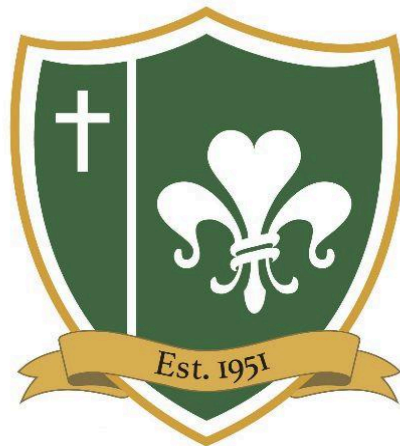


Celebrating over 74 years of Catholic Education



FAMILY HANDBOOK 2024-2025

ST. MARTIN OF TOURS ACADEMY

Faith-filled • Communicator • Confident • Lifelong Learner



7708 EL CAJON BOULEVARD • LA MESA, CALIFORNIA 91942-6932
stmartinacademy.org

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, 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

IMPORTANT PHONE NUMBERS

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

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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

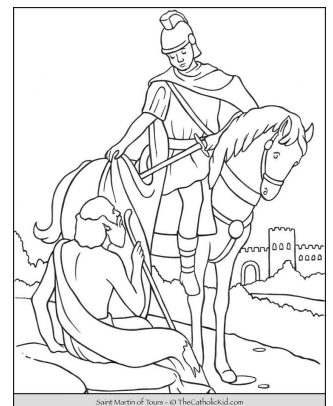
In the Fall of 1950 construction was begun for a school and convent. Five School Sisters of Notre Dame, from St. Louis Missouri, and one lay teacher were the first teachers. There were 327 students in Grades 1-8 and kindergarten. The school consisted of six classrooms with some combined classes. The 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 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 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 academic standards and instructional materials 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, 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

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. Families are expected to provide appropriate and consistent discipline and guidance at home in partnership with SMA.

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.

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



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 provided with a variety of experiences for self evaluation. 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.

• FAITH-FILLED • COMMUNICATOR • CONFIDENT • LIFELONG LEARNER

MORNING ASSEMBLY

Students, faculty, staff, and families gather every Monday morning (Tuesday following a Monday holiday) to start the week off with prayer, the Pledge of Allegiance, and announcements. Students stand with their class. ***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.

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 front of school (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. Twice during the year, minimum days occur for parent-student-teacher conferences. Lunch is supervised from 12:00 - 12:30 pm every Friday. Pickup is at the lunch tables. SpartanCare is available from 2:45 - 6:00 p.m.

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 (\$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.)

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.

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
(info51@stmartinacademy.org) by 8:15 a.m. to report the reason for the absence.
Emailing the teacher(s) is also helpful.**

- **Students will be marked tardy if they are not in class by 8:00 am or standing with their class on Monday morning assemblies.**
- Students arriving between 8:01 and 10:00 am must come to the school office with a written note from a parent. Students will be given a tardy slip to enter class.
- Students arriving at school between 10:00 am and 12:00 pm will be marked a half-day absent.
- Students leaving school before 1:15 pm will be marked 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 doctor and dentist 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.

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.
- 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 the 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: 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

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 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.

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 accompanied by a [Physician's Medications Recommendation Form](#) and dropped off by an adult in the office. Please note that cough drops, Tums, Tylenol, etc. need to be accompanied by a parent or physician's note. *This policy also applies to camps, retreats, and field trips. Students may not carry their own medications at any time. Be sure to include any allergies or conditions that would limit a student in class or PE when registering. If a student has a chronic medical condition, a [Certification of Chronic Illness Form](#) must remain on file in the school office and updated each school year.

Parents are notified immediately in cases of injury to the head and in cases of observed or student-reported symptoms at school. Minor incidents will be reported on an Incident Form and sent home with the child. Parents are required to pick up students showing symptoms of illness within 1 hour after being contacted. Please do not send your child to school if showing or reporting symptoms or illness. If a parent cannot be reached, the school reserves the right to contact those listed as emergency contacts on the student registration form.

