



**St. Thomas More
Catholic School**

Parent/Student Handbook

2018-2019

**Fr. Tomy Thomas,
Pastor**

**Mrs. Kimberly A. Gutierrez,
Principal**

4427 Moana Dr.

San Antonio, Texas 78218

Phone: (210) 655-2882 Fax: (210) 655-9603

Website: www.st-thomas-more-school.org

E-mail: lbrown@stmcs62.org



ST. THOMAS MORE CATHOLIC SCHOOL
4427 MOANA DRIVE
SAN ANTONIO, TEXAS 78218



PHONE: (210) 655-2882
FAX: (210) 655-9603
www.st-thomas-more-school.org

August 16, 2018

Dear Parents and Students of St. Thomas More Catholic School,

Thank you for choosing St. Thomas More Catholic School as your educational partner. 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 Parent/Student Handbook is created to support the partnership between parents, students, and school. Parents are encouraged to communicate with faculty, staff and administration to ensure educational success for your child (ren). Our doors are always open and we are here to help.

This summer, we have again worked with teachers, parents, and faculty to update this handbook. We have followed and are aligned with the Archdiocese of San Antonio Policies as well as Texas Catholic Conference of Bishops Education Department (TCCB ED). We have focused on providing clarity in the Standard Response Protocol (SRP), grading, student discipline, uniforms, and absences.

We again look forward to a wonderful academic, community building, and faith-filled year.

St. Thomas More, Pray For Us.

Kimberly A. Gutierrez,
Principal
St. Thomas More Catholic School

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

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**2018 - 2019 PARENT/STUDENT HANDBOOK
 ACKNOWLEDGMENT FORM**

Family Name: _____

I have read the Parent / Student Handbook and have discussed it with my child(ren).

I understand and will support all policies contained herein including:

____ *Academic Honesty* ____ *Bullying* ____ *Technology Policies*

 Parent Signature

 Date

 Parent Signature

 Date

Please fill in each child's name, sign and date. Start with the oldest child.

Student(s) Name - Printed	Grade	Student Signature	Date

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INTRODUCTION

This Parent/Student Handbook contains regulations, policies, customs, and traditions, which enable St. Thomas More (STM) Catholic School to be the Christian learning community described in its Mission Statement. It does not make explicit all policies, but fosters an environment where order and excellence will prevail. The school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary. Parents/guardians and students of STM are required to complete the school acknowledgment form verifying that all have read and discussed the handbook policies.

MISSION STATEMENT

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

PHILOSOPHY

To Love one another as Jesus Loved Us

OBJECTIVES

To implement the philosophy of St. Thomas More, we, the faculty, working with the family and the Church, strive to meet the needs of each child by emphasizing the following objectives. In an atmosphere of mutual respect, dignity, and appreciation of one's giftedness, students are challenged to develop and grow spiritually, intellectually, socially, morally, emotionally, and physically. As such, the student will develop, exhibit, and grow:

Spiritually

1. An understanding of Catholic doctrine and practices so that these principles serve as guides throughout his/her life;
2. An understanding of the apostolic work to be performed by all Christians and an eagerness to become active in spreading the message of the Gospel;
3. A love for and devotion to the Eucharist, which will inspire active participation at each celebration; and a respect for the moral values taught by the Catholic Church.

Intellectually:

1. A strong desire for learning basic skills (religion, reading, writing, mathematics, language arts, science, social studies, and technology) and achieving the highest development possible;
2. The ability to reason intellectually, to read with understanding, to communicate effectively, and to listen intelligently;
3. The ability to investigate, explore, and plan for careers;
4. An appreciation for the wise use of leisure time to open wider fields of self-expression and discovery;
5. An appreciation for culture by encouraging interest in music, literature, art, and foreign language; and
6. The ability to use available opportunities and resources to stimulate interest and facilitate learning.

Socially:

1. A loyalty and respect for Christian social standards in the American way of life, and an appreciation of our democratic principles in our society;
2. An understanding of the responsibilities of a good citizen;
3. A spirit of cooperation with and respect for fully constituted authority;
4. A desire for Christian courtesy and social graces;

5. An understanding and appreciation of other races and people; and
6. An understanding of our economic system and successful participation in it.

Morally:

1. Make ethical decisions, based upon Catholic doctrine;
2. Choose the harder right vs. the easier wrong.

Emotionally:

1. Consider the impact of words, not just one's intent;
2. Understand that he/ she is the only one who controls his/ her attitude

Physically:

1. A proper respect for his/her body through health instruction and physical education programs;
2. An understanding of the importance of physical and mental health as well as environmental and ecological concerns; and
3. A positive self-concept through involvement in recreational activities.

HANDBOOK/POLICY CHANGES/RIGHT TO AMEND

The Principal/School reserves the right to amend any provision of the Parent/Student Handbook at any time during the school year. Parents will be notified in writing or via email of any changes and also 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.

ELIGIBILITY FOR RE-REGISTRATION

Until the parents/guardians and students have signed the acknowledgement form (distributed with this handbook) agreeing to the school's policies and rules, a student's registration is not complete. A student's registered status in a given school year does not automatically entitle him/her to continue as a student in subsequent years. Every school year implies a new mutual agreement. Re-admission for currently enrolled students is based on a re-evaluation of each student's needs to ensure all students' needs are being met by STM. Therefore, the administration may refuse to accept a student's registration for the following school year.

ACCREDITATION

St. Thomas More Catholic School is a part of the Archdiocese of San Antonio Catholic School System. STM School maintains the accreditation standards of the Texas Education Agency (TEA) through the Texas Catholic Conference Bishops Education Department (TCCB ED). The school is a member of the National Catholic Education Association (NCEA).

NON-DISCRIMINATION STATEMENT

St. Thomas More School admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to religion, race, national origin, or gender.

CATHOLIC EDUCATION

Parents, as well as those who take their place, are obliged and enjoy the right to educate children. The duty and the right of educating belong in a unique way to the Church that has been divinely

entrusted with the mission to assist young men and woman so that they can arrive at the fullness of the Christian life. Among educational means the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings. Code of Canon Law: 793, 794, 795 & 796

HISTORY

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 on 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.

Within the past three years, the school has updated and improved its computer network, computer lab, and installed Wi-Fi hotspots. The school has leveraged its use of electronic media through the use of RenWeb/FACTS, its Facebook page, and recently updated school webpage.

Countless blessings have paved the way for the school's many past successes. Many blessings await as students, parents and staff continue the educational ministry of the Church – and the mission of St. Thomas More Catholic School– for generations to come.

SECTION I ADMISSION REQUIREMENTS

Required Documentation

Before a student's admission is complete, the following records are required:

1. Official birth certificate
2. Baptismal certificate
3. Health records:
 - a. Immunization data
 - b. Illness record
4. Official cumulative record or transcript for previous grades (1st-8th).
5. Any custody documentation –court certified copy of the custody section of any existing divorce/separation decree (when applicable).

Age

A student should be five years of age on or before September 1 to be admitted to Kindergarten.

A student should be six years of age on or before September 1 to be admitted into the first grade.

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.

Registration

Registration for current students will generally take place in January and for new students in February. The non-refundable registration fee, PTC dues, technology fee, and class activity fee will be paid at this time through FACTS.

Students with Special Needs

STM School will, if able, provide students with special needs the opportunity for a Catholic education. If the school deems it is not capable of providing the necessary programs and facilities, the student will be referred to other schools and programs that have the ability to effectively educate the student with special needs.

Transfer Students

The following documentation is required for all students who *transfer from another school*:

1. Current report card
2. Permanent record card
3. Current health record
4. Custody documents

In addition, a member of the school's administrative team may request a personal interview with the transfer student prior to final acceptance.

- The transfer of a student from one Catholic school to another within the archdiocese can occur only after the principals of the schools involved have agreed to the transfer.
- The principal of STM School will determine acceptance of transfer students from foreign schools. Credits earned by students in schools located in foreign

countries, once verified, may be accepted by STM School at the principal's discretion.

- Students transferring from public and other state-approved nonpublic schools are accepted at the discretion of the principal.
- In all of the above instances, temporary placement of the student is based on the permanent record card and health records, completion of the Release Statement, and the Principal's approval. If transfer records are not sufficient, the student will be tested to determine grade level. All new students are on probation for a minimum of one academic quarter, or a longer period of time as determined by the principal. Permanent placement or acceptance is made after the probation period and teacher recommendation.

If a student is transferring *from Home Schooling or a non-accredited school*, copies of the following must be presented at the time of registration:

1. Official birth certificate
2. Baptismal certificates
3. Immunization records
4. Official cumulative record or transcript of previous grade
 - If there are no academic records, or if the records are inconclusive, the principal reserves the right to test the incoming student. The student is on probation for a minimum of one academic quarter, or a longer period of time as determined by the principal. Permanent placement or acceptance is made after the probation period and teacher recommendation.

Transfer of eighth grade students after completion of the first semester will generally not be accepted for enrollment, but it will be left to the discretion of the Principal.

SECTION II ATTENDANCE POLICIES

Students are expected to have excellent attendance. Attendance at school is a state law. Furthermore, because of the importance of the material presented in the classroom, and due to the importance of learning the habits of punctuality and attendance for the future, students are to be present and punctual for Morning Prayer and pledges and all classes and activities throughout the day, unless there are valid reasons for the absence. Parents should petition the school when unusual circumstances require foreseen absences. The request must be explained in writing by the parent before the unexcused absence. In all cases, students are responsible for all work missed. Teachers are not required to provide assignments prior to the absence. (Refer to the section on make-up work.)

School Day Schedule - K-8th

- 7:00 Morning Care opens
- 7:30 Main School Office and School buildings' doors open
- 7:50 Teachers and staff are in Morning Prayer
- 7:55 All classes begin with Morning Prayer and announcements.
- 3:15 Dismissal
- 3:25 Students not picked up, or going to tutoring, are escorted to the after school care program

A. Absences

Regular and prompt attendance at school enables a student to make maximum progress in studies. If a child is absent for more than two hours on any school day, he/she will be marked absent for the full day. Noon dismissals are counted as a full academic day. **A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days enrolled. Students absent (excused or unexcused) for more than 18 days out of the 180 days of school will be required to complete summer course recovery work. Specifically:**

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 a student arrives after 9:55 a.m. that student will be marked as a full day's absence, or
If a student departs prior to 2:00 p.m. that student will be marked as a half day's absence.**

1. Required Procedures for Absence:
 - a. **The student's parent/guardian must notify the school office by 9 a.m. on the day of absence to alert the staff that their child will be absent 210-655-2882.** At that time, homework assignments may be requested and will be ready for pick up in the school office between 3:15-3:30p.m. that day. *If the phone call is received after 9 am on the day of the absence, the student's assignments will be ready the next morning.*
 - b. When a student is absent, an email or a note signed by the parent or guardian, stating the reason for the absence **is required.** Notes are to be presented to the homeroom teacher before or upon arrival at school on the first day back. (See Sample Absence Note.)

Sample Absence Note:

Dear STM Catholic School,

August XX, 20XX

Please excuse Johnny for being absent on August XX. He was not feeling well and running a fever.

