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## Administration, Faculty and Staff

Bro. Kenneth Hoagland, S.M. ....	Head of School
Mrs. Erin Citrano. ....	Principal, Music
Ms. Theresa Hurst.....	Assistant Principal, Fourth & Fifth Grade
Mr. Timothy Morris.....	Assistant Principal, Jr. High
Mr. Robert York.....	Marianist Administrative Advisor
Mrs. Bridget Gunn.....	Administrative Assistant
Bro. James Conway, S.M.....	Director of Student Services, Jr. High
Mrs. Lisa Haller.....	Director of Holy Family Center, Religion
Mr. Edward Jordan.....	Director of I.T. and Building Facilities
Mr. Keith Lucchesi.....	Director of Athletics, Physical Education, Health
Mrs. Lupita Lozano.....	Office Secretary & SMART Supervisor
Ms. Helyn Reyes .....	Office Secretary, Admissions & THF Assistance
Mrs. Allison Hoover.....	Pre-K
Mrs. Colleen Puccio.....	Pre-K
Mrs. Saralee Good.....	Kindergarten
Mrs. Allison Dalrymple.....	First Grade
Mrs. Kimberly Shea.....	First Grade
Mrs. Jacqueline Dolan.....	Second Grade
Mr. Jeffrey Lozano.....	Second Grade, Sacrament & Liturgy Coordinator
Ms. Keely McCutcheon.....	Third Grade
Mrs. Kerianne Owens.....	Third Grade
Ms. Nicole Kilduff.....	Fourth & Fifth Grade
Ms. Erin Zarembo.....	Fourth, Fifth, & Sixth Grade
Mr. R. Andrew Corbett.....	Jr. High
Mrs. Christina Crocitto.....	Jr. High
Mr. Brendan Hickey.....	Jr. High
Mrs. Alyssa Mannion.....	Jr. High
Ms. Mikayla Zaccaria.....	Jr. High
Ms. Stephanie Lozano.....	Physical Education, Health
Mrs. Elisa Bruno.....	Art
Mr. Michael Jasmin.....	Band
Mr. Oscar Martinez.....	Orchestra
Ms. Leslieann Placid.....	Chorus
Mrs. Christen LaRocca.....	Academic Intervention Specialist
Mrs. AnnMarie Accetta.....	Classroom Aide
Ms. Jasmin Belcher.....	Classroom Aide
Ms. Sandra Lemus.....	Classroom Aide
Mrs. Kathleen O'Donnell.....	Classroom Aide
Mrs. Rocio Rohan.....	Spanish, Classroom Aide
Mrs. Veronica Ticas-Ludewig.....	Classroom Aide
Mrs. Sue Zarembo.....	Classroom Aide
Mr. Edison Arce/Mr. Garth Brown/Mr. Barry Hough/Mr. Valentin Urena.....	Maintenance
Mr. David Lampasone/Mr. William Riiska/Mr. Bill Sapano/Mr. Brian Washington.....	Porters
Ms. 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 reviewed, and academic 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 one-time 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 baptismal and First Holy Communion certificates
- Proof of all required immunizations as outlined in the following section and completed physical exam card and dental records
- The most current report card plus two years of final report cards when applicable
- Student IEP and/or 504 reports 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. -- 2<sup>nd</sup> 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, color, sex, national or ethnic origin to all the rights, privileges, programs and activities of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, activities, athletics or other school administered programs. St. Martin de Porres Marianist School welcomes students of all ethnic groups, recognizing their valuable contribution to the life of the school in particular and the nation in general.

## **POLICY FOR TUITION PAYMENT**

1. All tuition must be paid on a monthly basis between August 20, 2024 and May 20, 2025. 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 2025, 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 celebratory activities, graduation or to receive a diploma. Students will only be allowed to return the following year when all financial obligations are paid in full.
3. Upon missing one tuition payment, families whose tuition is in arrears will be warned that they are missing payment. Two missed payments will result in the administrative withdrawal of the student. Trimester and Comprehensive 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 the FACTS Tuition Management system. Families have options as to how to pay tuition for their children. One option is to pay the tuition in full by August 20, 2024. A \$150 per student discount is available for paying with this option. Parents can also make two payments through FACTS Management. 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 FACTS Tuition Management), beginning August 20<sup>th</sup> and ending May 20<sup>th</sup>.

