

CATHOLIC SCHOOL EDUCATION: A SHARED EXPERIENCE

When you enroll your child at San Martin de Porres Catholic School, you enter a partnership comprised of the Church, the school, yourself, and your child. The partnership is dedicated to the development of your child as an individual with an awareness of his/her role in God's community. The success of the partnership depends on the cooperation of all involved.

Education is one of the most important ways the Church fulfills its commitment to the dignity of the person and to building of community. Recognizing the importance of this ministry, the parish, the pastor, the parish staff and the pastoral council strongly support the school with the spiritual, emotional, and physical resources.

The faculty and staff of San Martin de Porres Catholic school share in your responsibility of guiding your child's growth in all areas of his/ her life: spiritual, intellectual, physical, emotional, and social. In accepting your child as a member of the San Martin de Porres Catholic School family, we pledge our time and talents to his/her growth and development, and we affirm our responsibility for cooperating with you for your child's welfare.

You, as the parent/guardian in this partnership, bring your support, your time and your talents to our joint effort. You do not relinquish, but share the responsibility of your child's religious education both sacramental and in community.

You, in fact remain the primary educator of your child in the values and responsibilities of the Christian community.

Your child accepts the responsibility to become the best person he or she can be in all areas of life and to prepare himself/herself as a leader in both a Christian and secular world

We are a team and success requires the best efforts of all concerned.

PHILOSOPHY OF EDUCATION San Martin de Porres Catholic School Weslaco, Texas

The task of education---since it is a dynamic, lifelong process--defies simple analysis. At root, learning involves a free response to natural curiosity. However, to produce meaningful results, a person must develop qualities of patience, discipline, and responsibility. True education awakens the student to the potential of the human mind, body, and spirit, promoting a critical awareness by which to think, judge, and act.

A Catholic relates these general educational goals to the teachings of Jesus. Catholic education thus has a unique purpose and function, since it makes spirituality the cornerstone of the educational process. Students, faculty, and the community must share a clear missionary vision, a willingness to go the extra mile-- to make sacrifices, and shoulder extra responsibility. Teachers are called not merely to instruct but to witness Christ's love -- in the classroom, at church, on the playing field, and in the streets. Accepting the

leadership responsibility of shaping young minds takes enormous dedications and sensitivity. However, the rewards of channeling youthful energy into constructive outlets make any inconveniences seem insignificant. Helping a student learn, to grow and to mature is a privilege.

A liberal Catholic education, then, aims to place learning into a moral Christian framework so that knowledge may be used wisely and beneficially. A Catholic student is taught to balance creativity with discipline, individuality with the spirit of cooperation, competition with the sense of fair play. The ideal student is not necessarily the class valedictorian, the star athlete, or the most likely to succeed; he or she is the most committed to using his or her talents to serve Christ throughout life.

Adopted August, 1998

MISSION STATEMENT

San Martin de Porres Catholic School strives to develop and inspire strong Christian values and academic excellence, thus empowering our children to become tomorrow 's leaders.

BELIEF STATEMENTS

We believe:

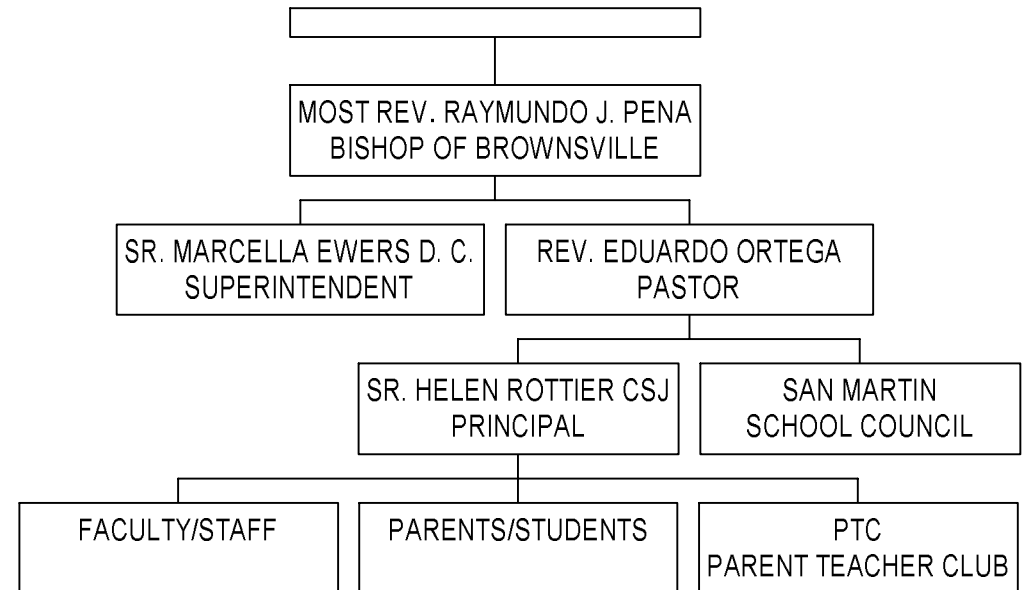
- in giving a child a strong Catholic foundation.
- Jesus Christ is the driving force that propels us to a rounded education.
- quality instruction is essential in order for student success to occur; self-examination is an essential skill for growing children.
- every child has the right to receive the best possible education in a safe and nurturing environment.
- The institution should foster a family-oriented atmosphere.
- parental and community involvement is vital to a child's education.
- parents have the greatest impact on their child's education.
- the institution should be an active member of both the church and the civic community.
- a progressive institution is one that is constantly evolving.
- everyone deserves respect and dignity.

