



# **SAINT MARTIN DE PORRES**

**CLEVELAND'S CRISTO REY HIGH SCHOOL**

**— EST. 2003 —**

## **Student Handbook**

**2022-2023**

## The Mission of Saint Martin de Porres High School

Inspired by the Gospel, Saint Martin de Porres High School is a Catholic college-preparatory high school that combines innovative academics with a unique work program preparing students of limited economic means to become men and women of faith, purpose and service.

### Dear Student,

By choosing Saint Martin, you are not choosing the easiest path, but rather a challenging one with great opportunities. This path requires: a.) students who are willing and committed to being here, b.) faculty who are willing and committed to helping students reach their goals, and c.) parents and guardians who are willing and committed to supporting both. While the handbook lays out all of the school's expectations in detail, they can be summarized by the student pledge below.

## Saint Martin Student Creed

**I have chosen to WORK:** I will explore diverse career opportunities, actively participate in my work study training, arrive to work on time, follow instructions and policies at my job, strive to exceed supervisor expectations, avoid distractions like cell phones and headphones, treat all co-workers & supervisors with respect and kindness, operate with honesty & integrity and ask for help when needed.

**I have chosen to STUDY:** I will arrive on time for every class ready to learn, avoid distractions like cell phones & headphones, work hard and engage in studies with my mind and heart to achieve academic excellence not just good enough, treat all classmates and faculty & staff with respect and kindness, submit work with honesty & integrity and ask for help when needed.

**I have chosen to SERVE:** I will offer care, compassion and help to my fellow students, co-workers and my family, care for the physical spaces we share, participate with enthusiasm in the sophomore service program, and seek social justice by engaging in broader community service opportunities both at school and on my own.

**I have chosen to LEAD:** I will be responsible and accountable for my behavior and actions, follow the Saint Martin student handbook, participate in extra-curricular activities, inspire others with a positive attitude and honesty & integrity, pull others up and not tear them down, and consider what is good for the community and not just for myself.

**I have chosen to PRAY:** God sees and loves me through and through; therefore, I can treat all others and myself with Love, Patience, Inclusion and Mercy, participating respectfully in prayer, retreats and service both in and outside of school while always respecting the religious beliefs of others. I go with God, and God goes with me.

**SAINT MARTIN DE PORRES HIGH SCHOOL**  
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Accredited by: The Ohio Catholic School Accrediting Association (OCSAA) Recognized by: The State of Ohio

A Member of the Cristo Rey Network of Schools

Website: [www.cristoreynetwork.org](http://www.cristoreynetwork.org)

**STUDENT HANDBOOK**  
**2022-2023**  
**CONTENTS**

<b>Pages 3-4</b>	<b>Introduction and School Information</b>
<b>Pages 5-8</b>	<b>Academics</b> <ul style="list-style-type: none"><li>● Credits required for graduation</li><li>● Grading Scale</li><li>● School Schedules</li></ul>
<b>Pages 9-11</b>	<b>Attendance Policy</b>
<b>Page 12</b>	<b>College Preparation</b>
<b>Page 13-23</b>	<b>General Policies</b> <ul style="list-style-type: none"><li>● Code of Conduct</li></ul>
<b>Pages 24-25</b>	<b>Restorative Practices</b>
<b>Pages 26-27</b>	<b>Disciplinary Policies and Procedures</b>
<b>Pages 28-33</b>	<b>Uniform</b> <ul style="list-style-type: none"><li>● Regular school days</li><li>● Martin Mondays &amp; I Got In</li><li>● Dress Down Days</li><li>● Dress Up Days</li><li>● School Dances</li></ul>
<b>Page 34</b>	<b>Guests at School Dances</b>
<b>Pages 35-46</b>	<b>Corporate Work Study Program</b>
<b>Pages 47-48</b>	<b>Student Faith Development Through Campus Ministry</b>
<b>Pages 49-50</b>	<b>Tuition &amp; Financial Information</b>
<b>Pages 51-52</b>	<b>The Family Educational Rights and Privacy Act (FERPA)</b>

## INTRODUCTION AND SCHOOL INFORMATION

### MISSION

Inspired by the Gospel, Saint Martin de Porres High School is a Catholic college-preparatory high school that combines innovative academics with a unique work program preparing students of limited economic means to become men and women of faith, purpose and service.

### MOTTO

Work, Study, Serve, Lead, Pray

### SCHOOL PRAYER

Each thought, each word, each deed of mine  
shall be an act of love sublime.  
And everything that I shall do,  
shall be, my God, for the love of you.  
St. Martin de Porres. Pray for us. Amen,

### SCHOOL COLORS

Blue, Black and White

Black and white are in honor of Saint Martin de Porres who was a member of the religious order of Dominican priests and brothers whose colors are black and white. Blue is in honor of one of our founding supporters, the Sisters of the Humility of Mary.

### NON-DISCRIMINATION STATEMENT

Saint Martin de Porres High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school administered programs.

### CAMPUS ENVIRONMENT

Saint Martin de Porres High School is unique in that it is a place that unites different sections of society in working toward a common mission and vision. Saint Martin de Porres High School provides an enriching environment for all, whether they are students, families or the larger community. For this reason, Saint Martin de Porres High School opens its doors and classrooms regularly to outside visitors with the hope that this generous spirit of openness and hospitality will extend beyond its walls in touching and engaging the lives of others.

Because of our philosophy of rejecting the environment of consumerism so prevalent in our world, Saint Martin de Porres High School purposely limits the obligation to spend money at the school. Therefore, we strive for the tuition paid by each family to include the following: books, academic field trips that occur during the school day, instruction, class retreats, graduation costs, and school dances. **Nothing may be sold on school grounds without the permission of the Co-Principals.**

### GRADUATE AT GRADUATION STATEMENT

A graduate of Saint Martin de Porres High School will be:

- Curious and open to continuous learning
- In possession of the tools of research and evaluation necessary to satisfy intellectual curiosity
- Able to generate questions to guide investigation and to solve problems

- Someone who applies previous knowledge and experience to evaluate, criticize or understand new situations or materials
- An effective communicator in a variety of media and genres for a variety of purposes and audiences
- A creative, innovative thinker, actor and communicator
- Spiritually conscious—developing a personal relationship with God
- An ethical thinker and actor
- Caring and responsible—conscious of and informed by the impact of her or his decisions and actions on the world around her or him.

## RIGHTS AND RESPONSIBILITIES

As members of the Saint Martin de Porres High School Community, all of us have the fundamental right to be safe: physically, emotionally, intellectually and spiritually. Additionally, under this fundamental right, each community member has the following rights and responsibilities:

- **We all have the right** to be free from physical harm and from the fear of physical harm on school property.  
**We have the responsibility** to be aware of building security, addressing all forms of intimidation and violence in proactive ways.
- **We all have the right** to our emotions.  
**We have the responsibility** to express our emotions in an appropriate and constructive manner.
- **We all have the right** to our opinions, ideas, and learning perspectives.  
**We have the responsibility** to be honest, express ourselves as clearly as possible, and to actively and respectfully listen to others' viewpoints.
- **We all have the right** to a school environment free of discrimination and harassment.  
**We have the responsibility** of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.
- **We all have the right** to our own spirituality and religion.  
**We have the responsibility** to be tolerant of the beliefs of others and to meet the expectation to participate in all religious activities of the school.
- **We all have the right** to a challenging learning climate that will allow us to realize our academic potential.  
**We have the responsibility** to come to each class on time and with the proper materials. We have the responsibility to protect each person's right to this learning climate.
- **We all have the right** to a clean and presentable school environment (this includes all equipment as well).  
**We have the personal responsibility** to contribute to the cleanliness and attractiveness of the school environment.

## Academic Honor Code

### PLAGIARISM

Copying homework, cheating on tests or quizzes, plagiarism (presenting the work of others as your own), and any other form of academic dishonesty are serious offenses and could result in an F for the assignment and for the entire class. Multiple violations could lead to dismissal.

### HONOR ROLL, MERIT ROLL, PERFECT ATTENDANCE

Honor Roll is posted at the end of the first and third quarters and at the end of each semester. It is based upon individual grade point averages for that grading period:

- High Honor Roll: 4.0 or higher
- Honor Roll: 3.5 – 3.99
- Merit Roll: 3.0-3.49
- Achievement Roll: Most improved GPA of at least 0.5
- Perfect Attendance

Anyone receiving an “F” in any course is not eligible for the Honor Roll regardless of her/his grade point average.

### STUDENT EVALUATION

Students will receive eight different Academic Evaluations throughout the course of the year.

- Progress Reports/Mid Quarter – 4 times per year
- Quarterly Report Card – 2 times per year
- Semester Report Card – 2 times per year

### TRACKING STUDENT ACADEMIC PROGRESS

The semester grades determine a student’s official transcript and GPA.

Parents/guardians are encouraged to contact the student’s teacher and/or counseling staff if they have questions about academic concerns.

Parents may track their child’s academic progress on an ongoing basis via PowerSchool, their student’s teachers, and especially at scheduled conferences.

### ATHLETIC & ACTIVITIES - ELIGIBILITY

Participation in athletics or school extracurricular activities is encouraged by Saint Martin de Porres High School. However, students are reminded that such participation is a privilege and not a right. Students’ academic welfare takes precedence over their participation in a sport or an activity. This policy is meant to encourage students who are active in a sport or an activity to maintain their academic standing.

Eligibility testing will be performed on a regular basis. In addition, all State of Ohio eligibility standards apply.

**For a student to be academically eligible to participate** (this includes practices, games, and performances) for the following period (mid-quarter) at the specified period, students must have passed 5 of their 7 courses in the previous quarter and have a GPA equal to or greater than the following requirements:

<i>Mid-Quarter</i> Report Q1	GPA 1.6	<i>End of Quarter</i> Report Q1	GPA 2.0
<i>Mid-Quarter</i> Report Q2	GPA 1.6	<i>End of Quarter</i> Report Q2	GPA 2.0
<i>Mid-Quarter</i> Report Q3	GPA 1.6	<i>End of Quarter</i> Report Q3	GPA 2.0
<i>Mid-Quarter</i> Report Q4	GPA 1.6	<i>End of Quarter</i> Report Q4	GPA 2.0

## **PROMOTION**

By choosing Saint Martin de Porres High School students agree to pass all courses from each year in order to be enrolled at Saint Martin de Porres High School the following year. Each quarter students' GPAs will be calculated. A student will be placed on:

- **Academic Watch**
  - If he/she has a quarter GPA of 2.0 or below
- **Academic Probation**
  - If he/she has a quarter GPA of 1.5 or below
  - If he/she has 3 F's in one quarter

At the administration's discretion, standards for academic probation may be adjusted when a student is struggling in multiple areas in addition to their academic performance (i.e. CWSP, attendance, behavior).

### **Dismissal from Saint Martin de Porres High School may result if:**

- A student has been on Academic Probation for 4 consecutive quarters
- A student has less than a 1.0 cumulative GPA at the end of the academic year
- A student fails a total of 5 or more semester courses during an academic year
- A student has multiple years of credit recovery/ summer school

## **CREDIT RECOVERY**

No credit is awarded if a student receives a grade of F for a semester course. Any student receiving an F for a semester course must retake and pass that course in the summer immediately following the semester in which the F was received. No student will be promoted to the next grade until all credit recovery courses are successfully completed. Credit recovery grades are included in GPA and class rank calculations.

## **TRANSFER CREDITS**

School Administration will use its own discretion in accepting credits from incoming transfer students. Transfer credits are noted with \*\* on official transcripts. Transfer credits are not included in GPA or class rank calculations.

**CREDIT REQUIREMENTS FOR GRADUATION**

Language Arts/English	4 Credits
Social Studies	4 Credits
Math	4 Credits
Science	4 Credits
Spanish	2 Credits
Fine Arts	1 Credit
Theology	1 Credit each year of attendance
College and Career Ready Program	1 Credit each year of attendance
Health/Physical Education	1 Credit (.5 of each)
Electives	2 Credits

*Graduation from Saint Martin de Porres High School is contingent on fulfilling all academic, State of Ohio, college application and retreat requirements.*

**GRADING SCALE**

By choosing to attend Saint Martin de Porres High School students are agreeing to the following grading scale:

LETTER GRADE	PERCENTAGE	QUALITY POINTS
A+	98-100	4.3
A	95-97	4.0
A-	93-94	3.6
B+	90-92	3.3
B	87-89	3.0
B-	85-86	2.6
C+	82-84	2.3
C	79-81	2.0
C-	77-78	1.6
D+	75-76	1.3
D	72-74	1.0
D-	70-71	0.7
F	below 70	0.0

## GRADING POLICY

**PURPOSE:** To create consistent and equitable grading practices across the school while preparing students for expectations in college. We believe grades should reflect student learning and mastery of on-grade-level content. Our grading policies are on a graduated scale from ninth through twelfth grade and reflect our desire to intentionally support students in becoming independent learners.

