



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, Dress Code, 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.

DISMISSABLE 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 dismissal.

4 A's of Accountability

ATTENDANCE

ATTENTION

ATTITUDE

ATTIRE



Holding people accountable is one of the greatest acts of love. When I'm holding you accountable, I'm saying, "You're capable of a bigger game."

Saint Martin de Porres Dress Code Policy

The dress code 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 dress code 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 Dress Code Day and Spirit Wear Days.



STANDARD DRESS CODE REQUIRED DAILY FOR ALL STUDENTS

Dress code options can be worn in any combination chosen by the student.

School logo item must be visible; collared shirts must be worn each day.

NON-DRESS CODE 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 CWS must wear school dress code.

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, all black including the sole
- No crocs, foam based shoes, open-toed shoes, flip flops, slides, slippers (uggs), house shoes, etc.

HAIR COLOR

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

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 all black and closed-toed.
 - No crocs, foam based shoes, open-toed shoes, flip flops, slides, slippers (uggs), 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.

Artificial Intelligence (AI)

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

Students shall:

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must following the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.



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 CWS 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 OVERVIEW

All Saint Martin students participate in Corporate Work Study (CWS). 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.

CWS 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.

CWS 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

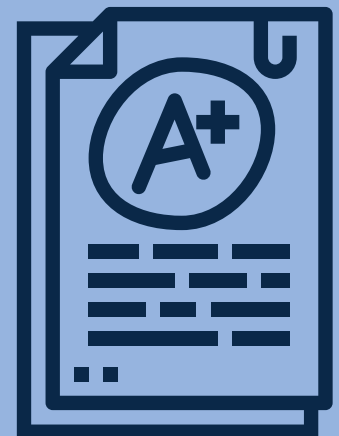
- Any hour or day not worked on the student's scheduled workday (Hours and half days of missed work will accrue and are included in the student's total absences)
- All missed hours/days must be made up according to the schedule below entitled MAKE-UP TIME
- If a student will be absent on a workday, parents/guardians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



Grades

- Students will receive a Corporate Work Study grade based on performance in their CWS workday, which includes attendance, completion of CWS workday assignments, and compliance with CWS standards and procedures.

A passing grade in CWS is a graduation requirement.



CWS MAKEUP TIME

Students need to make-up all missed time and professional development trainings at the first available opportunity.

- On the day of a CWS absence, students will receive an email with a link to request their make-up day. All requests must be approved by the student's workplace supervisor.
- On some holiday breaks, CWS will offer limited opportunities for transportation to a student's make-up day. Otherwise, students are responsible for providing their own transportation to make-up days.
- If a student arranges transportation with CWS for a makeup day and does not report to school, a Tardy Missed Van charge (\$25) 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 CWS-approved opportunity.
- Students may be prohibited from participating in student activities and athletics due to multiple absences and owed makeup time.



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 \$100 for each missed day.

TERMINATION POLICY

A student can be terminated for cause from his/her CWS job placement by either the company worksite or CWS 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 CWS 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 of any kind)



CWS RETRAINING

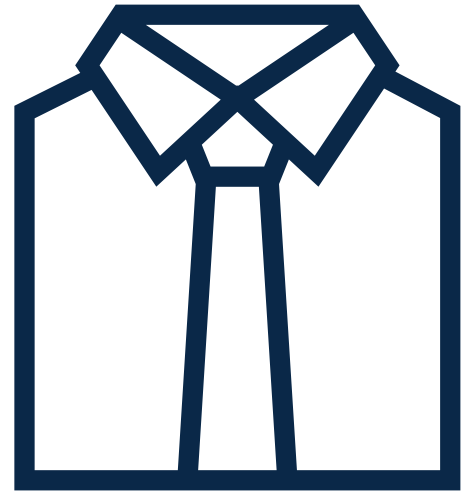
After a student is terminated, he/she will participate in a restorative retraining process that, upon successful completion, will allow him/her to earn a new job placement.

- 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.

CWS DRESS CODE POLICY

Students are required to be in full Saint Martin dress code on their workday.

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



TRANSPORTATION AND CWS

- 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 CWS transportation for a single workday, a parent/guardian must notify CWS via the CWS Hotline 216-346-7896:
 - Morning transportation: By 8:00 AM
 - Afternoon transportation: By 1:00 PM
- Failure to notify CWS by the times listed above will result in a \$25 missed van fee applied to the student's account.



CWS 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 for EACH missed van and a parent/guardian will be notified.
- Failure to communicate a student not taking the afternoon work van will result in a missed van charge of \$25.
- The student will be responsible for making up any missed work time due to tardiness



SAINT MARTIN STUDENT DRESS CODE ACKNOWLEDGEMENT & AGREEMENT

(Electronic Version in SchoolAdmin Enrollment System)

Failure to review our Student Dress Code Guidelines document does not excuse the student from observing the information and regulations stated. Our Principal retains the right to amend the Dress Code if necessary. If this occurs, our Students and Parents/Guardians will receive written notice.

Student Acknowledgment: I understand that my attire is important as one of Saint Martin’s **4 A’s of Accountability (Attendance, Attention, Attire)**, and that I will be held accountable to our Dress Code guidelines. I have reviewed the Student Dress Code Guidelines document revised for the 2023-24 School Year, which will remain in effect until amended by our Principal. I understand these guidelines and will fully adhere to Saint Martin Dress Code policy in school and at my Corporate Work Study job. I will fully cooperate with school leaders in this regard.

I understand that if I am not in compliance with Saint Martin’s Dress Code guidelines, I will be subject to disciplinary actions which may include being sent home for the day and incurring an unexcused absence from school/work. I further understand that unexcused absences place me at risk for losing my financial aid, receiving a lower grade on assignments, and being terminated from my Corporate Work Study job.* Any missed school assignments and work study days must be made up in order for my enrollment to remain in good standing.

| | |
|-----------------------------|---|
| Student Signature | Date |
| <hr/> | |
| Printed Student Name | Grade-circle one 9 10 11 12 |

Parent/Guardian Acknowledgment: I am the legal parent or guardian of the above signed student. I understand the rules and will work with the school to support these policies.

I understand that my student’s attire is important as one of Saint Martin’s **4 A’s of Accountability (Attendance, Attention, Attitude, and Attire)**, and that my student will be held accountable to our Dress Code guidelines. I have reviewed the Student Dress Code Guidelines document revised for the 2023-24 School Year, which will remain in effect until amended by our Principal. I understand these guidelines and will ensure that my student fully adheres to Saint Martin Dress Code policy in school and at his/her Corporate Work Study job. I will fully cooperate with school leaders in the enforcement of our professional Dress Code.

I further understand that if my student is not in compliance with Saint Martin’s Dress Code guidelines, he/she will be subject to disciplinary actions which may include being sent home for the day and incurring an unexcused absence from school/work. I further understand that unexcused absences place my student at risk for losing financial aid, receiving a lower grade on assignments, and being terminated from his/her Corporate Work Study job.* Any missed school assignments and work study days must be made up in order for my student’s enrollment to remain in good standing.

| | |
|-------------------------------------|-------------|
| Mother or Guardian Signature | Date |
| <hr/> | |
| Father or Guardian Signature | Date |

* Students terminated twice from Corporate Work Study jobs are automatically subject to immediate dismissal from Saint Martin.

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 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