- c. If a student is absent for more than three days, documentation from the doctor's office **is required** stating the reason for the absence and a 'return to school' statement.
 - d. Upon the first day of returning to school, the student shall notify all his/her teachers, including teachers of classes such as elective courses which may/may not meet that day, to receive make up work due to any absence. Grades will reflect work missed if the work is not made up. Under normal circumstances, all work of this nature must be completed and given to the student's teachers within three school days. For extended excused absences, students shall make special arrangements with teachers to complete assignments. Teachers are not required to provide assignments prior to the absence. (Refer to the section on make-up work.)
2. Excused absence: An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent. The only exception is participation in school-sponsored activities. Examples of excused absences are classified as follows:
 - a. Personal illness
 - b. Serious illness or death in the immediate family
 - c. Medical or dental attention
 - d. Absences approved in advance by the principal
 - e. Poor weather/hazardous driving conditions
 3. Unexcused absences Examples of unexcused absences not approved in advance by the Principal include, but are not limited to:
 - a. Car trouble;
 - b. Failure to bring a written note within two school days following an absence;
 - c. Leaving school without permission of the Principal or other administrator;
 - d. Oversleeping;
 - e. Personal business; and
 - f. Vacations.

On days when a student is absent for the entire day (except school-sponsored activities), excused or unexcused, the student may not participate in any school athletic/extracurricular activity scheduled that day.

On Early Release days where there is NO After School Care students who are not picked up by 12:15 P.M. will be assessed a fee of \$5 per minute after 12:15 P.M.

B Tardiness

Tardiness to school or to class results in the loss of valuable class time and disrupts the learning process of students.

1. Students who are not present by 7:55 a.m. are considered tardy and must sign in at the front office and receive a tardy slip.

2. Tardiness is designated as either excused or unexcused. Examples of an excused tardy include circumstances **beyond ordinary control** such as traffic accidents, poor weather conditions, or an emergency in the immediate family. Any tardy that is not excused will be considered unexcused. A tardy is automatically considered unexcused if the parent or guardian does not sign the student into school through the front office, as stated above. *A student who accumulates more than 3 unexcused tardies in one grading period will incur a \$5 per tardy charge to the family account for each subsequent tardy.*
3. **Students receive one absence for every three unexcused tardies in a grading period.**
4. During the school day, students who are not in their assigned place when class begins are also considered tardy. Class tardies are considered unexcused unless excused by a teacher in writing. Students who accumulate five unexcused class tardies during the school day may serve a one-hour after school detention.

C Release of Students

1. The student will not be released from school into the custody of any person other than those persons listed on the emergency information section RenWeb for the student. Identification of the person to whom the student is released must be verified at the front office.
2. Parents must send in a note or call the front office a minimum of 30 minutes prior to the student's release time:
 - (a) If a student is to be released prior to dismissal
 - (b) If there is a change to the method of pick-up – walk-up, drive-thru, or after school care.
 - (c) If a student will be released to an adult not already listed on the emergency information. *Written documentation* is required of any adjustment thereof and documentation must be emailed to the school office.

D Medical/ Dental Appointments

Parents are asked to make appointments for students after school hours, on school holidays, or on Saturday. If appointments must be made during school hours, parents or an authorized person must sign students out and sign them back in through the school office.

SECTION III TUITION AND FEES

A. School Fees

1. School fees must be paid in a timely manner and as determined by school administration. Failure to pay each fee in full when due will result in the assessment of a late fee for the additional processing costs and will render the registration incomplete. The student will not be allowed to attend classes until payment of all fees is properly made. The amount and types of fees will be determined by school administration each year. These non-refundable fees may include, but not be limited to, the following:
 - a. Registration fee
 - b. PTC Dues and class activity fee
 - c. Technology fee
 - d. Application and Enrollment fees
2. School fees are to be paid directly through FACTS at the time of registration. Registration paperwork will not be accepted without payment of registration fees.
3. In order to secure placement for all returning students, a due date will be listed on registration forms. After that due date, registration will be open to new students.

B. Tuition

Tuition is determined annually and is based on the average cost to educate a student. Tuition may be paid by one of the following options:

1. Single tuition payment paid through FACTS on or before July 1; a 2% discount, as determined by school administration, applies when this option is chosen. **Please note:** This discount is void if student is withdrawn prior to the end of the school year. Tuition will be reassessed at the full rate retroactive to the first day of school. Any refunds for the remaining months of school will reflect this adjustment.
2. Two payments made through FACTS, each equal to one-half the tuition rate for the school year; the payments are due on or before August 1st and January 1st.
3. Monthly in 10 or 11 (11 month starting in July) equal payments. Monthly tuition is not pro-rated.
4. Tuition is due on the 1st of every month. Tuition paid after the 7th of the month is considered late and will be assessed a \$50.00 late fee. Tuition must be paid through FACTS Management. Any checks returned for insufficient funds will incur a \$50.00 processing fee. **Please do not send cash with students.**
5. Utilization of the FACTS tuition management program is mandatory.

C. Tuition Refunds

Tuition that has been paid in advance will be refunded if a student should withdraw from school. Tuition is refunded on a monthly basis; students attending school during the month will be charged tuition for that month. Please note that (upon early withdrawal) tuition paid in full at the 2% discount is eligible for refund only at the full rate of tuition payment.

D. Past Due/Delinquent Accounts

As per the policies and procedures of the tuition management program selected by school administration, a second missed payment for the same month's tuition will result in the account becoming past due. A past due account will be forwarded to school administration by the tuition management program for any and all action deemed appropriate, to include withdrawal of the student.

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.

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.

1. Students will not be allowed to re-enroll until all financial obligations are current.
2. **Please Note: Delinquent accounts may be turned over to a collection agency to assist the school in collecting the tuition and fees owed.** In this event, parents will be held responsible for the payment of any fees and the costs associated with collecting tuition and fees owed.
3. Any family who is in default of the payment terms of the Tuition Agreement at the close of a school year will not be accepted for enrollment for the following school year unless the account is brought current by the first day of school.

E. Non-Sufficient Fund Checks

Any non-sufficient fund (NSF) checks will be collectible in full by cash or money order and will require a \$50 handling fee. Any family that submits one NSF check may be placed on a cash-only payment basis.

F. Tuition Assistance

1. Through the Archdiocese, STM School has limited funds available for tuition assistance. Tuition assistance is also available through Hope for the Future: (<https://www.archsa.org/hope/apply-now>).
2. STM School is very fortunate to have a Guardian Angel Fund to assist families with tuition assistance. The Guardian Angel Fund is an emergency, short-term assistance to help families when an unexpected emergency occurs. These funds are from the generous offerings of STM parishioners. Families are asked to apply for Hope for the Future, as the same financial information will be used to assess family financial needs. 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.

SECTION IV HEALTH AND SAFETY

A. Illness

Parents must notify the school of an absence due to illness. Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Students are automatically sent home if they show symptoms of:

1. Any infectious disease
2. Fever over 99.9 degrees
3. Vomiting
4. Diarrhea
5. Rash
6. Chills
7. Cough
8. Head Lice
9. Red/inflamed, or discharging eye (Conjunctivitis)
10. Any skin lesion in the weeping stage

B. Return to School Guidelines

Students should remain at home when they exhibit the first symptoms of an illness.

Depending upon the nature of the illness, students may return to school when **fever free for 24 hours without fever reducing medication, and symptom free for 24 hours of vomiting and/or diarrhea.** If a student is out of school for more than 3 days, documentation from the doctor's office is required stating the reason(s) for the absence and a return to school statement.

C. Head Lice (Pediculosis)

Schools in the Archdiocese of San Antonio are nit-free. Students found to have head lice should be excluded from school immediately. "Nit-free" means the child is to be free of nits and lice on their head. The child is required to be checked by school personnel before returning to class.

D. Emergency Contact Data

Emergency contact data must be maintained on each child in case of injury or illness. Emergency information should be kept current through RenWeb or the front office. Parents are responsible to update this information through RenWeb at the beginning of each school year. Contact the school office if there are changes to personal data such as address, phone numbers, email address, emergency contacts, health information, etc.

E. Immunizations

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

A student who fails to present the required evidence shall not be accepted for enrollment. A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization

to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30 day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

F. Medications

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

1. Only medication that is necessary for a student to remain in school will be given during school hours. If more than one child in a family needs medication at school, each child needs to have their own medication and own Medication Permission Request form completed by physician and parent.
2. Students are permitted to bring lip balm to school, such as Chap-Stick, Burt's Bee's Wax, or NIVEA. Lip balm must be clear and unflavored (NO tints, no fragrance- flavored, non-medicated).
 - a. *K-4th grade*: Must place item in a Ziploc bag marked with the student's name and be given to the homeroom teacher.
 - b. *5th-8th grade*: May have the item with them.
3. In order for any medication to be given by school personnel, *the Medication Permission Request Form must be completed by the parent/guardian and the health care provider, including "over-the-counter" medication (including but not limited to ibuprofen, acetaminophen, ointments, cold tablets, cough drops, allergy medications, etc.).* Over-the-counter medications must be the smallest available size to meet student's medical needs. The signing health care provider and the parent/guardian cannot be the same person. Forms are available at the front office.
4. Medication must be brought to the school office by the parent/guardian (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser that has legible numbers on it.
5. Each student's prescription medication must be in its original container clearly

labeled with the following information:

- a. Student name
 - b. Physician/Dentist name
 - c. Date
 - d. Name of medication
 - e. Dosage
 - f. Directions for administration
 - g. Duration of administration
6. No medication that has expired will be given. School personnel will return medication only to the parent/guardian (responsible party) or destroy at the end of the school year.
 7. No stock medication will be kept in the clinic for student use.

G. Treatment and Care Plans

ALLERGIES

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse or health coordinator and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan that includes the signature of a licensed physician or health care provider along with the Medication Permission Request Form. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan shall include an individual treatment protocol that is established by the child's allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocol for these students.

Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with signed Medication Permission Request Form, to school nurse or health coordinator for use in case of an emergency.

Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from the allergist.

ASTHMA

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse and all other personnel who regularly supervise the student of their child's asthma.

The diagnosis of asthma should be noted on the student's Student Health Form and within their Health Record.

It is the responsibility of the student's parent to complete and submit to the school nurse coordinator an Asthma Action Plan and Medication Permission Request form that includes the signature of a licensed physician or health care provider and parent. The signing health care provider and the parent/guardian cannot be the same person. The Asthma Action Plan shall include an individual treatment protocol that is established by the child's physician.

Use of Insect Repellents

Students DO NOT need to carry or bring insect repellent to school. The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. Parents should consider reapplying a mosquito repellent if students are participating in after-school activities and will be outside in the evening hours. CDC recommends to "keep repellents out of reach of children and not allow young children to apply insect repellent to themselves." National Pesticide Information Center (NPIC): 1-800-858-7378 or npic.orst.edu. School employees and coaches are not to purchase or apply or provide insect repellent for students.

Use of Sunscreen

Sunscreens are regulated by the FDA and are to be treated at school like any other medication, with the Medication Permission Request Form completed by doctor and parent on file.

H. Minor Accidents

In case of minor accidents, basic first aid will be administered. In the event of a more serious accident, the student's emergency information will be used to make necessary arrangements.

