



**St. Martin of Tours
CATHOLIC SCHOOL**

An Independence Mission School

“Many People – One Family – Serving Christ”

Student-Parent Handbook 2018-2019

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“We are better Together”



Introduction:

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein, and we encourage you not only to review carefully the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators of Saint Martin of Tours.

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Mission, Philosophy & History:

Mission Statement of St. Martin of Tours Catholic School:

St. Martin of Tours Catholic School is a safe and caring community of diverse cultures committed to living the Gospel message of Jesus Christ. We nurture each of our students to become lifelong learners in a global society. We prepare our students to apply 21st century skills through leadership, stewardship, and service.

Belief Statements:

- ✚ We believe that at St. Martin of Tours Jesus is the center and Mary is the model.
- ✚ We believe that love, creative hope, and fidelity (the charism of the Sister Servants of the Immaculate Heart of Mary) is the foundation of who we are and all we do as Catholic observers.
- ✚ We believe that instilling the desire for a relationship with God through outreaching example and religious traditions will enable our students to develop a strong moral character.
- ✚ We believe that our school creates a positive learning environment built on faith, mutual respect, and encouragement. We assist our students to discover their talents, to foster their abilities, and to achieve their full potential.
- ✚ We believe that we are a beacon of hope in our community, inviting parents to become invested stakeholders in their children's education.

Independence Schools Mission Statement:

The mission of the Independence Mission schools is to provide sustainable, affordable, high-quality Catholic education to children of all faiths in underserved urban neighborhoods, through a new model of governance, funding, and accountability for the member schools.

IMS is guided by the following principles:

- Providing excellent, student-centered academic programs defined by faith-based values – a model which is documented as especially beneficial for “at-risk-students”- in a culture of academic enrichment for all students.
- Offering a high-quality, cost-effective alternative to the existing public education model, building upon the legacy of Catholic education in Philadelphia, while transforming it through innovative and sustainable business-driven principles.
- Fulfilling a public purpose on behalf of Philadelphia's citizens by sustaining these schools that function as anchors in their respective neighborhoods, and to the underserved and immigrant populations in the communities they serve.
- Delivering results in a framework of transparency and accountability through our nimble model of school governance

History of St. Martin of Tours School:

The school was originally housed at St. Joachim's convent in Frankford, Mother Mary Albert McBride, Sister M. St. Clare Slavin, and Sister Marie Bernardine Halligan, formed the first IHM Community for St. Martin of Tours School. On September 8, 1925, these three Sisters, opened the doors of the school to 71 students, the smallest enrollment the school would ever have. Classrooms on the second and third floors were completed within three years and by 1932 there were 950 students enrolled...and many more to come over the decades! The school population peaked in 1970 with an enrollment of 2,749 students, taught by 30 Sisters and about as many lay faculty.

St. Martin of Tours can truly boast of the concept in its motto "Many People – One Family – Serving Christ" as we delight in the diversity of cultures that our children encounter each day in one another. Coming to school each day is a real joy – for both students and teachers!

Leadership:

The school operates under the jurisdiction of Independence Mission Schools. Independence Mission Schools ensures compliance with applicable local, state and federal laws.

Faith Formation and Sacraments:

St. Martin of Tours Catholic School is dedicated to the following purpose as stated by the United States Conference of Catholic Bishops:

To provide an atmosphere in which

- The Gospel message is proclaimed
- The community of Christ is experienced
- Service to our sisters and brothers is the norm
- The thanksgiving and worship of our God is cultivated.

Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

According to the guidelines of the Archdiocese of Philadelphia, all sacraments are received through the child's parish and attendance at sacrament retreats and parent meetings are required.

In second grade, students and their parents participate in the preparation for and reception of the Sacraments of Reconciliation and First Eucharist. Seventh grade students and their parents participate in the preparation and reception of the Sacrament of Confirmation.

A program is available through our parish for children who have not received the sacraments of Baptism, Reconciliation, Eucharist, and/or Confirmation at the usual age. We also have a program (Journey to Catholicism-JTC) for children and their families who may wish to come into the Catholic Faith.

Parent's Role:

At St. Martin of Tours Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. During these formative years your child needs constant support from both parents and faculty in order to develop his or her moral,

intellectual, social, cultural and physical endowment. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. When concerns arise, please contact your teacher or an administrator. Parents are expected to support the policies of the school as a condition of enrollment. Just as the parent has the right to withdraw a child if desired, the school administration, in consultation with Independence Mission Schools, reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

As partners in the educational process, we ask parents:

- To set rules, times, and limits so that your child: gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the school day; completes class assignments on time; has a snack everyday
- To ensure the student is dressed according to the school uniform dress code throughout the entire school year
- To actively participate in school activities such as open house, parent-teacher conferences and fundraising activities
- To notify the school office by 9:00 AM when a student is absent and the nature of the absence. The phone system is available 24 hours
- To notify the school office, in writing, of any changes of address or important phone numbers
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To inform the administration of concerns which may call for administrative action
- To meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property

Admission Policy

New Students

Children entering Pre K 3 must be 3 years old on or before September 1st.

Children entering Pre K 4 must be 4 years old on or before September 1st.

Children entering Kindergarten must be 5 years old on or before September 1st.

Re-Registration Policy for Currently Enrolled Students:

Once a child has been admitted that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment. There will be a well-publicized re-registration day early in the second trimester of each school year.

If a student does not re-enroll by the deadline, the child's spot will not be held.

Academics:

St. Martin of Tours Independence Mission School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, in its admission policies, scholarships, athletics and/or school administered programs.