SAN MARTIN DE PORRES CATHOLIC SCHOOL
ORGANIZATION CHART

In this way, the students of San Martin de Porres Catholic School will realize their full potential as in our motto:

“ Be alert, stand firm in the faith, be brave, be strong. Do all your work in love.”

(Corinthians: 16: 13-14)



FACULTY & STAFF

Administration

Principal: Sister Helen Rottier, CSJ

Counselor: Sister Sylvia Guerra, D. C.

Librarian: Mrs. Adelina Olivo

Secretary/ Receptionist: Mrs. Odilia Miller

Bookkeeper: Mrs. Sharon Arizpe

Custodian: Adrian Burciaga

Instructional Staff;

Montessori 3- to 5- yr. Olds

Teachers

Mrs. Kathy Deibel

Mrs. Teresa Martinez

Mrs. Kathy Cummins

First Grade

Miss Melissa Vallejo

2nd Grade

Miss Lizette Contreras

3RD/4TH Grade

Miss Hilda Moran

Paraprofessionals

Ms. Rosie Montano

Ms. Anna Robledo

Mrs. Gracie Jasso

Aide/Computer/ Music

Mrs. Sabrina Luna

- approve the annual budget for the school.
- formulate all policies for the school,
- establish the scholarship and tuition assistance budget, and assist the Pastor in the hiring and the evaluation of the Principal.

Agenda items must be submitted in writing to the Principal or President two (2) weeks prior to the meeting. Meetings are held the 3rd Monday of each month and are open to the public.

COMPOSITION OF SCHOOL COUNCIL

Pastor: Father Eduardo Ortega

Principal: Sister Helen Rottier, CSJ

Members Albert Aldana, Melinda Farias, Juan Castro, Pat Cardona, J. D. Martinez, Reyna Ortega, Horacio Ramirez, Elvia Cavazos and Mike Garcia

2003-2004 Meeting Schedule for School Council

August 18, 2003

September 15, 2003

October 20, 2003

November 17, 2003

December 15, 2003

January 19, 2004

February 16, 2004

March 15, 2004

April 19, 2004

May 17, 2004

June 14, 2004

SCHOOL COUNCIL

The San Martin de Porres School Council serves as the Consultation board with limited jurisdiction for San Martin de Porres Catholic School.

The Council shall:

PARENT-TEACHER CLUB

The Parent-Teacher Club (PTC) provides a vehicle for communication and support among parents, teachers and students. The PTC will sponsor fund-raisers, social events and programs throughout the year.

Meetings are held every second Tuesday of the month at 6:00 p.m. unless otherwise placed on the calendar.

August 12,2003	January 13,2004
September 9,2003	February 10,2004
October 14, 2003	March 09,2004
November 11,2003	April 13,2004
December 09,2003	May 11,2004

GENERAL INFORMATION

ADMISSIONS

A child is eligible for admission into the three- year- old Montessori if he/she has reached the age of three (3) on or before September 1; four (4) years of age for the four -year-old Montessori. Admission to first grade is granted to children who are six (6) years old on or before September 1. There will be no exceptions to this policy.

San Martin de Porres School gives preference in admission first to Catholic students living within the parish boundaries; second, to Catholic students living outside the parish boundaries; third, to non-Catholic students.

