



## SAINT MARTIN DE PORRES

# Student Handbook at a Glance

### 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. This is a condensed version of the most important aspects of the full student handbook. 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.

#### WORK



I am committed to engaging with adult business professionals and developing life-long skills.

#### STUDY



I am committed to achieving academic excellence both in and out of the classroom.

#### SERVE



I am committed to caring for my peers, teachers, family, and broader community.

#### LEAD



I am committed to accountability, mentorship, and modeling with honesty and integrity.

#### PRAY



I am committed to journeying toward closer union with God.

# Part 1: School Culture & Approach to Discipline

Saint Martin is a college preparatory and corporate work study work school of choice. As such, there are specific expectations around academic rigor and professionalism that come with those settings. In choosing Saint Martin, it means implicitly and explicitly that you choose these expectations and will meet them.

## 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.”



## VIOLATIONS OF THE CODE OF CONDUCT

### LEVEL ONE OFFENSES

Classroom managed issues that result in the use of Restorative Practices with the teacher (i.e Cell & Headphones, Uniform, Class Lateness, etc)

### LEVEL TWO OFFENSES

Consistent violation of school policies including Level One Offenses occurring 3 or more times which require administrative, teacher, student, and family mediation.

### LEVEL THREE OFFENSES

Escalated offenses and disruptions (i.e., bullying, threatening, stealing, vandalism, academic integrity) for which students may be subject to immediate parent meeting, Letter of Understanding (LOU), and/or suspension.

### LEVEL FOUR OFFENSES

Major disciplinary infraction that creates a profound risk of safety or disruption to the Saint Martin Community both in or out of school (i.e., fighting, assault, possession of illegal substances, etc). Students may be subject to immediate expulsion.

## Saint Martin de Porres Uniform Policy

The uniform policy ensures that every student will dress in a professional, modest, conservative and safe manner consistent with the Work and Faith pillars of our school values. 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.

There are only two options for dress at Saint Martin: Standard Uniform Day and Spirit Wear Days.



# STANDARD UNIFORM REQUIRED DAILY FOR ALL STUDENTS

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.

## SHIRT & TIE

- Dress Shirt, collared, button-down, white or light blue
- Neck or bow tie required and visible at all times for young men ONLY

## LOGO ITEM

- Saint Martin logo item that is visible (i.e. sweater, quarter zip, fleece, vest, cardigan, school logo plaid skirt, logo tie, or logo shirt)

## BOTTOMS & SHOES

- Dress slacks, loose-fit, black or gray.
- Plaid skirt from Schoolbelles is an option for young women (solid black or gray skirts from Schoolbelles are not allowed)
- Dress shoe, closed-toe and heel (no Crocs/sandals/slides), all black including the sole

## HAIR COLOR

- Hair color must be a shade that human hair would naturally grow.



**SAINT MARTIN  
DE PORRES**

# NON-UNIFORM GUIDELINES: “Spirit Day” & College Apparel/ “I GOT IN” ATTIRE

On Spirit Days, a student must have at least one significant item of school spirit wear on (This includes items from athletics/activities and/or items from the Lion’s Den. 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 including hoodies
- Shoulders, midribs, 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
  - All hair accessories must be appropriate for a professional setting at all times and during school and work assignments. Head wraps and scarves that reflect religious or cultural styles are permitted. Protective hair coverings are not permitted to be worn.

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

# Part 2: ACADEMIC OVERVIEW

By choosing to attend Saint Martin De Porres High School, students are agreeing to commit to a curriculum based on rigor and academic integrity.

## ATTENDANCE

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.

### 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.

### Excessive Absence Notification

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

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

## ACADEMIC INTEGRITY

Saint Martin is committed to preparing students for college and takes academic integrity seriously. Any instance of copying (from a peer or internet on homework, project, paper, or test), cheating, plagiarism (presenting the work of others as your own), or any other form of academic dishonesty are considered Level Three Offenses and will result in an F for the assignment, a requirement of redoing it, and the student being placed on an LOU. Second offenses will be grounds for dismissal from Saint Martin.