Student Records:

Every change of address, phone number or family name must be reported to the main office as soon as possible. Up-to-date records are needed in case of an emergency.

Unless a court or custody agreement specifies otherwise, each Parent/Guardian with legal custody is entitled to access to all records of the child. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the Parent/Guardian with legal custody.

Students transferring to another school must receive a transfer card from the office and obtain their immunization record. School records are forwarded to another school if officially requested by the new school.

Progress Reports / Report Cards

Progress Reports (Grades 1-8)

In order for Parents/Guardians to be aware of the academic progress of their child, it is important that homework, both written and study are monitored on a daily basis. Tests should be reviewed, signed and returned to the teacher. When a concern arises, Parents/Guardians are encouraged to communicate with teachers.

Approximately, six weeks prior to the closing of the trimester, Parents/Guardians are asked to view the marks of their children on My Student Progress, the online program utilized by the school. Dates for Progress Reports will be entered on the monthly calendar. Marks may be viewed at any time. This ensures ongoing information regarding the progress of your child.

Report Cards (Grades K-8)

Report cards are issued three times a year to students in Kindergarten through Grade 8, with grade specific indicators. Marks are determined by test marks, class work, homework, class participation and projects. A Parent/Guardian conference is requested for the distribution of the first report card.

Standardized Testing

Students at St. Martin of Tours Catholic School participate in a standard testing program in March of each year. Parents receive a report of their child's test results. The school is under no obligation to provide make-up time to administer the test or portions of the test that were missed due to student's absence.

Accommodations will be made on standardized testing for students with disabilities and will be implemented as determined by the Director of Student Support Services. To qualify for standardized testing accommodations, a student must have a recognized disability as determined by a current (within three years) formalized assessment. In addition, the student's recognized disability and the appropriate testing accommodations must be documented within the child's psychological report, a minimum of 90 days prior to testing.

Absences are strongly discouraged during this testing as make-up time is not provided. It is essential that seventh grade students complete the standardized testing as this bears an impact on both high school admission and scholarships.

MAP Testing

MAP (Measure of Academic Progress) Testing is administered 3 times throughout the school year- September, January, and May. These are Common Core based, standardized testing that teachers use to track student growth. Results of the testing will be sent home with parents after each testing window.

Promotion/Retention

Student progress is monitored throughout the school year. Promotion and retention are based on an evaluation of academic, social and emotional growth. The main reasons for considering retention are academic failures and immaturity. Retention is at the discretion of the administration in consultation with the teacher.

Referrals

For continued or serious academic/emotional/behavioral difficulties a family may be asked to seek outside help in the form of an educational evaluation and follow doctor/professional recommendations.

Summer Reading Programs

All students entering 2nd-8th grades are required to read specific books during the summer months. Students will demonstrate proficiency by completing an assessment chosen by the teacher.

Books

All textbooks are the property of St. Martin of Tours Catholic School. The school issues textbooks to each student for his/her use. These books **MUST** be covered. The students must return the books at the end of the course. Workbooks will be given to each student.

Online textbooks are available for some subjects and can be accessed via the internet. Students will receive login usernames and passwords for each available textbook from their teacher.

The charge for a lost or destroyed textbook will be the retail cost to replace the book. Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment must be made in full prior to receiving a report card.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test

- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive an academic penalty on that assignment/test as well as additional disciplinary consequences after consultation with the administration.

High School Opportunities

Eighth Grade High School Testing

Catholic High Schools in our diocese will publish the dates for the high school entrance exam and honors testing. Eighth grade parents should be aware of these dates and contact the individual high school if they have questions.

Seventh Grade School Visitation

In March, our local Catholic High Schools have open houses for interested 7th grade students. Students attending the high school visit days should provide their own transportation to the school. This is an excused absence and is mandatory.

Field Trips

Educational field trips are planned to enhance the curriculum. Field trips are privileges offered to students. Students may be denied participation if they fail to meet academic or behavioral requirements. A Parent/Guardian also has the right to refuse permission for a child to participate in a field trip. Students not participating in a field trip must report to school that day or they will be marked absent.

Permission forms are sent home to the Parent/Guardian before the trip. This form must be signed by the custodial Parent/ Guardian. If a student fails to have the form signed and returned to school, the student may not participate in the field trip. Telephone calls or letters stating that the student may go on the field trip are not acceptable.

Library

The school has a well-equipped library. Students who check out books are expected to return them on the day due. Any book that is lost or misplaced by a student must be paid for before any other book may be taken from the library. If any student has not returned or replaced any book by the end of the school year, the report card and/or transcript of grades will be withheld until the book or payment is received by the library.

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled for students in PreK-8th at the time of the first report card. It is important to meet often with the parents of every student, to share information, test scores, and observations that will help us work together in the best interest of our students.

Our teachers and administration are available to meet with you at your request whenever interest or necessity demands. Our primary goal is to ensure the success of every student at SMT.

Please realize that before or after the school day, teachers are busy preparing for their classes or may have other commitments (tutoring, coaching, or other extracurricular activities). A parent- teacher conference should always be scheduled ahead of time. Additionally, we have asked our teachers to refrain from having impromptu conferences with parents in places other than the school to protect the student's confidentiality in public settings. Thank you for not putting them in an awkward position.

Academic Recognition

Student of the Month

Each month, two students in each homeroom will be recognized for their achievement in living the Catholic virtues in their interactions with their peers and teachers. Students will be nominated by their teachers and recognized in front of the school community for their modeling of their faith.

