

## TABLE OF CONTENTS

<u>ALPHABETICAL LISTING</u>	<u>PAGE</u>
Absence Policy	15 - 16
Academic Policy	9 – 11
Activities	28
Activities Code of Conduct	29
Administration	2 – 3
Admission Policy	3 – 4
Arrival/Dismissal Procedure	23 – 24
Articles Prohibited in School	14
Auxiliary Services	8 – 9
Bookstore	27
Cafeteria	27
Care of Books/Supplies	26
Cell Phone Policy	14
Communication	22 – 23
Course of Study	4 – 8
Discipline Policy	11 – 13
Emergency School Closing	25
Enrollment Commitments	4
Extended Care Program	26
Field Trips	24
Internet Access - Terms & Conditions	30 - 32
Lost and Found	25
Medication Policy	17
Mission Statement	2
Sacramental Program	25
School Organization	2
Standardized Testing Program	26
Student Pictures	25
Uniform Policy	18 - 21
Volunteer Program	4
Volunteer Policy and Protocol	33

## **MISSION STATEMENT**

St. Thomas More School is a Catholic faith-centered educational community, rooted in Christian values. We nurture faith, foster academic achievement, and inspire personal responsibility, accountability, and service.

## **SCHOOL ORGANIZATION**

Grades K and 1 are self-contained classes. Grades 2 - 5 are partially departmentalized and Grades 6-8 are totally departmentalized. Kindergarten and Grade 1 are located in the Primary Learning Center. Grades 2-8 are located in the main building. Kindergarten is a full day academic program. Five Kindergarten homerooms have a maximum 20 students each. Grade 1 is comprised of two homerooms. Grades 2-8 contain three homerooms for each grade, with a maximum enrollment in each grade of 78 students.

## **ADMINISTRATION**

The school administration consists of the pastor, principal, vice principal, student services director, curriculum & instruction specialist, computer technology coordinator, instructional support program director, and guidance counselors.

The principal is responsible for the overall administration of the school. The vice-principal, directors, counselors, and specialist are accountable to the principal.

The vice principal will be the acting principal when the principal is out of the building, is responsible for discipline, and assists the principal with supervisory responsibilities.

The student services director is responsible for overseeing bus/transportation, coordinating transportation matters with sending school districts, and supervising/coordinating lunchroom – lunch recess supervision.

The curriculum and instruction specialist will monitor grade level and subject monthly meetings and be a resource for all teachers and the principal.

The computer technology coordinator facilitates information technology and related resources.

The instructional support program director coordinates enrichment, reinforcement, and supplemental instruction.

The guidance counselors meet with all transfer students, work with socially or emotionally at-risk students, coordinate the Rainbows Program, IST meetings, and teach personal development skills.

All faculty members are certified and approved by the Diocesan Department of Education.

The STM School Board consists of the pastor, school administrators, a faculty representative, and parent representatives. The board meets monthly and functions in an advisory capacity to the administration. Meetings are open to all school parents. Agenda items must be presented to the chairperson at least a week before the meeting date.

## **ADMISSION POLICY**

Children of families registered in St. Thomas More are given preference for admission. When a grade reaches maximum enrollment of 78 students, a waiting list is established for that grade. Acceptance into St. Thomas More School is based on the date of registration in the parish, fulfillment of parish responsibilities, and a willingness to participate in the school volunteer program and fund-raising programs.

## **Transfer Students**

Parent/Guardians transferring a student out of St. Thomas More School are requested to notify the Principal. It is school policy to issue a Release of Records Form to the parent/guardian of the transferring student.

Transfer students coming into St. Thomas More School must present birth and Baptismal certificates, records of immunization, and information regarding reception of other sacraments. The school records of all transfer students are reviewed and an interview with the principal is held. A placement test in Mathematics and English will be administered to all students.

Once the transfer student is accepted they will be given a probation period of 60 school days. This period gives the school time to evaluate academic progress and conduct of the student and gives the student/family time to adjust to St. Thomas More School. After 60 school days a conference with the family, either by phone or in person, will be conducted to discuss the student's progress, if necessary. If a change in the child's academic placement or a transfer is in order, the principal, after consulting with the appropriate teacher(s) and the Pastor, will conference with the parents. Final determination will be made after the 60 day probation period.

## **Kindergarten**

Registration of children entering kindergarten is held in January during Catholic Schools Week. At the time of registration, parents must present birth and Baptismal certificates as well as immunization records. To be enrolled, a child must be five (5) years of age by October 15 of the academic year in which he or she begins kindergarten. All applicants for kindergarten are screened for developmental readiness which determines acceptance. The screening is administered in the Spring following registration.

## **Enrollment Commitments**

The following commitments must be met in order to ensure on-going enrollment at St. Thomas More School:

- 1) Tuition
- 2) A minimum weekly contribution to the church
- 3) Participation in the More Bread Program and other fund raising activities
- 4) Participation in the Volunteer Program
- 5) Parental cooperation in following school policies

The School Board sets the tuition, More Bread figure, and the suggested weekly parish contribution prior to each school year. The Parish Council approves the school fees. Parents who feel unable to meet the tuition/contribution requirements are asked to present their situation to the pastor. Parents must honor the tuition and More Bread commitment or school records will be held until financial obligations have been met. A Spring parent meeting is held to review the budget for the upcoming year.

## **Volunteer Program**

A vital contribution to limiting the cost of education is the Parents' Volunteer Program.

Parents of all students are required to participate in an extensive volunteer program, which affords them the opportunity to become an integral part of the operation of the school. A commitment to our Volunteer Program is necessary to complete registration or re-registration of all children every year. This program substantially reduces the cost of education at St. Thomas More. Volunteers are needed in the bookstore, cafeteria, library, playground, and various other activities. Volunteers are also needed for fund-raising activities such as the annual Walkathon and MORE BREAD Program.

**Please refer to P. (34) for specifics associated with the volunteer policy and protocol.**

## **COURSE OF STUDY**

### **Religion**

The goal of the Religious Education Program is to enable students to practice a vital, active, and growing faith.

Emphasis is placed on the study of Sacred Scripture, personal and formal prayer, participation in worship, doctrinal truths, and practice and growth in Gospel living. Preparation for the sacraments of Reconciliation and Holy Eucharist is included in Grade 2; preparation for Confirmation takes place in Grade 8.

## **Integrated Language Arts and Reading**

The Reading Program is organized to provide sequential, comprehensive, and flexible reading instruction that relates reading to other subject areas.

A major goal of the literature-based reading program is to develop an early independence and a life-long interest in reading. The course instruction respects the individual differences of each student through a program that includes whole and flexible grouping and remedial and enrichment reading activities.

Reading evaluation is determined through appropriate testing. The Houghton-Mifflin program for grades K-6 has been selected to fulfill the reading goals. The Scotts Foresman Literature Series is used in Grades 7 and 8.

