



*St. Martin de Porres
Marianist School*

*Handbook and Calendar
2020 – 2021*

*Mary, Star of the Sea, guide us your sons and
daughters through this journey of life to eternal
happiness in your Son's kingdom.*

Stella Maris, Mary Star of the Sea



OUR INSPIRATION

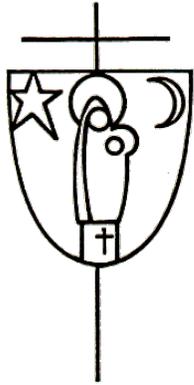
St. Martin de Porres, a Dominican Brother who died in Peru in 1639, is the patron of Long Island's newest Marianist school. Martin's life yields many rich images for our new school serving the children of Uniondale and Hempstead. As a young man of mixed racial parentage, Martin experienced the sting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

OUR HERITAGE

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

OUR HOPE

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



ABOVE ALL, CHARITY

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

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

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

Principal.....Bro. Kenneth M. Hoagland, S.M.

Headmaster.....Mr. John Holian

Administrative Assistant.....Mrs. Bridget Gunn

ST. MARTIN DE PORRES MARIANIST SCHOOL

530 HEMPSTEAD BOULEVARD, UNIONDALE, NEW YORK 11553

Telephone (516) 481-3303 Fax (516) 483-4138

www.StMartinMarianist.org

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Faculty Directory

Bro. Kenneth Hoagland, S.M.	Principal
Mr. John Holian	Headmaster
Mrs. Bridget Gunn	Administrative Assistant
Bro. Timothy Driscoll, S.M.	Chaplain
Mrs. Erin Citrano	Director of Advancement, Band
Mrs. Rosemarie Giamanco	Director of Advancement Secretary
Mr. William Edzards	Director of Athletics, Physical Education, Jr High
Mr. Edward Jordan	Director of Building Maintenance
Mr. Christopher Bonacorsa	Director of Enrollment, Band, IT Supervisor
Mrs. Lisa Haller	Director of Holy Family Center, First Grade
Bro. James Conway, S.M.	Director of Student Services, Jr High
Mrs. Jean Niemczyk/Mrs. Lupita Lozano	Office Secretary
Mrs. Megan Dillon	Pre-K
Mrs. Allison Hoover	Pre-K
Mrs. Colleen Puccio	Pre-K
Mrs. Mary Lou Claps	Kindergarten
Mrs. Saralee Good	Kindergarten
Miss Allison Dalrymple	First Grade
Mrs. Jacqueline Dolan	Second Grade
Mr. Jeffrey Lozano	Second Grade
Miss Keely McCutcheon	Third Grade
Mrs. Kerrienne Owens	Third Grade
Mr. R. Andrew Corbett	Fourth Grade
Mrs. Theresa Hurst	Fourth Grade
Mr. Thomas Crimmins	Fifth Grade
Bro. Jean Dossous	Fifth Grade, Junior High
Mrs. Kasey Grasso	Fifth Grade
Mrs. Carmel Cameau	Junior High
Mrs. Christina Crocitto	Junior High
Mr. Brendan Hickey	Junior High
Mr. Keith Lucchesi	Junior High
Mr. Timothy Morris	Junior High
Miss Stephanie Staiano	Physical Education
Mrs. Sue Bello	Art
Miss Leslieann Placid	Chorus
Miss Mary Jo Lilly	Reading Specialist
Miss Blakely Grunenbergl	String Orchestra
Miss Caitlyn Baer	Aide
Miss Jasmin Belcher	Aide
Miss Nicole Kilduff	Aide
Mr. Felipe Ventura	Aide & Ancillary Teacher
Miss Mikayla Zaccaria	Aide
Mrs. Rocio Rohan	Aide
Miss Lorraine San Filippo	Aide
Mr. Garth Brown / Mr. Barry Hough	Maintenance

ADMISSIONS

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

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

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

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

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

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

Student support services (i.e. Resource Room, Speech Therapy), are provided by the Uniondale School District to students in grades Pre-K to 5th. Costs for these services are then billed to the student's home district. Because of limitations in resources and finances at St. Martin de

Porres Marianist School, exceptional programs for individual needs cannot be adequately provided for within existing parameters.