COMMUNICATION

Communication is an important part of our total school program. Each Thursday, parents receive a newsletter with information and upcoming events. Teachers are highly encouraged to remain in close contact with families through classroom newsletters, emails, and phone calls. If a concern arises, please first speak with the teacher or person involved. If further assistance is needed, please contact the administration.

In addition to offering parent conferences twice per year, 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. They will return emails and messages within 24 hours (not including weekends and holidays).

Please like and follow our Facebook, Instagram, and X accounts and visit our [website](#) often.

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.

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 / sending only these items. Teachers do not always have time to check each students' lunchboxes. Note that many *Lunchables* include a candy option. ***Please refrain from sending any candy or soda 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.

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 filtered watering stations. Please label all water bottles, as many look alike and are left on the playground.

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 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. Each family is required to sell \$300 worth of raffle tickets for our annual Gala/Cash Giveaway.
- 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, 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 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 FACTS**

by the donating volunteer to earn credit. 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.

GENERAL SCHOOL RULES

- Respect above all. Students and adults are expected to be kind, courteous, and thoughtful towards everyone they encounter.
- Rough sports/games are not allowed.
- 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).
- The following are never allowed on campus or field trips: gum, candy, sodas, sunflower seeds, glass containers, cell phones, smart **devices such as watches**, digital cameras, flash drives, any object that could inflict harm on another, unprescribed medication, drugs, alcohol, tobacco, and any other harmful substance.

Consequences for violation of school rules will be determined by the principal.

*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 SpartanCare, 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.

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, school, and playground clean
- follow instructions of teachers, aides, and staff
- 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
- dress neatly and be well groomed
- show concern for the safety of others

***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.***

SCHOOL TRAFFIC PROCEDURES

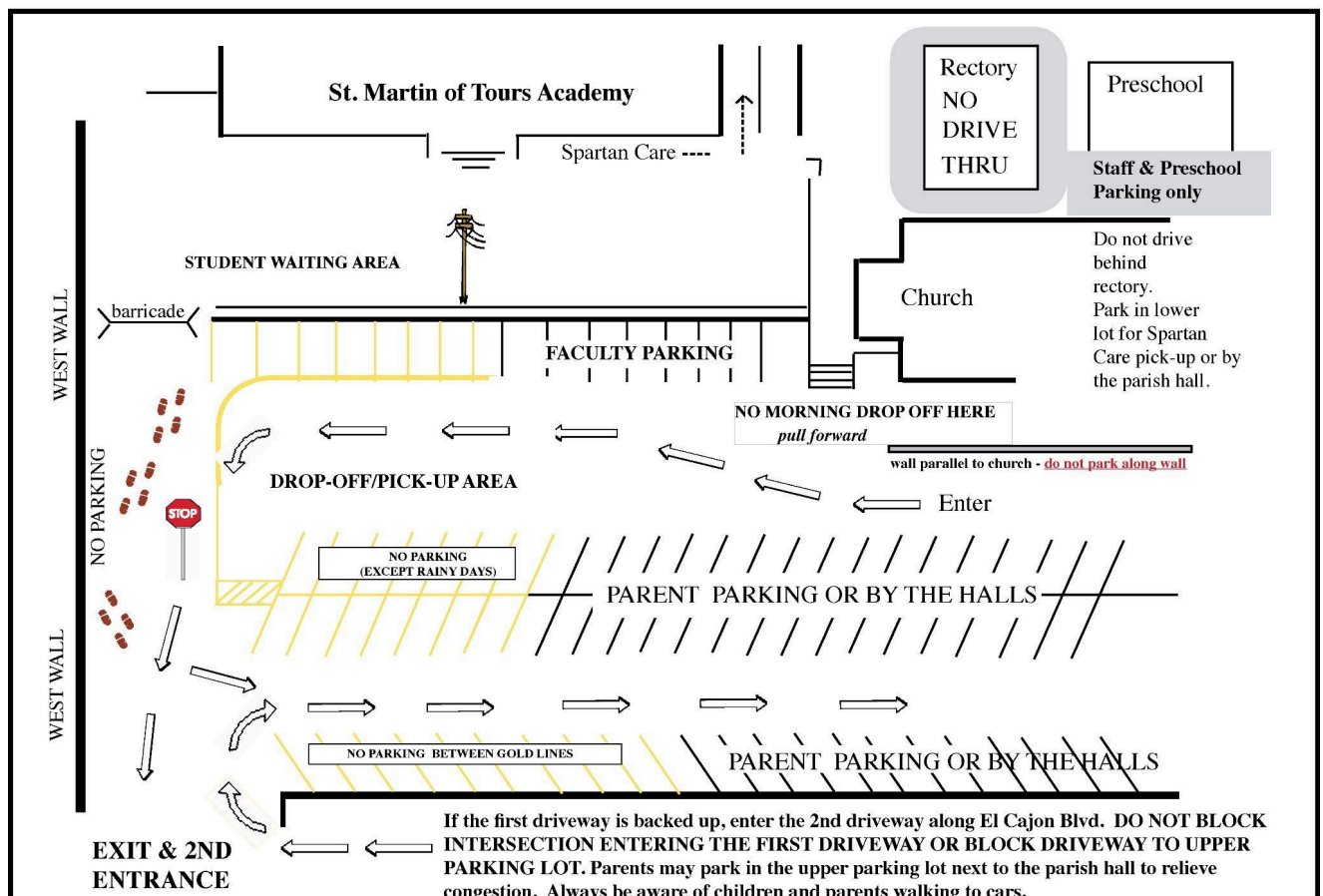
***Our parent volunteers & safety patrol assist with traffic procedures. Please heed their instructions.**