Recognition of First and Second Honors is awarded at each Report Card period for Grades 4-8.

First Honors

First Honors are awarded to students who have achieved 90 or above in EVERY major subject: Religion, Mathematics, ELA, Science, and Social Studies. Other requirements include: a grade of 3 or 4 in Personal Development, Behavior, Effort, and Study Skills and a grade of 3 or 4 in Art, Music, Physical Education, and Technology.

Second Honors

Second Honors are awarded to students who have achieved 85 or above in EVERY major subject: Religion, Mathematics, ELA, Science, and Social Studies. Other requirements include: a grade of 3 or 4 in Personal Development, Behavior, Effort, and Study Skills and a grade of 3 or 4 in Art, Music, Physical Education, and Technology.

Perseverance Awards

Perseverance Awards are awarded to students who demonstrate a significant appreciation for and genuine effort in their studies and conduct themselves as good representatives of the school.

Community Policies:

Visitors to Campus

In order to maintain the highest degree of safety for our students, the following procedures must be followed when visiting the school for any reason.

All visitors must report to the front office and sign in with the receptionist. All visitors must present some form of photo identification before being admitted to the school building.

Each visitor will receive a visitor's badge to wear at all times while on the premises.

All visitors must sign out at the end of their visit. A record of the visit will be kept on file in the office.

All entries to the school must be through the main entry doors. Students may not visit other schools in session unless they have been invited to do so by the administration. Similarly, students may not invite or bring visitors on campus unless they are approved by the administration in advance of the visit.

Attendance

Arrival:

No child is to be dropped off at school before 7:40AM. There will be no adult supervision before 7:40am.

Parents must follow the drop off procedures by pulling into the parking lot and entering the lane closest to the school. Please pull car up as far as possible and wait for a member of SMT to escort your child out of the car and into the building. Cars must follow the traffic pattern and can only turn right when leaving the middle lane of the parking lot.

Free breakfast for grades PreK3-8th grade is served, beginning at 7:40am, in the cafeteria. Students must report to the cafeteria beginning at 7:40am if they would like breakfast. Students who do not want breakfast may go directly to the gym beginning at 7:40 am.

The opening bell for PreK through Grade 8 is 8:00 A.M. Anyone arriving after this time is considered late and must report to the main office for a late slip in order to be admitted to class.

Dismissal:

PreK and Kindergarten are dismissed at 2:45 P.M. The children will be in the school gym where you can pick them up. NO cars are to enter the parking lot during dismissal. This creates a serious safety hazard with teachers trying to dismiss students through the parking lot.

Grades 1 through 8 begin dismissal at 2:50. Buses will be called and dismissed at 2:50 then all other lines will be called at 2:55. The students are dismissed according to their specific lines—Bus, Sanger Street, Cheltenham Avenue, and Roosevelt Blvd.

Perfect Attendance:

To be considered for “perfect attendance” a student must be present every day for the entire school day. Absences or tardies for appointments of any type are not valid exceptions for “perfect attendance”.

Absences:

Regular school attendance impacts positively on the child’s academic development. Instruction, daily practice, review, and discussion within the classroom framework play a critical role in the learning process. The importance of regular school attendance cannot be overemphasized. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

A student who has been absent from school is required to bring a written excuse upon returning to class. It must be signed by the Parent/Guardian stating the reason for the absence and the dates. After an absence of three or more days due to illness, a note from the attending physician is required. All absence notes are kept on file by the homeroom teacher for the entire school year.

Parents/Guardians of students who are absent or late ten or more days within the school year will receive a letter from the administration emphasizing the importance of regular school attendance. Once a student is absent ten days at any point in the school year, he/she must have a doctor’s note for any subsequent absence. Students with significant attendance issues (tardiness or absences) may be reported to Truancy Court.

Early Departures:

Once the school day has begun, no student may leave the school grounds. When an emergency requires a student to leave early, the Parent/Guardian must send a written request stating the reason. This note is first presented to the homeroom teacher and then forwarded to the school office. The Parent/Guardian must then come to the school office to pick up the student and sign the SIGN OUT SHEET. Please bring photo identification when coming to sign your child out of school. If someone else is signing your child out of school, he/she must be listed on the student’s emergency contact form.

There will be **no early dismissals for children after 2pm.**

Please remember—interruptions in a child’s school day can have an impact on his/her learning. Unless it is an emergency, please do not remove your child from school early.

School Hours:

The school day begins at 8:00 am for all students.
Students in preK and Kindergarten dismiss at 2:45pm
Students in grades 1-8 begin dismissal at 2:50pm

Early dismissal days are listed on the school calendar and reminders will be sent home in the weekly communication correspondence.

Lateness:

Tardiness and irregular school attendance interfere greatly with a student's academic progress and interrupts class instruction. A student who arrives after the 8:00 AM bell will be considered late. The child must report directly to the front desk for a late slip.

Grades 1 to 8 – Any student who is late three times will receive a phone call. Consistent unexcused lateness may be considered parental neglect and will result in a letter from the administration warning against further late arrivals. Chronic lateness is defined as five or more unexcused late arrivals in a trimester. Students who are chronically late will be reported to truancy court and Child Protective Services, if deemed necessary.

Lunch

The cafeteria is considered a proper setting for promoting good eating habits. Students in PK-8th grades eat lunch in the cafeteria. All students are entitled to a free lunch. Students may either bring lunch or eat the lunch provided in the cafeteria. Menus are sent home with the weekly communication and posted to the school website.