The curriculum for the Integrated Language Arts also encompasses grammar, spelling, handwriting, written and oral expression, and poetry. Integration with the reading program is emphasized. Grammar and spelling skills are developed through a sequential program in Grades K-8. With these essential skills as a base, strong emphasis is placed on creative writing at all levels. Outstanding efforts are recognized by publication in the school's literary magazine, Images. The STM yearbook, The Chancellor, is staffed by eighth graders and published each year. A school newspaper, More News, is published quarterly by the junior high students. Participation in CYO writing, spelling, and declamation contests is encouraged.

## **Mathematics**

The Mathematics Program is aimed at developing an understanding of the basic concepts, patterns, and relationships which reveal the structure of mathematics. Students become proficient in the terminology of mathematics, acquiring accuracy, skill and speed in fundamental operations, and focus on problem solving and estimation. Math II is offered in grades 5-8 as a reinforcement and supplement to the regular math curriculum. Pre-Algebra is offered in seventh grade and Algebra I in eighth grade. All 5-8 graders will be tested and placed in appropriate math level groups.

## **Social Studies**

The Social Studies Program progresses from more familiar social environs such as family, local community, and state to an expanded social awareness of the national and world communities.

Map and geography skills, current events, field trips, independent and group projects, and guest speakers enrich the program and encourage critical thinking.

## **Science**

The Science Program introduces the students to basic laws and principles of earth, life, and physical science through hands-on experiences, teacher demonstrations, classroom presentations with visual aid reinforcement, and library research.

Students in Grades 5, 6, 7, and 8 have the opportunity for weekly lab experiences. Problem solving using the scientific method and critical thinking are taught and encouraged at all levels.

## **Physical Education**

The role of our Physical Education program is to help all students develop health-related fitness, physical competence, cognitive understanding, and positive attitudes about physical activities. K-3 classes meet once a week and grades 4-8 meet twice a week.

Our Physical Education program provides this by including:

- Skill Development
- Developmentally appropriate physical activities
- Improved fitness
- Integration of other subject areas
- Self discipline, improved self-esteem
- Stress reduction
- Experience goal setting, leadership, cooperation
- Responsibility for their own behavior

## **Health Education**

Health Education is presented in grades 5-8 during the 1<sup>st</sup> and 2<sup>nd</sup> quarters of the school year.

Topics include:

- 5<sup>th</sup> grade – Focus on YOU, Review of Systems of Body, Skeletal and Muscular Systems in more detail
- 6<sup>th</sup> Grade – Smoking and Spit Tobacco (prevention, education, cost, consequences, and advertising)
- 7<sup>th</sup> Grade – Drug Education – Drugs as Medicine, OTC – Legal and Illegal drugs, Alcohol, and Steroids
- 8<sup>th</sup> Grade – Stress and Anger – Identify and Coping strategies, Basic information on STDs and HIV/AIDS

## Art

The Art Program encompasses a wide variety of media which encourages self-expression through two and three-dimensional experiences. Projects frequently integrate the current classroom studies. Artists and painting styles are included in the program for enjoyment and appreciation. Every student in grades K-8 is scheduled for one art period per week taught by an art specialist.

## Music

The Music Program provides varied opportunities for students in Grades K-8 to understand and appreciate music from many periods in history, as well as liturgical music. Weekly classes, taught by a music specialist, incorporate singing, rhythm activities, movement, and theory, with special emphasis on listening skills. Music, and other related arts, are presented in light of their relationship to social studies, language arts, religion, and other areas of the total curriculum.

## Computer Science

The Computer Science Program integrates a student's ability to adapt to a technological society and to understand the capabilities and fundamentals of the computer. Every student in grades K-8 participates in a weekly computer class taught by a computer specialist. Students in grades 3-8 are taught in our main computer lab located in our main school building. Students in grades K-2 are taught in our secondary lab located in the Primary Learning Center. Students also have access to the computers in the main lab on designated weekdays from 7:45-8:20 AM or during lunch with approval and a lunch pass, unless otherwise notified. **Students using the lab may work on homework and school related projects ONLY.** Since computer science is a weekly subject, if a student misses school on their lab day they are responsible for meeting with the computer teacher on the day they return to catch up with what they missed. **Music CDs and other programs from home are prohibited in the lab.**

Our extensive technology program extends beyond the computer classroom. All classrooms in grades K-6 are equipped with computers. Our students in grades 7 and 8 have the opportunity to use a mobile laptop cart for projects within the classroom. Also, all of our classrooms are outfitted with LCD projectors and Electronic Whiteboards. Teachers utilize these resources for classroom instruction as well as the implementation of the Imagination Station Reading program for students in grades K-2, Academy of Reading program for students in grades 2-3, Academy of Math program for students in grades 4-6, and Compass Learning educational activities available in grades K-8.

The Internet is available to all students throughout our school. Its use is controlled and monitored by the teachers and restrictive software. Students are only allowed to use the Internet with the teacher's permission. The teacher reserves the right to restrict the Internet access of students due to improper use. A copy of the school's Internet Policy will be sent home for each child and must be read and signed by the student as well as the parent. Violations of this policy will not be tolerated.

## **Spanish**

The Spanish program provides insight and understanding of the language and culture of Spanish speaking countries, primarily Mexico and Spain. There are three sessions per week taught, by our native Spanish speaking teacher, to the 7<sup>th</sup> & 8<sup>th</sup> grade students. In class, the students learn fundamental vocabulary, grammar, and conversational phrases.

Our program is enriched by the use of songs, movies, websites, newspapers, and food from Hispanic countries.

## **Library**

The libraries in the main building and the Primary Learning Center are open during school hours. Students are taught to utilize library skills during their weekly library period. The library contains over 10,000 books, as well as a variety of audio-visual materials. The use of audio-visual materials is coordinated through the library. The Internet is available for research with proper supervision provided. The library is staffed by a certified librarian, who is assisted by volunteers.

## **AUXILIARY SERVICES**

### **Enrichment**

Enrichment is provided for those students referred by standardized test scores, class grades, and teacher recommendations. This programmatic opportunity is facilitated by the instructional support program director.

### **Remedial Reading and Math**

Remedial reading and math programs are provided by the Carbon-Lehigh Intermediate Unit and St. Thomas More's resource teachers. Students are referred through standardized testing results or teacher judgment. Remediation is provided by means of small group instruction or one-to-one teacher-student instruction.

### **Speech Therapy**

Speech therapy is offered by the Carbon-Lehigh Intermediate Unit. Kindergarten students are screened in the Fall. Those showing a need for further testing are given a more in-depth evaluation. Teacher recommendations for testing are submitted from all other grades. Students with speech concerns work with the therapist once a week.

## **Guidance Counseling**

Guidance services are provided by full-time counselors employed by the school. These services include evaluation, consultation, and referral. The counselors meet with all transfer students at the beginning of the school year. A Rainbows Program is available to help students deal with loss of a loved one through death or divorce. The *DUSO* (Developing Understanding of Self and Others) and the *We Can Get Along* programs are implemented by the counselors.