5. The immediate family (including mother, father, brother, and sister) of a student who is a baptized Catholic that is 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 whose children are baptized Catholic and not using the envelope system will be considered and charged as **"Group II Tuition Rate."** Students who are Christian and not baptized Catholics will be considered and charged as **"Group III Tuition Rate."**
6. Tuition may be paid online through FACTS Tuition Management, or in-person. If paying in-person, the payment must be made in the Finance Office of Kellenberg Memorial High School, located at 1400 Glenn Curtiss Boulevard, Uniondale, NY. In-person payments may be made in the form of cash, bank check, or money order. Please note that personal checks will not be accepted for tuition payments. Manual, in-person payments will require a \$500 clerical fee.

## ATTENDANCE ABSENCES

To ensure the maximum benefit from the classroom experience and instructional participation, it is important that your child attend school every day. Students are expected to be in school and on time on all days when school is in session. Class days are noted on the School Calendar which is available online to parents in August.

In recent years there have been a number of changes in the state laws and in the regulations of the Commissioner of Education regarding attendance at school. These laws and regulations give very little discretion to either parents or to schools regarding what constitutes legal absence from school. The following are the reasons which constitute legal absence from school: sickness, death in the family, health treatment, and court appearances.

State laws and regulations distinguish two types of illegal absence: unlawful detention and truancy. Students whose parents expect them to be in school and who do not attend for reasons other than the legal reasons listed above are truant. Unlawful detention occurs when students are absent with the knowledge and consent, stated or implied,

of their parents, for other than legal reasons. According to publications of the state, such excuses as "visiting," "vacation," "away," "needed at home," "work," "overslept," "caring for baby," and so on, fall under the category of unlawful detention.

St. Martin de Porres Marianist School is mandated to record each absence in the category under which it falls, namely legal absence, unlawful detention, or truancy. These records are part of the student's permanent record.

- If a student will be absent, parents are required to telephone the school before 8:00 AM. 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.***
- 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 AM and the materials will be ready to be picked up after 3:00 PM. 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 chronic and/or excessive absences will be referred to school administration for review and may result in administrative suspension or expulsion from St. Martin de Porres Marianist School.
- The school is required by New York State Law to report to Child Protective Services all children who may have any questionable or unreasonable absences.
- For students in grades 3-8, attendance at the Christmas and Spring Concerts is **mandatory**, unless the student is absent from school that day due to illness or injury. Failure to attend a school

concert due to illegal absence from school may result in a failing grade for the music course.

- If a student is not present in school on the day of a school-organized event, such as a school social or family function, they are not permitted to attend the gathering.

### LATENESS

- Any student who enters the building after 8:15 AM will receive a late pass from the Main Office and will be marked late.
- If a student is late, a late note must be submitted the next school day. Failure to do so can result in disciplinary action.
- 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 and excessive lateness will be referred to school administration for review, and may result in administrative suspension or expulsion from St. Martin de Porres Marianist School.

### EARLY DISMISSAL

Once students arrive at school in the morning, they may not leave the premises until the school day is over without parental permission and clearance with school administration.

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 must send the student in with a note for the Main Office stating the date, time and reason for the early dismissal.
- The person picking up the student must be indicated on the early dismissal note.
- The person picking up the student must enter the school building through the front entrance and present valid government-issued

identification (for example, a driver's license) to the porter, in order to have the student released to them.

- Parents can update an early dismissal plan by calling the Main Office (516) 481-3303. Please do not utilize Pick-Up Patrol when needing to make a change to an Early Dismissal arrangement.
- The child leaving early must be signed out in the Main Office by the parent-designated pick-up adult.
- 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 AM and 8:00 AM on Cablevision Channel 12. Parents may also check our website for information: [www.StMartinMarianist.org](http://www.StMartinMarianist.org). Parents who are registered in ClassDojo will also receive a School Story message notification. A school email will be sent to all parents.

### 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 AM	School Building Opens
8:10 AM	Homerooms Open
8:15 AM	Students must be in building/Attendance taken
8:30 AM	Homeroom Begins
3:30 PM	Dismissal
3:30 PM - 5:00 PM	SMART Program

## **ARRIVAL & DISMISSAL PROCEDURES**

### **ARRIVAL**

The school building opens at 7:30 AM for all students. All students arriving by car will be dropped off in the St. Martha's Church parking lot or in the Hartnett Funeral Home parking lot and will enter St. Martin de Porres Marianist School through the Sacred Heart Commons (Grades 1-8) or the St. Martha's Entranceway (Grades Pre-K and K). Both the St. Martha's Church and Hartnett Funeral Home lots are located on Greengrove Avenue. Please be aware that cars may **not** enter the school parking lot from 7:45 AM to 8:45 AM. **Parents are not permitted to park in front of the school building.**

After 8:15 AM, students must enter the school building through the front doors and receive a Late Pass.

