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June 2004

Dear Parents and Guardians,

It is my pleasure to welcome you and your family to St. Martin de Porres Catholic School. We are a growing school that has provided quality education in the Waverly community for over 60 years. Our experienced faculty and staff are dedicated to providing every child with the best educational opportunities possible. We are pleased to be able to offer many special services to supplement our regular school program. These include:

- | | |
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| Morning/After-school Care | Accelerated Reader |
| Children’s Gospel Choir | Math-A-Thon |
| Fine Arts Opportunities | Science and Social Studies Fairs |
| | Religious Education |

- Educational Contests in writing problem solving and spelling.
- African American heritage emphasized across the curriculum.

We realize the importance of developing an attitude of self-respect and self-worth in each child. We at St. Martin try to provide a variety of opportunities for students to form meaningful and responsible relationships and to resolve conflicts non-violently.

At St. Martin’s we feel parents and guardians are partners in the essential job of educating our children. Your suggestions are always welcome and we encourage your participation in our parent activities and organization. Please feel free to contact me if I can be of assistance to you in any way. I can be reached at 254 - 5477 during school office hours.

Mrs. Sandra Leatherwood
Principal

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

- ❖ children must be taught to live out in their daily action the basic principles of Christian living by being evangelizes of faith to all people
- ❖ children must develop aesthetically through participation in Fine Arts programs that will contribute toward a well-rounded individual
- ❖ our successful Education system is the product of empowered individuals working together (community, parents, teachers, students, administrators, etc.) by having mutual positive professional relationships.
- ❖ 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
- ❖ children at all levels should have multi-cultural Education integrated throughout the curriculum to promote a strong self-awareness, especially of the African American heritage
- ❖ the faculty and staff will engage in continuing Education to promote enculturation
- ❖ technology is an essential part of the curriculum and the professional development of students, faculty and staff

Mission Statement

The educational community of St. Martin de Porres Catholic Community provides and promotes an environment to learn and worship with dignity and respect. The community strives to provide multi-cultural awareness strong in quality and ethical values, incorporating the standards of knowledge in all ways of learning with a spiritual base in Gospel values.

Goals:

- ❖ to enrich and understand the cultural heritage of African Americans, Africans and other peoples
- ❖ to encourage everyone to accept the responsibility of leadership in our community, especially our youth
- ❖ to assist the staff of St. Martin de Porres Church and School in achieving greater levels of professional and academic standards.
- ❖ to bring heightened levels of educational technology into our curriculum and our community
- ❖ to bring heightened levels of spiritual awareness into the educational curriculum and our community
- ❖ to actively encourage individuals and families in the Columbia area to “come and see” St. Martin’s worshiping community, and know they are invited into the process of initiation
- ❖ to address the unique needs of all age groups, especially the young and the elderly
- ❖ to reach out to the neighborhood community with education and social services.

Vision Statement

The community of St. Martin de Porres is actively changing from a mission community to a community with a mission. During its 64-year history, St. Martin’s became an African American community, which could learn, and worship in an environment of dignity and respect. At first, many of the members of the neighborhood community came for assistance in daily survival, and with a desire for valued Education. Most of the initial students at St. Martin’s were not Roman Catholic, but after the experience with the community, a good many became confirmed in the faith, sometimes whole families at a time.

Today, most of the students at St. Martin de Porres are still non-Catholic African Americans whose families are choosing our unique institution-predominantly Black and Catholic. Today, 88% of our graduates have completed some years of post-secondary Education in colleges or vocational-technical schools. Parents know the necessity of a multi-cultural curriculum, strong in quality and ethical values, for an African American child to be a success in today’s society. Therefore, the community strives to provide high quality Education incorporating the standards of knowledge in all ways of learning with a spiritual base in Gospel values. In order to achieve this, we feel called to develop our school in a number of critical ways:

- ❖ bring heightened levels of educational technology into the curriculum
- ❖ enrich the curriculum with the cultural heritage of African Americans and African peoples
- ❖ assist instructional staff in achieving greater levels of professional and academic standards through underwriting graduate work and continuing educational experiences