If your child forgets his/her lunch and you wish to bring it in, please be aware of their lunchtime. Lunches may be dropped off in the school office. **Please do not bring fast food lunches.**

Lunch Schedule

PreK, Kindergarten & Grade 1	11:00-11:45
Grades 2,3,& 4	11:45-12:30
Grades 5, 6, 7, and 8	12:30-1:15

Emergency Closings/Inclement Weather:

In the event of a school closing due to inclement weather or emergencies, please tune to KYW radio or any of the major television stations. We follow the decision of the Philadelphia Public and Archdiocesan Schools. For the safety of the students and the convenience of Parents/Guardians, the My Student's Progress automated phone system will be activated.

Vacation:

The planning of family vacations during the academic school year is strongly discouraged. If there are special family circumstances, contact the Principal. Teachers are not expected to provide assignments in advance. All work, however, must be completed after the child returns to school. Any work not made up could affect the grade that the student receives in a particular subject area. Teachers cannot reteach the materials missed by vacationers but will assist students in their efforts to complete assignments in a timely manner.

CARES

The CARES program will be in operation when school is in session. Hours for the Before School Program are 7:00 AM until the gymnasium opens at 7:40AM. The After School program begins at the end of the school day and goes until 6pm. The program will not operate on days when school dismisses early—either due to inclement weather or a scheduled noon dismissal. Parents must complete paperwork and pay a registration fee PRIOR to using CARES.

Dress Code

Our students give witness to everyone they meet inside and outside of school to the Christian spirit of our patron saint, St. Martin of Tours, and to the gospel values of a Catholic School. Therefore, students should be proud to wear the SMT school uniform heightened by being well groomed and manifesting proper behavior in speech and actions. We settle for nothing less because we take ownership in our SMT heritage which has been passed down to us from our proud predecessors.

PreK-3 and PreK-4:

Fall/Spring: Light gray t-shirt carrying the St. Martin of Tours logo with maroon shorts of a modest length (no cut-offs).

Winter: Maroon sweatshirt carrying the St. Martin of Tours logo with maroon sweatpants may. Only maroon may be worn.

Shoes: Velcro Sneakers

Girls Winter Uniform: (11/1-3/31)

Grades K-6: Maroon plaid jumper of modest length (to the knee) with a white blouse (Peter Pan collar), maroon knee socks or tights, and maroon saddle shoes. Maroon cardigan sweaters are mandatory to be worn in the classroom during the cold winter months.

Grades 7-8: Maroon kilt skirt (knee length) worn with white button down blouse, and gray sweater vest with the embroidered school logo. A white turtleneck may be worn under the maroon jumper or under the gray sweater vest.

Girls Fall/Spring Uniform: (9/1-10/31 & 4/1-6/20)

Grades K-6: Gray twill skort or gray walking shorts with a maroon golf shirt with the embroidered school name

Grades 7 & 8: White golf shirt with the embroidered school name with the maroon kilt skirt

Boys Winter Uniform: (11/1-3/31)

Grades K-8: White shirt, gray dress pants (no skinny jeans), black belt, maroon plaid school tie, maroon V-neck sweater or vest and black tie shoes (no sneakers or boots). The waistband of the dress pants must be worn at the waist. Black or white crew socks must be worn above the ankle and cannot be low cut.

Boys Fall/Spring Uniform: (9/1-10/31 & 4/1-6/20)

Grades K-8: (optional): Maroon golf shirt embroidered with the school name; gray walking shorts or gray dress pants with the maroon golf shirt

Gym Uniform (All grades):

Light gray t-shirt carrying the St. Martin of Tours logo or a specifically designed school t-shirt with maroon shorts of a modest length (no cut-offs) and sneakers (laced and tied) with socks. Plain white or maroon t-shirts are not acceptable. No other SMT sportswear is acceptable. Sneakers may only be worn on gym days. On colder days, a maroon SMT sweatshirt may be worn over the designated t-shirt and maroon shorts should be replaced by maroon sweatpants. Only maroon sweatpants may be worn.

Some Extra Information on School Uniform and Appearance:

A student's appearance and good grooming enhance personal self-respect and effective academic performance. Students will wear the school uniform from the opening day of school until the close of school in June. Our school uniform is a visible reminder of our identity and unity; the wearing of a uniform lessens the distractions of comparison and competition.

Hairstyles/Grooming:

Student's hair is to be neat, clean, and groomed conservatively. Extreme haircuts or hairstyles expressing the latest faddish styles are not permitted. Boys' hair must be above the eyebrows, ears, and collar. Bleached, colored, or extremely lightened hair is unacceptable. Facial hair on boys is not permitted. Make up, nail polish, or fake nails are never permitted. Girls may wear one scrunchie, small bow, small barrettes, or a half inch plastic headband. Students are expected to come to school in a state of cleanliness.

Jewelry:

Although not part of the school uniform, small post earrings (not to extend the earlobe) are permitted to be worn by the girls (one earring only in each earlobe). Boys are not permitted to wear earrings. Bracelets, both ankle and wrists, rings, chains, necklaces, pins and buttons are not part of the school uniform. A small religious medal or cross on a chain is permitted.

Not Permitted:

Sweatshirts or jackets may not be worn in the classroom. Skinny jeans, levis painter pants, baggy pants or pants tight at the ankles are not permitted. Moccasins, loafers, black sneakers, black referee shoes, or boots are not permitted. Visible tattoos or visible body piercings are never permitted.

