



# **St. Thomas More Catholic School**

## **Parent / Student Handbook 2015 -2016**

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# St. Thomas More Catholic School Parent/Student Handbook

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**\*BOLD PAGES MUST BE TURNED IN BY FIRST WEEK OF SCHOOL**

## Principal's Message

Dear Parents,

Welcome to St. Thomas More Catholic School as we look forward to another school year. Our administration, faculty and staff remain dedicated to providing an educational and spiritual experience in which students learn and mature in an environment that upholds the highest academic standards and moral principles of our shared Catholic and Christian faith.

This handbook outlines the policies and procedures that are in operation from both the Archdiocese of San Antonio level and at St. Thomas More Catholic School. Please read carefully what is presented to you in these pages. Our support of our ideals and programs is essential to the effectiveness of the school and to ensure student achievement.

The role of the educator in a Catholic school is to cultivate an environment of learning, maintain the highest academic standards, encourage respectful interaction with all personnel, and model and promote values consistent with our Catholic and Christian heritage.

St. Thomas More Catholic School is an exemplary school which offers an educational program that is centered in our Catholic faith. The successes of our students and alumni are clear indicators of our progress in achieving our stated purpose, mission and goal. Please join us in a partnership of assuring that our educational and faith formation goals remain at the forefront of our endeavors.

The patron of our parish and school community, St. Thomas More, reminds us of the importance of fidelity to our beliefs and values, to a life well-lived within the context of our call as brothers and sisters in the family of God. May God in his infinite wisdom and caring bless you and your family in the years to come. This community of faith invites you to participate fully in all of the activities that encourage understanding of and continued growth in our faith life. In a special way, may our Blessed Mother Mary intercede to obtain for us the graces that we all need to be faithful servants of the Lord as we participate in the education of these young people entrusted to our care. We welcome you as we embark on a monumental 2015 – 2016 school year.

With much appreciation,

Mrs. Kimberly A. Gutierrez,  
Principal

**Principal's Right to Amend** – The Principal has the right to amend any provision of the Parent/Student Handbook at any time during the school year. Such revisions will be done in writing and will be placed in the school Bulletin. The Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## **The Privilege of Attending St. Thomas More Catholic School**

Admission to St. Thomas More Catholic School is a privilege not a right. Students who attend our school must realize that this privilege comes with certain duties and expectations, both academic and behavioral. St. Thomas More Catholic School students are expected to take their studies and their Faith formation seriously, and are also expected to conduct themselves both on and off campus in an appropriate and well-behaved manner. Our outstanding reputation as a Catholic institution of learning is based on the actions and performance of our students. We will not compromise that reputation for those few who cannot accept our standards.

### **St. Thomas More Catholic School Mission**

We are committed to:  
Living as Jesus did.  
Developing our Faith.  
Increasing our Knowledge.

### **St. Thomas More Catholic School Philosophy**

To Love one another as Jesus Loved Us

### **The St. Thomas More Catholic School Code**

I am a member of the St. Thomas More Catholic School Community.

As a member of this community:

I will be a Christian Citizen.

I will be Trustworthy.

I will be Responsible.

I will be Respectful.

I will be Caring.

I will be Fair.

This is who we are. This is how we act.

This is the way we treat each other.

This is what we do even when no one is looking.

### **St. Thomas More Catholic School Goals**

- To witness our faith in Jesus within an environment that fosters mutual love and respect.
- To provide opportunities for our students to grow in their understanding of the Gospel and Catholic teachings through instruction, worship, and community activities.
- To build community through dialogue with parents, parish, boards, faculty/staff, and students.
- To provide a superior educational program emphasizing essential academic skills that enable the student to successfully continue in his/her education while encouraging excellence and scholastic achievement.
- To help our students build a sense of personal integrity by encouraging self-responsibility and self-discipline while providing a firm foundation in Catholic moral values.



- To foster an understanding of our world, our nation, and our responsibilities to both within the context of Catholic social teaching.

## **History of the School**

St. Thomas More Catholic School began as St. Pius X Annex in 1962. Monsignor Roy Rihn, Pastor of St. Pius X Church, requested that the Sisters of the Presentation of the Blessed Virgin Mary staff the much-needed addition to St. Pius X School in the rapidly growing northeast San Antonio area. Sister Stanislaus Tobin was named the first Principal. The school opened with just three grades, but each year a new grade was added and temporary classrooms were provided until the school was complete, Kindergarten through Eighth Grade, in 1967. Children were transported from St. Pius to the Annex on a school bus driven by the associate Pastor, Fr. Tom Collins.

In 1964, Archbishop Lucey erected, by decree, St. Thomas More Parish, incorporating the Annex and changing the name to St. Thomas More School. Father Erwin Juraschek was appointed its first Pastor. The large meeting room was converted into a temporary church where Mass was celebrated for the parish. Many of our pupils were baptized and a teacher married in the temporary church.

Groundbreaking for the present church was held in July 1966 and St. Thomas More Church was dedicated in 1967. As the parish grew, the school continued to grow adding temporary classrooms and a cafeteria to meet demands. In 1987 a major renovation and building program were undertaken by the parish and school. The cafeteria and offices in the school building, along with the library, were divided into classrooms and labs. A library, kindergarten classroom, teacher workroom, religious education office, audio-visual storage room as well as new administration offices and a multi-purpose hall were added and in use by September 1988. Once the facility was in full operation, our efforts concentrated on budgeting for staff and equipment to fully utilize the resources available.

St. Thomas More School has grown tremendously since 1968 when we graduated our first Eighth Grade class of 16. Through the years we have been proud of our students and our graduates. Many have distinguished themselves academically in high school and in college. Some have returned as teachers and catechists.

St. Thomas More School is justly proud of its continued commitment to teach knowledge and critical skills so that our students can function well within a changing technological and multi-cultural society. However, it is the Christian values stressed at St. Thomas More that will serve our students as productive citizens in this world and ultimately in God's Kingdom.



### **St. Thomas More Catholic School Accreditation Statement**

St. Thomas More Catholic School is a part of the Archdiocese of San Antonio Catholic School System. It is accredited by the Texas Catholic Conference Education Department which is officially recognized by the Texas Education Agency. Our last accreditation team visit occurred in September, 2007.

## **Non-Discrimination Statement-Title IX**

**St. Thomas More Catholic School admits students of any race, national origin, religion, or gender to its programs. All students have equal opportunity, without regard to race, national origin, religion, or gender to succeed.**

### **Admission Policies**

**Admissions**-St. Thomas More Catholic School, a co-educational 3K – 8<sup>th</sup> Grade institution, admits students of any race, national origin, or religion. Equal opportunity is provided to all students. Admissions, 1<sup>st</sup> to 8<sup>th</sup> Grades, are determined by an evaluation of current report cards, standardized testing scores, St. Thomas More Catholic School Grade level tests in Mathematics, Reading, and Writing, and a parent/student interview with the Principal.

All St. Thomas More Catholic School students are expected to study the Catholic religion as an independent core subject and to participate in the Catholic liturgies with the other students in the school.

### **Requirements:**

#### **Admission to the school requires the following records:**

- Official Birth Certificate
- Baptismal Certificate (if Catholic)
- Social Security Number
- Immunization Record with all immunizations **current**
- Copy of previous year's report card and standardized testing results (1<sup>st</sup> to 8<sup>th</sup>)

**3K – students should be** three (3) years of age by 1 September of their year of entry into the program and be completely toilet-trained.

**4K – students should be** four (4) years of age by 1 September of their year of entry into the program and be completely toilet-trained.

**Kinder – students should be** five (5) years of age by 1 September of their year of entry into the program.

**First Grade – students should be** six (6) years of age by 1 September of their year of entry into the program. Exceptions are granted when students have successfully completed a Kindergarten program in a state that allows early entry into their Kindergarten program.

**Second to Eighth Grades - must** meet St. Thomas More Catholic School entrance requirements as stated above. Satisfactory completion of testing may be required to ensure that students entering our program can academically fit into our program.

When possible, we highly recommend that perspective students “shadow” with their class of entry for at least a full day prior to deciding to enroll at St. Thomas More Catholic School. This

allows the students an opportunity to meet their potential classmates and observe the level of academics being taught in the classroom. St. Thomas More Catholic School does not normally accept transfers into our 8<sup>th</sup> Grade program. Students who wish to enroll for their 8<sup>th</sup> Grade at St. Thomas More Catholic School are advised to enroll the last semester of their 7<sup>th</sup> Grade year. All newly enrolled students are in a probationary status for the first semester enrolled. Probationary status provides both the school and the student the opportunity to seek more appropriate schooling when the fit to the St. Thomas More Catholic School model is less than satisfactory.

**Admission of students from within the Archdiocese, public, non-public approved schools, home school, non-accredited schools and foreign schools see Archdiocesan policies #4103 through #4107.**

**Admission of Students with Special Needs-**Schools, if able, will provide students with special needs an opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to other schools and programs that have the ability to effectively serve their needs. Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Catholic schools will collaborate with parent(s), the public school, and appropriate agency and/or professional when providing the school's services for the child.

**Acquired Immune Deficiency (AIDS)-** The case for admittance or retention of students diagnosed with AIDS will be evaluated by the Principal.

**Dual enrollments see Archdiocesan policies #4501.**

### **School Calendar**

**School Calendar** – The school publishes an annual calendar at the start of each school year. Parents are asked to plan their vacations so that students are present during the required days in school. Unusual circumstances such as inclement weather may require minor changes in the school calendar. Such changes will be made as soon as possible so that family plans are minimally impacted and will be noted in the *Bulletin*.

## **Arrival and Dismissal of School**

**Daily Class Schedules** – Teachers maintain a daily schedule of activities for their class. These schedules are coordinated with all the various activities of the school to ensure that conflicts do not arise and that the minimum number of contact hours required by the accrediting agency for each academic area are met. Teachers may provide copies of the daily schedule to parents if requested. Master copies of all schedules are kept in the School Office.

**Inclement Weather** – The School practices inclement weather procedures with the students so that they will know what to do if threatening weather approaches. **The school is located on the highest ground in the neighborhood.** Heavy rains pose no threat to the school. The children are safer in the school than on the roads attempting to get home in heavy rain. **In inclement weather, the school will remain open for as long as needed to ensure the safety of the students. Please do not attempt flooded areas in order to pick your child up. Wait until it is safe. We will still be here with them.**

For school closures due to weather, please listen to the radio or watch the television. If in doubt, we will be closed or have a late arrival if the North East Independent Schools are closed or have a late arrival.

The school has one make-up day built in to the school calendar. If inclement weather requires the school to be closed for more than one day, we will add additional days where it is most feasible to add them.

**Drop-off and Pick-up of Students** – **The drop-off and pick-up of students is the most dangerous time in their school day.** As such, the school insists that strict adherence to our drop-off and pick-up procedures be maintained.

**Drop-off** – Students may be dropped-off in the morning any time **after** 7:00 A.M. The drop-off location is the breezeway between the school building and Carolan Hall. Students are to go directly from their cars to the Cafeteria in Carolan Hall. Students should use caution when exiting their vehicles and entering the breezeway. When patrols are present, normally between 7:30 A.M. and 7:45 A.M., students must obey the signals provided by the patrols. Students dropped-off after 7:55 A.M. are to be dropped-off at the main school entrance and **parent must sign in the student as tardy.** Parents who park and walk their children to the breezeway should use caution when they and the children are crossing the parking lot driveway. Please park in designated slots only. **The areas with painted red curbs or blocked by orange cones are no parking zones.**

**Morning Prayer Service** – The school begins its day with a Morning Prayer Service in Carolan Hall which begins at 7:55 A. M. The Morning Prayer Service is intended to start the day as a Faith Community and to remind us that we are all a part of the larger Body of Christ. Once the Morning Prayer Service begins, students who are not with their classes should remain in the main school foyer until the service is over. Parents are encouraged to attend the Morning Prayer Service with their children. The service is normally concluded by 8:05 A.M.