- ❖ encourage our present teaching staff to aspire to leadership in our school
- ❖ call all staff to high standards of professionalism in the carrying out of their duties
- ❖ invite actively the families currently enrolled at St. Martin's to "come and see" St. Martin's worshipping community and know they are invited into the process of initiation
- ❖ address the ongoing needs of the teenagers after they have left St. Martin's school through interfaith youth programs
- ❖ continue to build a Parish Endowment Program to provide a financial foundation for the parish Education program and scholarship funding for students to achieve their goals
- ❖ to provide a counseling program for parents and students to move through life crisis and build stronger family systems

Currently, we are moving toward many of these goals. The school and parish have moved towards increasing the emphasis of African American cultural and worship experiences. Our St. Martin de Porres Gospel Choir has helped focus our spiritual mission and ecumenical dimension. Our community emphasizes service to the homeless and hungry of our neighborhood, which underscores our commitment to living the Gospel values. Our contracts with teaching staff provide the option of half tuition reimbursement of graduate study. Yet, we face the reality of an aging physical plant, increasing curriculum costs, updating educational technology, and elevating salary scales to meet professional standards. Many of our families still live under the poverty level according to the economy scale, and yet choose to send their children for private education. Thus, even with increased tuition, we continually seek additional funding to help us provide a school of excellence.

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 within the year 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, 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 Afterschool program was begun 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 an accredited school.

The St. Martin de Porres School Gospel Choir, a group of third to sixth graders, was started in the fall of 1991. The Gospel Choir sees its 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 the 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, completed with Internet access. The money also updated five curriculum areas for the entire school and provided funds for smaller projects throughout the year.

In the fall of 1999 a musical instrument's program was initiated for the Third through Sixth Grade students. 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. Martins entered the Twenty First 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 cooperation with the parish and community leaders, we look forward to a bright future for St. Martin de Porres Catholic School.

General School Information

REQUIREMENTS FOR ADMISSION:

1. Copy of birth certificate
2. Immunization Record
3. Registration forms
4. Registration Fees paid
5. Appropriate testing
6. Copy of baptismal record
7. If applicable, a copy of "Custody Social Security number section" of guardianship Document
8. Declaration of student's Special Needs

The school registrar will assist parents/guardians in the registration process.

The school is aware that some children have been diagnosed to have special needs. It is the parents responsibility to provide documentation and information to the principal, prior to registration, regarding personal conditions which may require special services by the school. In these cases, each situation will be evaluated from two perspectives: the educational capabilities of the school and the school's financial ability to provide the service.

Information on tuition and registration fees is available in the school office.

Attendance

| | |
|-----------|-------------------------------------|
| 6:45 a.m. | Morning Care Begins |
| 7:45 a.m. | Classrooms Open |
| 8:15 a.m. | School Day Begins, Morning Assembly |
| 8:20 a.m. | Tardy Bell |
| 3:15 p.m. | Dismissal Bell |
| 3:30 p.m. | Aftercare Begins |
| 5:30 p.m. | Aftercare Closes |

School Safety and Traffic Control

Cars may not be driven onto the school playground from 7:45 a.m. until 4:00 p.m. There are no exceptions to this rule. Teachers will greet students on arrival to classrooms. Teachers need to know authorized persons responsible

for picking up the students. Persons picking up students need to come to the classroom door. **ALL STUDENTS NOT PICKED UP BY 3:30, UNLESS SPECIFIC ARRANGEMENTS HAVE BEEN MADE WITH THE TEACHERS, WILL BE TAKEN TO AFTERCARE.**

Tardiness

Students arriving after the 8:20 tardy bell must report to the Main Office for a late arrival slip before. Office personnel will assist students in getting to their classrooms. Excessive tardiness adversely affects a student's ability to progress in academic subjects. Tardy students will not be allowed to enter a class if the class is testing. *Three tardies equal 5 Demerits.*

Absences

Any child who is absent for any cause, shall on returning to class, bring a written note from the parent/guardian on the day they return to school. A child with a communicable disease, which requires a doctor's visit, must have written permission by the doctor to return to school. A child who needs to be excused from school for a reason other than illness must submit a written request to the classroom teacher a week in advance. The teacher will notify the Administrator for approval of request. The teacher determines make-up work.

Early Dismissal

Students will be released early from school only by personal or written request through the school office from the parents or guardians. Authentic identification must be supplied by 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 of the office has been secured.