### **DISMISSAL**

Students are dismissed to the buses under teacher and staff supervision. 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 at the school blacktop area outside of the Sacred Heart Commons. For the protection of each child, parents will have to come in and sign out their children if they arrive 20 minutes after the 3:30 PM dismissal. If a person other than a parent is to meet a child at dismissal, the school must be notified in writing and the person's name must be indicated in PickUp Patrol.

If a parent consents to their child walking home at the conclusion of the school day or at the conclusion of the after school program, the Main Office must have a signed consent note from the student's parent. Consent must also be given in PickUp Patrol. No child will be permitted to walk alone from St. Martin de Porres Marianist School without written parental consent.

St. Martin de Porres Marianist School parents are to use PickUp Patrol to indicate the daily dismissal option for their children. Changes to dismissal plans may be made using PickUp Patrol throughout the school day until 3:00 PM. In the event an emergency change is needed, parents are to call the Main Office to notify the school and child of the pickup change.

Please be aware of the following:

- Parking on Hempstead Boulevard is illegal.

- Parking is available across the street from St. Martha's Church and in the Hartnett Funeral Home parking lot, both located on Greengrove Avenue.
- Parents may park in the school parking lot after 4:00 PM.
- Parents are not permitted to enter the school parking lot using the driveway next to the St. Martha's parish building at any time.

## **RELIGIOUS OBSERVANCES**

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. Grace is said before snack and lunch times. 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 in St. Martha's Church 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 communicating to the school and to teachers that students have received their Baptism, First Penance, First Holy Communion, and Confirmation. If a child has not received one or more of these Catholic sacraments, parents must make a request to the school's sacrament coordinator through the Main Office or the child's teacher.
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 of their children.

### **VISITATIONS TO OTHER MARIANIST SCHOOLS AND RETREAT HOUSES**

As a school within the Marianist Province of Meribah, St. Martin de Porres Marianist School will, on occasion, visit the other schools and retreat houses 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, and Field Days. Additionally, students will attend class retreats at either Meribah Retreat House in Muttontown or Stella Maris Retreat House in Islip. 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 5<sup>th</sup>)**

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. Parents are requested to sign homework, quizzes, and tests at the teacher's discretion.
5. Homework provides an opportunity for students to be responsible for their learning.
6. Students in grades 3-5 will be given a school planner to keep homework assignments, as well as dates of projects, tests and quizzes organized.

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

#### **JUNIOR HIGH SCHOOL (GRADES 6 - 8)**

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.
5. Students who fail to complete the assigned homework will do so after school during Academic Detention.
6. Students are given a planner to write down and organize their homework assignments, as well as dates for quizzes, tests, and projects.

Students are responsible for independent studying. Even if there is no written homework, students should be reading and reviewing classroom material in preparation for future exams. All homework is to be written down in the students' school-supplied planner. Parents can verify homework assignments and upcoming tests, quizzes or project deadlines with the individual teachers. At the teacher's discretion, parents are requested to sign homework, quizzes, and tests.

If a teacher witnesses students cheating on a test or determines through examination of a test paper that cheating has occurred, school administration 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 17, 2024 and February 6, 2025. Report cards are mailed out at the end of each trimester, December 20, 2024, April 17, 2025, and June 13, 2025. 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, 3rd Trimester, and Final Report Card for Grades 4 to 8.

Numerical grades in Art, Physical Education, Health, and Music classes do not count towards a student's weighted average.

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. There is no third trimester examination given.

- 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% or higher will be on the Honor Roll. Honor Rolls are posted for the 1<sup>st</sup> Trimester, 2<sup>nd</sup> Trimester and Final marking periods.

## PARENT-TEACHER CONFERENCES

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

Parent-Teacher Conferences are held on:

- October 24, 2024 (Grades Pre-K - 8) by Appointment from 6:00 PM - 8:00 PM
- October 25, 2024 (Grades Pre-K - 8) by Appointment from 9:00 AM - 2:00 PM

**NO CLASSES ON OCTOBER 25, 2024.**

- January 9, 2025 (Grades 3 - 8) from 5:30 PM - 7:00 PM
- February 13, 2025 (Grades 3 - 8) from 5:30 PM - 7:00 PM

All parents are expected to attend conferences when requested by the teacher. Students in Grades 3 to 8 must report with their parents in full school uniform.

Parents of students in grades Pre-K through 2 will be contacted by the student's teacher if a Parent-Teacher Conference is requested in January or February.

