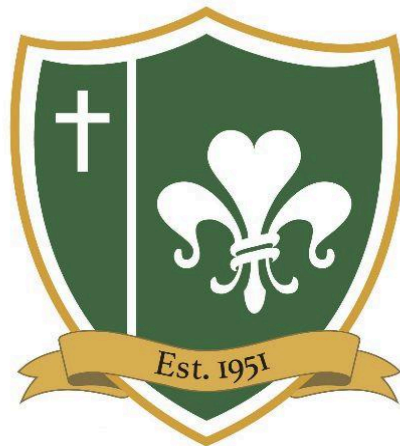


Celebrating over 75 years of Catholic Education



# FAMILY HANDBOOK 2025-2026

**ST. MARTIN OF TOURS ACADEMY**

**Faith-filled • Communicator • Confident • Lifelong Learner**



**7708 EL CAJON BOULEVARD • LA MESA, CALIFORNIA 91942-6932**  
*[stmartinacademy.org](http://stmartinacademy.org)*

Dear Parents and Guardians,

Thank you for entrusting your child's education to St. Martin of Tours Academy. We are sincerely grateful for the trust you place in us and for the partnership we share in nurturing your child's growth. As we embark on this educational journey, we recognize the critical role parents play in their child's learning. Open and effective communication between home and school is essential, and we greatly value your active involvement in your child's education.

To strengthen the connection between home and school, it's important for parents to understand our mission, philosophy, Schoolwide Learning Expectations, the Workshop Way® philosophy of education, and our policies and procedures. This handbook has been created to provide you with all the necessary information to ensure you are well-informed about our school community and the educational experience we offer.

At St. Martin of Tours Academy, we are dedicated to guiding each child to reach their full potential—intellectually, socially, and spiritually. We strive to create an environment that honors our Catholic identity while providing a strong academic foundation for all students. By working together both in the classroom and at home, we can reinforce the values and skills that are essential for your child's growth.

Your ongoing support and partnership are invaluable to us. By supporting the teachings and values we foster at school, you are playing an integral role in your child's development. We deeply appreciate your commitment to your child's education.

May God's blessings be with you and your family as we begin this exciting and enriching journey together.

Warmest Blessings,

SMA Administration

#### **IMPORTANT PHONE NUMBERS**

<b>School Office</b>	<b>619.466.3241</b>	<b>7:30 am - 3:30 pm</b>
<b>SpartanCare</b>	<b>619.466.1990</b>	<b>7:00 am - 6:00 pm</b>
<b>Preschool</b>	<b>619.698.8462</b>	
<b>Parish Office</b>	<b>619.465.5334</b>	
<b>Faith Formation (K-5)</b>	<b>619.698.8434</b>	
<b>Youth Ministry (6-12)</b>	<b>619.698.3180</b>	
<b>School Tax I.D.</b>	<b>#27-3859839</b>	

# TABLE of CONTENTS

<a href="#">HISTORY</a>	<a href="#">4</a>
<a href="#">MISSION STATEMENT</a>	<a href="#">5</a>
<a href="#">PHILOSOPHY</a>	<a href="#">5</a>
<a href="#">SCHOOLWIDE LEARNING EXPECTATIONS</a>	<a href="#">6</a>
<a href="#">MORNING ASSEMBLY</a>	<a href="#">7</a>
<a href="#">DAILY SCHEDULE</a>	<a href="#">7</a>
<a href="#">SUPERVISION (Arrival and Dismissal)</a>	<a href="#">7</a>
<a href="#">GATES &amp; CAMERAS</a>	<a href="#">7</a>
<a href="#">VISITORS/VOLUNTEERS</a>	<a href="#">8</a>
<a href="#">ATTENDANCE</a>	<a href="#">8</a>
<a href="#">ADMISSIONS</a>	<a href="#">8</a>
<a href="#">STUDENT TRANSFER PROCESS</a>	<a href="#">9</a>
<a href="#">PRE-ADMISSION AGREEMENT</a>	<a href="#">10</a>
<a href="#">MEDICATION, ILLNESS/INJURY</a>	<a href="#">10</a>
<a href="#">COMMUNICATION</a>	<a href="#">10</a>
<a href="#">ACCREDITATION</a>	<a href="#">11</a>
<a href="#">MORNING SNACK/LUNCH</a>	<a href="#">11</a>
<a href="#">BOOKS/DEVICES</a>	<a href="#">11</a>
<a href="#">PHOTOGRAPHY/VIDEO/STUDENT WORK RELEASE</a>	<a href="#">11</a>
<a href="#">WATER BOTTLES</a>	<a href="#">11</a>
<a href="#">INSURANCE</a>	<a href="#">11</a>
<a href="#">FUNDRAISING POLICY</a>	<a href="#">12</a>
<a href="#">SMA FAMILY VOLUNTEER HOUR COMMITMENT</a>	<a href="#">12</a>
<a href="#">GENERAL SCHOOL EXPECTATIONS</a>	<a href="#">12</a>
<a href="#">SCHOOL TRAFFIC PROCEDURES</a>	<a href="#">14</a>
<a href="#">STUDENT UNIFORM AND GROOMING GUIDELINES</a>	<a href="#">15</a>
<a href="#">EMERGENCY AND EVACUATION PROCEDURES</a>	<a href="#">18</a>
<a href="#">FIELD TRIPS</a>	<a href="#">19</a>
<a href="#">INSTRUCTIONAL PROGRAM</a>	<a href="#">19</a>
<a href="#">SCHOOL PROGRAMS / SERVICES</a>	<a href="#">21</a>
<a href="#">ATHLETICS</a>	<a href="#">23</a>
<a href="#">GOVERNANCE</a>	<a href="#">23</a>
<a href="#">TECHNOLOGY POLICIES</a>	<a href="#">23</a>
<a href="#">THE SPARTAN WAY</a>	<a href="#">26</a>
<a href="#">POLICY FOR STUDENT THREATS</a>	<a href="#">27</a>
<a href="#">Annual Assurance of Compliance</a>	<a href="#">28</a>
<a href="#">Policy of Non-Discrimination by Schools</a>	<a href="#">28</a>

## **HISTORY**

### **St. MARTIN OF TOURS PARISH. . . Since 1921**

St. Martin of Tours Church in La Mesa was built in 1921 under the pastorate of Father McCormick. The original parish church and rectory were built at the corner of La Mesa Boulevard and Normal Street. Expansion was not possible at this site so new property was purchased in 1948 at the intersection of La Mesa and El Cajon Boulevards, one-half mile from the former site. The original church was moved to the new location on Christmas Day 1948. Mass was celebrated in the remodeled and enlarged church by Reverend Dennis J. Barry, pastor (1948 - 1977). Past pastors include: Reverend Donal Sheahan (1977-1990), Reverend John M. Sproul (1990-2005), Reverend James N. Poulsen (2005-2017), Reverend Christopher Kintanar (2017-2018), and Reverend Elmer Mandac (2018-2024). Our current pastor is Reverend Ignatius Kipchirchir.

### **ST. MARTIN OF TOURS ACADEMY. . . Since 1951**

In the fall of 1950, construction began on a school and convent for St. Martin of Tours Academy. The first faculty included five School Sisters of Notre Dame from St. Louis, Missouri, along with one lay teacher. The school opened its doors to 327 students in kindergarten through eighth grade, housed in six classrooms, with some grade levels combined.

The first graduation took place on June 9, 1952, with nineteen students receiving diplomas from Pastor Father Dennis Barry and Principal Sister Alphonsus. The following month, in May 1952, the Most Reverend Charles F. Buddy formally dedicated the school and administered the Sacrament of Confirmation to the seventh and eighth-grade students.

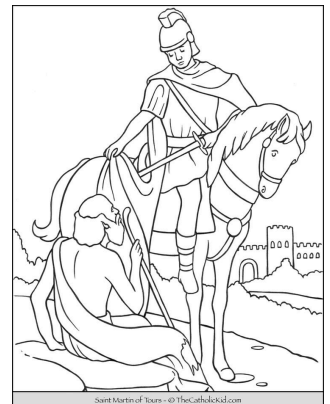
By 1956, enrollment had grown to approximately 500 students, prompting the addition of four new classrooms.

Between 1970 and 1990, the school experienced frequent transitions in leadership among both religious and lay principals. In 1991, facing a projected enrollment of only 125 students for the upcoming school year, the school was at risk of closure. That same year, a new educational model was introduced by Sister Jackie Bennett, a Dominican Sister and Workshop Way® educator and consultant. Her efforts helped spark a period of renewed growth, with enrollment steadily increasing until 2018, when it plateaued and was later impacted by the COVID-19 pandemic.

In 2021, a new principal was appointed, bringing a forward-thinking vision focused on modern instructional practices, updated academic standards, and relevant learning materials. This current administration remains committed to preparing students for a dynamic, post-pandemic world by emphasizing innovation in education, whole-child development, critical thinking, collaboration, problem-solving, respect, and technological literacy.

