



St. Martin de Porres Marianist School

Handbook and Calendar

2021 – 2022



OUR INSPIRATION

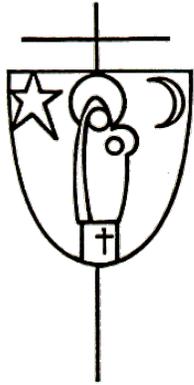
St. Martin de Porres, a Dominican Brother who died in Peru in 1639, is the patron of Long Island's newest Marianist school. Martin's life yields many rich images for our new school serving the children of Uniondale and Hempstead. As a young man of mixed racial parentage, Martin experienced the sting of prejudice when he could not be ordained a priest. As a Brother who spent much of his time ministering to the physical and spiritual needs of the African slaves in South America, Martin knew the pain and loneliness of living far from home. As a holy man who strove to build community spirit among his Brothers, among the people of the city of Lima, and even among the many animals that flocked to his garden, Martin spent his life in the service of the church.

OUR HERITAGE

Blessed William Joseph Chaminade, the Founder of the Marianists, lived amidst the turbulence of the French Revolution. Faced with rebuilding the Church in a society which had turned its back on religion, Fr. Chaminade chose education as a privileged medium by which he brought young men and women back to Christ. By winning the hearts and minds of young people, he hoped to transform not just their lives but the life of the entire community. Inspired in all things by his devotion to Mary, Fr. Chaminade looked to the Holy Family of Nazareth as a model for his schools. By forming men and women as faithful and compassionate teachers, Fr. Chaminade envisioned each school as a family where children would develop their faith in an environment of loving concern. Just as each family is different, each school would be different, in response to the varying needs of times and places. A common Marianist philosophy of education, however, would underscore every aspect of each school. For almost two hundred years, Marianist Priests and Brothers, along with their colleagues, have labored to create schools where children learn to love God and to serve their brothers and sisters by developing fully the talents and abilities that God has given to each of them. On Long Island, the Marianists have operated Chaminade High School since 1930. The contribution of Chaminade's almost 18,000 alumni to the Church and to society testifies to the fruitfulness of Fr. Chaminade's vision. In 1987, Bishop McGann asked the Marianists to assume control of St. Agnes/Maria Regina High School. The growth of Kellenberg Memorial High School and of Bro. Joseph Fox Latin School stems from the successful implantation of Marianist educational principles into a coeducational high school and middle school.

OUR HOPE

St. Martin de Porres Marianist School extends Marianist education to children beginning with pre-school. We seek to create a school that is a vibrant and faithful Catholic community where children and their teachers grow in an atmosphere of loving concern. St. Martin de Porres Marianist School is a family where children from different backgrounds and parishes learn together what it means to share "one faith, one Lord, and one baptism." St. Martin de Porres is a school thoroughly rooted in the Marianist tradition of Chaminade and Kellenberg Memorial, but open to the new possibilities that this new mission offers. Just as St. Martin strove to build new relationships, his new school offers new ways for parishes and a religious community to work together. With the intercession of Blessed William Joseph Chaminade, the Marianists pray that St. Martin de Porres Marianist School will not only revitalize Catholic education in Uniondale and Hempstead, but also in our other schools and the entire diocese at large.



ABOVE ALL, CHARITY

St. Martin de Porres Marianist School extends a Marianist education to children embarking on their educational journey with pre-school. We want to create a school that is a vibrant and faithful Catholic community where children and their teachers grow in an atmosphere of loving concern. St. Martin de Pores Marianist School motto, "Above all, charity," sums up the witness of St. Martin and echoes St. Paul's crucial message in 1 Corinthians 13:13: 'There are three things which last: faith, hope and love; and the greatest of these is love.' If we believe that love is the very essence of God, then it is in living out the selfless love of God and neighbor which theologians call charity that we fulfill our destinies as Christians. St. Martin de Porres lived this truth every day of his life. Like

Mother Teresa in recent years, he saw "Christ in the distressing face of the poor." Like St. Francis, his love extended to the whole earth. In the busy yard of his monastery, dogs, cats, birds, and mice ate together from a common bowl, a powerful image of the "peaceful kingdom" promised not only to a menagerie of animals but to the many races of men and women as well.

St. Martin de Porres, friend of the poor and builder of the community, bless the work in your name. Pour out upon your teachers and students the precious gifts of your unbounded charity. Show to all who enter your school the paths of unity and justice. Implore from our Father in heaven the coming of His kingdom, so that through mutual benevolence we may increase the fruits of grace, transform the sufferings of this life, and merit the rewards of eternal life. Amen

Principal.....Shawn Lisa Torres, LCSW-R

Administrative Assistant.....Mrs. Bridget Gunn

ST. MARTIN DE PORRES MARIANIST SCHOOL
530 HEMPSTEAD BOULEVARD, UNIONDALE, NEW YORK 11553
Telephone (516) 481-3303 Fax (516) 483-4138
www.StMartinMarianist.org

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day No School	7 Faculty Meeting St. Martin Room 9:00 A.M. No School	8 Feast of the Birth of Mary School Opens Grades 1 – 8 8:10 A.M. – 12 Noon 1 st Grade Orientation Students and Parents	9 Grades 1 -- 8. 8:10 A.M. -- 3:30 P.M. Pre-K and Kindergarten Students Orientation with Families	10 Grades 1 -- 8. 8:10 A.M. -- 3:30 P.M. Opening School Mass Pre-K and Kindergarten Students Orientation with Families	11
12 Holy Name of Mary Patronal Feast of the Society of Mary	13 Pre-K and Kindergarten 1 st Day of Classes Holy Name of Mary Prayer Service After School Program Begins	14 Triumph of the Cross Prayer Service at KMHS 9:30 A.M. Grades 1 – 8	15 Meet the Teachers Grades 2 – 5 7:00 P.M.	16 Academic Awards Assembly St. Martin Honor Society Induction Meet the Teachers Grades 6 – 8 7:00 P.M.	17 Feast of the Marianist Martyrs	18
19	20	21	22 Autumnal Equinox	23 Activity Awards Assembly	24	25 Back to School Mass and BBQ 5:00 P.M. – 8:00 P.M.
26	27	28	29	30		

Never be afraid of loving the Blessed Virgin too much. You can never love her more than Jesus did.