Informal conferences may be held at any time 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 will be decided upon by school administration and the classroom teacher. Plans for retention should be made in conference with the parents at least by the beginning of the third trimester. Although the school administration should always act in consultation with the student's teachers, the final responsibility for a student's promotion or retention rests with the administration. If a student is being retained, the family will receive written notification at the conclusion of the school year.

In any major subject, a final grade of 64 or below, requires attendance in the St. Martin's Summer School Program. If a student is experiencing difficulty in many academic areas, retention might be suggested to the parents for the child's benefit. The failure of 3 (three) or more major subjects can result in retention or administrative withdrawal from St. Martin de Porres Marianist School.

## 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 the St. Martin 8th Grade Summer School Program. The diploma will be granted when all subjects have been successfully completed. If an eighth grade student fails more than three subjects, the student will not be permitted to participate in Graduation.

## **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 throughout the school day and during the after school program. 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 referral slip and disciplinary action. Parents of children in grades K to 5 will receive a phone call home if their child fails to adhere to uniform policy.

*Please note that all students in 3rd-8th Grade must wear their full winter uniform at both the Christmas Concert on Tuesday, December 10, 2024 and the Spring Concert on Thursday, May 22, 2025.*

### **Pre-K (3 year-olds and 4 year-olds) Dress Code**

Summer Uniforms

(September 4, 2024 to October 4, 2024 & May 5, 2025 to June 10, 2025)

#### **Girls**

- Gray tee shirt with school logo
- Navy shorts with school logo
- White socks
- Black or modest sneakers (No “light up” sneakers)

#### **Boys**

- Gray tee shirt with school logo
- Navy shorts with school logo
- White socks
- Black or modest sneakers (No “light up” sneakers)

Winter Uniforms

(October 7, 2024 to May 1, 2025)

#### **Girls**

- Blue sweatpants with school logo
- Blue sweatshirt with school logo
- White socks
- Black or modest sneakers (No “light up” sneakers”)

#### **Boys**

- Blue sweatpants with school logo
- Blue sweatshirt with school logo
- White socks
- Black or modest sneakers (No “light up” sneakers”)

In the event that a student wears a winter boot to school, parents must ensure that sneakers are sent to school for their child to change into once in the classroom.

### **Kindergarten - 5th Grade Dress Code**

Summer Uniforms

(September 4, 2024 to October 4, 2024 & May 5, 2025 to June 10, 2025)

#### **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 7, 2024 to May 1, 2025)

#### **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



In the event that a student wears a winter boot to school, parents must ensure that the appropriate school shoes are sent to school for their child to change into once in the school building.

### **6th - 8th Grade Dress Code**

Summer Uniforms

(September 4, 2024 to October 4, 2024 & May 5, 2025 to June 10, 2025)

#### **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 or similar dress shoe with no heel or embellishment

#### **Boys**

- White polo with school logo
- Navy blue uniform pants
- Navy or black socks
- Black belt
- Black penny loafers or similar dress shoe

Winter Uniforms

(October 7, 2024 to May 1, 2025)

#### **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 or similar dress shoe with no heel or embellishment

#### **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 or similar dress shoe

In the event that a student wears a winter boot to school, parents must ensure that the appropriate school shoes are sent to school for their child to change into once in the school building.

### **GYM UNIFORM**

Pre-K students do not have a separate gym uniform.

All students in Kindergarten through 8th grade wear their gym uniforms on gym days. There may be occasions where the formal uniform will need to be worn on a gym day to accommodate a school event.

### **Kindergarten - 8th Grade**

Summer Uniforms

(September 4, 2024 to October 4, 2024 & May 5, 2025 to June 10, 2025)

#### **Girls**

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

#### **Boys**

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

Winter Uniforms

(October 7, 2024 to May 1, 2025)

#### **Girls**

- Gray sweatpants with school logo
- Gray sweatshirt with school logo
- Gold tee shirt with school logo (optional)
- White socks
- Black or modest sneakers

#### **Boys**

- Gray sweatpants with school logo
- Gray sweatshirt with school logo
- Gold tee shirt with school logo (optional)
- White socks
- Black or modest sneakers

## HAIR, MAKEUP, JEWELRY & APPEARANCE

Along with our school uniform, St. Martin's has standards for student's personal appearance in the areas of hair, makeup, and jewelry. Each student's personal appearance should be maintained on the basis of simplicity, modesty, and uniformity with the rest of their class. As well, the health and safety of each student is of consideration and concern with the following points.