**Pick-up** – There are two ways that a student can be picked up at dismissal. **The preferred way is by using the drive-through line.** All classes are dismissed to the walkway on the east side of

the school. Parents who park in designated parking slots in the school parking lot need to cross the driveway and pick-up their children before any traffic is allowed to flow to the driveway. Students are not permitted to cross the driveway by themselves. Teachers cannot cross students as they have other students to monitor. After all students have moved to parked vehicles, a teacher will whistle for cars waiting in the drive through lane to approach the driveway to begin loading. **When sufficient cars are in the driveway (about 14 cars) a whistle will be blown for all cars to shut down their engines.** When all engines are shut down, students will be released to the vehicles in the driveway. When it has been determined that all students are safely loaded in the driveway vehicles, the whistle will be blown for engine start and the cars may then move out of the driveway to the street. Following that, the cycle will repeat itself until all students are safely loaded. Once drive through pick-up is initiated, no students will be permitted to cross the driveway until all the drive through pick-ups are completed.

**It is imperative that all caution be taken during vehicle unloading and loading. No amount of hurry on anyone's part is worth injury to one of our students. We must slow down and remember that students may not be thinking about what they are doing. We, as adults, must think for them!**

### **Attendance**

**Absences/Tardies/Reporting Absences and Tardies by Parents-** Based on the Texas Education Code, students enrolled at St. Thomas More Catholic School in Kindergarten through 8<sup>th</sup> Grades must attend 90% of the available contact hours in each class during the school year. The school year has 180 days. Therefore, students must be present for 162 class days in order to be eligible to matriculate to the next grade. Students who exceed 10% absences may have their enrollment terminated for lack of attendance. Students who are continuously tardy are missing a percentage of the first period and are not meeting the 90% rule as it applies to contact hours in each class. Therefore, three tardies are considered to be an absence for the record. Pre-Kinder 3 and Pre-Kinder 4 schedules provide some flexibility in the contact hour requirement. Please contact the School Office if you have questions on the Pre-Kinder 3 and Pre-Kinder 4 requirements.

- **School day begins at 7:55 a.m. If the student is not present by 7:55 a.m. they are tardy. If a student arrives later than 7:55 a.m. the parent must sign in the child at the front office and receive a tardy slip before being admitted into class.**
- **If the student is not present by 9:55 a.m. they are considered absent for the day.**
- **If a student is absent a note from the parent, legal guardian or the physician must be submitted to teacher within two days of absence for it to be considered as an excused absence.**

**Release of students during school** - A student may be released from school during school hours into the custody only of those persons listed on the student's emergency information card. Identification of the person to whom the student is released must be verified. Parents or guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must

be made. Students must not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc. without written parental permission. Students must only be released through a definite process conducted through the school's main office.

## **Student Records**

**Emergency Information/Emergency Data Card** – At the beginning of the school year, we will ask you to complete an Emergency Data Card. This card provides us with emergency contact information as well as authorization for student pick-up. It is a must that the card be kept up-to-date. Any time we need to find you, we use the card. If it is not up-to-date, we cannot find you! Please call the School Office with any changes to your home, work, cell telephone numbers, and to your home or e-mail address. Emergency Data Cards are also used to assemble the School Roster. **If you do not want the information (Name, Address, Home Telephone Number) from the Emergency Data Card put in the School Roster please notify the School Office by the end of the first week of school.**

**Publication of Address Release** - The school will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

## **Use of Student Photos and or Interviews**

**Marketing** – The school uses visuals of the school and the various activities that go on at the school in its marketing efforts. Marketing of the school is an absolute necessity in a competitive private school environment. **Visuals are used in our memory books, our *Bulletin*, on our web-site, and in advertising brochures as well as in video productions that market the school. Any parent who does not want their child to participate in these activities must inform the school of that fact in writing no later than the end of the first week of the current school year.** Visual recording of school activities begins the first day of school.

## **Permanent Records**

The student's official file should contain only these items: permanent record (elementary); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the official file should be forwarded to a new school.

## **Access to Records**

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record. The school should state in writing what procedures are to be followed if a parent or student wishes to view a record and/or receive copies. The school can ask for twenty-four hours notice and can require the parent to make the request in writing.

## **Release of Records/Non-Custodial Parents' Access to records/**

### **Request for and transfer of records**

**Records** – All student records are confidential and assessable only to parents and professional staff requiring the information contained therein. Parents who are divorced or separated must file pertinent court documents with the school if there are any limitations on either parent's right

to access the student or the student's records. The school is not responsible for the release of the student or of information to an unauthorized individual if the school is not aware of the limitation. In compliance with the Buckley Amendment, in the absence of a court order, a non-custodial parent may access student records after they have been purged of non-student information. A non-custodial person does not normally have the right to discuss a student's progress with the staff. It is the responsibility of the custodial parent to ensure that the school has all the pertinent information about the custodial situation.

Transfer of records to another institution will be transferred. Records are mailed to other institutions. Parents may not hand carry records unless the students are transferring to an overseas school.

## **Conduct and Discipline**

### ***Code of conduct/rules***

#### **DISCIPLINARY POLICY**

The purpose of discipline is to create an atmosphere conducive to learning and to assist the student in acquiring self-control. In imposing discipline the administrator will consider the seriousness of the offense, age and grade level, the frequency of the misconduct, and the student's attitude. Regulations governing discipline of students begin from the time they reach our school grounds until they are dismissed. The regulations also apply to all school sponsored activities either inside or outside of the school. The regulations apply to participants as well as other students visiting the school.

**EXPECTATIONS:** All members of the St. Thomas More Catholic School Community are expected to abide by the tenants of the St. Thomas More Catholic School Code. The Code establishes norms by which we deal with each other. Rather than creating an extensive set of rules which must be followed, it is our intent that we all, each and every day, treat each other with kindness and caring.

#### **THE ST. THOMAS MORE CATHOLIC SCHOOL CODE**

I am a member of the St. Thomas More Catholic School Community.

As a member of this community:

I will be a Christian Citizen.

I will be Trustworthy.

I will be Responsible.

I will be Respectful.

I will be Caring.

I will be Fair.

This is who we are. This is how we act.

This is the way we treat each other.

This is what we do even when no one is looking.

## **SCHOOL-WIDE RULES AND PROCEDURES:**

- Show respect for self and others at all times.
- Respect all school and personal property.
- Come to school prepared to learn.

Positive reinforcement is used to encourage acceptable behavior. Classroom consequences for inappropriate conduct are defined and consistently administered. Parents will be notified of negative behavior through a teacher note, phone call, or a discipline referral (Yellow or Red Form). **This referral must be signed by parent and returned to the teacher the following school day.**



## Dress Codes

St. Thomas More Catholic School considers modesty, neatness, and pride in one's appearance as both essential for the students' learning environment as well as important for our children's future. Parents are strongly encouraged to work closely with the school to enforce moderate hairstyles and high standards of dress for their students. We ask that our school community as a whole follow our dress code policies as an example to our students.

A student's uniform is to fit properly, be clean, pressed and in good repair. Faded or torn uniform items are to be replaced. Although every faculty and staff member is charged with enforcing the uniform code, it is primarily the responsibility of the parents to make sure that their students are properly dressed. Students who do not follow the uniform policy will receive a BLUE SLIP FORM. A Blue Form (Uniform Violation) will be issued to any student who does not comply with the uniform or personal appearance policies. This includes not having the required PE uniform. The Blue Form is to be taken home and signed by a parent, as a means of notification. The signed Blue Form will be returned to the homeroom teacher on the next day. Five Blue Forms issued within any one quarter will constitute a Red Form and a subsequent Saturday Detention. Blue Forms are issued in Pre-Kinder 3 through 8<sup>th</sup> Grade.

### **Uniform Classifications: Please note NEW Uniform Classifications**

#### **Uniform Classifications:**

Dress Uniform – worn on Friday or when requested

Casual Uniform –worn on Monday, Tuesday, Thursday, or when requested

Spirit Dress Uniform-worn on Wednesday or when requested

PE Uniform-worn daily (PK 3 & PK 4 and Kinder on request)

**Dress Up Days-worn on special days**

Free Dress Days-worn on special days

**Dress-Up Days:** Students may wear the following or their Dress Uniform: full length **pants** or **dress capris** (no jeans, or any style pants that look like or imitate blue jean style); **skirts, dresses, or split skirts** no higher than 1 inch above the knee. **Shirts and blouses** will be a dress-type or polo style and may have a small appropriate logo/design. Shirts and blouses must cover the shoulders and midriff. **Dress or tennis shoes** will be worn. (NO sandals or high heels). Students may not wear shorts, leggings, tight capris, wind suits, T-shirts, tight-fitting clothing, etc.

**All clothing will be the correct size and worn appropriately** (shirts tucked in and buttoned, pants worn at waist, etc.)

**Free Dress Days:** Students may wear the following or their casual uniform: **Jeans** (NO skinny, low rise or over-sized); **Shorts** (NO short shorts, athletic, or over-sized); **Dresses & Skirts** (must be at your knee front & back, leggings may be worn underneath); **T-Shirts or shirts** (NO low cut, tank, spaghetti straps, see-through or midriff tops) & **tennis shoes or any closed toe shoes** (NO flip-flops, sandals, or high heels). **All clothing will be the correct size and worn appropriately.**

School Uniforms may be purchased at:

Uniforms Plus  
 7142 San Pedro Ave.  
 San Antonio, Texas 78216  
 78216  
 Phone: (210) 651-1255

School Shoes Unlimited  
 2019 Vance Jackson  
 San Antonio, Texas  
 Phone: (210) 734-9003

## Dress Code

### Dress Code – 3K , 4K & Kinder Boys

### Dress Code – 3K , 4K & Kinder Girls

Day	Dress	Day	Dress
<b>Monday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	<b>Monday</b>	Navy Blue Middy Dress w/ White tie W/ bike shorts White SS Polo W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks
<b>Tuesday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	<b>Tuesday</b>	Navy Blue Middy Dress w/ White tie W/ bike shorts White SS Polo W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks
<b>Wednesday</b>	Class Color Spirit Shirt Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	<b>Wednesday</b>	Class Color Spirit Shirt Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks
<b>Thursday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	<b>Thursday</b>	Navy Blue Middy Dress w/ White tie W/ bike shorts White SS Polo W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks
<b>Friday</b>	White SS Button Down Shirt Navy Blue Pants Navy Tie White Tennis Shoes (Velcro) White Crew Socks	<b>Friday</b>	Navy Blue Middy Dress w/ White tie W/ bike shorts White Tennis Shoes (Velcro) White Knee High Socks

**PE Uniform PK 3, PK 4 & Kinder Boys and Girls**

<b>Day</b>	
Day to be announced.	PE – Grey “PE” T Shirt W/ Logo Navy Blue “PE” Shorts W/ Logo White Tennis Shoes White Crew Socks Plain Navy Blue Sweatshirt (cold weather) Plain Navy Blue Sweatpants (cold weather)

**Dress Code – 1<sup>st</sup> through 5<sup>th</sup> Grade Boys      Dress Code – 1<sup>st</sup> through 5<sup>th</sup> Grade Girls**

<b>Day</b>	<b>Dress</b>	<b>Day</b>	<b>Dress</b>
<b>Monday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes White Crew Socks Black Belt	<b>Monday</b>	White Middy Blouse W/ Logo & Navy Tie OR White SS Polo W/ Logo Plaid Skirt or Navy Blue Pants or Shorts Blue & White Oxford Tennis Shoes White Crew Socks
<b>Tuesday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes White Crew Socks Black Belt	<b>Tuesday</b>	White Middy Blouse W/ Logo & Navy Tie OR White SS Polo W/ Logo Plaid Skirt or Navy Blue Pants or Shorts Blue & White Oxford Tennis Shoes White Crew Socks
<b>Wednesday</b>	Class Color Spirit Shirt Navy Blue Pants or Shorts w/Black Belt White Tennis Shoes White Crew Socks	<b>Wednesday</b>	Class Color Spirit Shirt Plaid Skirt or Navy Blue Pants or Shorts Blue & White Oxford Tennis Shoes White Crew Socks
<b>Thursday</b>	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes White Crew Socks Black Belt	<b>Thursday</b>	White Middy Blouse W/ Logo & Navy Tie OR White SS Polo W/ Logo Plaid Skirt or Navy Blue Pants or Shorts Blue & White Oxford Tennis Shoes White Crew Socks
<b>Friday</b>	White SS Button Down Shirt Navy Blue Pants W/ Black Belt Navy Tie White Tennis Shoes White Crew Socks	<b>Friday</b>	White Middy Blouse W/ Logo & Navy Tie Plaid Uniform Skirt Blue & White Oxford Tennis Shoes White Knee High Socks