-- St. Maximilian Kolbe

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Feast of the Guardian Angels Open House at Kellenberg 10:00 A.M. -- 1:00 P.M. Open House at Chaminade 2:00 P.M. - 4:00 P.M.
3	4 Feast of St. Francis Blessing of the Animals	5	6	7 Feast of Our Lady of the Rosary Rosary Rally First Trimester Progress Reports Mailed Home	8	9
10	11 Columbus Day No School	12 Feast of Our Lady of the Pillar	13	14 Parent/Teacher/Student Interviews 5:30 P.M. – 7:30 P.M.	15 School Mass	16
17	18	19	20	21	22	23
24 <hr/> 31 Halloween	25 Spirit Week	26 Spirit Week	27 Spirit Week	28 Spirit Week	29 Spirit Week Family Fall Festival	30

***After the love we owe Jesus Christ, we must give chief place in our hearts to the love of His Mother Mary.
-- St. Alphonsus de Liguori***

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 All Saints Day School Mass Saints on Parade	2 All Souls Day	3 Feast of St. Martin de Porres	4 St. Martin Day's Celebration School Mass No After School	5 St. Martin de Porres Feast Day Holiday No School	6 Catholic High School Entrance Exam
7 Daylight Savings Time Ends. Change clocks back one hour.	8	9	10 Veteran's Day Celebration	11 Veterans Day No School	12	13 Open House begins at 11:00 A.M.
14	15	16	17 Spelling Bee	18	19	20
21 Feast of Christ the King	22 Registration begins for 2022 – 2023 School Year	23	24 Thanksgiving Day Prayer Service No After School Program	25 Thanksgiving Day No School	26 Thanksgiving Recess No School	27
28 First Sunday of Advent	29	30 Giving Tuesday				

Mary, give me your Heart: so beautiful, so pure, so immaculate; your Heart so full of love and humility that I may be able to receive Jesus in the Bread of Life and love Him as you love Him and serve Him in the distressing guise of the poor.

-- St. Mother Teresa

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Christmas Decorating	2	3 Setup for Breakfast With Santa at KMHS	4 Breakfast with Santa 9:00 A.M. at KMHS
5 Second Sunday of Advent	6	7	8 Solemnity of the Immaculate Conception School Mass	9	10 Mission: Pack to Back	11
12 Third Sunday of Advent	13 Last Day of After School for First Trimester	14 Christmas Concert and Art Show, 7:00 P.M. at Kellenberg Memorial No After School	15 Faculty Professional Day No Classes	16 No After School	17 First Trimester Exams SMMS 18 th Anniversary Parents & SMAPA Cocktail Party No After School	18
19 Fourth Sunday of Advent	20 First Trimester Exams No After School Winter Solstice	21 First Trimester Exams No After School First Grade Visits Santa Claus	22 Make-Up Examination Day Beginning of Christmas Recess No School	23 Christmas Recess No School Report Cards Mailed Home	24 Christmas Eve No School	25 Christmas
26 Feast of the Holy Family	27 Christmas Recess No School	28 Christmas Recess No School	29 Christmas Recess No School	30 Christmas Recess No School	31 New Year's Eve No School	

***The Son of God became man for our salvation but only in Mary and through Mary.
-- St. Louis de Montfort***

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Happy New Year Solemnity of Mary, Mother of God No School
2 Solemnity of the Epiphany	3 Second Trimester Begins Classes Resume Epiphany Prayer Service	4	5	6 Parent/Teacher/Student Interviews 5:30 P.M.—7:30 P.M.	7	8
9 Feast of the Baptism of Jesus	10 Feast of Blessed Adele Cleanup Christmas Decorations	11	12	13	14	15
16	17 Martin Luther King, Jr. Day No School	18	19	20	21 Feast of St. Agnes Founders Day Mass	22 Feast of Blessed William-Joseph Chaminade
23 <hr/> 30 Catholic Schools Week	24 <hr/> 31 Catholic Schools Week	25	26 Class Pictures & Individual Portraits 1 st Grade to 7 th Grade	27 Class Pictures & Individual Portraits Pre- K, K and 8 th Grade Mass and Social Grades 6, 7, 8 6:00 P.M. -- 9:15 P.M.	28 Founder's Day No School	29 Open House 11:00 A.M. to 1:00 P.M.

The honor of Mary is so intimately connected with the honor and glory of Jesus that to deny the one is at the same time a denial of the other.

-- Blessed William Joseph Chaminade

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Catholic Schools Week	2 Catholic Schools Week	3 Feast of Saint Blaise Catholic Schools Week	4 Catholic Schools Week Ladies Tea & Social at KMHS, Setup 3:00 P.M. -- 5:00 P.M.	5 Ladies Tea & Social at KMHS, Grades 6, 7, 8 3:00 P.M. -- 5:00 P.M.
6 Blue & Gold Mass & Brunch	7	8 Day of Giving	9 Geography Bee Tomorrow's Hope/H&R Block Workshop 7:30 P.M.	10 Second Trimester Progress Reports Mailed	11 Our Lady of Lourdes School Mass	12 SMMS Chess Tournament
13	14	15	16	17 Parent/Teacher/Student Interviews 5:30 P.M. – 7:30 P.M.	18 Family Reading Night Pre-K to 2 nd Grade 7:00 P.M. – 8:30 P.M.	19
20 <hr/> 27	21 Presidents Day No School <hr/> 28 Classes Resume	22 Winter Recess No School	23 Winter Recess No School	24 Winter Recess No School	25 Winter Recess No School	26

To give worthy praise to the Lord's mercy, we unite ourselves with Your Immaculate Mother, for then our hymn will be more pleasing to You, because She is chosen from among men and angels. Through Her, as through a pure crystal, Your mercy was passed on to us. Through Her, man became pleasing to God; Through Her, streams of grace flowed down upon us.

-- St. Faustina

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Mardi Gras	2 Ash Wednesday	3	4 Eighth Grade HS Test Fourth Grade Play 9:30 A.M.	5
6 First Sunday of Lent	7	8	9 Science Fair Grades 4 to 8 3:30 P.M. – 5:00 P.M.	10	11 Jr. High Poetry Night	12
13 Second Sunday of Lent Daylight Savings Time Begins Change clocks one hour ahead.	14	15 Math Bee	16	17	18	19 Feast of St. Joseph
20 Third Sunday of Lent Vernal Equinox	21	22	23	24	25 Feast of the Annunciation School Mass Christian Art Exhibition	26
27 Fourth Sunday of Lent	28	29	30	31		

If you invoke the Blessed Virgin when you are tempted, she will come at once to your help, and Satan will leave you.

-- St. John Vianney

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Tomorrow's Hope Scholarship Applications Due Transportation Requests Due to School Districts	2
3 Fifth Sunday of Lent	4	5	6 Last Day of After School for Second Trimester	7 School Mass No After School	8 Second Trimester Exams No After School Rehearsal Jr. High Drama Production at CHS 4 P.M. to 8 P.M.	9 Jr. High Drama Production Darby Auditorium, CHS at 7:00 P.M.
10 Palm Sunday	11 Second Trimester Exams No After School	12 Second Trimester Exams First Grade Easter Visit No After School	13 Make-up Exam Day No School Report Cards Mailed Home	14 Holy Thursday No School, Building Closed	15 Good Friday No School, Building Closed	16 Holy Saturday No School, Building Closed
17 Easter Sunday	18 Easter Recess No School	19 Easter Recess No School	20 Easter Recess No School	21 Easter Recess No School	22 Easter Recess No School	23
24 Divine Mercy Sunday	25 Third Trimester Begins School Re-opens	26	27 Day of Giving	28	29 Faculty Day of Recollection No School	30

***Let us run to Mary, and, as her little children, cast ourselves into her arms with a perfect confidence.
– St. Francis de Sales***

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 May Crowning	4 Religion Bee	5	6	7
8 Mother's Day	9	10	11 Marian Celebration School Mass	12	13 8 th Grade Trip 6 th Grade Pilgrimage to Our Lady of the Isle Shrine	14 Third, Fourth & Fifth Grade Girls' Garden Party
15	16	17	18 Fifteenth Annual Author Day	19 Purple and Gold	20 Spring Social Grades 6, 7, 8 6:00 P.M. -- 9:15 P.M	21
22	23	24	25 8 th Grade Honor Ceremony	26 Ascension Thursday School Mass Spring Concert & Art Show 7:00 P.M. at KMHS No After School Program	27 Memorial Day Recess No School	28
29	30 <i>Memorial Day No School</i>	31 8 th Grade Luncheon				

It seems unbelievable that a man should perish in whose favor Christ said to His Mother: "Behold your son," provided that he has not turned a deaf ear to the words, which Christ addressed to him: "Behold your Mother."