### Hair

- Neat and clean at all times.
- Hair must be a natural hair color.
  - Students are not allowed to dye their hair or modify it in any way that adds an unnatural hair color to it.
- Boys' hair should be neat and short.
  - Braids are permitted as long as they do not pass the collar.
  - No ponytails or buns.
- No lines, designs, or sharp demarcations may be inserted into hair or eyebrows.

### Makeup

- Makeup is not permitted.
- Lipstick is not allowed. Young ladies are welcome to wear lip gloss or chapstick that is a natural lip color.
- Artificial nails are not encouraged due to risk of injury to the student or other students they may interact with, especially in gym, recess, or in after school athletics.
  - Ladies are allowed to wear nail polish.

### Jewelry

- Girls are only allowed to wear one pair of stud earrings (One earring per ear lobe).
  - Hoop earrings that hug the earlobe are permitted. No other hoop-style earrings are permitted to be worn in school.
- Boys are not permitted to wear earrings.
- One ring allowed per hand.
- Students cannot wear necklaces on the outside of their uniform shirts. Necklaces must be tucked into their shirt and should not be visible.
- No facial jewelry such as nose or lip rings.
- One wristband or bracelet per arm.
  - Wristbands must be simple and school-appropriate.
- Wristwatches are permitted but may NOT be smart watches.

- Jewelry should be simple and not display words or any inappropriate symbols.
- The school does not take responsibility for lost items of jewelry.

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. The decisions of school administration are final in matters involving uniform and appearance.

## BEHAVIOR & DISCIPLINE

### BEHAVIOR

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 support the philosophy, policies, and rules of the school. A school administrator has the right to interview any student regarding any school issue. Any interview by an administrator may be conducted verbally or by a student's written statement. Any student who fails to cooperate with an administrator is subject to dismissal from school.

All students are expected to maintain 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 Christian conduct of civility, order and respect. Students involved in any noteworthy failure to observe rules of conduct are referred to school administration.

### ELEMENTARY GRADES (K to 5<sup>th</sup>)

- 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 if this behavior continues.
- Students who consistently defy teachers’ directives as well as class and school rules, will lose privileges and parents will be notified.
- Students who deface or destroy school property will lose privileges and may be issued Lunch Detention. 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 is used. Repeat offenses of a student using inappropriate language will result in loss of privileges.
- 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 a teacher or staff member’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.
- 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 at risk for losing privileges.
- Students who fail to obey these standards of behavior may face administrative suspension or expulsion.

Teachers and Administration reserve the right to exclude a student from a class trip and/or special activity for exhibiting continuous inappropriate behavior. Parents will be notified in the event a student is to be excluded from a class trip, retreat, or special activity. Having a permission slip for a trip does not guarantee attendance.

Parents are asked to support this school disciplinary policy, trusting that the administration and faculty of St. Martin de Porres Marianist School always act in the best interests of your children.

### MIDDLE SCHOOL (6TH - 8TH GRADE)

MINOR OFFENSES include but are not limited to the following:

- being out of school uniform and/or gym uniform
- wearing inappropriate jewelry and/or make-up
- not adhering to school hairstyle guidelines
- being unprepared for class or inattentive in class
- failure to observe school, class, or lunch rules and regulations
- gum chewing or eating during class
- failure to respect the property of others
- drawing or writing on hands, arms, or clothing
- tardiness (missing morning prayer)

These minor offenses can result in lunch detention based on the frequency of the behavior. Teachers reserve the right to hold recess detention when homework is not done or conduct is not acceptable. Frequent minor offenses may result in after school behavioral 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 and academic dishonesty
- disrespect to others [teachers, staff, parents, peers]
- cell phone/device and technology offenses
- defacing school property

These major offenses will result in an automatic after-school and/or recess/lunch detention. In some cases, students who exhibit consistent behavioral issues will be referred to school administration. Any child referred to the Principal will be asked to have a Parent Conference with the student, Administration, and referring teacher to discuss the situation. If the misbehavior continues, the Principal will suspend the student for 1 day, 2 days, or 3 days accordingly. Any student receiving three days of school suspension may be subject to administrative withdrawal or expulsion from St. Martin de Porres Marianist School.

Any student that receives two separate suspensions in an academic year may be expelled from St. Martin de Porres Marianist School.

Teachers and Administration reserve the right to exclude a student from a class trip and/or a special activity for exhibiting continuous inappropriate behavior. Parents will be notified in the event a student is to be excluded from a class trip, retreat, or special activity. Having a permission slip for a trip does not guarantee attendance.

Parents are asked to support this school disciplinary policy, trusting that the Administration and faculty of St. Martin de Porres Marianist School always act in the best interests of your children.