**PE Uniform 1<sup>st</sup> through 5<sup>th</sup> Grade Boys and Girls**

<b>Day</b>	
<b>Monday Through Friday</b>	PE – Grey “PE” T Shirt W/ Logo Navy Blue “PE” Shorts W/ Logo School Uniform Tennis Shoes White Crew Socks Plain Navy Blue Sweatshirt (cold weather) Plain Navy Blue Sweatpants (cold weather)

**Dress Code – 6<sup>th</sup> & 7<sup>th</sup> Grade Boys**

**Dress Code – 6<sup>th</sup> & 7<sup>th</sup> Grade Girls**

<b>Day</b>	<b>Dress</b>	<b>Day</b>	<b>Dress</b>
<b>Monday</b>	Navy SS Polo Shirt W/ Logo Khaki Pants or Shorts White Tennis Shoes White Crew Socks Brown Belt Plain Buckle	<b>Monday</b>	White Middy Blouse W/ Logo & Navy Tie OR White or Navy SS Polo W/ Logo Navy Skirt or Pants or Shorts White Tennis Shoes White Crew Socks
<b>Tuesday</b>	Navy SS Polo Shirt W/ Logo Khaki Pants or Shorts White Tennis Shoes White Crew Socks Brown Belt Plain Buckle	<b>Tuesday</b>	White Middy Blouse W/ Logo & Navy Tie OR White or Navy SS Polo W/ Logo Navy Skirt or Pants or Shorts White Tennis Shoes White Crew Socks
<b>Wednesday</b>	Class Color Spirit Shirt Khaki Pants or Shorts w/Brown Belt White Tennis Shoes White Crew Socks	<b>Wednesday</b>	Class Color Spirit Shirt Navy Skirt or Pants or Shorts White Tennis Shoes White Crew Socks
<b>Thursday</b>	Navy SS Polo Shirt W/ Logo Khaki Pants or Shorts White Tennis Shoes White Crew Socks Brown Belt with Plain Buckle	<b>Thursday</b>	White Middy Blouse W/ Logo & Navy Tie OR White or Navy SS Polo W/ Logo Navy Skirt or Pants or Shorts White Tennis Shoes White Crew Socks
<b>Friday</b>	White SS Button Down Shirt Khaki Pants W/ Brown Belt Plain Buckle Navy Tie White Tennis Shoes White Crew Socks	<b>Friday</b>	White Middy Blouse W/ Logo & Navy Tie Navy Skirt White Tennis Shoes White Knee High Socks

### PE Uniform 6<sup>th</sup> & 7th Grade Boys and Girls

Day	
<b>Monday Through Friday</b>	PE – Grey “PE” T Shirt W/ Logo Navy Blue “PE” Shorts W/ Logo White Tennis Shoes White Crew Socks Plain Navy Blue Sweatshirt (cold weather) Plain Navy Blue Sweatpants (cold weather)

### Dress Code

#### Dress Code – 8<sup>th</sup> Grade Boys

#### Dress Code – 8<sup>th</sup> Grade Girls

Day	Dress	Day	Dress
<b>Monday</b>	Burgundy SS Polo Shirt W/ Logo Khaki Pants or Shorts Black Oxford Shoes Black Crew Socks Black Belt Plain Buckle	<b>Monday</b>	White Middy Blouse W/ Logo & Burgundy Tie OR Burgundy or White SS Polo W/ Logo Navy Blue Skirt or Pants or Shorts Black Penny Loafers Shoes White Knee High Socks
<b>Tuesday</b>	Burgundy SS Polo Shirt W/ Logo Khaki Pants or Shorts Black Oxford Shoes Black Crew Socks Black Belt Plain Buckle	<b>Tuesday</b>	White Middy Blouse W/ Logo & Burgundy Tie OR Burgundy or White SS Polo W/ Logo Navy Blue Skirt or Pants or Shorts Black Penny Loafers Shoes White Knee High Socks
<b>Wednesday</b>	Class Color Spirit Shirt Khaki Pants or Shorts Black Oxford Shoes Black Crew Socks Black Belt Plain Buckle	<b>Wednesday</b>	Class Color Spirit Shirt Navy Blue Skirt or Pants or Shorts Black Penny Loafers Shoes White Knee High Socks
<b>Thursday</b>	Burgundy SS Polo Shirt W/ Logo Khaki Pants or Shorts Black Oxford Shoes Black Crew Socks Black Belt Plain Buckle	<b>Thursday</b>	White Middy Blouse W/ Logo & Burgundy Tie OR Burgundy or White SS Polo W/ Logo Navy Blue Skirt or Pants or Shorts Black Penny Loafers Shoes White Knee High Socks

<b>Friday</b>	White SS Button Down Shirt Khaki Pants W/ Black <b>Belt Plain Buckle</b> Burgundy Tie Black Oxford Shoes Black Crew Socks	<b>Friday</b>	White Middy Blouse W/ Logo Burgundy Tie Navy Blue Skirt Black Penny Loafers Shoes White Knee High Socks
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**PE Uniform 8<sup>th</sup> Grade Boys and Girls**

<b>Day</b>	
<b>Monday Through Friday</b>	PE – Grey “PE” T Shirt W/ Logo Navy Blue “PE” Shorts W/ Logo <b>White Tennis Shoes</b> White Crew Socks Plain Navy Blue Sweatshirt (cold weather) Plain Navy Blue Sweatpants (cold weather)

**School Store Items**

<b>PK 3 through 8<sup>th</sup> Grade</b>	ALL Outer wear School Logo Navy Blue Sweatshirt, Cardigan, V- Neck sweater, Sweater Vest, Windbreaker P.E. T-Shirts & Shorts Class Color Spirit Shirts P.E. Bag Boys and Girls Ties STM Coin Purse STM Spirit Bears
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**DRESS UNIFORM IS MANDATORY FOR ALL STUDENTS PK3-8<sup>TH</sup> GRADES.**

**Uniform Suppliers:**

Uniform Plus – Uniform items can be purchased here, except school store items.  
School Store- Ties, PE uniform, Spirit Shirts, ALL outer wear  
Shoes Unlimited – All shoes PK3-8<sup>th</sup> Grades may be purchased here.

**Uniform Classifications:**

Dress Uniform – worn on Friday or when requested  
Casual Uniform –worn on Monday, Tuesday, Thursday, or when requested  
Spirit Dress Uniform-worn on Wednesday or when requested  
PE Uniform-worn daily (PK 3 & PK 4 and Kinder on request)  
**Dress Up Days-worn on special days**  
Free Dress Days-worn on special days

**STM Logo must** be embroidered on girls and boy's ties & polo shirts, girl's middy blouse, PK 3-Kinders Middy dress & all outer wear.

**Uniform Skirts: MUST** have pleats. All elementary grade skirts must be GREEN plaid, purchased from Uniform Plus. Middle school wear navy blue pleated skirts. All skirts must touch the top of the knee cap in the front and back of the knee.

**Uniform Pants or Shorts:** may not have side pockets (NO Cargo style), No over-sized legs, and **NO CAPRIS.**

**Belts:** A belt must be worn with all boys' pants and shorts that have belt loops. Black belts for the elementary and brown belts for the middle school. 8<sup>th</sup> Grade Boys wear a Black belt. Girls must wear black belts if they choose to wear their polo shirt tucked in or with Spirit shirt. Plain belt buckles only.

**Shoes: PK 3 & 4 and Kinder MUST wear ALL WHITE Velcro leather shoes.**

**Girl's 1<sup>st</sup>-5<sup>th</sup> Grades must wear white and blue OXFORDS** (Purchased at Shoes Unlimited)

**Boy's 1<sup>st</sup> – 5<sup>th</sup> Grades and ALL 6<sup>th</sup> and 7<sup>th</sup> Graders MUST wear ALL WHITE leather tennis shoes. ALL shoes must have laces or Velcro.**

**8<sup>th</sup> Grade Girls wear black penny loafers and boys wear black oxford shoes Monday-Friday.**

**8<sup>th</sup> Grade tennis shoes for PE must be ALL white leather.**

**NO color trim, sparkles, glitter, slip-ons or high tops may be worn.**

**Socks: ALL WHITE CREW SOCKS** are worn by all students PK 3-8<sup>th</sup> Grade.

Girls PK 3-8<sup>th</sup> Grade **MUST** wear KNEE HIGH socks with Dress Uniform.

**Undershirts: ALL WHITE, NO PRINT** short sleeve undershirts or camisoles maybe worn and tucked in pants, shorts, or skirts. Girl's t-shirt must not be visible above the top of their blouse.

**Outer Wear: ALL students must own either an STM Logo Cardigan or Windbreaker.**



Other STM Logo apparel: Sweatshirt, V neck sweater & vest may be worn with **DRESS, CASUAL AND SPIRIT** Uniforms. **ALL OUTER WEAR** to be purchased at our School Store.

## GROOMING

The following are applicable for all grade levels with uniform *and* for Spirit Dress Days

- Cleanliness is expected of each student.
- **Make-up:** No make-up or fingernail/toenail polish is to be worn on school days. Sculptured nails are not allowed due to the possibility of injury to self or others during PE.
- **Jewelry:** One watch is acceptable for both boys and girls. Girls may wear earrings for pierced ears only. Earrings are to be worn on the earlobe and may not extend below the earlobe (no loops – **for safety reasons, only studs may be worn**). Only one pair of earrings (one earring in each earlobe) may be worn. No rings are allowed.

**Items not allowed:** Earrings on boys, body piercing, and tattoos (permanent or temporary), chains. The school is not responsible for lost, stolen or damaged jewelry.

**Bracelets and Necklaces:** Students in 5<sup>th</sup> - 8<sup>th</sup> Grade may wear one elastic bracelet of the following type: St. Thomas More Catholic School Spirit, Any of the Cancer Awareness, San Antonio Spurs, Just Say No to Drugs OR one wooden religious bracelet.

The Principal is the approving authority for any additional bracelet types.

Girls in 8<sup>th</sup> Grade are permitted, in lieu of the elastic bracelet, to wear one charm bracelet. Charms must be of an appropriate type for wear at a Catholic School.

Students in 5<sup>th</sup> through 8<sup>th</sup> Grades are permitted to wear one religious necklace as follows:

Religious medals or crosses, either silver or gold, that are no larger than one inch in diameter and are on a matching chain. The chain must be appropriate to the medal and extend below the neck line. As a guide, the chain links should not be larger than 2 millimeters. Leather rope necklaces are not permitted.

- **Hair:** No excessive or fad haircuts or hairstyles are allowed. Hair may not be artificially streaked or colored. Haircuts, hairstyles, or hair color that is deemed excessive by the administration will be subject to required change.  
Boy's hair must be above the eyebrows, above the top of the ears, and above the collar. Facial hair such as a mustache is not permitted.  
Girl's hair must be neat and well groomed, out of eyes and styled such that it is not a distraction.

**Note: The administration will be the final judge of what hairstyles will be accepted.**

- **Hair Accessories:** Only St. Thomas More School colors found in the STM school plaid, white or hair color are allowed for hair accessories. No accessories are to be excessive in size or length.
- **Purses:** Middle school girls are allowed to carry purses. Purses must be modest in color and size. Girls who choose to bring expensive purses to school do so at their own risk. The school cannot be responsible for the theft of or damage to expensive items that are not required.
- **NO WRITING/DRAWING will be allowed on any part of the school uniform or student's body.**

### **Disciplinary Action-Penalties, Discretionary Procedures and Expectations**

**Consequences:** Students are expected to monitor their own behavior, to accept responsibility for their actions by accepting all consequences, to correct behavior that does not uphold St. Thomas More School values, and to develop self-control. If these expectations are not fulfilled the following will happen:

**BLUE FORM:** A Blue Form (Uniform Violation) will be issued to any student who does not comply with the uniform or personal appearance policies. This includes not having the required PE uniform. The Blue Form is to be taken home and signed by a parent, as a means of notification. The signed Blue Form will be returned to the homeroom teacher on the next day. Five Blue Forms issued within any one quarter will constitute a Red Form and a subsequent Saturday Detention. Blue Forms are issued in Pre-Kinder through 8<sup>th</sup> Grade.