NON-DISCRIMINATION POLICY

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

POLICY FOR TUITION PAYMENT

1. A registration fee per child is paid at the time of initial registration.
2. All tuition must be paid on a regular basis between August 20, 2020 and May 20, 2021. If there is a problem with meeting this obligation, parents and families must contact the Headmaster.
3. Tuition in arrears will result in an Administrative suspension for the child. If tuition is not paid in full by the first day of June 2021, the student will not be allowed to return to school to attend classes. Students will not be allowed to take final exams, to receive grades for the year, to attend graduation or to receive a diploma. Students will only be allowed to return the following year when all obligations are paid in full.
4. Families who are in arrears on any of the plans will be warned that they are missing payments. Only cash, bank checks or money orders will be accepted when payments are in arrears. Trimester exams will not be given to students whose family tuition is not up to date at the time of the exams.
5. Families have two options as to how to pay tuition for their children. The first option is to pay the tuition in full by August 20, 2020. A \$150.00 per student discount is available for paying with this option. The second option is to make monthly payments through a company known as F.A.C.T.S. With this option, parents authorize F.A.C.T.S to withdraw the monthly payment from a designated bank account on the 20th of each month, beginning August 2020 and ending May 2021. F.A.C.T.S charges an annual enrollment fee of \$41 for its services.

6. A student's immediate family (including mother, father, brother and sister) registered in St. Martha's parish, Our Lady of Loretto parish or St. Ladislaus' parish must be regular users of the weekly envelope system to be eligible for the "In Parish" tuition rate. Families not using the envelope system will be considered and charged as "Out of Parish Families." Special circumstances must be addressed to the Headmaster.

ATTENDANCE

ABSENCES

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

- When your child must be absent from school, parents/guardians should call the school every day until the child returns to school.
- Parents/guardians should provide the school with a written absent note explaining the reason for the absence when the child returns to school.
- A doctor's note must be brought to school after a prolonged absence of three or more days or after a contagious disease.
- A student who misses school because of family vacations or who does not bring in a written note after an absence is considered as being illegally absent, as mandated by New York State Law. Illegal absences include "visiting," "away," "shopping," "needed at home," "caring for baby," "work," "no shoes," "overslept," etc.
- Students who are illegally absent during a trimester exam or comprehensive exam will receive a 60% for that subject.
- A child whose parents expect the child to be in school and who does not attend for other than lawful reasons is truant.
- Legal absences are defined by New York State Law as an absence due to illness, death in the family, and court appearances.
- Routine doctor and dental appointments should be scheduled after school hours whenever possible.
- The student is responsible for making up assignments, tests and quizzes missed during an absence.
- The school is required by New York State Law to report to

the Child Protective Services all children who may have any questionable or unreasonable absences.

- A student who has excessive absences may be subject to Administrative suspension.

LATENESS

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

EARLY DISMISSAL

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

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

"NO SCHOOL ADVISORY"/EMERGENCY SCHOOL CLOSING

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

VACATIONS

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

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

DAILY SCHOOL SCHEDULE See Headmaster's message on website regarding COVID-19 procedures.

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

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

All students arriving by car will be dropped off in front of St. Martha's Church or in the funeral home parking lot and will enter St. Martin de Porres Marianist School through the Sacred Heart Commons or the St. Martha's Entranceway. Please be aware that cars may not enter the school parking lot from 7:45 A.M. to 8:45 A.M. Only school buses may enter the parking lot during that time.

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

DISMISSAL

Students are dismissed to the buses under the supervision of a teacher. Walkers are dismissed under a teacher's supervision after the bus

students have been dismissed. All students who are picked up must be met promptly. For the protection of each child, parents will have to come in and sign out their children if they arrive 20 minutes after dismissal. If a person other than a parent is to meet a child at dismissal, teachers must be notified in writing.