### **BIRTHDAY CELEBRATION GUIDELINES**

Commemorating a child's birthday is a wonderful experience and celebrating 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. Due to the allergies and health-related concerns of our students, parents are not to send in any food, drinks or goody bags for birthday celebrations.

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 St. Martin de Porres Marianist School, must be addressed with school administration.

### **HEALTH SERVICES & MEDICATIONS**

Student yearly physical reports are to be returned by September 4, 2024.

- 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 excusals: A doctor's note is required to excuse a student from gym class for longer than one day. A note from the doctor is also required for the student to return to normal activities, including after school sports.
- 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 their 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 child's 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.

As it pertains to athletics, no student may participate on a school athletic team without proper medical forms submitted to the health office. If a student has been excused from Physical Education by a doctor, this excuse also pertains to participation at recess and on athletic teams.

## **LUNCH/FOOD/DRINKS**

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

- Students may bring in lunch from home.
- Fast food deliveries for children, whether dropped off by a parent or food delivery service (DoorDash, UberEats etc...) is prohibited during the school day and during the after school program.
- All lunches, snacks, and beverages brought from home must be left in the designated area within the student's homeroom.
- No soda or glass bottles are permitted.
- Students stay seated throughout the lunch period and request permission from faculty or staff lunch monitors to leave their seat or lunch room.
- Students speak respectfully to classmates, lunch monitor staff and faculty supervisors.
- Students clean up after themselves and place all garbage and recyclables in proper receptacles.
- Students listen for directions at dismissal.
- No food or drink items should leave the Sacred Heart Commons.
- Only water is to be consumed by students outside of the lunch room throughout the school day.
- Chewing gum is not allowed on school property.

## **AFTER SCHOOL SNACKS**

The Clipper Café, located in the Sacred Heart Commons, will be open to students from 3:30 PM to 4:45 PM. These snacks are available for purchase through CulinArt, Inc. Students can use cash or their CulinArt, Inc. issued Declining Balance cards.

## **BOOK BAGS**

Rolling book bags on wheels are prohibited for all students. Students in grades 6, 7, and 8 may store their book bags in their locker or in a designated space in their homeroom. Book bags are not to be carried in the hallways during the school day.

## **BUS TRANSPORTATION**

Students must follow the directions and rules established by their bus company and driver and must follow the behavioral norms expected of students attending St. Martin de Porres Marianist School.

- Bus transportation is a service provided by a student's school district. Please refer all questions to your Transportation Office.
- Parents of parochial and private school children must request transportation by April 1st 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.

## **CELL PHONE AND SMART DEVICES**

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 student that violates the principles of Civility, Order, and Respect using electronic communication or online community sites, such as Facebook, Snapchat, etc., is subject to disciplinary action, including expulsion.

School email addresses are to only be used for school-related purposes.

## **ELECTRONIC DEVICES**

*SMMS does not accept any responsibility for electronic devices in school.* Other than cell phones, no electronic devices are to be brought to school. This includes handheld gaming devices, iPods, iPads, tablets, and smart watches. Cell phones must be in the **off** position and left inside the student's backpack or locker for the entirety of the school day.

The use of school-issued electronic devices is at the teacher's discretion and permitted during instructional time **ONLY**. Use of school-issued electronic devices is not permitted during prayer, lunch, recess, and during the afterschool program. The unauthorized use of any aforementioned items may result in disciplinary consequences.

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. A member of the school administration will contact the student's parent. The confiscated device will be returned before the student leaves school property for the day. If there is a repeat offense of cell phone/smartwatch use, the student could be subject to suspension.**

## **COMMUNICATION/COMMUNICATION APPS**

All parents and guardians are expected to join the school email list and sign up for a free Class Dojo account. In addition to school email, ClassDojo is St. Martin's official parent/teacher communication tool.

Classroom teachers will add students to their class rosters on ClassDojo. Parents should contact the Main Office when pertaining to immediate concerns or needs. Parents should also be aware that a response from a teacher or administrator via ClassDojo or email might not necessarily be immediate if the particular matter can be addressed the following day or at the conclusion of a holiday or weekend.

## **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 including suspension or expulsion. Nothing permanent is permitted to be hung on the insides of the lockers.

## **LOST AND FOUND**

Parents should label all clothing and accessories that come to school with their child. This includes lunch bags, jackets, sweaters, gym clothes, shoes, umbrellas, and winter gear.

- Students who lose any property may search the lost and found.
- Unclaimed clothing in the lost and found will be donated every two weeks.
- The Lost and Found is located outside of the nurse's office.