**YELLOW FORM:** A Yellow Form (Discipline Warning) will be issued to a student who has violated the St. Thomas More Catholic School Code. The Yellow Form serves as a warning to the student that his/her behavior will result in a RED Discipline/Detention Referral Form if it continues. A Yellow Form also serves as a notification to parents, so that appropriate measures can be taken at home to help the student amend his/her behavior. A student who receives a Yellow Form will first meet with the teacher to discuss his/her behavior.

**RED FORM:** A Red Discipline Form (Detention Referral Form) will be issued to a student for a single serious offense or as the result of receiving three Yellow Forms or five Blue Forms. A student who receives a Red Form will automatically be assigned to Detention. At the discretion of the Principal, additional consequences may be applied to misconduct of a more serious nature. The Red Form serves as notification to parents of a serious disciplinary infraction or repeated minor infractions (which together are considered serious) so that appropriate measures can be taken at home to help the student amend their behavior. Three Yellow Forms normally requires a Red Form be issued. A student who receives a Red Form will first meet with a teacher to discuss his behavior. The Red Form is then taken home for a parent's signature, and is to be returned to the homeroom teacher on the following day. A Red Form requires that a Detention be served. Red Forms are issued in 1<sup>st</sup> through 8<sup>th</sup> Grade. **The Red Form itself is not notification of the date of detention. A Notification of Detention will be sent home to specify the date the detention is to be served (see below).**

**DETENTION:** Detention serves as a consequence for a variety of infractions including, but not limited to, causing harm to others, cheating or helping others to do so, disrespectful behavior, direct disobedience to a teacher, aide, or administrator. Detention is held in the school building from 3:15 P.M until 5:15 P.M. as assigned. Students assigned to Detention are to report in Full Uniform. No food or beverages are permitted (water is provided). Parents or siblings are not allowed to attend Detention. There will be a \$25.00 supervision fee assessed each time a student attends Detention.

**NOTIFICATION OF DETENTION:** A Detention Notification Form will be sent home at least two days prior to the scheduled Detention. When two days notice is not possible, parents will have the option of having their child serve on the next scheduled date. Students will have their parents sign the notification form and return it to the teacher on the next day. A phone call will be made to parents to notify them of detention.

**Note: It is the student's responsibility to ensure that forms are signed and returned on time. Additional disciplinary action may be taken for those students who do not get their discipline forms signed and returned on time.**

**\*The accrual of Yellow Slips and Red Slips will be per semester.**

**SKIPPING DETENTION:** A student who skips Detention Hall may be suspended and not be allowed to return to school until a conference between the parents and the Principal has been satisfactorily concluded. Any additional consequences for failing to meet a serious obligation will be assigned at the discretion of the Principal.

**SUSPENSION AND ADMINISTRATIVE TERMINATION:** Pending specific circumstances, the Principal may decide that a suspension is required to ensure the student understands the severity of the situation. Normally, a suspension will last no more than three days. Under severe circumstances, or when it is in the best interest of the child or the school, a student may be administratively terminated by the Principal.

**Expulsion** – Prior to the initiation of a formal grievance, parents of an expelled student must directly seek redress with the Principal through a conference. If there is not a satisfactory resolution, the following steps constitute the formal grievance procedure:

1. A written statement of complaint to initiate the grievance, including a brief summary of the initial conference, must be filed with the school council secretary within three (3) school days of the Principal's conference, or the decision resulting from the conference is formally rendered whichever is later. The date of the filing will be recorded on the original of the complaint.
2. Within 24 hours of the filing, the secretary of the school council will forward the grievance to the Local Grievance Council (LGC) who will review the grievance. The LGC may hear further arguments within 7 days of its receipt of the grievance. A decision will be rendered in 10 days of the receipt of the grievance.
3. If the aggrieved party is not satisfied with the decision of the LGC, an appeal may be made to the Pastor within three (3) days of the LGC decision. The Pastor will review the documentation and set a date for a meeting, within seven (7) days of the receipt of the

appeal, with all parties involved in the grievance. The Pastor will render a decision on the appeal within five (5) school days of the meeting.

4. If the aggrieved party is not satisfied with the decision of the Pastor, an appeal can be made to the Archdiocesan Council of Conciliation. This appeal must be in writing and be received by the Council within five (5) days of the receipt of the Pastor's Decision.
5. Pending the outcome of the formal grievance, only the Principal or the Pastor may, with or without condition, abate the expulsion.

**Redress Procedures (Non-Expulsion Matters):** Prior to the initiation of formal grievance procedures, parties wishing to redress a grievance must first confer directly with the involved teacher, staff member, or administrator for resolution of the grievance. If a satisfactory resolution cannot be reached, the following procedure applies:

1. A written statement of the complaint will be filed with the Principal. The Principal will set a date for a hearing within 48 hours of the receipt of the statement of complaint. Student grievances must be filed by the parents. At the hearing, the student and the parents must be present. The Principal will render a written decision within three (3) school days of the hearing. If the resolution is not satisfactory, or if the complaint was originally against the Principal, proceed to step two (2).
2. A grievance may be filed in writing with the School Council Secretary within three (3) days of the receipt of the Principal's decision. If the grievance is against the Principal, the initial grievance is filed with the School Council Secretary. The School Council Secretary will, within 24 hours, inform the LGC, which will review the grievance proceedings and, if needed, gather any further information needed. A decision by the LGC will be rendered within seven (7) days of the receipt of the appeal.
3. If the aggrieved party is not satisfied with the decision of the LGC, an appeal may be made to the Pastor within three (3) days of the receipt of the decision of the LGC. The pastor will review the documentation, hold hearings, within seven (7) days, if deemed necessary, and will render a decision within five (5) days of any hearing.
4. If the aggrieved party is not satisfied with the decision of the Pastor, they may appeal in writing to the Archdiocesan Council of Conciliation within five (5) days of the receipt of the Pastor's decision.

**Unauthorized Substances and Items-** St. Thomas More Catholic School follows Texas State Law. It is a crime for any person, student, or non-student to carry a firearm or any other type of dangerous weapon within 1,000 feet of the school property, onto a school campus or bus or at school sponsored athletic, social, or extra-curricular activities. The person who does this will be immediately reported to the police and the parents notified.

**UNAUTHORIZED ITEMS:**

Items that are not appropriate in an academic environment will not be permitted on the school grounds. These items include (but are not limited to)

- Hand-held technology devices/games
- Cell Phones, iPods, iPhones, laptops, etc. (see cell phone policies)
- Toys
- Stuffed animals (except on specified days when part of a class activity)
- Aerosol products (hair spray, deodorant, etc)
- Weapons or facsimiles of weapons
- Fireworks
- Water-guns
- Athletic equipment not specifically required for PE.
- Gum, candy, food items not part of a nominal school menu.
- Laser pointers.

All personal belongings should be marked with the student's name. Students should not bring personal iPods, MP-3 players, CD players, CD's, Cameras, tape recorders, electronic games, electronic devices, beepers, or trading cards, etc. to school. All unauthorized items will be confiscated and held for parental pick-up.

The Principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession.

#### **UNAUTHORIZED SUBSTANCES:**

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event. This includes but is not limited to:

- Marijuana
- Any narcotic drug
- Hallucinogen
- Stimulant
- Depressant
- Amphetamine
- Barbiturate
- Alcohol or any alcoholic beverage
- Any aerosol or solvent based glue
- Aerosol paint
- Any other volatile chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is or is represented to be any of the above-listed substances is also prohibited under this policy. All uses of tobacco substances by students are forbidden of school grounds.

“Use” means a student has smoked, ingested, injected, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that is detectable by the student's physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated. Personal property may be searched by administrators for alcohol, drugs and other controlled substances. A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. Students involved in such actions shall be expelled from school.

**Weapons/Drug Free Zone** – St. Thomas More Catholic School is a weapons/drug free zone. Under Texas Law, it is a crime for any person to carry a firearm or other dangerous weapon within 1000 feet of a school or school sponsored event. Police will be called if a violation is noted.

**Only those drugs prescribed by a physician or dentist are allowed on the campus. All prescribed drugs must be kept at the School Office and a medication form signed by the doctor and parent needs to be on file**, in accordance with our medication policies. This includes over-the-counter medications and cough drops. Students found with any type of drug on campus that is not being administered by an authorized staff member may be expelled.

### **Search and Seizure**

**Jurisdiction of St. Thomas More Catholic School** – St. Thomas More Catholic School has jurisdiction over its students from the time they arrive at school until they depart. Rules governing the behavior of students apply to all school sponsored events and activities whether at the school or another location. The rules also apply to all participants who are involved in the sponsored event.

The school has the right to search student desks, lockers, and belongings including, but not limited to, handbags, briefcases, backpacks, and other containers in a student’s possession.

### **Anti-Harassment Environment to include Policy on Bullying**

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person. For bullying to occur there must be an imbalance of power, intent to harm, and repetition of the type of act. Bullying can further be defined as either physical (verbal or written), or non-physical. (See appendix for behaviors considered as bullying behaviors.) This prohibition against acts of harassment applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. See Archdiocesan Policies #4609 for more information.

### **Procedures for Reporting/Procedures for Addressing Bullying Violence-Threatened and/or Acted**

Information on Procedures for reporting and addressing bullying can be found in the schools Bullying packet given on first day of school.

**Conduct whether inside or outside the school** - It is important to the reputation of the school that St. Thomas More Catholic School students present themselves correctly when off campus on school sponsored activities and when student is in uniform on or off campus.

**Harassment Free Environment** - St. Thomas More Catholic School will not tolerate any form of harassment. This prohibition includes all members of the school community engaged in all forms of school activity. This includes bullying in any form as well as verbal and/or physical affronts. Specifically, this includes:

**Sexual Harassment** - which is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where submission to such conduct is explicitly or implicitly a condition of a student's academic success, where submission to such conduct is made the basis for decisions affecting a student, or where such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

**Verbal Harassment** - which is defined as derogatory remarks, jokes, slurs or belligerent/threatening words spoken to another individual.

**Physical Harassment** - which includes unwarranted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal school work or activities.

**Visual Harassment** - which includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, and gestures. It also includes printed material of any type that can be derogatory, demeaning, or inflammatory.

**Cyber Harassment**- which includes the use of threatening electronic messages, e-mail, cell phones, pagers, text messages, instant messaging or other electronic means that presents derogatory, demeaning, or inflammatory information of any kind.

Individuals who experience what they consider to be harassment of any kind are advised to bring that activity to the attention of a teacher, the Principal, or the counselor. The prohibition against harassment applies to all people engaged in any school activity: that is, all students; regular or part-time employees; volunteers; and any type of contracted or consultative individual.

**Note: It is Archdiocesan Policy that "Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.**

**This policy applies to communications or depictions through email, text messages, or website postings whether they occur through the school's equipment or connectivity resources or through private communication, which : 1) of a sexual nature, (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community."**

## **ELECTRONIC TRANSMISSION OF SEXUAL IMAGE**

### **Definitions:**

**Minor** means person younger than 18 years of age.

**Sexual Conduct** means “sexual contact, actual or simulated sexual intercourse...or lewd exhibition of the genitals, the anus, or any portion of the female breasts” including the nipple. *Tex. Penal Code Sec. 43.25*

If a school official (administrator, teacher, counselor or otherwise) is made aware of any electronic transmission of visual material depicting a minor engaging in sexual conduct (as defined above), the school must follow their investigation protocol and confirm whether or not the visual material exists.

The school has a duty to report said material after its confirmation. The matter must be reported *within 48 hours* of confirmation and should be reported to the following parties:

- the Department of Child Protective Services (CPS), or
- any local or state law enforcement agency, and
- to the guardians’ of all responsible and/or depicted parties, and,
- the Superintendent of Catholic Schools.