### **OUR PATRON SAINT**

**St. Martin**, the patron saint of our parish and school, was the bishop of Tours, France (371 A.D.) He was born in Hungary and served as an officer in the Roman army. Martin is well known for sharing his cloak with a poor beggar whom he encountered on a highway. The following night, in a dream, he had a vision of Christ wearing the cloak and he heard the words: "Martin has covered Me with his cloak." St. Martin ended his military service to begin a life of good works and non-violence. He was a convert to the Catholic faith.



## MISSION STATEMENT

St. Martin of Tours Academy fosters confidence, curiosity, and independence through a climate of cooperation and trust by preserving dignity throughout the learning process, accentuating all children's God-given gifts in a Catholic environment.



## PHILOSOPHY

At St. Martin of Tours Academy, we align our educational practices with state, Common Core, NGSS, and religious standards, guided by the Diocesan Office for Schools. Our educational philosophy is rooted in the belief that every individual is created equal in dignity and worth. In light of this, we believe all children have the right to reach their fullest potential in an environment that fosters reverence and respect. Parents are the primary educators of their children, and teachers play a pivotal role in facilitating the learning process, integrating academic achievement with a Christian worldview and an understanding of human nature. We encourage families to provide consistent discipline and guidance at home in collaboration with SMA.

With a student-centered approach, we are committed to the holistic development of each child. To achieve this, we employ a growth-oriented learning system that ensures all students have equal opportunities to develop critical thinking, learning skills, and the ability to make responsible decisions in their lives.

### **WE BELIEVE THAT:**

- Each individual is unique, with their own pace and style of learning. Mistakes are a natural part of being human and should not be viewed as a reflection of one's intelligence.
- Children possess an innate curiosity and love for learning, and teachers serve as guides to nurture and inspire this intellectual curiosity.
- Students must have daily opportunities to engage in logical, critical, and creative thinking, both to master subject matter and to develop skills for responsible decision-making in their future lives. A classroom atmosphere built on trust and mutual respect is essential for the mental and emotional security of our students.
- Experiencing justice within the classroom will inspire students to seek justice in the world, fostering a commitment to respond to the needs of others both now and in the future.
- In a competitive world, our classrooms must equip students to thrive in real-world situations. While we recognize the importance of healthy competition, we intentionally minimize competitive pressures in the classroom by avoiding academic contests and time-based tests.

## **St. Martin of Tours is a Fair Trade and Nationally recognized Green Ribbon School**



We encourage purchasing Fair Trade products, when possible, and utilizing compostable or reusable utensils and sandwich bags.



## SCHOOLWIDE LEARNING EXPECTATIONS

A student who graduates from St. Martin of Tours Academy is expected to be...

### **1. A Catholic Christian who:**

- Lives Catholic values of inclusion and compassion
- Shares gifts and talents with others
- Grows in faith through Mass and prayer
- Expresses gratitude

### **2. A Holistic Individual who:**

- Responds to others with intention
- Cares for our community and environment
- Is prepared to manage their daily lives
- Follows directions and cooperates

### **3. A Lifelong Learner who:**

- Develops resiliency and a joy of learning
- Shows responsibility for learning by taking academic risks
- Puts forth their best effort
- Is confident in themselves

### **4. An Effective Communicator who:**

- Can express ideas clearly and confidently
- Has active listening skills
- Can use technology to show understanding
- Respects others' thinking and ideas

### **5. A Diligent Learner who:**

- Understands and applies what is taught
- Takes pride in creating quality work
- Is able to work independently and collaborate with others
- Has developed intellectual curiosity and creativity



Students are given a range of opportunities for self-evaluation. In the lower grades, students use pictures and simple sentences to reflect on their progress. As part of the graduation requirement, eighth-grade students reflect on their time at St. Martin of Tours Academy each May. They present to a group of stakeholders, showcasing how they have met the Schoolwide Learning Expectations.

• FAITH-FILLED • COMMUNICATOR • CONFIDENT • LIFELONG LEARNER

## MORNING ASSEMBLY

Every Monday morning (or Tuesday following a Monday holiday), students, faculty, staff, and families come together to begin the week with prayer, the Pledge of Allegiance, and important announcements. Students stand with their respective classes during this time.

**Prayer of Jabez:** Bless me a lot God, bless me today. Help me to risk and to see things your way. Please take my hand by my side always stay, so that I will harm no one with what I do or say. ~Amen.

## DAILY SCHEDULE

### **Office Hours:**

7:30 a.m. - 3:30 p.m. (closed on school holidays) Monday through Friday.

### **Daily Schedule:**

7:00 - 7:45 a.m. Extended Care available

\*8:00 a.m. Monday Morning Assemblies - in school courtyard (all families are encouraged to attend)

7:45 - 8:00 am Student supervision available in front of school

8:00 a.m. classes begin (students arriving after 8:00 am will be buzzed in and given a tardy pass to enter class)

11:05- 11:45 a.m. lunch & recess

2:30 p.m. Dismissal

2:30-2:45 pm Student supervision available in front of school

2:45 - 6:00 p.m. SpartanCare available

### **Minimum Days:**

On minimum days, school is dismissed at 12:00 p.m. **Every Friday is a minimum day.**

Lunch is supervised from 12:00 - 12:30 pm every Friday. Pickup is at the lunch tables.

SpartanCare is available daily from 12:30 - 6:00 p.m. (except Holy Thursday and the last day of school before Christmas & summer break.

## SUPERVISION (Arrival and Dismissal)

Designated drop-off and pick-up areas exist for student safety. There is no supervision on school grounds before 7:45 a.m. or after 2:45 p.m. unless a student is enrolled in the SpartanCare Program or afterschool enrichment classes. **Please do not drop your child off sooner than 7:45 a.m. in front of the school for their safety.** Any student not picked up by 2:45 p.m. is considered a SpartanCare attendee (\$9/hour charged to FACTS account). Students who are walking or riding a bike to and from school must have a signed permission slip on file in the school office, and must leave the school promptly at dismissal. (Once the child has left school property he/she will not be able to return to school.)

## GATES & CAMERAS

All exterior gates are locked throughout the school day. To enter campus, ring the doorbell at the front entrance to the school. Please state your name clearly, when prompted, and the reason for your visit. **For safety reasons, DO NOT hold the door open for visitors behind you.** They must ring the doorbell so office staff can clear their ability to enter. Cameras are monitored by the school office, parish office, and preschool office. After hours, cameras are monitored by parish staff and school administration.

## VISITORS/VOLUNTEERS

All persons entering school grounds must sign-in at the school office before proceeding to the classroom. Classes should never be disturbed while in session. Classroom visits are welcomed, but must be scheduled through the office. All volunteers must be cleared through the [SD Catholic Mutual Group \(CMG\)](#). This includes a background check, 1-hour safe environment online course, and (if driving for a field trip) a 1-hour safe driver online course. The CMG background check is \$19, but if further investigation is required, additional charges may apply. These additional charges are based on court fees necessary to obtain relevant documents. All fees incurred during the background check process will be charged to your FACTS account. Volunteers working with a group of children without a staff member present (sports or Decathlon coaches) must be live-scanned.

## ATTENDANCE

Prompt and regular attendance is important if a child is to benefit completely from the instructional program. Tardiness can lead to learning loss and be disruptive for the rest of the class.

**When a child is ill, a parent should call 619.466.3241 or e-mail the office ([attendance@stmartinoftoursacademy.org](mailto:attendance@stmartinoftoursacademy.org)) by 8:15 a.m. to report the reason for the absence. Emailing the teacher(s) is also helpful.**

- School gates open at 7:45 AM, and morning workshop begins promptly (except on assembly days).
- Students will be marked tardy if they are not in class by 8:00 AM or if they are not standing with their class during Monday morning assemblies.
- Students arriving late (before 10:00 AM) will receive a tardy slip to enter class. Parents do not need to sign in students who arrive late.
- Students arriving between 10:00 AM and 12:00 PM will be marked as half-day absent.
- Students leaving before 1:15 PM will be marked as half-day absent.
- Students leaving after 1:15 PM will be marked with an afternoon tardy.

Students are excused from school for illness, injury, or in case of emergency. A student is legally credited for attendance when a written certification from the doctor or dentist is presented upon return to school. However, the school encourages making appointments outside of school hours, when possible. Frequent absences/tardiness will result in written communication to parents and may result in a parent phone call or meeting to find resolution. If homework is requested, teachers will do their best to prepare it for pick up at the end of the school day or send it home with a designated student.

Permission cannot be given by the principal or teachers for a child to miss school for reasons other than illness and/or medical appointments (i.e. vacations, early dismissals, etc.). The responsibility for this decision rests with the parents. Parents must notify the school office and the teacher in writing/email. Teachers are not required to write up assignments in advance of the absence. Long-term learning contracts can be granted at the discretion of the principal (for absences 5 days or longer). A student is legally credited for attendance after thoroughly completing a learning contract to the teacher and administrator's expectation.