I. Major Emergencies

In case of a major emergency, EMS will be contacted immediately and, if needed, 1st Aid/CPR will begin until EMS arrives.

J. Vision, Hearing and Acanthosis Screenings

- 1) Vision & Hearing - Grades PK4, K, 1, 3, 5, 7, all new students in the fall
- 2) Acanthosis Nigricans (Diabetes) - Grades 1, 3, 5, 7
- 3) Spinal (Scoliosis) - Girls 10 & 12 years old (as of September 1); Boys 13 or 14 years old (as of September 1)

If spinal screening has been completed by a physician or healthcare professional for these students, a copy of this documentation needs to be on file at the school nurse office signed by physician or healthcare professional and parent. With proper documentation the student will not need this screening. If the documentation cannot be provided, our school must ensure spinal screening is performed according to state procedures.

K. Special Health Needs

Parents shall inform the school if students have special health needs, such as diabetes, epilepsy, and food/other allergies. In a case where serious health issues exist, an updated physician's letter must be sent to the principal upon the occurrence or change of such health issues.

L. Health File

A health file is maintained in the school nurse office for each student that will

include a record of immunizations, vision and hearing screenings, pertinent medical information and doctor's name. Health records are treated as confidential; they are available to the principal and the professional staff. The student's health record is given to the receiving school when the student transfers to another school.

M. Annual Student Health Form

Please update emergency contact information, medical conditions and allergies in writing. ***This information is very important. Changes are to include: new phone numbers, new e-mail addresses, new employment information, etc. It is the parent/guardian's responsibility to update any of these changes during the school year.***

N. Student Accident Insurance

The school carries student accident insurance for every student enrolled. Student accident insurance provides basic coverage and payment is part of the tuition charged 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. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off season workouts) or school-sponsored overnight activities.

O. Safety Drills

Safety Drills are important and must be taken seriously. Students are taught proper procedures and are given the opportunity to practice so they are prepared in the case of a real emergency. During drills and real emergencies, visitors/parents that are on campus must follow the instructions of the teacher and staff in the area.

SAFETY PROCEDURES

STM school meets all safety standards according to city ordinance and Archdiocesan Risk Management Programs. Inspection reports will be known to the pastor/authorized agent and school council so that the recommendation of such inspectors can be implemented.

STANDARD RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. The premise is simple – there are five specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, teachers and first responders.

1. **Lockout** is followed by: **"Get Inside. Lock outside doors"** and is the protocol used to safeguard students and staff within the building.

Students are trained to:

- Return to inside of building
- Do business as usual

Teachers and staff are trained to:

- Recover students and staff from outside building
- Increased situational awareness

- Take roll, account for students
- Do business as usual

2. **Lockdown** is followed by “**Locks, Lights, Out of Sight**” and is the protocol used to secure individual rooms and keep students quiet and in place.

Students are trained to:

- Move away from sight
- Maintain silence

Teachers and staff are trained to:

- Recover students from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door

3. **Hold**. Hold is always followed by “**In your Classroom**” and is the protocol used to clear the hallways.

Students are trained to:

- Clear the hallways and remain in your room until all clear is announced
- Do business as usual

Teachers and staff are trained in:

- Recover students from the hallway
- Lock classroom door
- Take roll, account for students
- Do business as usual

4. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

Students are trained to:

- Leave stuff behind
- Form a single file line

Teachers and staff are trained to:

- Grab class roster if possible (unless instructed not to take anything with them... dependent on reason for evacuation.)
- Lead students to Evacuation location
- Take roll, account for students
- Report injuries or problems

5. **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.

Evacuation hazards might include:

- Tornado
- Hazmat

- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Teachers and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Take roll, account for students
- Report injuries or problems, to first responders.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to local Law Enforcement Agency would then be “We are under Lockdown.”

Lockout vs. Lockdown. The differentiation between Lockout and Lockdown is a critical element in SRP. A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

STM will conduct one of the following drills at least monthly: fire drills, tornado drills, and any other disaster drills.

Standard Response Protocol posters, Evacuation routes, and an Exit Plan will be posted in each room.

School buildings shall provide smooth and safe flow of pedestrian and vehicular traffic.

All building exit doors are to open outward and be equipped with panic hardware.

All exits are to be clearly marked and have legal exit lights.

BOMB THREAT

If a school receives a bomb threat, the following procedures are to be observed:

1. Evacuate the school in the manner as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.

FIRE EXIT PLAN

- The standard signal for leaving the building is fire siren and strobe lights.
- Walk out of the building following the emergency exit plan in an orderly manner, without talking, rushing, or crowding.
- Once classes get to designated area STOP!
- Teacher will hold up the appropriate color card to indicate student status.
 - Green- All students accounted for
 - Yellow-Missing student(s) but know where they are
 - Red-Missing student(s) unaware of their location
- Whistle is used to signal the return to class.
- Emergency safety routes are posted in each room.

TORNADO PLAN

- The office personnel will alert classrooms to begin drill.
- Students/teachers will go to the designated areas in silence; students assume the “tornado” position.
 - Students in the Main Building classrooms go to the main school hallway.
 - Students in Carolan Hall will shelter in storage area behind accordion doors.
 - 2 year olds will shelter in the office.
 - Students in the Church should get under their pews in “tornado” position.
- Teacher will hold up the appropriate color card to indicate student status.
 - Green- All students accounted for
 - Yellow-Missing student(s) but know where they are
 - Red-Missing student(s) unaware of their location
- If the school gets alerted of a tornado when students are in the cafeteria, on the playground, or anywhere other than a classroom, they should go to the nearest safety zone.
- A verbal command will indicate the end of the tornado plan.

P. Incident Weather

Conditions such as hurricanes, floods, snow or icy roads may necessitate the delayed start or closing of school. **Our policy is to follow the same procedure as North East ISD.**

For information in case of severe weather, please either: listen to the local radio stations, KTSA, KTFM and KENS, WOAI, and KSAT TV; or visit the STM School Website (www.st-thomas-more-school.org) which will state the procedure to be followed on inclement weather days.

1. Because weather and road conditions can differ throughout our area, parents should use their best judgment to determine if travel is safe from their location. Do not jeopardize your safety.

SECTION V UNIFORM POLICY / PERSONAL APPEARANCE

A. Dress Code

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.

B. Approved Uniforms

Below are the required uniform pieces that can be purchased through UNIFORM PLUS The physical education uniforms, which are required for All Grades, can be purchased at the STM School Store. (Optional items are indicated)

C. Uniform Information

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

D. Non-Uniform Dress 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, straps must be 2 inches in width) & **tennis shoes** or **any closed toe shoes** (NO flip-flops, sandals, or high heels). **All clothing will be the correct size and worn appropriately.**

E. School Uniforms may be purchased at:

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

School Shoes Unlimited
2019 Vance Jackson
San Antonio, Texas 78216
Phone: (210) 734-9003

Dress Code

Dress Code - 3K , 4K & Kinder Boys

Dress Code - 3K , 4K & Kinder Girls

Day	Dress	Day	Dress
Monday	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	Monday	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
Tuesday	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	Tuesday	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
Wednesday	Class Color Spirit Shirt Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	Wednesday	Class Color Spirit Shirt Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks
Thursday	White SS Polo Shirt W/ Logo Navy Blue Pants or Shorts White Tennis Shoes (Velcro) White Crew Socks	Thursday	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
Friday	White SS Button Down Shirt Navy Blue Pants Navy Tie White Tennis Shoes (Velcro) White Crew Socks	Friday	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

Day	
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 – 1st through 5th Grade Boys Dress Code – 1st through 5th Grade Girls

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

PE Uniform 1st through 5th Grade Boys and Girls

Day	
Monday Through Friday	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 – 6th & 7th Grade Boys

Dress Code – 6th & 7th Grade Girls

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

PE Uniform 6th & 7th Grade Boys and Girls

Day	
Monday Through Friday	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-8th Grade

Dress Code – 8th Grade Boys

Dress Code – 8th Grade Girls

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

PE Uniform 8th Grade Boys and Girls

Day	
Monday Through Friday	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)

School Store Items

PK 3 through 8th Grade	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 PK3-8TH GRADES.

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. 8th 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 1st-5th Grades must wear white and blue OXFORDS (Purchased at Shoes Unlimited)

Boy’s 1st - 5th Grades and ALL 6th and 7th Graders MUST wear ALL WHITE leather tennis shoes. ALL shoes must have laces or Velcro.

8th Grade Girls wear black penny loafers and boys wear black oxford shoes Monday-Friday.

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

Undershirts: ALL WHITE, NO PRINT short sleeve undershirts or camisoles may be 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.

F. [Required P.E. Uniform](#)

All students must wear the P.E. uniform.

G. [Personal Appearance](#)

High standards in dress and personal grooming are important in creating a positive and favorable image of the student body, and should reflect the spirit of the uniform code. Students not meeting dress code or personal appearance standards are subject to the following: 1) Verbal warning; 2) Uniform violation write-up in RenWeb, or 3) Demerit. Repeat occurrences after demerit will follow behavioral consequences as outlines in Section XIII.

1. **Hair:** Boys' haircuts and girls' hairstyles should be neither "faddish" nor extreme or as determined by the Principal. Hairstyles not acceptable include tails, Mohawks, fauxhawks, or designs cut into the hair. In addition, treatments such as, but not limited to, color, highlighting, or tint are not permitted. Boys' hair may not hang over the eyebrow, ears, or top of the collar. Facial hair is not allowed; however, sideburns may extend to the bottom of the opening of the ears. Girl's hair must be neat and well groomed, out of eyes and styled such that it is not a distraction.
2. **Hair accessories** (girls only): All hair accessories must match the plaid or be a solid color in the school uniform plaid or natural hair color.
3. **Bracelets and Necklaces:**
Students in 5th - 8th 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 8th 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 5th through 8th 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.

4. **Jewelry:** Dangling jewelry (including earrings, charm bracelets and rings) is dangerous and must not be worn to school. Girls are allowed to wear one set of stud or post earrings on the earlobe. Boys are not allowed to wear earrings. Other than one set of earrings for girls, no body piercing jewelry may be worn. Students may

wear a watch. No electronic, internet, data capable watches. Any inappropriate jewelry will be confiscated and returned only to parents. Visible body art and tattoos are not allowed (i.e. henna, marker, writing, etc.).

5. **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.
6. **Perfume and Cologne:** Due to allergies, the use of perfume and cologne is not allowed.
7. **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.
8. **Undergarments:** Undergarments may not be visible.
9. **NO WRITING/DRAWING** will be allowed on any part of the school uniform or student's body.

SECTION VI ACADEMIC INFORMATION

The distinct purpose of Catholic schools is to proclaim the Gospel message, to build community, and to educate. Within the school community, the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

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.

A. Curriculum

St. Thomas More strives to educate the whole child. It is important to teach to the intellectual, emotional, physical, and spiritual development of the child. St. Thomas More Catholic School uses the curriculum guidelines of the Department of Catholic Schools of the Archdiocese of San Antonio along with the Texas Essential Knowledge and Skills (TEKS) as its main source for determining the course of instruction. To accomplish these goals teachers will use textbooks, workbooks, group projects, and other outside resources as necessary to assure mastery of these objectives. Attention is given to developing age and skill appropriate teaching practices to meet the needs of all students. All students receive instruction in the core courses of Religion, Math, English, Literature, Science, and Social Studies as prescribed by the TCCED Bell to Bell schedule.