## **IST**

Instructional Support Team meetings are held twice a month to help students with academic, social, or emotional concerns. The participants include the student's parents, teachers, principal, guidance counselors, instructional support program director, and educational consultants from the Intermediate Unit. Any of the participants may request the initial meeting.

## **ACADEMIC POLICY**

Report cards are issued four times a year. Parent/teacher conferences are scheduled following the first quarter marking period and upon parental request.

A failure will not be given on a report card unless a failure warning notice has been sent in advance of the report card. Exceptions are discussed with the principal.

In order to inform parents of the level of academic progress, test papers must be signed and returned within two days to the teacher. Progress Reports are issued as needed to students in Grades 5-8 mid-quarter as a communication with parents. These reports must be signed and returned to the issuing teacher within two days. In grades K-4 teachers will communicate concerns about students on an individual basis.

## **School Records**

A cumulative record of each student's attendance, scholastic progress, test results, and health records is kept on file in the school's office. Strictly confidential, these records are accessible only to the professional staff of the school. No records will be released without the permission of the parents. For the protection of the children, no names, addresses, or telephone numbers will be shared with anyone without expressed permission by the parents. Academic records will only be held in the event financial obligations are not fulfilled.

## **Homework**

Homework is an important element of the instructional program. It is assigned to reinforce skills, prepare for future instructional activities, and assist the students in developing personal responsibility. Each teacher has the authority to determine how homework will affect the students' quarterly grade, but it is expected that homework will have some meaningful impact. Parents and students will be informed about the teacher's grading procedures at the beginning of the school year.

It is the teacher's responsibility to ensure that homework assignments are designed to achieve identified instructional goals and are appropriate for the students' grade level. Our STM guidelines suggest that the amount of time required for homework average 10 minutes times the grade level. Grade level teams will coordinate to ensure that homework time, as well as test preparation time, is reasonable.

When students fail to do their homework, the following procedures will be followed:

1. The teacher will note the missing homework according to his/her grading procedures.
2. When the teacher determines that missing homework has become a serious problem, the teacher will ask to have a telephone, or in person, conference with the parent.
3. If the problem persists, the teacher will ask a counselor to intervene.
4. If the problem persists after counselor intervention, the teacher will once again confer with the counselor. The counselor will determine if intervention by the principal is appropriate. When the counselor determines it is appropriate, the principal will be involved.
5. The principal will meet with the parents.

During an absence:

- Homework will be available regardless of illness.
- Parental request for homework is encouraged to be made at the time the absence is reported. All requests must be made no later than 11:00 AM on day of absence/request.
- Requested homework will be available in the main office between the hours of 3:00 - 4:00 PM unless other arrangements have been made.
- Differentiated delivery systems based upon the child's developmental level will be at the discretion of the faculty: Ex., Jr. High - Student Responsibility, Intermediate - Buddy System, Primary - Homework Sheets.

## **Retentions**

When retention is being considered by a teacher, notification is given to parents. Consultation by the principal, guidance counselors, and teacher with parents precedes the decision for retention.

## **Grades 7 and 8**

If a student fails a major subject for the academic year, summer school/summer tutorial must be attended. Re-admission will not be permitted until these conditions are met. The report card will state "promotion pending summer remediation." If a student is in eighth grade and fails one major subject for the academic year a diploma will be issued, but records will be held from the attending high school until the successful completion of a certified summer school/summer tutorial program. If a student is in eighth grade and fails two major subjects for the academic year, a certificate of attendance will be issued at graduation and the diploma and records will be held until the successful completion of a certified summer school/summer tutorial program in these areas. If a student in eighth grade fails three major subjects for the academic year, the student must repeat eighth grade in another facility. The same standard applies to seventh graders, regarding promotion to eight grade.

## **Honor Roll**

Recognition on the Honor Roll for grades 7 and 8 indicates school achievement for the quarter as follows:

### **First Honors**

Every grade in a major subject - 92 or above  
Every grade in a minor subject - Good or above  
Effort and conduct grades - Good or above in every subject plus homeroom

### **Second Honors**

Every grade in a major subject - 87 or above  
Every grade in a minor subject - Good or above  
Effort and conduct grades - Good or above in every subject plus homeroom

## **DISCIPLINE POLICY**

The administration and faculty are responsible for discipline.

Detentions are served by students in Grades 4-8 in the form of an hour before school from 7:00 – 8:00 AM on Thursday mornings. If there is a snow delay or closing, the detention will be served the following week. Lateness to detention will result in another detention. This will be strictly observed.

This time is devoted to a self-study of the student's misconduct and intentions for improvement. Teachers in Grades K-3 will handle behavioral concerns in their own classrooms. Private detentions may be given at the discretion of the administration or faculty. Parents will be informed through written or verbal communication.

## **Irresponsible Behavior**

Depending on the seriousness of the discipline code infractions, the following procedure will be enforced:

1. Serve detention - failure to return the detention form after two days or to serve a detention on the appointed date will result in another detention
2. Tardiness to detention will result in another detention
3. Demerit – parent notification letter
4. Suspension - conference with administration/pastor/parent
5. Probationary period monitored by the administration
6. Expulsion

Failure to return signed tests, papers, or progress reports will be considered irresponsible behavior and may result in a lower grade. Repeated infractions will result in a detention. Detentions will be recorded on the report card. **Three detentions will warrant a demerit. Two demerits will warrant an in-school suspension. Detentions are accumulated over the entire school year.**

## **Student Conduct**

### **Harassment Policy**

Students are expected to behave in a Christian manner toward all. Harassment in any form is unacceptable. Consistent with the ideals of Diocesan Policy #4119, physical, sexual, or verbal harassment will not be tolerated. This policy specifically prohibits harassment. Harassment/bullying consists of a pattern of continuing and unresolved antagonism or offensive conduct directed against another person. It interferes unreasonably with another student's school performance and may create an intimidating, hostile, or offensive school environment.

Any pervasive or abusive actions, whether physical, verbal or written, which disrupt the normal or appropriate activities of a teacher, staff member, or student are prohibited. Harassment by phone, e-mail, text message, web site, or any other means of electronic communication, as well as any other forms of harassment, will be dealt with seriously. Penalties will vary according to the nature of the offense, but may include detention, suspension with possible counseling, and expulsion. Where appropriate, a referral to the Salisbury Police Department for further investigation may ensue. Judgments will take place on a case-by-case basis.

When a student takes unfair advantage of another student through negative actions, whether verbal, non-verbal, or physical, the victim must report each incident to his or her teacher or a member of the administration.

Students who observe negative actions toward others, have the obligation to inform a member of the faculty or the administration.