## ADMISSIONS

St. Martin of Tours Academy, in alignment with our mission to be witnesses of Christ's love for all, admits students of any race, color, national origin, and ethnic background to all the rights, privileges, programs, and activities offered at the school. The Academy does not discriminate on the basis of race, color, national origin, age, sex, or disability in the administration of educational policies, scholarship and tuition assistance programs, or athletic and other school-administered programs.

### **Policies and Procedures:**

- Parents must agree to actively support the spiritual and academic standards of the school and abide by the educational policies and regulations of the school and pastor.



- Students and parents will be interviewed by the principal.
- Tests will be administered, if needed, to measure current academic knowledge.
- Students must have a satisfactory academic and conduct record from their previous school(s).
- Active, supporting members of this parish or other local parishes which do not have schools will be given first preference.
- *New students will be admitted on a trial basis for 60 days.*
- Registration fees are non-refundable (except for military orders).

### **Tuition & Tuition Assistance:**

Tuition rates are listed on the Tuition and Fee Agreement in FACTS. In case of financial need, the school considers partial scholarships on a case-by-case basis depending on the amount of tuition assistance available each year.

### **Age Requirements:** (September 1 of year entering)

- Early Childhood Development Center: 3 years old and potty-trained
- Kindergarten: 5 years of age, and developmentally ready
- First Grade: 6 years of age, and developmentally ready

### **Health Requirements**

**Preschool:** Completed medical form, copy of immunization record listing month, day, and year when received

Age 3 - 4 requirements: • DPT 4 - 5 doses • Polio 3 - 4 doses • MMR (measles, mumps, rubella)

1- 2 doses • Hepatitis B 3 doses • HIB 1 dose

**Kindergarten:** Copy of immunization record listing month, day, and year when received • Polio 4 doses • DTP 5 doses. • MMR (measles, mumps, rubella) 2 doses • Hepatitis B 3 doses • Varicella (chickenpox) 2 doses. To make sure your child is ready for school, California law (Education Code Section 49452.8) states every child must have a dental check-up by May 31 in either kindergarten or first grade, whichever is his or her first year in school. Oral Health Assessment Forms are available in the school office.

**First Grade:** School Entry Health Checkup Requirement by physician or nurse practitioner recorded on Health Department form provided by school, within 18 months previous to admission in September or up to 90 days after starting first grade.

**Seventh Grade:** Proof of a whooping cough booster (Tdap) is required before the first day of school. Varicella - 2 doses

**Grade 1-8 students transferring from another school must present a record of immunization before admission can be completed.**

## **STUDENT TRANSFER PROCESS**

Parents/guardians must provide written notice of their intent to withdraw from St. Martin of Tours Academy by completing the Notification of Student Transfer Form and submitting it to the school administration. In addition to submitting the transfer form, tuition for the entire month in which the student withdraws, as well as an additional month, will be charged. Any remaining unfulfilled volunteer hours will be billed to your FACTS account at a rate of \$20.00 per hour. A service fee of \$50.00 will also be applied to the FACTS account. The balance on the FACTS account must be paid in full within 30 days to avoid transfer to collections.

Before the withdrawal is finalized, students must return all school property, including textbooks, library books, and any other materials or equipment issued by the school.

## **PRE-ADMISSION AGREEMENT**

As a reminder, the following agreement is part of the Student Enrollment Contract which is signed annually by parents when registering for the following year: We, the undersigned, enroll the student(s) named above into St. Martin of Tours Academy. We have read the contract and tuition schedule and agree to pay the applicable tuition.

Furthermore, we do hereby agree to comply with the educational policies of St. Martin of Tours Academy. We agree to uphold the standards of the school, and to have the student(s) comply with school regulations and policies as set forth in the Family Handbook.

We recognize the responsibilities of parents as the primary educators of their children and acknowledge the importance of teaching Catholic Christian values by example. We therefore will strive to maintain a Christian atmosphere in our home, especially by prayer and Sunday worship.

We will cooperate in supporting a school community, which teaches and reinforces Catholic Christian values and speaks positively about teachers and staff at home. We will bring questions and concerns to the classroom teacher first. If further concerns exist, we will contact the administration at that time.

## **MEDICATION, ILLNESS/INJURY**

Medications must be in their original container and accompanied by a Physician's Medication Recommendation Form. An adult must drop off these items at the office. This includes over-the-counter products like cough drops, Tums, Tylenol, etc., which also require a note from a parent or physician. This policy applies to camps, retreats, and field trips. Students are not allowed to carry their own medications.

Students may use Chapstick, unscented travel-size hand lotion, and unscented, travel-size sunscreen sticks (no sprays or lotions). These items must not be applied by staff and should not be shared with others. If misused, they will be confiscated, and a parent or guardian will need to pick them up from the school office at the end of the day.

When registering in FACTS, please ensure any allergies or medical conditions that could affect your child in class or PE are noted. Additionally, if your child has a chronic medical condition, a completed and updated Certification of Chronic Illness Form must be on file each school year.

In the event of a head injury or if a student displays symptoms of illness, parents will be notified immediately. Minor incidents will be recorded on an Incident Form and sent home with the child. Parents are required to pick up any student showing symptoms of illness within 1 hour of being contacted. Please do not send your child to school if they are exhibiting or reporting symptoms. If a parent cannot be reached, emergency contacts listed on the student's registration form will be contacted.

## **COMMUNICATION**

Communication is a key component of our school program. Every Thursday, parents receive a newsletter with important information and upcoming events. Teachers are strongly encouraged to maintain regular communication with families through classroom newsletters, emails, and phone calls. If any concerns arise, please address them directly with the teacher or individual involved. If further assistance is needed, feel free to reach out to the administration.

In addition to the parent-teacher-student conferences held twice a year, appointments with teachers can be scheduled throughout the school year. To schedule an appointment, email the teacher directly or contact the

school office between 7:30 a.m. and 3:30 p.m. Please note that teachers are unavailable by phone during school hours but will respond to emails and messages within 24 hours, excluding weekends and holidays.

Please like and follow our Facebook and/or Instagram accounts for Sunday's Week at a Glance.

## **ACCREDITATION**

St. Martin of Tours Academy participates in the accreditation process formulated by the Western Catholic Educational Association (WCEA), and the Western Association of Schools and Colleges (WASC). Participation in this process assures continued school improvement through on-going self-study, and evaluation. Our next full accreditation visit is in 2030.

## **MORNING SNACK/LUNCH**

A mid-morning snack helps to keep mental energy going. The intention is to let children have a short break to eat something that is healthy (no sugar), which will enhance their focus and concentration. Fruits, vegetables and protein are the best choices for this purpose. No candy is allowed at lunch or recess. Fast food deliveries are not allowed (ex. Chick-Fil-A, McDonalds).

**Snack Guidelines: 1) can be consumed fairly quickly; 2) does not require use of utensils; 3) does not have any "added sugar" content; 4) easy to open.**  
**Please do not send candy and sugary snacks.**

We rely on parents' cooperation in packing and sending only the approved items. Teachers may not always have time to check each student's lunchbox. Please note that many Lunchables include a candy option, and we ask that candy and soda not be sent to school. This helps avoid putting teachers and supervisors in an uncomfortable position and prevents sending mixed messages to students about healthy nutrition during snack and lunch time.

## **BOOKS/DEVICES**

All workbooks, textbooks, and devices are assigned to each child who is, in turn, responsible for proper care. Lost or damaged books must be reported and an equivalent fine will be charged via the FACTS account. This includes lost library books checked out by students. Repairs for dropped and/or damaged devices will also be charged via the FACTS account. Teachers set guidelines and monitor movement of devices to avoid any mishaps.

## **PHOTOGRAPHY/VIDEO/STUDENT WORK RELEASE**

St. Martin of Tours Academy would like to include student work, photographs, and videos in a variety of presentations or publications including social media and our parish bulletin. A release is required as part of the SMA registration process.

## **WATER BOTTLES**

Students must bring their own labeled water bottles, which may be metal or reusable hard plastic. Glass and single-use plastic bottles are not allowed. Only water (no juice, etc.) is permitted. Refill stations with cool, filtered water are available throughout the day.

## **INSURANCE**

The Diocese of San Diego requires student insurance for all students, which is part of the annual registration

fee. This program assists parents with medical expenses due to accidental bodily injury sustained by students while attending school, traveling to or from school, or participating in a school-sponsored supervised activity.

## **FUNDRAISING POLICY**

An educational fund has been established to support St. Martin of Tours Academy's ongoing mission and long-term financial needs. Managed by the SMA Advisory Board and the St. Martin of Tours Parish Finance Committee, this fund welcomes donations at any time.