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 1st – 5th Grades

Religion, Language Arts, Math, Social Studies and Science comprise the core subjects in the 1st through 5th 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 6th – 8th Grades

The core subjects in Middle School, Grades 6th through 8th, 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 relays 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: 6th Grade studies World Geography and World History; 7th Grade studies Texas History; and 8th 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.

The following subjects are taught:

Core: Religion/Guidance, English (includes Writing Composition, Grammar), Reading/Literature,, Mathematics, Science, and Social Studies.

Specials – Grades K-5: Physical Education (Mandatory), Library, Music, Art, Foreign Language (*Duolingo*)

- Performance in these courses affects Honor Roll, extracurricular eligibility and academic probation.
- Students failing any course will be required to make up the work by completing alternative assignments as recommended by the teachers (summer school/ enrichment, make-up work) and approved by the principal.

B. Religious Formation

Religious formation is an integral part of our school program. Religion is taught daily, and students participate in a weekly liturgy. Parents and parishioners are invited to join the faculty and student body in the Eucharistic celebration.

1. **Sacramental Programs**

- Sacramental study is an integral part of the Religion curriculum at STM. Although academic preparation will take place at school, parent meetings and the celebration/reception of Sacraments are held within the parish community.
- The Sacramental Program for Reconciliation and Eucharist is offered in the 2nd Grade through the school.
- All Catholic students in Grades 3-8 who have not yet received the Sacraments of the Eucharist and reconciliation can be prepared for the reception of these sacraments. Parents who are Catholic and want their child to receive the Sacraments of Reconciliation and Eucharist need to submit a copy of the baptismal records at registration.
- If parents are Catholic and their child is seven years of age or older and not baptized, the child must go through the Parish preparation program for Baptism of older children. This program is the Children’s Catechumenate. Please contact STM Parish Formation Director at 210-655-5070, to set up an appointment and receive further information about this process.

2. **Catechesis in Human Sexuality and Sexual Morality** - The religion curriculum for Grades K-8 incorporates a program of education in family living, human sexuality, and sexual morality. The program has been developed according to the Archdiocesan Religion Curriculum Guidelines, is integrated into the religion curriculum, and the teacher instructions are based upon the teachings of the Catholic Church.

3. **Safe Environment Training** - The Religion curriculum for Grades K-8 incorporates a program of education in child awareness and safety called Safe Environment.

The program’s primary goals are to:

- Teach students to identify and thwart the lures used to lead children from a safe environment into one where they are vulnerable to exploitation and crime;
- Develop tolerance and kindness in each student, helping them recognize they can impact a violent world with peaceful actions;
- Nurture each student’s sense of individual worth and to urge them to recognize and respect that in others.

4. **Participation in Liturgies and Prayer Services**, through recitation of prayers, singing, etc. is critical to the development of devotion to the Eucharist. Students will be evaluated periodically for their participation in these types of services. This evaluation may be reflected in their Religion grade.

5. STM Catholic School welcomes our fellow Christians and those who do not share our faith in Jesus, to our celebration of the Eucharist as our brothers and sisters. However, because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life and worship, members of churches with whom we are not yet fully united are not admitted to Holy Communion.” We still invite all those not partaking in Holy Communion to come forward, with arms crossed, for a special blessing during Communion time. (Copyright 1996-United States Catholic Conference).

C. [Service Hours](#)

Reflecting the mission, philosophy, and objectives of our school, STM seeks to develop a sense of responsibility in each child towards their brothers and sisters in Christ, and their greater community.

- Students from Pre-K through 8th Grade are given many opportunities to participate in service to others in the form of food drives, diaper drive, etc.
- Students in *5th through 8th Grades are required* to meet a minimum number of service hours each school year:
 - 5th grade (5 hours), 6th grade (8 hours),
 - 7th grade (10 hours), 8th grade (15 hours)
- Service hours must be earned outside of school hours. Service hours involve no pay, and must be verified with a signature from the activity sponsor. Additionally, these hours do not include serving at school Mass, or monitoring a class at school Mass. Service hours should not be related to family chores, such as babysitting for siblings, cleaning the house, or yard work – these are responsibilities we have within our families.
- Students wishing to volunteer at after-school and evening events must sign-up prior to the event. This policy is enforced for two reasons. Some events such as Dinners, Graduation Reception, PTC Meetings, and Parent Orientation Night are goal-oriented and not student focused. The number of required student volunteers is very limited and supervision of the volunteers must be controlled.
- Various volunteer opportunities are available through school sponsored events such as Campus Clean-up Day, Back-to-School Night, and the Halloween Bash, as well as serving at parish events such as the Parish Festival and the Thanksgiving Food Drive. Students can usher, or monitor younger students, or assist with PTC child care. Ministry service including Altar Servers, Music ministry, at Mass also count towards the service hour requirement. Students should make sure to have hours signed off by the activity sponsor as soon as possible after the activity or event. Waiting two, three or four months after the activity makes it difficult for the sponsor to remember names or hours worked.
- Service Hour sheets are available through the Religion teachers, in the school office, on Renweb, and on the school website.
 - Completion of required hours for Grades 5–8 counts as two test grades in the students’ 4th Quarter Religion grade

- **For 8th Graders:** completion of the minimum number of Service Hours (15 hours) is a requirement for graduation. Please note that **five of the required hours must be completed at STM.**
- Deadline to submit the Service Hours Folder to the Religion teachers is end of the 4th Quarter Progress Reporting Period.
- Student volunteer hours are not counted towards family service hours.

D. [Physical Education](#)

Participation in P.E. is mandatory for all students at STM. Exemption is given only to those students who present a note signed by the doctor and/or parent. These excuses will be kept on file in the Nurse's Office and the Physical Education Department. If notes are frequently brought to excuse a child from P.E., this requires a note from the child's doctor. Attitude, effort, and adherence to Physical Education Class Rules are reflected in the P.E. grade. This includes "dressing out" for P.E. in Grades 4-8, which in turn may impact school extracurricular eligibility.

E. [Progress Reports](#)

Progress reports are supplementary to the regular report cards. 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.

F. [Report Cards](#)

Report cards are sent home at the end of every nine weeks. The first and third report card will be issued at a parent-student-teacher conference. All report cards must be signed and returned. Report cards will not be released before the last day of school.

G. Grading System

Grades 3K - 1 & Specials

E:	Exceptional Progress(94-100+)
S:	Satisfactory Progress (85-93)
P:	Progress (75-84)
N:	Needs Improvement (70-74)
U:	Unsatisfactory Progress (Less than 70)

Grades 2nd - 8th

94-100+	Exceedingly high achievement
85-93	High achievement
75-84	Average Achievement
70-74	Low Achievement
0-69	Failure to master material

Conduct (3K - 8)

O:	Outstanding Effort
S:	Satisfactory Effort
I:	Improvement Needed
U:	Unsatisfactory Progress

Electives: PE/Art/Music/Technology/ Foreign Language (PK, K, and 1)

E:	Excellent
S:	Satisfactory
P:	Progress
N:	Needs Improvement
N/A:	Not Applicable

Skill Sets (K - 5)

- + Above Target
- / On Target
- Below Target

H. Categories for Grades:

Summative Assessments include: Examinations/tests, alternative assessments, extended assignments/projects, research papers, final draft/edited compositions, journals, major writing assignments or reports, end of lesson labs, and other similar assignments. These assessments are the final assessment conducted for a particular learning objective.

Formative Assessments include: In-class assignments, notebooks, incremental stages of writing, pre-labs, quizzes and other similar assignments. Quizzes are short daily assessments; taking no more than 20 minutes to complete and are designed to evaluate a student's level of understanding and progress towards instructional objectives before a summative assessment is conducted. **Quizzes do not have to be announced in advance.**

Daily/Homework (Practice) include: Daily work, homework, discussions, questioning or other activities. These assessments provide opportunities for students to apply knowledge, skills, and processes from previous learning to display their understanding. They are an extended learning opportunity for students to demonstrate mastery of concepts taught before a formal assessment.

I. Honor Roll

Students in Grades 4th through 8th meeting the following requirements are eligible for Honor Roll and High Honors. An honor roll assembly will be held after all Quarters.

1. Academic Requirements

High Honors:

- Average of 94-100+ in Core Subjects
- With no grade below 90 or "I/U" in any subject

Honors :

- Average of 85-93.444 in Core Subjects
- With no grade below 80 or 'I/U' in any subject

2. Conduct Requirements - Conduct grades must be no lower than an "S".

J. Promotion

There are no social promotions at STM. Students are promoted to the next grade level based on their academic achievement. For the purpose of grade promotion, 'core subjects' include the following: Religion/Guidance, English (includes Writing Composition, Grammar, Spelling, Handwriting), Reading/Literature,, Mathematics, Science (may include Physics for 8th Grade), and Social Studies. The following are the specific requirements for promotion for various grade levels:

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

K - 1st: A student must have at least a 'P' final average in Reading and Mathematics;

2nd - 5th: A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics is not promoted.

6th -8th: A student must have at least a "70" final average in all core subjects - Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

K. 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.

L. Graduation

Ceremonies marking the completion of the Kindergarten and 8th Grade will be kept simple. There will be a Mass, distribution of diplomas/certificates and a small reception.

M. Valedictorian and Salutatorian Guidelines

Valedictorian and Salutatorian awards are given to 8th Grade students during their graduation ceremony. Students must be enrolled at STM for the entire 7th and 8th Grade school years to be eligible for these awards. Criteria for these awards include academic performance in core subjects during the student's 7th and 8th Grade years. Academic performance will be calculated through the 4th quarter progress report of 8th Grade.

N. Class and Homework Policies

1. Assignments are primarily a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. The time allotted for homework will vary with the grade level and student availability, not including daily reading time. Reading and studying are daily homework assignments.
2. Developing integrity in work skills is considered part of the student's moral obligation. Therefore, any student who is caught cheating, plagiarizing, or copying (or who willingly

assists another student to do so) on homework, tests, etc. may expect to receive a substantial grade penalty. Likewise, disciplinary action will be implemented in accordance with the code of conduct in Section XIII, Student Discipline.

O. Make-up Work

1. It is the responsibility of Middle School students to arrange with the teacher the time and place for make-up work. Parents of Elementary school students should make arrangements with the teacher.
2. Make-up work for absences must be completed on or before the third school day upon returning to school.
3. Students who do not make up work during the allotted time, or who have not made other arrangements with the teachers, may expect to get a zero for missed work.
4. It is the responsibility of the student to turn in all make-up work in the allotted time specified. Teachers are not required to seek out missed work. Homework or projects/testing assigned prior to the absence are due the day the student returns to school.
5. Teachers are not required to provide assignments prior to the absence.
6. If a student is absent for several days, parents should contact the school office to obtain assignments from the teachers.

