

## SD Catholic Religion Standards

### Overview:

The Six Tasks of Catechesis provide the framework for the PreK -8 Religion Standards developed initially by the Office for Catholic Schools in the Archdiocese of Seattle and then, with permission, adapted for use by the Office for Schools in the Diocese of San Diego.

The Six Tasks of Catechesis: Knowledge of the Faith; Liturgical Education; Moral Formation; Teaching to Pray; Education for the Life of the Church; and the Church's Missionary Life are distinct and complementary.



Each task helps us deepen our personal relationship with Christ. Knowing Jesus calls us to celebrate this relationship and also reminds us of the need for ongoing conversion, which leads to prayer, recognizing the needs of others, and realizing how we are called to share the Good News through word and deed.

# St. Martin of Tours Academy

## 2023-2024

# Family Handbook

ST. MARTIN  
OF TOURS



School Office	619.466.3241
www.stmartinoftoursacademy.org	
SpartanCare	619.466.1990
Preschool	619.698.8462
Parish Office	619.465.5334
Youth Ministry	619.698.3180
Faith Formation	619.698.8434
School Tax I.D.	#27-3859839

**Academy Office Hours:** Monday - Friday: 7:30am to 3:30pm  
**SpartanCare:** Monday - Friday: 7:00-7:45am • 2:45-6:00pm

## FOREWORD

Dear Parents/Grandparents/Guardians,

Thank you for entrusting your child's education to St. Martin of Tours Academy. We appreciate the faith you have placed in us and the partnership we share in shaping the future of your child. As we embark on this educational journey together, we recognize the vital role parents play in their child's learning process. Open and effective communication between home and school is crucial, and we value your active involvement in your child's education.

To foster a strong connection between home and school, it is essential that parents have a clear understanding of our mission, philosophy, Schoolwide Learning Expectations, Pilon® Workshop Way® philosophy of education, as well as our procedures and policies. We have prepared this handbook with the intention of providing you with comprehensive information so that you can be well-informed about our school community.

At St. Martin of Tours Academy, our goal is to guide each child towards the fullness of human development and intellectual potential. We strive to create an educational environment that emphasizes our Catholic Identity while providing a strong academic foundation for every student. We believe that by working together, both at school and at home, we can reinforce and support the values and skills we impart to our students.

Your support and collaboration are invaluable to us. By reinforcing the teachings and values we promote in the classroom, you play a crucial role in your child's growth and development. We are grateful for your dedication and commitment to your child's education.

May God's blessings be with you and your family as we embark on this exciting educational and spiritual journey together.

Warmest Blessings,  
Jennifer Miller, M.A.Ed.  
Principal



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## 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 and 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), and Reverend Christopher Kintanar (2017-2018). Our current pastor is Reverend Elmer Mandac.

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

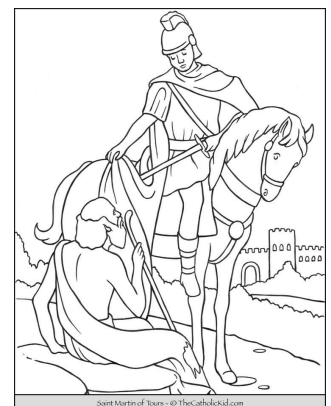
In the Fall of 1950 construction was begun for a school and convent. Five School Sisters of Notre Dame, from St. Louis Missouri, and one lay teacher were the first teachers. There were 327 students in Grades 1-8 and kindergarten. The school consisted of six classrooms with some combined classes. The first graduation was on June 9, 1952. Nineteen graduates received diplomas from Father Dennis Barry, pastor, and Sister Alphonsus, principal. In May 1952, the Most Reverend Charles F. Buddy dedicated the school and conferred the Sacrament of Confirmation on the students in seventh and eighth grades. In 1956 four new classrooms were added and by that time the enrollment had increased to approximately 500 students.

There was a continuous turnover rate among both religious and lay principals from 1970 - 1990. In 1991 there were plans to close the school due to an anticipated enrollment of only 125 students for the 1991-1992 school year. The pastor believed that a change of administration and a new system of education might make it feasible to keep the school open. In 1991 the Pilon® Workshop Way® System for educational growth was introduced to staff and parents, and the decision was made to go forward with this system.