## DISCIPLINE CODE

	AUTHORITY	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Abusive or Obscene Behavior (verbal, written, or gesture)	Faculty/Admin.	Detention	Suspension	Expulsion
Bus Violation	Administration	Reprimand/Detention	Detention/Temporary Loss of Bus Privileges	Permanent Loss of Bus Privileges
Chewing gum, littering	Faculty	Reprimand	Detention	Detention
Cutting class, using the lavatory, or visiting the nurse without permission,	Faculty/Admin.	Detention	Detention	Suspension
Disrespect (verbal, written, or gestures)	Faculty/Admin.	Detention	Detention	Detention/Demerit
Dress Code Violation	Faculty/Admin.	Reprimand	Detention	Detention
Eating in unauthorized areas	Faculty	Reprimand	Detention	Detention
Fighting	Faculty/Admin.	Detention	Detention	Admin. Decision
Forgery, cheating, giving/receiving homework, test answers, plagiarism, et cetera	Faculty/Admin.	Detention	Detention	Suspension
Harassment/Bullying	Faculty/Admin.	Detention	Suspension	Admin. Decision
Inappropriate Behavior Classroom/Hallways	Faculty/ Admin.	Reprimand/Detention	Detention	Admin. Decision
Inappropriate Behavior Cafeteria/Playground	Faculty/ Admin.	Reprimand/Detention	Detention	Admin. Decision
Leaving the school without permission	Faculty/Admin.	Detention	Suspension	Admin. Decision
Lying	Faculty/Admin.	Reprimand	Detention	Admin. Decision
Misuse of the Internet/Network	Administration	Detention/Suspension	Suspension	Admin. Decision
Misuse of Cell Phone/Electronic Devices	<b>See</b>	<b>Cell</b>	<b>Phone</b>	<b>Policy</b>
Moral Turpitude	Administration	Suspension/Expulsion	Expulsion	
Physical harm to another	Administration	Detention/Suspension	Suspension	Admin. Decision
Repeated Irresponsibility: (coming unprepared for class, failure to present absentee note, failure to follow school/classroom rules, et cetera)	Faculty	Reprimand	Detention/ Parent Communication	Detention/ Parent Communication
Substance Abuse/Possession	Administration	Suspension/Counseling	Expulsion	
Stealing	Faculty/Admin.	Detention/Restitution	Detention/Restitution	Admin. Decision
Tardiness to class and / or school	Faculty	Reprimand	Detention/ Parent Communication	Admin. Decision
Truancy	Administration	Suspension	Suspension	Expulsion
Vandalism	Faculty/Admin	Detention/Restitution	Suspension	Admin. Decision
*Weapons—Possession	Administration	Suspension/Counseling	Expulsion	
Use	Administration	Expulsion		

\***Weapon**, as defined by the PA Crimes Code at 18 Penna. C.S.A. Section 912, "shall include but not be limited to any knife cutting instrument, shotgun, rifle, explosives and any other tool, instrument, or implement capable of inflicting serious bodily injury".

- **Disciplinary Incidents not listed above are handled at the discretion of the administration.**
- **Depending on the gravity of an infraction, a suspension or expulsion may be issued immediately.**
- **Final interpretation of the discipline code and other policies identified in this handbook are the sole responsibility of the school administration.**

Rev'd 8/09

## Articles Prohibited in School

Students are not to bring to school, on the bus, or to school-related activities any articles, illegal substances, tobacco of any kind, or equipment that interferes with the learning process or that is hazardous to the safety of themselves or others. This includes radios, iPods, beepers, palm pilots, laser pointers, hand-held electronic games, toys, skateboards, lacrosse sticks, roller skates, roller blades, wheelies, matches, cigarette lighters, firecrackers, correction fluids, attachments to book-bags, etc. The possession, furnishing, trading, or selling of unauthorized items and materials on school property, on the bus, or at school-related activities is prohibited, including, but not limited to, electronics, and communication devices. All such items will be confiscated, forwarded to an administrator, and returned only to a parent or guardian.

Cell Phones are permitted under the conditions defined below:

### CELL PHONE POLICY

#### **Expectations**

- Cell phones are to be used only in emergencies.
- In all cases, permission to use a cell phone must be granted by a faculty or staff member.
- Cell phones must be turned off and kept in the bottom of a student's backpack **at all times** during the school day, during school-related activities after school, or on the school bus.
- If a student is ill, he or she may not use the cell phone to contact parents. The student is to obtain permission to visit the nurse. When necessary, the school nurse will contact a parent/guardian.

#### **Misuse of Cell Phone Policy**

Any immodest/inappropriate use of a cell phone, a camera phone, or other device which violates another's privacy is a serious offense. Such inappropriate use of a cell phone, including the transmitting of any photo or texting material, will result in immediate disciplinary action. The consequences of such violations may include, but are not limited to, detention, suspension, or expulsion and will be determined by the seriousness of the violation. The protocol defined below will be followed as a norm.

#### **First Offense**

If a student uses a cell phone without permission, or in any inappropriate way even after receiving permission, the phone will be confiscated and can only be claimed by a parent, after a conference with the administration.

#### **Second Offense**

- Confiscation of the cell phone
- Parent Conference
- Detention

#### **Third Offense**

- Suspension
- Cell phone possession is banned for the remainder of the school year

**IF A CELL PHONE OR ANY OTHER ELECTRONIC DEVICE IS LOST, DAMAGED, OR STOLEN, SAINT THOMAS MORE SCHOOL WILL NOT ASSUME RESPONSIBILITY.**

## **ABSENCE POLICY**

On the day of absence, parents must call the school office by 8:15 AM. This information may be placed on the Health Room answering machine by calling 610-432-0396, ext. 3 or by calling the PLC at 610-432-4525, ext. 1. **It is a state requirement that a written excuse stating dates and reason for absence be brought to the homeroom teacher the day after the child returns to school.** Please use the absence form provided at the beginning of the year. Additional forms are located in the Main Office. Absence due to student illness, death in the immediate family, or extenuating circumstances as approved by the administration, is considered an excused absence. In following district policy, a letter indicating concern as to the child's attendance pattern will be sent after an accumulation of ten (10) days of absence. A doctor's excuse will be necessary after 3 consecutive days of absence or an accumulation of eighteen (18) days of absence.

### **Absence for Vacations**

**Parents are strongly discouraged from removing children from school for vacations.**

After weighing the seriousness of loss of academic progress, if the parent considers it necessary to request an extended absence from class (three days or more), the parent must complete and file an extended absence form with the principal one week prior to the absence. **No more than 5 days absence in a calendar year due to vacation will be approved.** THESE ARRANGEMENTS MUST BE MADE IN PERSON BY THE PARENT.

### **Make-Up Work Due to Illness**

Make-up work is the responsibility of the student and parent. Work is to be completed in a timely fashion. The general guideline is one make-up day for each day of absence. Any work not completed by this time is considered a failure.

### **Make-Up Work Due to Vacation Absence**

No teacher will provide special instruction to a student following a vacation. Likewise, no teacher will provide assignments prior to vacations. Make-up work is the responsibility of the student and parent. Work is to be completed within five (5) days of the return of the student to school provided an approved request for extended absence is on file in the office. Otherwise, missed work must be completed the day after the student returns to school. Any work not completed by this time will be recorded as a failure. The faculty will not be responsible for academic failure due to vacation absence. A tutoring fee may be charged if the teacher has to provide special services due to this type of absence.