P. Late Work Policy for Grades 6th -8th

An assignment that is turned in after the due date is considered late work. The second semester for 8th Grade NO LATE WORK will be accepted. The table below represents the penalties that *may* be imposed for turning in the late work:

Days Late	Grade Reduction
1 day / class Periods late	10 pts
2 days / class Periods late	20 pts
3 days / class Periods late	30 pts
4 or more days / Class periods late	A zero will be given.

Q. Missing/Incomplete Work

When a student fails to turn in an assignment on time or turns in an incomplete

assignment, the assignment will be entered into RenWeb as “missing” or “incomplete.”

R. Papers

Papers are NOT acceptable if torn, ripped out of composition books, without proper heading, or with scratched out words. When writing in pen, corrections SHOULD be made by drawing one line through the error. White-out or correction tape is not allowed. Students should use only blue or black ink for assignments, and pencil for mathematics. Neatness, legibility and punctuality are required.

S. Planner Policy

1. Grades 1-8 will be given a planner from the school.
2. Since the planner is designed to cultivate good organizational habits that lead to successful academic performance, it is every student's responsibility to:
 - Bring the planner to each class
 - Record classwork and homework
 - Take the planner home each day
3. Students will be put on a **Planner Monitoring Plan** when they do not:
 - Complete assignments
 - Hand in assignments
 - Do well on tests
 - Plan adequately for long term assignments

4. **Planner Monitoring Plan**

The student will:

- Bring the planner to each class
- Record classwork and homework
- Ask the teacher to sign the book at an appropriate time such as the end of class
- Ask the teacher any questions about the assignments
- Take the planner home each day

The teachers will (*In order to instill academic independence in each student, teachers will expect the student to take ownership and initiate the procedure.*):

- Check the planner entry for **accuracy**
- Make additional notations or comments for clarification, if necessary
- Initial the planner when asked by the student

The parent(s)/guardian(s) will:

- Discuss and implement a system of rewards and/or consequences with the student
- Expect the student to bring the planner home
- Check for completion of each homework item to the teacher signed items
- Initial the bottom of the column

T. Printing

Students may print from the printers in the Computer Lab at the teacher's discretion.

U. Copyright

Employees, volunteers, and students who willfully disregard federal copyright law do so at their own risk and assume all liability.

V. Textbooks

1. Textbooks are furnished by the school and are issued at the beginning of the school year. Covers must be in good condition and free of graffiti.

2. There will be a charge for damaged books. The full price of the book will be charged if the book is totally damaged, unusable, or if the textbook is lost. All money is used to purchase replacement textbooks.

W. Student's Official Records

When requesting records for transfer; parents are asked to give the school at least 48 hours' notice. The new school that the student will be attending will have to send by mail, email or fax, a Request for Records to STM. We will then send records to the new school.

1. Confidentiality: All material in the student's file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff.
2. Access to Records: Parents and students are afforded 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. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. 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 48 hours' notice and can require the parent to make the request in writing.
 - Transfer of Records: Permanent record cards (scholastic records) and health records will be released to a receiving school when that school applies by mail, email, or fax to STM School. A copy of the student's permanent record card and the health records will be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has that signature on file.
 - In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in circumstances of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

X. Field Trips

Field trips are planned to enhance the school curriculum, are considered mobile classrooms, and are scheduled on school days; therefore, chaperone participation becomes the decision of the faculty and school administration. All students are expected to participate in these learning experiences. If for some reason a student chooses not to attend, he/she receives an unexcused absence and they will complete an alternate assignment. Proper conduct and courtesy is expected of all students at all times on field trips. Depending upon the nature of the trip, appropriate dress will be specified on the parent permission form. 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.**

For all school sponsored field trips:

1. Teachers plan and schedule all field trips in accordance with the STM Employee Handbook.

2. No student may take a school trip without prior written school consent form signed by his/her parent or guardian.
3. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. Students are required to follow school rules as stated in General Information, Section IX, paragraph D, "Money and Valuables". Students must not bring money, electronic devices, cell phones, etc. unless specifically authorized by the teacher.
5. All students must return to school on the bus at the completion of the field trip activity.
6. In accordance with Archdiocesan policy, all adults accompanying students on field trips must be current on the following:
 - a. VIRTUS Training (required every three years).
 - b. Archdiocese-approved criminal background check (required every three years)
7. A database of all STM employees and volunteers is maintained at the school and is updated regularly.

Y. [Visits to other Schools](#)

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.

Z. [Extra-Curricular Activities](#)

Student development is enhanced through organizations such as a Scouting program for boys and girls, CYO sports, various mission projects, clubs, competitions, the National Junior Honor Society for Grades 6th -8th , as well as school athletic programs for students in Grades 5th -8th .

- School sponsored extra-curricular activities are subject to academic requirements and/or participation fees. Poor academic performance or behavior may result in restrictions or probation from these activities.
 - Students who fail to pay required fees or meet academic and behavior requirements may not be allowed to participate in extra-curricular activities.
1. The Scouting Program is under the auspices of the parish and is offered after school or in the evenings. Participation is not subject to academic or behavior restrictions.
 2. Catholic Youth Organization (CYO) sports activities are offered through the parish after school and on weekends. Weekend registration dates for the various sports are held throughout the year. Participation is not subject to academic or behavior restrictions.

3. Cheer Team (K- 8th) will be offered if a qualified moderator is available. The focus of this program is to increase the spirit for school athletic games and special school functions. The moderator, under the direction of the Principal, sets the guidelines of the program. The STM Cheer Teams are open to Grades K-8 and to both boys and girls. All students must meet extracurricular eligible requirements.
4. The Athletic Program is normally offered to boys and girls in Grades 5, 6, 7, and 8. STM is a member of the Archdiocesan Interscholastic Athletic League (AIAL) and competes with other Catholic schools according to the AIAL rules and guidelines. The student's completed (medical) physical form must be turned in prior to tryouts and all athletic fees prior to the first day of practice.
5. Academic Competitions: Depending on grade level and interests, students may participate in various other competitions such as Academic Bowls, Catholic Arts and Academic Competition (CAAC), Geography Bee, Spelling Bees, and the Saint Bowl as they occur throughout the school year. Eligibility may vary depending on the competition. Students wishing to participate need to follow guidelines as outlined in each separate competition.

AA. Requirements for Extra-Curricular Activities

1. Academic Requirements. Students must not be on Academic Probation. Academic Probation is defined as: students may not be failing more than one subject or receive more than one grade below 70 at the end of any progress report/report card period. Ineligibility lasts until the deficiency is removed, as indicated by the progress report or regular report card. Students may not compete in the activity nor be allowed to practice. The probationary time may not be shortened because of a note written by an instructor. If the activity is a requirement for a course grade, an alternative assignment may be given.
2. Conduct Probation. Students must not be on Conduct Probation. Conduct Probation is defined as: students must maintain at least an 'S' in conduct in all classes. Students receiving an 'I' may not compete in the activity for two weeks, but may be allowed to practice. At the end of two weeks they may return only upon receiving written verification from the instructor indicating a change in conduct. Students receiving a 'U' may participate only after the conduct grade has been brought up to an 'S' as indicated in the progress report/report card. If the activity is a requirement for a course grade, an alternative assignment may be given.
3. Behavior Probation. Students must not be on Behavior Probation. Behavior Probation is defined as a student, who has accrued multiple demerits or has committed a Category 2 or 3 violation (see Section XIII), may be placed on behavioral probation. A student placed on behavioral probation may be required to:
 - Resign from any club or school organization
 - Discontinue representing STM on any athletic team or extracurricular activity
 - These prohibitions extend to practices, performances, meetings, trips, socials, and games

The student and parents will have a conference with the team teacher and an administrator. At this meeting, the terms of the probation period will be set. The contract will specify the conditions and the length of the behavioral probation. If the student and the parent/guardian accept the conditions of the contract, the student will be allowed to continue at STM.

4. Ethical Code for Conduct. Both participants in extra-curricular activities and spectators including parents, will abide by the following rules:
- a. Decisions of the officials must be respected.
 - b. Respect must be shown for coaches and players of both teams, as well as officials.
 - c. Signs may be displayed for identification or for developing school spirit. No one may display a derogatory sign at any athletic event.

NOTICE: A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire program at STM. Students and parents are asked to solicit the cooperation of the spectators in order to protect the reputation of the school. What one might judge to be a poor call or un-sportsmanlike conduct by an opponent is no justification for the STM community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will NOT be tolerated and will result in expulsion from the sports facility. Any parent who verbally/physically abuses coaches and/or officials will be expelled from the facility and his/her child may be asked to withdraw from the team.

SECTION VII SCHOOL SERVICES

A. Cafeteria

All students eat in the school cafeteria. Breakfast items and a well-prepared lunch are offered daily. Students may bring a lunch from home. As a reflection of the Archdiocese Department of Catholic Schools Policy on Wellness, **no sodas, energy drinks, or glass containers are allowed** with their lunch. Water in a **spill** proof container is permitted. The price of the school lunch will be determined at the beginning of the school year.

1. Students are allowed to charge a maximum of three meals.
2. All payments will be complete April 30th and paid through the Front Office.

B. Extended Day Program

To ensure proper safety, students must be supervised at all times while on campus. Students must report to Morning Care from 7:00-7:45 a.m. Participation in the Extended Day Program is required for all students who arrive before 7:45 a.m. and/or remain on campus after 3:25 p.m., or 12:15 p.m. on early dismissal days. Students wandering unsupervised or out of their designated area will be escorted to the extended day program and charged accordingly. Please note: STM CDC Hours are from 7 a.m. through 6 p.m. Early drop-off of students and/or late pick-up of students will result in early/late fees.

1. 3K through 8th Grades will report to the cafeteria for Morning Care and the 5th Grade homeroom for the After School Care Program (ASC).
2. All financial matters and obligations are coordinated through the Director of the Child Development Center (CDC)/School Principal/School Bookkeeper.
3. Students remaining at school to participate in extracurricular or CYO activities will be placed in the After School Care Program before and after the activity if they are not supervised.
4. Students from the After School Care Program wishing to attend after school activities as spectators, such as sporting events and co-curricular activities and are supervised by ASC staff.
5. There will be no unsupervised students permitted on campus at any time. Students failing to follow this mandate will be escorted to the Extended Day Program, and charged the standard fee.

C. Standardized Testing Programs

The following tests are administered in the Spring:

- All K-8 students take the total battery of the Iowa Assessments (IA) according to the schedule set up each year by the Catholic Schools Office of the Archdiocese of San Antonio.
- Grades 2 and 6 students also take the Cognitive Abilities Test (CogAT).
- Grades 5 and 8 students take the Assessment of Catholic Religious Education (ACRE) published by the National Catholic Education Association.
- 8th Grade students will take the PSAT 8/9

D. Tutoring

Tutoring may be offered daily for students *as assigned by the teachers* for:

- Class work re-teach
- Make-up Test/Quiz

E. Library

PK3- 5th Grade Students are given the opportunity to visit the library with their class at least once every other week. Library skills are taught, and they may check out books. The privilege of checking out books is suspended until overdue books are returned or a replacement fee is paid for damaged/lost books.

F. 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 reviewed and approved by the school administration.

G. Climate Surveys

Each year in May each student will complete an anonymous grade level climate survey. The purpose of the climate survey is to collect information that will help the teachers and administrators set goals for continuous improvement.