At the time of admission to San Martin de Porres Catholic School, the following documents must be presented: Birth Certificate, Baptismal Certificate, current immunization records, and child’s social security number.

San Martin de Porres Catholic School admits students of any race, color, nationality or ethnicity.

PROBATIONARY POLICY

San Martin de Porres Catholic School does not believe that only the “ideal” student should represent our student body. Our school is a mainstream school.

All students are admitted on a probationary status for 6 weeks. This allows the school the time to assess whether the school can meet the student’s needs. Should action be warranted earlier, evaluation will be performed before the end of the six-week period. Thereafter, re-evaluation of appropriate placement will be made on an ongoing basis. This evaluation would include the Principal, the Counselor of the school, the teacher, and the parents.

ADMISSION OF STUDENTS WHO ARE CATHOLIC

The Catholic applicant should understand, accept and be willing to take an active part in

- Supporting the philosophy and goals of the school;
- Building the school faith community;
- Participating fully in the weekly liturgy and the daily religion classes.
- Participating in the programs of service sponsored by the school.
- Participating in the sacramental program of the Church, especially the sacraments of reconciliation and Eucharist.
- Participating in the liturgy by becoming altar servers.

ADMISSION OF STUDENTS OF OTHER DENOMINATIONS

The non-Catholic applicant should understand, accept and be willing to:

- support actively the philosophy and goals of the school;
- relate to the members of the school community, whether adults or students.
- Attend religion classes,
- Attend school liturgy and understand the reasons for that invitation; and
- Participate in programs of service sponsored by the school.

ENROLLMENT BLOCK

The school reserves the right to block re-enrollment for serious disruptive behavior on the part of a student and/or parent, and/or uncooperative behavior on the part of the parent.

REGISTRATION

Registration of new students and those presently enrolled takes place during the month of February for the following year. Parents are informed of the exact dates for registration. These registrations are confirmed by the payment of the required fees. Registration fees are not refundable. Accounts must be current before a student is allowed to register for the following year.

TUITION AND FEE POLICY

A registration fee of \$150.00 per child is payable at time of registration. There is a \$100.00 book charge due before July 31, 2002. These fees are non-refundable. Annual tuition for all students is \$280.00 per month for family with one child, for ten (10) months, beginning in July and ending in April.

The following special rates will be offered:

- 5% discount for those paying the full tuition by October 1st.
- 10% discount for the second child
- 20% discount for the third child

- 30% discount for the fourth child
- 50% discount for 5 or more children
- 25% discount for full-time employees of San Martin de Porres School for each child.

The school accepts Mastercard and Visa.

Payments are to be made at the office or can be mailed to the school. A late fee of twenty-five (\$25.00) dollars will be added to each payment received after the 25th of the month. If the account is not cleared by the 30th of the month, a notice of delinquency will be sent by certified mail to the parents. This notice will specify the payment is to be received within 30 days or the student(s) will not be admitted to class until payment is received in full.

There will be a twenty-five (\$25.00) dollar charge to the account each time that the bank returns a check for insufficient funds. After two (2) returned checks, personal checks will not be accepted. This applies to all checks made payable to the school, not just tuition.

In the event a student withdraws from San Martin de Porres Catholic School and has an outstanding balance, all grades and student records will be withheld until all account(s) are paid in full.

Sixth grade students will not be permitted to participate in the commencement ceremony if the family's account(s) are not paid in full.

The annual tuition will be prorated for students enrolled for a period of less than the 180-day school year. A refund for tuition paid will be issued to students who cancel their registration according to the following schedule:

Prior to August 1	100%
August 2- 1 st day of school	50%

AFTER SCHOOL CARE

Tuition for after school program from 3:30 to 5:30 p.m. is \$70.00 per family per month. Payment period runs August through May and is due by the 15th of the month.

PARENT COMMITMENT REQUIREMENT

The PTC (Parent Teacher Club) of San Martin de Porres School commits itself annually to raising additional funds to help the school meet its needs. The PTC is responsible for generating \$500.00 per family for the school budget, enabling tuition costs to remain at a minimum. Parents must sign the Commitment Contract at the time of registering their child.

It is the hope that all families will approach this commitment in the spirit of cooperation and will work together for the continued success of the school.

Parents will also be asked to contribute their time and talents throughout the school year.

TUITION ASSISTANCE

Each year the available amount of tuition assistance will be determined by the School Council and the Pastor. Parents unable to pay the full tuition may apply for a partial reduction in tuition by filling out a Financial Aid Form and submitting this form along with a copy of their income tax return to the Principal by May 1.