- To ease the financial burden on families, fundraising efforts are limited. ***Each family is required to sell \$300 worth of raffle tickets (12 tickets) for the annual Gala/Cash Giveaway.*** This charge is added to FACTS each spring, with prior communication to families.
- Fundraising for class activities and supplies is conducted through bake sales held during Academy-Sponsored Sunday Masses throughout the school year.
- Students should never be required to sell products door to door.
- Fundraisers for individual classes or the Student Council may include items that promote the school or are used by students, such as school totes and folders, typically sold in the school office.
- All fundraising activities (including sports) must receive approval from the principal.

## **SMA FAMILY VOLUNTEER HOUR COMMITMENT**

Each SMA family commits to **25** volunteer hours to support the school and community, with single-parent families required to complete **12** hours. Volunteer opportunities are available both on and off campus.

### **Alternatives to Fulfilling Volunteer Hours:**

Families unable to meet their service hour commitment may substitute a cash payment or donate items benefiting the entire school. The rate is \$20 per hour, recorded in FACTS by the donating volunteer. Receipts must be submitted in an envelope labeled with the family name.

### **Examples:**

- Purchase tablecloths/decorations for Grandparents' Day (\$40) = 2 hours
- Donate 2 bottles of wine for the gala wine wall (\$70) = 3.5 hours
- Donate books to the library (\$50) = 2.5 hours
- 7th Grade families donate towards 8th grade brunch (\$20) = 2 hours
- Donate food for a class party (\$35) = 0 hours (not a school-wide benefit)

**Donations supporting external causes** (e.g., canned food, shoes, diapers) **do not count** toward service hours.

## **GENERAL SCHOOL EXPECTATIONS**

1. **Respect First:** All students and adults are expected to be kind, courteous, and considerate to everyone they encounter. Respect the rights of others to learn in a distraction-free classroom. Act with courtesy and respect toward everyone in the school community.
2. Be punctual and prepared with all necessary materials for class. (School opens at 7:45 a.m., and

instruction begins at 8:00 a.m.)

3. Dress neatly and maintain good personal groomin.
4. Show concern for the safety and well-being of others. **No Rough Sports/Games:** Rough or unsafe games and activities are not allowed. Follow the instructions of teachers, aides, and staff. Use all equipment and materials responsibly and keep the classroom, school, and playground clean.

**All school rules apply on the buses, on field trips, and at all school sponsored events.**  
**The principal reserves the right to change school rules and/or policies without advance notice.**

**Gum:** Gum is not permitted anywhere on the school campus or parish grounds.

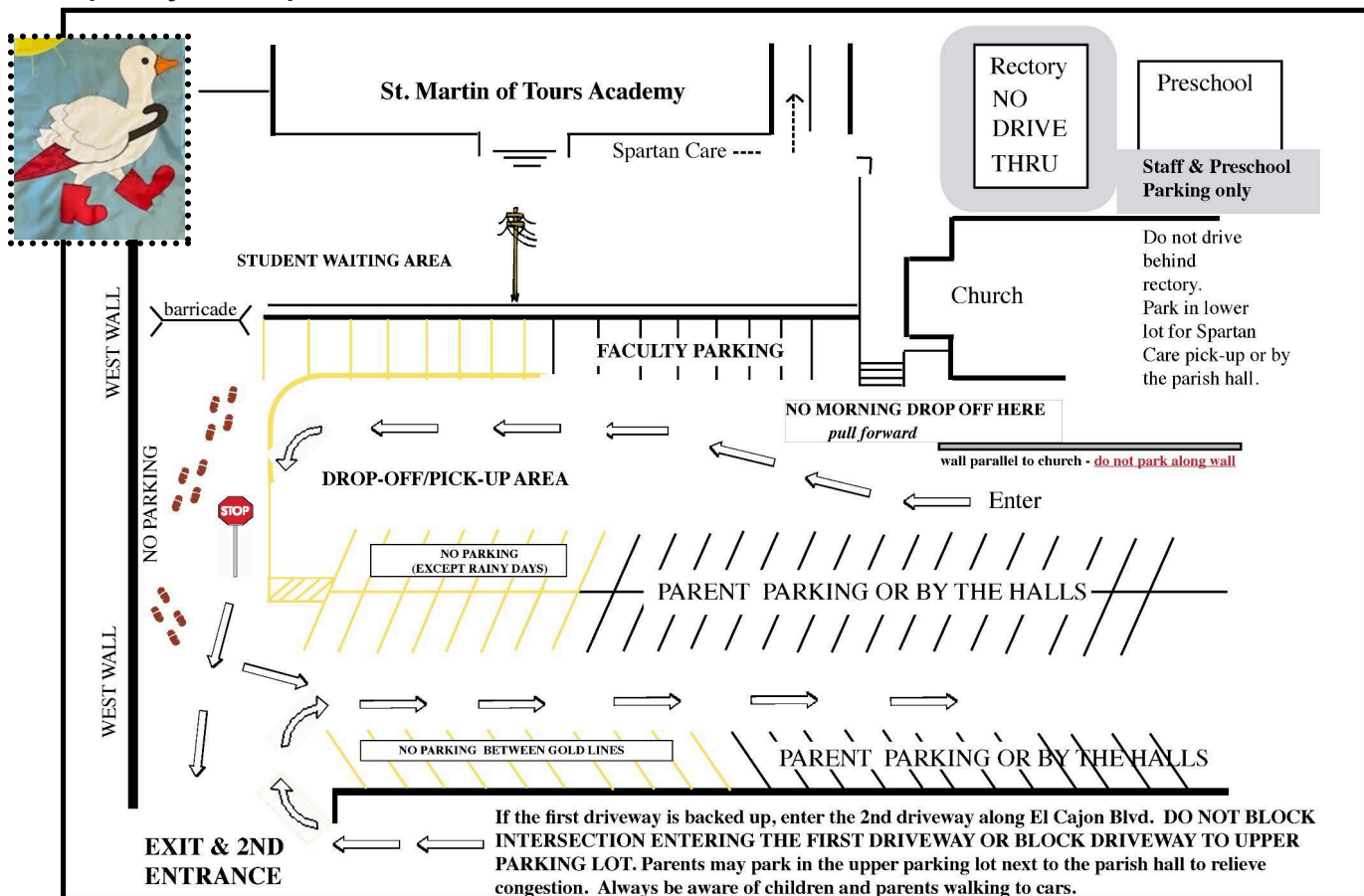
**Backpacks:** Non-rolling backpacks are allowed for grades 4-8 only. Grades K-3 may purchase tote bags for \$25 each (while supplies last) in the school office.

**Prohibited Items:** The following items are not allowed on campus or during field trips: toys, gum, candy, sodas, sunflower seeds, glass containers, cell phones, smart devices (including watches), digital cameras, flash drives, any object that could cause harm, unprescribed medications, drugs, alcohol, tobacco, or any other harmful substances.

**Consequences:** Violations of these rules will result in a consequence similar to the offense.  
Actions that risk the safety of the campus or cheating/plagiarism can result in suspension.

**Cell Phones:** Students may bring a cell phone only if walking to or from campus or having multiple drivers picking them up. A parent note is required, and the phone must be checked in at the office upon arrival. It will remain in the student's backpack until 2:30 p.m. to protect media privacy and minimize distractions during car line. If the student attends SpartanCare, the phone must be checked in again upon arrival there. If necessary, a student can request permission to call a parent at pick-up time, but they must first get approval from the teacher.

**Any cell phone brought to school without prior parental approval will be confiscated and held until a parent picks it up. Unauthorized use of a cell phone or messaging during school hours will result in disciplinary consequences.**





## **SCHOOL TRAFFIC PROCEDURES**

\*Our parent volunteers & safety patrol assist with traffic procedures. Please heed their instructions.

1. **Drive slowly.** Keep traffic moving in a single line. **Please do not overtake/pass the car(s) ahead of you.** Enter the parking lot using the west gate entrance. Drive through the lower parking lot and around to the stop sign. Children should be ready for drop off/pick up (***items in hand, not in trunk***).
2. Children must exit/enter cars from the passenger side only. ***Please plan ahead when mounting car seats.***
3. Cars are not allowed to park in gold-colored parking spots.
4. Parents may park along El Cajon Blvd. wall if they wish to walk their child(ren) up (at their own risk). Parents may also park in the upper parking lot next to the parish hall.
5. All pedestrians should follow and use yellow marked walkways along the west wall only. Follow the crossing guard's directions. Children (grades K-4) are not allowed to walk unsupervised through any area of the parking lot. Older siblings (grades 5- 8) will be allowed to walk younger siblings to cars.
6. No children (other than those authorized to walk home) may walk to the upper parking lot unsupervised to wait for or be picked up by parents.
7. Drivers are prohibited from using handheld phones while driving through the lot. **Speed limit is 15 mph.**

**8. No children are to be picked up or dropped off in front of rectory or preschool. Minimal parking is reserved for parish/Academy staff, parish visitors, and preschool parents.**

9. **Post your YELLOW laminated FAMILY NAME/GRADE SIGN VISIBLY** on your car's dash or passenger window.
10. **Rainy day procedure:** Parents/guardians will park and walk up to retrieve students in the classrooms when the ducky flag is hanging in the parking lot.