Please be aware of the following:

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

RELIGIOUS OBSERVANCES

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

1. **DAILY** – Every school day begins with prayers over the television system in each classroom. At noon we pray the Angelus, a Marian prayer. As the academic day comes to a close, we remember Christ's death through praying the Three O'Clock Prayer as a school community.
2. **MONTHLY** – A school mass is celebrated on a monthly basis. Faculty and students gather to celebrate the Eucharist and to pray as a faith community. Family members are always welcome to attend school masses.
3. **SPECIAL OCCASIONS** – Other liturgical prayer services are prepared according to the Church calendar, in particular for Advent, Christmas, Lent and Easter.
4. At certain times the Sacrament of Reconciliation will be available for those students who are eligible to participate in this sacrament.
5. Parents are responsible for registering their children in their home parish to receive the sacraments. Parents are responsible for communicating to the school and to teachers that students have received their First Eucharist, First Penance and Confirmation.
6. In the home, more than any place, parents should teach, especially by their example, reverence for God and respect for the dignity of

others. Parents are tremendously influential in instilling the virtues of love of neighbor, justice, generosity, loyalty, industry and honesty within their children. These virtues are extremely essential to their living of the Christian life. Parents should impart the highest regard for the pursuit of learning and a deep respect for those teachers who devote themselves to the education their children.

VISITATIONS TO OTHER MARIANIST SCHOOLS

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

HOMEWORK & STUDY SKILLS

HOMEWORK

Homework assignments are an important part of the learning process, helping the child to practice newly acquired skills. Parents are expected to supervise, but not complete, the child's homework. A quiet, well-lit place should be provided for the child to work and study. Homework is given on a regular basis in all grades. Students should spend adequate time appropriate for each grade level doing written homework, reviewing the day's lessons, studying for quizzes and tests, and/or reading assigned work. Failure to complete homework assignments will result in attending after-school Academic Deficiency.

ASSIGNMENTS

Students will create the following heading for all assignments:

JMJ

Name		Date
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St. Martin Marianist School **STUDY SKILLS**

Subject

In order for students to be successful in their studies, the following must apply in school and at home. Students must:

1. Have marble notebooks, paper, blue or black pens, pencils, textbooks. A linear loose leaf binder is acceptable and also any other materials necessary for class or for an assignment are permissible. White-out is not permitted in school.
2. Participate actively in the classroom; listen well, and take part in discussions.
3. Ask questions when the lesson is not understood or the teacher's directions are unclear.
4. Plan work and schedule time for homework each day; not leave assignments to the last moment before they are due.
5. Make up assignments after absences from school or from class and take responsibility for all assignments.
6. Strive to do one's best.

GRADE REPORTING

St. Martin's operates on a trimester grade reporting system. Progress reports are mailed home on October 8, 2020 and February 11, 2021. Report cards are mailed out at the end of each trimester, December 23, 2020, March 31, 2021 and June 22, 2021. Only one report card will be mailed for each student.

Grades 1-3

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

Grades 4-8

Progress Grades are indicated by a letter grade.

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

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

The Comprehensive Examination covers the work for the entire year. The Comprehensive Examination counts as 25% of the final grade. The three trimester grades formulate the other 75% of the final grade. First and second trimester grades are based upon the following formula: 40% for class work, quizzes and homework; 40% for tests; 20% for the Trimester Examination. The third trimester grade is calculated as follows: one-half for class work, quizzes, and homework; one-half for tests.

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

HONOR ROLL

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

PARENT-TEACHER CONFERENCES *See Headmaster's message on website regarding COVID-19 procedures.*

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

Evening Parent-Teacher Conferences are held on:

- October 17, 2019
- January 9, 2020
- February 27, 2020

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

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

- Informal conferences may be held at anytime during the school year. Parents must contact the office or teacher for an appointment.

PROMOTION / RETENTION

A student must successfully pass all subjects as reflected by the final average in June in order to be promoted to the next grade. Students who fail any subject must make up academic work in St. Martin's Summer School Program. Students with three or more failures may not return for the following school year.