School Closing

In the case of severe weather conditions, St. Martin's will follow the decisions of Richland School District One as to the closing or early dismissal of school. Please listen to the local radio or television reports if the weather is severe or the conditions dangerous for sending children to school. St. Martin's does not use buses, therefore, we do not follow announcements regarding delays and /or closing due to busing.

Emergency Card

Each year families will be given an emergency card to fill out. Please fill out all parts carefully. 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 valuable in an emergency. Updates will be done periodically.

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 when 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 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 will administer no medication, including aspirin. 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, which can be obtained from the office. The office personnel will distribute all medication. A doctor or dentist must prescribe all medicine, including "over the counter." 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 an 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 when children exhibit signs of illness during the school day.

National Hot Lunch and Breakfast Program

St. Martin de Porres School provides free and reduced-price meals for children served under the National School Lunch/Breakfast Program. The school has a copy of the policy, which may be reviewed by any interested party. The household size and income criteria are distributed by the school for determining eligibility for Free and Reduced price benefits. Foster children that are the legal responsibility of a welfare agency or court may also be eligible for benefits regardless of the household's income. Eligibility for this foster child is based on the child's income.

Lunch/Breakfast

Hot lunch is served in the cafeteria each day. All students are expected to participate in the lunch program unless special dietary needs necessitate other arrangements. The optional Breakfast Program will be served in the cafeteria from 7:30 a.m. - 8:00 a.m. each school day. A five (5) meal breakfast ticket may be purchased from the school office. All students receive milk with their lunch and breakfast. However, if your child is allergic to dairy products, a note from your physician must be submitted to the office before a substitute beverage is received. Students are not to bring lunches from home without a written note from a physician being on record in the school office. The office will notify the teacher and cafeteria personnel.

Non-Discrimination

St. Martin de Porres School does not discriminate based on religion, sex, race, color, national or ethnic origin in the administration of its educational policies, employment or other school-administered programs.

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. All 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.

Field Trips

Children are required to have legal permission forms on file before being allowed on a field trip. It is important that every field trip has an educational purpose. Children will be engaged in related activities before and after each trip. Persons transporting children must have necessary legalized forms on file at the school. A ratio of one parent (volunteer) to every five children in Preschool - K and one parent to every 10 children in Grade 1 - 5 is school policy. All students on field 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 trip form.

Field trips are privileges. Students can be denied participation if they fail to meet academic and/or behavioral requirements. In special cases, parents/guardians may be required to accompany their own child on a field trip. In the event that the teacher makes this request, and the parent/guardian is not able to attend, the child will be given appropriate class work and remain in the main office until his/her class returns. If a child becomes ill before their class leaves for a field trip they will not be allowed on the trip. Parents/guardians will be called to pick them up at the main office.

Telephone Calls

The use of the telephone by students is restricted to emergencies. From time to time parents may need to contact the child's teacher. The school secretary will notify the teacher of your desire to be called when the teacher is free of teaching or supervisory responsibilities.

Library Books & School Materials

All children must use books and materials with care. Books cost from \$20 - 50. If a child marks or is careless with a book, or loses a book or other materials, the parent will be expected to pay for the loss or damage. A lost book or other school-supplied material (scissors, rulers, etc) will be charged the full replacement cost. Damaged books will be charged based on the amount of damage.

Visitors

Visitors and observers are encouraged as long as their presence does not disrupt the activities of the school. All visitors must stop in the Main Office and sign in, at which time a visitor's badge will be issued. Visitors should check out at the end of their visit. It is helpful to the teachers if a prearranged appointment is made. 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

Volunteers are encouraged and needed. We invite all parents and interested supporters to let us know what gifts and talents they are able to share. Notification will be made for days and time. All volunteers need to sign in at the office for a volunteer badge and sign out on departure.

Academic Requirements

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.

Graduation is held for students in the fifth grade who have completed the requirements for elementary school and St. Martin de Porres Catholic School. All finances must be paid before students may participate in the Graduation or Kindergarten Completion Program or to receive end of the year awards and/or report cards.

Student Activities

St. Martin de Porres School Gospel Choir is for students in Grades 3-5 as a opportunity to fulfill a ministry of preaching the Good News to the community through song. Grade 2 students are invited to join the choir at the beginning of Second Semester. The choir sings for liturgies and other community events. Rehearsal is held twice a week.