## STUDENT UNIFORM AND GROOMING GUIDELINES

### Policy:

The overall objective is to adhere to an adopted uniform policy that is conducive to providing an optimal learning environment with limited distractions and with consideration for safety, health and school identity. **The final decision regarding appropriate dress and grooming is left to the discretion of the school administration.** It is expected that all students come to school clean and well groomed. Parents, please ensure students follow uniform guidelines before arriving at school. Free gently used uniforms are available and accepted year-round in the office.

Our school uniforms are contracted through The Uniform Store.  
8160 La Mesa Blvd. • 619-466-5437 • [myschoolsuniform.com/smta](http://myschoolsuniform.com/smta)

- Students must wear PE uniforms on PE days, except when it conflicts with Mass.
- A separate pair of shoes for PE is recommended in case the shoes get dirty and cannot be worn the next day.
- Students may wear "free/relaxed dress" on their birthday or the closest school day if their birthday falls on a weekend or holiday. Students with summer birthdays (late June, July, August) may have a "free/relaxed dress" day during the last week of school.
- Students wear Mass uniform (pants, skirt, jumper, but never shorts) + white top every Friday.

### Uniform Non-Compliance Consequences:

Uniform guidelines are detailed in this document. Please help your child follow them to avoid disruptions. Non-compliance requires teacher documentation and can upset students. If an emergency arises, contact the office or teacher.

#### Consequences:

1. Parent is called to bring appropriate clothing (or used uniforms provided). FACTS entry.
2. Repeat of step 1.
3. Loss of next free dress day.

*If attire is distracting, the student will stay in the office until proper clothing is provided.*


**Parent Tip:** Parents are always welcome to "shop" the used uniform bins for free. This is part of our commitment to fostering community and a green environment through recycling.



### Free/Relaxed Dress Days (birthdays, school events, school sports/games, ministry service, performances, etc.)

Shorts, skirts, and dresses must be no more than 2 inches above the knee.

- Shoes must be secure, flat, and suitable for PE and recess for student safety (no sandals or high heels).
- Shirts must not be strapless, off-the-shoulder, midriff, or tank tops.
- Shirt writing must be appropriate.
- Hats are allowed outdoors only.
- Refer to the Uniform/Grooming guidelines for hair, makeup, and jewelry.

Uniform Item	Policies
<p><b>Two-Tone or solid color shoes</b></p>  <p><b>Unapproved Shoes:</b> boots, shoes with rollers, hightops, patterned Vans</p>	<p><b>Daily Uniform</b></p> <ul style="list-style-type: none"> <li>● Update: Shoes may be solid OR two-tone, (not just PE days). <b>Colors include white, black, brown, and navy</b></li> <li>● Allowed: Dress shoes, loafers, and clean tennis shoes.</li> <li>● Not allowed: Loose slip-ons, high tops, patterned Vans, Uggs, light-up shoes, boots, or skate-wheel shoes.</li> <li>● Small logos must match shoe color; laces must match the main shoe color.</li> <li>● Dress shoes are preferred for Mass days. <i>No sneakers if serving at Mass.</i></li> </ul> <p><b>PE Uniform (Twice a Week)</b></p> <ul style="list-style-type: none"> <li>● PE days: Safe and comfortable athletic shoes in any mix of approved color</li> <li>● PE top (PE sweatshirt or PE t-shirt)</li> <li>● PE bottom (PE sweatpants or PE shorts)</li> </ul> <p>Rain boots (can be worn to school but students must bring change of uniform shoes)</p>
Socks	<p><b><u>Every Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- Solid colors only: <b>white, navy blue, black, or dark green</b> - no logos allowed (unless same color)</li> <li>- Ankle bone must be covered</li> <li>- <b>White, black, navy, or dark green</b> tights are optional (no leggings)</li> </ul>
Girls' Skirts/ Skorts	<p><b><u>Every Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- May not be more than 2" above the knee (see TheUniformStore.com for approved skorts/skirts per grade level)</li> <li>- Shorts must be worn under skirts- solid color (black, navy, or dark green) not visible when standing</li> </ul>
Pants/Shorts	<p><b><u>Every Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- Pants/Shorts may not be rolled</li> </ul> <p><b><u>Mass Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- Navy blue pants - <b><u>no shorts</u></b></li> </ul>
<p>Shirts</p> <p><i>*Torn, frayed, severely stained shirts are not acceptable.</i></p>	<p><b><u>PE Uniform</u></b></p> <ul style="list-style-type: none"> <li>- PE top with optional PE sweatshirt</li> </ul> <p><b><u>Regular School Day</u></b></p> <ul style="list-style-type: none"> <li>- White or green SMA polo shirt with optional sweater or vest (no PE sweatshirt). Shirts must be buttoned and tucked in all day, except during lunch and P.E.</li> </ul> <p><b><u>Mass Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- White SMA polo shirt (or blouse option for girls) with sweater or vest</li> </ul>

Jackets/Sweaters/ Sweatshirts/Cardigan	<p><b><u>Daily Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- Heavier jackets or rain jackets may be worn to and from school only (in addition to the SMA jacket, sweatshirt, or 8th grade sweatshirt) in extreme weather. They must be removed while in the classroom.</li> </ul> <p><b><u>Mass Uniform Day</u></b></p> <ul style="list-style-type: none"> <li>- SMA green cardigan, sweater <i>*Sweaters can be taken off if it gets hot</i></li> </ul> <p><b><u>PE Day</u></b></p> <ul style="list-style-type: none"> <li>- PE sweatshirt or school jacket</li> </ul>
Belts	<ul style="list-style-type: none"> <li>- All boys in grades 4-8 must wear a black belt (except on PE days)</li> </ul>
Hair	<ul style="list-style-type: none"> <li>- Hair may never be colored or dyed (including tinsel &amp; highlights)</li> <li>- Boys hair may not touch the collar and must be above the eyebrows (no facial hair allowed)</li> <li>- Fad haircuts (ex. mohawks, fades, and asymmetrical) are not allowed</li> <li>- Girls should have their hair pulled back away from eyes (accessories can be purchased from the Uniform Store) <ul style="list-style-type: none"> <li>*neutral and school-colored girls' ponytail holders &amp; headbands available at local stores are also possible choices</li> <li>*tied back hair is especially important in science lab for student safety</li> </ul> </li> </ul>
Misc..	<ul style="list-style-type: none"> <li>- Girls using nail polish must use neutral or light colors (no fake/acrylic nails) -7th &amp; 8th Girls may wear light makeup</li> <li>- Girls may wear one (1) pair of earrings &lt;1 inch drop and 1 necklace. No bracelets for safety reasons.</li> <li>- Pimple patches (if used) must be clear or skin-toned</li> <li>- Avoid perfumes, colognes, and lotions to respect those with allergies/ asthma</li> <li>- Tattoos and / or writing on the skin are not permitted</li> </ul>

## EMERGENCY AND EVACUATION PROCEDURES

### **Emergency Contact & Release:**

Parents are notified immediately of serious injury or sudden illness that may occur during school hours. In the case of an injury, the supervising staff member will complete an Injury Report and deliver it to the office the day the incident occurs. The child will bring home a copy and a copy will remain in the office. Head injuries will prompt an immediate phone call to a parent/guardian. It is important that the Contact Release and Emergency Consent information on your FACTS account is updated, as needed. Notify the school office immediately when addresses, phone numbers, doctor's numbers, etc. change.

Only authorized individuals are allowed to remove/take home students. Verbal permission is not allowed. In the case of your child needing a ride home, a written letter or email must be provided to the office. It will be forwarded to the teacher once confirmed.

### **Emergency Dismissals:**

Emergency dismissals may be made at any time by the administration when a serious condition such as sickness, accident, natural disaster, etc. warrants. If an emergency occurs outside of school hours, listen to a local radio/TV station for instructions of school closure. As a general rule, the school will follow the same procedure as the San Diego County Office of Education. St. Martin of Tours Academy follows the procedures outlined for "Disaster Preparedness" by the Catholic Mutual Group and the La Mesa Police and Fire Departments.

### **Communication:**

The school's official way to communicate to families is FACTS. Parents/guardians will be contacted by phone, text and/or e-mail in the event of an emergency as soon as possible via FACTS. Our number one priority is alerting local officials and heeding their commands. **HELP US KEEP PHONE LINES OPEN BY REFRAINING FROM CALLING THE OFFICE.** Your room parent is the best contact if you require further assistance after receiving an emergency notification. The office staff will maintain focus to assist and share further information as it becomes available.