Some teachers had already received training in the system and those who had not were offered classes by Sister Jackie Bennett, a Dominican Sister and a Pilon® Workshop Way® educator and consultant. Enrollment increased each year until 2018. In 2021, a new principal with a vision for integrating modern teaching practices including updated education standards was hired to prepare students for the rapidly evolving post-pandemic world. This administration is committed to implementing innovative approaches to education, developing the whole child, emphasizing critical thinking, collaboration, problem-solving, 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**

St. Martin of Tours Academy adapts state, Common Core, NGSS, and religion standards with the support and guidance of the Diocesan Office for Schools. We base our philosophy of education on the premise that all persons are created equal in worth as human beings. In justice, children have a right to grow to the fullest of their potential in an atmosphere of utmost reverence and respect. Parents are the primary educators of their children. Teachers facilitate the learning process, blending academic achievement with a Christian perspective on life and with an understanding of human nature.

With a student-centered orientation, we strive toward the holistic development of each individual. To this end, we employ a system of human growth and a learning process which ensures that all students have equal opportunities to learn how to think, how to learn, and how to make responsible decisions in their own lives.

### **WE BELIEVE THAT:**

- Each person is unique and has his/her own timing and way for learning, that mistakes are an inevitable part of being human and are not a reflection of one's intelligence.
- Children, by nature, have an innate love for learning and that classrooms must be labs for learning so as to stimulate their intellectual curiosity.
- Daily opportunities for logical, critical, and creative thinking must be afforded to students for learning subject matter and for responsible decision making for future living, and that an atmosphere of trust and mutual respect in the classrooms is essential for mental and emotional security for students.
- A noncompetitive, cooperative, safe learning environment will convey God's acceptance and unconditional love for the uniqueness of each individual.
- Experiencing justice in the classroom will lead students to seek justice in the world and to respond to the needs of others now and in the future.

## 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



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**SCHOOLWIDE LEARNING EXPECTATIONS**  
**PRIMARY VERSION**

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

**1. A Catholic Christian who:**

- Is kind to friends and neighbors
- Shares gifts and talents with others
- Knows prayers and goes to Mass
- Is thankful for their many blessings

**2. A Holistic Individual who:**

- Uses their words carefully and kindly
- Cares for God's creation
- Comes ready to learn and grow
- Follows directions the first time given

**3. A Lifelong Learner who:**

- Takes on challenges and enjoys learning
- Is willing to take risks to grow
- Tries their best
- Believes in themselves

**4. An Effective Communicator who:**

- Speaks clearly and calmly
- Listens with a purpose
- Uses technology to learn
- Shows respect in words and actions

**5. A Diligent Learner who:**

- Understands what is taught
- Shows effort completing school work neatly
- Works well by themselves and with others
- Is open to learning



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## **ADMISSIONS**

St. Martin of Tours Academy, mindful of our mission to be witnesses to the love of Christ for all, admits 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 school. St. Martin of Tours Academy does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in administration of educational policies, scholarship and tuition assistance programs, and 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 determine proper placement.
- 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.

### **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:** medical record form completed, 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

All transfer students are required to have a copy of their immunization record and a copy of their physical examination forwarded from their previous school.

## **PRE-ADMISSION AGREEMENT (Signed at registration)**

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 on SchoolSpeak: 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.

### **Student Transfer Process**

Parents/guardians must provide written notice of their intent to withdraw from the school by filling out the Notification of Student Transfer Form and submitting it to the St. Martin of Tours Academy administration. In addition to the student transfer form, tuition for the entire month the student leaves and one additional month will be assessed. The remaining unserved volunteer hours will be added to your FACTS account for \$20.00 per hour. FACTS will also add a service fee of \$50.00. The Families FACTS account must be paid in full before 30 days to prevent a 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.

### **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. SMA's accreditation on-site visit will occur in March of 2024.