-- St. Robert Bellarmine

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Comprehensive Exams for 8 th Graders Field Day for Grades Pre-K – 3 No After School	2 Comprehensive Exams for 8 th Graders	3 Comprehensive Exams for 8 th Graders Last Day of After School for the year	4 Eleventh Annual Family Mini-Golf Outing
5 Pentecost Sunday	6 Feast of Blessed Virgin Mary, Mother of the Church 8 th Grade Summer School Make-up Examination Day Field Day for Grades 4 – 7 No After School	7 8 th Grade Summer School Kindergarten Celebration Ceremony 9:30 A.M. Last day of school for Pre-K & Kindergarten No After School	8 8 th Grade Summer School Comprehensive Exams Grades 2 First Grade Field Trip and Luncheon Last day of school for First Grade No After School	9 8 th Grade Summer School Comprehensive Exams Grades 2 -- 7 No After School	10 Comprehensive Exams Grades 2 -- 7 8 th Grade Summer School Last day of school for Second Grade No After School	11
12 Trinity Sunday	13 Comprehensive Exams Grades 3 -- 7 8 th Grade Summer School Last day of school for 3 rd to 7 th Grade No After School	14 Graduation Setup	15 Mass & Graduation Exercise. KMHS Auditorium. 5:00 P.M.	16	17	18
19 Corpus Christi Sunday Juneteenth Holiday Summer Solstice Father's Day <hr/> 26	20 Summer Camp Begins <hr/> 27 Summer School Begins	21 Report Cards Mailed Home <hr/> 28	22 Telephone Calls to Parents of Students with Failures <hr/> 29	23 Summer School Registration for Students with Failures <hr/> 30	24	25

***A man is no true Christian if he has no devotion to the Mother of Jesus Christ.
 – St. John Eudes***

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day	5	6	7 Fourteenth Annual Alumni Social 6:00 P.M. -- 8:00 P.M.	8	9
10	11	12	13	14 Seventh Annual Clipper Alumni Society Gathering 7:00 P.M. – 9:00 P.M.	15	16
17	18	19	20	21	22	23
24 <hr/> 31	25	26	27	28	29	30

That one woman is both mother and virgin, not in spirit only but even in body. In spirit she is mother, not of our head, who is our Savior himself – of whom all, even she herself, are rightly called children of the bridegroom – but plainly is she the mother of us who are his members, because by love she has cooperated so that the faithful, who are the members of that head, might be born in the Church. In body, indeed, she is the Mother of that very head.

-- St. Augustine

August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 New Family Meet and Greet	5	6
7	8	9	10	11	12 Summer School Ends Summer Camp Ends	13
14	15 Solemnity of the Assumption	16	17	18	19	20
21	22 Gold Program Class of 2023 Girls' Day Retreat Meribah	23 Gold Program Class of 2023 Boys' Day Retreat Meribah	24	25	26	27
28	29	30	31			

So your strength is failing you? Why don't you tell your mother about it? . . . Mother! Call her with a loud voice. She is listening to you; she sees you in danger, perhaps, and she – your holy mother Mary – offers you, along with the grace of her son, the refuge of her arms, the tenderness of her embrace . . . and you will find yourself with added strength for the new battle.

-- St. Josemaria Escriva

September 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day No School	6 Faculty Meeting St. Martin Room 9:00 A.M. No School	7 School Opens Grades 1 – 8 8:10 A.M. – 12 Noon	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

***What a joy to remember that Mary is our Mother! Since she loves us and knows our weakness, what have we to fear?
-- St. Therese of Lisieux***

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Mrs. Shawn Lisa Torres, LCSW-R.	Principal
Mrs. Bridget Gunn	Administrative Assistant
Bro. Timothy Driscoll, S.M.	Chaplain
Mrs. Erin Citrano	Director of Advancement
Mrs. Rosemarie Giamanco	Director of Advancement Secretary
Mr. William Edzards	Director of Athletics, Physical Education, Jr High
Mr. Edward Jordan	Director of Building Maintenance
Mr. Christopher Bonacorsa	Director of Fine Arts, Band
Mrs. Lisa Haller	Director of Holy Family Center, First Grade
Mr. Felipe Ventura	Director of IT
Bro. James Conway, S.M.	Director of Student Services, Jr High
Mrs. Lupita Lozano	Office Secretary
Mrs. Jean Niemczyk	Office Secretary
Mrs. Megan Dillon	Pre-K
Mrs. Allison Hoover	Pre-K
Mrs. Colleen Puccio	Pre-K
Mrs. Allison Dalrymple	Kindergarten
Mrs. Saralee Good	Kindergarten
Mrs. Kimberly Shea	First Grade
Mrs. Jacqueline Dolan	Second Grade
Mr. Jeffrey Lozano	Second Grade
Miss Keely McCutcheon	Third Grade
Mrs. Kerrienne Owens	Third Grade
Mr. R. Andrew Corbett	Fourth Grade
Mrs. Theresa Hurst	Fourth Grade
Bro. Jean Dossous	Fifth Grade, Ancillary
Mrs. Kasey Grasso	Fifth Grade
Mr. Timothy Morris	Fifth Grade
Mr. Thomas Crimmins	Junior High
Mrs. Christina Crocitto	Junior High
Mr. Brendan Hickey	Junior High
Mr. Keith Lucchesi	Junior High
Mrs. Alyssa Mannion	Junior High
Miss Erin Zaremba	Physical Education
Mr. Nicholas Fajek	Band
Miss Leslieann Placid	Chorus
Mrs. Christen LaRocca	Reading Specialist
Miss Inna Tymachka-Daigla	String Orchestra
Miss Sarah Diaab Schneider	Aide
Miss Jasmin Belcher	Aide
Miss Nicole Kilduff	Aide
Miss Mikayla Zaccaria	Junior High
Mrs. Rocio Rohan	Aide
Miss Lorraine San Filippo	Aide
Mr. Garth Brown / Mr. Barry Hough	Maintenance
Miss Kayla Broady, LMSW	Social Worker

ADMISSIONS

Parents and guardians applying for their children's admission to St. Martin de Porres Marianist School are to be guided by the following procedures. Students will be screened and records will be verified according to the standards and guidelines set forth by the New York State Department of Education and the Administration of St. Martin de Porres Marianist School. Priority of admission is given to parishioners of St. Martha, Our Lady of Loretto, and St. Ladislaus Parishes. Priority of admission is also granted to baptized Roman Catholic students. Admission is granted to non-Catholic Christians only when space allows. There will be a non-refundable registration fee due at the time of registration.