The Tuition Assistance Committee will evaluate the applications to determine if the applicant qualifies for a reduction in tuition. Qualified applicants will be notified in writing of the amount of tuition assistance they will receive. Limited funds are available. Priority is given to parishioners. Additional assistance can be requested of your parish. We encourage you to be an active member. The Diocese of Brownsville also gives assistance. Money is given following the criteria established by each entity.

ACADEMIC POLICIES

REPORT CARDS

Report cards are issued every nine (9) weeks. Grades 1 through 4 receive numerical grades.

A=94-100; B=86-93; C=75-85; D=70-74; F=69 and below

INTERIM REPORTS

Interim reports are issued five weeks into each marking period to all students. It is the responsibility of the parent to ask

his/her child for the report. The newsletter will inform parents of the date the interim reports will be given out.

HONOR ROLL

Honor roll is defined in the following manner for grades 1 –6.

Principal's List: Grades for core subjects (Religion, Math, Reading, Language Arts, Social Studies, Science and Spanish) must be 94 to 100 with satisfactory marks in effort and conduct.

“A/B” honor Roll Grades in all core subjects must be between 86-100 with satisfactory marks in effort and conduct.

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

RETENTION

A student who fails more than two (2) major subjects is not promoted unless student has been identified through testing that he/she has a learning disorder. For each major subject below “70” a student must make up the work in summer school in order to be considered for promotion. An alternative to summer school would be for the parent/guardian to secure a professional tutor. At the end of the prescribed tutoring period, the student will be assessed in that subject by a designated member of the San Martin Catholic School faculty. The assessment will determine the student's grade status for the new school year.

TESTING

The Stanford Achievement Test and the Otis-Lennon School Ability Test are administered generally in the Spring. Test results enable the teacher to learn more about the capability and achievement of students in each subject. The test results are reported to the parents at the end of the academic year.

Testing to determine learning disabilities can be initiated by the teacher, the administrator, or the parent. Special forms must be completed and presented to the person designated at the school district level. If initiated by the parent, the principal of the school should be notified of the testing.

ATTENDANCE

There is a positive relationship between regular attendance, punctuality, and school achievement. Absences and tardies become a part of a student's permanent record at San Martin de Porres Catholic School and may be used in making future references for that student.

EXCUSED AND UNEXCUSED ABSENCES

A written excuse from the parent or guardian of the child is required for all absences. Students should present the note to their teacher upon returning to class after an absence.

An excused absence is one approved by the principal. For excused absences, students are allowed to make up class work and tests missed. Generally most absences are considered

unexcused unless the absence is due to illness or of an educational nature.

HOMEWORK

Homework is an important part of the student's educational experience. Assignments are expected to be written neatly and completed on time. Forms of homework assignments may include class projects, research projects, science projects or preparation for a class test.

Assignments are given to reinforce skills taught in class, to foster habits of independent study and to meet growth needs of individual students.

Students who habitually neglect homework will be referred to the Principal for assessment. Parents will be notified of the plan of action taken.

Suggested allotted time for homework by grade level:

Grades K & 1 st	30 minutes
Grades 1 st to 2 nd	45 minutes
Grades 3 rd to 4 th	60 minutes

MAKE-UP WORK

It is the responsibility of the student (grades 3 & 4) to arrange with the teacher the time and place for make-up work.

Make-up work (assigned work and tests) must be completed within the allowed time: one school day for each day the student was absent.

Students who do not make up work during the allotted time, or who have not made other arrangements with the teachers, will not receive credit for the missed work.

If a student is absent for more than two (2) days, parents should contact the office to obtain assignments from teachers.

RELEASE OF RECORDS

Copies of permanent records and health records will be released to a receiving school when that school applies directly by mail to San Martin de Porres Catholic School. These records will be released without a parent's signature on file.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release form for that information.

Records will only be released if the parent's financial commitment to the school is up to date.

COMMUNICATIONS

COMMUNICATION WITH PARENTS

San Martin de Porres Catholic School realizes that communication with parents is vital. To ensure this, the school will communicate with parents through a monthly newsletter. Should an individual concern arise, the principal and teachers are available for conferences, by appointment, to discuss the educational concerns of the student.