The school's retention policy is as follows:

- Parents will be notified of probable retention by the end of the second trimester.
- Follow up conferences with the parents, teachers, and the administration will be conducted as the end of the third trimester draws near.

GRADUATION

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

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

DRESS CODE

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

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

BOYS: GRADES PK – 5

Shirt – White short sleeve/long sleeve

Slacks – Dark Grey twill pleated, double knee

Sweaters – PK – 3: Green V-neck vest with emblem (required)

Sweaters – 4 –5: Green V-neck cardigan with emblem (required)

Tie – Plaid #79

Black belt, navy or black crew socks

Classic dress shoes

BOYS: GRADES 6 – 8

Shirt – White short sleeve/long sleeve

Slacks – Grey flannel, double knee

Tie – Plaid #79

Black belt, navy or black crew socks

Classic dress shoes

Green polyester blazer with emblem

GIRLS: GRADES PK – 5

Jumper – Plaid #79 with emblem

Blouse – White short sleeve/long sleeve, Peter Pan collar

Sweater -- PK – 3: Heather Grey V-neck cardigan with emblem (optional)

Sweater – 4 – 5: Heather Grey V-neck cardigan with emblem (required)

Navy knee socks or navy tights

Hair accessories (Optional) – Scrunchies Plaid #79, Padded headband plaid #79, Flat Headband Plaid #79

Classic dress shoes

GIRLS: GRADES 6 – 8

Skirt – Plaid #79 kilt skirt. Length must be to mid-knee

Blouse – White short sleeve/long sleeve, pointed collar

Blazer – Green polyester with emblem

Tie – Crossover tie, plaid #79

Navy knee socks (September & June) / Navy tights (October to May)
Hair Accessories (Optional) – Scrunchies Plaid #79 or Navy, Headband Plaid #79 or Navy, Hair bow Plaid #79 or Navy.
Classic dress shoes

GYM UNIFORM

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

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

GYM REQUIREMENTS GIRLS AND BOYS GRADES K-8

Gym Shirt Grey with printed school logo

Gym Shorts Meshed Hunter Green with printed school logo

Sweatshirt Hunter Green with printed school logo

Sweatpants Hunter Green with printed school logo

Sneakers A moderate pair of sneakers

HAIR, MAKEUP, JEWELRY & APPEARANCE

- Any article of dress or style that is detrimental to the health, safety or morality of the student body, or to the instructional process, is prohibited.
- Hair should be neat and clean at all times. Students must leave the color of their hair its natural color. They must not alter their natural color. Hair modifications that are extreme or distracting to others are unacceptable.
- Boys hair must be clean, neat and short. Braids and pony tails are not permitted.
- Artificial nails, nail polish, and lipstick are not permitted.
- No makeup is to be worn during the school day.
- Since student safety is our primary consideration and concern, only simple jewelry is permitted. Simple hair bands and clips may be worn.
- Wrist watches are permitted.
- Only one pair of stud earrings is allowed for the girls with only one earring per lobe.
- Only one ring per hand may be worn.
- Necklaces must be tucked inside the student's shirt.

- Bracelets are not permitted.
- No other jewelry may be worn.
- Boys are not permitted to wear earrings.
- The school does not take responsibility for lost items of jewelry.

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

BEHAVIOR & DISCIPLINE

BEHAVIOR

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

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

DISCIPLINE

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

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

BIRTHDAY CELEBRATION GUIDELINES

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

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

CUSTODY

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

HEALTH SERVICES & MEDICATIONS

The yearly physical reports are to be returned by September 4, 2019.

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

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

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

BREAKFAST

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

LUNCH See *Headmaster's message on website regarding COVID-19 procedures.*

Lunch is provided for all students in grades Pre-K to 5th Grade. Children in grades 6, 7 and 8 may bring in their own lunches. Parents should inform the school administration when a student supplements his or her lunch due to special dietary needs. Parents of students with food allergies are responsible for providing a healthy, balanced lunch for their child.