### **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 \*7:55 a.m. Monday Morning Assemblies  
- in front of school (all families are encouraged to attend)

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

11:00- 11:40 a.m. lunch

2:30 p.m. dismissal

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. Twice during the year, minimum days occur for parent-student-teacher conferences. Enrichment programs and SpartanCare are available every Friday following lunch (12:00 - 12:30 p.m). SpartanCare is available from 2:45 - 6:00 p.m. [Registration Packet - SpartanCare](#)

**When ringing the doorbell, be prepared to state your name (first and last) and reason for visit.**

## **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 \(CMG\)](#).

## **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. must report to SpartanCare (\$8/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.)

## **ATTENDANCE**

Prompt and regular attendance is important if a child is to benefit completely from the instructional program.

**When a child is ill, a parent should call 619.466.3241 or e-mail the office ([info51@stmartinacademy.org](mailto:info51@stmartinacademy.org)) by 8:15 a.m. to report the reason for the absence. Emailing the teacher(s) is also helpful.**

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. When a student is absent, a written note stating the reason and date of absence, signed by the parent, is required after the 3rd day.

A student is legally credited for attendance when a written certification from the doctor or dentist is presented on return to school. However, the school encourages making doctor and dentist appointments outside of school hours, when possible.

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. Teachers are not required to write up assignments in advance of the absence.

**California Education Code section 48200** states, in part, that each parent, guardian or other person having control or charge of any such pupil shall send the pupil to school for the full time during which the school is in session. Excessive tardies which total over 30 minutes are considered truancy.

**Education Code section 48263.6.** States any student subject to compulsory full-time education who is absent from school without a valid excuse for 10% or more of the school year from the date of enrollment to the current date, is deemed a chronic truant.

## **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.

**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 / sending only these items. Teachers do not always have the time to check each students' lunchboxes. We have noticed an increasing amount of students bringing Lunchables with a candy option. Please refrain from sending any candy to school. This puts teachers and supervisors in an awkward position and sends mixed messages to fellow classmates about healthy nutrition at snack/lunch time.

## **BOOKS/DEVICES**

All workbooks, textbooks, and devices are assigned to each child who is, in turn, responsible for proper care. All textbooks must be covered. 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.

Lost planners (grades 6-8) will cost students \$10 to replace. All junior high students must utilize the planner.

## **MEDICATION**

Medications will not be furnished by the school. No medications can be administered by school personnel without written authorization from a physician and the parent. A [Physician's Recommendation for Medication Form](#) will need to be filled out and kept in the office. All medications must be in their original bottles/boxes, with an expiration date, kept in the office, and taken under supervision. Please note that cough drops, Tums, Tylenol, etc. need to be approved by your child's pediatrician. No medicine can be brought loose in a plastic baggie. Please bring emergency medications to school prior to the first day so staff can be alerted. \*This policy also applies to camps, retreats, and field trips. Students may not carry their own medications at any time.

## **GRADING/ASSESSMENTS**

Grades K-8 will be assessed on their progress towards mastery of the standards and life skills. The Diocese of San Diego Catholic Schools adapt Common Core ELA and math standards, NGSS science standards, CA State History/Social Science, PE, VAPA standards. It is SMA's belief that students should be partners in understanding their progress towards mastery of these standards. As such, students will receive formative feedback from teachers highlighting strengths and areas for growth throughout each unit of study prior to completing summative assessments. Report card grades are focused on growth. Please refer to the [SMA Family Guide to SRG](#).

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

There are numerous occasions when St. Martin of Tours Academy would like to include student work, photographs, and videos in a variety of presentations or publications including social media. A signed release is required from each family.

## **WATER BOTTLES**

Students are required to bring their own water bottles. SMA is a U.S. Dept. of Education Green Ribbon School. Water bottles may be metal or reusable hard plastic. **Glass water bottles or single use plastic water bottles are not allowed.** Water bottles may only contain water. Students have the opportunity to refill their bottles during the day using cool watering stations. Please label all water bottles, as many look alike and are left on the playground.