PARENT-TEACHER CONFERENCES

These are periodic meetings of the parents with the child's teacher for the purpose of discussing the child's progress and personal development. They are professional and confidential and are confined to the subject of the individual student's well being. These conferences are held as they are needed throughout the school year at the request of either the parent or the teacher, or by mutual agreement. Conferences are formally arranged after the first and third quarter of the year for all parents and teachers. The report cards for the first and third quarter will be given to the parents at the conference.

Parents may schedule a conference time before school, after school or during the teacher's planning period. Parents may not

telephone teachers during class time nor see teachers during class time.

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

COUNSELING OPPORTUNITIES

San Martin de Porres School provides counseling services to students and families once a week. The services provided includes the Rainbow Program for those who have suffered a loss in their lives, group sessions in conflict management, anger, friendships, etc., and individual sessions to determine the special need of a student.

Counselors may see a student for up to two times without parental notification and consent. After the second visit, parents will be notified. If serious concerns exist, parents will be promptly notified.

CRISIS PLAN

San Martin de Porres has a Crisis Plan which parents may see upon request. The Plan was developed by the Catholic School Office of the Diocese and information was added pertinent to our school.

In case of an emergency in the school building, the students would be taken to the Church building. Parents will be

allowed to be with their children and may take them from the premises from that building.

CUSTODY

San Martin de Porres School abides by the provisions of the Buckley Amendment with respect to the rights on non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, then it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DISCIPLINE CODE

RESPECT FOR THE DIGNITY OF ALL

Student and faculty should understand that one of their first obligations is to respect the dignity of all members of the school community.

Student disciplinary action is primarily a function of the office of the principal. However, enforcement of rules and regulations is the function of all school personnel.

Disciplinary action may consist of the following:

- 1) Verbal reprimands. A verbal admonition for actions unbecoming in a school community.

- 2) Loss of privileges. Privileges given to a group of students or to an individual student may be withdrawn for actions unbecoming in a school community.
- 3) Written reprimand. A letter or written form which makes the matter of record for any incident or behavior of misconduct.
- 4) In-School suspension. Separation of the student from classes.
- 5) Suspension. Separation of the student from the school for a definite period of time.
- 6) Expulsion. Separation of the student from the school whereby the student is not eligible for re-admission to the school.

HARASSMENT

Students are expected to behave in a manner appropriate to their age and level of maturity. Engaging in harassment (sexual or otherwise) on school premises or off-school premises at a school sponsored activity is forbidden. Students will be subject to appropriate disciplinary action.

When a teacher, the principal, or other school administrator receives a report that a student is being harassed or abused, he or she will initiate an investigation and take action to intervene. Parents of both parties will be notified.

A parent, whose child has a complaint alleging harassment (sexual or otherwise) by another student, may request a conference with the principal. The conference will be scheduled and held as soon as possible, but within five school

days. The principal will coordinate an investigation. Oral complaints should be reduced to writing to assist in the investigation.

Definition of Harass: to disturb or upset with repeated (more than one) offensive acts

Definition of Harassment: Engaging in any type of unwanted and unwelcome verbal or physical behavior, whether by use of foul language, gestures, derogatory remarks about body parts, name calling, note passing, inappropriate drawings, inappropriate touching, kissing, hugging, hand holding, biting, or any other conduct deemed inappropriate.

All allegations of sexual harassment will be taken seriously and promptly investigated.

VIOLENCE—THREATENED AND ACTED

All threats of violence will be taken seriously. Once the principal believes that the presence of a student in the school poses a safety threat for others in the school, the student will be removed from the school setting.

DRUGS, ALCOHOL, AND WEAPONS

Any student caught in the use or possession of any illegal substance like drugs or alcohol or caught in the possession of a firearm of any type or items that can be used to cause threat, injury, or can kill an individual will be reported to the appropriate authorities and will be immediately suspended.

Expulsion will be a possibility after a thorough investigation of the matter.

PARENT COOPERATION

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desire, the school principal reserves the right to require the withdrawal of a student if he/she determines that the partnership is irretrievably broken.

GRIEVANCE PROCEDURES

A grievance is a complaint based on any alleged violation or inequitable application of policy or a dispute over the meaning or interpretation of the terms contained in this handbook.