## **Tardiness**

A student who arrives after 8:15 AM is considered late. A late slip will be issued at the main office or Primary Learning Center and must be given to the homeroom teacher. Tardiness is recorded on the report card. Repeated lateness will result in communication with the parent and/or a detention.

## **Doctor/Dental Appointments**

**Parents are strongly encouraged to make medical, dental, and personal appointments outside school hours.** If an early dismissal is necessary, the child must present a note, signed by the parent, to his homeroom teacher stating the reason for the early dismissal and the time the child is to be dismissed. If a child has an early morning appointment, a note is required the day before the appointment. Students leaving during the school day must sign in and out at the main office.

## **Health Room**

The Health Room is staffed daily by a registered nurse. A school nurse is provided by Salisbury School district one day a week. Registered nurses employed by St. Thomas More School staff the remaining four days. The Health Room nurse is to treat and evaluate injuries that occur in school or en route to school. Injuries that occur at home should be treated at home. A note from the parent or physician is required if a pre-existing injury or condition requires further treatment in the Health Room.

### THE FOLLOWING HEALTH SERVICES ARE PROVIDED:

Physical Examinations	- Grades K & 6
Dental Examinations	- Grades K, 3 & 7
Vision Tests	- Grades K – 8
Hearing Tests	- Grades K, 1, 2, 3 & 7
Weight and Height	- Grades K – 8
Scoliosis Screening	- Grades 6 & 7
Personal Hygiene Program	- Grade 4
Pre-Adolescent Program	- Grade 5

## **Illness or Injury at School**

If a student becomes ill during the school day, the school nurse will make every effort to contact the parents to take the child home. If the parents cannot be reached, the emergency contact person will be requested to come for the child. When a student is dismissed from school during the day, the nurse will notify the homeroom teacher.

## MEDICATION POLICY

If your child has recovered from an illness, but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time and at bed time. Discuss this possibility with your physician. However, when the attending physician orders medications to be taken during the school day, the following procedures should be followed:

1. Parents or guardians will notify THE NURSE in writing that the student is to receive the prescribed medication and give their written permission for the student to take the medication.
2. Physician authorization and parent authorization must BOTH be completed before medication will be given. The medication must be delivered to the school in a labeled prescription bottle. The label shall contain the name of the student, prescribed dosage, the physician's name, and the pharmacy. The parent or guardian must be aware of the amount of medication in school and deliver a new supply as needed. If the dosage is changed at any time, the parent or guardian and physician must complete new forms.
3. The parent, guardian, or student shall be responsible for informing the nurse and the student shall be responsible for taking the medication.
4. Students will give their medication to the school nurse to keep until it is taken.
5. Students receiving medication for ADD/ADHD. MAY **NOT** have this medication on their persons at any time. Parents MUST deliver any medications for ADD/ADHD personally to the health room and pick up any remaining medication at year's end.
6. Parents or guardians of students being treated for a chronic physical disorder who need prescribed oral medication daily shall make special arrangements by planning for the student's needs with the school nurse.
7. A DOCTOR'S PRESCRIPTION IS NECESSARY IN ORDER TO ADMINISTER ANY OVER-THE-COUNTER DRUGS, e.g., TYLENOL, ROBITUSSIN, ETC.

### Communicable Diseases

Any student absent from school because of the diseases listed below cannot return to school without a physicians note.

Measles

Whooping Cough (Pertussis)

Scarlet Fever

Mumps

Respiratory Strep/Strep Throat

Rubella/German Measles

Fifth Disease

Chicken Pox

Ring Worm (all types)

Impetigo

Scabies

Pink Eye and Lice - School nurse must see student before returning to class.

**UNIFORM POLICY**  
**Effective September 2009**

Uniforms must be purchased through Flynn & O'Hara Uniform Company, locally located at Valley Plaza Shopping Center, 1876 Catasauqua Road, Allentown, PA 18103, 610-231-3788, [www.flynnohara.com](http://www.flynnohara.com); or at the main store in Philadelphia (215) 637-4600 or 1 (800) 441-4122.

All uniform items must be purchased through the uniform company or the Used Uniform Sale at St. Thomas More School. Fleece vests and jackets are only available by pre-ordering through the STM Bookstore by September 25, 2009. Gym uniforms, gym bags, and uniform ties are sold from the bookstore.

- Jumpers and skirts are to be KNEE-LENGTH.
- Blouses and shirts are to be worn TUCKED IN.
- Any article of clothing worn in the classroom during the school day must be a St. Thomas More regulation uniform item. NO TEAM, STORE LOGO, or HOODED SWEATSHIRT is permitted inside the school building during the school day.
- Polo shirts with skirt or pants may be worn during the months of September, October, April, May, and June.
- Polo shirts and navy shorts (grades 1-6) may be worn during the months of September, October, April, May, and June.
- Boys are to wear ties whenever the yellow oxford shirt is worn.

**ALL UNIFORM ITEMS MUST BE LABELED CLEARLY**

**Winter Uniform - November 1 through March 31**

**\*MUST BE WORN ON THE 1<sup>ST</sup> DAY OF SCHOOL AND WHEN STUDENTS ATTEND MASS\***

**Kindergarten**

A school uniform is not worn in kindergarten. Appropriate clothing should be worn. Sneakers are acceptable any school day and MUST BE WORN on gym day.

**GIRLS Grades 1-4**

- Plaid jumper
- Yellow uniform shirt-oxford or peter pan collar
- STM uniform v-neck vest or sweater, cardigan, **OR** navy fleece vest or jacket are the only acceptable coverings during school hours
- Mandatory tights or shorts underneath jumper.
- Green or navy knee hi socks

**OR**

- Navy uniform pants
- Yellow uniform shirt-oxford or peter pan collar
- STM uniform v-neck vest or sweater, cardigan **OR** navy fleece vest or jacket are the only acceptable coverings which may be worn during school hours
- Green or navy socks

**GIRLS    Grades 5 & 6**

- Plaid skirt
- Yellow uniform oxford shirt
- STM uniform v-neck vest or sweater  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- mandatory tights or shorts underneath skirt
- Green or navy knee hi socks

**GIRLS    Grades 7 & 8**

- Plaid skirt
- Yellow uniform oxford shirt
- STM uniform v-neck vest or sweater,  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Mandatory tights or shorts underneath skirt
- Green or navy knee hi socks

**BOYS    Grades 1-4**

- Navy uniform pants
- Yellow uniform oxford shirt with tie
- STM uniform v-neck vest or sweater, cardigan, **OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Navy or black over the ankle socks
- Solid brown or black belt

**BOYS    Grades 7 & 8**

- Khaki uniform pants
- Yellow uniform oxford shirt with tie
- STM uniform v-neck vest or sweater,  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Navy or black over the ankle socks
- Tie and solid brown or black belt

**OR**

- Navy uniform pants
- Yellow uniform oxford shirt
- STM uniform v-neck vest or sweater  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Solid brown or black belt
- Green or navy socks

**OR**

- Khaki uniform pants
- Yellow uniform oxford shirt
- STM uniform v-neck vest or sweater  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Solid brown or black belt
- Green or navy socks

**BOYS    Grades 5 & 6**

- Navy uniform pants
- Yellow uniform oxford shirt with tie
- STM uniform v-neck vest or sweater,  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn during school hours
- Navy or black over the ankle socks
- Solid brown or black belt

### **Shoes**

Black, brown/tan, or dark blue leather shoes must be worn. No sport shoes, ankle boots, clogs, backless shoes, or heels higher than 1 1/2 inches are allowed. No platform shoes. Indoor soccer shoes or sneakers are not permitted.