H. Communication Tools

There are several tools used to help foster strong communication between the school, the family and students.

1. **School Web Site** - The school web site is www.st-thomas-more-school.org and is regularly maintained to have an updated calendar, news, and information on the school. School forms, teacher emails, admission information, a link to RenWeb, and many other resources are available through the school website. Please bookmark the school's web site on your browser and refer to it regularly.
2. **RenWeb** - STM School utilizes a web-based grading system called RenWeb. It is a software program and app the school uses to help communicate, homework, grades, school directory, invoicing, and faculty information. This password-protected site is free to all parents. There is a RenWeb app for Android and iOS systems that is a paid app that allows you to access all the features of the software over your mobile device. A link to RenWeb can be found under the Resources tab of the school's web site. Parents have the responsibility to review their child's grades on a regular basis and discuss any difficulties with the teachers. Grades are entered into RenWeb on a weekly basis. An automatic notice is emailed to parents via RenWeb for any assignment grade earned that is lower than a 70. Missing, or incomplete.
3. **Weekly Newsletter** - A weekly school newsletter is used to communicate specific information that affects the school that week and highlight student/school accomplishments from the prior weeks. The newsletter is emailed to families through RenWeb. It is also posted on the school's web site. If you have information to submit for consideration in the newsletter, please email the **the Principal**.
4. **Facebook** - STM has an active Facebook page named St. Thomas More Catholic School- San Antonio TX.

SECTION VIII SCHOOL ORGANIZATION

A. School Council

Six to ten members selected through a discernment process comprise the voting membership of the School Council (consensus is generally used). The Pastor, Principal, CDC Director, and the PTC liaison are ex-officio and non-voting members of the Council. The Council, whose authority is derived from the Pastor, is called into being by the Pastor and given its mission to advise the Principal, CDC Director, and Pastor in areas of finances, school enhancement, policy, development, and strategic planning. The Council acts in support of administrative decisions and actions that are taken by the Principal and CDC Director that implement previously established school policy. The Pastor retains the canonical responsibility of leadership in the parish, school, and CDC.

The School Council generally meets on the third Tuesday of each month at 7 p.m. in the school library. Parents are invited to observe regular Council meetings. Participation, however, is limited to the "Open Forum".

B. Parent-Teacher Club (PTC)

The purpose of this club is to foster unity and understanding between the home and the school. STM School and CDC receives significant fundraising financial support from the PTC – the school would not be able to operate without this support. All families are members of the PTC and all are strongly encouraged to become active volunteers in PTC events and fundraising activities. All PTC fees are used to provide the school with educational materials and other support to enhance the quality of education and the school's culture. PTC general meetings are generally held twice a year. Dates and time of meetings are announced in the *Wednesday Knight News* and will be announced in the school newsletters and monthly calendars.

C. Homeroom Parents

The Homeroom Parents assist the Principal in the operation of STM School activities that are overseen by the homeroom parents and the PTC. This consultative committee supports the administration in implementation of school policies, procedures and programs. Membership is comprised of the lead Homeroom Parent(s) from each class and the Homeroom Parent Coordinator. Members collaborate on school related activities with the administration and act as a channel of communication to and from parents regarding classroom related activities.

SECTION IX GENERAL INFORMATION

A. Communications

Communication between teachers and parents is critical to the student's academic and social success. Students are responsible for taking home the Wednesday Folder, Wednesday Knight News (newsletter), notes, papers, etc., to parents, and for returning the Wednesday Folder, signed forms and papers to their respective teachers. Teachers may discipline students who do not return home correspondence. Discipline may include, but is not limited to, behavioral warnings and demerits. Parents must be respectful of the teacher's time and the academic learning environment. Please make an appointment with teacher and respect their unavailable times. Also, parents may not interrupt classes to speak to teachers.

B. Courtesy

Courtesy is expected at all times in action, conversation, body language, etc. Courtesy toward teachers, staff, adults, and classmates helps to bring about a loving Christian atmosphere.

C. Desk and Belongings

Desks are to be kept neat and clean. The teacher may pick up any and all personal items left unattended. Water in a spill proof container, with water only as the content, may be allowed in the classroom at teacher discretion. Snacks are not allowed in hallways, or consumed while moving between classes. Classroom snacks may be allowed at teacher discretion; however, may not be shared amongst students.

D. Money and Valuables

1. The school is not responsible for lost money or valuables.
2. Students are expected to exercise caution and care regarding their personal belongings. All books and personal property should bear the name and grade of the student. Items of excessive value or items whose loss would cause inordinate sadness or hardship should not be brought to school and are considered unauthorized items.
3. Students can only bring money on campus for snacks, ice cream and bake sales, etc.

E. Parking Areas

Traffic should flow in the direction indicated by entrance and exit signs to parking areas. No vehicles should go past the restricted area marked by traffic barriers. This area is sectioned off for the safety of the children. Parents may not block the entrances to the buildings. Also, no one should park in the red fire zone areas of the school.

F. Parties

1. All grades may have Halloween, Christmas, Valentine, and End of the Year parties in their classrooms. Other parties are left to the discretion of the Principal and teachers.
2. Invitations to private parties may not be passed out in the classroom or on the school campus unless they are given to the entire class or to all boys or all girls.
3. Due to the dangers related to food allergies, permission must be given by the teacher to bring "goodies" to students for any celebrations.
4. No treats may be brought to school for any celebration unless the whole class is included. Coordinate time and days with classroom teachers. Treats can be distributed at the teachers discretion.

G. School Supplies

1. All students are expected to have the supplies necessary for class.
2. Parents should check their child's supplies on a regular basis in order to replenish when necessary.
3. All school supplies are to be marked with the child's name or initials.

H. School Visitation

All visitors to the school must sign in at the school office. Visitors must present a state-issued I.D. and will be given a badge that must be worn for the duration of their visit. Visitors are required to return the badge and sign out in the office before leaving. For the protection of our children and to avoid unnecessary interruptions, school personnel will deliver all communications to the classrooms. After the students go to their homeroom classrooms after morning prayer, visitors are not allowed into the classrooms as this is the time for teachers and students to start their day.

I. Electronic Use

1. Office phone: Students may use the school office phone for emergency purposes only. A student will be allowed to call home if they are sent to the school nurse's office feeling ill and after they have been triaged. A student who forgets their PE clothes may not call home, since this not considered an emergency. Students should come prepared for all classes, including P.E.
2. Cell phones: Students are not allowed to use cell phones while on campus, including during Morning and After School Care. If a cell phone must be brought to school because of planned evening activities, it must be given to the teacher upon arrival at school. If the student is enrolled in the After School Program, the student will give the cell phone to their extended day teacher upon arrival. The items will be returned to the student when he/she departs the school grounds. The school is not responsible for damaged or lost cell phones.
3. At teacher discretion, or as part of an Individualized Education Program (IEP), electronic readers, or tablets, may be used for academic purposes only (no video, recording, pictures, gaming, music, etc.)
4. Watches that use smart technology, are connected to a cell phone, or have access to the Internet are not permitted.

J. Violation of the Cell Phone Policy

1. 1st infraction: The first infraction of the above policy will result in the confiscation of the cell phone with a \$25.00 fee. The cell phone will be held in the school office and must be picked up by the parent.
2. 2nd infraction: The second infraction will result in the confiscation of the cell phone with parent pick up of the cell phone required from the school office, and \$50 fine will be assessed.
3. 3rd infraction: The third infraction will result in a fine of \$75 and the phone will be returned to a parent/guardian.
4. Continuous Infractions: Each subsequent infraction will result in cost of \$25.

K. Volunteers

Just as Mary's unselfish contribution of her life to God's plan was immeasurable, so too are the contributions of time and talent by the many volunteers at STM.

1. In modeling our Blessed Mother and patroness, all families are highly

encouraged to participate in STM School’s volunteer program. Each family is **obligated** to donate of their time and talent a minimum of **twenty (20) service hours to the STM School and Church community.**

2. STM School offers a variety of volunteer opportunities in which to share your time and talents including the following, but not limited to: PTC, School Council, annual events, used uniform sales, Catholic Life ticket sales, cafeteria helpers, lunch/recess helpers; library aides, parking lot safety, room parent, and other school fundraisers.

3. 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 30, 2019.** An invoice will be sent out around May 1, 2019 for any service hours not completed. The school will assess a \$20.00 fee for each hour not completed.

4. **All volunteers must check in at the office and receive a visitor’s badge before proceeding to their assignments.**

5. In accordance with the Archdiocese of San Antonio Department of Catholic Schools and for the safety of the volunteers, students, and staff, all volunteers must be current in the following:

- a) VIRTUS Training (required every three years)
- b) Archdiocese-approved criminal background check (required every three years)

L. Yearly Events

The following is a list of yearly events that provide great volunteer opportunities. Many activities include mandatory participation, depending on the age/grade level of the student, the curriculum area, and the focus of the activity.

- 8th Grade Retreat
- Any School Retreat
- Academic Competitions
- Athletics concessions
- Back to School BBQ
- Back to School Night
- Book Fairs
- Campus Clean-up
- Catholic Schools Week
- Christmas Program
- Class Field Trips
- Classroom Help
- CYO
- Field Day
- Red Ribbon Week
- Food Drives
- Grand Day
- Halloween Dance
- Health Screenings
- Lunch Monitor
- Mission Drives
- Parish Festival
- Fiesta Week
- School and Parish Community Activities
- Casino Night/School Gala
- Science Fair
- Scouts
- Spelling Bee
- Various contests and activities
- Veterans’ Day Recognition

SECTION X HOME and SCHOOL PARTNERSHIP

A. Parental Cooperation

In order to serve the best interest of all of the families who attend this school, we must expect general cooperation between home and school.

1. In matters of school discipline, the school, its staff, and administration must be the final arbiters of student conduct that occurs during school hours or on school grounds.
2. Parents will be informed of and in some cases directly involved in the disciplinary process. Parents can expect to be contacted if disciplinary issues arise involving their student. This has three focuses:
 - a. to reinforce the partnership between the school and parents in the educational ministry of the children,
 - b. to keep parents informed of and to enlist the help of our parents in reinforcing this educational ministry, and
 - c. to give closure to parents and students on an issue. Because we recognize the value of each child and our role as an extension of the family, all three focuses are critical to the mission of our school and to our educational ministry. It is essential that the authority of both the school and its personnel be recognized and respected both by the children who attend classes and by their parents.
3. Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters both of schoolwork and of student discipline. The tone of such inquiry, however, should be in the spirit of cooperation and mutual support.

B. Communication with Teachers

If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. **Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns.** If no satisfactory agreement is reached, the parent and/or teacher should contact Administration for additional help in resolving the matter.

1. Parents who need to communicate with teachers should call the school office. Calls will be returned within 48 hours.
2. Parents may e-mail teachers for routine correspondence or to schedule conferences and can normally expect to receive a reply within one day. E-mail should not be used to discuss extensive or ongoing academic or behavioral difficulties. These topics can best be solved through telephone conversations or personal conferences.
3. Parent-Teacher Conferences. Conferences are scheduled at the end of the first and third reporting period for all students. Additional conferences may be arranged as follows:
 - a. Either request a conference in writing or call the school office.
 - b. The teacher will call you to set up the conference. "Parking Lot" and "Drop In" conferences are not permitted, as the teacher is not prepared to give accurate reports without complete records.
 - c. Please respect the teachers' private lives after school hours.