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-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.
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 may 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 and teachers. It is expected that all students come to school clean and well groomed. Clothing, hair and/or accessories should never be a source of distraction in the classroom.

Our school uniforms are contracted through The Uniform Store.
8160 La Mesa Blvd. • 619-466-5437 • myschoolsuniform.com/smta

- Students will wear PE uniforms to school on PE days (except when this conflicts with a Mass day). On occasion, uniform orders are delayed if ordering late in the summer. Early ordering is encouraged. SMA understands this and keeps in communication with the store when items are back-ordered. [SMA Catalog](#)
- A separate pair of shoes for PE is also suggested in case they get dirty and cannot be worn the following day for any reason. SMA recognizes that the best selection of solid-colored shoes can be found online and typically take a couple days to ship
- Students have "free dress" on their birthday or on the school day closest to their birthday, if it falls on a weekend or holiday. Those who have summer birthdays: late June, July, August, have a "free dress" on a day designated during the last week of the school year.

Uniform Non-Compliance Consequences:





Clear uniform guidelines are included in this document. Please partner with us in promoting life skills, which include knowing what to wear to school. Teachers must take time from their duties to document non-compliance and students often feel badly starting out the day with a consequence. Please set your child up for success. Communicate with the office/teacher when emergencies arise.

Consequences: 1) Parent will be called to bring appropriate clothing (or used uniforms will be provided); 2) Student will not return to class without appropriate clothes 3) Student may miss out on the next free dress opportunity.

Parent Tip: Gently used uniform donations are accepted on an ongoing basis. 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.

2024-2025 Uniform Policy

* We ask the cooperation of parents in ensuring compliance with these guidelines before a student arrives at school.