Out of Uniform:

It at any time during the year, circumstances dictate that an exception in the proper uniform (including PE uniform) is necessary, a note of explanation must be sent to the child's teacher who will forward it to the Principal. This note should indicate the expected date by which the uniform will be complete.

Guidelines for Out of Uniform Days

Throughout the school year, we will have days in which our students may dress out of uniform. Please use these basic guidelines for any days that our students are out of uniform.

Students who do not participate in the out of uniform day will be expected to have their complete uniform on throughout the school day.

All SMT jewelry guidelines apply for these days.

Students in "out of uniform attire" that is deemed inappropriate based on the school's conservative nature may be asked to phone a parent in order to have other clothing brought to school or to be taken home in order to change clothes. Determination as to what is inappropriate will be made by the SMT Administration.

Communication

The Administration, Faculty and Staff value and encourage communication from the home. To contact school Administration, Teachers or Staff, please write a note to request a conference or a telephone call. Parents/Guardians may also call the school office and leave a message for a teacher. You will be contacted after school hours.

Email is another efficient way of communicating with the school. Responses will be given as soon as possible.

Modes of Communication

Effective communication is the single most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events and student progress. Parents are asked to check the school website, Communication Newsletter, and email regularly.

My Student Progress automated phone system is also used for reminders.

The Family Communication Newsletter will be emailed each week to parents. Copies of each week's information will also be posted to the school website.

The primary role of the School Administration is to be effective instructional leaders. As often as possible, Administrators will be in the classrooms. Generally, a response to communication will take place after school hours or in the evening by the administration.

Emergency Communication

Independence Mission Schools has partnered with a rapid communication system called My Student Progress. This system will deliver emergency messages to parents individually by telephone and email. Should schools need to close early due to weather, for example, this system would notify you by home phone, cell phone, or email. All students have been entered into the system. If your emergency contact information changes, please update information by contacting the school office.

Emergency Drills

State Law requires that emergency drills be held periodically throughout the school year.

Fire Drills- students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in single file at all times, and in silence.
3. Stand in a column of two's facing away from the building.
4. Return to the building when the signal is given.

Tornado Drills - students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Return to classroom when signal is given.

“Lock Down” Drills are practiced by the students. These procedures must be followed in the event of a Lock Down:

1. Announcement is given
2. All students and adults are brought into the classroom
3. All classroom doors are locked
4. Students and adults must remain in the classroom until otherwise notified.

Counselors

The role of the School Counselor is to:

- Counsel with students individually and in small groups
- Serve as student advocates
- Consult with teachers, administrators and parents
- Present developmental lessons in the classroom setting

This involves helping develop a student's emotional, social and academic well-being by providing both prevention and intervention counseling services.

Fundraisers

All fundraisers must be approved by administration. No outside sales of merchandise may take place without approval from the administration.

Parties/Birthdays

New this year : Only healthy snacks are permitted for birthday celebrations. Please refrain from sending in foods high in sugar (cupcakes, donuts, etc). It is recommended that this be kept as simple and mess free as possible. Please do not send balloons or large cakes to school. Please make arrangements with the classroom teacher ahead of time. Please be aware some students may have allergies and adhere to any guidelines provided by the classroom teacher.

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class.

Parties or dances sponsored by parents off campus are not sanctioned by the school and St. Martin of Tours Catholic School's name may not be used.

Photography

As part of our public relations efforts, we routinely photograph faculty, staff and students involved in school-related activities. St. Martin of Tours Catholic School reserves the right to publish these photographs.

Please advise the office at the start of the school year if you do not want your child either photographed or videotaped.

Student Health

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that immunizations have been received. This information can be found on the Pennsylvania Department of Health website under immunizations.

School Nurse

A registered nurse is provided by the School District of Philadelphia. A nurse is here for a very limited time. The nurse is responsible for checking height, weight, hearing and vision. The nurse maintains all health records.

Care given in school is limited to first aid until the parent/guardian can be reached to take the student home, to the doctor or to the hospital. In an emergency, the nurse if on campus, or the principal in the absence of a school nurse, will arrange to have the student transported to the hospital.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Accident/Illness

Accidents or unusual illness occurring at school are reported immediately to the school office. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind may be given to the student. Only basic first aid may be administered.

Medications

Students are not permitted to have any medication, prescription or over the counter, in their possession at any time. This includes cough drops, which can represent a choking hazard.

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it must be stored in the nurse's office when there is a nurse on campus or in the school office. It will be administered in the nurse's office or the school office. Parents/guardians are required to sign a medication authorization form, which is available from the school office if the student must take medication at the office.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the week.

Child Abuse and Neglect

As required by state law, schools officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

All members of school staff are mandated reporters. This means that they must immediately inform the appropriate state authorities who shall initiate the investigation procedure established by the State of Pennsylvania. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors any knowledge or suspicion of such abuse or neglect.

Safe Environment Training for School Volunteers

Safe Environment training sessions are part of the Catholic Church's commitment to keeping children safe from sexual abuse. All volunteers working directly with children including: room parents, lunchroom helpers, coaches, and boy/girl scout leaders, are **required** to complete Safe Environment training. The class is free and must be taken only once. Parents who volunteer to read to a class, chaperone a field trip, help with a party in the classroom, must have completed Child Abuse and Criminal Background checks on file in the school office.

OSHA Regulations

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Independence Mission School procedures established to comply with these standards.