**RATIONALE:** As a college prep school, college late and missing work policies are more strict than high school. While we saw greater flexibility on turning in late work during the pandemic and the fact that there has been some opportunity for extensions when professors are provided advanced notification, the general rule is that missing assignments and late work are not allowed and should therefore be treated as an exception and not the rule for students at Saint Martin.

**LONG-TERM IMPLICATIONS:** We will undertake a comprehensive grading practices review during the current school year to identify evidence-based best practices and continue to assess our policies and practices for their efficacy.

### Saint Martin Grade Scale

Letter	Grade	Explanation
<b>A</b>	100 - 93%	Exceeds Expectations; Above proficient
<b>B</b>	92-85%	Proficient; Meets Grade-Level or AP Expectations
<b>C</b>	84-77%	Developing; but not yet fully at On-Grade-Level Expectations
<b>D</b>	76-70%	Emerging; meets Minimal Expectations but is not near grade-level expectations
<b>F</b>	60-69%	Fails to meet Minimal Expectations
	0	Missing Assignment

### GradeBook Set Up & Assignment Types

Quarter grades will be made up of 2 grading categories; Mastery and Scholarship.

Category	MASTERY	SCHOLARSHIP
It is...	Anything that is graded for accuracy or understanding.	Anything that reflects effort and progress towards mastery by practicing the Study portion of the Saint Martin Creed.
It's not...	Completion or compliance grades	A behavior or "citizenship" grade (BehaviorFlip)
9th Grade	70%	30%
10 - 12 Grade	80%	20%
Examples	<ul style="list-style-type: none"> <li>Graded Classwork (5 points)</li> </ul>	<ul style="list-style-type: none"> <li>Formative Checks for Understanding:</li> </ul>

Point values are suggested to indicate relative weights, not required	<ul style="list-style-type: none"> <li>● Exit Tickets (5 points) (independent learning after other opportunities for practice/feedback OR a chance for revision)</li> <li>● Quizzes (10 - 15 points)</li> <li>● Discussions/Seminars (with clear success criteria; i.e., using evidence during an explanation) (10+ points)</li> <li>● Tests** (50 points)</li> <li>● Final Papers** (50 points)</li> <li>● Final Projects** (50 points) (labs)</li> </ul>	<ul style="list-style-type: none"> <li>○ Exit Ticket for feedback alone</li> <li>○ White Board Checks, etc</li> <li>○ Rough Drafts</li> <li>● Bellwork</li> <li>● Homework that you're checking for completion</li> <li>● Discussion (simple participation)</li> <li>● Reflections</li> <li>● Collaboration</li> <li>● Note Taking</li> </ul>
Minimum Expectations	<p>Should include at least 4 assessments/ quarter (ideally biweekly)</p> <p>Limit assigning large summative assessments on the last day of the quarter.</p>	N/A
**Timeliness (additional details below)	<p>Large summative assessments (such as papers and projects) can be assessed a "lateness" penalty. As a general rule, students should receive a 10% penalty during the "late penalty window."</p> <p>Immediately following a late submission,</p> <ol style="list-style-type: none"> <li>1. Students should receive a "0" to see the impact of failing to complete the assignment AND</li> <li>2. Family contact should be made and documented in PowerSchool</li> </ol>	
Category	MASTERY	SCHOLARSHIP
Late/Redo	<p>Available for redo/ resubmission if turned in on time.</p> <p>For late assignments enter a "0" and flag as "Missing" in Powerschool. INCOMPLETE for final grade if missing at end of quarter; ineligible for resubmission if late</p> <p>9/10: within 1 week 11/12: teacher discretion; max within 1 week</p>	<p>Unavailable</p> <p>Absences may be exempt (i.e., not impact students' grades) otherwise students should be provided at minimum an equal number of days they missed to make up a missing assignment in this category.</p>

Missing and Late Work:

- Enter the assignment as "0" immediately so students can see the impact of a missing assignment versus the 60% minimum failing to meet minimum expectations on an assessment. It is worth differentiating between assignments a student didn't turn in (0%) and those in which they did not demonstrate mastery (minimum 60%).

Late Work:

Large summative assessments (such as papers and projects) will be assessed a "lateness" penalty. As a general rule, students should receive a 10% penalty during the "late penalty window."

Immediately following a late submission;

1. Students should receive a "0" to see the impact of failing to complete the assignment AND

2. Family contact (via phone) must be made and documented in PowerSchool. If no reply is received on the first attempt, an email (including the student cc'd) requesting a response OR a second, follow-up call must be made with sufficient time for the student to complete the assignment.

To be eligible for redo and revision assignments must be turned in on time. 9th and 10th graders have 1 week to submit their late work, while 11th and 12th graders will only be permitted to submit late work at their teachers discretion.

After the 1 week deadline, late work will not be accepted and remain a "0" in the gradebook. Final quarter grades will continue to use the minimum 60% to provide all students the opportunity to rebound during the second half of a semester.

**SAINT MARTIN SCHOOL SCHEDULES 2020-2021**

<b>Monday - Thursday</b>					
<b>1st Lunch</b>		<b>2nd Lunch</b>		<b>3rd Lunch</b>	
Faculty Prep	7:30 - 7:40 AM	Faculty Prep	7:30 - 7:40 AM	Faculty Prep	7:30 - 7:40 AM
Breakfast	7:30 - 7:45 AM	Breakfast	7:30 - 7:45 AM	Breakfast	7:30 - 7:45 AM
Period 1	7:50 - 8:45 AM	Period 1	7:50 - 8:45 AM	Period 1	7:50 - 8:45 AM
Prayer & Announcements (in 1st period)	8:45 - 8:55 AM	Prayer & Announcements (in 1st period)	8:45 - 8:55 AM	Prayer & Announcements (in 1st period)	8:45 - 8:55 AM
Period 2	9:00 - 9:55 AM	Period 2	9:00 - 9:55 AM	Period 2	9:00 - 9:55 AM
Period 3	10:00 - 10:55 AM	Period 3	10:00 - 10:55 AM	Period 3	10:00 - 10:55 AM
Lunch 1	10:55 - 11:25 AM	Period 4	11:00 - 11:55 AM	Period 4	11:00 - 11:55 AM
Period 4	11:30 - 12:25 PM	Lunch 2	11:55 - 12:25 AM	Period 5	12:00 - 12:55 AM
Period 5	12:30 - 1:25 PM	Period 5	12:30 - 1:25 PM	Lunch 3	12:55 - 1:25 PM
Period 6	1:30 - 2:25 PM	Period 6	1:30 - 2:25 PM	Period 6	1:30 - 2:25 PM
Period 7	2:30 - 3:25 PM	Period 7	2:30 - 3:25 PM	Period 7	2:30 - 3:25 PM
Office Hours	3:30 - 4:30 PM	Office Hours	3:30 - 4:30 PM	Office Hours	3:30 - 4:30 PM

<b>Friday (Late start for students/ faculty professional development)</b>					
<b>1st Lunch</b>		<b>2nd Lunch</b>		<b>3rd Lunch</b>	
Teacher PD	7:30 - 8:45 AM	Teacher PD	7:30 - 8:45 AM	Teacher PD	7:30 - 8:45 AM
Breakfast	8:00 - 8:45 AM	Breakfast	8:00 - 8:45 AM	Breakfast	8:00 - 8:45 AM
Period 1	9:00 - 9:45 AM	Period 1	9:00 - 9:45 AM	Period 1	9:00 - 9:45 AM
Prayer & Announcements (in 1st period)	9:45 - 9:55 AM	Prayer & Announcements (in 1st period)	9:45 - 9:55 AM	Prayer & Announcements (in 1st period)	9:45 - 9:55 AM
Period 2	10:00 - 10:45 AM	Period 2	10:00 - 10:45 AM	Period 2	10:00 - 10:45 AM
Period 3	10:50 - 11:35 AM	Period 3	10:50 - 11:35 AM	Period 3	10:50 - 11:35 AM
Lunch 1	11:35 - 12:05 PM	Period 4	11:40 - 12:25 PM	Period 4	11:40 - 12:25 PM
Period 4	12:10 - 12:55 PM	Lunch 2	12:25 - 12:55 PM	Period 5	12:30 - 1:15 PM
Period 5	1:00 - 1:45 PM	Period 5	1:00 - 1:45 PM	Lunch 3	1:15 - 1:45 PM

Period 6	1:50 - 2:35 PM	Period 6	1:50 - 2:35 PM	Period 6	1:50 - 2:35 PM
Period 7	2:40 - 3:25 PM	Period 7	2:40 - 3:25 PM	Period 7	2:40 - 3:25 PM

**DAILY SCHEDULE—CLASS DAY**

- Saint Martin de Porres High School’s doors open at 7:00 a.m.
- Breakfast is served from 7-7:40 a.m, with a grab and go option (if available) accessible until 8:30 a.m..
- Access to floors begins at 7:30 a.m. & classrooms open at 7:40 a.m.
- Students should be seated in their 1st Period classrooms by 7:50 a.m.
- Students not seated in their assigned 1st Period classroom by 7:50 will be considered tardy.
- Every Friday follows the Friday Schedule above.
- Students are dismissed at 3:30 p.m. Students are not permitted to reenter the building after 4.30 p.m.
- Students who are staying after school must be with a faculty and/or staff member. All other students must be in the designated waiting area.
- The building will be closed and locked at 6 p.m. daily. Unless in an activity supervised by a faculty/staff member, all students should vacate the building.

## **ATTENDANCE POLICY (PLEASE SEE COVID-19 ADDENDUM for UPDATED POLICY)**

A student's presence is important for a quality education. Parents/guardians must be aware that all absences and tardiness, regardless of reason or excuse, have the potential to negatively affect both academic progress and continued enrollment at Saint Martin de Porres High School. Saint Martin complies with all state attendance reporting requirements for chartered nonpublic schools.

### **1. Attendance requirements for Course Credit**

To receive credit for a course, students may not be absent (includes excused AND unexcused absences) for more than 10 class periods per semester. To receive course credit, any class periods missed in excess of 10 per semester must be made-up after school, within two weeks of being missed and before the end of the semester. Students who do not make up time by the end of the semester will automatically be enrolled in summer school for credit recovery. In cases of prolonged absence due to medical reasons (doctor's note required), a student will be placed on an Academic Plan.

### **2. Attendance requirements for sports and extracurricular activities**

Students must be marked present for all class periods on the same day of an extracurricular activity such as: sporting events, field trips, dance, etc. in order to participate.

### **3. Excessive Absence Notification**

Families will receive an Excessive Absence Notification when a student misses:

- 38 or more class periods in one school month (includes excused AND unexcused)
- 65 or more hours in one school year (includes excused AND unexcused)

### **4. Reporting Habitual Truancy**

Saint Martin complies with all state requirements of chartered nonpublic schools in the notification of Habitual Truancy. Students are considered Habitually Truant after missing:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one school month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

### **5. Absence Intervention Plans**

If absences continue after students reach the above thresholds, the school will invite families in for a conference to create an Absence Intervention Plan to help improve student attendance.

## ATTENDANCE PROCEDURES

### 1. Unforeseen Absences

For an excused absence, the parent/guardian must contact the school at 216.881.1689 ext. 300 before 8:30 a.m. and briefly state the nature of the absence.

- Additionally, the student must present a written excuse from the parent/guardian to the attendance officer upon the student's return to school.
- Both a call and a written note are needed for an absence to be considered excused.

### 2. Anticipated Absences

- If a student is to be absent for three or more days, the parent/guardian must meet with the Dean of Students or his designate.
- For an anticipated absence, the parent/guardian must write a written excuse and
- submit it to the Dean of Students at least one week in advance in order to notify the teachers.
- The Dean of Students will then issue a note that the student must show to all her/his teachers.
- Note: An anticipated absence is not necessarily an excused absence. Family travel should be planned during school breaks.
- Absence from finals will only be excused with a medical excuse or by special arrangement with the Academic Co-Principal.

