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## **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**

St. Thomas More School is a parish elementary school located in Allentown, Pennsylvania. Students are enrolled in kindergarten through eighth grades. The school was established in 1969 and had additions built in 1983, 1993, and 2009. The school consists of one school building with several wings (the main school building, the new addition, the primary learning center and the family center), and is located on the parish campus with the church, the rectory, and the convent.

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

## **ADMINISTRATION**

The school administration consists of the pastor, principal, vice principal, 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. In addition, the vice principal is responsible for overseeing bus transportation, coordinating transportation matters with sending school districts, supervising/coordinating lunchroom, and lunch recess supervision. Furthermore, the vice principal acts as head of maintenance.

The curriculum and instruction specialist will monitor grade level and subject area 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 instructional support program director is solely responsible for facilitating IST meetings.

The guidance counselors provide social and emotional support for students. They also teach personal development skills, attend Instructional Support meetings, work with transfer students, and facilitate the *Rainbows* program.

## **SCHOOL BOARD**

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 parish 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 fundraising 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. Placement tests in Mathematics, Reading and English will be administered to all students according to grade level

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 fundraising 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 Parent 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 page 41 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 as well as 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 fundamental 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 7<sup>th</sup> grade and Algebra I in 8<sup>th</sup> grade. Students who exhibit an advanced proficiency in mathematics, and who meet established criteria, may be invited to participate in the Advanced Mathematics Track which will give them the opportunity to complete Algebra II in 8<sup>th</sup> 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, is presented in light of their relationship to social studies, language arts, religion, and other areas of the total curriculum.

## Computer Science/Technology

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> and 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 (Listed Alphabetically)**

#### **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.

#### **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. The instructional support program director is solely responsible for facilitating IST meetings.

#### **Guidance Counseling**

Guidance services are provided by two full-time counselors. These comprehensive services include social/emotional support, counseling, academic support, conflict resolution, consultation with parents/teachers, evaluation, and referral to outside agencies. The counselors offer individual and small group counseling, as well as provide instruction in personal development skills in Kindergarten through second grade. The *Rainbows* program, another service facilitated by the counselors, is available for any student who is dealing with the loss of a loved one through death, divorce or separation. They also work with transfer students to ease their transition into STM.

### **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.

## **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 10-15 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 an 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. For example, 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, instructional support program director, and teacher with parents precedes the decision for retention.

## **Grades 5-8**

If a student fails a major subject (Math, English, Science, Social Studies) for the academic year, summer school/summer tutorial must be attended. In Grades 5 and 6, hours of summer school must total 20 and Grades 7 and 8 hours must total 25. 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> Grade fails three major subjects for the academic year, the student must repeat 8<sup>th</sup> grade in another facility. The same standard applies to 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders.

## **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

St. Thomas More school is a Catholic Christian school dedicated to the high quality education of every young person enrolled as a student. In order to create a positive learning environment, it is the responsibility of all to help create and maintain this environment. This includes students, parents, volunteers, staff, teachers, and the school administration.

We are one body in Christ and are dedicated to being humble and gracious servants to all, especially those in most need of our assistance. Being a servant requires us to conduct ourselves in a manner that exemplifies the excellent tradition of Catholic schools and most especially the example of our Lord Jesus Christ. *“The key to experiencing Christ’s love is found through our actions and words. Little things say so much. The key to love is sharing our good times and bad, facing things together as a community of believers. Jesus has given us the key to His heart. The choice to love is yours.” (Catholic HEART Workcamp 2011)*

Should a student have difficulty in following the St. Thomas More behavioral expectations a variety of strategies may be employed to assist the young person in learning from their mistakes. Here are possible “consequences” that might be used:

- Verbal warning
- Student completion of a “think sheet”
- Loss of recess and/or cafeteria privileges
- Loss of field trip or special activity privileges
- Student offers a verbal apology
- Student offers a written apology
- Individual conference with teacher, counselor or administrator
- Conference with teacher, counselor or administrator with another student(s)
- Conference with parents
- Conference with student and parents
- Phone call home by student
- Phone call home by teacher
- Phone call home by administration
- Assigned seat on the bus
- Loss of bus privileges
- Detention
- In school suspension
- Out of school suspension
- Contact the police

## **Irresponsible Behavior**

Infractions of the St. Thomas More discipline code are taken seriously and the following procedures will be followed:

Students in violation of the discipline code will be assigned consequences in the sequence listed below. Certain acts require an immediate and more punitive consequence and details for this are located in the St. Thomas More Discipline Code.