## **COMMUNICATION**

The school encourages good communication. Some of the channels that have been established are:

- school website

- social media   

- PTG (Parent Teacher Group) & SMA Advisory Board

- open houses

- weekly Thursday parent newsletters (also posted on website)
- parent-teacher-student conferences (two times a year - November & March)
- report cards (issued after each trimester (gr. K-8))
- classroom websites / emails / newsletters
- Parish bulletin (weekly)

In addition, appointments may be scheduled with teachers or the principal throughout the school year. To schedule an appointment, either email the teacher or contact the school office between 7:30 a.m. and 3:30 p.m. Please note that teachers cannot be called to the phone during school hours. A message will be left to return the call. ***SMA's protocol is to bring questions and concerns to the classroom teacher first. If further concerns exist, contact the administration at that time.***

## **FUNDRAISING POLICY**

An educational fund for St. Martin of Tours Academy was established to support the work of the academy and assist with long term financial needs of the school. This fund is overseen by the SMA Advisory Board and St. Martin of Tours Parish Finance Committee. Gifts can be made to the [fund](#) at any time.

- The number of fundraisers are limited so as not to burden families.
- Fundraising for class activities and supplies occurs through bake sales throughout the school year at School-Sponsored Masses.
- Students should never be asked to sell products door to door.
- Items that promote the school and/or are used by students may be used as fundraisers for an individual class or for the Student Council. Ordinarily the items would be sold in the school office (school totes, folders, sweatshirts, etc).
- The principal approves all fundraising.

## **SMA FAMILY VOLUNTEER HOUR COMMITMENT**

Each SMA family commits to 30 hours of volunteer service in support of the school and community. There are many ways in which families can complete volunteer hours both on and off campus. Please reach out to our PTG president, [Mrs. Katie Scheie](#) (Ethan - 2nd & Shana - 6th) with any questions about volunteering. Single parent families are supported with a reduction of 15 hours.

**Alternatives to Honor Volunteer Commitment:** Volunteer school service by adult family members offers a number of important benefits to the school and adults who participate. However, for a variety of reasons, not all families may be able to meet their school's service hour commitment. To accommodate these families, SMA offers the option to fulfill the service commitment by substituting cash payment for some or all of the required service hours. We also allow donations that will benefit the entire school to be used for volunteer hours upon collection of receipts. **The dollar amount for all families is \$20 per hour and must be recorded in SchoolSpeak by the donating volunteer to earn credit.** ([SchoolSpeak "How To" Video](#)) Receipts must be turned in to the office in an envelope with the family name clearly written.

Examples: Purchase tablecloths and decorations for Grandparents' Day (\$40) = 2 hours of volunteer service  
 Purchase 2 bottles of wine for the gala wine wall (\$70) = 3.5 hours of volunteer service  
 Donate books to the library worth \$50 = 2.5 hours of volunteer service  
 Donate food for a *class* party (\$35) = 0 hours of volunteer service since it does not benefit the entire school