### 3. Tardy to School

- Students arriving tardy to school must report to the front desk.
- Students must have a signed admit slip from the front desk in order to enter class.
- Note: Waking up late, missing the bus, car trouble, bad weather, childcare issues, etc. are not acceptable excuses for being late.

### 4. Early Release

- If a student is to be released early, the student must present a written excuse from a parent/guardian to the Main Office Coordinator or OSS the morning of the early release. The written excuse should have a phone number to verify the need for early release.
- If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian directly to the office is acceptable.
- There is no early release from work.
- For their own protection, **all students (even 18 year olds)** must be signed out of school by their parent/guardian.
- Students can only be released to legal guardians or other adults noted on the Safe Form. Photo ID is required for all non-custodial adults.

### 5. Scheduling for Medical Appointments

Parents/guardians are requested to schedule medical and dental appointments during non-school and non-CWSP hours. Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance or final/semester exams.

### 6. Extended Absence due to medical condition or special circumstance

Extended absence due to illness, injury, or special circumstance will be treated on an individual basis, and students will be placed on an Academic Plan to make up missed work. Parents/guardians must notify the school as soon as possible

by speaking with the main office or a school counselor. Absences due to medical conditions will require certification by a physician's note to the Main Office.

#### **7. Reasons for Excused Absences**

Possible reasons for excused absence include:

- Illness (please submit documentation from doctor's office)
- Death of a relative (please submit copy of funeral program)
- Emergency at home
- Absence approved by the Co-Principal or his designate
- College visits (up to three per year)

#### **8. Holidays and CWSP**

Saint Martin de Porres High School does not support or encourage vacation outside of defined school breaks. Such absences may be considered unexcused. For example, if a family chooses to take a vacation that extends beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. This could lead to loss of credit. The student is responsible for any work missed. Often, schools have holidays which businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days.

Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work every workday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWSP Office if they do not have to work on a particular school holiday.

On extremely rare occasions, a Corporate Partner may have a business holiday or special meeting day when a student's services are not required. In this event, the student should report to school on that day and a special work task will be assigned by the CWSP Office.

## **COLLEGE PREPARATION**

Saint Martin de Porres High School has purchased Naviance Succeed as part of its commitment to offer a world-class college counseling program that prepares all students for success in college and career. Naviance Succeed is an online college counseling platform created to collect, store, and report real-time data about students' goals, objectives, and outcomes related to planning for college and their careers.

As a member of the Cristo Rey Network, Saint Martin de Porres High School discloses aggregate college admissions for the purpose of benchmarking with other schools and to track the impact of Network university partnerships. This data also enables Cristo Rey Network schools to better advise students through the college search and application process. Personally identifiable information is only disclosed to the college counselors, counselors, school administration, and the Network's Director of Postsecondary Initiatives.

Saint Martin de Porres High School is committed to partnering with our families and students towards successful college completion. The decision to attend college is a life-changing one, and because of its importance, we promise to work diligently with students in achieving this goal.

All seniors are required to complete a college application to a minimum of three colleges. These colleges must include an in-state four-year public university, a community college or trade school, and a Cristo-Rey National or Supporting partner school.

## **GENERAL POLICIES**

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all Saint Martin de Porres High School policies. Statements in this Handbook are subject to amendment with notice. Saint Martin de Porres High School will attempt to keep parents/guardians informed of all changes as soon as is practical. Some changes might be made immediately due to unforeseen circumstances.

### **CAMPUS OF SAINT MARTIN DE PORRES HIGH SCHOOL**

Saint Martin de Porres High School is a closed campus school.

- Permission is needed for students to be off campus between the hours of 7:45 a.m. and 3:30 p.m.
- Students leaving campus during school hours without permission may be subject to immediate suspension.
- No student may reenter the building after 4:30 p.m. with the exception of a scheduled school or CWSP event or activity.

### **VISITORS**

All guests to classes, including parents/guardians, must have approval from the Principal's Office prior to their visit.

- All visitors must report to the Main Office, through the Saint Clair Ave entrance to sign in and receive a visitor's pass to indicate their presence at school.
- The visitor's pass must be visible at all times while in the building.

### **CELL PHONE/ELECTRONIC DEVICES USE**

The Saint Martin de Porres High School cell phone/electronic devices policy is to ensure student focus on academics.

- Students are not allowed to use cell phones, ipads, headphones or other electronic devices at work and only with permission in the classroom.
- All cell phones must be turned in at the beginning of each class to the designated location assigned by the teacher.
- If a cell phone or other electronic device is used without prior permission, any faculty or staff member may request a student to relinquish it.
- If a student is disrespectful or refuses to turn over the cell phone/electronic device, it is no longer a cell phone issue. It is an issue of disrespect and non-compliance, for which they will be asked to go to OSS.
- Headphones are not to be worn in the hallways or classrooms.

### **HARASSMENT/BULLYING**

Because we believe that all individuals are made in the image and likeness of God, Saint Martin de Porres High School seeks to create and to foster a Catholic school community in which all individuals are treated with dignity, integrity and respect. In light of this, every person has a human dignity, which Saint Martin de Porres High School is committed to enhance and protect. For these reasons, the Saint Martin de Porres High School community is one in which all faculty, students and staff are entitled to pursue their fullest spiritual, intellectual, physical, social and emotional potential. Harassment of any kind interferes with this development and therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened or discriminated against because of race, religion, age, gender, physical appearance, disability, socioeconomic status or sexual orientation. Harassment creates an offensive, hostile and intimidating environment. It has the purpose or effect of unreasonably interfering with an individual's performance in school and otherwise adversely affects an individual's school experience.

**Examples of harassing behavior include, but are not limited to, the following:**

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking, assault, hazing or any intimidating interference with normal activity or movement
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words (including on the Internet), cartoons, posters, gestures or photographs
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature
- Cyber Bullying: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group on the Internet or Social Media (e.g., KIK, Twitter, Snapchat, Instagram, Facebook, etc.) or cell phone texts.

Any student who believes that she/he has been the subject of sexual or any other form of harassment by anyone at Saint Martin de Porres High School or by any person who does business with Saint Martin de Porres High School, even a Corporate Sponsor, should bring the matter to the attention of a Saint Martin de Porres High School staff member, Human Resources staff at their CWSP placement, Principal, or the President of Saint Martin de Porres High School. Upon notification of negative treatment at work, the student will be removed from her/his Sponsor site and will not return until the matter is resolved. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted. Employees or students who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

To the extent possible, complaints of harassment will be treated as confidential. Saint Martin de Porres High School will not retaliate in any way against any current, potential or former student who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Our school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the Saint Martin de Porres High School family, we trust that you will embrace and practice these principles both on our school campus and in your home.

**HAZING**

- Hazing is defined in Ohio Revised Code 2903.31 as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- The statute does not require substantial risk of mental or physical harm. Therefore, any fear, embarrassment or pain caused by an act of hazing would be prohibited.
- Not only may the school discipline a student (or group of students) for hazing, they MUST take action to prevent such hazing, actively enforcing such policies against hazing. Hazing is one of the very few instances in which the Revised Code specifically creates civil liability for any administrator, employee, or faculty members “who knew and reasonably should have known of the hazing and who did not make reasonable attempts to prevent it.” In addition, hazing is one area which provides for criminal sanctions against both the participants and any school employee who recklessly permit its occurrence.
- Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organization, shall plan, encourage, or engage in any hazing.

- Administrators, faculty members, and all other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employees of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Principal.
- Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include disciplinary probations, suspension and possible dismissal from team activity and or school, and may be liable for civil and criminal penalties in accordance with Ohio Revised Code 2903.31.

## **THREATS**

Saint Martin de Porres High School adheres to these policies regarding student threats:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the Principal or her designate.
- If appropriate, the police should be notified immediately.
- If the police are notified, the student suspected of making the threat should be kept in the Principal's office under supervision.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any students who have been mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student should be suspended and not considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a mental health care professional. The evaluation shall comply with the provisions of Ohio Revised Code 2305.51.
- The Principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The Principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan or an "all clear" in accordance with ORC 2305.51 from the mental health care professional stating the basis (factual and risk factors and testing results) upon which she/he determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/or mental health care consultants and administration assisting the Principal in her decision regarding the readmission of the student to school. The mental health care professional shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school, and shall provide the Principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file with access only by the Principal and CWSP Director and should not be a part of the student's academic/disciplinary file. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission, before being destroyed.

## **HEALTH SERVICES FOR STUDENTS**

Saint Martin de Porres High School has a part-time school nurse on site who oversees student health services. The primary role of the school nurse is to support student learning and to promote the health and safety of individual students and the school community.

Health services provided at St. Martin de Porres include: health screenings; assessment, planning, intervention, and evaluation of student health concerns; communicable disease prevention and management; administration of medication; and educational activities to promote health.

**If a student becomes ill at school:** the student should ask permission to see the nurse. If it is determined that the student should not remain at school a call will be made to the parent/guardian in order to release the student to their care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office either until the end of the day or until someone can be reached.

**It is the responsibility of the parent/guardian to cooperate with the following policies and procedures:**

- **EMERGENCY MEDICAL AUTHORIZATION (EMA)**

EMA forms must be completed for every student each year. Current addresses and phone numbers must be on file so that the school can contact parents/guardians in case of emergency. It is of utmost importance that the school be informed of students' health concerns. Please list any chronic medical conditions, life-threatening allergies, and/or medications the student is currently taking in the space provided on the form.

- **ILLNESS OR ACCIDENT DURING SCHOOL HOURS**

If an illness or accident requiring that the student be sent home occurs at school or work, the parent/guardian will be notified. If the parent/guardian cannot be reached, emergency contacts indicated on the EMA form will be contacted. The parent/guardian will be responsible for picking the student up from school or designating an authorized person to do so. Students may ride the bus or drive home with the permission of the parent/guardian provided the school nurse and/or other school personnel assess that the student is capable of doing so.

- **ILLNESS FOR WHICH TO KEEP A STUDENT HOME**

Keeping your child home in case of illness will: 1) allow your child to rest and regain health and 2) help prevent spreading germs to others in the school and work communities. It is important that we work together to keep each other healthy. Please contact the office to inform the school if your child will be absent due to illness. The following are symptoms for which a student should stay home from school or work:

- Has a fever of 100 degrees Fahrenheit or more, or has had a fever in the past 24 hours
- Has vomited within the past 24 hours
- Has had diarrhea within the past 24 hours
- Has a severe headache due to injury or fever
- Has a sore throat, difficulty swallowing
- Has severe cold symptoms
- Has a severe cough
- Has reddened, itchy eyes, especially if there is drainage or complaint of pain
- Has an undiagnosed skin rash that is itchy, spreading, or otherwise worsening
- Has live lice in hair
- Has scaly patches of baldness on the scalp
- Has a flat, ring-like rash on skin

Please contact the student's physician/healthcare provider if symptoms worsen, last three (3) days or longer, or any time before that, as needed. If a student has a contagious disease, a note from her or his physician/health

care provider may be required to return to school. The provider will need to indicate the date on which it is safe for the student to return to school.

- **IMMUNIZATION REQUIREMENTS**

Ohio Law requires each student to have a completed immunization record on file to remain in school. This should be submitted at the time of registration. If the record has not been received by the fifteenth day of school, the student may, by Ohio Law, be excluded from school until the record is submitted. An immunization waiver form must be on file for any student whose parent/guardian declines immunization for personal or religious reasons, or if the student cannot be immunized for medical reasons.

### **BIOHAZARD EXPOSURE CONTROL PLAN**

The school has on file an exposure control plan to promote safe practices and minimize the incidence of illness and injury. The exposure control plan particularly concerns exposure to blood-borne pathogens such as Hepatitis B and C and HIV. Student compliance with Ohio immunization requirements is part of this plan. The faculty and staff receive an in-service annually from the school nurse to review the exposure control plan. Students should also be aware of the following universal precaution practices:

- All blood and body fluids are to be treated as potentially infectious.
- Gloves and cleaning equipment (safety glasses, dust-pan and broom, etc.) should be used to prevent contact with blood or other potentially infectious materials when clean-up is necessary. Students are not responsible for clean-up of potentially infectious materials in school.
- After any contact with potentially infectious material, hands and/or any exposed skin should be washed thoroughly with soap and water; exposed mucous membranes (mouth, eyes, etc.) should be flushed with water. Further medical evaluation will be advised as needed.
- The school will provide gloves, safety glasses, goggles, and face masks in areas where the risk of injury and exposure is increased (art room, science classrooms, cafeteria, etc.).