### **Summer Uniform - Optional**

**May be worn from September 3 through October 31**

**April 1 through June 10**

**\*Winter Uniform must be worn on the 1st day of school and when students attend Mass\***

### **GIRLS Grades 1-4**

- Navy shorts with yellow polo shirt
- Yellow, blue, or black over the ankle socks and solid brown or black belt

### **GIRLS Grades 5-8**

- Navy shorts with yellow polo shirt
- Navy or black over the ankle socks and solid brown or black belt

### **BOYS Grades 1-6**

- Navy uniform pants with yellow polo shirt
- Navy shorts with yellow polo shirt
- Navy or black over the ankle socks
- Solid brown or black belt

### **BOYS Grades 7 & 8**

- Khaki uniform pants with yellow polo shirt
- Navy or black over the ankle socks and solid brown or black belt

### **Shoes**

Black, brown/tan, or dark blue leather shoes must be worn. No sport shoes, ankle boots, clogs, backless shoes, or heels higher than 1 1/2 inches are allowed. No platform shoes. Indoor soccer shoes or sneakers are not permitted.

## Hairstyles, Make-up, Jewelry

**Extreme** hairstyles and accessories as determined by the administration, colored, bleached, highlighted and dyed hair are not permitted. Boys may not have beards, facial hair, sideburns, or hair that extends below the collar. Ears should be visible in their entirety. Braiding is permitted, but without beads. Spiking of hair is not permitted. Bangs may not cover the eyebrows. **It is to be considered a very neat and professional haircut.**

Make-up, including nail polish, is not permitted.

No jewelry may be worn. However, religious medals or crosses on chains are permitted. Only girls may wear earrings - stud style, one per ear.

## Gym Uniforms

Kindergarten students must wear sneakers and comfortable clothing.

All students in Grades 1 - 8 must wear school gym shorts and T-shirts, white socks, and sneakers (regular sneakers that tie). A small gym bag is recommended. **ALL UNIFORMS AND BAGS MUST BE LABELED.**

Grades 1 - 2 - Students will come to school in their gym clothes on the days they have gym class. Sweat suits may be worn.

Grades 3 - 8 - **Students carry clothes to school in the gym bag and change in the locker rooms.**

**Parents are reminded it is the student's responsibility to bring his/her gym uniform to school. If the gym uniform is forgotten, parents are not to bring it to the office or gym.**

Sweat suits - STM red sweat suits, STM soccer sweat suits (NO HOODS), or plain red, white, or black sweats are permitted. No wind pants, jackets, or any other type of warm-ups permitted.

**GYM UNIFORMS AND GYM BAGS MAY BE PURCHASED AT THE BOOK STORE.**

## **COMMUNICATION**

### **Contacting Teachers/Administrators**

Parents are encouraged to communicate with their child's teacher whenever a concern arises. Parents should call the school office and a message will be relayed to the teacher. For non-emergency communication, voice-mail or e-mail may be used.

**Please do not initiate a conference with a teacher during school hours or at arrival/dismissal without an appointment.**

### **Parents/Visitors**

To maintain security, it is essential that upon entering either school building, **ALL VISITORS/PARENTS MUST REPORT TO THE SCHOOL OFFICE to receive an I.D. badge.** The school secretary can accommodate their needs. **UNDER NO CIRCUMSTANCES SHOULD VISITORS/PARENTS GO DIRECTLY TO CLASSROOMS AT ANYTIME.**

### **Contacting Students**

In case of an EMERGENCY, parents should contact the main school office at 610-432-0396 or the Primary Learning Center at 610432-4525.

### **Cell Phones**

See page 14 regarding policy for usage.

### **Change of Address**

Please notify the school immediately of any changes in the student's address, telephone number, or contact information.

### **Emergency Phone Numbers**

Parents must provide the school with emergency phone numbers where they can be reached during the school day. Each September the students receive a card to update emergency numbers. It is vital that the school office have the name and number of a person who can substitute for the parents in case of an emergency.

## **School Information**

A school calendar, schedule of classes, and bus schedule are provided for each student at the beginning of the school year. School information is also published in POST, a monthly newsletter, and the parish bulletin. POST will be sent home the last school day of the month via youngest/only student in the Parent Information Packet (PIP).

## **Dropping Off Items**

If it is necessary to drop off items such as lunch money, lunches, birthday treats, or items expected by the teacher, the items must be left in the main office. **Parents may not take these directly to the classroom.**

## **Invitations**

Invitations to private parties may not be distributed during the school day unless the child's entire class is invited.

## **Arrival/Dismissal Procedure**

Students in grades 2-8 arriving by car are dropped off at the Family Center entrance nearest to the PLC, **not in front of the school**. Kindergarten and 1<sup>st</sup> grade students are to be dropped off beside the PLC or at the PLC circle. **All kindergarten and 1st grade students are to enter through the main door of the PLC.** In order to facilitate this procedure Primary Learning Center parents should not enter the building. Students are not to arrive on school grounds before 7:45 AM. Supervision is not provided until that time. Students arriving earlier must go to Extended Day Care in the Child Care Center of the Church. Arrangements for before and after school supervision can be made by phoning STM's Extended Day Care at 610-437-3491 or 610-433-7413 Ext. 35.

At dismissal, children are released from their classrooms as their lines are called. Children who are transported by car must go to the church parking lot. **Students may not be picked up at the street or from the Flexer Avenue or Trident parking lots.** Children waiting for their rides must stay on the sidewalk behind the church. Any child who is continuously picked up later than 3:10 PM will be sent to Extended Care and billed accordingly.

FOR THE SAFETY OF OUR STUDENTS, IT IS IMPERATIVE THAT ALL PARENTS ADHERE TO THESE RULES.

Transportation changes should be in writing to the homeroom teacher rather than calling the school office.

**To facilitate the orderly arrival and dismissal of students, parents and visitors may not be in the halls, classrooms, foyer, or colonnade at these times.**

### **Bus**

Students are expected to conduct themselves in a manner that does not endanger the safety or welfare of other students or the driver. Violations may result in withdrawal of bus privileges. See discipline code, page 13.