The Principal's decision is final with regard to the admission of students to this school.

The following documents must be presented at the time of application:

- An original birth certificate
- A copy of the baptismal certificate
- Proof of all required immunizations as outlined in the following section and completed physical exam card
- Two years of final report cards when applicable
- Copies of any standardized tests
- Proof of membership and active involvement with a local parish

Proof of immunization for the following must be presented at the time of registration:

- Polio (Sabin) series of 3 plus booster
- Diphtheria (D.P.T.) series of 3 plus booster
- Measles – 1 dose live after child's first birthday
- Rubella – 1 dose
- Mumps – 1 dose
- M.M.R. -- 2nd dose requested for Kindergarten
- H.I.B. – required for Pre-Kindergarten.

Student support services are provided by the Uniondale School District to students in grades Pre-K to 8th. Costs for these services are then billed to the student's home district. Because of limitations in resources and finances at St. Martin de Porres Marianist School, exceptional

programs for individual needs cannot be adequately provided for within existing parameters.

NON-DISCRIMINATION POLICY

St. Martin de Porres Marianist School admits students of any race, gender, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

POLICY FOR TUITION PAYMENT

1. All tuition must be paid on a regular basis between August 20, 2021 and May 20, 2022. If there is a problem with meeting this obligation, parents and families must contact the Principal.
2. Tuition in arrears will result in an Administrative suspension or withdrawal for the child. If tuition is not paid in full by the first day of June 2022, the student will not be allowed to return to school to attend classes. Students will not be allowed to take final exams, to receive grades for the year, to attend graduation or to receive a diploma. Students will only be allowed to return the following year when all obligations are paid in full.
3. Families who are in arrears on any of the tuition plans will be warned that they are missing payments. Trimester exams will not be given to students whose family tuition is not up to date at the time of the exams.
4. All families must sign up with Blackbaud Smart Tuition. Families have options as to how to pay tuition for their children. One option is to pay the tuition in full by August 20, 2021. A \$150 per student discount is available for paying with this option. Parents can also make two payments through Blackbaud Smart Tuition. The first payment is due in August and the second payment is due in January. Finally, the parents can make ten equal monthly payments (again using Blackbaud Smart Tuition), beginning in August and ending in May.
5. A student's immediate family (including mother, father, brother and sister) registered in St. Martha's parish, Our Lady of Loretto parish or

St. Ladislaus' parish must be regular users of the weekly envelope system to be eligible for the "Churches In Parish" Group I Rate." Families not using the envelope system will be considered and charged as "Group II Tuition Rate."

ATTENDANCE

ABSENCES

To ensure the maximum benefit from the classroom experience and instructional participation, it is important that your child attend school every day.

- If a student will be absent, parents are required to telephone the school before 8:00 A.M. Please indicate your child's name, grade, reason for absence and projected date of return. ***If your child does not arrive to school and we have not heard from you, we will telephone your home. Your message confirms to us that your child is safe.***
- ***A written note from the parent/guardian explaining the student's absence is required by New York State and must be brought in the day your child returns to class.*** A written doctor's note is required if a student has been absent in excess of 3 or more consecutive days.
- New York State Educational Law states that absence from school for the following reasons are excusable: personal sickness, death or sickness in the family, impassable roads or weather making travel unsafe, religious observance, quarantine, approved educational trips, required presence in court, attendance at organized clinics, health treatment, and approved cooperative work programs. Absence for any other reason is held illegal and must be marked so on the pupil's official record.
- Students are responsible for all school work missed due to absence. For absences of more than one day, schoolwork may be requested. Contact the school before 11:00 A.M. and the materials will be ready to be picked up after 3 P.M. If a family takes a vacation during school time, children are expected to make up missed work prior to their return to classes. **School work will not be prepared in advance.**
- The student is responsible for making up assignments, tests and quizzes missed during an absence.

- Students who are illegally absent during a trimester exam or

- comprehensive exam will receive a 60% for that subject.
- A child whose parents expect the child to be in school and who does not attend for other than lawful reasons is truant.
- Routine doctor and dental appointments should be scheduled after school hours whenever possible.
- A student who has excessive absences will be referred to the school social worker for review.
- The school is required by New York State Law to report to the Child Protective Services all children who may have any questionable or unreasonable absences.

LATENESS

- Any student who enters the building after 8:15 A.M. will receive a late pass from the school secretary and will be marked late.
- A student whose bus reports late is not considered late and will follow the directions of the school secretary.
- Any student with an inexcusable lateness may be subject to disciplinary action.
- The student who is excessively late either in terms of time of arrival or in frequency will be informed of their excessive lateness. Excessive lateness may result in disciplinary action.
- Chronic lateness will be referred to the school social worker for review.

EARLY DISMISSAL

Parents are urged to leave their children in school for the entire duration of academic hours. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible.

- If a child needs to be dismissed early, parents/legal guardians should send the child in with a note for the Principals' Office stating the time and reason for the early dismissal.
- Parents need to sign the child out in the Main Office.
- Only authorized people will be allowed to take a child from school.

"NO SCHOOL ADVISORY"/EMERGENCY SCHOOL CLOSING

School cancellations/delays will be determined by the School Administration. Announcements of the closing of this school will be made between 6:00 A.M. and 8:00 A.M. on Cablevision Channel 12 as well as FIOS 1. Parents may also check our website for information: www.StMartinMarianist.org. Parents who are registered in the REMIND system will also receive an email and/or text message notification.

VACATIONS

The calendar indicates when students have a full day holiday or extended vacation days. It also specifies the days when students will be dismissed from school early.

- Students are not to be kept out of school for family vacations or family trips.
- Teachers are not required to give assigned work for unexcused absences. Students are required to learn whatever was taught and assigned during an unexcused absence. The teacher will determine if the work assigned will be acceptable for credit.

DAILY SCHOOL SCHEDULE

7:30 A.M.	Building Opens Students meet in the Sacred Heart Commons
8:10 A.M.	Homerooms Open
8:15 A.M.	Students must be in building
8:30 A.M.	Homeroom Begins
3:30 P.M.	Dismissal

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

All students arriving by car will be dropped off in St. Martha's Church's parking lot or in the funeral home parking lot and will enter St. Martin de Porres Marianist School through the Sacred Heart Commons or the St. Martha's Entranceway. Please be aware that cars may **not** enter the

school parking lot from 7:45 A.M. to 8:45 A.M. Only school buses may enter the parking lot during that time. Parents are **not** permitted to park in front of the school building.

After 8:15 A.M., students should enter the building through the front doors and receive a Late Pass.