### **HEALTH SCREENINGS**

The school nurse will offer vision, blood pressure, height/weight and Body Mass Index (BMI) screenings to 9<sup>th</sup> grade and other new students as needed for follow-up to the physical exam completed in the summer before entering school. Referrals to primary physician/health care providers or eye specialists will be sent home with students if the screening results indicate the need for further medical evaluation. It is expected that the parent/guardian will schedule the appropriate appointment and return the form, completed by the health provider, to the school nurse.

### **MEDICATION POLICY AND PROCEDURES**

Ohio law and the Diocese of Cleveland/Office of Catholic Education require each school to adopt a policy and develop procedures regarding the administration of drugs prescribed by authorized prescribers. The Diocese and Saint Martin de Porres High School recognize that the administration of medication during the school day may be necessary if failure to take such medication would jeopardize the health of the student or the student would not be able to attend school and participate in school activities. Those students who may require the administration of emergency non-oral medications will be assessed by the school nurse on an individual basis in order to meet the student's health needs and determine appropriate school placement as necessary.

### **MEDICATION ADMINISTRATION PROCEDURE**

Before any medication may be administered to any pupil during school hours, two written requests shall be required: 1) a written request from a person with prescriptive authority in the state of Ohio and 2) a written request from the parent/guardian. The written request from the parent/guardian shall give permission for the administration of the specific medication and relieve the Diocese, Saint Martin de Porres High School, and their employees of any liability associated with the administration of such medication. Every effort should be made to have required medications given to the student before or after school hours. Only medicinal substances listed in the current year Physician's Desk

Reference (PDR) shall be administered. In accordance with the policy of the Diocese, employees of Saint Martin de Porres should not administer medication unless absolutely necessary and shall not administer injections.

### **Parent/Guardian Responsibilities**

Complete the parent/guardian written request section of the medication permission form including

1. Printed name
2. Signature
3. Date
4. Telephone numbers at which the parent/guardian can be reached in case of emergency.

Medication request forms are available in the nurse's office.

- Bring the medication to school with 2 containers (one with the medication, one extra for field trips or workplace) dispensed by the pharmacist with a fixed label including the name of the student, name of the prescriber, name of the medication, dosage instructions, and the date dispensed.
- Bring the completed medication request form to school with the medication.
- Bring only a one-month supply of the medication to school at a time.
- Supply any specialized equipment needed to administer the medication.
- If only a portion of a pill is to be given, the parent/guardian or pharmacist must split/cut the pills before they are brought to school. School personnel will not assume responsibility for splitting pills.
- Submit a new request form each school year.

### **Changes in Medication**

- Submit a new medication request form, completed according to this policy, for any change in medication or dosage. The medication must be brought to school in a new container, dispensed and labeled by the pharmacist as above (#2), with the new request form.
- Submit written notification signed by the parent/guardian if the student will no longer be taking the medication in school. This must include the student's name, the name of the medication, parent/guardian signature, and the date of the request.
- Pick up any remaining medication when discontinued or at the end of the school year. Any medication that has not been picked up by the parent/guardian will be discarded.

### **Over-the-Counter (OTC) Medications**

- OTC medications shall be administered according to the above policy.
- In addition, Standing Orders for a limited list of OTC medications shall be approved by a consulting physician each school year. These may be administered by school personnel and/or workplace supervisor for minor health concerns only (e.g., headache, menstrual cramps) if the parent/guardian has given written permission.
- Written permission forms for OTC medications shall include the Standing Orders list, the opportunity for the parent/guardian to indicate which medications from the list school personnel may administer to the student and whether or not the parent/guardian would like to be contacted before administration.
- Parent/guardian written permission must include the name of the student, the signature of the parent/guardian, the date, and phone numbers at which the parent/guardian can be reached.
- The OTC permission form will be printed on the back of the Emergency Medical Authorization (EMA) form.

### **Self-Medication**

- No student shall carry and/or self-administer medications in school or at the workplace except for inhalers or Epi-pens as noted below.
- Students needing inhalers for the treatment of asthma and/or Epi-pens for food, bee-sting, or other life-threatening allergies, shall be permitted to carry and/or administer their own medication at school if written permission has been received at school as outlined above. A separate request form for self-medication with

inhalers should be used; an Allergy Action Plan form must be completed along with the written request for use of Epi-pens.

- All medications to be taken in school, with the exception of inhalers and Epi-pens, shall be administered in the school clinic.
- No student shall give medication to or accept medication from another student at school or in the workplace.

#### **Medication on Field Trips**

- Guidelines for the administration of medication during field trips will follow the procedures outlined above.
- If the school nurse accompanies students on a field trip, she/he will be responsible for administering medication.
- If the school nurse does not accompany students, the student's teacher, Principal, or other qualified faculty member designated by the Principal will be responsible for administering the medication.
- The faculty member leading the field trip will notify the school nurse two weeks in advance of upcoming field trips in order for the school nurse to coordinate the administration of medication for participating students.
- On the day of the field trip, the individual who routinely administers medication at school will provide the designated employee with the needed dose(s) in the extra labeled container dispensed from the pharmacy.
- Inhalers and Epi-pens may be carried by students if the appropriate forms are on file.
- Upon return to the school from the field trip, a medication that has been given will be recorded on the daily log sheet under the supervision of the individual who routinely administers medication at the school.

#### **Medication in the Workplace**

- OTC medications may be administered by the workplace supervisor, as designated by the Principal, according to the medication procedures.
- The school nurse will inform the workplace supervisor if a medication request form is received for a student requiring an inhalers and Epi-pens. Students will be allowed to carry and self-administer these medications in the workplace only if the completed request forms are on file.
- The administration of prescribed medications other than inhalers or Epi-pens at the workplace will be coordinated by the school nurse on an individual basis.

#### **SEARCH AND SEIZURE**

School authorities are allowed to inspect and search places such as lockers (which remain school property), desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

#### **LOCKS AND LOCKERS**

All lockers made available for student use on the school premises are the property of Saint Martin de Porres High School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of Saint Martin de Porres High School is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school ownership or control of the locker. Saint Martin de Porres High School retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

1. **LOCKS.** Saint Martin de Porres High School will retain access to student lockers by keeping a master list of combinations or retaining a master key. All students are issued a locker and a lock by the school. Students may

not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **USE OF LOCKERS.** It is the students' responsibility to lock their lockers at all times. Students must not share their combinations or their lockers with another student. It is the student's responsibility to keep the locker assigned to them, locker exchange is strictly prohibited.
  - a. Lockers are to be used to store school supplies and personal items necessary for use at school. **FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN BUT NOT LIMITED TO THE FOLLOWING CONSEQUENCES!**
    1. First Offense: Warning...
    2. Second Offense: BehaviorFlip Event...
    3. Third Offense: Referral to Dean of Students...

A random review of locker number, lock number and student name will occur periodically to enforce these rules.

3. **AUTHORITY TO INSPECT.** Saint Martin de Porres High School retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his/her designee, or a member of the administrative staff designated in writing by the principal.

### **PREGNANCY POLICY**

Saint Martin supports Catholic teaching that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, Saint Martin promotes abstinence as the morally acceptable approach to sexual expression. At the same time, however, Catholic tradition also embraces a compassionate attitude towards individuals who becomes pregnant or who are responsible for pregnancy outside of marriage. As a result, Saint Martin will extend every effort to assist and support the student in her/his educational development as well as in her/his personal and social adjustment.

**Once the school learns that a student is pregnant (or responsible for a pregnancy), a school counselor will meet with the student.**

- The student will be encouraged to inform her/his parents if not previously done.
- If the student refuses to tell her/his parents within a limited period of time as determined by the school (one week or so), the counselor will intervene and notify the parents, whereupon a meeting will be held among the students, parents, and counselors.
- Immediately upon notifying parents, the student must meet with the Principal and the CWSP Coordinator to notify her/him. The school counselor will notify the student's teachers.
- Pregnant students (or young men expecting to become fathers) are allowed to remain at Saint Martin as long as they are in good academic standing, are behaving responsibly, and continue to live with their parents or legal guardians.
- Students are not permitted to live with their significant other, nor are they encouraged to get married as a response to the pregnancy. Those who decide to marry or cohabitate will not be allowed to continue at Saint Martin.

**Once a student has been identified as a mother/father-to-be, they will be encouraged to receive the following services as necessary:**

- Prenatal care at a local health center or agency immediately.
- Counseling (both mother and father-to-be) from a counselor at Saint Martin, or meet with a qualified individual in an outside agency.
- Both mother and father-to-be will take prenatal/parenting/health education classes through a local agency or health center.
- The student is to be provided with competent pastoral counseling through Saint Martin or a local church.

- A note from the student's physician should indicate how long the student can stay in school before the birth, and when she can return.
- If a student becomes a parent for the second time while attending Saint Martin, she/he may be asked to withdraw from Saint Martin.

### **Implications of Pregnancy Policy for Staff/Faculty**

- All concerned are to respect the confidentiality of the student even when the pregnancy becomes public knowledge. Faculty and staff are to avoid discussing the details with anyone, in or out of the school setting.
- In general, there should be no activities on the school premises relating to the pregnancy (such as a baby shower); nor will the student be permitted to bring the child to school during regular class hours.
- Neither the male nor the female student is to be restricted from participating in the full academic or extracurricular program as a penalty for the pregnancy. This applies to all aspects of these programs, such as student government, competing for school honors, etc.
- No other discriminating judgments are to be made concerning full participation in school programs other than those judged harmful by the advice of the physician. These decisions are to be made for reasons of health, or the exigencies of effective school management, and not on any moral consideration of the circumstances of pregnancy.
- Students who have had an abortion are not, for that reason alone, to be deprived of participation in any school program or activity, whether academic or extracurricular. The focus of the school is to be on maintaining the atmosphere of a supportive Christian community with good morale and proper discipline, and is not to be focused on passing judgment or imposing penalties on judgments of conscience.

### **SOLICITATIONS**

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal.

### **TECHNOLOGY: ACCEPTABLE AND UNACCEPTABLE USE**

Saint Martin de Porres High School provides Internet access to students as a means to facilitate resource-sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. We encourage parents/guardians to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet. Inappropriate use of the Internet is a serious matter. If a student receives an inappropriate message, faculty, staff member, or an appropriate CWSP job-site supervisor should be notified immediately.

Files stored on the Saint Martin de Porres High School network are not private. Any computer files and/or e-mail that originate or reside on Saint Martin de Porres High School computers/servers may be monitored at any time without prior notice to the student. Saint Martin de Porres High School is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Acceptable Use**

Access to Saint Martin de Porres High School's Internet service must be for the purpose of education, research, or CWSP job responsibilities and be consistent with the educational/work objectives of the school/CWSP sponsor. School/CWSP officials may monitor any use of the Internet.

**Unacceptable Use**

The user is responsible for her/his actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any material in violation of U.S. or State of Ohio regulations
- Unauthorized downloading of software
- Downloading copyrighted material for other than personal use
- Wastefully using resources, such as file space or paper
- Invading the privacy of individuals or using another user's account or password
- Posting material authored or created by another without her/his consent
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing or illegal material
- Any form of plagiarism, i.e., claiming another person's work through the Internet as one's own
- Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes using the Internet for unauthorized purchases
- Sending communications which contain confidential or proprietary information in violation of applicable school policies
- Using Internet access or one's email account without the authorization of a teacher, staff member or CWSP job coordinators.

All students are expected to comply with the acceptable use policy issued through the school. The policy is intended to apply to student use of any technology provided by the school or any technological access.

## RESTORATIVE PRACTICES

### RESTORATIVE PRACTICES

Saint Martin de Porres High School is committed to the process of Restorative Practices as a way of building community. “Restorative practice is a relational approach to school life grounded in beliefs about equality, dignity, power and the potential of all people. The model focuses on building and maintaining positive relationships across the school community and offers the school staff best-practice tools and techniques to restore relationships when things go wrong.”

### STUDENT RESPONSIBILITY

Students at Saint Martin de Porres High School have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals.