Lost and Found

Every item that comes to school should be clearly labeled with the child's name. Any items found in the school or on school grounds will be placed in *Lost and Found* located in the school office. Students may check for missing items in the office. Parents may sign in as a visitor at the front desk to check for missing items at their convenience. Items will be kept for one month. After one month in storage, the items will be donated to charity. All uniforms and personal property must be clearly labeled. **The school is not responsible for lost property.**

Social Relations Policies

All students at St. Martin of Tours School are expected to:

- Be aware that their first responsibility is to serve God and others.
- Cooperate with all school personnel by following directives willingly.
- Give proper respect to all school personnel by following directives willingly.
- Accept correction graciously with respect
- Respect schoolmates and the individuality of each student.
- Use class time as effectively as possible, taking pride in their contribution to the learning environment.
- Be responsible for the timely completion of all assignments and projects.
- Take pride in their school, caring for the buildings, equipment and supplies at their disposal.
- Respect the dignity of human life by avoiding substance use, fighting, foul language and abuse of any kind.
- Display the characteristics of patriotism and citizenship, while at the same time, honoring the cultural diversity that makes America and St. Martin of Tours School great.

Discipline and Student Conduct

Mutual respect and cooperation characterize interactions in a Catholic School. A positive atmosphere of discipline and orderliness creates a safe and supportive learning environment that fosters personal and social growth for all students. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors. As a result, character is strengthened, and the ability to make good choices reflect Gospel values. Students are guided to seek the common good at all times.

Just and appropriate disciplinary policies are essential. They are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Code of Conduct

In keeping with the Mission of our school, we strive to instill within each student the self-discipline that is necessary for a successful life. We strive to guide each child in a positive manner, affirming the good that is done in an effort to encourage positive behavior.

Should a child decide to misbehave, consequences are included below and are intended to serve as a deterrent as well as a reminder to act appropriately. It is our prayer and hope that each student will come to accept rules and regulations as a necessary part of our society and understand that these are in place to promote the general well-being of all in the St. Martin of Tours Community.

The code of conduct applies in school and at school-sponsored events, as well as outside the school community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to St. Martin of Tours School.

The Pennsylvania Safe School Act

Two key requirements that Catholic Schools will follow:

1. Maintenance and transfer of disciplinary records
2. Reporting requirements for criminal acts that take place in school

Maintaining Disciplinary Files

The school must maintain a record of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by any students.

Schools must also maintain a separate disciplinary file for all students, which should include: all disciplinary action notices and summary incidents reports.

Disciplinary files should contain copies of any and all discipline notices given to students and or parents/guardians including:

Expulsion and suspension notices

Detention notices and referrals

Any incident reports that may have been drafted to document an event

Transfer of Disciplinary Records

Whenever a student transfers to another school, his or her disciplinary file must be transmitted to the new school.

Availability of Records

All disciplinary records must be available for inspection to:

The student

His/her parents or guardians

State and local law enforcement

Incidents Requiring Immediate Police Notification

Possession of weapon and or firearm on school property

Criminal homicide

Rape

Aggravated assault

Sexual Assault

Stalking

Possession of a controlled

Kidnapping

substance

Unlawful restraint

Arson

Vandalism

Burglary

Criminal trespass

Rioting

Searches and Inspections

Students have no expectation of privacy in any school property, including but not limited to coat closets and desks, or in electronic devices or backpacks, bookbags or other containers brought onto school property or to school events.

Desks, classroom coat closets provided for student use are the property of the school and are subject to search or inspection at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, bookbags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of IMS or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement.

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

Bullying

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

St. Martin of Tours Catholic School has a zero tolerance policy towards any bullying behavior. The definition of such behavior is:

"Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability or any other resource."

During the course of the school year, students attend anti-bullying programs which instruct them to report all instances of bullying to an adult, who should then notify the administration.

Instances of bullying that go unreported cannot be dealt with in an appropriate manner. At St. Martin of Tours School, we ask that parents notify their child's teacher when the first mention of bullying behavior is reported by their child. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

Cyber Bullying Policy

Students are required to refrain from participating in any malicious or derogatory exchanges in texts, e-mails, or on social networking sites (Facebook, Twitter, Instagram, etc.) that involve the school name, its employees or other SFA students and families. All incidents reported to a teacher or staff member must be immediately brought to the attention of the Administration.

Such situations violate school policy and may result in subsequent disciplinary action regardless of whether the post occurs during school hours, on school campus, or at school functions or not.

Social Media Policy

First and foremost, students are encouraged always to exercise the utmost caution when participating in any form of social media or online communications, both within the school community and beyond. The ultimate supervision of a student's online activity rests with the Parent/Guardian.

Students who participate in online interactions, including through social media apps and websites, must remember that their posts reflect on the entire Saint Martin of Tours community and, as such, are subject to the same behavioral standards set forth in the handbook. Social media and online activities are often not private communications and should be generally viewed as public and permanent communications. No form of harassment, bullying, cyberbullying, or hateful acts will be tolerated.

Students are expected to abide by the following:

- Understand that you are responsible and accountable for any postings, electronic communications, and online activities conducted under your name, regardless of who may have been using your account at the time.
- Refrain from using social media sites to publish disparaging or harassing remarks about the school community members, athletic or academic contest rivals, etc.
- Exercise discretion when using social media (even for personal communications which are intended to be private). Any postings or communication in which a visual representation of the school (such as uniform, sports equipment, building, etc) or text about the school or a member of the community should only reflect well on the school. This extends to time spent outside of the school, such as on the bus.
- To protect the privacy of members of the school community, refrain from taking photographs or videos of students and faculty either on or off school grounds, including on the bus, and using it in an unauthorized manner. This includes sharing items electronically by phone, email, or posting to social media and websites.