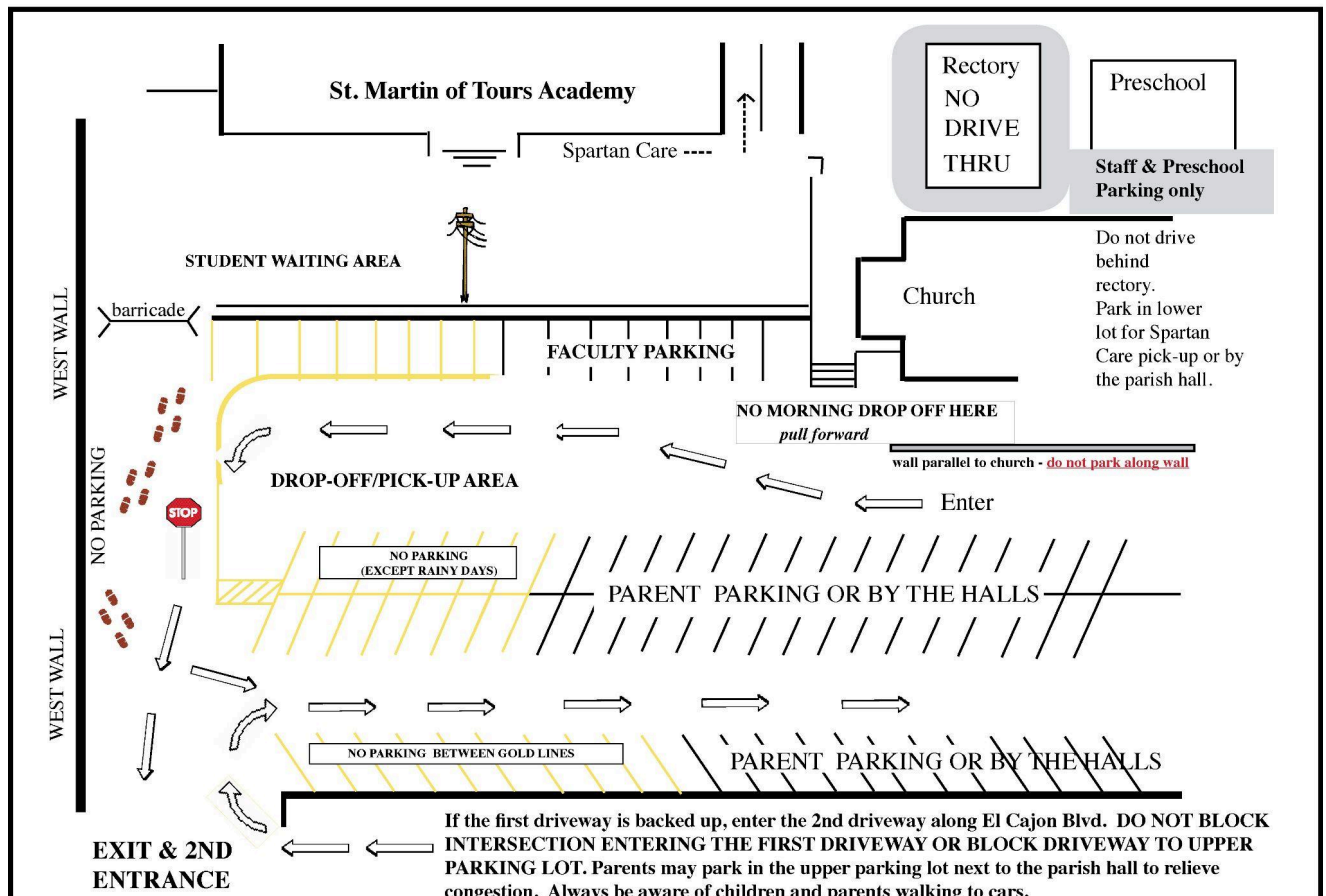
Not all donations can or should be used towards service hours. For example, if a donation is part of a drive to help beyond our SMA community (canned food, used shoes, diapers, blankets, etc.), volunteer service hours would not be earned.



## 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***).
- Children must exit/enter cars from the passenger side only. ***Please plan ahead when mounting car seats.***
- Cars are not allowed to park in gold-colored parking spots.
- 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.
- All pedestrians should follow and use yellow marked walkways along the west wall only. Follow the crossing guard's directions. Children (grades K-5) are not allowed to walk unsupervised through any area of the parking lot. Older siblings (grades 6- 8) will be allowed to walk younger siblings to cars.
- 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.
- 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 may park and walk up to retrieve students in the classrooms when the ducky flag is hanging in the parking lot.



## 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 Schoolspeak 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.

It is paramount that each family's contact information is up-to-date in Schoolpeak.

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.



**IMPORTANT**

### **Communication:**

The school's official way to communicate to families is Schoolspeak. Parents/guardians will be contacted by phone, text and/or e-mail in the event of an emergency as soon as possible via Schoolspeak. 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 upon instruction to the basketball courts/field (earthquake)
  - 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)

\*A reminder is included on the school supply list each year ([2023-24 Supply List](#))

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.

## **BIRTHDAYS**

Students are invited to wear “Free Dress” on their birthdays. Those with summer birthdays will be invited to wear “Free Dress” on June 6, 2024. Students with weekend birthdays may choose to wear “Free Dress” either the day before or after the weekend in which their birthdays fall. The principal recognizes each student’s birthday personally during the school day.

SMA does not allow treats to celebrate in class. We have a long-standing Birthday Book Club where parents are invited to donate a flat fee to the library for their kindergarten through 6th-grade child to receive a wrapped book with a personalized name plate inside, commemorating the student’s birthday. Once the book is enjoyed at home for 1-2 weeks, it is returned to the library where it will remain for many other students to enjoy.