DISMISSAL

Students are dismissed to the buses under the supervision of a teacher. Walkers are dismissed under a teacher's supervision after the bus students have been dismissed. All students who are picked up must be met promptly within the school parking lot. For the protection of each child, parents will have to come in and sign out their children if they arrive 20 minutes after dismissal. If a person other than a parent is to meet a child at dismissal, teachers must be notified in writing.

Please be aware of the following:

- parking on Hempstead Blvd. is illegal
- parking is available across the street from St. Martha's Church and in the parking lot next to the rectory
- parents may park in the school parking lot after 4:00 P.M.

RELIGIOUS OBSERVANCES

The students of St. Martin de Porres Marianist School are given the opportunity to celebrate their faith.

1. DAILY – Every school day begins with prayers over the television system in each classroom. At noon we pray the Angelus, a Marian prayer. As the academic day comes to a close, we remember Christ's death through praying the Three O'Clock Prayer as a school community.
2. MONTHLY – A school mass is celebrated on a monthly basis. Faculty and students gather to celebrate the Eucharist and to pray as a faith community. Family members are always welcome to attend school masses.
3. SPECIAL OCCASIONS – Other liturgical prayer services are prepared according to the Church calendar, in particular for Advent, Christmas, Lent and Easter.

4. At certain times the Sacrament of Reconciliation will be available for those students who are eligible to participate in this sacrament.
5. Parents are responsible for registering their children in their home parish to receive the sacraments. Parents are responsible for communicating to the school and to teachers that students have received their First Eucharist, First Penance and Confirmation.
6. In the home, more than any place, parents should teach, especially by their example, reverence for God and respect for the dignity of others. Parents are tremendously influential in instilling the virtues of love of neighbor, justice, generosity, loyalty, industry and honesty within their children. These virtues are extremely essential to their living of the Christian life. Parents should impart the highest regard for the pursuit of learning and a deep respect for those teachers who devote themselves to the education their children.

VISITATIONS TO OTHER MARIANIST SCHOOLS

As a school within the Marianist Province of Meribah, St. Martin de Porres Marianist School will, on occasion, visit the other schools within the Province. Both Chaminade High School located in Mineola and Kellenberg Memorial High School located in Uniondale are part of the Marianist Province of Meribah. Several times throughout the school year our students will travel by school bus to participate in events at Chaminade or Kellenberg. Some examples would be the Triumph of the Cross Prayer Service, Advent Prayer Service, Chaminade Day Mass and Field Days. By signing the handbook parental signature card, you are allowing St. Martin de Porres Marianist School to bring your son/daughter to these special events.

HOMEWORK & STUDY SKILLS

ELEMENTARY GRADES (K to 5th)

1. Homework serves as an application and review of what was taught in a day's lesson.
2. Homework reinforces basic skills through drill and practice.
3. Homework keeps parents informed of what is being taught and serves as a communication vehicle between the home and the school, parents are requested to sign homework.

4. Homework provides an opportunity for students to be responsible for their learning.

Students are to complete their homework neatly and with thoughtful reflection. Students will become responsible for planning their studying; even if there is no written homework, students should be reading and reviewing.

MIDDLE SCHOOL (6th to 8th)

1. Homework serves as an application and review of what was taught in a day's lesson.
2. Homework reinforces basic skills through drill and practice.
3. Homework keeps parents informed of what is being taught and serves as a communication vehicle between the home and the school.
4. Homework provides an opportunity for students to be responsible for their learning.

Students are responsible to plan their studying. Even if there is no written homework, students should be reading and reviewing for future exams. All homework is to be written down in a school supplied planner by all students from grade 3 to 8. Parents can verify homework assignments and upcoming tests, quizzes or project deadlines on the homeroom or subject teacher's webpage.

If a teacher witnesses students cheating on a test or determines through examination of a test paper that cheating has occurred, the principal will be notified. Students will be allowed to express their positions and parents will be notified of the situation. A grade of "F" will be issued for academic dishonesty to all parties involved. The quiz/test will not be re-administered.

GRADE REPORTING

St. Martin's operates on a trimester grade reporting system. Progress reports are mailed home on October 7, 2021 and February 10, 2022. Report cards are mailed out at the end of each trimester, December 23, 2021, April 13, 2022 and June 21, 2022. Only one report card will be mailed for each student.

Grades 1-3

- A = Excellent
- B = Very Good
- C = Satisfactory
- D = Below Grade Level
- F = Significantly Below Grade Level

Grades 4-8

Progress Grades are indicated by a letter grade.

- A = Excellent
- B = Good
- C = Satisfactory
- D = Unsatisfactory
- F = Failing

Numerical grades are recorded on the 1st Trimester, 2nd Trimester and Final Report Card for Grades 4 to 8.

The Comprehensive Examination covers the work for the entire year. The Comprehensive Examination counts as 25% of the final grade. The three trimester grades formulate the other 75% of the final grade.

First and second trimester grades are based upon the following formula: 40% for class work, quizzes and homework; 40% for tests; 20% for the Trimester Examination. The third trimester grade is calculated as follows: one-half for class work, quizzes, and homework; one-half for tests.

- Report cards will be mailed home.
- The statute of limitations for challenging report card information is two weeks. After two weeks the record becomes permanent.
- Make-up exams for Trimester Exams and Comprehensive Exams will only be given to students with legal absences.

HONOR ROLL

Students in grades 4 to 8 with a cumulative average of 85.0% will be on the Honor Roll. Honor Rolls are posted for the 1st Trimester, 2nd Trimester and Final marking periods.

PARENT-TEACHER CONFERENCES

The success of every student depends on a vital link of communication between home and school.

Evening Parent-Teacher Conferences are held on:

- October 14, 2021
- January 6, 2022
- February 17, 2022

All evening conference sessions are held from 5:30 P.M. – 7:30 P.M.

- All parents are expected to attend the conferences when requested by the teacher. Students in Grades 3 to 8 must report with their parents in full school uniform.
- Informal conferences may be held at anytime during the school year. Parents must contact the office or teacher for an appointment.

PROMOTION / RETENTION

Retaining a student is a serious matter. All promotions should be decided upon by the principal and the teacher. Plans for retention should be made in conference with the parents at least by the beginning of the third trimester. Although the principal should always act in consultation with the student's teachers, the final responsibility for a student's promotion or retention rests with the principal.

In any major subject, a final grade of 64 or below, requires attendance at a summer school program. A certificate of successful completion must be presented to the principal in order to proceed to the next grade level. If a student is experiencing difficulty in many areas, retention might be suggested to the parents for the child's benefit. The failure of 3 (three) major subjects will require retention.

GRADUATION

A student must successfully complete all subject work in order to graduate from St. Martin de Porres Marianist School.

Any subject required for graduation that is not passed successfully must be made up in St. Martin's Summer School Program. The diploma will be granted when all subjects have been successfully completed.

DRESS CODE

All uniforms must be purchased from Ideal Uniform Store. Variations in uniform styles or colors are not permissible.

School uniforms are to be worn before and after school. During the after school program, students may remove their ties, sweaters and blazers. Students participating in athletics must wear the appropriate St. Martin de Porres Marianist School uniform. Solid white undershirts must be worn under uniform shirts.

