenge our students to do their best. Rooted in our Catholic identity, we provide students of diverse faiths a rigorous curriculum which allows for academic success. We nurture students to develop a love of learning where "Every Child is a Shining Star".

Vision Statement

Our vision is to be a respected Pre-K-3-6 inner-city Catholic School that is known for its Christ-centered values and academic excellence. We are actively preparing future leaders to be successful.

Revised July 2016

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...

- ❖ children must learn the fundamental truths basic to the universal Catholic church and to be open to inter-faith sharing
- ❖ all children master skills at different levels and therefore teaching styles should be flexible to meet those needs
- ❖ practicing conflict resolution skills is essential in helping our children become better citizens in this changing world
- ❖ the faculty and staff will engage in continuing Education to promote academic excellence.
- ❖ technology is an essential part of the curriculum and the professional development of students, faculty and staff
- ❖ parents, teachers and community working together builds life-long skills.

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 Southern Association of Colleges and School (AdvancED). 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 6 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 days probationary basis. This allows the school time to determine whether we are able to 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
- 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 Guardian Angels Preschool

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.

Primary and Intermediate Grades

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. We celebrate our Catholic identity.

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 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
- ❖ A TV or computer special assignment 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 & 5 60 minutes
- ❖ Grade 6 1.5 hours

Standardized Testing

The Diocese of Charleston has scheduled standardized tests to be administered in the fall, winter and spring. Students in Grades K-6 take the MAP Test which will be administered during the fall, winter and spring.

Attendance

Regular attendance is necessary for satisfactory work and academic success. St. Martin has an attendance verification program. The attendance verification ensures that children arrive safely at school. Parents/guardians must notify the school by 8:30 a.m. to report the absence and the reason for it. This is required for each day of the student's absence. The school may telephone the parent/guardian if the school has not been notified. When a child returns to school, he/she is required to bring a written excuse. The excuse must state the date of the absence and the reason.

Absence

When a student is absent from school, a parent should notify the school within the first hour of the school day. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Martin de Porres students. Based on state regulations, students must be in attendance for 180 days.

Lawful (excused) Absences are defined as:

- Students who are ill and whose attendance in school would endanger their health or the health of others.
- Students in whose immediate family there is a serious illness or death.

Unlawful (unexcused) Absences are defined as:

- Students who are willfully absent from school without the knowledge of their parents/guardians.
- Students who are absent from school without acceptable cause with the knowledge of their parents/guardians.

The academic performance of a student who has accumulated 40 or more days of unexcused absences and tardiness can be cause for the student to be retained in the current grade for another year.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

When a student is absent **for three or more days due to illness**, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 p.m.-3:30 p.m.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. **Teachers are not required to give make-up tests or assignments for absences due to vacations.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher. These tests must be taken within one week of the original test date.

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 ½ a 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 **8:15 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.*

Early Dismissal

Students will be released early from school by personal or written request through the school office from the parents or guardians. Authentic identification must be supplied by the parent or guardian if students are to leave school with another person. Students must be signed out in the main office before being released from the classroom early. No child/children will be sent home for any reason unless parents have been notified and permission from the office has been secured. Unexpected requests can cause inconvenience, disrupt the classroom instruction and cause a student to miss class work.

If parents/guardians are requesting an early dismissal, please note the following:

- ❖ Send a written request stating date, reason and time.
- ❖ If it's an emergency situation, telephone the school before arriving.
- ❖ Come to the office and sign students out.
- ❖ **Do not sign students out between 2:00 – 3:15 p.m. unless there's an emergency. Please call the school in advance.**

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's 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 opening 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 closing 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 cafeteria or classrooms by parents or guardians. **Do not drop-off on Hampton or Oak Streets. This is not permissible or safe!**

School Hours

The cafeteria doors open at 7:00 a.m. **Students** who arrive early must go directly to the cafeteria and be seated. The school day starts promptly at 8:10 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

After School is provided from 3:15 - 5:30 p.m. for students in grades Pre-K-3 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 \$5.00 for each 15 minutes pass 5:30 p.m.** Students need to be registered 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

7:00- 7:45 a.m.	Breakfast
7:45 -8:00 a.m.	Morning Devotion
8:10 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

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

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 7:00 a.m. – 7:45 a.m. Hot lunch is served in the cafeteria daily. 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.

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.

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 2-6. The choir sings for mass, assemblies and other community service events. Rehearsal is held after school.

Extra-Curricular Activities

Extra-curricular activities include choir, Spanish enrichment, Scouts, and chess. Students may take swim or tennis lessons by contacting the coaches. 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 2-6 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

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. 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.

Appointments for a conference with the principal can be arranged by telephoning the school office. A visitor pass is needed before entering the classroom.

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 will be sent home bi-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 6th Grade Ceremony. **Students who have outstanding bills will not be accepted for registration for the next year until their bill is paid in full.**

Fund Raising

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.**

Jewelry

- ❖ Make-up is unacceptable for grades Pre-K-3-6. 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 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 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.

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 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 lock at all times. 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

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.

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

A promotion ceremony is held for students in the sixth grade who have completed the requirements for St. Martin de Porres Catholic School. All finances must be paid before students may participate in the Grade 6 Ceremony or to receive end of the year awards and/or report cards.

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+	98 -100
A	95 -97
A-	92 -94
B+	89 -91
B	86 -88

Student Discipline

We have high expectation of our students and believe in the ability of our students to behave and act responsibly. An orderly and discipline environment and atmosphere of respect are necessary for learning to take place and 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.

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 – 6 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 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.

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.

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 – 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.

Grading Codes used for Grades 2 - 6

Subject Areas	Effort Grade recorded for each subject area as:	
A+ 98-100	1	Outstanding effort
A 95-97	2	Good effort
A- 92-94	3	Capable of better effort
B+ 89-91	4	Serious lack of effort
B 86-88		
B- 83-85		
C+ 80-82	Social Habits and Work-Study Habits are coded with the following information:	
C 77-79	O	Outstanding
C- 74-76	X	Indicates a need for improvement
D 70-73	I	Improving in this area
F below 70	S	Satisfactory

Important Reminder

“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 in plain view of the teacher at all times and stay in 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 near.
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 PA system.

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-weekly 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 amount 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 assuming 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-K3-6 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 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.