## **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.

## **HAZING AND HARASSMENT**

Hazing and Harassment are neither acceptable nor tolerated at St. Martin de Porres Marianist School. Hazing and harassment in any form is prohibited, personally, privately, publicly, physically, or by any technological medium.

- Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.
- Harassment is defined as offensive, intimidating or hostile behavior which has the intent or effect of disrupting the school environment. This includes sexual, ethnic and racial harassment, as well as any other forms of personal violations of C.O.R.
- Threatening another student, either verbally, physically or through social media is contrary to the Christian atmosphere that forms the foundation of a St. Martin de Porres Marianist School education. Physical threats that include the use of weapons or the suggestion of weapons will also be subject to disciplinary action.
- 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.

Any accusations of harassment will be investigated by school administration and where there is a basis for the accusations, appropriate discipline, including suspension or expulsion, will be imposed on the student(s) responsible for the harassment. Anyone who is aware of hazing or harassment should report immediately to a school administrator.

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

The SMART Program is a unique feature at St. Martin's. In the 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 PM to 5:00 PM. Repeated late pickups may result in the child being suspended from the after school program.
- Students must follow all of the behavioral norms 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 after school activities and tutorial services.
- Students must remain on school grounds during the after school program.

### **SMART PROGRAM DISMISSAL PROCEDURES**

The SMART Program runs from 3:30 PM to 5:00 PM. Parents picking up students from the SMART Program will be able to park in the school parking lot beginning at 4:00 PM. If a parent arrives between 3:30 PM and 4:00 PM, we kindly request that you park in the parking lot across from St. Martha's Church or the lot adjacent to the rectory.

Students taking a late bus will be dismissed through the front doors to board their bus upon the arrival of their bus.

**ALL PARENTS** must enter through the school's front entrance to pick up their child/children and sign them out. Once the student is signed out by a parent, SMART Program staff will page the student using school communication equipment. Families will exit the building through the St. Anne's side entrance. For the safety and wellbeing of each student,

students are not permitted to leave school grounds at any time during the SMART Program. This includes meeting a parent in the parking lot across from St. Martha's Church or adjacent to the rectory.

If a person other than a parent is picking up a student, the Main Office must be notified of the change in writing. This person must be listed on the student's emergency contact sheet on file in the Main Office. Should a last minute pickup change need to be made after 3:00 PM, this change can be made by calling the Main Office.

If a parent would like their child to be dismissed from the SMART Program with another student's parent, a signed letter from the parent must be filed in the Main Office. In the event of a last minute SMART Program dismissal change, the student's parent must call the Main Office to inform an administrator, or SMART Program staff member of the dismissal arrangement.

If parents allow their child to walk home from St. Martin's at the conclusion of school and/or the SMART Program, a signed note from the student's parent must be given to the child's homeroom teacher **during the first week of school**. This note will stay on file in the Main Office.

### **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 85.0% or higher for the previous year
- Maintain an honorable character
- Participate in at least one club, sport or activity per trimester

Honor Society members that maintain a final average of 85.0% or higher at the end of their eighth grade year will wear an Honor Society sash at Graduation.

### **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.

- It is suggested that students in every grade cover workbooks 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 school 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

## **VISITORS**

- All visitors to the school must enter through the Main Entrance of the building and check in with the School Porter. Porters will scan a visitor's valid driver's license or valid government-issued identification through the school Raptor system.
- Visitors should not loiter on the school campus or in the school building.
- Parents are to schedule conferences or meetings in advance at times convenient for both teachers and parents.

## **ST. MARTIN DE PORRES MARIANIST SCHOOL TECHNOLOGY GUIDELINES AND ACCEPTABLE USE POLICY**

### *Introduction*

St. Martin de Porres Marianist School recognizes the rapid expansion of modern technology and its benefit to education. It is the focus of St. Martin de Porres Marianist School to provide tools and resources for the 21st century learner in order to further enrich his/her education. The Chromebook is the educational tool we utilize in order to help supplement the students' educational experience in the classroom and prepare them for continued academic success after graduating from St. Martin de Porres Marianist School.

- The use of the school-issued Chromebook will be guided by the St. Martin De Porres Marianist School philosophy of Civility, Order, and Respect. The use of this technology is a privilege that

carries responsibility and behavioral expectations consistent with all school rules and policies.

- The Chromebook is issued to the student by their teacher and kept in their classroom all year long. The device is considered the property of St. Martin de Porres Marianist School. Chromebooks will be issued to students according to the guidelines set forth in this document. St. Martin de Porres Marianist School retains the right to collect and/or inspect student Chromebooks at any time, and to update, alter, add or delete installed software. Once received, the Chromebook is the responsibility of the student.