Failure to adhere to uniform policy for middle school students will result in a demerit slip. Children in grades K to 5 will receive a phone call home.

Pre-K (3 year old)

Summer Uniforms
(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- Gray tee shirt with school logo
- Navy shorts with school logo
- White socks
- Black or modest sneakers

Boys

- Gray tee shirt with school logo
- Navy shorts with school logo
- White socks
- Black or modest sneakers

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Blue sweat pants with school logo
- Blue sweat shirt with school logo

- White socks
- Black or modest sneakers

Boys

- Blue sweat pants with school logo
- Blue sweat shirt with school logo
- White socks
- Black or modest sneakers

Pre-K (4 year old)

Summer Uniforms

(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- Purple tee shirt with school logo
- Purple shorts with school logo
- White socks
- Black or modest sneakers

Boys

- Purple tee shirt with school logo
- Purple shorts with school logo
- White socks
- Black or modest sneakers

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Blue sweat pants with school logo
- Blue sweat shirt with school logo
- White socks
- Black or modest sneakers

Boys

- Blue sweat pants with school logo
- Blue sweat shirt with school logo
- White socks
- Black or modest sneakers

Kindergarten

Summer Uniforms

(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- White polo with school logo
- Navy blue skort
- Navy blue knee sock or tights
- Black Mary Jane style shoes

Boys

- White polo with school logo
- Navy blue shorts
- Navy or black socks
- Black Oxford style shoes

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Plaid jumper with school logo
- White round collared blouse (short or long sleeve)
- Navy blue cardigan with school logo
- Plaid uniform girl's tie
- Navy blue knee socks or tights
- Black Mary Jane style shoes

Boys

- Navy blue uniform pants
- White oxford button-down collar shirt (short or long sleeve)
- Navy blue cardigan with school logo
- Plaid uniform boy's tie
- Navy blue or black socks
- Black belt
- Black Oxford style shoes

1st to 5th Grades

Summer Uniforms

(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- White polo with school logo
- Navy blue skort
- Navy blue knee sock or tights
- Black Mary Jane style shoes

Boys

- White polo with school logo
- Navy blue shorts
- Navy or black socks
- Black Oxford style shoes

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Plaid jumper with school logo
- White round collared blouse (short or long sleeve)
- Navy blue cardigan with school logo
- Plaid uniform girl's tie
- Navy blue knee socks or tights
- Black Mary Jane style shoes

Boys

- Navy blue uniform pants
- White oxford button-down collar shirt (short or long sleeve)
- Navy blue cardigan with school logo
- Plaid uniform boy's tie
- Navy blue or black socks
- Black belt
- Black Oxford style shoes

6th to 8th Grades

Summer Uniforms

(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- White polo with school logo
- Plaid kilt (no more than 1 inch above the knee)
- Navy blue knee sock or tights
- Black Penny loafers

Boys

- White polo with school logo
- Navy blue uniform pants
- Navy or black socks
- Black belt
- Black Penny loafers

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Plaid kilt (no more than 1 inch above the knee)
- Burgundy blazer with school logo
- White oxford blouse button down collared (short or long sleeve)
- Plaid uniform girl's tie
- Navy blue knee socks or tights
- Black Penny loafers

Boys

- Navy blue uniform pants
- Burgundy blazer with school logo
- White oxford button-down collar shirt (short or long sleeve)
- Plaid uniform boy's tie
- Navy blue or black socks
- Black belt
- Black Penny loafers

GYM UNIFORM

Students in grades Pre-K and Kindergarten wear their gym uniforms on gym days.

Students in grades 1 to 8 wear their gym shorts and gym shirts under their formal school uniforms on gym days. They will bring in their sneakers, sweat pants and sweat shirts in a separate bag. No jewelry may be worn on gym day.

Kindergarten to 8th Grades

Summer Uniforms

(September 1, 2021 to October 15, 2021 & May 2, 2022 to June 21, 2022)

Girls

- Gold tee shirt with school logo
- Purple shorts with school logo
- White socks
- Black sneakers

Boys

- Gold tee shirt with school logo
- Purple shorts with school logo
- White socks
- Black sneakers

Winter Uniforms

(October 18, 2021 to April 29, 2022)

Girls

- Gray sweat pants with school logo
- Gray sweat shirt with school logo
- Gold tee shirt with school logo (optional)
- White socks
- Black sneakers

Boys

- Gray sweat pants with school logo
- Gray sweat shirt with school logo
- Gold tee shirt with school logo (optional)
- White socks
- Black sneakers

HAIR, MAKEUP, JEWELRY & APPEARANCE

- Any article of dress or style that is detrimental to the health, safety or morality of the student body, or to the instructional process, is prohibited.
- Hair should be neat and clean at all times. Students must leave the color of their hair its natural color. They must not alter their natural color. Hair modifications that are extreme or distracting to others are unacceptable.

- Boys hair must be clean, neat and short. Braids are permitted as long as they are neat and not permitted pass the collar of the dress shirt. Pony tails are not permitted.
- Artificial nails, nail polish, and lipstick are not permitted.
- No makeup is to be worn during the school day.
- Since student safety is our primary consideration and concern, only simple jewelry is permitted. Simple hair bands and clips may be worn.
- Wrist watches are permitted. SMART watches are not permitted.
- Only one pair of stud earrings is allowed for the girls with only one earring per lobe.
- Only one ring per hand may be worn.
- Necklaces must be tucked inside the student's shirt.
- No facial jewelry such as nose or lip rings may be worn.
- Boys are not permitted to wear earrings.
- The school does not take responsibility for lost items of jewelry.

The decisions of the Administration are final in matters involving uniform and appearance.

BEHAVIOR & DISCIPLINE

BEHAVIOR

All students are expected to maintain a normal grade of Christian conduct of civility, order and respect. This is an absolutely essential tenet of St. Martin de Porres Marianist School. This mutual respect is the basis of students' behavior during the school day. Students who fail to develop and demonstrate this respect will be considered as lacking in self-discipline.

To accomplish our school goals, the faculty, in partnership with parents, will help the students develop self-discipline. When students learn to become responsible for their own actions, an attitude of mutual respect will prevail. In school, the students gain increasing knowledge of others as they learn to live and work in various phases of group interaction. As in the family, students must respect authority, regard the rights of others and cooperate in the work and play activities of the classroom and school. As students mature, they should realize the need for Christian attitudes in all relationships with others.

DISCIPLINE

St. Martin de Porres Marianist School assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly and positively support the philosophy, policies, and rules of the school.

St. Martin de Porres Marianist School students are expected to maintain a normal grade of Christian conduct of civility, order and respect. Students involved in any noteworthy failure to observe rules of conduct are referred to the Principal.