When students fail to display a sense of maturity and responsibility through Restorative practices, or when those practices have been exhausted, unsuccessful, or deemed inappropriate for certain behaviors, the Dean of Students and/or other Staff/Faculty members may use the following practices, but not limited to:

- **Teacher Detention:** This type of consequence is used by the teacher and served by the student at the discretion and convenience of the teacher. Failure to report may result in an office detention or suspension. Teachers may detain a student for up to 30 minutes after school the day of the violation.
- **Community Service:** This consequence is used according to the Catholic doctrine and is the act of helping others. Service hours may be specific and provided by the Dean of Students or his/her designee, or the student may be allowed to choose his/her own location and be required to obtain consent and bring back confirmation once complete.
- **Parent Conference:** The request to bring in a parent occurs when previous efforts have not been successful, or when the concerns warrant doing so. The goal of the parent conference is to discuss a student’s progress at school and brainstorm ideas of how to rectify academic and/or behavior concerns in order for the student to remain enrolled.
- **Letter of Understanding/Disciplinary Probation:** This is a written agreement among the student, family and school addressing chronic, problematic behavior of the student in such areas as attendance, tardiness, excessive detentions, dress code, CWSP performance, etc. The agreement outlines the specific expectations for continued attendance at Saint Martin de Porres High School and is signed by the student, parent/guardian and school officials. One copy will be kept on file and one copy will be given to the family. The agreement is meant as a final warning. A student who violates the terms of her/his agreement may face immediate expulsion or ask to leave the school. *Please note: The length of this letter will be determined by the administrator/designee.*
- **Social Suspension:** The act of a student being withheld from social privileges and activities at school. This can run short term (i.e. a one-day event like a field trip or dress down day), or long term such as a quarter or a semester. Social Suspension can be reviewed periodically and may be lifted at any time by the Dean of Students or his/her designee.
- **Temporary Removal from School:** This is used by the school in instances where a behavior is suspected of causing harm to the campus or school community. During a Temporary Removal from School, which may last no more than 5 days, the student is eligible to make-up missed mastery assignments, and their attendance will be counted as unexcused. During the student’s absence, the school will conduct an investigation of the incident and use the results to determine the students’ eligibility for make-up time, make-up classwork/Scholarship assignments, the terms of their Letter of Understanding and any additional consequences including but not limited to suspension, and/or expulsion.

- **Suspension:** When the previous methods have been ineffective in changing a student's conduct, an offense has been committed that caused a situation which must be dealt with immediately, or the offense itself is serious enough, the student is liable for suspension. This suspension could be in the form of an out-of-school suspension, in-school suspension, or suspension from a particular class, classes, activity or sport. During this period, a student will not be permitted to attend classes or to participate in extracurricular activities. Students are required to make up assignments, quizzes or tests that were missed while suspended. The offense will be recorded in the student's permanent file.
- **Involuntary Withdrawal:** Involuntary withdrawal of a student from school is a serious matter and will only be used as a last resort or in the case of a serious incident of misconduct which jeopardizes the safety of the school community or compromises the aims of Saint Martin de Porres High School. Final decisions on involuntary withdrawal are made by the President. A student's parent/guardian may ask the Principal and/or CWSP Director for a Disciplinary Review Board Hearing to determine whether the student who is being recommended for involuntary withdrawal has received due process. The Board will include representatives from the teaching faculty, CWSP, Campus Ministry, and one Saint Martin de Porres High School staff member selected by the student's family. The Disciplinary Review Board Hearing occurs at the discretion of the Principal, CWSP Director and President. In some cases, the student's request for a Disciplinary Review Board Hearing may be denied. In addition, the school may deem an action by a student so severe that it would result in immediate involuntary withdrawal from school. If a student is involuntarily withdrawn, the offense will be recorded in the student's permanent record file. Students who withdraw or are withdrawn for disciplinary reasons may be asked not to return to the building for any reason without direct authorization from an administrator.

## DISCIPLINARY POLICIES AND PROCEDURES

## VIOLATIONS OF THE CODE OF CONDUCT

### **LEVEL ONE OFFENSES: Teacher/Classroom Managed Behaviors - Tracked with BehaviorFlip**

Students may be subjected to teacher parent contact, seat reassignment, detention/restorative workshop, Behavior Contact(s)/Agreement, mandatory office hours, Saturday school

- Cell phones/electronic devices seen, heard or used, without teacher or staff permission during school hours (7:50-3:30) may be confiscated
- Horseplay
- Dress code violation
- Disruption of the learning environment/classroom
- Improper language/profanity
- Failure to follow directives of staff
- Eating or drinking outside the cafeteria
- Failure to sign-in or sign-out with CWSP staff

### **LEVEL TWO OFFENSES: Office Managed Behaviors with Office Referrals**

Students may be subject to Restorative Workshop, Letter of Understanding (LOU), or Suspension

- Habitual infraction of a level one violation (i.e., Level 3 or higher in Behavior Flip)
- Cutting class
- Continuous disruption of classroom instruction
- Continuous failure to follow school rules
- Failure to report to the Dean of Students office when called
- Vandalism/graffiti of school property
- Cheating/forgery/plagiarism/academic dishonesty (automatic "LOU")
- Dismissal from work, first offense
- Chronic absence or tardiness
- Failure to report to school or work
- Overt defiance/disruptive behavior towards a faculty or staff member

### **LEVEL THREE OFFENSES: Dismissible Offenses**

Students will be subjected to an immediate temporary removal from school and not be permitted on campus or at any school activities until the conclusion of investigation of the event.

Families are required to attend a parent meeting and the student will be placed on an immediate Letter of Understanding (LOU).

Based on the outcome of the school's investigation, in addition to the LOU, the student may be suspended or expelled.

- Fighting
- Gambling
- Off-campus violation
- Repeated disregard for school expectations
- Major vandalism/graffiti/destruction of school property (plus remuneration for replacement/repair costs)
- Leaving school grounds or work site without permission
- Threats (Also see "Threats" in GENERAL POLICIES)
- Habitual cheating/plagiarism/Academic Dishonesty , second offense
- Using, selling, providing or possessing drugs or marijuana, including alcohol and tobacco
- Inappropriate use of technology (e.g., threats, bullying, or sending obscene, nude, sexually explicit or suggestive pictures or language or using technology to engage in academic dishonesty)

- Hazing (Also see “Hazing” in GENERAL POLICIES)
- Sexual activity/Inappropriate physical contact on school grounds or at a school function
- **BULLYING** (Also see “Harassment” in GENERAL POLICIES)
- Major threats to inflict harm on another, school-wide, or property
- Gang membership and/or gang related behavior
- Possession of weapons, firearms, or explosives. School officials may report weapons such as the following to the local police: knives, guns, brass knuckles, billy clubs, look-a-likes, mace, pepper spray, bats, pipes, sticks, explosives, laser pointers, etc. if used or intended to be used to cause bodily harm.
- Second firing/removal from CWSP job placement
- Accessing a restricted area for use other than its intended purpose
- Theft of any kind from school, the CWSP job, other students, staff or faculty

## SAINT MARTIN DE PORRES DRESS CODE POLICY

### OVERVIEW

The uniform policy ensures that every student will dress in a professional, modest, conservative and safe manner. Saint Martin de Porres High School's uniform policy corresponds to business attire and the image that we have determined is appropriate for young men and women representing the school community. When they go to work or school, students enter a professional work environment. Their dress should reflect a high standard of professionalism and self-respect.

Work environments are also adult environments. Parents/guardians must be sensitive to the fact that their daughters/sons might be assumed to be much older than their actual age. For both comfort and security, all students should dress modestly. Saint Martin de Porres High School wants to present a consistent image to the public. The uniform policy establishes a standard of dress that establishes a branded image that will be conveyed by all Saint Martin de Porres High School students regardless of the sponsoring company at which they work. Students are expected to follow the exact same uniform policy for work as they do for school, regardless of the dress code enforced at the workplace. ***Students MUST have approval from the appropriate CWSP representative in order to be out of uniform at work.***

**The safety of our students is a priority.** A neat appearance and properly fitting clothes will help avoid potential mishaps and help prevent bodily injury. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as headphones, etc., help ensure their safety.

- The school reserves the right to determine what constitutes appropriate dress. In all cases the school has the final say regarding what is allowable and permissible.
- The uniform style at Saint Martin de Porres High School is intended to allow each student to achieve her/his best, both in the academic world and professional world. Personal hygiene is very important to one's health and appearance; therefore, each student is expected to practice good hygiene.
- Students are expected to be in full uniform at all times while on school grounds, at work, to and from work, at special events, and during all field trips unless otherwise specified by the school.
- It has been observed that the more professionally a person dresses, the more professionally that person performs in her/his role and the more professionally others receive her/him. Expressing individuality should be done through hard work at school and at the workplace, and not through one's clothing.
- A student not dressed in full uniform and according to the rules may be provided with appropriate clothing from the school. A fee will be assessed and added to tuition cost if appropriate clothing has to be provided to students.
- Undergarments worn under clothing should not be visible.
- Arguing or continued verbal disputes about dress code infractions (including continued violation of the dress code) will not be tolerated and may result in being sent home or suspended.
- Interpretation and amendment of the Uniform Policy is at the discretion of the administration.

### STANDARD UNIFORM REQUIRED DAILY FOR ALL STUDENTS

**In Summary:** Dress code options can be worn in any combination chosen by the student. School logoed item must be visible; collared shirts must be worn each day.

1. Shirt & Tie
  - a. Dress Shirt, collared, button-down, white or light blue
  - b. Neck or bow tie required for young men ONLY
2. Logo Item
  - a. Saint Martin logo item that is visible (i.e. sweater, quarter zip, vest, cardigan, logo tie, or logo shirt)
3. Bottoms & Shoes
  - a. Dress slacks, loose-fit, black or gray
  - b. Plaid skirt from Schoolbelles is an option for young women (solid black or gray skirts from Schoolbelles are not allowed)
  - c. All Black, closed-toe, all black including the sole

### Young Men

- **Dress Pants.** Pants should be black or gray dress pants only. Pants should not be Dickies work pants, cargos, jeans, pants with rivets, “skinny” pants, tight fitting pants, shorts, running pants or any pants that would be considered lounge wear or sportswear. Pants should not taper at the ankle, slouch or be too loose in the waist. Pants should be worn to the waistline. Shorts are not permitted as school dress. Chino style pants are acceptable.
- **Collared Shirts.** Shirts should be white or light blue, oxford style, button, collared shirts. Shirts should be cotton or cotton-like. Shirts can be short-sleeved or long-sleeved, but should not be three button polo style, knit or of any varying color than what is stated. Shirts should be clean and neatly tucked into pants at all times. Belt must be visible. Plain white undershirts must be worn.
- **Tie/Bow-Tie & Belt.** Tie or bow-tie and belt must be worn every day at all times. Ties and bowties can be of any color. They must not have inappropriate designs, images or logos. Belts must be worn appropriately at all times during the day. Belts must be black or brown leather or leather -like; they should not be cloth or canvas. Belts should be free of ornamentation.
- **Shoes.** Shoes must be professional black dress shoes. Loafer and tie-up styles are preferred. **House shoes, sandals, crocs, slides, slippers, and foam based shoes** are not permitted. Black professional boots are allowed from Thanksgiving to Easter due to inclement weather. No suede, Uggs or Ugg-like Boots.
- **Logo Item.** Students must wear a Saint Martin logo that is visible and that has been purchased through the school or school’s vendor. Logo items are available for purchase on a variety of clothing items. Wearing a logo is a requirement for all students and must be worn daily. These outer items should be neat and clean. Collar of the shirt and knot of tie must show above any sweater. Shirt and tie are required under any sweater or blazer. No sweatshirts of any kind—including hoodies; no turtlenecks.
- **Coats and outerwear.** Coats should be appropriate for the weather. Coats, hoodies or other outerwear may not be worn inside the school building, or at the job assignment. Professional, light-knit items may be worn inside including cardigans, blazers, shawls, etc..
- **Hair, Hair color, Hair Style and Facial Hair.** Conservative hairstyles and a neat appearance are expected. Hair should be combed, brushed and well groomed. No dyeing hair an unnatural color. Students with unnatural hair colors will not be permitted to go to work and must complete a make-up day. Four absences from work will result in a termination. Facial hair must be neatly groomed at all times. Students will be asked to shave on site if necessary. Religious and/or cultural hair accessories are permitted (ex hijabs, african style headwraps), but they

must be professional in nature. No protective hair coverings (ex.durags or bonnets) are permitted during the school day or at any jobsite.

- **Facial Piercings, Tattoos, Hats, additional accessories.** No earrings, nose rings/septum or facial piercings allowed. All tattoos MUST be covered by clothing. Sunglasses, hats, sun visors, and bandanas may not be worn inside the school building or at the job assignment.