This procedure is intended to resolve a grievance informally at the lowest possible administrative level in a Christian atmosphere. Persons with concerns regarding application or interpretation of a policy should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

The following levels of submitting and resolving a grievance are:

Informal Action – Resolution/Conciliation Level

- Level One Presentation to the Teacher
- Level Two Presentation to the Coordinator (if applicable)
- Level Three Presentation to the Principal

Formal Action

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided by the principal), setting forth the nature of the complaint, all relevant details and the remedy sought. This form should be submitted to the pastor within ten (10) working days following the meeting with the Principal

- Level Four Presentation to the Pastor
- Level Five Presentation to the Superintendent

EXTRA-CURRICULAR ACTIVITIES

FIELD TRIPS

Field trips are initiated by the teacher and arranged with the Principal before presenting to the students. Parents must sign and return a permission slip giving a student permission to participate in the field trip and which releases the school from liability. Verbal permission is not acceptable.

It is the right of a parent to refuse to allow his/her child to participate in the field trip.

Field trip fees that are paid to the agency that is to be visited are nonrefundable.

OTHER REGULATIONS

FIRST COMMUNION POLICY

Students in the second grade may participate in the Sacraments of Reconciliation and Eucharist provided that the following criteria have been met:

1. The student has attended first grade at San Martin de Porres School or has regularly attended two years of CCE classes. The latter is to be verified by the CCE coordinator.
2. The student has learned his/her prayers as outlined in the Diocesan Religious Education Curriculum for 2nd grade.
3. The student has shown proof of learning the lessons as presented in the Second Grade Textbook pertaining to First Reconciliation and First Eucharist.
4. Parents have attended the four classes for instruction on teaching and nurturing the sacraments in their children's lives; two classes in the Fall on Reconciliation and two in the Spring on First Eucharist.
5. Both sacraments will be celebrated at San Martin de Porres Church.

ALTAR SERVERS

Once students have celebrated their first communion and first confession, they are eligible to become altar servers. They will be trained to serve at the weekly school Mass. They are encouraged to join the Altar Server group of their own parish.

EARLY DISMISSAL

If a parent or guardian anticipates the early dismissal of his/her child(ren) from school, the parent or guardian is to complete an Early Dismissal Form in the school office at least one day prior to the actual dismissal. On the form, the parent or guardian will be required to indicate the designated person to whom the child(ren) will be released. The respective teacher(s) will then be notified with ample time to prepare any take-home material.

TARDIES

Promptness is an indication of good self-discipline. Habitual tardiness will not be tolerated as it seriously disrupts the educational process of other students and effects the school performance of the student who is tardy.

Excessive morning arrival tardies will be handled in the following manner:

1. Three (3) tardies: Parent/teacher conference
2. Six (6) tardies: Principal/Parent notification
3. Seven (7) or more tardies in a marking period: Parent and student must make up time on a given Saturday to be determined by the Principal

DISPENSING OF MEDICATION

Texas State Law forbids the dispensing of medications by school employees without request of the parents or legal guardians. TCCED only permits prescription drugs to be administered. Medicine must be sent to the OFFICE with a note containing the following information:

- 1) Name of student
- 2) Name of medication
- 3) The prescribed dosage of the medication
- 4) The time(s) of administration of the medication
- 5) The exact dates of the medication is to be given
- 6) The full name of the doctor prescribing the medication
- 7) The signature of the parent or legal guardian.

Texas State Law also requires that the medicine be sent in the original pharmacy container labeled with the student's name.

All medicines will be kept in the office and be dispensed by the office personnel. All medicines will be sent home on Friday or the last attendance day of each week.

If a student requires a medication that must be given on a long-term basis, i. e. six (6) weeks or longer, a permission form must be completed by the physician prescribing the medication. This form (Form 1010.3) may be obtained from the school office.

HEALTH CONCERNS

No child should be sent to school with a fever (temperatures of 100 degrees or above). The student should remain at home until he/she has been free of fever for twenty-four (24) hours. This is for the safety of this child and his/her classmates. No child is to be left at school once he/she has become ill or injured. An ill or injured child will be made as comfortable as possible until a parent, guardian, or someone designated by a parent/guardian can come to the office to take the child home.

CHILD ABUSE LAWS

San Martin de Porres Catholic School will follow the detailed procedures as outlined in the diocesan policy manual.

HIV/AIDS

Parents of a child with HIV/AIDS are required to report this condition to administration. Initiatives will be taken to protect the health of the student body and staff while still addressing the humanitarian needs of the individual. Teachers will receive training on appropriate safety measures. Procedures as detailed in diocesan policies will be followed.

LIBRARY

Students will regularly visit the library to check out books and to receive instruction in library techniques. When in the library, students will be under the supervision of the librarian.

Students with an overdue book will be restricted from checking out books.