1. Demerits assigned for minor infractions
2. Three demerits result in a detention
3. Detention\* (failure to return detention form after two days or failure to serve detention on the assigned date or tardiness will result in a second detention being assigned)
4. Three detentions result in a Suspension –conference with administration/pastor/parent
5. Probationary period monitored by the administration
6. Expulsion

\*Detentions are served by the students in Grades 4-8 in the form of an hour before school from 7:00-8:00 a.m. on Thursday mornings. If there is a school closing or delayed start, detentions will be served the following week. Lateness to detention will result in another detention. During detention, a student's time will be devoted to quiet reflection on decision-making and building a capacity to better reflect the mission of St. Thomas More School. Students in Grades K-3 will receive disciplinary consequences from their teachers in conjunction with the school administration. Private detentions may be given at the discretion of the administration or faculty. Parents will be informed through written or verbal communication.

### **Special Note on Information Regarding Consequences**

Details about a student's consequences will be discussed *only* with the family of that student. This decision is covered under the Family Educational Rights and Privacy (FERPA). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

## **Harassment and Bullying Policy**

The entire school community is 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 and bullying.

## **Bullying**

*A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.*

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

## **Types of Bullying**

Bullying can take on many forms. Here are nine examples:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

## **Harassment**

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 messaging, website, or any other means of electronic communication, as well as any other forms of harassment will be investigated and appropriate action will be taken. Penalties will vary according to the nature of the offense, but may include detention, suspension with possible counseling, and expulsion. When appropriate, a referral to the Salisbury Police Department for further investigation may be necessary. Actions to be taken will occur on a case-by-case basis.

## **Summary of Harassment/Bullying**

Whenever a student feels that they are the victim of bullying or harassment, they are strongly encouraged to report details to their parents or guardians and St. Thomas More School. Reports to the school can be made to teachers, counselors or administration. Every reported act of bullying or harassment to the school will result in the involvement of the school administration.

All members of the St. Thomas More community bear the responsibility of reporting any negative actions towards others including acts of meanness, bullying and/or harassment to a member of the faculty or administration. This includes most importantly students but also includes parents, support staff, teachers, counselors, and administrators.

## **DISCIPLINE CODE**

### **Minor Infractions**

All minor infractions will typically be addressed in the sequence listed below. Authority for these infractions rests with faculty and administration.

1<sup>st</sup> and 2<sup>nd</sup> Occurrences = Demerits

3<sup>rd</sup> Occurrence = 1 Detention

4<sup>th</sup> Occurrence = 2 Detentions

Five or more Occurrences = Referral to administration

### **Types of Minor Infractions**

- Chewing gum, eating or drinking at unauthorized times or in unauthorized places
- Running, pushing, tripping or other types of inappropriate behavior in classrooms, halls or other areas
- Excessive noise in halls
- Minor disruption of class
- Inappropriate behavior or conduct on playground during class recess or lunch recess
- Being unprepared for class (no pencils, pens, books, notebooks, gym clothes, etc)
- Failure to return forms to school including absentee notes
- Dress Code violation
- Tardiness to class and/or school
- Minor Bus Violation (minor disruption, excessive noise, not seated properly, chewing gum, eating/drinking)

These constitute typical minor offenses. Certain types of behavior not listed above may be categorized as minor infractions at the discretion of the faculty and administration.

Occurrences will accumulate during the first two marking periods and the final two marking periods. At the conclusion of the first two marking periods, all infractions will be erased. ***For students with five or more occurrences in any one area, the administration reserves the authority to “carry over” the infractions to the second half of the year.***

### **Major Infractions**

Major infractions are more serious offenses and will typically be addressed as specified for each infraction listed below.