The transmission of electronic communication depicting sexual conduct of a minor or minors between students and others is a crime subject to prosecution. *Tex. Penal Code Sec. 43.26 and 43.261*. The image at issue should never be printed.

The report to CPS or law enforcement must include the following, if known:

- 1) the name and address of the child;
- 2) the name and address of the person(s) responsible for the care, custody, or welfare of the child.

**Morality-See Archdiocese Policies Reference #'s 4700,4701,4702,4703**

Students are expected to demonstrate responsible expressions of sexuality and are called to a chaste and modest life; human sexuality is a precious gift of God and what makes us capable of intimacy and trust of others. Therefore; all students must display appropriate dress and behavior according to our mission and school dress code. The public display of affection such as holding hands, kissing, arms around another student, embraces, hugs, or any other bodily contact that appears to reflect public display of affection. Any such activity not mentioned above will be left up to the discretion of the administration.

## **Counseling Opportunities and Expectations**

**Academic/Behavioral Counselor** – The school has counseling services. The counselor is available to students and their families to deal with student issues that are affecting the student’s performance or behavior while in school. More in-depth services, or services outside the scope of the counselors preview, the counselor may be able to refer them to an outside counseling service.



A student or a group of students may be referred to the counselor by the administration, a teacher, a parent, or the student may request to see the counselor. The counselor can have an introductory visit with a student or group of students with no parental notification. However, if further visits are recommended, a parental permission slip will be sent home for permission to continue with the counseling services. Discussions with the counselor are confidential. If the counselor advises the administration that continued counseling services are necessary for the welfare of the school, the Administration may require those services as a condition of continued enrollment. The counselor may see an entire class to work on the class academic or social development without parental permission. Student groups wishing to see the counselor will all require signed permission slips after the introductory visit with the counselor.

## **Extra-Curricular Activities**

### **Program activities**

**Organizations: Note – may vary from year to year depending on availability of instructors.**

***Academic-National Junior Honor Society*** - Membership in the St. Thomas More Chapter of the National Junior Honor Society (NJHS) is both an honor and a privilege. Membership is by selection and both 7<sup>th</sup> and 8<sup>th</sup> grade students may be considered for membership. According to national rules, students may not apply for membership in NJHS. The faculty council, consisting of five teachers who have contact with the students, grants membership to students exhibiting the following characteristics: scholarship, leadership, character, citizenship and service. In evaluating the candidates, the faculty council works with specific definitions of these criteria within our school environment. Students selected for membership are expected to continue to demonstrate the above-mentioned qualities. Middle School students are provided with the criteria for selection at the beginning of each school year.

***Athletics***– St. Thomas More Catholic School children participate in CYO athletics. Children (PreK 3 – 8<sup>th</sup> Grade) who wish to participate in CYO athletics may do so as long as they are enrolled in the school or are members of the St. Thomas More Parish.

St. Thomas More Catholic School is a member of the Archdiocesan Interscholastic Athletic League and follows the eligibility guidelines outlined in its constitution and handbook. Students grades 5<sup>th</sup> – 8<sup>th</sup> are eligible. Sports include: Volleyball, Soccer, Basketball, Track, Golf, Baseball & Softball.

### **Other**

**Student Council** –The Student Council, made up of middle school students, provides for student input into the activities of the school. They meet periodically with their sponsors to determine ways to improve student life and student Christian citizenship. Representatives to the Council are elected/appointed by each homeroom (1<sup>st</sup>-8<sup>th</sup>) to represent the students of that homeroom. There are no members at large.

**Ballet Folklorico** – The Ballet Folklorico dance group is open to students from Kinder through 8<sup>th</sup> Grade. Students are grouped by appropriate age. Students learn a variety of Mexican traditional dances representing the heritage of the many Mexican States and perform at school functions. Students practice one day a week after school with additional practices prior to

performances. Students who want to become a member of this dance group must be able to listen to instruction and replicate what is demonstrated.

**Cheerleaders** – Cheerleading is open to students in Kinder through 8<sup>th</sup>. Cheerleading practice is normally in the afternoon after the normal school day. The cheerleaders perform at various school functions and may attend cheerleading camps, competitions, etc. at the discretion of the cheerleading coach.

**Scouts** – To be announced.

**Guitarists** – The school offers guitar lessons for students in 3<sup>rd</sup> – 8<sup>th</sup> grades. These lessons are provided after school. There is a fee for the guitar lessons. 7<sup>th</sup> & 8<sup>th</sup> Grade guitarists play for all school Masses as well as at a number of school events throughout the year. Schedules for guitar lessons are determined at the beginning of the school year.

### **Qualifications and Exclusions**

The qualifications and exclusions of each program are designated by the national or local organization.

### **Student Service Program**

Our Service Learning Program is developmentally appropriate, rooted in and growing from real-life situations, and regularly evaluated in the light of Gospel values.

### **Retreats**

Retreats are held in preparation for sacraments or graduation. Details of retreats are given with notice and are mandatory for preparation of the sacrament. Student, sponsors, godparents, and/or parent must attend.

### **Health and Safety**

**Health and Safety** – Our fundamental concern is the physical and emotional safety of our students. When children become ill at school, we will contact a parent to discuss the best way to assist the child. Children with fever or children who are coughing excessively will be kept in the clinic until they are picked up by the parent. If a child is injured during school, the parents will be immediately notified by the School Office to determine the best course of action. **Children who have a fever or are contagious should not be sent to school. Conditions which preclude a child from attending school include:**

- Oral temperature more than 100 degrees
- Vomiting, nausea, severe abdominal pain
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage
- Head lice
- Any acute illness

**Immunizations required by the State of Texas must be up to date prior to admission to the school.**

**Health File**

A confidential health file which contains immunization records, vision, hearing, and other pertinent medical information is kept on each student. State mandated hearing and vision screenings are conducted annually on all students grades 3K – 8<sup>th</sup>. Scoliosis screening is done for students in grades 5<sup>th</sup> – 8<sup>th</sup>.

**Medication Policy**

Students are not allowed to carry medication on their person, including non-prescription medications. (The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication.) Only medication which is necessary for a student to remain in school will be given during school hours. The *Medication Permission Request Form* must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel.

Medication is to be brought to the office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the Principal.

Each student’s medication must be in its original container clearly labeled with the following information:

- Student Name
- Name of Physician or Dentist
- Date
- Name of Medication
- Dosage
- Directions for Administration
- Duration of Administration

The staff member who is designated by the Principal to assist a student in taking his/her medication may refuse to do so at any time. No medication which has expired will be given. Medication will be returned only to the parent/responsible party by school personnel.

By physician direction, a student may be allowed to carry and self-administer inhaler medication.



**Student Accident Insurance**-Each school must carry the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

**Student Transportation**-School is responsible for the operation of a school bus/van, it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed.

**School Wellness Program and Policies**-Refer to Archdiocesan policy #4810

### **School Lunch and Milk Program**

**Cafeteria** – Cafeteria services are provided daily. Both breakfast and lunch are available. Breakfast is served from 7:00 A.M. to 7:30 A.M. Lunch schedules vary by class. Parents are invited to eat lunch with their children when they can make arrangements to do so. Please notify your child’s teacher if you plan to be at lunch. There are Parent/Student Lunches that are scheduled by class during the year. Parents are encouraged to come to these functions to support their children. Students may also bring their own lunch. **Teachers are unable to heat lunches during lunchtime; please pack lunches that do not require heating.** Snacks and juice are also sold daily during the mid-morning break. Lunch menus for the month are sent home and are posted on the web-site.

Our school participates in the Child Nutrition Program for reference see Archdiocesan reference #6005.

### **Asbestos Notification**

**Asbestos** – The school has some contained asbestos imbedded in the concrete and floor tile. The school has entered into an asbestos monitoring program where the containment of the asbestos is checked every six months. The school has an approved Asbestos Management Plan. For further information, call Aztec Environmental Services Inc., Ron Greenberg, at 828-9800.

### **Financial Policies**

**Registration and Fees** - Registration is the process by which a slot for an individual student is assured for the school year. Registration requires that the Registration Form be completely filled out and that the appropriate fees have been paid. The timing of fee payment is determined yearly and is noted on the Registration Form. Registration is not complete until the Registration Fees have been paid in full. **All fees are non-refundable.**

### **Tuition Rate and Policies**

**Tuition**- St. Thomas More Catholic School families have the option of paying tuition annually, semi-annually, monthly in 10 or 11 (11 month starting in July) equal payments. Monthly tuition is not pro-rated. Tuition is due on the 1<sup>st</sup> of every month. Tuition paid after the 15<sup>th</sup> of the month is considered late and will be assessed a \$50.00 late fee. Tuition may be paid by cash, check, or credit card or automatic withdrawal. Checks returned for insufficient funds will incur a

\$50.00 processing fee. **Please do not send cash with students.** Tuition payments (except cash) can be mailed to the school at 4427 Moana Dr., San Antonio, Texas 78218.

Tuition that is over 30 days past due will require a determination by the Principal as to the enrollment status of the student(s) involved. If circumstances require a family to be delinquent in their tuition payments, please contact the Principal prior to being 30 days late so arrangements can be made to adjust the tuition payment schedule before a termination action is initiated. Once a student's enrollment is terminated for lack of payment, he or she must be re-registered in order to re-enter the school.

Students whose account balance is more than two (2) months in arrears must be suspended from attending St. Thomas More Catholic School until the balance owed is paid. A determination can be made to report the delinquent account to the credit bureau.

**NSF Checks** –Any returned check will be assessed a \$50.00 fee.

**Tuition Agreement** – Must be signed yearly.

## **Refund Policy**

Students who prepay, but withdraw during the school year are reimbursed for the remaining full months left in the billing cycle.

## **Tuition Assistance/Financial Aid:**

Financial aid is available to a limited number of families based on their level of income and number of students enrolled in the school. Families who need financial aid are advised to contact the school office for additional information. Financial awards and the circumstances surrounding them are kept confidential. Students who transfer from the school for any reason do not take any form of financial assistance with them. Individuals who wish to assist students in need can do so through contributions to the Guardian Angel Fund, or by sponsoring a Named Scholarship. Please contact the Principal for details. All donations to these funds are tax deductible.

## **Fundraising Activities**

Any organization or group proposing to conduct any fund raising activity for the school using the school name must have the approval of the Principal. All revenues collected must be remitted to the school or its representatives. Any funds raised from these activities will be spent at the sole discretion of the Principal and Pastor and in consultation with the organization raising funds. All fundraising activities must adhere to local, state, and federal regulations, where applicable.

## **Emergency Procedures**

**Emergency Drills/Procedures** – The school schedules practice fire drills monthly. We also have drills for inclement weather, lock downs, as well as other emergencies. These drills are designed to test our procedures and to imprint in the students the procedures necessary to keep them safe in the event there is an actual emergency.

**Weapons/Drug Free Zone** – Saint Thomas More Catholic School is a weapons/drug free zone. Under Texas Law, it is a crime for any person to carry a firearm or other dangerous weapon within 1000 feet of a school or school sponsored event. Police will be called if a violation is noted.

## **Parents and Community Relations**

**Visitors on Campus-All visitors must report to school office immediately upon arrival to receive a visitors pass. All visitors must display appropriate dress and behavior according to our mission and school dress code. Administration has the authority to remove any individual not in accordance with the above statement.**

## **Parent Organizations, Councils and/or Boards/Parent Teacher Organizations**

**Parent-Teacher Club (PTC)**-Appendix: PTC Constitution 2203A, PTC Bylaws 2203B, PTC Application 2203C: Every school must have a Parent-Teacher Club. The purpose of the club is to foster a partnership between the home and school and to aid the Principal in providing programs and financial resources for the improvement of the educational programs of the schools. All teachers should attend the meetings and be available to the parents for consultation. The blueprint constitution and by-laws of the Federation of the Catholic Parent-TeacherClub shall be used for all Parent-Teacher Clubs. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation

**School Council** -Appendix: School Council Constitution 2201A, School Council Bylaws 2201B, School Council Responsibilities and Duties of the School Council 2201C, School Council Application 2201D, School Council Handbook 2201E

Every parish and archdiocesan school must have a school council. The local school council, whose authority is derived from the Pastor of the parish or authorized agent, is called into being by the Pastor/authorized agent and given its mission to advise the Principal and Pastor/authorized agent in areas of finances, school enhancement, policy, development and strategic planning. A school council shall be established to serve as a consultative body to the Pastor/authorized agent and the Principal. Each council shall be composed of elected, appointed and ex-officio members as set forth in its constitution. The blueprint constitution and by-laws of the Archdiocese shall be used for all school councils. Any addendum to the constitution and/or by-laws must be submitted to the president of the Catholic Schools Council of the Archdiocese of San Antonio (CSCASA), who in consultation with the Council, will approve the changes before implementation.