- Students may bring in lunch from home.
- Students have the option to purchase a hot lunch, snack and drink from the Clipper Café.
- Parents are prohibited from bringing fast food up to school during the course of the day.
- All lunches, snacks, and beverages brought from home must be left in a designated crate which is located in the student's homeroom.
- No soda or glass bottles are permitted.

AFTER SCHOOL SNACKS

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

BICYCLES

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

BOOK BAGS

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

BUS TRANSPORTATION

- Students must follow the directions and rules established by the bus driver and follow the behavioral norms expected of students attending St. Martin de Porres Marianist School.
- Bus transportation is a service provided by the school district. Please refer all questions to your Transportation Office.
- Parents of parochial and private school children must request transportation by April 1 of each year. This is necessary to enable the districts to estimate their transportation needs for the following year. Parents must contact the school district in which they reside for bus transportation.

ELECTRONIC COMMUNICATION

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

ELECTRONIC DEVICES

Any electronic device (i.e. Game Boys, iPods, PSP's, cameras, cell phones) are not permitted at any time in the school, including in the after school program. All such items should be left at home.

CELL PHONES

The use of cell phones is a distraction for students. Only the most basic cell phones (ones that can receive and make calls or texts) can be brought to school and can be used for emergency purposes only. No phones that allow the user to take pictures, videos, or access the internet are to be brought to school.

LOCKERS See *Headmaster's message on website regarding COVID-19 procedures.*

All students in grades 6, 7 and 8 will be provided a lock and locker. Only combination locks obtained from St. Martin de Porres Marianist School will be permitted on the student's locker. Student lockers are the

property of the school; the Administration reserves the right to inspect student lockers at any time. Lockers should be kept neat. Food and beverages of any kind are prohibited from being stored in a school locker. Interference with another student's locker is a serious offense against that student's rights, rendering one liable to disciplinary action. Nothing should be hung on the insides of the lockers.

LOST AND FOUND

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

PHOTO RELEASE

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

SEXUAL HARASSMENT POLICY

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

Types of sexual harassment include:

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

Non-verbal sexual harassment includes: making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking, kissing), suggestive looks, leering, or staring at

another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

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

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

Reporting Procedure:

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

Recommendations for students:

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

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

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

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

- There is no additional charge for the SMART Program.
- The SMART Program runs from 3:30 P.M. to 5:15. Late pickups will result in the child being suspended from the program.
- Students must follow all of the normal rules and codes of behavior during the SMART Program. The Headmaster has the authority to suspend or expel a student from SMART who exhibits discipline problems.
- Teachers and students from Chaminade High School and Kellenberg Memorial High School join the St. Martin's faculty in providing these activities and tutorial services.
- Students must remain on school grounds during the after school program.
- Junior High students must participate in at least one sport or one activity each trimester in order to stay after school.

ST. MARTIN de PORRES MARIANIST SCHOOL HONOR SOCIETY

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

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

TEXTBOOKS

- Students must have their names, homerooms, and the school year written in all their books.
- Books are to be kept in good condition.
- Any interference with the books of another student is considered a serious offense rendering the student liable to disciplinary action.
- Students in every grade must have their workbooks covered in clear contact paper.
- Most textbooks are loaned to individual students by their local school district through the Nassau County Public School Districts Textbook Central Program. These books remain the property of the school district and therefore must be returned at the end of the scholastic year. The following is our policy with the regard to the return of textbooks:
 - Textbooks are returned before the beginning of Comprehensive Examinations
 - A fee will be charged for lost or damaged books
 - Students will be unable to sit for Comprehensive Examinations until either all books are returned or book fees are paid