Books that are lost or damaged while in the care of the student will be replaced or paid for by the student.

PARTIES AND HOLIDAYS

Classroom parties/celebrations will be organized by the classroom parents with the classroom teacher with the following guidelines:

- For birthdays parents may bring a simple treat like cupcakes, muffins, fruit, and a drink. No pizzas or cake.
- No flowers or balloons delivered to the school.
- Birthday invitations may be distributed at school only if every student in the class is invited.
- More extensive parties may be planned with the teacher for Thanksgiving, Christmas, Valentine's Day, and the last day of school.
- No money may be collected for the party unless approved by the Principal

PHYSICAL EDUCATION

All students are required to participate in PE classes unless a written note from the student's physician is presented stating the duration of the exemption.

TELEPHONE CALLS

School office phones are to be used for official business only. Students are to use these phones for school business only after receiving permission from the office staff.

No personal calls will be received on school telephones. Students will not be called out of class to answer the telephone except in an extreme emergency.

Neither cellular phones nor pagers/beepers are allowed on campus by students. These will be kept in the office until the end of the school day and then returned to parents.

USE POLICIES OF PICTURES AND INTERNET

San Martin de Porres School has chosen to permit student access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to insure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, we do not have total control of the information on the Internet. San Martin de Porres School supports and respects each family's right to decide whether or not their child may have access to this resource. A Parent Consent Form will be given to each parent at the beginning of each school year for a signature of consent or "no" consent to the use of the Internet.

A form will also be given to each parent at the beginning of each school year for a signature of consent or “no” consent to the use of their child’s picture on brochures and the school web site.

DRESS CODE

In a society where there is so much emphasis on external appearances and material possessions, it behooves us as parents and educators to help our children grow in the ability to see through and beyond these concerns to more important values. In an effort to teach our children that it is not the clothing or the possessions that make each person special, we at San Martin de Porres Catholic School require all students to wear the school uniform prescribed unless they have been given specific permission to do otherwise. The dress uniform may be worn at all times but is required on Fridays, special designated days, and school field trips. The casual uniform may be worn on days the dress uniform is not required. The prescribed uniforms are as follows:

DRESS UNIFORM

Girls: Plaid jumper with white Peter Pan collar, dark shoes & white socks

Boys: Navy slacks with a dark belt, white oxford style shirt, navy blue tie, and dark shoes & white socks.

Navy blue oxford sweater in winter for both boys and girls. Sweaters and other uniform apparel are to be purchased at Parker School Uniforms.

CASUAL UNIFORM

Girls: Plaid pleated culottes worn with the following:

- 1) white sailor blouse with plaid tie,
- 2) yellow knit pullover, or
- 3) hunter green knit pullover

Boys: Navy shorts with one of the following:

- 1) white oxford style shirt and tie,
- 2) yellow knit pullover, or
- 3) hunter green knit pullover

Boys and Girls:

- White or navy crew socks (girls may wear white tights in winter.)
- Navy oxford sweater in winter for both boys and girls. Only the Parker Uniform style sweater.
- Tennis shoes(no sandals) or dark shoes.
- Girls may wear navy blue slacks (from Parker Uniform) may be worn during November, December, and January.

- Turtlenecks (white) may be worn when the high temperature is predicted to be less than 60.
- Navy sweatsuits may be worn when the high temperature is predicted to be less than 60.
- The official Cub Scout uniform or Girl Scout uniform may be worn to school on the day of regular meetings or for special Scouting events.

GROOMING

- Students must keep a neat appearance at all times.
- Ripped, torn, dirty or unkempt jeans, pants or jeans that are oversized and/or worn on the hips are inappropriate in school.
- Lace-type shoes are to be kept tied and all shoes are to be polished.
- A regulation hair cut that does not touch the collar is required for boys. Hair cuts that involve shaving all or part of the head, wedges, mushrooms, pigtails, or signs, symbols, lines, or words cut into the hair are not allowed. Hair may not be bleached, tinted or dyed. This hair cut regulation is for all male students. No faddish hairstyles.
- Girl's hairstyles are to be kept simple. Barrettes, bows, combs, and braiding may be used to keep the hair controlled. Styles that involve shaving top or sides of the head are not permitted. Hair must be styled in a way that is not distracting and does not cover the eyes. The hair may not be bleached, tinted, or dyed.
- Girls may wear simple barrettes or pony tail holders in hunter green, navy blue, pale yellow, same plaid as uniform, and white.
- Earrings that reach up to half an inch(0.5") in length or width may be worn by female students with pierced ears. Only one ear ring per ear lobe.
- Earrings are not allowed for male students.
- One ring, one bracelet, one watch may be worn. One chain or a chain with a medal or cross may be worn.
- Hair sprays, colognes, or perfumes may not be brought to school. These will be taken to office and returned to parent at end of day.
- Makeup may not be worn. This includes nail polish.
- No tattoos.