### **Parent Service Requirement**

## **St. Thomas More Catholic School Family Volunteer Hours**

School policy requires each family to complete 20 volunteer service hours to the school each year. St. Thomas More's PTC hosts numerous opportunities where service hours can be completed. A volunteer service hour form will be available for our families to keep track of their hours. All service hours must be verified with STM's Volunteer Coordinator. Hours will not be credited if the sign in sheet is incomplete or the correct family could not be identified. **Hours should be completed by April 1, 2016.** An invoice will be sent out around April 15, 2016 for any service hours not completed. The school will assess a \$10.00 fee for each hour not completed.

**Volunteers** – The school offers numerous opportunities for parents who wish to volunteer. The school could not operate without its dedicated group of volunteers. Individuals who wish to volunteer can contact the School Office to discuss the opportunities available.



### **Criminal Background Checks**

The Archdiocese retains the right to conduct background investigations on current employees, prospective employees, or volunteers for all positions in order to obtain criminal records and credit reports, arrest and/or conviction record will not automatically eliminate an individual from consideration for employment. All relevant circumstances, such as how long ago the arrest or conviction occurred and the crime involved, will be considered in relation to specific job responsibilities and requirements. Additionally, arrest records alone may not be considered in determining an individual's eligibility for employment. Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeeper, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied. A bankruptcy or negative credit history will not automatically disqualify a candidate from the employment process. Background investigations are conducted by the Archdiocesan Human Resources Office, prior to school personnel extending an offer of employment to the candidate. These investigative reports will be conducted as defined in Public Law 91-508 and/or the Fair Credit Reporting Act. All employees and volunteers will be screened every three years based on the date of their first screening. If, during that time, an employee or volunteer wishes to minister at another Catholic institution within the Archdiocese of San Antonio, the employee or volunteer can request that the clearance status be transferred to the new site.

(Revised for 2006-2007)

### **OVASE Training/Sexual Abuse Policy Orientation and Training**

All volunteers are required to receive orientation on the Archdiocesan Policy on Sexual Misconduct. Employees will receive a copy of the policy and must have the official certificate of completion in their personnel file. All school employees must fully comply with the *Policy on Sexual Abuse on the Part of Church Personnel of the Archdiocese of San Antonio*.

### **Use of School Grounds and Buildings**

Discretion of administration.

### **School Publications**

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, Pastors, and the parish community at large. Articles of archdiocesan interest shall be sent to the editor of the archdiocesan newspaper for publication. All publications must be approved and reviewed by the school administration.

### **Media**

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid identification. School Administration shall notify the Superintendent if members of the media come onto school property. The school administration shall approve communication with the media prior to any information being released.

## **Communication-Between Parents, Teacher, Administration, President, Pastor, and/or Authorized Agent**

**Confidentiality**-All communication between Parents, Teacher, Administration, President, Pastor, and/or Authorized Agent are confidential and assessable only to parents and professional staff requiring the information contained therein.

### **Principle of Subsidiarity-Solve issues at the lowest level whenever possible**

**Subsidiarity** – The basis of subsidiarity is fixing the problem at the lowest level possible. Thus, before a classroom problem is discussed with the Principal, it should have been discussed with the classroom teacher. If a satisfactory resolution has not been found with the teacher, please make an appointment with the Principal.

## **Procedures for Contacting School Personnel**

**Parent Communication with Staff** – The school communicates with the parents primarily through the *Wednesday Knight News/Bulletin*, the weekly school newspaper as well as the school website. The *Bulletin*, and any attachments/announcements are provided to the youngest child in the family on Wednesday. The *Bulletin* is the primary means of communicating what is happening at school as well as providing the school calendar for the week. On occasion, there will be other notices sent home. The school and/or individual classes may communicate directly with parents as well through hard copy.

The school can be called any time between 7:30 A.M. and 3:30 P.M. If you want to talk to a particular teacher, please call the School Office and they will either put you through to the teacher, if the teacher is available, or will take a message for the teacher. **If you do not get a return call from the teacher within 24 hours, please call the Principal.**

**Conferences with Parents/Students** – The school has mandatory Parent/Student/Teacher conferences for all students after the release of the 1<sup>st</sup> Quarter Report Cards. During the year, conferences may also be requested by the staff when it is necessary to establish a plan for success for a student. Parents may also request a conference with the teacher in order to obtain information or to establish an assistance plan for their child. Under normal circumstances, the student should be in attendance at all conferences unless there are particular circumstances that preclude attendance. Conferences that are not moving towards a productive resolution will be terminated by the staff member present and a referral to the Principal will be made to resolve any remaining issues.

## **Academic Policies**

The Academic Program is based on a simple concept – teachers teach and students learn. It is the responsibility of the teaching staff to present the required curriculum to the class in a way that facilitates learning. It is each student's responsibility to learn the material.

**Academic Expectations** - We are proud of the academic success of our current students and our graduates. In order to be a success both here and in the future, St. Thomas More students are expected to be prepared to learn and to take full advantage of the educational opportunities provided by the school. Therefore, it is necessary that the students come to class with all required supplies and textbooks, with all homework and class preparation completed, with an attitude that is conducive to learning and with the understanding that all students in the classroom have the right to learn. Students are expected to be active learners, participating in

class discussions and class projects. Poor conduct is not compatible with our academic expectations for all of our students.

**Academic Honesty** - Each student is expected to take responsibility for his or her own work. Copying others work, cheating on tests, plagiarism, or any form of academic dishonesty, will not be tolerated. Penalties include, but are not limited to, receiving a “0” on graded work, failing the course for the nine-week period, or suspension from school, depending on the severity of the offense.

## **Curriculum**

**Core Curriculum 3K, 4K and Kindergarten** - The 3K, 4K and Kindergarten curriculum is structured around the core subject areas of Religion, Language Arts, Math, Social Studies and Science. These all have established essential elements and are aligned with Archdiocesan curriculum guides. The core subjects and integration of social skills, fine and gross motor skills, movement, music and art provides our 4K and Kindergarten students with a well-rounded introduction to the classroom and the world of learning.

The Religion program is based on an approved catechetical model. Children in 4K and Kindergarten attend weekly liturgies with the school children and are taught the fundamental prayers and practices of the Catholic faith.

Language Arts includes letter recognition, phonics, phonemes, and reading readiness beginning in 4K. Children are given the opportunity for written language development, as well, through creative writing activities.

Math incorporates number sense and basic math functions such as addition and using money. A place value oriented counting methodology is emphasized in both the 4K and Kinder programs.

Science and social studies activities help the children understand the world around them and how people get along with each other.

Students are regularly assessed by the teacher in order to determine proficiencies in each of the above areas. Progression on to the next grade is dependent on the student’s ability to demonstrate that he or she has acquired the basic building blocks of learning and has the requisite social and listening skills needed to be successful at the next level. Report cards and conferences with the teacher allow parents to see how well the student is progressing.

**Core Curriculum 1<sup>st</sup> – 5<sup>th</sup> Grades** - Religion, Language Arts, Math, Social Studies and Science comprise the core subjects in the 1<sup>st</sup> through 5<sup>th</sup> Grades. The curriculum in each grade is aligned with Texas Essential Knowledge and Skills (TEKS), National Catholic Standards and Archdiocesan curriculum guides. Along with the core subjects, students have regular classes in physical education and health and music. In the classroom, they are given the opportunity to explore art and theater.

The Religion program is designed to deepen the child’s understanding of the loving God who has called us into a special relationship with him through his Son, Jesus Christ. The textbooks, all in conformity to the *United States Council of Catholic Bishops* are age-appropriate in their

presentation of the doctrines and traditions of the Catholic faith. Children participate in weekly liturgies as part of the student body.

Language Arts incorporates both reading and English language skills. The reading program is designed to both teach reading skills and promote the enjoyment of reading. Reading skills include, but are not limited to, word recognition, vocabulary development, content analysis, and critical thinking skills. The language skills program is a combination of spelling, grammar instruction and applied writing.

The Math curriculum builds on the students' knowledge of number sense and basic math functions and problem-solving techniques. Math skills are cumulative and the math program emphasizes conceptual understanding as well as practice and review.

In Science and Social Studies, the elementary student is exposed to the specific content, vocabulary and skills associated with these two subject areas. In Science, the student is learning about the living and non-living environment as well as specific skills in observation and testing a hypothesis. In Social Studies, students learn about history and geography as well as government and the habits of good citizenship.

Class work, homework, tests and projects are part of each course assessment as determined by the classroom teacher. Students are learning to be responsible for their own work in these grades. Report cards and conferences with the teacher allow parents to see how well the student is progressing.

**Core Curriculum 6<sup>th</sup> – 8<sup>th</sup> Grades** - The core subjects in Middle School, Grades 6<sup>th</sup> through 8<sup>th</sup>, are Religion, Language Arts, Math, Science and Social Studies. The curriculum in each grade is aligned with Texas Essential Knowledge and Skills (TEKS), National Catholic Standards, and Archdiocesan curriculum guides. Art, music, and the performing arts are included in the core curriculum under the designation of Fine Arts. Spanish, Computer technology, physical education and health are also provided as a part of the Middle School curriculum. The goal of the Middle School program is to provide our students with the skills and knowledge necessary to be successful in high school and beyond, and to provide them with an appreciation of the Fine Arts.

The Religion curriculum in the Middle School is a continuation of the elementary program. The textbooks, all in conformity to the *United States Council of Catholic Bishops* are age-appropriate in their presentation of the doctrines and traditions of the Catholic faith. Middle School students take an active part in planning and preparing school liturgies. Attendance at weekly liturgies and any prayer or sacramental service is expected. *Theology of The Body for Middle School* is also part of the Religion curriculum.

The Language Arts program is devised to strengthen reading skills and teach literary analysis. Students are exposed to a variety of literary works, fiction and non-fiction, while working on vocabulary and content skills. English grammar and writing skills are a significant part of the program. The expectation is that the student should be able to write both creatively and analytically by the end of Middle School.

The Middle School Math curriculum is geared towards developing an in-depth understanding of mathematical concepts to include number systems, mathematical operations, problem solving strategies, and operations on real numbers. The program relies heavily on the use of discussion and the expression of solution concepts to reinforce learned knowledge.

The Middle School Science program is designed to give students experience in developing sound problem solving techniques. The program crosses the entire curriculum so that there is ample opportunity to develop research skills, writing skills, math skills, and social studies skills. Students study both the life sciences and the physical sciences in a synergistic approach so that the integration of these scientific branches is appreciated.

Social Studies in Middle School are part specific content and part geography/history skills. Students review skills such as map reading and interpreting various forms of data (graphs, charts, etc.). The specific content for each grade is as follows: 6<sup>th</sup> Grade studies World Geography and World History; 7<sup>th</sup> Grade studies Texas History; and 8<sup>th</sup> Grade studies American History up to and including the Civil War and Reconstruction.

Tests and projects are the major parts of assessing progress in the Middle School. Class work and homework are important components of learning in the middle school and students are expected to take responsibility for their assignments. Report cards and conferences with the teacher allow the students and the parents to see how well the student is progressing.

**Fine Arts** - It is in the interest of every student to develop an aesthetic sense, an appreciation of the beauty in the world around us. The Fine Arts component of the St. Thomas More student's education is the means by which we endeavor to draw out and develop that aesthetic sense. Fine arts consist of the visual arts (drawing, painting, etc.), music, speech and drama. Students in all grades receive ample opportunities to develop their talents in these areas. Student recitation, dramatic productions, musicals and artwork are shared throughout the school year with the student body, parents and visitors. In the Middle School, Fine Arts components are found in all curriculum areas and are graded as a part of the Core Curriculum.