### **Types of Responses to Emergency Situations:**

- 1) evacuation to the lower parking lot area in front of school (fire, bomb threat, etc.)
  - 2) lock-down (dangerous and/or threatening situation on or near school property)
  - 3) "duck, cover and hold" then evacuation to playground field upon instruction (earthquake)
  - 4) shelter-in-place (ex. severe weather-instruction continues as normal indoors)
  - 4) evacuation and parent/guardian pick-up of children
- \*alternate location, weather and safety permitting, is the parish hall

Evacuation and safety drills are practiced regularly (at least once a month).

### **Student Pick-up Locations:**

In the event of an emergency, responding local officials will give the all clear signal and parents will be notified. Parents will pick up students by checking in with the duty commander/staff member in the **front parking lot**. Once the adult is verified, the student(s) will be escorted to the front parking lot pick up location. If it becomes necessary to vacate the entire campus, the pick up location will be the Auto Zone parking lot across the street.

**EARTHQUAKE PREPAREDNESS KITS:** Each student is required to bring an earthquake kit on the first day of school. • 1 zip lock bag (name and grade printed on the outside) • 2 granola bars • 1 box drink • 1 paper napkin • a comforting note to your child and family picture (optional)

In the event of a lengthy lockdown, students will be provided with these kits. Each room also has a temporary toilet with a privacy cape.



## **FIELD TRIPS**

Field trips are conducted on the basis of educational value. All off-campus field trips must be approved by the principal and have relevance to the curriculum. Before groups of students are taken off the school grounds, a signed permission slip must be obtained from the parent/guardian of each child by the due date. The principal may deny a student participation for disciplinary reasons. Drivers are asked to only play appropriate music and G movies (if any). Student cell phone use is prohibited.

When private vehicles are used to transport students off campus, the following requirements are enforced:

- The driver must complete a [Field Trip Driver Information Form](#). This form will be retained in the school office for the entire school year.
- All drivers must have completed the [CMG](#) Defensive Driving training, Safe Environment training, and complete a background check.
- The driver must be at least twenty-one (21) years old.
- The driver must have completed all safe environment program requirements. No felony convictions of any kind, or convictions, whether felony or misdemeanor, related to driving, or any charge or conviction related to the sexual abuse of a minor can be evident.
- If a DVD player will be used in a vehicle while traveling for a field trip, any movies shown must be pre-approved by the principal.
- Music played should be appropriate (no talk shows or suggestive/explicit language).
- Student cell phone use is prohibited.
- The vehicle must be insured for a minimum liability coverage of \$100,000/300,000.
- Students must wear seat belts.
- Children under the state age/ weight limit must use approved booster seats. Parents must provide a booster seat for their own child. ([SMA Volunteer Requirements & Information](#))

### **FAQ's:**

**Q:** Can I bring a sibling along? **A:** Chaperones are not allowed to bring siblings to the field trip. The students in their assigned group are their responsibility and should have their full attention.

**Q:** Can I show up at the field trip if I am not selected as a chaperone? **A:** Any parent/family member not chosen as a chaperone may not be able to interact with the group at all (unless cleared through CMG). The field trip is only for students and approved chaperones. Safety is our main priority.

**Q:** What if I am not chosen as a chaperone but want to drive my own child? **A:** You may drive your child to an agreed-upon meeting point at the field trip location and pick up your child at that same meeting point (if the supervising teacher agrees). There may be occasions where adding the additional coordination of meeting with a non-chaperone parent would be too difficult to coordinate when the main focus is on approved chaperones and student safety.

### **Child Abuse Reporting Obligations:**

In accordance with school policy and California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **INSTRUCTIONAL PROGRAM**

All Diocesan schools adapt (rather than adopt) the California State Standards, Common Core Standards, NGSS, and Diocesan Religion Standards, according to the needs of our students. Our curriculum allows students to achieve the Schoolwide Learning Expectations by engaging them in learning experiences that challenge, integrate knowledge, and are inclusive of all learners. At each grade level, students are challenged through a variety of innovative and higher-level thinking tasks such as simulations, debate, and discussion. Students integrate knowledge with other disciplines in a variety of ways. Science and mathematics are tied together through logical thinking skills and computations in activities such as science projects. Social studies and literature are often linked through the use of discussions and writing assignments that encourage students to relate to the lives of others, whether through struggles or successes.

**The instructional program includes the following subjects. At each grade level elements of the following topics are taught:**

**Religion and Scripture:** God • Scripture • Church • Sacraments • Prayer • Christian • Response • Social Issues • Family Life • [Safe Environment](#) • Songs

**Language Arts:** Reading (vocabulary, comprehension) • Writing (grammar, composition, handwriting and letter formation) • Listening • Speaking (communications skills)

**Fine Arts:** Visual and Tactile perception - theory of line, color, shape, composition, design • Creative Expression - drawing, painting, sculpture, mixed media, variety of constructions, graphic arts, crafts • Visual Arts Heritage - cultural themes, artists, styles, processes • Analysis and Interpretation - design elements, characteristics, appreciation • Music and Art appreciation

**Mathematics:** Number System and Theory • Measurement Operations, Computation and Estimation • Problem Solving • Geometry • Patterns and Functions • Statistics and Probability • Logic • Algebra • Technology

**Science:** Life Sciences • Physical Sciences • Earth and Space Sciences • Engineering

**Physical Education:** Physical Fitness Fundamentals • Motor skills and Movement • Social skills and Sportsmanship • Respect for others

**Computer Literacy:** Computer Operations • Computer Applications • Historical Perspective • Project Design • Ethics • Catholic Teachings • Social Justice Practices

#### **Family Life Policy:**

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty: • to create a HOME ENVIRONMENT of love wherein children can learn from experience the purpose and meaning of family life • to become WELL INFORMED both about the Church's teaching regarding family life and sexuality, and about their own children's developmental needs for instruction in those areas • to make and to implement informed, prudent, and positive CHOICES about when and how to proceed with instruction in those areas.

#### **Home Study Suggestions:**

Home Study activities include a variety of experiences for students in all grades to reinforce material already taught and to foster habits of independent study. Ideas for home study are given to parents throughout the school year. Suggestions are made for learning activities which can be used in less formal settings. The goal is to foster that basic desire in the child for love of learning. In grades 5 - 8, enrichment and extended research projects are assigned to integrate the curriculum, to broaden the students' perspective of learning, and to stimulate the mind through self-discovery and awareness. Individual suggestions and assignments may be given to students with specific needs, in consultation with the parents and the teachers. The amount of time required to complete assignments differs with each student's needs and abilities.

#### **HOMEWORK**

**K-3:** Students meet with their teachers the first 30 minutes of each morning to revisit/check for understanding of what they practiced the evening prior. Sometimes the conversation turns to problem-solving why the practice was not complete or the item did not return to school with the student. The responsibility is placed totally upon the students for returning the next school day prepared with their green folder with "homework" inside (usually a decodable book). **The best thing parents can do for their children is to not initiate this project, rather to be there if help is needed. The purpose of this homework is to help the individual grow in self-confidence and in responsibility.**

**Grades 4-8:** Students check-in with their teachers the first 20-30 minutes of each morning. Check-ins may consist of social-emotional checks, revisiting the previous day's learning or the previous night's homework. Students in grades 4-5 should anticipate 30-60 minutes of review/practice each night. Students in grades 6-8 should anticipate spending 15 minutes per class - approximately 1 hour per night on homework. In the event students do not

complete their classwork in the time allotted, they may be required to complete occasional classwork at home to avoid falling behind.

**Conferences:**

All students will have student-led Parent-Student-Teacher Conferences twice per year (November and March). Prior to conferences, Diocesan report cards will be emailed to the parent/guardian addresses on file in FACTS. All conferences will place emphasis on academic, life skills, and spiritual progress. [SRG Handbook](#)

**Service:**

Students in grades 6-8 are required to complete 21 hours of service each school year (7 hours per trimester).

**Promotion:**

All students are expected to achieve grade level proficiency in order to merit promotion to the next grade.

**Testing:**

Renaissance STAR tests are administered to all students in Grades K-8. In addition, the "Assessment of Catechesis/Religious Education" (ACRE) tests are given in Grades 5 and 8. Test scores are used primarily as a tool for analysis and evaluation for the school instructional program. They are also used to monitor each student's academic growth throughout the school year and longitudinally. Additionally, formal and informal assessments are conducted by teachers throughout each unit of instruction commencing with a summative assessment.

## **SCHOOL PROGRAMS / SERVICES**

**Liturgy:**

Regular, planned liturgical and para-liturgical experiences are carefully integrated into the school program throughout the year. Parents/guardians/relatives are encouraged to attend school Masses with their student(s). Families are encouraged to attend monthly school-sponsored Sunday 9 am Masses and enjoy the bake sale following.

**Missions (MCA):**

The school participates in the programs of the Diocesan Missions office ([MCA - Missionary Childhood Association](#)) and Catholic Relief Services Rice Bowl programs. Sr. Eva visits annually to share news of her travels to missions.