Harassment

The school follows the Independence Mission Schools Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the administration and is available upon request.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct, by either a student or a parent/guardian, may take the form of unwanted verbal or physical conduct, verbal or written derogatory statements, and behavior not otherwise conducive to the educational and religious mission of the school.

Conduct Resulting in Code Violations

The following code violations are only guidelines for the classroom teacher in the issuance of minor or major conduct referrals. Please refer to your child's specific Positive Behavior Support Plan. It is not an all-inclusive list of conduct that violates the discipline code.

Not prepared for class – not having proper supplies or books for class repeatedly. A major referral will be issued after the third warning.

Improper behavior – including, but not limited to disturbances in class/playground/cafeteria/church; note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the teacher to interrupt the educational process.

Cheating/Plagiarism – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.

Disrespect/Defiance – any improper attitude, fighting, roughness, harassing behavior, irreverence, insubordination or gross defiance displayed towards any teacher, staff member, volunteer, administrator or fellow student.

Abusive language/Gestures – any inappropriate, profane/obscene, abusive language or gestures used on school premises.

Forgery – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.

Invading the privacy of another's desk or belongings – teacher or student.

Gum chewing/eating in class – gum is not permitted on the school campus, including the school, church, gym, cafeteria or parking lot; snacks may be eaten only at the designated time.

Dress code violation – any infraction of the dress uniform code.

In the event of an emergency situation, a written note from the parent/guardian explaining why the student is not in compliance with the dress code, must be presented to the teacher and forwarded to the school office.

Damaging any school, church or personal property.

Failure to return a minor/major referral. It must be returned the day after issuance.

Unsigned test papers, conduct calendars or folders – must be returned the next school day.

Out of bounds – any student who is in the wrong place at the wrong time.

Electronics – any possession of handheld games, iPod/MP3 player or iTouch, are forbidden

Other – any other behavior that warrants attention not specified on the above list.

Tiered Discipline System

Tier 1 – Classroom Intervention

The following is a list of unacceptable behavior that will be addressed in accordance to the teacher's management plan within the classroom. Teachers may use student conference, parent call, loss of privileges, or after school detention. Detentions are held bi-weekly on Tuesdays from 3 PM-4 PM and notice will be sent home with the student when a detention is assigned. Parents are expected to pick their child up and sign him/her out of detention.

- Unprepared for class
- Tardy to class
- Failure to follow classroom rules/procedures
- Cheating (Parent contact)
- Disrespect towards peers
- Inappropriate or abusive language
- Forgery
- Invading the privacy of others
- Eating/drinking outside of the lunch room
- Damaging school/church property (restitution and community service)
- Failure to return notices sent to parent/guardian

Tier 2 – Administrative Intervention

The following are considered major disciplinary infractions that would result in more intense consequences: Community service, loss of privileges, lunch detentions, recess detentions, ISS - full or half day.

- Defiance (disregarding directives and not complying to classroom management system or administrative intervention)
- Unauthorized areas (w/o supervision) - hallways, stairwells, empty classrooms, walking between buildings, etc.
- Skipping class
- Fighting or aggressive horse playing
- Unauthorized use of electronic devices (Laptops, tablets, PCs, cell phones)
- Theft (Less than \$20)
- Throwing objects at other scholars, causing harm

Tier 3 – Administrative Intervention

The following are considered major disciplinary infractions that require review for suspension, suspension with re-entry contract or expulsion.

- Fighting w/defiance – Refusal to comply with staff
- Fighting that causes bodily injury
- Theft (More than \$20)
- Vandalism (Restitution and suspension)
- Harassment/Bullying
- Possession and/or use of weapons
- Verbal, physical or sexual harassment threats against the faculty, staff, volunteers, or scholars.
- Possession of items or substances that may cause fire or explosions
- Unauthorized areas (Bathroom, walking between buildings w/o supervision)
- Leaving campus without permission

Drug and Alcohol Policy

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages on campus, or at school-sponsored activities, is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus. Any search will be conducted by the Administration.

Suspension and Expulsion

Conduct Resulting in Suspension

Serious or severe infractions may result in an immediate suspension or dismissal and apply when students are on the school campus, on a bus, or at school-sponsored functions. Examples of serious infractions include the following:

- Disruptive behavior
- Defiance/noncompliance
- Skip/leave class without permission
- Stealing/theft
- Inappropriate language/gestures/dress
- Property destruction
- Harassing/threatening/intimidating behavior
- Physical/verbal altercation
- Hitting/kicking staff
- Hitting/kicking students
- Fighting
- Controlled substances/harmful instruments
- Lying/cheating

Procedures for Student Suspension

Three conduct referrals will warrant a suspension.

The number of days of the suspension will be determined by the severity of the code violation. Parents/Guardians of the student will be informed. A conference will be held. The suspension papers will be signed and placed in the student's discipline file. Suspensions will be implemented, at the discretion of the administration. When necessary, a student may be referred for either in-school or outside counseling. If outside counseling is recommended, proof of the appointment is required. When a student returns to school following a suspension, the student, the student's parent/guardian, and the administration will meet to determine a plan for returning to the classroom.

Dismissal/Expulsion

In certain instances, an infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, and/or the good of the community or Catholic teachings. Parents/Guardians of the student will be informed in writing of the dismissal.