**Human Sexuality** - The Catholic Church has consistently taught that all human life is God-given and God-protected from the moment of conception to natural death. In light of these teachings, as well as the Church's insistence on the dignity of men and women and the awesome responsibility of sharing with God the creation of human life, all Catholic schools in the Archdiocese are required to implement a program on Human Sexuality. Using the Archdiocesan curriculum guide on Human Sexuality, *Theology of the Body*, and approved texts, students are presented age appropriate information concerning human life, human dignity, family life, human sexuality and morality. Textbooks and teacher materials are available for parental review.

**Sacramental Programs** - Students in the 2<sup>nd</sup> Grade are prepared during the school year for the reception of the sacrament of Reconciliation and First Holy Communion. Catholic students in grades 3<sup>rd</sup> through 8<sup>th</sup> who have not made their First Communion or received the sacrament of Reconciliation may also be included in this preparation process. A child's baptismal record should be filed with the school office before the sacraments can be received. A student must have two years of catechesis before receiving the sacrament of First Holy Communion.

## **Grading Policy**

The school is on a quarterly (nine week) grading period. Numerical grades are used from 2<sup>nd</sup> through 8<sup>th</sup> grades.

The grading key for 3K, 4K, Kinder and 1<sup>st</sup> grade is as follows:

- E - Excellent Progress (Kinder and 1<sup>st</sup> only)
- V - Very Good Progress
- G - Good Progress
- L - Limited Progress

The following grading key is used for Grades 2<sup>nd</sup> through 8<sup>th</sup>:

- 94 – 100 (O) Exceptionally High Achievement
- 85 – 93 (S+) High Achievement
- 75 – 84 (S) Average Achievement
- 70 – 74 (S-) Low Achievement
- 69 and below (U) Failure to Master Material

Conduct and/or classes not using numerical grades are indicated in the following manner:

- O - Outstanding Effort
- S - Satisfactory Effort
- I - Improvement Needed
- U - Unsatisfactory Effort
- N - Not Observed

**Progress Reports** – Progress Reports will be issued midway through each grading period to students with a grade of 75% or below in any subject. An additional parent-student-teacher conference may be scheduled at the end of the third grading period for those students who are in danger of failing one or more subjects for the school year.

**Report Cards** - Report cards are issued at the end of each nine week grading period. The first report card will be issued at a parent-student-teacher conference. All report cards must be signed and returned.

**Honor Roll** –Students in grades 4<sup>th</sup> through 8<sup>th</sup> are eligible for the St. Thomas More Academic Honor Roll based on the following criteria:

High Honors: No grade below a 94 in the Core Curriculum, no grade below 85 or “S” in non-core subjects, and no “I” or “U” in conduct.

Honors: 85 – 93 Average of Core Subjects with no grade below 85 or “S” in any subject and no “I” or “U” in conduct.

Honor roll eligibility is based on each nine week grades. A Saturday Detention notice automatically disqualifies a student for honor roll consideration for the Quarter in which the Detention was administered.

## **Promotion and Retention Policies**

**Promotion Policy** - St. Thomas More students are promoted to the next grade level based on academic achievement. We do not practice “social promotion.” Promotion is based on the following specific guidelines:

**3K- 4K:** Promotion at this level is determined by the teacher and Principal in consultation with the parent/guardian.

**K and 1<sup>st</sup> Grade:** A student must have a “G” final average in Reading and Math to advance to the next level.

**2<sup>nd</sup> and 3<sup>rd</sup> Grades:** A student must have a minimum of “70” in Religion, Reading, English, Math and a minimum of “S” in Social Studies and Science.

**4<sup>th</sup> through 8<sup>th</sup> Grades:** A student must have a minimum of “70” in all core subjects (Religion, Reading, English, Math, Social Studies and Science in 4<sup>th</sup> – 5<sup>th</sup> and Religion, Language Arts, Math, Social Studies and Science 6<sup>th</sup> – 8<sup>th</sup>). A student who fails more than two core subjects will not be promoted.

For each subject with a grade lower than 70, the student must make up the grade in a Principal approved summer school or summer program. 8<sup>th</sup> Grade students who fail one or two subjects must make-up those failures at a high school and return certification of course completion to the School Office in order for their diploma to be issued. 8<sup>th</sup> grade students who fail more than two subjects must repeat the grade. St. Thomas More Catholic School does not re-enroll 8<sup>th</sup> Grade students for a second time. 8<sup>th</sup> Grade students who fail 8<sup>th</sup> grades are not permitted to participate in any graduation ceremonies or activities.

**Retention**-Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. Factors leading to the decision made by the Principal and parent include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student’s learning as per grade level requirements,
- achievement and instructional data,
- review of academic interventions, and
- any other special circumstances which has lingered academic progress for the student.

**Academic Probation** - A student may be placed on Academic Probation for a consistent lack of progress in the academic area. Frequent absenteeism, lack of preparation for class, failure to do the assigned class work, failure to complete independent study work (homework), or a visible disregard for learning that results in low or failing grades are among the reasons for placing a student on Academic Probation. Should the student continue in these habits and show little hope of improvement, the parents may be asked to withdraw the child from school. Academic Probation is a very serious matter.

**Graduation** - Graduation for Kinder and 8<sup>th</sup> Grade students includes a special Kinder-8<sup>th</sup> Grade Mass and separate graduation ceremonies for each class at the end of the school year.

**Students with Learning Differences**-Each student is unique in God's plan and possesses individual gifts and talents, we respect individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills.

**Homework** - Homework is assigned at the discretion of the classroom teacher. Homework includes, but is not limited to, reading assignments, practice and review exercises and research. Homework is considered an extension of the class instruction. It is the parent's responsibility to provide the student with adequate space and time for homework. It is, however, the student's responsibility to complete homework assignments. Students are expected to use the agenda and parents are encouraged to review the agenda on a daily basis. A good judge for the amount of homework assigned is an average of about ten minutes/grade level/night. In the Middle School, one can expect about an hour to an hour and a half each evening. In the Middle School, there is no "late" homework permitted. Homework to include projects, etc. not turned in on time will receive a "0" grade.

**Testing Program/Standardized Testing** - Standardized achievement tests are administered in the Spring of each year. The IOWA Assessment (IOWA) is a norm referenced test which is used in grades Kinder to 8<sup>th</sup> to determine student achievement against national student norms. A cognitive abilities test is administered in grades 2<sup>nd</sup> and 6<sup>th</sup> to explore cognitive skills. Tests results enable the teacher and parent to learn more about the capability and achievement potential of each student in the areas tested.

### **Copyright Policies**

All volunteers, and students will abide by the federal copyright laws. Volunteers, and students may copy print or non-print materials allowed by:

1. copyright law,
2. fair use guidelines,
3. specific licenses or contractual agreements, and
4. other types of permission.

Volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

### **Field Trip and Outings Policies**

**Field Trips** – From time to time during the school year, various classes schedule field trips in conjunction with the school curriculum. **These trips are considered to be a part of the curriculum and students do not have the option to opt out of a trip just because they may not like where the class is going.** Often, there is some expense involved with the field trips for transportation and entrance to the field trip site. Parents will normally be notified of pending field trips about a month in advance of the trip. If any family finds that there is a problem with the cost of a specific field trip, please contact the Principal for assistance. The school uses bus transportation for all field trips. **The cost for some field trips may not be reimbursable back**



**to the student's family even if they cannot go on the trip as we are required, in some cases, to prepay for all participants in the trip.**

A Field Trip Notification Form will be sent home for all field trips. Parents are asked to return these as soon as possible to avoid any delay in setting up class arrangements. At the beginning of the school year, we will send home a Blanket Field Trip Permission Form. In the case where a student does not return the Field Trip Notification Form, the Blanket Field Trip Permission Form in conjunction with a telephone call will be considered sufficient parental approval for the student to go on the fieldtrip. If contact cannot be made, the child will remain at school.

### **Visits to Other Schools and Locations**

On occasion, St. Thomas More Catholic School students may visit other campuses or locations. Our students who are visiting other schools or locations are expected to represent the school well and to follow our school rules and Code. It is important to the reputation of the school that St. Thomas More Catholic School students present themselves correctly when off campus on school sponsored activities. Students who do not may be sent back from visits and not permitted to attend other off campus functions.

### **Library Policies**

Follow TCCED Library standards.

### **Internet**

ST. THOMAS MORE CATHOLIC SCHOOL informs all students of the appropriate and acceptable use of technology, and the consequences of inappropriate use of technology, through the Acceptable Use Policy (AUP). This policy is distributed to all students and employees, with acceptance acknowledged in writing by the student, parents or employee before any access to educational technology or the Internet is allowed.

Permission to broadcast the images of students via web-based learning, Streaming Web-Based Video and/or the Internet is given via the Distance Learning/Video Release Form distributed with the AUP in the First Day Packet.

A new document is the Acceptable Posting Policy (APP). As more teachers and students produce content for web pages, the APP has been designed to inform all students and employees as to appropriate content to be placed on web pages for worldwide distribution via the Internet. In addition to providing guidelines for acceptable web page content, the APP also protects student's privacy by insuring that any student's work posted on a web page is posted either with first name only, or a class or student number so that a student's full name cannot be used by an outsider to appear familiar with a student. Additionally, the APP insures that student's addresses and other personal information do not accidentally get posted on the web through imbedded information such as file names or hyperlinks to personal home pages.

ST. THOMAS MORE CATHOLIC SCHOOL has always provided content filtering to guard against student access to inappropriate or illicit web content.

ST. THOMAS MORE CATHOLIC SCHOOL has always put a premium on the safety and security of our students. The dangers of revealing information to strangers over the Internet are discussed with students as they begin to access school technology. The school is committed to providing a safe, enjoyable, technology-rich learning environment designed to prepare all students for the technology-dominated workplace.

If you have any questions regarding ST. THOMAS MORE CATHOLIC SCHOOL'S compliance with CIPA or Internet safety, please contact the Principal.

### **NOTICE OF CIPA COMPLIANCE**

***The computers in this room are protected to provide filtered, appropriate Internet content and E-Mail access in accordance with CIPA, the Children's Internet Protection Act.***

*ST. THOMAS MORE CATHOLIC SCHOOL uses a CIPA approved Content Filter, featuring automatically updated vendor subscription denial lists in combination with locally managed access lists.*

*Copies of the ST. THOMAS MORE CATHOLIC SCHOOL Acceptable Use Policy (AUP), Acceptable Posting Policy (APP) and Distance Learning/Video Release Form governing acceptable and appropriate use of the Internet, E-Mail, Distance Learning and all educational technology are contained in the Parent-Student Handbook and are available upon request.*

#### **Students of ST. THOMAS MORE CATHOLIC SCHOOL are precluded from:**

- Posting, linking to or sending any transmissions or files constituting or encouraging conduct that would constitute a criminal offense, giving rise to civil liability, or otherwise violating any local, state, national or international law, including without limitation the U.S. export control laws and regulations.
- Posting or transmitting any information or software that contains a virus, worm, cancelbot or other harmful component.
- Uploading, posting, publishing, transmitting, reproducing, distributing or participating in the transfer or sale of any information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right holder.
- Abusing or fraudulently using the Web Posting Service in any way not specifically set forth above.
- Chain letters are not to be posted.
- Irresponsible postings that result in large numbers of complaints to ST. THOMAS MORE CATHOLIC SCHOOL Administration will result in posting privileges being disabled.