### Young Women

- **Dress Pants.** Pants should be black or gray dress pants only. Pants should not be Dickies work pants, cargos, jeans, pants with rivets, “skinny” pants, tight fitting pants, shorts, running pants or any pants that would be considered lounge wear or sportswear. Pants should not taper at the ankle, slouch or be too loose in the waist. Pants should be worn to the waistline. Shorts are not permitted as school dress. Chino style pants are acceptable.
- **Skirts.** Skirts worn MUST BE PURCHASED THROUGH SCHOOLBELLES, in the SCHOOL PLAID ONLY. Solid black and gray skirts bought at schoolbelles are not allowed. These school-approved skirts are uniquely measured for each young woman and is fitted specifically for her body measurements. Skirt should be at least fingertip length, may not be tight fitting, rolled at the waist or have a loose hem. Skirts should be worn with solid colored or patterned tights/stockings, and/or knee socks.
- **Collared Shirts.** Shirts should be short sleeve or long sleeve, white or sky blue, oxford style, button, collared shirts. Shirts should be tucked, modest and professional, exposing no cleavage, midriff or lower back. Shirts should be cotton or cotton-like. Shirts should not be polo/polo style, knit or of any varying color than what is stated. Shirts should not be fitted at the waist with elastic, wrap style or tunic. If shirt is the outermost piece of clothing, it must have the school logo on the left breast. Shirts should be clean and neatly tucked into pants at all times. Tank tops or camisoles should not be visible. Halter tops and tube tops are not permitted.
- **Tie or Bow-Tie.** Tie or bow-tie are optional for young women. Women choosing this style must adhere to the following: Ties and bowties can be of any color. They must not have inappropriate designs, images or logos.
- **Shoes.** Shoes must be professional black dress shoes. Loafer and tie-up styles are preferred. Heels of modest height (1-2 inches) are allowed. Shoes should not be stilettos or open-toe. **House shoes, sandals, crocs, slides, slippers, and foam based shoes** are not permitted. Fashion or heel boots must be approved to be worn during the school or work day. Black professional winter boots are allowed from Thanksgiving to Easter due to inclement weather. No suede or Ugg Boots.
- **Logo Item.** Students must wear a Saint Martin logo that is visible and that have been purchased through the school or school’s vendor. Logo items are available for purchase on a variety of clothing items at Schoolbelles. The school spirit store only sells ties and fleece jackets with the school logo. Wearing a logo is a requirement for all students and must be worn daily. These outer items should be neat and clean. Collar of the shirt and knot of tie must show above any sweater. Shirt and tie are required under any sweater or blazer. No sweatshirts of any kind—including hoodies; no turtlenecks.
- **Coats and outerwear.** Coats should be appropriate for the weather. Coats, hoodies or other outerwear may not be worn inside the school building, modular units or at the job assignment. Professional, light-knit items may be worn inside including cardigans, blazers, shawls, etc..

- **Hair, Hair color, Hair Style.** Conservative hairstyles and a neat appearance are expected. Hair should be combed, brushed and well groomed. Head scarves or wraps must look professional. **Natural hair colors only.** Students with unnatural hair colors will not be permitted to go to work or to class and must complete a make-up day. Four absences from work will result in a termination.
- **Facial Piercings, Tattoos, Hats, additional accessories.** Subtle nose piercings are the only facial piercings allowed. No other facial piercings will be tolerated. All tattoos **MUST** be covered by clothing. Sunglasses, hats, sun visors, and bandanas may not be worn inside the school building or at the job assignment.
- **Jewelry.** No excessive jewelry should be worn. Subtle earrings are permitted. Two earrings in each ear lobe is acceptable. No large hoop or dangle earrings exceeding one inch are allowed.

### **PHYSICAL EDUCATION/GYM ATTIRE**

All students enrolled in Physical Education classes must be dressed properly for class. Students should be in the required school gym attire and non-marking athletic shoes. Young women should be modest in their gym attire and purchase the appropriate undergarments (sports bra in particular) that will help make the playing of sports safe and comfortable. Inappropriate attire may earn a student a zero for the day. Students not in the proper Saint Martin gym uniform or who have lost their gym uniform will be charged for any replacement.

#### **Tops**

- ANY unaltered Saint Martin T-Shirt
- Shoulders, midriffs, and cleavage should be covered
- No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing

#### **Bottoms**

- ANY unaltered Saint Martin Shorts, Yoga, or Sweatpants
  - Shorts should fall at the knee
- Non-Saint Martin sweatpants are allowed to be worn with approval from the PE teacher.
- Jeans, leggings, and skirts are not allowed
- Rips/tears are not allowed

#### **Shoes & Accessories**

- ANY Athletic Shoe that is closed-toed
  - No open-toed shoes, flip flops, slide-ins, house shoes, etc.

### **NON-UNIFORM GUIDELINES “Spirit Day” & “I GOT IN” ATTIRE**

Saint Martin spirit days where any school-issued apparel is acceptable. (This includes items from athletics or extra-curricular activities and/or items available in the Lion’s Den such as: t-shirts, sweatpants, hoodies, polos, etc.) On **FIRST FRIDAYS**, a student must have at least one significant item of school spirit wear on (t-shirts, sweatshirts, sweatpants, polo, etc. Hats, buttons, scarves, ties, stickers, etc do not count as a significant spirit wear item).

#### **NOTE: Students reporting to CWSP must wear school uniform**

#### **Tops**

- Saint Martin Gear
- Shoulders, midriffs, and cleavage should be covered
- No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing

#### **Bottoms**

- Saint Martin Gear

- Jeans & sweatpants are acceptable
  - Rips/tears in jeans should fall at the knee or below
  - Skirts are acceptable but must fall at the knee or below
  - **ABSOLUTELY NO SHORTS!**

**Shoes & Accessories**

- Shoes must be closed-toed.
  - No open-toed shoes, flip flops, slide-ins, house shoes, etc.
- Tennis shoes, Toms, boots, and loafers are all acceptable.
- No hats or sunglasses of any kind

**“I GOT IN”** follow these same guidelines but is a SENIORS ONLY PRIVILEGE and the only acceptable shirt is the I GOT IN shirt.

*The school reserves the right to determine what constitutes appropriate dress. Students may be refused admission to the dance or activity if clothing is deemed inappropriate.*

**NON-UNIFORM GUIDELINES: “DRESS UP” ATTIRE**

Saint Martin days where the occasion or event calls for a step above our traditional professional uniform attire.

<p><b>Young Men</b></p> <ul style="list-style-type: none"> <li>● Oxford dress shirts (any color)</li> <li>● Dress slacks           <ul style="list-style-type: none"> <li>○ No jeans, joggers, or athletic apparel</li> </ul> </li> <li>● Dress shoes &amp; dress socks           <ul style="list-style-type: none"> <li>○ No tennis shoes or slide ins.</li> </ul> </li> <li>● Tie or bow-tie preferred</li> <li>● Suit, suit jacket, or sport coat</li> </ul>	<p><b>Young Women</b></p> <ul style="list-style-type: none"> <li>● Blouses/dress shirts (any color)</li> <li>● Dress slacks           <ul style="list-style-type: none"> <li>○ No jeans, jeggings, leggings, joggers, spandex, or athletic apparel</li> </ul> </li> <li>● Dress shoes only; heels of a modest height.           <ul style="list-style-type: none"> <li>○ No tennis shoes, flip flops or slide ins.</li> </ul> </li> <li>● Hosiery preferred</li> <li>● Dresses and skirts that fall at least fingertip-length</li> <li>● Shoulders, midribs, and cleavage should be covered.</li> <li>● No crop-tops, see-through, spaghetti straps, tube tops, and no undergarments showing</li> </ul>
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*The school reserves the right to determine what constitutes appropriate dress. Students may be refused admission to the dance or activity if clothing is deemed inappropriate.*

**GUESTS FOR SCHOOL DANCES**

In order to ensure the safety of each member and guest of the Saint Martin de Porres High School community, all students who wish to bring a guest to a school dance must accept the following guidelines. All guests must receive approval from the Dean of Students to attend the dance.

1. All students and guests must abide by the rules outlined in the handbook of Saint Martin de Porres High School.
2. Saint Martin de Porres High School students who bring a guest are responsible for the actions of the guest and will be held accountable if the guest violates any school rules.
3. Any student who wishes to bring a guest must submit a Guest Registration Form, completed and signed by all parties, and submit to the Dean of Students' mailbox by the last Wednesday before the dance.
4. Upon arrival at the dance, the guest must submit an official photo ID, such as a school ID or driver's license. The ID will be held by a school staff member until the guest leaves the dance.
5. All guests must pay \$5 to enter the dance.
6. All guests must be enrolled in high school and/or not older than 20 years old. This must be verified by an administrator from the high school attended by the guest and recorded on the Guest Registration form. Guests no longer in high school must be approved by the Dean of Students.
7. Any student that has withdrawn from Saint Martin de Porres High School may or may not attend the dance at the discretion of school administration.
8. A Saint Martin de Porres High School student may bring up to two guests to a dance. The Guest Registration form must be completed for each guest and the guest must receive final approval from the Dean of Students.
9. The school reserves the right to determine what constitutes appropriate dress. Students and/or guests may be denied admittance to the dance if clothing is deemed inappropriate.

## **CWSP Workday Attendance & Responsibilities**

- Students are expected to attend, be present and complete their work during remote CWSP workdays each week
- The below checkpoints define attendance for each day. If you miss any of these, your grade will reflect that fact.
- Being present is defined by the following checkpoints:
  - Showing up to morning check-in with your supervisor on your work day between 7:50 and 8:00 AM.
  - Attending your scheduled Job Team Meeting.
  - Attending your scheduled Exposure Block (if applicable).
  - Completing all assignments on your workday by 2:30 PM.
    - Skill task 1: Intro to OnBase
    - Skills task 2: Intro to Excel
    - Career Exploration

- Exposure Block assignment (if applicable)

**WEEKLY STUDENT WORK SCHEDULE:** Students are expected to participate in a CWSP workday on their grade level work day as outlined below.

Monday	Tuesday	Wednesday	Thursday	Friday
Freshmen Workday	Sophomore Workday	Junior Workday	Senior Workday	No CWSP

### **CWSP Class Absence / Missed Time / Missed Assignments**

- All work is due by 2:30 PM on the student’s workday. Any work turned in after that time will be considered late.
- For an unexcused absence on a student’s workday:
  - If a student fails to turn in assignments by 2:30 PM on their workday, they will lose 10% of their grade for each week that the assignment(s) are late (i.e. if a student misses their Monday workday on 8/31, they have until 9/7 to turn in their assignment, but they will lose 10% of their grade.).
  - Student will not have a chance to make up their Job Team Meeting, Exposure Block (if applicable) or Morning Check-In
- For an excused absence (with a confirmed doctor’s note), the student will have the amount of time they were absent added onto the deadline in order for them to make up their work with no additional penalty. (i.e. a student is absent the week of 8/31 with a doctor’s note, the student will have until 9/7 to make up their work with no penalty.)
- If a student misses more than 2 workdays without a doctor’s excuse, administration follow up will occur.

### **Grades**

- Students will receive a Corporate Work Study grade based on performance in their CWSP workday, which includes attendance, completion of CWSP workday assignments, and compliance with CWSP standards and procedures.
- ***The CWSP grade is GPA-bearing and passing the class is a graduation requirement.***
- Grades during fully remote learning will be determined through a combination of the following:
  - **Morning Check-In (from 7:50-8:00 am)- 10%**
  - **Job Team Meeting- 25%**
    - Arriving on-time
    - Participating fully and positively
    - Staying until it concludes
  - **Skills Task 1: Intro to Onbase- 20%**
  - **Skills Task 2: Intro to Excel- 20%**
  - **Career Exploration- 15%**
  - **Exposure Block- 10%**
- **Grades will be determined quarterly**

### **Employment Outside of CWSP**

- We do not allow students to work at companies outside of CWSP during school hours.
  - This includes during school hours on days they work from home (asynchronous and synchronous school/work days)

- *Students are not permitted to work during school hours unless school is not in session e.g. after school hours or holiday breaks like Christmas.*
- [Work permits](#) are required for students under 18 and must comply with the [Department of Labor regulations](#).