Conduct Outside of the Classroom

Bus Conduct

In order to ensure the safety of all bus passengers, the following rules must be followed:

- Use only the bus and the bus stop assigned.
- Orderly behavior is required at the bus stop.
- Remain seated, facing the front, when the bus is in motion.
- Talk quietly and make no unnecessary noises.
- Keep head and arms inside the bus.
- Do not eat on the bus.
- Do not litter the inside of the bus or throw anything out of the window.
- Students are not permitted to change their assigned bus (even to go home with a relative or friend) without the school district authority.
- Never stand until the bus comes to a complete stop.

Infractions of the above rules are reported by the school district to the parents through administration. Continual abuse of bus privileges will result in a suspension or the permanent denial of transportation.

Cafeteria/ Schoolyard Conduct

The same general expectations for classroom behavior apply in the cafeteria. Students are to remain orderly at all times.

Students may leave their table only when excused by the lunch monitor or designated adult. Courtesy and good manners are expected of all students. If a student's behavior is not acceptable, appropriate action will be taken to correct the situation. This may include administrative intervention and or conferencing with a parent.

Running and wild play is not permitted during lunch recess. Students who do not comply will be deprived of their recess. Respect for lunch monitors and schoolmates is expected at all times. Inappropriate behavior is not acceptable and proper measures will be taken to correct the behavior.

Use/Protection of School Facilities/Property

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures. Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

Smoking

For health and safety reasons, smoking on campus is not permitted at any time nor is smoking permitted at any school sponsored activity or function.

Cell Phones and Electronics

If parents/guardians feel it is necessary for students to bring a cell phone to school, the following procedures will be enforced:

- Cell phones are to be turned off.
- Student' cell phones will be collected each day and kept in bins and sent to the school office.

At no time while on school property or while riding a school bus, may students use their cell phone to make calls, take pictures or video clips.

At no time while on school property, may students text message or send any other type of written communication via the cell phone.

If a cell phone is taken away from a student for any violation of this policy, a parent must come to the school office to claim the phone. A second violation will result in the student losing the privilege of having a cell phone in school.

Computers – Acceptable Use Policy

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff and school community to work and learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use, including, but not limited to internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

The students and parents/guardians will sign the Acceptable Use Policy for Technology. The student, parent/guardian signature form will be kept on file.

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- Teach technology skills

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship

Our school will make every effort to provide a safe environment for learning with technology, including internet safeguards. The students, faculty, administrators, staff and school community are granted the privilege of using computer hardware and software, peripherals, and electronic communication tools including the internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined in the Independence Mission Schools Acceptable Use policy.

Spiritual Events, Clubs, and Activities

Spiritual Activities

Mass

Our students attend mass every first Friday, along with special occasions, at 8:30 am at St. Martin of Tours Catholic Church. Parents are always welcomed to attend.

Advent Wreath Services – Held each Monday during Advent. Different classes light the advent candle in the school lobby weekly.

Ash Wednesday – Held to mark the beginning of Lent for our students in Kindergarten – 8 grades attend Mass at 8:30 a.m. Our students in PK & K receive ashes in their classrooms.

First Fridays – Held on the first Friday of each month, students attend Mass.

Living Rosary – Held in October, our school joins and creates a Living Rosary.

Living Stations of the Cross – This special reenactment of the Stations of the Cross is performed by our 7th graders during Holy Week.

May Crowning – Held during the first week of May, a special liturgy is celebrated to honor Mary, the Mother of God.

Reconciliation Services – Catholic students will receive the Sacrament of Reconciliation three times during the school year.

Retreats – Students during Lent will participate in an all day retreat by grade level. Activities will include Mass, guest speakers, service projects, and small groups lead by the teachers.

Saints in Motion – Held in November, our 8th graders dress as saints and tell the younger students about the life of the saint they are depicting and interesting facts.

St. Blaise Feast Day – Held on Feb 3rd students will have a blessing of the throats service.

St. Nicholas Feast Day – Dec 6th – Pre3-grade 2 students place a shoe outside the classroom door in hopes that St. Nicholas will visit.

Stations of the Cross – Held during Lent, students in 3rd-8th grades participate in the Stations of the Cross, led by one of our parish priests.

Student Clubs/Extra-Curricular Activities

Altar Servers– Catholic boys and girls, grades 4th – 8th are invited and encouraged to participate in this ministry. The student must have received the Sacrament of the Eucharist.

Lower School Choir – This choir sings at the school Masses and other events. Students in 2nd-4th grades who wish to join lower school choir may join in the Fall. Practice will be held during the school day.

Chorus-- This choir sings at the school Masses and other events. Students in 5th-8th grades who wish to join the chorus may join in the Fall. Practice will be held during the school day.

My Daughter's Kitchen – Select 5th grade students are chosen to participate in a cooking program. This program runs for ten weeks in the fall and spring. This program is also held after school and is by invitation only.

NovaCane —Students in grades 6th meet monthly and work with Villanova students on environmental projects. These meetings occur from 3:00-4:00pm.

SMT Theatre Troupe - Students in grades 3-8 have the opportunity to participate in a school musical either through performing, set design, stage crew, costumes/makeup.

Student Council Association - The Student Council promotes citizenship and organization of services to the student body and parish as well as charitable contributions to the community. The Council, under the faculty monitor's guidance, elects officers and representatives each year for grades 5 through 8. Elections are held in September.

Yearbook Staff– Interested students should apply to the Yearbook Advisor to be considered for the staff. All meetings are held after school. Yearbooks are distributed to the 8th grade students at the end of the school year. The cost is covered by their graduation fee. Pictures of school sponsored activities, sports, or candid shots of our students at all grade levels are always accepted by the yearbook staff.