- Illegal postings, such as harassment, pornography or copyrighted software or other data (such as mp3 sound files) are grounds for immediate termination of the user's web-posting privileges and/or computer access, and will result in subsequent disciplinary action and/or prosecution.
- Students are prohibited from using a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) on school property for illicit or immoral purposes at any time for any reason.
- Students are prohibited from using a camera phone at any school-sponsored event for illicit or immoral purposes at any time for any reason.
- Illicit or illegal use of film or digital cameras and film or digital camcorders on school property or at any school-sponsored event is prohibited.
- Students may not use personal electronic devices or media including but not limited to CD/DVD burners and USB "pen" or "jump" drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any school-owned computer from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices ("pen" or "jump" drives (USB keys), USB hard drives or USB CD/DVD drives).
- Students may not acquire, through wired or wireless connection, school-provided network or Internet access from any student-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their instructor and the Technology Department.
- Using the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including "cyber-bullying" and "flaming" (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Using the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Using the network and/or any attached equipment to obtain and/or distribute illegally ("traffic") via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate

non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;

- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public-domain software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without teacher permission and supervision;
- Using ST. THOMAS MORE CATHOLIC SCHOOL network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass school monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or using an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Any disregard for the above conditions may result in your computer access privileges being disabled, along with any and all other appropriate school, local, state, national and international actions including prosecution of all involved perpetrators.

### **Web Page Posting Ethics:**

Before posting any material on the web, ask yourself this question: Would I put this in a local or national newspaper for *anyone* to read? If you answered "no", then it doesn't belong on a web page.

### **Penalties and Disciplinary Actions for APP Violations:**

Violations of the ST. THOMAS MORE CATHOLIC SCHOOL Acceptable Posting Policy (APP) are treated as violations of the ST. THOMAS MORE CATHOLIC SCHOOL Acceptable Use Policy (AUP) and/or ST. THOMAS MORE CATHOLIC SCHOOL Parent/Student Handbook and Personnel Handbook policies, and qualify the offender for any and all appropriate actions and punishments as set forth in the AUP and Handbooks, including suspension and expulsion of students.

## **ST. THOMAS MORE CATHOLIC SCHOOL**

### **Student Acceptable Use Policy**

#### Introduction

ST. THOMAS MORE CATHOLIC SCHOOL incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. ST. THOMAS MORE CATHOLIC SCHOOL endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

ST. THOMAS MORE CATHOLIC SCHOOL'S educational technology includes school-wide and school -wide computer networks utilizing direct Internet access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the Internet/World-Wide Web.

The ST. THOMAS MORE CATHOLIC SCHOOL Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of school's technology, and are designed to protect both the student and the school. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with school guidelines and regulations. Access to these systems is a privilege, not a right.

All parents/legal guardians and students are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in ST. THOMAS MORE CATHOLIC SCHOOL until their Student Acceptable Use Policy Authorization Form has been signed and returned to the school office.

**Parents, legal guardians or students with questions or concerns  
regarding the Student Acceptable Use Policy should contact the Principal.**

ST. THOMAS MORE CATHOLIC SCHOOL declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Using the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Using the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Using the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public-domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public-domain software via electronic mail or the Internet;

- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without teacher permission and supervision;
- Using ST. THOMAS MORE CATHOLIC SCHOOL network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass school monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. Students must properly log off the system before leaving their computer.

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

### **Usage of Personal Electronic Devices:**

Students are restricted in their usage of student-owned personal electronic devices on school property and at school-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Students are prohibited from using a Blackberry or “smartphone” device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of

capturing and transmitting still or full motion images) in any way that violates school policies, including illicit and illegal use.

- Students are prohibited from using **any** cabled, USB or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or MagicJack, on the school network.
- Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates school policies, including illicit and illegal use.
- Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates school policies, including illicit and illegal use.
- Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any school-owned computer or attempt to boot a school computer directly from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

### **Disclaimer**

The school shall not be liable for any student’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by students. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The school’s attempts to block, restrict, impede, or otherwise seek to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on school systems. It is the policy of ST. THOMAS MORE CATHOLIC SCHOOL to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by school staff to insure appropriate use of the educational technology.

ST. THOMAS MORE CATHOLIC SCHOOL has the right to restrict or terminate Internet, network or computer access at any time for any reason. The school also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

### **Consequences of Violations of the Student Acceptable Use Policy**

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges



- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
- In-school-suspension or out-of-school suspension;
- Expulsion; and Legal action and/or prosecution by the authorities

#### Remedies and Recourse

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in school Policy and the Student Code of Conduct.

**ST. THOMAS MORE CATHOLIC SCHOOL**  
**Distance Learning/Video/Photo Consent, Waiver and Release**

Dear Parents:

During the school year, ST. THOMAS MORE CATHOLIC SCHOOL students are often involved in activities that require taking pictures and developing videos for multimedia projects, Internet web design, videotaping, yearbook photos, distance learning virtual field trips, video courses and/or interviews. Some of the above-mentioned media may also be used by the newspapers, shown on television, broadcast on local radio, video conference or used in various school publications.

Your signature below indicates your permission for your son/daughter to be videotaped, photographed or interviewed, and participate in distance learning virtual field trips for educational purposes only. If you have any questions regarding the above please contact a member of the school administration.

I am the parent (guardian) of: \_\_\_\_\_ (Name of Student)  
And \_\_\_\_\_ I do / \_\_\_\_\_ I do not give consent for my son/daughter to be photographed, videotaped, interviewed, and participate in distance learning virtual field trips for possible use in newspapers, television, radio broadcasts, video conferences, school web sites, and school board publications.

---

Signature of Parent/Guardian Date

---

Address City

---

Home Phone Work Phone

ST. THOMAS MORE  
Student Acceptable Use Policy Authorization Form

I understand that this form must be signed and returned to the School Office before my son/daughter is allowed access to ST. THOMAS MORE networks, computer systems and the Internet.

By signing below, I acknowledge that I have received and read the ST. THOMAS MORE 'S Student Acceptable Use Policy in the "Parent and Student Handbook" governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined in the student handbook.

I certify that I understand this policy, and that I have read and reviewed it with my son/daughter and explained its implications.

I understand that I will be held accountable for my son/daughter's actions, and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use the computers (including educational computers, the educational network, E-Mail, the Internet and World Wide Web) at ST. THOMAS MORE.

As a parent, I understand that this form **must be signed and returned to the school office** before my child is allowed access to school networks, computer systems and the Internet.

By signing below, I acknowledge that my child and I have received and read the school's Student Acceptable Use Policy in the Student Handbook governing the use of educational technology and understand that my child and I are obligated to become acquainted with the rules, procedures and policies outlined in the Student Handbook and the disciplinary procedures and penalties contained in the Student Code of Conduct.

I certify that both my child and I understand this policy and that as a parent I have read and reviewed it with my child and explained its implications.

I understand that both my child and I will be held accountable for my child's actions, and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use technology (including computers, the instructional network, e-mail, the Internet and World Wide Web) in this school.

Student's Full Legal Name	School	Grade
Parent/Legal Guardian Signature		Date
Student Signature (Required if Student is 8 Years Old or Older by Sept. 1)		Date

## **Additional St. Thomas More School Policies**

**Lost and Found** – Articles that stray from their owners will be placed in the Lost and Found which is maintained in the cafeteria. Items are kept in the Lost and Found for a period of 30 days after which they are taken to a charity. **Please take the time to mark all of your child's clothing items with a permanent marker.**

**Parties and Gifts** – Parties for students within the context of the school day are to be kept to the lunch period. Parents who plan to have birthday parties, etc. need to **coordinate those parties with the student's homeroom teacher.** Students are allowed to bring any store bought dessert. Gifts are not appropriate for school parties and should be restricted to family sponsored parties off campus. **Balloons, all party décor, clowns, etc. are also not appropriate for school parties. Providing a pizza lunch for classes is not allowed.**

**Invitations to parties or off campus functions can be passed out by the teacher in school if the entire class will be invited otherwise, if only a select few are going to be invited then the invitations must be mailed directly to the child's home.**

**Personal Property** – Students should not bring non-school related articles to school. These include toys, electronic equipment, collections, and any other item or set of items that is not directly associated with the school curriculum. Students who bring non-school items to school assume total responsibility for these items.

**Student Phone Use** – Students are authorized to use the School Office phones for communication with their parents or legal guardian. Use of phones by students should be confined to **emergency situations only.** Cell phone use is not allowed during school hours, sporting events, or after school activities. (example: Basketball games, Guitar, Cheer, etc.)

## **Extended Day Policies**

### **GENERAL POLICIES:**

The After School Care Program begins at dismissal time, whether it is a regular or early dismissal day. It always ends at 6:00 P.M. A late fee of \$1.00 per minute will be assessed per child for any child not picked up by 6:00 P.M. Children who are habitually late in being picked up will be administratively withdrawn from the program. Any student remaining on the campus without direct supervision (i.e. coach, teacher, scout volunteer, band instructor, etc.) 20 minutes after dismissal will be placed in After School Care. There are no exceptions and a drop in fee of \$12.00 will be charged regardless of the amount of time the child stays.

The After School Care Program is not responsible for fees incurred because of cancellation of an activity. Fees assessed are the responsibility of the parent. Any conflict with the assessment of fees must be resolved between the parent and the individual responsible for the cancellation of the function.

Students who participate in extracurricular activities (music, cheerleading, etc.), and do not attend After School Care on a regular basis, must be picked up within 20 minutes of the conclusion of the activity, or they will be sent to After School Care as a "Drop-ins" and assessed a \$12.00 fee.

## **AFTER SCHOOL CARE OPERATION POLICIES:**

### **REGISTRATION:**

Students must be registered for the program. A registration fee of \$30.00 is assessed the first time the program is used on a full-time, part-time, or regular drop-in basis. In order for a student to participate in the After School Care Program the registration fee must be paid, and the After School Care Registration Card must be completed and be on file.

Once a student is enrolled in the program it is the responsibility of the parent(s) to notify, in writing, any changes in enrollment status. Parents must also ensure that the emergency data card for After School Care is kept current.

### **BEHAVIOR:**

The *St. Thomas More Catholic School Parent/Student Handbook* rules apply during After School Care. All students who attend After School Care are expected to follow all rules and regulations that govern behavior at St. Thomas More. Misconduct can result in the issuing of Blue, Yellow or Red Disciplinary Forms. A student may be dismissed from the program if his/her behavior is out of compliance with school policies.

### **PAYMENTS:**

Tuition for After School Care is due on the 15<sup>th</sup> of every month. Payments not received by the 15<sup>th</sup> of the month will be assessed a \$35.00 late fee.

Drop-in statements will be issued at the end of the second week of the month. A \$25.00 fee will be assessed for payments not received by the 15<sup>th</sup> of the following month.

## **AFTER SCHOOL CARE PROCEDURES:**

### **DAILY ACTIVITIES:**

In After School Care, students are provided with a snack, supervised study hall, and a recreation period on a daily basis.

Snack time begins at 3:40 P.M.

Study hall begins at 4:00 P.M.

Recreation time follows study hall.

### **CHECK IN:**

Students will be checked-in by the supervising adult. Any student enrolled in After School Care who participates in extra-curricular activities or tutoring is required to check-in to After School Care before going to his/her activity or to tutoring so that we know where each student is on campus.

### **SIGN OUT:**

Students will only be released to authorized adults. Parents/guardians/authorized adults must sign out each child every day on the sign-out sheet. When signing out the time must be recorded. If someone other than parent/guardian or authorized adult is to pick up the child, the office must be notified in writing. No child will be allowed to leave the premises unless accompanied by a parent/guardian or authorized adult. If the individual picking the student up is not personally known to the After School Care teacher on duty, the teacher will ask for identification to ensure that the individual attempting the pick-up is the authorized individual.

**Parent/Student Contract – Parents and students are to sign the Parent/Student Contract that is sent home with the *Parent/Student Handbook* and return it by the end of the first week of school. The Parent/Student contract states that both the parent and the student have read the *Parent/Student Handbook* and agree to abide by its provisions.**

**St. Thomas More Catholic School  
4427 Moana Dr.  
San Antonio, Texas 78218**

We have read the St. Thomas More Catholic School Parent/Student Handbook. We understand, agree, and accept the policies, procedures, and regulations as a condition for the attendance of my child(ren) at St. Thomas More Catholic School.

Parent and Student please sign this form and return to the School Office.

Parent Signature (legal guardian)	Date	
Student Signature	Grade	Date
Student Signature	Grade	Date
Student Signature	Grade	Date
Student Signature	Grade	Date
Student Signature	Grade	Date
Student Signature	Grade	Date