*Acts with the intent to be mean (verbal, written or gesture) {Authority-Faculty/Administration}*

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

***Abusive or Obscene Behavior (verbal, written or gesture)*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = Suspension  
Third Offense = Expulsion

***Major Bus Violation (3 minor infractions or serious misconduct)*** { Authority-Administration }

First Offense = Detention  
Second Offense = Temporary Suspension of Bus Privileges  
Third Offense = Permanent Suspension of Bus Privileges

***Leaving class, visiting Nurse's office or lavatory without teacher permission*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = 2 Detentions  
Third Offense = Suspension

***Disrespect or disturbance during school or liturgical functions*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = 2 Detentions  
Third Offense = Suspension

***Fighting; inflicting deliberate physical harm*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = 2 Detentions  
Third Offense = Suspension

***Cheating/academic dishonesty, lying, forgery, plagiarism*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = 2 Detentions  
Third Offense = Suspension

***Harassment/Bullying*** { Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = Suspension  
Third Offense = Administrative Decision

***Insubordination***

{ Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = Suspension  
Third Offense = Administrative Decision

***Leaving the school without permission***

{ Authority-Faculty/Administration }

First Offense = Detention  
Second Offense = Suspension  
Third Offense = Administrative Decision

***Misuse of Internet/Network/Technology***

{ Authority-Faculty/Administration }

First Offense = Detention or Suspension  
Second Offense = Suspension  
Third Offense = Administrative Decision

***Misuse of Cell Phone or Electronic Devices***

{ See Cell Phone Policy, Page 19 }

***Stealing***

{ Authority-Faculty/Administration }

First Offense = Detention/Restitution  
Second Offense = Suspension/Restitution  
Third Offense = Administrative Decision

***Truancy***

{ Authority- Administration }

First Offense = Suspension  
Second Offense = Suspension  
Third Offense = Expulsion

***Vandalism***

{ Authority-Faculty/Administration }

First Offense = Detention/Restitution  
Second Offense = Suspension/Restitution  
Third Offense = Administrative Decision

## **Drugs, Alcohol and Weapons**

A student possesses, uses, or is under the influence of alcohol, other mood altering substance or is suspected of the same or is in possession of drug paraphernalia or “look-alike” substances at school or any school sponsored activity on or off school property. (Immediate Out of School Suspension with possible Expulsion along with counseling after review by administration and pastor/referral to local law enforcement)

Possession and or use of a weapon\* on school property (Immediate Out of School Suspension with possible Expulsion along with counseling after review by administration and pastor/ referral to local law enforcement)

\*Weapon as defined by the PA Crimes Code at 18 Penna. CSA Section 912, “shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, stick, brass knuckles, fire arm, shotgun, rifle, BB or pellet gun, “look-alike gun,” chemical agent, explosive device or other implement capable of inflicting serious bodily injury.”

Reported use of drugs, drug paraphernalia or alcohol (after review by administration and pastor referral to school counselor and additional counseling as deemed necessary with parent involvement)

## **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, beepers, 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. This list provides examples of items that are prohibited and is not all-inclusive. The possession, furnishing, trading, or selling of unauthorized items and materials on school property, on the bus or at school-related activities is prohibited. All such items will be confiscated, forwarded to an administrator, and returned only to a parent or guardian.

Cell phones and mobile devices are permitted under the conditions defined on Page 19.

## **CELL PHONE/MOBILE DEVICE POLICY**

Personal use of mobile devices including cell phones on school property or at school-related activities is prohibited. A student possessing a mobile device must keep that device turned off and in the bottom of their backpack at all times during the school day or during school-related activities after school. 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 or guardian.

### **Exceptions to this policy may include:**

1. Cell phone use in case of emergency. In all cases, permission to use cell phone must be granted by a faculty or staff member.
2. Instructional use under the direct supervision of a classroom teacher with specific permission to use the device, as sanctioned by the administration. Device is to be used only in the manner directed by classroom or supervising teacher.
3. Additionally, the use of devices for instructional support of individual students can be recommended by the Director of Instructional Support, as sanctioned by the principal. These devices may only be used in the manner directed by Instructional Support Team.

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

Any immodest/inappropriate use of a cell phone, mobile device, a camera phone, or other device which violates another's privacy is a serious offense. Such inappropriate use of a cell phone/mobile device, 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/mobile device without permission or in any inappropriate way even after receiving permission, the phone/mobile device will be confiscated and can only be claimed by a parent, after a conference with the administration.