## Work Attendance

- All workday absences must be made up via the CWSP Professional Development assignments. See the section on Makeup Time Assignments below.
- Absence from work that adds up to 3 or more hours will require a Makeup Time Assignment to be completed

Number of Work Absences	Follow-up Action from CWSP
1 & 2	Call home to parent/guardian
3	Warning to student and parent/guardian
4	Student and parent/guardian <b>meeting</b> and a documented <b>Letter of Understanding</b>
5	Student and parent/guardian <b>meeting</b> and may result in <b>removal from CWSP worksite.</b>
<b><i>All unexcused work absences must be made up through CWSP assignments by the end of each quarter</i></b>	

## Makeup Time Assignments

- Makeup Time Assignments will be required of absences of 3 or more hours on a workday.
- CWSP Professional Development assignments via Google Classroom are to be completed by the end of the quarter in which the absence occurred.
- Makeup time will not be completed at the student's CWSP worksite

## CWSP Professional Development Course:

- The CWSP Professional Development Course will be available for students that are unable to attend work in-person at any given time for the following reasons:
  - Are not deployed to a CWSP worksite
  - In mandated quarantine due to COVID-19 exposure

## Illness at Work

- If a student becomes ill at work, the student should notify his/her work supervisor who will call CWSP. Parents/Guardians will be notified by CWSP.
- CWSP will arrange for transportation back to Saint Martin de Porres if necessary.

- If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office at Saint Martin de Porres until the end of the school day or a parent/guardian can be reached.
- If the student leaves with a half day or more of work left, the student will be required to complete a CWSP Professional Development assignment

## Masks

- Masks are required to be worn at school, in the workplace, and on CWSP transportation at all times
- Failure and/or refusal to wear a mask on CWSP transportation may result in the student needing to provide their own transportation to and from work.
- Failure and/or refusal to wear a mask at work may result in a termination and removal from the worksite.

## Waivers

- CWSP offers a Transportation Waiver for students who do not need transportation to and/or from work. Students who submit this waiver are opting out of CWSP transportation for the entire school year.
- During the COVID-19 pandemic, students and families are strongly encouraged to opt for a CWSP transportation waiver. This will mitigate the student's possible exposure to COVID-19.
- Students and parents/guardians must complete a CWSP Transportation waiver form agreeing to our transportation policies before the waiver can go into effect.
- Failure and/or refusal to comply with the waiver requirements will result in the transportation waiver being voided and the student must return to CWSP transportation.
- Contact CWSP if you would like a waiver: [cwsp@stmdphs.org](mailto:cwsp@stmdphs.org) or 216-346-7896

## Grades

- Students will receive a Corporate Work Study grade based on work performance, completion CWSP Professional Development assignments, attendance, and compliance with CWSP standards and procedures.
- ***The CWSP grade is GPA-bearing and passing the class is a graduation requirement.***
- Grades will be determined through a combination of the following:
  - Performance at worksite, based off supervisor evaluations
  - CWSP Professional Development assignments
  - Submission of timecards on each workday
  - Compliance with CWSP standards and policies

## Employment Outside of CWSP

- We do not allow students to work at companies outside of CWSP during school hours.
  - This includes during school hours on days they work from home (asynchronous and synchronous school/work days)
  - *Students are not permitted to work during school hours unless school is not in session e.g. after school hours or holiday breaks like Christmas.*
- [Work permits](#) are required for students under 18 and must comply with the [Department of Labor regulations](#).

## Employment Over School Breaks at CWSP Worksite

- **Students with no outstanding makeup time assignments may be allowed to work for pay during school breaks at their CWSP worksite (Thanksgiving, Christmas, Easter, Summer).**
- Students may have the opportunity to work for pay at their company job site over school breaks and this decision is determined by the company. Students are only permitted to work at their CWSP site on days school is

officially not in session. Students will be paid at the minimum wage rate or higher based on the company's ability. In order for the student to be paid, he/she must comply with the following:

- Get approval from your supervisor
- Sign up through CWSP
- Submit required paperwork
- **Up to 50% of student pay will be held if there is any outstanding tuition or school materials (calculator, books, technology, etc.) collection issue in the Business Office. Please contact the Business Office with questions or concerns.**

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## **CORPORATE WORK STUDY PROGRAM POLICIES & EXPECTATIONS (STANDARD)**

**The Saint Martin Corporate Work Study Program strives to instill pride and empower students for a lifetime of professional success.**

**Students are employees of the Corporate Work Study Program and not employees of the companies.**

**For any concerns, contact CWSP at 216-346-7896 or [cwsp@stmdphs.org](mailto:cwsp@stmdphs.org)**

### **PROGRAM OVERVIEW**

All Saint Martin students participate in our Corporate Work Study Program (CWSP). Each partner company who employs a student pays a fee towards the cost of the student's education. Students are assigned to work at a partnering organization five full days each month without missing any classroom instructional time.

CWSP provides students with real world job experiences and allows students to earn a portion of the cost of their education. It is an integral part of their educational experience at Saint Martin de Porres High School. A positive attitude and a commitment to high standards of responsibility and behavior are required.

While CWSP strives to create a positive environment for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude, behaving in a mature and professional manner while participating in the program. All students and parents/guardians are expected to read and follow the rules set forth in this Handbook as part of their agreement with the Saint Martin de Porres High School Corporate Work Study Program. Since Saint Martin de Porres High School is the legal employer of the students, parents/guardians should not contact companies directly.

**COST BREAKDOWN FOR CWSP COMPANIES AND STUDENTS**

<b>Company Contribution</b>	<b>Student Tuition</b>
\$8,500	\$16,900

**CORPORATE WORK STUDY PROGRAM STAFF**

<b>CWSP Hotline</b>	<b>216-346-7896</b>	<b>cwsp@stmdphs.org</b>
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<b>Shameka Jones Taylor</b>	<b>Vice President of CWSP</b>	<b>Ext. 288</b>	<b>sjonestaylor@stmdphs.org</b>
<b>Michael Blair</b>	<b>Work Force Development Coach</b>	<b>ext. 283</b>	<b>mblair@stmdphs.org</b>
<b>Anne Holko</b>	<b>Account Manager</b>	<b>ext. 279</b>	<b>aholko@stmdphs.org</b>
<b>Steph Rienzi</b>	<b>Account Manager</b>	<b>ext. 307</b>	<b>srienzi@stmdphs.org</b>
<b>Brittany Clark</b>	<b>Business Development Coordinator</b>	<b>ext. 280</b>	<b>bclark@stmdphs.org</b>
<b>Natalie Brickman</b>	<b>Operations Coordinator</b>		

**WEEKLY STUDENT WORK SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
Freshmen Workday	Sophomore Workday	Junior Workday	Senior Workday	Rotating schedule of each grade level: Monday - Thursday

**WORKPLACE STANDARDS**

- Students should use company telephones, office equipment, office services (e.g. Internet access, etc.) only when necessary for work-related projects.
- Students may not use the Internet or office equipment at work for any reason unless it is directly related to the performance of their job.
- Using company resources without a supervisor’s approval is tantamount to stealing and will not be tolerated.
- Students are not eligible for Partner benefits unless specifically told by their supervisor. Students should never presume that they may partake in these benefits.

**CWSP ATTENDANCE POLICY**

- Students are expected to attend work every scheduled work date.
- Each student works only five days per month. Missing a day of work is a very serious event.
- Saint Martin de Porres High School and the student promise the company that they will fulfill their work responsibilities for the entire school year

**DEFINITION OF MISSED WORK TIME**

- *Any hour or day not worked on the student’s scheduled workday (Hours and half days of missed work will accrue and are included in the student’s total absences)*
- *All missed hours/days must be made up according to the schedule below entitled MAKE-UP TIME*
- *If a student will be absent on a workday, parents/guardians must call the CWSP Hotline at 216-346-7896 before 8:00 AM.*

Number of Work Absences	Follow-up Action from CWSP
1	No action
2	<b>Warning letter</b> for student and <b>call home</b> to parent/guardian

<b>3</b>	Student and parent/guardian <b>meeting</b> and a written <b>Letter of Understanding</b>
<b>4</b>	<b>Attendance Termination:</b> Student and parent/guardian meeting and written <b>Termination Letter</b>
<b>5</b>	No action
<b>6</b>	Student and parent/guardian <b>meeting</b> and <b>reassignment of CWSP work placement</b>
<b>7</b>	Student and parent/guardian <b>meeting</b>
<b>8</b>	<b>Second Attendance Termination and dismissal from Saint Martin de Porres High School</b>

- If a student is serving an in-school suspension, he/she **will be required to work** on his/her regularly scheduled work day.
- If a student is serving an out-of-school suspension, **he/she will not go to work on his/her regularly scheduled work day and the day must be made up.**
- We encourage families to schedule routine appointments on days students are not working to avoid having to make-up work time.
- CWSP workdays are a required part of the school week for students.

#### **ILLNESS AT WORK**

- If a student becomes ill at work, the student should notify his/her work supervisor who will call CWSP and then parents will be contacted.
- CWSP will arrange for transportation back to Saint Martin de Porres if necessary.
- If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office at Saint Martin de Porres until a parent/guardian can be reached or the end of the school day.

#### **MAKEUP TIME**

***Students need to make-up all missed time at the first available opportunity.***

- The student should alert the CWSP Operations Coordinator as to when he/she will be making up the missed time.
- If a student does not report to work on their arranged makeup date and time, and does not notify his/her supervisor and CWSP, the student will be required to submit a written apology to the supervisor and complete a day of service to the Saint Martin community.
- Students are responsible for arranging transportation to and from work for any day they must make up.
- If a student arranges transportation with CWSP for a makeup day and does not report to school, a Tardy Missed Van charge (\$10) will be applied to his/her student account.
- If a Partner's schedule offers no opportunity for the student to make up an absence, the student will be required to complete makeup time through a CWSP-approved opportunity.

- Students may be prohibited from participating in student activities and athletics due to multiple absences and owed makeup time.
- Second semester absences will restart at zero (0) *only* if students complete all outstanding makeup time by the end of the first semester.

### INCOMPLETE MAKE-UP TIME

- Failure to make up your missed time by July 1st will result in an **incomplete makeup time termination** and a charge of \$80 for each missed day.

### INTERVENTIONS

Below are samples of interventions that may be used to improve performance at work. Parent communication and support are key to making the interventions successful:

- Student Meeting
- Parent Phone Call
- Parent Meeting
- Weekly Progress Report at Work
- Job Coaching
- Reboot Day in CWSP
- CWSP Letter of Understanding
- Termination from CWSP Placement

### TERMINATION POLICY

A student can be terminated for cause from his/her CWSP job placement by either the company worksite or CWSP staff at any time.

- **Performance or Behavioral Termination:** Occurs when a student is not performing or behaving at work to the standards set by Saint Martin de Porres and the CWSP company worksite.
- **Attendance Termination:** Occurs when a student has been absent four (4) workdays and has not completed all previous makeup days. Students **will not** be removed from their worksite unless there are performance or behavioral concerns. All absences are required to be made up. Please refer to the section **MAKEUP TIME** regarding these procedures.
- **Incomplete Makeup Time Termination:** Occurs when a student does not complete all outstanding makeup time before July 1st. Please refer to the section **INCOMPLETE MAKEUP TIME** regarding these procedures.

### RETRAINING

**After a student is terminated, he/she will participate in a restorative retraining process that, upon successful completion, will allow him/her to earn a new job placement.**

- The purpose of retraining is to give the student valuable skills for the workplace that were identified as potential weaknesses at the former work site.

- A Termination Letter of Understanding must be signed prior to retraining.
- Students in retraining are ineligible to participate in sports and performance activities.
- **Failure to successfully complete retraining will result in a second termination and dismissal from Saint Martin de Porres High School.**

### **CWSP DISMISSAL FROM SAINT MARTIN DE PORRES HIGH SCHOOL**

Recommendation for dismissal from Saint Martin for CWSP reasons include:

- Two CWSP terminations within four years.
- Blatant discipline infraction at work as described in the Code of Conduct (found in the complete student handbook)

### **PERFORMANCE EVALUATIONS**

- Students will receive an employee evaluation from their supervisor twice a year.
- Students who receive a below average performance evaluation will work with a CWSP Team Member to improve performance at work.

### **GRADES**

Students will receive a Corporate Work Study grade based on work performance, attendance, and compliance with CWSP standards and procedures.

### **CWSP UNIFORM POLICY**

**Students are required to be in full Saint Martin uniform on their workday.**

- A student not dressed in full uniform according to the Student Handbook may be provided with appropriate clothing from the school.
- If a student cannot correct his/her uniform before leaving for work, the student will not go to work and will have to complete a makeup day.