Students may ride only the bus of the school district in which the student resides providing their transportation request is on file with the school district. Requests to ride on a bus other than the one of the student's school district cannot be granted by STM School.

### **Sign In/Sign Out**

Students who leave during the school day must sign in and out in the main office.

### **Field Trips**

Field trips of an educational value may be arranged by a teacher with the permission of the principal. Appropriate adult supervision will be provided by faculty members, parents, or a combination of both. Parents may not act as chaperones without completing and recording participation in the "Protecting God's Children Workshop" (refer to page 33). Adults in charge of a group must follow the directives of the teacher in charge and be in continuous communication with him/her during the trip. Parental permission slips and information pertaining to field trips will be given to parents in advance. Without a signed permission slip, the student will not be able to participate in the field trip.

All school rules apply to field trips.

## **EMERGENCY School Closing**

The decision to delay the opening of school because of inclement weather is dependent upon busing from each of the school districts. Students should listen for the school opening time and follow the time of their respective districts.

An announcement for STM is made on the following radio stations:

WAEB - AM 790      WAEB - FM B104      WLEV - FM 100.7  
WFMZ-TV CHANNEL 69

Notice for EARLY DISMISSAL is on the radio by the name of respective SCHOOL DISTRICTS. Students riding a bus home will be dismissed according to the school district in which they reside. Students who walk home or are picked up by car will be dismissed according to St. Thomas More School dismissal time. Please do NOT call the school office for this information as it ties up phone lines and districts are unable to call. In the event of a two hour delay in opening, no lunch will be served.

In the event of a delayed opening or school closing, phone calls will be made to you from a Voice Notification System. These calls will be displayed as St. Thomas More with the school phone number on your Caller ID. Calls will be initiated at approximately 6:00 am. In the event of an early dismissal or school emergency, calls will be made as soon as possible. If you are not interested in receiving voice notifications please make changes to the **Broadcast Preferences** in the **Contacts Section** of ProActive. We trust this initiative will prove to be helpful to your family, as a complement to our traditional information resources.

On these Emergency School Closing Days, Extended Care will close two (2) hours after St. Thomas More School's dismissal time.

## **Sacramental Program**

Since parents are the primary educators of their children, meetings are scheduled for parents prior to the children's reception of Reconciliation and Holy Eucharist in Grade 2 and for Confirmation in Grade 8.

## **Lost and Found**

Lost articles will be held in the Lost and Found closet outside the Art Room for one month. After that time, unclaimed items will be given to a selected charity. ALL CLOTHING AND SUPPLIES SHOULD BE LABELED WITH THE STUDENT'S NAME.

## **Student Pictures**

Individual photographs are taken in the fall of the year. Purchase of these pictures is voluntary. Students have the option of wearing their regular uniform or dress clothes.

## **Standardized Testing Program**

In keeping with diocesan regulations, standardized tests which monitor intellectual development and academic progress are administered.

Cognitive Abilities Tests - Grades 3, 5 & 7 (Spring)  
IOWA Tests of Basic Skills - Grades 2, 3, 4, 5, 6, & 7 (Spring)

Check the yearly school calendar for specific dates.

## **Care of Books/Supplies**

All students must have a book bag. Textbooks are to be covered at all times. It is recommended that workbooks be covered in clear contact paper. Students should make sure their books and notebooks have their names in them. All students must have required supplies with them at all times. Each student is required to purchase a Parent Information Packet (PIP) for take-home papers.

## **STM Extended Day Care Program**

Extended Care will be open to all students K-8 on days when school is in session. It will be open on early dismissal days and days on which school opens late due to inclement weather. When school has an Emergency School Closing and dismisses early, Extended Care will remain open for two (2) hours after school closes.

Extended Care will not be open on days when school is canceled due to inclement weather.

Extended Care will be open from 6:30 AM until 8:00 AM and then reopens from 2:50 PM until 5:30 PM on regular school days. It will also serve the time periods during which the start of school is delayed due to inclement weather. On early dismissal days, it will be open from the time of dismissal until 5:30 PM.

## Cafeteria

A hot lunch is served daily and requires a pre-purchased ticket. Children may have a full lunch and/or entree. The cost of a full lunch is \$2.50, with drink \$2.80. The cost of an additional entree is \$1.25. Beverages are 30¢. Tickets may be purchased through the cafeteria in the following amounts:

10 lunches for \$25.00 (with 10 drinks \$28.00)

20 lunches for \$50.00 (with 20 drinks \$56.00)

10 entrees for \$12.50 (with 10 drinks \$15.50)

A salad bar and an a la carte table are available daily to the children. Salads cost \$1.25. (Children may use their entree ticket to purchase a salad.) The a la carte table offers a variety of items priced from 25¢ to \$1.25. **A la carte purchases are cash only.**

Children bringing their lunches to school may purchase milk or a fruit drink for 30¢.

Lunches are served on plastic trays; metal flatware is used. A menu is published monthly with *POST*.

**SNOW DAYS:**      1 hour delay - hot lunch will be served, no a la carte  
                          **2 hour delay - NO HOT LUNCH/NO A LA CARTE**

It is expected that students will conduct themselves appropriately in the lunchroom. The lunchroom is supervised by the Director of Student Services, assisted by parent volunteers.

## Bookstore

The bookstore is located in the foyer of the school. The bookstore sells girls' and boys' school ties, gym clothes, gym bags, and all school supplies. The bookstore is open each school day from 8:00 AM to 8:15 AM. Cash or checks may be used.

## **Activities**

Students of St. Thomas More School who participate in extra-curricular activities sponsored by the parish and/or the school are required at all times to conduct themselves as exemplary Christians and to exhibit academic responsibility. Students are to dress according to teacher/coach directions.

Students who have demonstrated academic or behavioral concerns will be suspended from extra-curricular activities for a period of time determined by the activity moderator, coach, faculty, and/or administration. Please review Activities Code of Conduct found on the next page.

## **ACTIVITIES**

Academic Bowl (7-8)	Altar Servers (5-8)
Band (4-8)	Baseball (5-8)
Basketball (5-8)	Beginning/Advanced Children's Choir (1-8)
Bell Choir (4-8)	Boy Scouts (1-8)
Cheerleading (5-8)	Chess Club (4-8)
Christmas Play (5-6)	Cross Country (K-8)
Declamation (7-8)	Diocesan Contests (K-8)
Flag Football (1-6)	Football (7-8)
Girl Scouts (K-8)	History Day (7-8)
Johns Hopkins Talent Search (7)	MathCounts (7-8)
Newspaper (7-8)	Odyssey of the Mind (1-8)
PA Jr. Academy of Science (7-8)	PA Math League (7-8)
Spring Arts Festival (7-8)	Soccer (1-8)
Softball (6-8)	Volleyball (6-8)
Wrestling (1-8)	Yearbook (8)
Student Service Council:	
Chancellor Games Committee (8)	Dismissal Committee (7-8)
Homeroom Representatives (8)	Mission Representatives (5)
Peer Leaders (7-8)	School Spirit Committee (7-8)
Social Committee (8)	Stage Crew (8)

For any information not covered in this Handbook,  
please call the school office at (610) 432-0396 or (610) 432-4525.