**Community Outreach:**

Heightening the students' awareness of social justice issues and community needs is considered an important goal at our school. The staff focuses efforts on developing a sense of social responsibility among our children by targeting projects which address needs in the parish, the local community, and the global community. The children are involved in visits to convalescent homes, mission projects, food collections, and other community service activities.

**Lunch (11:05 - 11:45 pm):**

SMA has a lunch service. Friday (minimum day- dismissal at 12 PM). Students will need to be picked up by 12:30 pm sharp if purchasing lunch on Fridays. Remaining students will be sent to SpartanCare for a fee of \$8/hour.

**St. Martin of Tours Preschool:**

A preschool services children three to five years of age. The preschool follows the regular school calendar for vacations, holidays, etc. A separate [parent handbook](#) is available for preschool.

**SpartanCare (Extended Care) Program:**

The Extended Care program is available for students in grades K - 8 on school days from 7:00 - 7:45 a.m. and 2:40 - 6:00 p.m. On minimum days, the program runs from 12:10 - 6:00 p.m. This service provides a safe environment along with opportunities for exercise, reading, games and homework assistance. Please see the [SpartanCare Handbook](#) for more information.

**Enrichment Classes:**

A variety of classes are available to students, on an optional basis, after school. Charges for the classes vary. Some of the offerings included are: coding, science, Spanish, dance, drama, and yoga. See [website](#) for more information. **\*No refunds are available for enrichment classes.**

**Library:**

Each class (K-5) has a regularly scheduled weekly library period under the direction of the school librarian. Junior high classes use the library as needed, per teacher request. Books can be checked out. Families will be charged via FACTS for any books lost, damaged, or not returned. Students may check out 2 books at a time for a total of 2 weeks.

**Birthdays:**

An alternative healthy way to celebrate birthdays at St. Martin of Tours Academy is to consider donating a book to the school library. This program is called the [BIRTHDAY BOOK CLUB](#) or BBC. No cupcakes, candy, or food are allowed. Students are invited to wear "Free Dress" on their birthdays, with the exception of Fridays due to Mass. Students may make arrangements with their teacher to wear free dress on the Thursday or Monday following their birthday. Those with summer birthdays will be invited to wear "Free Dress" in June. Students with weekend birthdays may choose to wear "Free Dress" either the day before or after the weekend in which their birthdays fall.

**Sixth Grade Camp:**

All sixth graders attend camp each year in a new environment to enjoy a variety of experiences aligned with the Science/NGSS standards.

**Eighth Grade Retreat:**

All eighth graders attend a retreat each fall (usually at Whispering Winds).

**Student Council:**

The program is organized and developed so that it provides services to the school, church, and community. It also strives to develop responsibility and leadership. Student representatives actively promote the welfare of the school community. Students in 7th-8th grade are eligible.

**School Pictures:**

Pictures are taken of all students in the fall of each year. (Dates are indicated on the school calendar.) Parents are furnished with ordering information ahead of time. School uniforms are worn on picture day. Yearbooks are available for purchase each spring.

**Yearbook Club:**

Students in grades 6-8 are eligible for participation in Yearbook Club each year.

**Lost and Found:**

All articles brought to school should be clearly labeled with the student's name. A lost and found box is kept on the east walkway inside the school building next to the 8th grade classroom. **Please help us keep the box empty by clearly labeling your child's uniform, lunch bins, and water bottles.**

**Student Records Access:**

- Teachers are granted access to student records.
- Designated clerical staff may have access to student records for purposes of making entries for maintaining records, but they will do so under the supervision of the principal or vice principal.
- The student's parents or legal guardian have the right to inspect all of their child's records in the presence of the principal or vice principal. However, behavioral records shall be inspected only in the presence of a person qualified

to interpret the records.

- If a child transfers during the school year, the teacher and the principal should be informed a week ahead of the departure date so that the report card and other information can be ready. All records are forwarded to the new school upon request of the school and after a Notification of Student Transfer form is completed.

## **ATHLETICS**

### **Philosophy**

The purpose of the St. Martin of Tours Academy Sports Program is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. The SMA Sports Program has also been established to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition. The extracurricular Sports Program is not a “win at all costs” program. For this reason, **every child will play in every game during the regular season**. See [Athletics](#) for more information.

**NOTE:** A student must be in school the whole day on the scheduled day of any sport or activity to participate in that sport or activity. Obedience, respect, cooperation, and sportsmanship are always mandatory.

**To participate in extracurricular activities, students must not have any failing grades or missing work in any class.** Students must also have an R (Routinely) or O (Occasionally) in the Successful Learner Traits (responsible behavior) section of the Report Card. Any student with missing work is placed on academic probation until the assignment(s) is/are complete. During the probation period, the student should make every effort to meet with their teacher, complete missing work, and may not attend any school-sponsored extra-curricular activity, including fun events, practices, and games, until the probation is lifted. At the discretion of the classroom teacher, coach, or principal, the probation time may be lessened or extended based on the student's grades. Decisions will be based on an individual basis.

## **GOVERNANCE**

St. Martin of Tours Academy has 2 distinct groups that work together with the pastor and administration. More information about the SMA Advisory Group and the SMA PTG (Parent Teacher Group) can be found on the school website. The PTG is an integral part of the community and provides information, community events, and camaraderie.

## **TECHNOLOGY POLICIES**

**Introduction:** All electronic communications to or from St. Martin of Tours Academy shall reflect Christian principles upon which the school is founded, in support of its educational goals. Likewise, all material created using school technology, or accessed by school technology, will reflect the same moral foundation. This policy also applies for junior high students utilizing school devices/domain at home.

### **Misuse and Consequences:**

Misuse of school computers, Chromebooks or any electronic devices, abuse of network and Internet privileges or failure to follow the rules and guidelines outlined below will result in disciplinary consequences as outlined in the St. Martin of Tours Academy Family Handbook. The school reserves the right to impose consequences for inappropriate use of technology off campus (and off-campus if using school devices/platforms). This would include harassment, cyber-bullying, use of the school name, remarks directed to or about teachers, offensive communications and safety threats, impersonating or otherwise representing yourself as someone else in electronic communication. If it is determined by the network administrator that a user should be denied access to school computers, the campus network or the Internet as part of a disciplinary consequence, this will negatively impact the user's ability to do class work.

### **Guidelines:**

All devices are school property set up to accommodate all grade levels and monitored via GoGuardian. Students shall refrain from personalizing settings such as (but not limited to) color coding files, changing the desktop layout or display, and changing the screensaver/icons.



Additionally, the following applies:

- Each student is assigned a device for the duration of the school year and is responsible for its care.
- The use of flash drives or other USB devices not owned by St. Martin of Tours Academy requires permission from a teacher or other qualified staff member (**including bluetooth headphones** and clickers).
- Students shall not download or install commercial software, shareware, or freeware onto school computers.
- Students shall refrain from printing anything unless asked to do so by a teacher or other qualified staff member. Unnecessary printing wastes resources such as paper and ink.

### **Internet Use:**

All computers at the school are connected to the Internet. Administration and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research based on the needs, maturity, and ability of students. Students will be taught to critically evaluate internet resources for content, clarity, currency, bias and authorship. They will learn to properly cite what they use with respect to copyright and fair use doctrine.

### **Responsibilities:**

St. Martin of Tours Academy has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (California Penal Code, Section 313).

### **Prohibited Use:**

Transmission of material in violation of any federal or state law is prohibited. It is expected that all communication will be presented in a way that is in keeping with our Christian commitment to kindness and justice. Prohibited computer use and electronic communication includes, but is not limited to:

- Harassment, intimidation or bullying by using information and communication technologies (cyber-bullying).
- Transmitting information which violates or infringes upon the rights of any other person.
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, commercial ventures, or political lobbying.
- Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- Using or creating material which violates copyright laws and fair use doctrine.
- Accessing personal email (other than @stmartinoftoursacademy.org), instant messaging, online gaming and social network accounts.
- Accessing another student's material with the intent to harm their work, either maliciously or in fun.
- Any vandalism such as unauthorized access, "hacking", tampering with hardware or software, including the introduction of viruses (California Penal Code, Section 502).

### **Privacy:**

St. Martin of Tours administration and staff will monitor and review material on school computers and classroom sites. Students should not expect that material they create or ideas they express are their own private domain. Material deemed inappropriate or irresponsible by administration or staff will be deleted, and disciplinary consequences applied. Students shall respect the privacy of peers by not accessing files and folders which do not belong to them. **This includes using a student's computer/keyboard without permission and/or logging in as another student on any program.**

### **Vandalism/Misuse:**

Vandalism or misuse will result in disciplinary consequences and the student's family will be billed for repairs (typically \$200 via FACTS). Violation of any federal or state law is prohibited.



**Damages:**

Staff and teachers will promptly notify parents or caregivers if a device is damaged or a charger is lost while at school. Parents or caregivers must immediately inform the school if damage or loss occurs at home. Only the charger provided by the school should be used, as using a charger with a different Hz/W can harm the device. Replacement chargers can be purchased through the office.