EMERGENCY PROCEDURES

Should there be a need to cancel school, announcements will be made through:

- RADIO STATIONS_ FM 99.5 and FM 107
- TV CHANNELS: Channel 5, Weslaco, TX. and Channel 4, Harlingen.
- PHONE TREE: designated homeroom parents will disseminate the information.

VISITORS, VOLUNTEERS, AND GUESTS

For the sake of maintaining a safe environment, all parents, volunteers, visitors, and guests must check in at the school office before proceeding to any part of the school campus (this includes the playground area). Volunteers are asked to sign-in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call. All volunteers dealing directly with students must undergo a criminal background check.

ASBESTOS

In compliance with the U.S.Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). passed in the fall of 1998, all schools, private and public, are required to have an inspection of buildings for asbestos containing materials (ACBM). This management plan assures that students and personnel are free from any exposure to asbestos containing material. The inspection findings and management plan are on file in our administrative office. These are available for review upon request at any time during normal school hours.

SCHOOL'S RIGHT TO AMEND POLICIES

Amendments to school policies can be introduced by the PTC, pastor, principal or School Council and are subject to final approval by the pastor.

SAN MARTIN DE PORRES CATHOLIC SCHOOL

2003-2004

HANDBOOK ACKNOWLEDGEMENT

We (parent or guardian) hereby acknowledge receipt of the Parent Student Handbook.

Recognizing that a school is a dynamic and ever changing place that must be responded to, the SAN MARTIN de PORRES CATHOLIC SCHOOL COUNCIL and PRINCIPAL reserve the right to amend the policies and procedures noted within the current handbook. Changes will become effective only after official notification has been made in the monthly newsletter of by a letter to the student’s home.

I understand it is our responsibility to read, become familiar with, and abide by the policies of SAN MARTIN de PORRES CATHOLIC SCHOOL contained within this handbook.

Parent’s signature

Parent Name
(Print)

Parent’s signature

Parent Name
(Print)

Date: _____

Two items missed in the Handbook. These should be considered a part of it.

ARRIVAL AND DISMISSAL FROM SCHOOL

It is important that students arrive by 7:55 a.m. and remain in school till picked up after 3:20 p.m. Only by waiver of the Principal, should other arrangements be made.

During regular school days, the office will be open from 7:30 a.m. to 4:30 p.m. If your child is to be absent, a call should be made to the office before 8:30 a.m. After that time, if we have not heard from you, a member of the office staff will call to see why your child is not here.

Daily school hours:

- 7:30 a.m. – 8:00 a.m. Supervision provided
- 8:00 a.m. All students enter class
- 8:00 a.m. Morning prayer, etc.
- 3:20 p.m. Afternoon prayer
- 3:25 p.m. Dismissal
- 3:30 – 5:30 p.m. After school care

In the morning parents are to come into the building with their child to see him/her to the classroom.

In the afternoon parent or the person designated to pick up the child must remain in his/her car and enter the line. As he/she drives up the teachers will put the child into the car. The only exception is for those who have business in the office. In this

case you must park facing the play ground right next to the school. At no time are students allowed to cross in front of the traffic to go to a car.

CATERED LUNCH SERVICE

A hot lunch is available at San Martin de Porres Catholic School through D & E Catering Service. Menus are published each month for parents' and students' convenience. Lunches are \$2.75 each for students; price is subject to change at D & E's discretion. A daily record will be kept of the students who buy their lunch. At the end of each month, students' accounts will be charged for the meals that they ate that month.

Students who bring their lunches from home may purchase milk at a cost of 35 cents on a cash basis only.

If food is to be brought in for the child, it must be delivered to the office at least five minutes before the student's scheduled lunch period.

Parents may not bring fast food to the child.

2003-2004 PTC OFFICERS

Pat Cardona—President	Federico Cantu—President Elect
Melanie Mora—Secretary	Laura Thomas—Treasurer
David Mora—Reporter	Tammy Narro—Business Liaison
Fund Raising Coordinator—Cynthia Garza	
Homeroom Coordinator—Rose Montano	