C. Confidentiality

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

- D. Principle of Subsidiarity-Solve issues at the lowest level whenever possible
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.
- E. 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
- F. Media
Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall approve communication with the media prior to any information being released. The Principal shall notify the Superintendent if members of the media come onto school property.
- G. Harassment-Free Environment for Personnel
Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, and, threatening behavior, etc., against faculty or staff by parents will not be tolerated. Any such actions are not acceptable in a Christian environment. Any parent(s) who verbally or physically abuses a teacher or staff member will meet with the Principal and steps may be taken to include withdrawal of their student(s) from STM Catholic School. Prohibited electronic communications are:
(1) of a sexual nature;
(2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community;
(3) any action that violates the school's existing behavioral standards covered by this handbook; or
(4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates.

SECTION XI INFORMATION TECHNOLOGY RESOURCES

A. Information Technology Resources General Information

St. Thomas More Catholic School Information Technology (I.T.) Resources are all media used to transmit, receive, or store information electronically. Examples include personal computers and peripheral equipment, computer networks, flash drive, access to the Internet, audiovisual equipment, and storage media. Whether using personal or school computers, the school's name/logo may only be used with the expressed permission of the Principal.

B. Entitlement to use I.T. resources

The following people are entitled to use STM Information Technology resources:

1. All employees of STM for school business.
2. All STM students who:
 - Have written parental consent; and
 - Have direct supervision.
3. Others working at STM who request use of STM information technology resources and are approved by the Principal. These requests will be reviewed on a case-by-case basis, will be granted as needs and resources permit, and will be for a limited duration specified by the Principal.

C. General Policy and Guidelines

- STM I.T. resources are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of STM, the Archdiocese of San Antonio, and the Catholic faith. Users must acknowledge their understanding of the general policy and guidelines as a condition for using these resources. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege to use STM Information Technology resources and/or other sanctions.

- **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 e-mail, text messages, Web site postings, and other forms of social media, whether they occur through the school's equipment or connectivity resources or through private communication, which:

- Are of a sexual nature;
- Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or
- Cause harm to the school community.

- Parents/guardians and students are required to sign off on the Internet/Technology Permission form and User Agreement form.

1. Guideline I

Acceptable uses of STM I.T. resources are activities that support learning and teaching. Resource users are encouraged to develop uses which meet their educational needs and which take advantage of available/emerging technology.

2. Guideline II

Unacceptable uses of STM I.T. resources are those that do not support learning and teaching. These uses include but are not limited to:

- Using profanity, obscenity, or other language which may be offensive to another user
- Re-posting personal communications without the author's prior consent
- Attempting to deliberately degrade or disrupt the computer system will be viewed as criminal activity under applicable state and federal law
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Spreading computer viruses deliberately
- Using the network for any illegal activity, including violation of copyright or other contracts
- Vandalizing the data of another user
- Downloading or installing any software programs on the computer system
- Creating or running programs that waste system resources
- Invading the privacy of individuals
- Using an account owned by another user
- Posting anonymous messages
- Gaining unauthorized access to resources or entities

3. Guideline III

All faculty are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the resources they may lose their access privilege and/or face other sanctions. Particular concerns include safety on the network, issues of privacy, copyright infringement, e-mail etiquette, computer viruses, and appropriate uses of the Internet.

Users will be allowed to produce materials for electronic publication on the Internet. Faculty will monitor these materials to ensure content is appropriate. The content of materials is constrained by the following restrictions:

- No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
- All student work must be signed with the student's first name only or, when appropriate, first name and teacher initials.
- Individuals in pictures, movies or sound recordings may be identified by student's first name only. Absolutely no last names may appear in reference to individuals.
- All student work or pictures appearing on the Internet will correspond to the level of parental consent on the student's Parent Consent Forms.
- Text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or degrades others will NOT be allowed.

4. Guideline IV: The person in whose name an account is issued is responsible at all times for its proper use. For this reason it is imperative that users with individual accounts not share their user I.D. and password with other individuals. Users with individual accounts should also change passwords frequently.

5. A school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

6. Users of the school's equipment or network should have no expectation of privacy in anything they can create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. The school's local acceptable use policy must include the following components:
 - 1) Communication by or between students including Digital Citizenship (i.e., educating students about cyberbullying awareness/response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms)
 - 2) Communication between teacher and student
 - a. educational, and extra-curricular program matters.
 - b. Personal electronic communication between teacher and student is prohibited until the student has graduated and is over 18 years of age.

Definitions

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g., WiFi) or using a personal device.

1. *Professional electronic communication* is a work-related activity that addresses instructional, educational, or extra-curricular program matters.
2. *Personal electronic communication* use is a non-work related activity.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE

Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting).

The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

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

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

Definitions

Minors means person younger than 18 years of age.

SECTION XII CAMPUS MANAGEMENT

“Do to others whatever you would have them do to you.”

Matthew 7:12

A. Code of Conduct

1. We believe that all children are good and that God has gifted each child with uniqueness of all his/her own. The focus of our school is to establish a Christ-like learning environment where each child feels secure and valued. All students have the right to learn and teachers have the right to teach in a Christian learning environment. No one student has the right to disrupt the learning of another student or keep a teacher from teaching and helping students achieve their goals.

2. STM students live the school mission by being faithful to God, being obedient to their parents, being respectful toward authority, and caring toward their classmates. They practice excellence when they put their best effort into their schoolwork, and taking personal responsibility for their actions. Parents and students are expected to familiarize themselves with the policies and procedures in effect at STM and parents are expected to act as role models and to encourage their students to act in accordance with these policies and to support the efforts of the administration, faculty, and staff to enforce them.

B. Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not
- Listen carefully, demonstrate active listening skills
- Behave in a responsible manner, always exercising self-discipline
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Meet school standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of students, teachers, staff, and volunteers
- Respect the property of others, including school and parish property and facilities
- Cooperate with and assist the school staff in maintaining safety, order, and discipline
- Adhere to the requirements of the Student Code of Conduct
- Use the buddy system when on campus
- Complete his/ her own work

C. Positive Reinforcement

- The students who have exhibited consistent good behavior may be rewarded with special treats, stickers, activities, or privileges.
- Awards may be given to the students who have consistently exhibited good behavior.
- Merits may also be sent home via RenWeb in the form of a “Smile Gram”.

D. Classroom Rules

Each teacher will post rules and STM school code of conduct on one of the classroom walls.

E. Playground Rules

1. Follow directions of supervisors
2. Stay in designated area
3. Walk when on or near play systems
4. Be a friend (Refrain from fighting, rough playing, shoving, teasing, name calling, kicking, or throwing of objects other than authorized playground equipment designed to be thrown)
5. Use equipment properly

F. Restroom Rules

1. Use and dispose of paper products properly
2. Wash hands
3. Use quiet voices
4. Use facilities properly, quickly and respectfully -- do not waste time in restrooms

G. Cafeteria Rules

1. Enter cafeteria quietly
2. Walk and move in all cafeteria line quietly
3. Sit at designated table
4. Keep eating area clean, push in chairs, and remove tray in an orderly fashion
5. Use good table manners
6. Use inside voice
7. Do not share food (due to allergies and germs)
8. Parents provide food to their child/ren only, unless arrangements have been made with the teacher to provide for the entire class
9. Be courteous to cafeteria staff and volunteers.

H. Hall Rules

1. Keep to the right and walk in single file
2. Keep your hands, feet, and objects to yourself
3. Walk quietly

SECTION XIII STUDENT DISCIPLINE

General Conduct Violations

The categories of conduct below are prohibited at school, in school provided transportation, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, or Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Out of School Suspension and Expulsion, as detailed in that section.

A. Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination)
- Leave school grounds or school-sponsored events without permission
- Disobey rules for school provided transportation
- Refuse to accept discipline management techniques assigned by a teacher or Principal

B. Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures
- Fight or scuffle
- Threaten a student, employee, or volunteer, including off school property
- Engage in pranks, bullying, harassment, or making hit lists
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a student, employee, or volunteer
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others

C. Property Offenses

Students shall not:

- Damage or vandalize property owned by others
- Deface or damage school property – including textbooks, technology and electronic resources, lockers, furniture, and other equipment – with graffiti or by other means
- Steal from students, staff, or the school

D. Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Any item or object that can be used to threaten, inflict bodily injury, or harm another such as a razor, box cutter, chain, a pocketknife, any small knife, mace or pepper spray
- Inappropriate or explicit material
- Tobacco products, including electronic cigarettes, matches or a lighter
- A laser pointer for other than an approved use
- Articles not generally considered to be weapons, including school supplies, when school personnel determines that a danger exists, especially when used to inflict injury

E. Weapon Free Zone

The Gun-Free School Zones Act defines a school zone as the area “in, or on the grounds of or within a distance of 1,000 feet from the grounds of a public, parochial or private [elementary or secondary] school.”

F. Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources
- Attempt to access or circumvent passwords or other security-related information of the school, students, or employees or upload or create computer viruses, including off school property
- Attempt to alter, destroy, or disable school technology resources including but not limited to computers and related equipment, school data, the data of others, or other networks connected to the school’s system, including off school property
- Use the Internet or other electronic communications to threaten students, employees, or volunteers, including off school property
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyber bullying and “sexting,” either on or off school property
- Use e-mail or Websites to engage in or encourage illegal behavior or threaten school safety, including off school property

G. Safety Transgressions

Students shall not:

- Possess or publish electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property
- Make false accusations or perpetrate hoaxes regarding school safety
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence
- Throw objects that can cause bodily injury or property damage
- Activate a fire alarm or discharge a fire extinguisher without valid cause

H. Other Offenses

Students shall not:

- Cheat or copy (plagiarize) the work of another. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.
- Violate dress and grooming standards as communicated in this student handbook
- Gamble
- Possess gum, whether on school grounds or indoors
- Show any inappropriate Public Displays of Affection (PDA) such as hugging, kissing, holding hands, continual bodily contact, etc. on school ground or at school sponsored activities
- Falsify records, passes, or other school-related documents (Forgery)
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities
- Repeatedly violate other communicated campus or classroom standards of conduct

I. [Additional Rules](#)

The school will create other campus or classroom rules in addition to those found in the Code of Conduct as circumstances may require. These additional campus or classroom rules will be posted throughout the campus and in classrooms or given to the student and may constitute violations of the Code of Conduct. The school reserves the right to change policies and procedures as outlined in this handbook. Parents will be notified in writing and via email of any changes.

J. [Limit Settings](#)

Consequences for violating classroom rules may include, but are not limited to the following:

- Quiet Place or Safe Place
- Notification of parents
- Verbal Warning
- Behavioral Warning
- Demerit (A formal write-up sent home through RenWeb)
- Lunch detention
- Detention after school
- Saturday morning detention
- In-School Suspension
- Out-of-School Suspension
- Expulsion

K. [Discipline Management Program](#)

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. STM joins the parents in accepting responsibility for teaching children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to comply with directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student. Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require. The Administration reserves the right, in serious cases, to circumvent the disciplinary process stated below.