## **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. The principal may deny a student participation for disciplinary reasons.

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 online. • The driver must be at least twenty-one (21) years old. • The driver must have completed all safe environment program requirements. No felony convictions or convictions related to the sexual abuse of a child 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. • The vehicle must be insured for a minimum liability coverage of \$100,000/300,000. • Students must wear seat belts at all times. • Children under the state age and weight limit must use approved booster seats. Parents must provide a booster seat for their own child for field trips. ([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. 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.

## **MISCELLANEOUS**

-Glass containers are never permitted on campus.

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

-Backpacks (non-rolling) are permitted for grades 4-8 only.

-Tote bags are available for purchase in the school office for grades K-8 at \$25 each (while supplies last).

## **SMA STUDENT UNIFORM & GROOMING CODE**



## **WORKSHOP WAY®**

### **A system of human growth for education ....**

*Creating feelings of importance, intelligence, and power of management in all students.*

#### **A system enhancing human nature:**

The system grows from a philosophy and a psychology which together enhance human nature. The goal is to ensure that all children will become involved in their own process of growing and learning. It is believed that human beings love learning when the learning system respects them throughout the process, frees them from fear, and allows them to be themselves along the way. Students then believe in themselves as worthwhile persons, not because of what they know or what they own, rather because they exist as human beings who have the capacity to manage their lives.

#### **A system promoting the power of management:**

It is believed that when students have their own management system they feel and know that they have those three human feelings: importance, intelligence, and the power of management. The students are able to feel their power in managing themselves while accomplishing tasks, taking risks, figuring things out, engaging in thinking throughout the entire learning process.

#### **A system which fuses thinking, feeling and learning:**

When students are living creatively, affective and cognitive energies merge and produce nourishment for ongoing mental activities in the brain cells of students. **This fusion of thinking and feeling** allows the person to live daily with consciousness, mental alertness, and mutual respect as individuals in the learning process. This fusion can happen when students continue daily to decide to risk doing what they think comes next in the process, right or wrong.

#### **A system which challenges students to learn for a lifetime:**

The system is designed to keep a child's innate enthusiasm for learning alive throughout his/her years in school and beyond. With an emphasis on life skills as well as on academic achievement, students are truly being educated for life. The tools and the motivation to lead a fulfilling life are provided throughout the learning process.

#### **PILON® Workshop Way® creates a classroom that:**

- Affirms the dignity of all students
- Promotes intelligent involvement without fear
- Nourishes mutual respect and self-esteem
- Opens up learning capacity of students
- Develops the power to learn, think and manage life
- Provides time to grow responsibility
- Uses research based materials
- Fosters numerous thinking opportunities

The Pilon® Workshop Way® system is a **philosophy** implemented throughout the school day across all subjects.

## **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. Pilon® Workshop Way® is a system of education that addresses the needs of all learners. The Workshop tasks, completed by the students daily, are designed to encourage growth in individual students. The teaching techniques used in the classroom are designed to include all types of learners.

**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

**Beginning Spanish:** (grade 8) Vocabulary • Language • Culture

### **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 Parent-Student-Teacher Conferences twice per year. At these times, Grades K-8 will be given the Diocesan Report Card. The trimester 3 report card will be sent home with students on the last day of school, with the exception of graduating 8th graders (who will receive them when returning their graduation gowns). All conferences will place emphasis on the growth in life skills. [SRG Handbook](#)

**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.

**Schoolwide Learning Expectations:**

Students are provided with a variety of experiences for self evaluation. In grades 4-8, students use the form "Behavior Indicators for Student Learning Expectations" as a means to evaluate themselves according to the Schoolwide Learning Expectations. Students in the lower grades use pictures and simple sentences to assess themselves as well. In May, as a graduation requirement, students in eighth grade reflect on their years at St. Martin of Tours Academy and present to a group of shareholders how they have mastered the Schoolwide Learning Expectations.

## **TECHNOLOGY POLICIES**

**Introduction:**

The following provides information about the responsibilities and expectations regarding use of school technology and the Internet. These guidelines apply to computer use during school hours and for extracurricular projects taking place on the school campus. This policy also applies for junior high students utilizing devices at home.

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.