ELEMENTARY GRADES (K to 5th)

- Personal boundaries between students and/or between students and staff will be maintained at all times. Students, who purposely bump, hit or engage in other inappropriate physical contact will be given a warning notice and/or recess "time out" to be supervised by a teacher on duty. Parents will be notified in this behavior continues.
- Students who consistently defy teachers' directives or class or school rules will lose recess time and parents will be notified.
- Students who deface or destroy school property will lose recess time and parents will be notified. An assessment will be made for the cost of repair and parents will be responsible to pay for the repair and/or replacement of equipment and/or property destroyed.
- If students steal and/or are caught in other acts of dishonesty, including academic dishonesty, parents will be notified. Academic dishonesty will result in a grade of "F". The quiz/test will not be re-administered.
- Students who use inappropriate language will be warned and made aware of it being "inappropriate". Parents will be notified if inappropriate language continues.
- Students who make verbal threats that indicate violent acts that will harm individuals or the student body at large, will immediately be removed from the school building and referred to the proper authorities.
- Appropriate schoolyard behavior includes:
 - Students are not to re-enter the building without teacher's consent.
 - Students are to treat each other with respect.
- Students are to include all who wish to play.
- Students are NOT permitted to leave school property, unless supervised.
- There is NO pushing, pulling, fighting or chasing. Contact sports are not permitted.

- When the bell rings, students are expected to stop playing and walk in an orderly manner to their line-up places.

Students who fail to obey the school yard rules will be deprived of playtime.

MIDDLE SCHOOL (6th to 8th)

MINOR OFFENSES include but are not limited to the following:

- being out of school uniform and/or gym uniform
- wearing inappropriate jewelry, make-up, nail polish other than clear or light pink - being unprepared for class or inattentive in class
- failure to observe school, class, or lunch rules and regulations
- gum chewing
- failure to respect the property of others
- having no homework and/or incomplete homework
- drawing or writing on hands, arms, or clothing
- tardiness (missing morning prayer)

These minor offenses will receive a demerit slip or possible detention based on the frequency of the behavior. Demerit and detention forms will need to be printed, signed by a parent/guardian, and returned the next day. The forms will be emailed to the parent/guardian directly. Teachers reserve the right to hold recess detention when homework is not done or conduct is not acceptable. Three demerits automatically equal an after-school detention.

MAJOR OFFENSES include but are not limited to the following:

- physical contact (fighting, punching, hitting, etc.)
- failure to complete projects or long-term assignments
- cheating
- disrespect to others [teachers, staff, parents, peers]
- cell phone offense
- defacing school property

These major offenses will result in an automatic after-school or recess/lunch detention. In some cases, students who exhibit consistent behavioral issues will be referred to administration. Any child referred to the Principal will be asked to have a Parent Conference with the student, Administrator, and referring teacher to discuss the situation. If the misbehavior continues, the Principal will suspend the student for a day, 2

days, or 3 days accordingly. Any student receiving three days of school suspension may be asked to leave our school.

Any student that receives a second suspension may be asked to leave St. Martin de Porres Marianist School.

Teachers and Principal reserve the right to exclude a student from a class trip and/or a special activity for exhibiting continuous inappropriate behavior.

In conclusion, each student has the right to be listened to and treated fairly. Students will have an opportunity to explain the reasons for the choices they have made when brought before the principal and/or a faculty member of the school. It is not the intent of the school to “punish”. The intent is rather to “teach”.

It is the student's right to be made aware of the rules. Once the students are made aware of the rules, and explanation for the rules is provided, students should have no reason to act in a manner that is inconsistent with our philosophy.

Parents are asked to support this school disciplinary policy, trusting that the principal and faculty of SMMS always act in the best interests of your children.

BIRTHDAY CELEBRATION GUIDELINES

Commemorating a child's birthday is a wonderful experience and to celebrate with one's classmates makes the event even more enjoyable. However, excessive partying interferes with classroom instructional time and disrupts the rhythms of the normal school day. The primary celebration of your child's birthday should take place at home, not in the classroom. In class, we will pause for a few minutes to recognize your child's special day and then return to our normal daily routine. In school birthday celebrations are only for Grades Pre-K to 5. No in-school birthday celebrations are permitted for Junior High students.

Parents will refrain from sending in any food or drinks; birthdays will be recognized by the class. Unless all classmates are invited to a birthday party outside of school, we ask that invitations be mailed from home.

CUSTODY

Child custody cases, in which a court order has been issued for a child attending this school, must be addressed with the Principal.

HEALTH SERVICES & MEDICATIONS

The yearly physical reports are to be returned by September 8, 2021.

- The nurse is to be informed if a physical will be returned late. All students must return a completed physical examination report every year.
- Gym excuses: A doctor's note is required to excuse a student from gym for longer than one day.
- Crutches: A doctor's note is required when crutches are to be used in school. Any stair limitation must be included in this note.

Any child taking medication on a daily basis must have a letter from the doctor stating the medication, dosage, time to be administered and reason. All children returning to school after an illness and still requiring medication must have this note from the parent and the doctor. The medication must be in the prescription bottle.

- Children are not permitted to carry any kind of medication in school.
- All medication is kept with the nurse in the Health Office.

BREAKFAST

A light breakfast may be purchased in the Clipper Café, located in the Sacred Heart Commons, between 7:30 A.M. and 7:45 A.M.

LUNCH

We encourage all families to participate in our lunch program. We have a variety of nutritional food items available from Culinarts, Inc. Lunch is available for purchase for all students in grades Pre-K through 8th grade.

- Students may bring in lunch from home.
- Parents are prohibited from bringing fast food up to school during the course of the day.
- All lunches, snacks, and beverages brought from home must be left in a designated crate which is located in the student's homeroom.

- No soda or glass bottles are permitted.
- Students stand and pray before the meal.
- Students stay seated throughout the lunch period.
- Students request permission from faculty or adult lunch monitor to leave their seat.
- Students speak respectfully to classmates, adult lunch monitors and faculty supervisors.
- Students eat only at lunch tables.
- Students place all garbage and recyclables in proper receptacles.
- Students clean up after themselves.
- Students listen for directions at dismissal.

AFTER SCHOOL SNACKS

The Clipper Café, located in the Sacred Heart Commons, will be open to students and parents from 3:30 P.M. to 5:15 P.M. Both hot and cold snacks and drinks will be available for purchase.

BICYCLES

Students using bicycles must wear approved helmets according to the most recent state laws. The school does not assume any responsibility for any bicycles that are damaged or stolen while chained at the school.

BOOK BAGS

Rolling book bags on wheels are prohibited for all students. Students in grades 6, 7, and 8 may only use soft backpacks that will be able to be stored in their locker.

BUS TRANSPORTATION

- Students must follow the directions and rules established by the bus driver and follow the behavioral norms expected of students attending St. Martin de Porres Marianist School.
- Bus transportation is a service provided by the school district. Please refer all questions to your Transportation Office.

- Parents of parochial and private school children must request transportation by April 1 of each year. This is necessary to enable the districts to estimate their transportation needs for the following year. Parents must contact the school district in which they reside for bus transportation.

ELECTRONIC COMMUNICATION

All aspects of C.O.R. must be maintained when communicating with others in person, by phone, texting, on the Internet or through a third party. Any use of electronic communication or online community sites, such as Facebook, etc.; that violates the principles of Civility, Order and Respect is subject to disciplinary action; including expulsion.