### *Google Accounts*

All students will be assigned a school Google Account. Instructions regarding the student Google Account will be provided during the first few days of school.

### *Taking Care of your Chromebook*

Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to function properly should be taken to the Main Office for an evaluation of the device. Some general precautions include:

- Students with a Chromebook that is broken or fails to function properly must notify the teacher and have the device taken to the Main Office.
- Each student is responsible for the security of the Chromebook. The device must always be left in the classroom. Students cannot bring these devices home unless granted permission by school administration.
- Do not subject the Chromebook to extreme heat or cold.
- Avoid putting excess pressure on the Chromebook screen or keyboard.
- Avoid placing items which might cause scratches or other damage on the device.
- To avoid breaking the screen or keyboard, take care not to knock the Chromebook against walls, onto floors, off of desks, or any other hard surface.

### *Using the Chromebook at School*



Students will place the Chromebook back on the charger when not in use. Chromebooks will be fully charged every day when students arrive. Individual teachers may impose additional policies for their individual classes. It is the students' responsibility to place their own Chromebook on the charger when they are finished using the Chromebook.

### *Accounts and Services*

Creating accounts for online student services that supplement academic and extracurricular activities will be completed by St. Martin de Porres Marianist School staff. These services include, but may not be limited to: Google Applications, iReady, ABC Mouse and HMH Math Education. Faculty and staff may also ask students to create an account with an application or online service as part of the academic or extracurricular programs. All accounts will be created using student St. Martin's Google email addresses. By signing the handbook signature card, you acknowledge and agree to allow St. Martin de Porres Marianist School to create and allow students to possess these accounts as part of their academic and extracurricular programs.

### *Wi-Fi*

Students are only permitted to use school Chromebooks on the SMMS-Student Wi-Fi network at school. Use of other networks, personal hotspots, VPN's, or pairing with other devices or phones is prohibited. Attempts to circumvent network filters will be subject to disciplinary action.

### *Updates*

St. Martin de Porres Marianist School's IT Department will perform any required updates for the Chromebooks weekly. Students will not have to perform any Chromebook updates.

### *Chromebook Identification*

School-issued Chromebooks will be labeled in the manner specified by the school. Any labels or markings for identification/ownership purposes must not be removed from the device. Chromebooks can be identified in the following ways:

- Record of the Chromebook's serial number in a School database
- Label affixed to the rear of the Chromebook

### *Screensavers and Background Photos*

Screensavers and background photos must be appropriately selected and cannot violate C.O.R. (Civility Order and Respect).

### *Security*

Chromebooks should be password-protected. During the first week of school, students will receive a letter containing their school email address and passwords. Students are prohibited from sharing this password with anyone else except their parents/guardians or school faculty and staff. Chromebooks will be stored in each homeroom.

### *Sound, Email, Games or Programs*

St. Martin de Porres Marianist School will provide the student with an @stmartinmarianist.org email address. This is the only email address approved for use on school devices. Emails are monitored and archived by St. Martin de Porres Marianist School.

Since Chromebooks and school accounts are to be **dedicated exclusively** for academic work and extracurricular activities, the following actions are prohibited:

- Illegally installing and transmitting copyrighted material
- Sending, accessing, downloading or uploading offensive, profane, threatening or obscene materials including music, images and videos
- Using chat rooms or texting apps
- Registering for other services with your school issued email account
- Adding additional email addresses to the Chromebook
- "Jailbreaking" the Chromebooks
- Installing games or gaming apps onto school-issued Chromebooks
- Using social media networks not previously-approved
- Any actions that are in contradiction to Civility, Order, and Respect
- Use of any Artificial Technology on school-issued devices or accounts

Preloaded apps and materials provided by St. Martin de Porres Marianist School may not be deleted. Academic content takes precedence over personal files and apps. In case of memory space conflict, media including pictures and personal files/apps/music must be removed from the device.

#### *Damages to Chromebooks*

*Students are responsible for the general care of their chromebook devices. Students will be responsible for any excessive damage to their chromebooks including broken screens, keyboards, etc. Students will be charged \$150 for excessive damage to their chromebook device. St. Martin de Porres Marianist School will address all chromebook damages on a case by case basis. Parents and Students will be notified in writing of any excessive chromebook damage and charges resulting from the excessive damage.*

#### *Inspection*

St. Martin de Porres Marianist School faculty and staff may inspect school-issued devices at any time. Inappropriate content will be removed from the Chromebook and will result in a disciplinary referral with the school administration.