### **TRANSPORTATION AND CWSP**

- Saint Martin provides all students transportation to their worksites.
- All Saint Martin de Porres High School rules and procedures apply while in transit to and from work.
- **If a student does not need CWSP transportation for a single workday, a parent/guardian must notify CWSP via the CWSP Hotline 216-346-7896:**
  - Morning transportation: By 8:00 AM
  - Afternoon transportation: By 2:00 PM

### **CWSP MISSED VAN POLICY**

For a student who misses his/her transportation to work:

- Once: Will result in a warning and the parent/guardian will be notified.
- Twice or more: Students will be charged \$25 and a parent/guardian will be notified.
- The student will be responsible for making up any missed work time van.

## WAIVERS

- CWSP offers a Transportation Waiver for students who do not need transportation to and/or from work. Students who submit this waiver are opting out of CWSP transportation.
- Students and parents/guardians must complete a CWSP Transportation waiver form agreeing to our transportation policies before the waiver can go into effect.

## EMPLOYMENT OVER SCHOOL BREAKS

**Student with outstanding make-up time are NOT permitted to work for pay until all makeup time is completed.**

Students may have the opportunity to work for pay at their company job site over school breaks. This is determined by the company. Students will be paid at the minimum wage rate. In order for the student to be paid, he/she must comply with the following:

- Get approval from your supervisor
- Sign up through CWSP
- Submit required paperwork
- **Up to 50% of student pay will be held if there is any outstanding tuition or school materials (calculator, books, technology, etc.) collection issue in the Business Office. Please contact the Business Office with questions or concerns.**

## TAXES AND EMPLOYABILITY

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents/guardians agree to assign this income to Saint Martin de Porres High School to help offset the cost of their education.

Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9. Students must be at least 14 years old to participate in CWSP. Students under 18 years of age must complete a State of Ohio work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the work permit form. These restrictions may affect a student's ability to work at a job outside of CWSP.

## **STUDENT FAITH DEVELOPMENT THROUGH CAMPUS MINISTRY**

Saint Martin de Porres is a Catholic high school that welcomes students of all religious traditions. Rooted in Jesus Christ and participating in Jesus Christ's mission of proclaiming the Good News to the world, the school places a high value on the ongoing faith development of its students. Faith is not an object to be obtained, but it is a continual journey toward closer union with God. To foster that growth, Campus Ministry offers a variety of faith experiences open to all students, which encourage each individual to live the school's motto of "Work, Study, Serve, Lead, Pray."

### **EXPECTATIONS/REQUIREMENTS**

Faith development at the school is an integral and indispensable part of the Saint Martin de Porres experience. Just as a student matures socially, intellectually, and physically, her/his relationship with God should mature to include a strong personal faith and an active Christian response as an adult. Therefore, it is essential that all students participate in school liturgies, retreats, and service experiences. Graduation from Saint Martin de Porres High School is contingent upon fulfilling all academic, retreat, and service requirements.

### **LITURGIES AND PRAYER**

Acknowledging the importance of an active faith life of prayer and reflection, the school community gathers in celebration at school Masses and Prayer Services. Students are encouraged to engage in the planning and execution of these events as they participate in various ministries: Praise Dance, Gospel Choir, Lectors, Gift Bearers, Altar Servers, etc. Recognizing the call to pray as a community of faith, all members of Saint Martin de Porres are expected to attend and participate at these events. Members of the Junior and Senior classes are also recognized and celebrated in special liturgies during the spring semester. Junior and Senior students are required/expected to attend. Family members are also encouraged to attend these liturgies.

### **RETREATS**

Each year, Saint Martin de Porres High School students participate in a mandatory retreat through Campus Ministry. The purpose of the retreat is to provide students with the opportunity to reflect on their relationship with God and others by taking part in a variety of engaging activities that are both relaxing and interactional. Freshmen, Sophomore, and Junior students are required to participate in a daylong retreat. Senior students are required to participate in an

overnight retreat. In addition, Campus Ministry offers other optional retreats, including Men's/Women's Overnight and Kairos.

### **SERVICE**

Saint Martin de Porres High School invites its students to use their God-given talents and gifts for the purpose of serving others. Jesus Christ is the model for this service. Members of Saint Martin de Porres, seeking to find Christ in every individual, participate in various service experiences both at school and in the wider community. While such a notion of self-gift is contrary to much of the contemporary understanding of success, Saint Martin de Porres High School believes it allows the student to engage in a loving dialogue with the world upon graduation. Students are invited to engage in service immersion experiences as well as regular voluntary service in the local community.

### **SERVICE IMMERSION**

Saint Martin de Porres High School provides the opportunity for students to participate in service immersion experiences. Whether in Cleveland, West Virginia, New Orleans, El Salvador or elsewhere, Saint Martin students concretize the value of care which permeates the curriculum by participating in longer and more intense periods of service to others. Through these experiences, they learn about various social issues. Together with fellow students and their teachers, the students partner with other social service and charitable organizations in their mission of care. The students learn solidarity with others by working with those in need. The immersion experience also includes reflection on the causes of need in particular segments of the population. This reflection leads the students to see the social structures and broader influences that impact the people in need. These immersions motivate students' participation in their community and allow them to emerge as leaders to transform the world. In addition, they become advocates for those whom they have met.

### **VOLUNTEER SERVICE**

Service to others is an integral part of the school's philosophy of "Work, Study, Serve, Lead, Pray." As the Saint Martin de Porres student continues to develop, she/he will attain a deep appreciation for the value of voluntary service. To foster that appreciation, Saint Martin de Porres has developed a volunteer service program. Campus Ministry recruit student volunteers on a regular basis to serve with local partners, for example, St. Philip Neri Hot Meal Program, Joseph House Clothing Bank, Cuyahoga County Board of Developmental Disabilities, United Cerebral Palsy, St. Clair Superior Development Corporation, and others. In addition to Campus Ministry, other clubs and organizations in the school include a service component in their activities. In addition to school-sponsored service, students may also be personally engaged in service to the community.

While Saint Martin de Porres does not require its students to perform a minimum number of service hours, the Campus Ministry Department tracks the service hours of all students. As students participate in volunteer service opportunities, they accumulate Christian Service hours and then submit those hours to the Campus Ministry office. Campus Ministry recognizes the achievements of Saint Martin de Porres students in their efforts of Christian Service on a quarterly basis.

Please be aware that all volunteer service activities must be completed at a nonprofit organization (e.g., charities, community organizations, churches and hospitals) or through a school-sponsored volunteer service that has been Campus Ministry approved.

## TUITION AND OTHER FINANCIAL INFORMATION

Saint Martin de Porres High School provides an affordable means of education for deserving young people and their families. By attending Saint Martin de Porres High School, students automatically receive a sizable amount of financial assistance. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office enable us to provide a very competitive education at a fraction of the total cost.

### CORPORATE WORK STUDY PROGRAM EARNINGS

When a student enrolls at Saint Martin de Porres High School, she/he becomes an employee of the Corporate Work Study Program and is assigned a Corporate Sponsor. By working five full days a month throughout the school year, each student generates more than \$5,000 towards her/his education.

### FAMILY CONTRIBUTION PAYMENT PLAN

Although the cost of educating a Saint Martin student is more than \$13,000. No family contribution for the school year shall exceed \$2,000.00. The remaining family contribution can be paid in 10 equal installments (September through June). Payments are due on or before the tenth of each month. After the 10<sup>th</sup> of the month, an account is considered past due.

### OTHER CHARGES

Any additional charge/fee assigned to your account (aside from tuition) must be paid immediately (including work study program fines, lost book fees, summer school, etc.).

### LATE FEES

A \$25 late fee may be applied for each month that an account is past due.

### PAYMENT METHODS

- Payments may be made in person or by mail.
- Payments must be paid with check, credit card (if over \$50 per transaction) or money order only. Cash is not accepted.
- Checks or money orders should be made payable to Saint Martin de Porres High School and must indicate the name of the student for whom the payment is made.

### FAILURE TO MAKE PAYMENT

Communication with the Business Office is vital. The school will make every effort to work with families to manage the payment of their tuition. If phone calls and letters from the office go unanswered, Saint Martin has the right to keep the student from class, social activities and/or athletic activities.

- If there are very special circumstances that prohibit you from making your payment on time, you must make an appointment with the Business Office at 216.881.1689 ext. 365 to discuss your situation.
- Families who fail to make payments in a timely manner and fail to communicate with the school may be asked to withdraw their student from the school.
- Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from school. No official records will be released until all money owed to the school is paid in full.
- If an account is delinquent, the school may withhold 50% of a student's paycheck for work performed over a school break. The amount withheld will go to the school to settle past due accounts.
- Unresolved tuition issues with families may result in a student not being hired to work over breaks.

**RETURNED CHECKS (NSF, invalid signature, account closed, etc.)**

- A \$25 fee will be applied to any check returned to the Business Office.
- Persons writing an NSF check may not be allowed to make future payments with personal checks.

**ADDITIONAL FINANCIAL ASSISTANCE**

Saint Martin de Porres High School does not want financial difficulty to be an impediment to a student attending. If you need to discuss your financial responsibility, please contact the Business Office (216.881.1689, ext. 365).

**WITHDRAWAL/TRANSFER POLICY**

A student may be asked to leave Saint Martin de Porres High School for reasons related to her/his academic, discipline, CWSP performance and/or failure to meet her/his financial obligations.

A family wishing to withdraw their child must contact the school office and complete a withdrawal packet.

- The name and address of the entering school will be required to transfer a student from Saint Martin de Porres High School.
- The Business Manager must approve the release of academic records.
- The Administration reserves the right to discuss with the student reasons leading to the decision to withdraw.

## ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

As a member of the Cristo Rey Network, Saint Martin de Porres High School participates in programs in which students' personally identifiable information, such as social security numbers, are disclosed to school officials for purposes of tracking alumni throughout college. This data enables Cristo Rey Network schools to better serve their alumni and informs discussions that take place at each school about curriculum and instruction.

The release of student information is made pursuant to The Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Saint Martin de Porres High School, "a Cristo Rey Network school," is obligated to inform students and parents of their rights under this law. The following explains the rights of parents and students over 18 under FERPA:

- You have a right to inspect and review your education records within 45 days of making a written request of the specific records you wish to inspect to your school Principal. Parents or eligible students should submit to the Principal of the Cristo Rey Network school a written request that identifies the record(s) they wish to inspect. The Cristo Rey Network school officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- You have the right to request an amendment or change of your education records if you believe them to be inaccurate. The request should be in writing and should specify the part of the record you want changed. Parents or eligible students may ask the Cristo Rey Network school to amend a record that they believe is inaccurate. They should write to the Principal of the Cristo Rey Network school and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Cristo Rey Network school decides not to amend the record as requested by the parent or eligible student, the Cristo Rey Network school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- You have the right to consent to disclosure of personally identifiable information contained in the student's education records, except FERPA does permit disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Cristo Rey Network school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Cristo Rey Network school's Board; a person or company with whom the Cristo Rey Network school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the Cristo Rey Network school; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**You have a right to file a complaint with the U.S. Department of Education concerning alleged failures by a Cristo Rey Network school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

### **Notification of Designation of Directory Information**

In fulfillment of the Cristo Rey Network school's obligations to parents and eligible students pursuant to the Family Educational Rights and Privacy Act ("FERPA" or "the Act"), notice is hereby given of the Cristo Rey Network school's FERPA policy and parents' and eligible students' rights under the Act.

**FERPA is a Federal law that protects the privacy of student education records.** The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of parents and eligible students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Parents and eligible students also have the right to file a complaint concerning any alleged failure of a Cristo Rey Network school to comply with the Act. Complaints may be addressed to:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

**Designation of Directory Information.** Parents and eligible students are advised that notwithstanding the above, the Cristo Rey Network school has designated certain information contained in the education records of its students as "Directory Information" for purposes of FERPA. Directory Information may include, but is not limited to, information such as the student's name, addresses (including e-mail addresses), telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Cristo Rey Network school, degrees and awards received, and previous educational institution(s) attended.

**Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information.** Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the proper school official. A parent or eligible student may initiate a hold on the release of directory information at any time. This may be done in writing to the Principal. If the parent or eligible student submits the request to the Principal, it becomes effective on the day it is entered by the Principal. Parents and eligible students are advised that previously printed documents (or documents already prepared and/or sent for publication prior to the parent or eligible student initiated hold) may contain directory information as it was consented to before the request for limited disclosure. Once the parent or eligible student places a hold on the release of directory information, the restriction remains in effect permanently, unless rescinded by the parent or eligible student. For this reason, parents and eligible students are encouraged to review their demographic data period