Extra curricular activities such as Karate, Scouts, Piano lessons, and Gymnastics may be offered after school hours. Additional fees may apply.

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

Development

St. Martin de Porres Education Programs began an Endowment Program with the opening of our 60th Anniversary celebration in November 1995. Through grant writing and presentations, donations are received to ensure a life-long investment to give the education programs a financially secure base. Gifts may be made at any time to the endowment program.

Morning Care/ Aftercare Program

Morning supervision is provided for parents needing to leave students of all grade levels (P3-5) at school before 7:45 a.m. in the morning. Parents need to bring children to the school cafeteria and sign in. Children do need

to be registered, as there is a fee for this supervision.

Aftercare is provided from 3:30 - 5:30 p.m. for students who cannot be picked up at dismissal. A fee is charged for this care. The program includes: snack, outdoor activity time, homework, special activities, free play. Students in Grades K - 5 meet in the main school building. Students in Pre3 and 4 stay in the preschool building. **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 overtime. Students need to be registered for this program.

Communication

The school calendar is sent in July to each registered family. The calendar includes parent/guardian meetings, special events, school holidays and parent-teacher conference dates.

A school newsletter is sent home each week school is in session. Information will include monthly hot lunch menus, calendar updates, weekly reports, reports cards, 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.

Financial Responsibilities

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. After the 5th there will be a \$25 late fee applied. If the balance is not paid by the 15th there will be a \$5.00 a day late fee charge added to the balance. Failure to pay by the 30th of the month will mean that the student will not be able to attend classes. All tuition paid after the 5th of the month must be paid by money order, Master Card or Visa. All payments to St. Martin de Porres Catholic School for Tuition, Lunch, Extended Care and Registration fees are to be made with money orders, checks, Master Card or Visa. No cash will be accepted for payment on billing accounts. Checks will not be accepted the last month of school. The school will not accept payment for any reason by check from parents/guardians who have had two (2) checks returned by their bank for Insufficient Funds. Payment will only be accepted in the form of money order or cashier's checks. There will be a \$ 25.00 fee on all returned checks.

All finances, tuition, lunch, registration fee, extended care fees, lost books or materials fees, must be paid in full before students may participate in the Graduation or Kindergarten Completion Program, or to receive end of the year or nine weeks awards and/or report cards. Students who have outstanding bills will not be accepted for registration for the next year until their bill is paid in full.

St. Martin de Porres Catholic School Uniform

Supplier

- ❖ The supplier of St. Martin de Porres Catholic School's official uniform is K&M Uniforms, located in Fashion Place Mall at 2720 Decker Blvd.
- ❖ Blouses, skirts sweaters, pants, jumpers, skirts or shorts that do not match those provided at K&M will be unacceptable at St. Martins.

Shoes for Boys and Girls

- ❖ Monday/Tuesday/Wednesday/ Friday – Solid black tennis shoes

Jewelry

- ❖ Jewelry, other than a watch or a single pair of earrings is not allowed.

Uniform for Girls

- ❖ Plaid jumper or Skirt
- ❖ White blouse with a collar or turtleneck, should not have any/decoration
- ❖ Blue/White Socks or Tights
- ❖ Navy Walking Shorts (Warm weather days) Navy slacks (Cold weather days).
- ❖ Plain (**no design**) Navy Sweater(St. Martin de Porres logo optional)
- ❖ Belts are required on pants

Uniform for Boys

- ❖ Navy Slacks
- ❖ White/Blue shirts with a collar or white turtleneck, should not have any decoration
- ❖ Navy Walking Shorts(Warm weather days)
- ❖ Plain (**no design**) Navy Sweater(St. Martin de Porres logo optional)
- ❖ Belts are required on pants.

Thursday Uniform

- ❖ Boys – navy blue slacks, white oxford button down shirt, 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 K&M Uniforms).

P.E. Days – Wednesdays and Fridays

- ❖ Spring/Summer
Navy blue walking Shorts, white Polo Shirt or St. Martin de Porres T-shirt,
- ❖ Winter
Navy blue sweatpants, navy sweatshirt (St. Martin de Porres logo optional)
- ❖ **P.E. UNIFORMS ARE NOT ALLOWED ON MONDAY, TUESDAY, THURSDAY OR FIELD TRIPS UNLESS SPECIFIED.**

Uniform Passes

- ❖ The Principal gives uniform passes as rewards for various reasons.
- ❖ Uniform passes **MAY NOT** be used on field trips days or Mass days.