REVISED 8/09

## **YOUTH ACTIVITIES CODE OF CONDUCT 2009-2010**

The following code will be in effect for all students participating in any school activities. Parents will be notified if there are any infractions of the code.

### **CONDUCT**

- Appropriate behavior before, during, and after practice is expected.
- Respect for all peers and adults is expected, as is respect for the facilities.
- Satisfactory academic and conduct grades each quarter are required to participate in any activity.
- If a student accumulates three detentions in a quarter, he/she will be suspended from all extracurricular activities for a period to be determined by administrators with moderator/faculty input.
- Any serious breach of expected student conduct can result in suspension or expulsion of the student from the activity. Consequences will be determined by the pastor/administration with moderator/faculty input.
- Coaches are to report any infraction to the administration.

### **ACADEMICS**

Major subject: No average lower than 70%. If a student has an average below 70% but the teacher deems that the student is giving his/her best effort and is doing all homework assignments, he/she may be permitted to continue participating in the activity. However, the student's progress will be monitored.

If a student is failing a subject and/or does not consistently hand in homework assignments, the teacher will notify the activity moderator who will issue a warning to the student. Mrs. Ehritz, activity moderator, will also notify the parent(s) of this warning by phone. The student will have one week to improve his/her academic standing and to establish that progress is being made. If after one week the student has not shown improvement, the teacher will notify the activity moderator who will take the following actions:

a. In an athletic activity, the student will be suspended from participating in practice and games for a calendar week. Dr. Weber will notify the students and parents of the suspension. The student will be re-instated when he/she shows a conscientious effort to improve grades.

b. In a non-sport activity, the student will be suspended from the activity until he/she shows a conscientious effort to improve grades.

If a student fails a major subject he/she may be suspended from an activity at the discretion of the pastor/administration with moderator/faculty input. A noticed improvement in that subject may result in the re-instatement of the student upon approval of the teacher and activity moderator.

# ST. THOMAS MORE SCHOOL

## ACCEPTABLE USE POLICY FOR INTERNET ACCESS

**Please read the following carefully before signing this legally binding document.**

### INTERNET ACCESS

The Internet offers vast, diverse and unique resources. Therefore, St. Thomas More School provides access to the Internet for all students, administrators, teachers and staff. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, and students have access to many resources such as Academy of Reading and Math, Imagination Station, Compass Learning, various search engines and other vast online educational resources.

With access to computers all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St. Thomas More has taken precautions through the use of IP Cop firewall and content filtering to help restrict access to controversial information. In addition, students must have permission from a faculty member to research specific information and access to the Internet will be provided only with adult supervision.

In addition to precautions taken on behalf of St. Thomas More, the smooth operation of the Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. If a user violates any of these guidelines, his or her use will be terminated and future access could possibly be denied. Disciplinary or legal action may also be taken. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## INTERNET ACCESS – TERMS AND CONDITIONS

### 1) Acceptable Use

**The use of the Internet must be in support of education and research and consistent with the educational objectives of St. Thomas More School. Each user is personally responsible for this provision at all times when using the Internet.**

- a. Accessing any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- b. Revealing personal information, such as your address, phone number, or social security number is prohibited. This also applies to the personal information of others or that of organizations.

### 2) Privileges

**The use of the Internet is a privilege, not a right**, and inappropriate use will result in a cancellation of those privileges. Each student will be a part of a discussion with the computer education instructor pertaining to proper use of the Internet. The computer education instructor, library personnel and classroom teachers have the authority to determine what inappropriate use is and that decision is final. The computer education instructor, faculty member or staff member of St. Thomas More has the right to request, for cause, that specific privileges be denied, revoked, or suspended.

### 3) Internet Limitation

Student use is limited to the educational activities that are directed by the St. Thomas More faculty. Activities such as e-mail, chat rooms, instant messaging, et cetera are prohibited.

### 4) Vandalism

Vandalism by a user will result in cancellation of his or her privileges. Vandalism is defined as any malicious attempt to harm or destroy property of another user or any other agencies or networks that are connected to the Internet or school network. Vandalism includes, but is not limited to, uploading, downloading, creation of computer viruses, tampering with files and or programs, physical damage to the computers and lab itself.

5) Services

St. Thomas More School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the system is at your own risk. St. Thomas More specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by St. Thomas More School, Allentown, Pennsylvania on September 2007.

AFTER HAVING READ THE INTERNET POLICY CAREFULLY, PLEASE COMPLETE AND RETURN THE "INTERNET ACCESS COMPLIANCE FORM," WHICH IS INCLUDED IN THE BACK-TO-SCHOOL PACKET, TO THE HOMEROOM TEACHER.

## **St. Thomas More Parish** **Volunteer Policy and Protocol**

In June, 2002 the Bishops of the United States adopted The Charter for the Protection of Children and Young People which is a comprehensive set of procedures established by the USCCB in June 2002 for addressing allegations of sexual abuse of minors by Catholic clergy. The Charter also includes guidelines for reconciliation, healing, accountability, and prevention of future acts of abuse. The principal purpose of the charter is to provide the maximum protection for children. To implement the Charter the Diocese of Allentown has taken a number of steps, one of which is a policy in regard to volunteers.

At St. Thomas More Parish and School, **All volunteers who come into contact with children, regardless of the number of hours, must complete the following requirements:**

- Read and sign acknowledgment form for the diocesan **Code of Conduct**.
- Read and sign acknowledgment form for the diocesan **Sexual Abuse Policy**.
- Complete permission form for a **USIS Background Check**.
- Attend a **Protecting God's Children** training **AND** submit a copy of certificate of attendance.

Nearly every volunteer position at St. Thomas More School will require you to be compliant with all components prior to beginning your volunteer assignment. This includes, but is not limited to, all volunteer assignments of the school, coach, classroom parent, trip chaperone, scout leader, Chancellor games volunteer, PJAS judge/volunteer, et cetera.

You must submit all finished paperwork and the certificate of attendance directly to Cory Lamack in the Parish Center. The USIS Background check forms contain personal information and should be placed in a sealed envelope.

All forms are available at the Parish Center, the Main and PLC offices of the school and through various heads of organizations. They are also easily found on the Diocese of Allentown website which can be accessed from direct links on the St. Thomas More School website at <http://www.stmschoolpa.com/volunteering.aspx>

Additional information in regard to the Safe Environment program for the Diocese of Allentown can be found at <http://www.allentowndiocese.org/> Click on "Protection of Youth" on the bottom, left-side of the page.

**All questions should be directed to:**  
**Cory Lamack**  
**610-433-7413 ext. 28**  
**cory@stmchurchallentown.org**