**Junior High, 6-8th Grade Mandatory Device Insurance:** Junior High students (grades 6-8) must purchase a 1-year insurance plan for \$33 to cover potential device damages. This insurance, paid via FACTS, ensures that any necessary device repairs have an approximately 1-week turnaround time. The insurance is mandatory to prevent families from incurring high costs for screen replacements, key repairs, and other damages.

**1st - 5th Grade Optional Device Insurance:** 1-year insurance device insurance plan is available through The Worth Group to cover potential device damages. This insurance ensures that any necessary device repairs have an approximately 1-week turnaround time. The insurance is mandatory to prevent families from incurring high costs for screen replacements, key repairs, and other damages. To obtain insurance purchase it at [Worth Group](#) within 30 days of school starting.

**Cyberbullying:**

Cyberbullying occurs when people target each other using the internet, interactive and digital technologies/apps to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. All of these acts constitute just cause for suspension/expulsion if affiliated at all with school or school-sanctioned activities.

Students will refrain from using personal communication devices, apps, or school property to cyber bully one another. Cyberbullying may include, but is not limited to:

- spreading information or pictures to embarrass someone
- heated, unequal argument online or electronically that includes making rude, insulting, hurtful, vulgar or profane remarks
- isolating someone from their peer group by blocking their texts, email or other electronic communication without warning, provocation or explanation
- using someone else's screen name or user I.D. and pretending to be that person
- forwarding information or pictures meant to be private
- defamation of school / school personnel

**Cyber Ethics and Online Safety:**

To maintain safety, students shall not reveal personal information online (their own, or that of others). This includes first and last names, personal email addresses, home address, phone numbers and passwords.

St. Martin of Tours Academy will educate students about the ethics and dangers regarding cyber bullying. Programs are in place to address cyber-bullying, cyber ethics and online safety during computer classes at all grade levels, in a manner that is appropriate to each grade level. Administration and staff are committed to working with families to find a remedy when issues regarding cyber-bullying, cyber ethics or online safety arise, either on or off campus.

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**\* \* \*Parents are encouraged to obtain the username and password of their student's classroom accounts. Although the school strongly discourages students from having personal email, cell phones, and online or social networking accounts under the age of 13, it is recommended that parents obtain the username and passwords and periodically check them for appropriate use and content. It is also recommended that computers be placed in a central room in the home. \* \***

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## **St. Martin of Tours Academy Computer Use, Technology and Internet Access Student and Family Contract:** (Grades K-8)

A completed technology form is required before students are allowed to utilize SMA computers. The form must be completed by every student and signed by a parent or guardian. It will be on file in the office and will be reviewed in class and referred to throughout the school year. ***The principal is the final recourse in disciplinary actions and reserves the right to waive and/or deviate from any/all disciplinary regulations for just cause at his or her discretion.***

### **THE SPARTAN WAY**

***Be respectful.***

***Be kind.***

***Be safe.***

***Try your best.***

The administration, teachers, and staff deeply appreciate the support of parents and guardians when it comes to student discipline. A strong partnership between home and school is essential in promoting a respectful and productive learning environment. We kindly ask that parents trust our staff to manage classroom and behavioral matters appropriately and speak positively about school personnel at home, reinforcing mutual respect and cooperation for the benefit of all students.

### **Disciplinary Consequences:**

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. Our school philosophy regarding discipline is to have a proactive, firm yet respectful approach which safeguards a child's human dignity, self esteem, and reputation. Possible consequences, as listed below, will be implemented at the discretion of the teacher, vice principal and/or principal and determined as it relates to the incident and the chronological/ developmental age of the child. In serious cases, the pastor gives counsel and advice.

### **Possible consequences include:**

- student seated in close proximity to the teacher
- **time out in classroom**
- **time out outside of room /office** - for continuing misbehavior which disrupts instruction  
***(A parent/guardian will be contacted if disrespectful behavior is occurring on a consistent basis. Student misbehavior takes away from classroom instruction and office task completion.)***
- **restriction from participating in games, etc. at recess** if student behavior poses a safety risk to others
- **field trip restriction** - must do class work at school in lieu of participation in field trip (upper grades, also junior high dance restriction and/or writing essay to parents which relays the information regarding reason for the consequence)
- **on campus suspension** - student does all class work in a place other than his/her respective classroom and may not participate in recess with class; number of suspension days related to offense, etc. Parents will be contacted; a conference may follow; parents may be asked to apply "at home" consequences/restrictions. • **out of school suspension** - student responsible for all class work assignments; number of days relates to offense, frequency, etc. Parents will be contacted; a conference may follow; parents may be asked to apply "at home" consequences/restrictions.
- **behavior contract** - after suspensions, student/parent warned that any additional serious misbehavior will result in withdrawal from school; conduct closely monitored, regular parent contact, counseling • **mandatory psychological counseling** - ongoing meeting with psychologist who is in contact with the respective teacher so that behavior can be monitored
- **voluntary withdrawal from school or expulsion** - parents counseled to seek another educational alternative when misbehavior continues after appropriate consequences and strategies have been applied. Recommendations/assistance given regarding placement (special education classes, more intense counseling, family counseling, etc.)

### **Transfer on Grounds of Parental Behavior**

Normally a child is not deprived of a Catholic education or otherwise penalized for the actions of parents. However, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline, as to significantly reduce the school's ability to serve their own or other children. In such cases, after reasonable effort to elicit the minimum requisite parental cooperation and after consultation with the pastor, the principal shall recommend to the parents that they transfer their child to another school environment.

### **Abuse of Teachers, Staff, Administrators**

Any parent or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets or other public ways adjacent to school premises or at some other places, if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor and is punishable by a fine of not less than \$500 nor exceeding \$1,000. (***Education Code EDC 44811***)

### **School-wide Policy regarding Bullying:**

As stated in our school mission statement, St. Martin Academy students are responsible Catholics challenged to answer the call of service. Therefore, SMA bullying rules include the following:

**We will not bully others. We will try to help students who are being bullied. We will try to include students who are being left out. We will tell a trusted adult at home and at school if we know someone is being bullied.** According to Stopbullying.gov, "bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. It also is repeated or has the potential to be repeated". This might include a person's body, feelings, or personal belongings.

Students who bully will receive appropriate consequences and guidance to help them realize that bullying behavior isn't acceptable and won't be tolerated at St. Martin of Tours Academy. More often than not, it is the bully who is hurting inside and needs help.

### **Consequences may include (from least to most restrictive):**

- |  |   |
|--|---|
| -on the spot intervention with all students involved | -restricted activity/loss of privileges |
| -notifying parents                                   | -behavior plan/outside counseling       |
| -meeting with all students and parents involved      | -weekly probation plan                  |
| -follow up with students 2 to 3 days later           |   |

A student may be asked to leave the school if the bullying behavior continues after all the strategies and consequences have been exhausted. Parent and student resource: <https://www.stopbullying.gov/>.

## **POLICY FOR STUDENT THREATS**

All student threats of harm to self or others are taken seriously. Anyone hearing a threat must report it to the school administration immediately. *"Just joking" is not acceptable.*

- 1) The following will be immediately notified:
  - a) the parent or guardian of the student who made the threat,
  - b) the parent or guardian of any student who has been mentioned, either verbally or in writing, as a potential victim, as well as any adult who has been mentioned
  - c) the police, if it is a serious, viable threat
- 2) The student involved will be kept in the school office under supervision.
- 3) The following will occur if the principal and/or pastor deems the threat serious and viable:
  - a) The principal must receive a report from the police, either written or verbal, which includes notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
  - b) A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist.
  - c) The principal will, after obtaining the permission of the parents, provide the mental health professional with all relevant

facts, including, but not limited to, aggressive behavior, details of the threat as known to the principal, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

d) The principal shall receive a written comprehensive evaluation and report and documented treatment plan from the mental health professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal.

The principal will share the report with legal or mental health consultants, as well as with any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.

4) The principal will decide if the student will be readmitted. The outcome of the investigation, including police and mental health reports, will be considered as determining factors in the decision. The following conditions must first be met:

- a) the mental care professional recommends re-admittance
- b) the principal is satisfied with the reports
- c) a conference is held with the parents before any decision is made and/or announced
- d) the pastor has been consulted

5) Disciplinary action, including suspension/expulsion, will be administered by the school as appropriate.

a) If the student is readmitted to the school, a mental health care professional must provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the report and evaluation including any recommendations for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.

b) If it is determined that counseling is needed it will be made available to children who are victims of the threatening behavior, provided parents give permission.

6. Documentation

- a) Reports are kept in a separate, confidential file and will not be part of the student's academic or disciplinary file.
- b) Only the principal or pastor will have access to these files.
- c) Documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation. It will then be destroyed.

## **Annual Assurance of Compliance**

### **Policy of Non-Discrimination by Schools**

#### **Diocese of San Diego**

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.