**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 (see page 24). 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 screen saver.

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.

Students will have access to:

- Information, including online databases and news from a variety of sources and research institutions.
- A variety of web-based programs to publish content on the Internet.
- Collaborative web-based programs for the purpose of project based learning, in a controlled environment.
- Educational websites and electronic learning resources.

**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).

### **Security:**

Security on any computer system is a high priority, especially when the system involves many users. A user who identifies a security problem with a computer or network must notify the supervising adult immediately and without demonstrating the problem to other users. The supervising adult will document the issue and inform the administration so that corrective action can be taken. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.

### **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.**
- Students should not post pictures or other information that is intended to be private on school computers or online classroom sites.
- Before publishing a student's picture, name or work on the Internet, the school must have on file a parent release authorizing publication.

### **Vandalism:**

Vandalism 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. Vandalism includes, but is not limited to the following:

- writing on a computer, a mouse, mouse pad or other accessory, adding stickers, or removing serial number labels.
- physical damage to computers or equipment resulting from intentional misuse.
- uploading or creating computer viruses (California Penal Code Section 502.b.10).
- knowingly accessing, and without permission, altering, damaging, deleting or destroying data, computers or systems (California Penal Code Section 502.c).

### **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 contract](#) is required before students are allowed to utilize SMA computers. The contract 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.***

## **RESPECT THE RIGHTS OF OTHERS**

### ***Pilon® Workshop Way®: Guideline for Student Behavior***

It is our aim to develop within each child a positive self-concept, self-direction, self-discipline, and an internalized respect for the rights of others. Teachers, in setting expectations for classroom behavior, encourage children to handle their lives with responsibility. They create within their classroom a climate of cooperation and trust. The goal is to preserve human dignity in the learning and growing process. One important rule prevails: **RESPECT THE RIGHTS OF OTHERS**. Courtesy, tolerance and respect are expectations in all interactions. Students are also required to take care of all school property.

#### **Expectations:**

- be punctual, and have necessary materials for class (school opens at 7:45 am and instruction begins at 8 am)
- use all equipment and materials with care; keep the classroom and playground clean
- follow instructions of teachers, aides, and staff (ex. Do not question staff when being redirected.)
- respect the rights of others to learn in a distraction-free classroom environment
- act with courtesy and respect toward all those in the school community (ex. Say “hello” when passing by someone)
- dress neatly and be well groomed
- show concern for the safety of others

#### **Not permitted: (Parents will be contacted. These behaviors are not ok on our campus.)**

- interfering with the rights of others
- distracting others from learning / disrupting class
- leaving campus without permission
- using abusive, vulgar language
- inflicting physical harm to others
- inappropriate touching
- fighting
- damaging / destroying property
- throwing objects and/or food

- riding bicycles, scooters, skateboards, rollerblading on campus
- bringing toys and/or objects other than required school supplies
- trading, borrowing, selling items

\*This is not an exhaustive list. Any disrespectful behavior will not be tolerated.

**The following are not to be brought to school or any school activities/functions:**

- gum, candy, sodas, sunflower seeds
- cell phones\*, **smart devices such as watches**, digital cameras, flash drives, and any other electronic equipment
- any object that could inflict harm on another
- medication, drugs, alcohol, tobacco, and any other harmful substance

## **MEDICATION**

Parents may drop off medication in its original container along with a [doctor's note](#) in the office. The office staff will ensure medication is distributed accordingly. The office cannot provide/distribute/apply ointments, creams, cough medicine, sunscreen, etc. Medications brought to school campus by a minor is not acceptable.

\*The only reasons it would be admissible for a student to bring a cell phone to school is when he/she is walking to or from the school campus or has multiple drivers picking up on various days. A note from the parent is required and the cell phone must be checked in at the office first thing in the morning. At 2:30pm the cell phone can be picked up. If a student is attending Spartan Care, the cell phone must be checked in again upon arrival at Spartan Care. (Any cell phone brought to school without a note will be confiscated and held for a length of time deemed appropriate by the administration.) Use of a cell phone or messaging of any kind during school hours without authorization will result in disciplinary consequences.