K & M Uniforms carries items with the St. Martin de Porres logo as well as all other uniform pieces. Information is available in the school office.

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.

P3/P4/Kindergarten - A change of clothes and underwear should be kept at school in case of an accident. Each child will need a cot/mat (optional) and a small piece of covering. All covering should be placed in a laundry bag or pillow case. They must be picked up each Friday and returned to school the following Monday.

Confiscated Items

Items brought to school by students, without the teachers permission, which may be detrimental to the learning environment to the classroom, will be taken from the student and retained until the last day of the school year. At that time, the parent/guardian my retrieve the item(s) from the teacher or main office.

Birthdays/Festival Days Celebrations

Birthdays of preschool children are observed. Parents may furnish refreshments for their child's birthday if they desire. A parent wishing to do so should contact the teacher one week in advance. Please be aware that it is the parent's responsibility to provided the party fare and to handle clean-up afterwards.

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 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. Informality is a key feature with provisions for spacious activity areas as

well as small quiet space for individual interests.

Centers include: Religion, Language Arts, Library, Math Their Way(Concrete Materials), Science/Discovering, Art, Music and Movement, Computer Technology, Spanish, Outdoor Play/Sand and Water.

Primary and Intermediate Grades

The school curriculum is composed of the following core subject areas: Religion, Reading, Language Arts, Spelling, Handwriting, Mathematics, Science, Social Studies, Computer Technology, Spanish, Music, Physical Education, Art.

- ❖ Teachers will share their goals/objectives for their grade level at Parent Information Night.
- ❖ The curriculum is evaluated yearly with a comprehensive evaluation done in every core subject area on a revolving five year cycle.
- ❖ Students in Grades 3-5 take the Iowa Test of Basic Skills in October as required by all Diocesan schools. In the spring students in Grades 1-5 take the Terra Nova given by Richland County District One.
- ❖ By the nature of the subject, Music, Art and Physical education are graded mainly on class participation and completion of work based on material presented in class.

Homework

The school firmly believes that homework is a necessary part of your child's education. Through homework, a child is enabled to do individual and independent work, to apply what he/she has learned, and to prepare for the next day's lesson.

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

- ❖ Provide an atmosphere of study, free of distractions.
- ❖ Reinforce good reading habits, especially reading for pleasure.
- ❖ Discuss, encourage, helping, 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 shall consist of:

- ❖ Assignments not completed in school
- ❖ Projects connected with a subject
- ❖ Spelling words independent practice based on skill taught in class
- ❖ Penmanship practice
- ❖ Reading for recreation or information
- ❖ Re-reading lessons from class
- ❖ A TV special assigned because of its educational value(Magic School Bus, National Geographic, etc.)
- ❖ Studying - not all homework is written in nature

The time for doing homework will vary according to the age of the child, the assignments given, and the child's own rate of work. If a child seems to be spending an excessive amount of time on assignments, a conference with the teacher is necessary.

Conferences

Parents are a valuable part of a child's education. In order to devote undivided attention to conferences, teachers are not available for conferences neither during the school day, nor immediately before or after school. These times are devoted to the children. Please make an appointment when teachers are free of supervisory responsibilities.

Evaluation

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.

Evaluations

Preschool

Each child's progress is reported to parent(s) through conferences and written reports. Conferences are held twice a year (see school calendar for dates) and progress reports are issued twice a year.

Primary and intermediate Grades

Student progress is reported to parents/guardians through conferences and written reports.

- ❖ Folders with weekly progress
- ❖ Conferences: First and Third quarters
- ❖ Report Cards: Four quarters

Special conferences may be requested by calling the school secretary who will arrange an appointment with the teacher when he/she is free of teaching and supervisory responsibilities. Teachers will notify parent/guardian if a conference is necessary at other times throughout the year.