## PROMOTION

- By choosing Saint Martin de Porres High School, students agree to maintain a high academic standard of excellence and must remain on track for admission to college each of their 4 years at the school. Student are placed on Academic Probation for failure to maintain Satisfactory Academic Progress, defined as:
  - failing 2 or more classes
  - earning less than a 2.5 cumulative GPA or 2.0 semester GPA
- Any student with an outstanding F at the end of the school year, will be required to attend summer school to recover their outstanding credits.
- Students will be dismissed from Saint Martin if any of the following occur:
  - Earn 5 or more semester F's in a single academic year
  - Maintain a cumulative GPA under 2.0 for 2 consecutive academic years.
  - Earn a semester GPA of 1.0 or lower
- At the administration's discretion, the standards for academic probation may be adjusted to include multiple areas of concerns including but not limited to CWSP performance, attendance, and chronic behavioral concerns.



## LATE WORK

Students are expected to meet the academic deadlines from their teachers. Late work will be accepted with a penalty for 9th and 10th grade, however may not be accepted without prior teacher permission in 11th and 12th grade. Additional details will be provided on students' individual class syllabi.



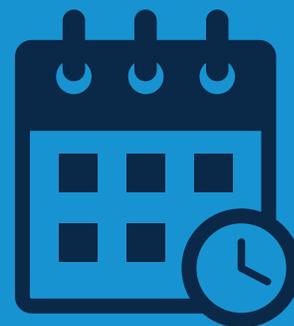
# Part 3: CORPORATE WORK STUDY PROGRAM OVERVIEW

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.

## CWSP Workday Attendance Policy & Responsibilities

- 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

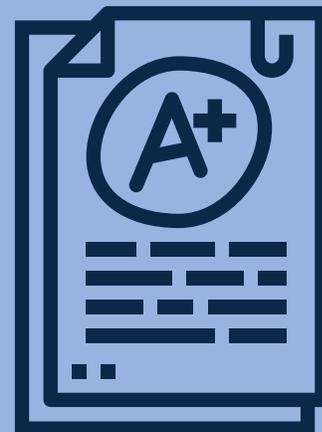
- Any hour or day not worked on the student's scheduled workday (Hours and half days of missed work will accrue and are included in the student's total absences)
- All missed hours/days must be made up according to the schedule below entitled MAKE-UP TIME
- If a student will be absent on a workday, parents/guardians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



## 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.

**A passing grade in CWSP is  
a graduation requirement.**



## CWSP MAKEUP TIME

- 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.
- 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.

## 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.
- TWO (2) Terminations within four years WILL result in a student's dismissal from Saint Martin.
- Blatant discipline infractions at work as described in the Code of Conduct may result in the student's immediate dismissal from Saint Martin. (i.e. theft)



## CWSP RETRAINING

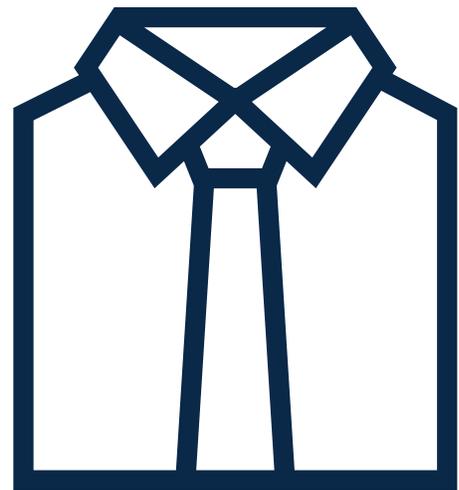
After a student is terminated, he/she will participate in a restorative retraining process that, upon successful completion, will allow him/her to earn a new job placement.

- 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 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 they must submit a transportation WAIVER. Waivers can be pulled for failure to comply with waiver policies.
- All other transportation changes must be communicated 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.
- The student will be responsible for making up any missed work time due to student tardys.

# Handbook & Creed Agreement

## SAINT MARTIN 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 on time 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.

---

I/We certify that we have read the Saint Martin de Porres Student Handbook At A Glance and Creed and understand the policies and regulations of Saint Martin de Porres High School.

I/We understand that a full version of the Student Handbook is available at [saintmartincleveland.org/handbook](http://saintmartincleveland.org/handbook) and will be updated by the school as necessary.

I/We agree to comply and support the Administration and Faculty in implementing the policies and regulations outlined."

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SAINT MARTIN  
DE PORRES**

CLEVELAND'S CRISTO REY HIGH SCHOOL