### **Second Offense**

- Confiscation of the cell phone/mobile device
- Parent Conference
- Detention

### **Third Offense**

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

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

## ABSENCE POLICY

On the day of absence, parents **MUST** call the school nurse by 8:45 AM. This information may be placed on the Health Room answering machine by calling 610-432-0396, ext. 3. **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 five (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 and 6
Dental Examinations	Grades K, 3 and 7
Vision Tests	Grades K–8
Hearing Tests	Grades K, 1, 2, 3 and 7
Weight and Height	Grades K–8
Scoliosis Screening	Grades 6 and 7
Personal Hygiene Program	Grade 4
Pre-Adolescent Program	Grade 5

## **Illness or Injury at School**

If a student becomes ill or injured 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 physician's 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 2011**

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; or at the main store in Philadelphia 215-637-4600 or 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 23, 2011. 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 – October 31 through March 30**

**\*Winter Uniform 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,  
**OR** navy fleece vest or jacket are the only acceptable over-garments which may be worn 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,  
**OR** navy fleece vest or jacket are the only acceptable over-garments 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,  
**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

**Shoes**

Black, brown/tan, or dark blue leather shoes must be worn. No sport shoes, ankle boots, clogs, backless shoes, or heels higher than 1½ inches are allowed. No platform shoes. Indoor soccer shoes or sneakers are not permitted.

**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

## Summer Uniform - Optional

May be worn from September 7 through October 28 and April 2 through June 13

\*Winter Uniform must be worn on the 1<sup>st</sup> 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

Same as Winter Uniform

### 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, ext. 1 or the Primary Learning Center at 610-432-4525, ext. 1.

### **Cell Phones**

See policy (Page 19) 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 *The POST*, the school monthly newsletter as well as the parish bulletin. A hard copy of *The POST* is sent home the Friday after school begins. The *POST* will be e-mailed to parents on the last school day of the month, beginning in October. It will also be available on the school website, [www.stmschoolpa.com](http://www.stmschoolpa.com), under "Quick Links." The monthly calendar and menu will be sent home on the last school day of the month.

## **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. PLEASE NOTE: Gym clothes, for Grades 3 through 8, *MAY NOT* be dropped off at school. It is the student's responsibility to be prepared for gym class.**

## **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 1<sup>st</sup> 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 sent, 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 15.

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. Parents, visitors, and volunteers must also 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 41). 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, cancel school or dismiss students early because of inclement weather is dependent upon busing from each of the school districts. Parents and students should listen for information regarding the school opening or early dismissal time and follow the time of their respective districts. It is important to continually check the STM school website at [www.stmschoolpa.com](http://www.stmschoolpa.com) or listen to the radio and television stations listed below because of changing conditions.

WAEB - AM 790

WLEV - FM 100.7

WODE FM 99.9

WCTO FM 96 Cat Country

WFMZ-TV CHANNEL 69

Information is also available at [www.wfmz.com](http://www.wfmz.com), [www.b104.com](http://www.b104.com), [www.wzzo.com](http://www.wzzo.com), and [www.fox1470.com](http://www.fox1470.com) as well as the Operation Snowflake Enter.net APP for your mobile phone.

Additionally, in the event of an EARLY DISMISSAL, you will receive an e-mail and automated telephone call with the dismissal times for each school district as well as for walkers and car riders. During an early dismissal, 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 so that the telephone lines can remain open for the school districts to call with their dismissal times.**

In the event of a two hour delay in opening, no lunch will be served.

Extended Care is available at STM and pre-registration is not necessary under these conditions. The Extended Care Program will remain open during regular hours for late starts. However, in the event of an early dismissal, Extended Care will close two hours after the closing of school. It will not operate when school is closed completely.

***It is the parents' responsibility to have an early dismissal plan in place for their children. Please DO NOT tell your children to call home and check what to do. Your children need to know what to do ahead of 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 and 7 (Spring)

IOWA Tests of Basic Skills - Grades 2, 3, 4, 5, 6, and 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)

An a la carte table is available on Mondays and Wednesdays to the children. The a la carte table offers a variety of items priced from 25¢ to \$1.25. **A la carte purchases are cash only.** To purchase Salad Bar on Salad Bar Days, the student may use his/her lunch ticket. The Salad Bar will cost \$2.50, like the full lunch.

Salad bar will be offered on Tuesdays and Thursdays throughout the school year. On Salad Bar days there will be **NO** ala cart table.

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 sent home the last day of the month and is available on the STM website, [www.stmschool.com](http://www.stmschool.com), under "Quick Links."