Grading Codes used for Grades 1 - 5

| | |
|---------------|---|
| 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 | Social Habits and Work-Study Habits |
| C+ 80-82 | are coded with the following |
| C 77-79 | information: |
| C- 74-76 | O Outstanding |
| D 70-73 | X Indicates a need for improvement |
| F Below 70 | I Improving in this area |
| | No mark Satisfactory |

St. Martin de Porres Catholic School Honor Rolls

Student achievement is recognized at the end of each quarter in the following areas:

- ❖ Citizenship
- ❖ Attendance
- ❖ Most Improved
- ❖ A and B Honor Roll (1st through 5th Grades)

Student Discipline

The teacher 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 gently but firmly. Physical punishment will not be used.

Each student of St. Martin de Porres Catholic School has:

- a RIGHT to good learning environment and Education
- a RIGHT to religious Education
- a RIGHT to courtesy and respect
- a RIGHT to have his/her personal property respected

Each student has the RESPONSIBILITY to:

- do all assigned school work
- follow classroom rules
- be respectful in language and behavior
- respect the rights of others to teach, learn and worship

- solve difficulties in a peaceful manner
- be on time for school, class and activities
- keep food in the cafeteria
- leave gum, candy and any objects which may distract from the learning environment at home
- play in a safe manner - no throwing rocks or other objects, no tackling or knocking others down

Preschool Discipline Procedure

Serious misconduct will be dealt with in the following manner:

- A written report to parent(s)
- Conference with parent(s), child and teacher
- Conference with parent(s), child, teacher and administration
- Students will be sent home for two days, conference with parent/guardian will be required for reentrance.
- The student will be dismissed from St. Martin de Porres School.

St. Martin de Porres Catholic School Demerit Point System for Grades Kindergarten – 5th

Each student will begin with a perfect score of 100 points. Demerits are deducted, for the following offenses. The Classroom or Special area teacher is responsible for giving the demerits. A demerit observed by another faculty/staff will be reported to the classroom teacher who is responsible for giving the demerit.

REWARDS AND SPECIAL TREATS WILL BE GIVEN ON A WEEKLY BASIS TO STUDENTS WHO DO NOT RECEIVE DEMERITS.

Group A

- ❖ 16 demerits - Disrespect
- ❖ 14 demerits - Use of Inappropriate Behavior/Language (verbal or written)
- ❖ 12 demerits – Abuse of School property
- ❖ 10 demerits – Fighting
- ❖ 8 demerits – Cheating, Lying or Stealing
- ❖ 8 demerits – Disruptive Behavior

Consequences

- 8 demerits – Conference w/ Parent/Child/Principal
- 10 demerits – 1 Saturday (8:30-12:30) detention
- 16 demerits – 1 day at home suspension
- 36 demerits – 2 days at home suspension
- 55 demerits – Expulsion conference with the Principal

Group B

- ❖ 5 demerits – 3 Tardies
- ❖ 5 demerits – Dress Code Violation
- ❖ 4 demerits – Chewing gum
- ❖ 2 demerits – Eating in the Hall or Classroom without permission
- ❖ 2 demerits – Failure to return dated materials

Consequences

- 5 demerits – Conference with Parent/Child/Principal
- 10 demerits – 8:30 a.m. – 9:30 a.m. Saturday detention
- 16 demerits – 1 Saturday (8:30 – 12:30) detention
- 55 demerits – 1 day at home suspension
- 75 demerits – 2 days at home suspension
- 76 demerits – Expulsion conference with the Principal

Students who are suspended will receive a zero for all missed assignments or tests given on the day of the suspension.

Fighting – Parent/Guardian will be called to pick up their child from school **immediately**. The student cannot return without a conference with the parent, teacher and principal.

Alcohol, Drugs, Weapons - possession of alcohol, tobacco or weapons or acts involving any of these items will call

for immediate suspension

August & September will have weekly Saturday detentions. October – May will have monthly Saturday detentions held on the last Saturday of the month.

Failure to show up for a Saturday detention will result in a 1 day at home suspension.

Termination and Dismissal

- The school reserves the right to dismiss a child who is or becomes an unmanageable discipline problem.
- 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 irretrievably broken.

Disclaimer: 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. The school administration (Pastor, Pastoral Administrator and Principal) reserve the right to make changes and /or additions to this handbook without prior notice. The administration is the final interpreter of the content of this Handbook.

All parents are requested to sign the signature card enclosed and return to the school.