Uniform Item	Policies
Shoes 	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - Solid colors only: white, brown, black, or navy blue - Only dress shoes, loafers, and tennis shoes - PE days: shoes may be a mixture of white, brown, black, and navy blue - Not allowed: loose slip ons, high tops, patterned Vans, Uggs, light-up shoes, boots, shoes with skate wheels - May have a small logo the same color as the shoe - Laces must match the main shoe color - Dress shoes are always preferred on Mass days. <i>*Please - no sneakers if serving at Mass.</i>
<p>Examples of unapproved shoes:</p>  <p>(rain boots-can wear to school & bring shoes to change into)</p>	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  (high tops-relaxed dress only) </div> <div style="text-align: center;">  (OK for PE days) </div> <div style="text-align: center;">  (boots-relaxed dress only) </div> </div>
Socks	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - Solid colors only: white, navy blue, black, or dark green - no logos allowed (unless same color) - Ankle bone must be covered - White, black, navy, or dark green tights (no leggings) are optional
Skirts	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - May not be more than 2" above the knee - Shorts must be worn under skirts- solid color (black, navy, or dark green) not visible when standing
Pants/Shorts	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - Pants/Shorts may not be rolled <p><u>Mass Uniform Day</u></p> <ul style="list-style-type: none"> - Navy blue pants - <u>no shorts</u>

Note: Leggings are not a substitute for tights. Students wearing skirts/skorts on cold days must either wear tall socks or tights (white, black, dark green or navy blue) if they wish to have extra warmth.

Shirts <i>*Torn, frayed, severely stained shirts are not acceptable.</i>	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - Must be buttoned and tucked in all day, every day except for during lunch and P.E. <p><u>Regular School Day</u></p> <ul style="list-style-type: none"> - White or green SMA polo shirt - Optional sweater or vest (layering of non-uniform shirts in not allowed) <p><u>Mass Uniform Day</u></p> <ul style="list-style-type: none"> - White SMA polo shirt (or blouse option for girls) with sweater or vest
Jackets/Sweaters/ Sweatshirts/Cardigan	<p><u>Regular School Day</u></p> <ul style="list-style-type: none"> - 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. <p><u>Mass Uniform Day</u></p> <ul style="list-style-type: none"> - SMA green cardigan, sweater, or 8th grade class sweatshirt (8th graders) <i>*Sweaters can be taken of it hot</i>
Belts	<p><u>Every Uniform Day</u></p> <ul style="list-style-type: none"> - All boys in grades 4-8 must wear a black belt
Har / Grooming	<ul style="list-style-type: none"> - Hair may never be colored or dyed (including tinsel) - Boys hair may not touch the collar and must be above the eyebrows - Boys may not have facial hair - Fad haircuts (ex. mohawks, fades, and asymmetrical) are not allowed - Girls should have their hair pulled back away from eyes (ponytail holders & headbands from Uniform Store)
Miscellaneous	<ul style="list-style-type: none"> - Underwear/boxers/boxer briefs should never be visible when standing - Students may not have acrylic or fake nails - Girls using nail polish must use neutral or light colors - 7th & 8th Girls may wear light makeup - Girls may wear one (1) pair of earrings <1 inch drop and 1 necklace. No bracelets for safety reasons. - Avoid perfumes, colognes, and lotions to respect those with allergies/ asthma - Tattoos and / or writing on the skin are not permitted

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

Shorts/skirts/dresses must be no higher than 2 inches above the knee.

Shoes must be secure, flat, and appropriate for PE and recess activities (sandals and high heels not allowed)

Shirts may not be strapless, off the shoulder, midriff, or tank tops.

Writing on shirts must be appropriate.

Hats may only be worn outdoors.

Refer to Uniform/Grooming guidelines above for hair, make-up and jewelry.



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 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.

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.

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.

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 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. 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

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 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. 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. The principal recognizes each student’s birthday personally during the school day.

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 for fall pictures and “free dress” is permitted for spring pictures. 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 \$25 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.

*** * *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. * ***

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.***

RESPECT THE RIGHTS OF OTHERS

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.

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 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**)

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 | up with students 2 to 3 days later |
| -meeting | -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/>.

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.