Chronic Medical Conditions: If a student has a chronic medical condition, the office needs a letter from the student's Doctor to keep on file for the school year. It

## **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. **Both inside and outside the classroom, the expectations of students include that they act with courtesy, kindness, and respect toward all peers and adults in the school community.** 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:**

- **"visitor policy"** - 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.)

***In accordance with our Pilon® Workshop Way® philosophy, consequences are reasonable, respectful and related.***

### **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***)

***The school reserves the right to remove, without refund of fees, any student or parents whose behavior and/or actions disrupt the academic program or exerts a negative influence upon other students. All school rules apply on the buses, on field trips, and at all school sponsored events.***

### **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.

Each week, classes engage in classroom meetings to discuss concerns or problems from the prior week. Teachers support students through constructive conversations to find solutions (i.e. taking turns, borrowing someone's supplies without asking, etc.). Teachers incorporate lessons to define bullying and recognize bullying behaviors, techniques to respond to bullying, how to report bullying, understand the emotional effects bullying has on others, and understand the consequences our school has established for those who choose to engage in bullying. A program is in place for grades K-8 utilizing Friendly curriculum and previous assemblies/material by Jodee Blanco.

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                       | up with students 2 to 3 days later      |
| -meeting 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                  |



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/>.

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

In accord 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.**

## **POLICY FOR STUDENT THREATS**

### **Policy and Procedures for School:**

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.

## **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).

### **Missions:**

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):**

Lunch can be ordered through San Diego Catering Company using their order form. 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 2:30 - 6:00 p.m. On minimum days, the program runs from 2:30 - 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 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. The BBC will expand the library collection, as well as provide children with the opportunity to make a special contribution on their birthday. This takes the place of refreshments and party favors and the children will be able to give their classmates a birthday treat that will last and be enjoyed again and again. After three weeks, the book is returned to the library for all to see and check out. The BBC is open to students in grades K-6. Students have "Free Dress" following the non-uniform guidelines on their birthday. In addition, teachers have the option of recognizing birthdays in their classrooms. \*The principal reads the birthday book aloud to recognize each kindergartener's birthday.

### Field Trips:

The curriculum is extended as children participate in learning activities off campus. When students are scheduled to go on a trip, the teacher sends home a form explaining the date, destination, time, etc. The parent permission **form must be signed and returned by the deadline**. Drivers must have seat belts, a valid California Driver's License and appropriate insurance. Drivers must also complete the CMG training for Safe Environment & Driving and background check. School policy prohibits any field trips for purely recreational purposes. Drivers must never deviate from a determined route.

### 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.

### 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.

### 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 for fall pictures and "free dress" is permitted for spring pictures.

### 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.

The SMA Sports Program is a member of the Catholic Sports League of San Diego (CSLSD). The CSLSD website displays teams schedules, standings, rules and pertinent information: [www.leaguelineup.com/catholicsportsleague](http://www.leaguelineup.com/catholicsportsleague)

**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.

Students must pay all fees associated with the activity before they can participate in the activity. The team coaches must be present to meet the team when students are dismissed from class. If they cannot make it at the appropriate time, there should be a plan for supervision and a meeting location for students to wait until the coach arrives. Students may not wander around campus to meet with the coach or hang out on the blacktop without supervision.

**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.

[www.stmartinacademy.org](http://www.stmartinacademy.org)

As a student of St. Martin of Tours Academy, I agree and will comply with the information as outlined in the 2023-24 SMA Family Handbook. I have read the entire handbook and will comply with the information outlined in the handbook. If I have any questions or concerns, I will bring them to the attention of my teacher(s) or the office.

<hr/>		<hr/>	
<b>Student Name / Grade</b>		<b>Student Signature</b>	
As a parent/guardian of St. Martin of Tours Academy, I agree and will comply with the information as outlined in the 2023-24 SMA Family Handbook. If I have any questions or concerns, I will bring them to the attention of the office.			

<hr/>	<hr/>	<hr/>	<hr/>
Printed Name	Date	Printed Name	Date
<hr/>	<hr/>	<hr/>	<hr/>

Signature

Date

Signature

Date

**Read carefully and return just this signature page to the office by 9/1/23.**

Office Use: Date Rcv: \_\_\_\_\_

2023-24 Family Handbook Signature Page