REMOTE ONLINE DISTANCE LEARNING

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

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

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

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

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

VISITORS

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

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day No School	8 Feast of the Birth of Mary Faculty Meeting No School	9 Classes Begin Grades 5 to 8 8:10 A.M. to 12 Noon Dismissal at Noon	10 Classes Begin Grades 1 to 4 8:10 A.M. to 12 Noon Classes for Grades 5 to 8 Dismissal at Noon	11 First Full Day of Classes Grades 1 to 8 Dismissal at 3:20 P.M.	12 Holy Name of Mary Patronal Feast of the Society of Mary
13	14 Classes Begin Pre-K and Kindergarten	15 Meet the Teacher Night for Grade 1 7:00 P.M.	16 Meet the Teacher Night for Grade 2 7:00 P.M.	17 Meet the Teacher Night for Grade 3 7:00 P.M.	18 Feast of the Marianist Martyrs	19
20	21 Meet the Teacher Night for Grade 4 7:00 P.M.	22 Autumnal Equinox Meet the Teacher Night for Grade 5 7:00 P.M.	23 Meet the Teacher Night for Grade 6 7:00 P.M.	24 Meet the Teacher Night for Grade 7 7:00 P.M.	25 Meet the Teacher Night for Grade 8 7:00 P.M.	26
27 Feast Day of Stella Maris, Mary, Star of the Sea	28	29	30			

This is important: to get to know people, listen, expand the circle of ideas. The world is crisscrossed by roads that come closer together and move apart, but the important thing is that they lead towards the Good. – Pope Francis

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Feast of the Guardian Angels	3
4 Feast of St. Francis	5	6	7 Feast of Our Lady of the Rosary	8 First Trimester Progress Reports Mailed Home	9	10
11	12 Columbus Day No School Feast of Our Lady of the Pillar	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

Living together is an art. It's a patient art, it's a beautiful art, it's fascinating. – Pope Francis

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 All Saints Day Daylight Savings Time Ends. Change clocks back one hour.	2 All Souls Day	3 St. Martin de Porres Feast Day	4	5	6 St. Martin de Porres Feast Day Holiday No School	7
8	9	10	11 Veterans Day No School	12	13	14
15	16	17	18	19	20	21
22 Feast of Christ the King	23 Registration begins for 2021 – 2022 School Year	24	25	26 Thanksgiving Day No School	27 Thanksgiving Recess No School	28
29 First Sunday of Advent	30					

Jesus teaches us another way: Go out. Go out and share your testimony, go out and interact with your brothers, go out and share, go out and ask. Become the Word in body as well as spirit. – Pope Francis

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Second Sunday of Advent	7	8 Solemnity of the Immaculate Conception	9	10	11	12 Feast of Our Lady of Guadalupe
13 Third Sunday of Advent	14 Faculty Professional Day No Classes	15	16	17	18 First Trimester Exams	19
20 Fourth Sunday of Advent	21 First Trimester Exams Winter Solstice	22 First Trimester Exams	23 Make-Up Examination Day Report Cards Mailed Home Beginning of Christmas Recess No School	24 Christmas Eve No School	25 Merry Christmas Feliz Navidad Noel No School	26
27 Feast of the Holy Family	28 Christmas Recess No School	29 Christmas Recess No School	30 Christmas Recess No School	31 New Year's Eve No School		

God never gives someone a gift they are not capable of receiving. If he gives us the gift of Christmas, it is because we all have the ability to understand and receive it. – Pope Francis

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Happy New Year Solemnity of Mary, Mother of God No School	2
3 Solemnity of the Epiphany	4 Second Trimester Begins Classes Resume	5	6	7	8	9
10 Feast of the Baptism of Jesus Feast of Blessed Adele	11	12	13	14	15	16
17	18 Martin Luther King, Jr. Day No School	19	20	21 Feast of St. Agnes	22 Feast of Blessed William-Joseph Chaminade	23
24 <hr/> 31	25	26	27	28	29 Founder's Day No School	30

Worshipping the Lord means giving Him the place that he must have; worshipping the Lord means stating, believing - not only by our words - that He alone truly guides our lives; worshipping the Lord means that we are convinced before Him that He is the only God, the God of our lives, the God of our history. – Pope Francis

