

HOW TO PROBLEM SOLVE AT SAINT MARTIN OF TOURS SCHOOL

ACADEMIC CONCERNS (Grades/Assignments)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Principal

BEHAVIOR CONCERNS

- Step 1 – Contact the Teacher
- Step 2 – Contact the Assistant Principal
- Step 3 – Contact the Principal

STUDENT SUPPORT CONCERNS: (Accommodations, etc)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Director of Student Support
- Step 3 – Contact the Principal

ATTENDANCE and EARLY DISMISSALS (Excuse notes, requests for early dismissals, reconciliation of absences or lateness)

- Step 1 – Contact the Teacher
- Step 1 – Contact the Main Office
- Step 3 – Contact the School Counselor (Ms. Dorman)
- Step 4 – Contact the Assistant Principal

HEALTH CONCERNS AND MEDICAL ACCOMMODATIONS

- Step 1 – Contact the Nurse
- Step 2 – Contact the Principal

BEHAVIOR HEALTH CONCERNS

- Step 1 – Contact the Counselor (Ms. Channing or Ms. Dorman)
- Step 2 – Contact the Principal

ADMINISTRATIVE POLICIES/CONCERNS ABOUT A SPECIFIC TEACHER

- Contact the Principal

TUITION/ENROLLMENT

- Step 1 – Contact the Tuition Manager (Isabel Cabrera)
- Step 2 – Contact the Principal

CONTACT INFORMATION - Main Office Telephone Number – 215-744-0444 – Follow the Prompts

Matt Grill, Principal – mgrill@stmartinoftoursphila.org

Jennifer Nobles, Assistant Principal - jnobles@stmartinoftoursphila.org

MaryKate McCoog, Director of Student Support - mmccoog@stmartinoftoursphila.org

Karen Dorman, Counselor – karen.dorman@catapultlearning.com

Channing McKelvey, Counselor- McKelveyC_Ext@external.elwyn.org

Sue Bowers, Nurse – sbowers2@philasd.org

Sue Kedra, Secretary - skedra@stmartinoftoursphila.org

Teachers' email addresses can be found on our website at:

<https://stmartinoftoursphila.independencemissionschools.org/>