**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 vice principal, 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)	Beginning/Advanced Children's Choir (1-8)
Basketball (5-8)	Boys Baseball (5-8)
Boy and Girls Volleyball (6-8)	Boy Scouts (1-8)
Cheerleading (5-8)	Chess Club (4-8)
Children's Choir (2-8)	Cross Country (K-8)
Christmas Play (5-6)	Diocesan Contests (K-8)
Declamation (7-8)	Football (7-8)
Flag Football (1-6)	History Day (7-8)
Girl Scouts (K-8)	MathCounts (7-8)
Girls Softball (6-8)	National Geographic Geography Bee (6-8)
Johns Hopkins Talent Search (7)	Odyssey of the Mind (1-8)
Mission Representatives (1-8)	PA Math League (7-8)
Newspaper (7-8)	Soccer (1-8)
PA Jr. Academy of Science (7-8)	Track and Field (6-8)
Spring Arts Festival (7-8)	Wrestling (1-8)
Student Service Council (8)	Dismissal Committee (7-8)
Chancellor Games Committee (8)	Yearbook (8)
Homeroom Representatives (8)	School Spirit Committee (7-8)
Peer Leaders (7-8)	Stage Crew (8)
Social Committee (8)	

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

REVISED 8/11

## **YOUTH ACTIVITIES CODE OF CONDUCT 2011 - 2012**

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 Mr. Schutzler who will issue a warning to the student. Mr. Schutzler, vice principal and 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 reinstated 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 reinstatement of the student upon approval of the teacher and activity moderator.

**DIOCESE OF ALLENTOWN**  
**St. Thomas More**  
**ACCEPTABLE USE POLICY**  
**For**  
**USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC**  
**INFORMATION AND COMMUNICATIONS**

Please read the following carefully before signing this document.  
This is a legally binding document.

**SECTION ONE: GENERAL COMPUTING POLICY**

**Overview**

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Access to the School’s electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

**1. Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore, the following are prohibited:

- a) Applying for a user ID under false pretenses.
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person.)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- d) Attempts to evade or change resource quotas.
- e) Use of facilities and/or services for commercial purposes.
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- g) Copying programs purchased by you onto St. Thomas More computers and/or the network systems, without the express, written consent of St. Thomas More.
- h) Copying programs licensed St. Thomas More for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

## 2. Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
- b) Decryption of system or user passwords.
- c) Copying, deleting, or moving system files.
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users.
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks.
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is available to employees and students of ST. THOMAS MORE. This access is being offered as part of a collaborative project involving ST. THOMAS MORE and PenTeleData (ISP). We are pleased to bring this access to ST. THOMAS MORE and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at ST. THOMAS MORE 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. The following list provides examples of sites that administrators, teachers, employees, and students may have access to and is not all-inclusive:

- electronic mail communication with people all over the world.
- access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases.
- public domain and open source software of all types.
- information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- online learning communities where academic collaboration and discussion are encouraged;
- institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people 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, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a ST. THOMAS MORE user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

## INTERNET ACCESS - TERMS AND CONDITIONS

### 1. Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of ST. THOMAS MORE. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of 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.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

### 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 who receives an account will be a part of a discussion with a ST. THOMAS MORE faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of ST. THOMAS MORE has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

### **3. Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

### **4. Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and userID are included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

## **5. Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to ST. THOMAS MORE. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

## **6. Updating Your User Information**

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

## **7. Services**

Diocese of Allentown and ST. THOMAS MORE make no warranties of any kind, whether expressed or implied, for the service it is providing. ST. THOMAS MORE and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. 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.

**ST. THOMAS MORE**  
**Agreement for the Use of**  
**Computers and Telecommunications**  
**Parental/Student Consent Form**

ST. THOMAS MORE has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that ST. THOMAS MORE and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, ST. THOMAS MORE *supports* and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Use of the Computers, Network, Internet, Electronic Information and Communications found in our website: www.stmschoolpa.com, under "Quick Links". I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at ST. THOMAS MORE.

**Parents, Check one:**

**I hereby consent to the student having access to, and use of, the telecommunications resources at ST. THOMAS MORE, I also hereby indemnify and hold harmless The Diocese of Allentown and ST. THOMAS MORE from any claim or loss resulting from any infraction by the student of the policy or any applicable law.**

**I do not consent to the student having access to, or use of, the telecommunications resources at ST. THOMAS MORE.**

2. I am a student and have read the Acceptable Use Policy for Use of the Computers, Network, Internet, Electronic Information and Communications, as a student, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked and disciplinary action, and/or appropriate legal action may be taken.

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Parent's/Guardian's signature

Date

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Name of Parent/Guardian (Please Print)

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Student's signature (*only necessary for students in Grades 1-8 to sign form*)

Date

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Name of Student (Please Print)

**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, etc.

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.allentowndioocese.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**