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Feast of Saint Blaise	4	5	6
7	8	9	10	11 Feast of Our Lady of Lourdes Second Trimester Progress Reports Mailed	12	13
14	15 Presidents Day No School	16 Mardi Gras Winter Recess No School	17 Ash Wednesday Winter Recess No School	18 Winter Recess No School	19 Winter Recess No School	20
21 First Sunday of Lent	22 Classes Resume	23	24	25	26	27
28 Second Sunday of Lent						

Before all else, the Gospel invites us to respond to the God of love who saves us, to see God in others and to go forth from ourselves to seek the good of others. – Pope Francis

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 Third Sunday of Lent	8	9	10	11	12	13
14 Fourth Sunday of Lent Daylight Savings Time Begins Change clocks one hour ahead.	15	16	17	18	19 Feast of St. Joseph	20 Vernal Equinox
21 Fifth Sunday of Lent	22	23	24	25 Feast of the Annunciation	26 Second Trimester Exams	27
28 Palm Sunday	29 Second Trimester Exams	30 Second Trimester Exams	31 Make-up Exam Day No School Report Cards Mailed Home			

The Lord never tires of forgiving. It is we who tire of asking for forgiveness. – Pope Francis

April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Holy Thursday No School, Building Closed Tomorrow's Hope Scholarship Applications Due Transportation Requests Due to School Districts	2 Good Friday No School, Building Closed	3 Holy Saturday No School, Building Closed
4 Easter Sunday	5 Easter Recess No School	6 Easter Recess No School	7 Easter Recess No School	8 Easter Recess No School	9 Easter Recess No School	10
11 Divine Mercy Sunday	12 Third Trimester Begins School Re-opens	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Faculty Day of Recollection No School	

The Church must be a place of mercy freely given, where everyone can feel welcomed, loved, forgiven, and encouraged to live the good life of the Gospel. – Pope Francis

May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 Mother's Day	10	11	12	13 Ascension Thursday	14	15
16	17	18	19	20	21	22
23 Pentecost Sunday	24 Feast of Blessed Virgin Mary, Mother of the Church	25	26	27	28 Memorial Day Recess No School	29
30 Trinity Sunday	31 Memorial Day No School					

Mercy will always be greater than any sin, no one can put a limit on the love of the all-forgiving God. – Pope Francis

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Corpus Christi Sunday	7 8 th Grade Honor Ceremony	8 Comprehensive Exams for 8 th Graders	9 Comprehensive Exams for 8 th Graders	10 Comprehensive Exams for 8 th Graders Last day of school for Pre-K & Kindergarten	11 8 th Grade Summer School Make-up Examination Day Last day of school for First Grade	12
13	14 Comprehensive Exams Grades 2 and 3 8 th Grade Summer School	15 Comprehensive Exams Grades 2 -- 7 8 th Grade Summer School	16 Comprehensive Exams Grades 2 -- 7 8 th Grade Summer School Last day of school for Second Grade	17 Comprehensive Exams Grades 3 -- 7 8 th Grade Summer School Last day of school for 3 rd to 7 th Grade	18 Mass & Graduation Exercise St. Martha's Church. 5:00 P.M.	19
20 Summer Solstice Father's Day	21	22 Report Cards Mailed Home	23 Telephone Calls to Parents of Students with Failures	24	25	26
27	28	29	30			

Joy adapts and changes, but it always endures, even as a flicker of light born of our personal certainty that, when everything is said and done, we are infinitely loved. – Pope Francis

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Independence Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

God makes Himself felt in the heart of each person. He also respects the culture of all people...God is open to all people. He calls everyone. He moves everyone to seek Him and to discover Him through creation. – Pope Francis

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Solemnity of the Assumption	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Living our vocation to be protectors of God's handiwork is essential to a life of virtue; it is not an optional or a secondary aspect of our Christian experience. – Pope Francis

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day No School	7 Faculty Meeting No School	8 Classes Begin Grades 1 – 8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The Son of God became incarnate in the souls of men to instill the feeling of brotherhood. All are brothers and all are children of God. – Pope Francis