ELECTRONIC DEVICES

SMMS does not accept any responsibility for electronic devices in school. No electronic devices are to be brought to school outside of school issued devices. This includes handheld gaming devices, iPods, iPads, tablets, and Smart watches. However, cell phones may be brought to school in the **off** position inside the student's backpack.

The use of Electronic Devices is at the teacher's discretion and permitted during instructional time **ONLY**. Electronic Devices are not permitted during morning prayer, lunch, recess and dismissal. If they have Internet access, this feature **MUST** be turned off while at school. The unauthorized use of any aforementioned items, incur the same disciplinary actions applied to cell phone use.

CELL PHONES

The use of cell phones is a distraction for students. No phones that allow the user to take pictures, videos, or access the internet are to be brought to school.

We understand that many children today have cell phones and smart watches. The students are prohibited to use any features of a cell phone (calls, texts, camera or Internet) while **on school property**. This includes arrival and dismissal, lunch, recess and SMART.

ALL COMMUNICATION TO YOUR CHILD OR FROM YOUR CHILD MUST GO THROUGH THE SCHOOL OFFICE.

If a student is caught using their phone or wearing a smartwatch, while on school grounds, the following procedure will be followed:

The cell phone/smartwatch will be confiscated and an automatic detention slip will be issued. The parent/guardian will be notified to pick up the cell phone/smartwatch and detention will be served the next school day. If there is a repeat offense of cell phone/smartwatch use, the student could be subject to suspension.

LOCKERS

All students in grades 6, 7 and 8 will be provided a lock and locker. Only combination locks obtained from St. Martin de Porres Marianist School will be permitted on the student's locker. Student lockers are the property of the school; the Administration reserves the right to inspect student lockers at any time. Lockers should be kept neat. Food and beverages of any kind are prohibited from being stored in a school locker. Interference with another student's locker is a serious offense against that student's rights, rendering one liable to disciplinary action. Nothing should be hung on the insides of the lockers.

LOST AND FOUND

- Students who lose any property may search the lost and found.
- Clothing in the lost and found will be donated to the parish outreach every two weeks.

PHOTO RELEASE

Parents give permission for St. Martin de Porres Marianist School to use photographs or the likeness of their sons and daughters in publications or materials for use in the school's promotion and advancement initiatives and programs.

SEXUAL HARASSMENT POLICY

Harassment is defined as any intimidating or disrespectful action, word or gesture. Sexual harassment shall be defined as any behavior that causes undue trouble, worry or discomfort. The deciding factor is whether a particular phrase, gesture or behavior is not welcomed by the student receiving it or witnessing it. Sexual harassment is illegal and violates state and federal law.

Sexual harassment includes:

Written sexual harassment means letters, notes, invitations, and drawings of a sexual nature. This includes computer messages of a sexual nature. Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. Examples include: comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, and spreading rumors about a person of a sexual nature.

Non-verbal sexual harassment includes: making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking, kissing), suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Physical sexual harassment means any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault or blocking movement.

With this in mind students are prohibited from engaging in public displays of affection on school property.

Reporting Procedure:

Any student who thinks he or she has been the victim of sexual harassment should report the conduct to a teacher, teacher aide, or Headmaster.

Recommendations for students:

1. Tell the harasser directly to stop
2. Report it immediately

Any person coming forward in good faith will be free from any disciplinary action.

ST. MARTIN de PORRES MARIANIST SCHOOL AFTER SCHOOL RECREATION & TUTORING PROGRAM (SMART)

The SMART Program is a unique feature here at St. Martin's. In our after school program children are encouraged to participate in clubs, activities, and sports. There is also time for studying and tutorial work.

- There is no additional charge for the SMART Program.
- The SMART Program runs from 3:30 P.M. to 5:00 P.M. Late pickups will result in the child being suspended from the program.
- Students must follow all of the normal rules and codes of behavior during the SMART Program. The Principal has the authority to suspend or expel a student from SMART who exhibits discipline problems.
- Teachers and students from Chaminade High School and Kellenberg Memorial High School join the St. Martin's faculty in providing these activities and tutorial services.
- Students must remain on school grounds during the after school program.
- Junior High students must participate in at least one sport or one activity each trimester in order to stay after school.

ST. MARTIN de PORRES MARIANIST SCHOOL HONOR SOCIETY

Students in grades 7 and 8 may be inducted into the St. Martin Honor Society if they meet the following requirements:

- Maintain an average of 85 or better for the previous year.
- Build an honorable character.
- Participate in at least one club, sport or activity per trimester.

TEXTBOOKS

- Students must have their names, homerooms, and the school year written in all their books.
- Books are to be kept in good condition.
- Any interference with the books of another student is considered a serious offense rendering the student liable to disciplinary action.
- Students in every grade must have their workbooks covered in clear contact paper.
- Most textbooks are loaned to individual students by their local school district through the Nassau County Public School Districts Textbook Central Program. These books remain the property of

the school district and therefore must be returned at the end of the scholastic year. The following is our policy with the regard to the return of textbooks:

- Textbooks are returned before the beginning of Comprehensive Examinations
- A fee will be charged for lost or damaged books
- Students will be unable to sit for Comprehensive Examinations until either all books are returned or book fees are paid

REMOTE ONLINE DISTANCE LEARNING

When the occasion arises that the school building cannot be opened for in classroom instruction SMMS will switch to our *Remote Online Distance Learning* procedures. In case of such an emergency the Principal will announce the details when the switch over will begin and when it will end.

The basic format of our *Remote Online Distance Learning* procedure is as follows:

- All students in grades Pre-K to 8 need to have access to an internet connected device such as iPad, laptop, Chromebook, or desktop computer. Cell phones are not adequate devices. It is advisable to have a printer as well.
- SMMS maintains a gmail account for each student. In September parents are informed of this email address. Students and parents use this email address to communicate with teachers.
- Teachers will be using Google Classroom as the platform for communicating with students and parents.
- Via Google Classroom teachers will assign homework, give quizzes, and administer tests.
- Via Google Classroom teachers will announce the schedule of their daily video class meetings. Video class meetings will take place via Zoom or Google Meets.
- The length of video class meetings varies according to grade level. Whereas Pre-K may have a several short sessions each day, Junior High students have six sessions daily corresponding to the six major academic subjects.

Students and parents are responsible for creating the proper atmosphere in their homes for this remote online distance learning. The following are some of the basic guidelines to follow:

- Students should wear their school uniforms while participating in video class meetings.
- Students should be sitting at a place such as desk, dining room table, kitchen table. A place where they can work academically without distractions and background noise.
- Students need to be on time for video classes. Teachers will take attendance. Tardiness and absenteeism have academic ramifications.
- Students are to turn on the cameras on whatever device they are using during the remote online distance learning session.
- Students need to maintain and follow all school policies while studying and learning online.

VISITORS

- All visitors to the school must check in at the Main Office.
- Visitors will not loiter on the school campus or in the school building.
- Parents are to schedule conferences in advance at times convenient for both teachers and parents.