L. [Techniques](#)

The following discipline management techniques may be used – alone or in combination – for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal or written correction
- Quiet place/safe place/cooling off period
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Demerits
- Behavioral Warning
- Behavioral contracts
- Counseling by teachers, or administrative personnel
- Parent-teacher conferences
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy
- Detention, including outside regular school hours
- Sending the student to the office or other assigned area, or to In-School Suspension
- Assignment of additional school duties such as cleaning or picking up litter
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary school activity positions, or membership in school-sponsored clubs and organizations
- Penalties identified in individual student organizations' extracurricular standards of behavior
- School-assessed and school-administered academic and/or behavioral probation
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code
- Expulsion, as specified in the Expulsion section of this Code
- Other strategies and consequences as determined by school officials

M. [Hierarchy of Consequences for Inappropriate Behavior](#)

Below is a guideline used in determining the consequences for Inappropriate Behaviors (in addition to those consequences relating to Harassment and Bullying behaviors-see Bullying chart and related consequences).

- The school reserves the right of the Principal, after consultation with the Pastor, to withdraw a student when in the best interest of the school and/or student.
- As the seriousness and frequency of the Inappropriate Behavior increases so do the type and amount of consequences.

Category 1 - Actions that are typically handled by the classroom teacher without notifying the school office. Some examples are, but not limited to:

- Minor classroom disruptions
- Disrespectful towards others
- Missing homework/incomplete homework/ not prepared for class
- Rough play
- Misbehavior in restroom, hallways, and/or cafeteria
- Throwing rocks/mulch/ objects
- Work refusal
- Dress code violation
- Level 1 Bullying Offense

Consequences include, but not limited to:

- Verbal or written correction
- Quiet place/safe place/cooling off period
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Behavioral warning
- Parents may be notified of inappropriate behavior
- Demerit (a formal write-up) issued by teacher and a parent notified through RenWeb

Category 2 - Actions that may need to be referred to the school office. Some examples are, but not limited to:

- Refusing to follow instructions from school personnel
- Use of profanity or inappropriate gestures
- Stealing
- Cheating
- Out of designated area without permission
- Dishonesty and/or manipulative behavior
- Persistent misbehavior in classroom -- prohibiting instruction & documented
- Persistent misbehavior in restroom, hallways, and/or cafeteria
- Repeated dress code violations
- Use of cell phone/electronic device without teacher permission
- Property damage
- Physical aggression without causing serious injury
- Level II Bullying

Consequences include, but not limited to:

- Demerit issued (with or without detention) assigned by teacher.
- Second demerit issued and additional lunch detention assigned by teacher.
- Third demerit issued, behavioral office referral, parent conference scheduled, or after school detention assigned by administrator.
- Behavior plan and/or contract
- Parent conference with administrator and teacher team
- After school detention
- Saturday detention
- In-school suspension
- Out of school suspension
- Behavioral probation

Category 3 - A student creating a hostile environment for another person or themselves must be removed from the classroom to the office. Actions that may result in immediate removal from campus and possible expulsion are, but not limited to:

- Chronic classroom disruptions
- Rough play/Horse play causing injury
- Fighting/Physical Aggression causing injury
- Throwing objects with the intent to cause injury
- Use of any item in a threatening way
- Level III Bullying

- Selling, possession, or being under the influence of illegal substances
- Possession of firearm or weapon
- Possession of items sexual in nature
- Sexual harassment
- Terroristic threats of any kind
- Vandalism resulting in more than \$750 in damages

Consequences include, but not limited to:

- After School detention
- Saturday detention
- In-school suspension
- Out of school suspension
- Behavioral probation
- Parent Conference
- Behavioral plan and/or contract
- Expulsion
- Notification of law enforcement

N. Detention Policy

1. Lunch Detention may be assigned for inappropriate behaviors in Category 1 or 2 and is held during lunch. The student may be placed in an isolated location within the cafeteria, next to the teacher, or in a different location with an administrator or a different teacher/staff member. After three lunch detentions (demerits), the next infraction incurs an after-school detention.
2. After-School Detention may be used for discipline issues in Category 2. After School Detentions begin at 3:15 p.m. and are one hour in length, ending at 4:15 p.m. After three after-school detentions, the next infraction incurs a Saturday detention.
3. Saturday Detention is normally assigned for a series of offenses or a more serious offense, such as those in Categories 2 or 3. It usually begins at 8:00 a.m. and concludes at noon. Students must arrive in full uniform. Parents will be responsible for a \$50 fee per student for each Saturday Detention in order to cover the cost of supervision of the student. Detention fees must be delivered to the school office on or before the detention date.
4. A RenWeb notification will be issued stating the reason for the detention and when the detention is to be served. The student must serve the detention on the day assigned. Any change in detention time must be arranged with the Principal two days before the assigned day of detention. No arrangements will be negotiated later.
5. Students who fail to serve assigned After-School or Saturday Detention may be removed from the regular education setting at Principal's discretion.

O. Probation Status

The recommendation of a teacher team and the Principal may place a student on academic or behavioral probation. The purpose of the process is to encourage constructive behavior and focus the student on expected academic outcomes. Input from the student and parents may be sought to make the probation period a time of personal growth and development for the student. At the end of the designated probation period, a team of teachers meets with the parents and student and recommends probation be lifted, continued, or the student may be asked to withdraw from the school. All transfer students entering STM are accepted on a

Probation Status for the first academic quarter after they arrive.

P. Academic Probation

1. Students must not be on Academic Probation. Academic Probation is defined as: students may not be failing more than one subject or receive more than one grade below 70 at the end of any progress report/report card period. Ineligibility lasts until the deficiency is removed, as indicated by the progress report or regular report card. Students may not compete in the activity nor be allowed to practice. If the activity is a requirement for a course grade, an alternative assignment may be given. Ineligibility lasts until the deficiency is removed, as indicated by the progress report or regular report card. The probationary time may not be shortened because of a note written by an instructor. While on academic probation a student may not:

- Be a representative of any school organization
- Participate in activities that take time after school hours unless the activities are required for a course grade, in which case an alternative assignment will be given
- Participate in any AIAL sport competitions

2. Parents, faculty, club sponsors, and coaches will be notified. Academic probation will be reviewed on a weekly basis and the probationary status will remain in effect until the deficiency is removed as indicated by the progress report or report card. (AIAL eligibility rules) Academic probation begins when the student organization moderator or Athletic Director receives the list from school Administration and the parent and student are notified. At any time in this process, the student's academic record may be re-evaluated with the possible recommendation that the student withdraw from STM.

Q. Conduct Probation

Students must not be on Conduct Probation. Conduct Probation is defined as: students must maintain at least an 'S' in conduct in all classes. Students receiving an 'I' may not compete in the activity for two weeks, but may be allowed to practice. At the end of two weeks they may return only upon receiving written verification from the instructor indicating a change in conduct. Students receiving a 'U' may participate only after the conduct grade has been brought up to an 'S' as indicated in the progress report/report card. If the activity is a requirement for a course grade, an alternative assignment may be given.

R. Behavioral Probation

A student, who has accrued multiple demerits or has committed a Category 2 or 3 violation, may be placed on behavioral probation. A student placed on behavioral probation may be required to:

- Resign from any club or school organization
- Discontinue representing STM on any athletic team or extracurricular activity
- These prohibitions extend to practices, performances, meetings, trips, socials, and games

The student and parents will have a conference with the teacher team and an administrator. At this meeting, the terms of the probation period will be set. The contract will specify the conditions and the length of the behavioral probation. If the student and the parent/guardian accept the conditions of the contract, the student will be allowed to continue at STM.

S. In-School Suspension (ISS)

1. Parents will be notified prior to a student serving an in-school suspension.
2. Parents will be responsible for a \$50 fee per student for each ISS in order to cover

the cost of supervision of the student. Fees must be delivered to the school office within one week of the ISS date.

3. While serving in-school suspension, the student will be responsible for having all class assignments completed satisfactorily, a late penalty may be deducted.

Assignments will be turned in by the end of each class period unless otherwise indicated; no credit will be given for assignments not completed during ISS.

4. The student will be responsible for bringing a sack lunch and drink (no soda), as he/she will not be allowed to eat in the cafeteria.

T. Out-Of-School Suspension

The duration of an out-of-school suspension may be up to three days. Written notice will be given to the parent or guardian during a scheduled conference with an administrator. The student will be marked absent and may receive minimal passing credit for any required work. A reinstatement conference is required at the end of the OSS period and all work must be turned in at that time.

U. Expulsion Policy

EXPULSION

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude. A student may be expelled from school when other means of discipline have failed.

A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure Schools shall publish in the Parent/Student Handbook comprehensive policies regarding the expectations for student conduct and behavior and make it available each year in print and on the school's website.

When such a serious case arises the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity;
4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;

5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.

V. Harassment

1. Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, and, threatening behavior, etc., against faculty or staff by parents will not be tolerated. Any such actions are not acceptable in a Christian environment. Any parent(s) who verbally or physically abuses a teacher or staff member will meet with the Principal and steps may be taken to include withdrawal of their students from STM Catholic School.

2. Harassment

STM does not condone harassment of any kind. All students, faculty and staff are to be treated with dignity and respect. Harassment in any form is prohibited. 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.

3. Harassment Definitions

a. **Harassment** is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis provided by law that is so severe, persistent, or pervasive that the conduct:

b. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

c. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

d. Otherwise adversely affects the student's educational opportunities.

4. **Sexual Harassment** must be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature

2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student

3. 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.

5. **Verbal Harassment** must include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

6. **Physical Harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

W. Harassment Reporting

Anyone associated with STM including students, school staff, and administrators, parents, and community members must report any act that may be a violation of this policy in order for STM to take appropriate action.

1. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designees. Staff is expected to immediately intervene when they see a harassment incident occur. Each complaint of harassment will be promptly investigated. Reports may be made anonymously; however, formal disciplinary action may not be based solely on the basis of an anonymous report.

- a. All such reports will be taken seriously. The Principal or Principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report.

- b. Any reprisal or retaliation is prohibited against any person who reports a harassment incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

2. The following procedures must be followed for filing and investigating a harassment claim:

- a. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop.

- b. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal.

- c. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.

3. If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent of Catholic Schools. As soon as the verbal report has been given, the school personnel must report the incident to the Pastor and Superintendent.

4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.

6. For students, once the facts of the case have been gathered, the Principal or Principal's designee will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.

7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

X. [Bullying.](#)

STM endorses the prevention of bullying through the promotion of kindness, respect, empathy and acceptance. Bullying occurs when a student or other person is exposed repeatedly and over time, with negative action on the part of one or more students or persons. Bullying behavior is strictly prohibited and will result in disciplinary action.

Y. [Bullying Definition](#)

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

Cyberbullying - means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Z. [Anti-Bullying Rules](#)

- Rule 1: We will not bully others.
- Rule 2: We will try to help students who are bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

AA. [Types of Bullying \(Overlap can Occur\)](#)

[Six Type Model](#)

1. **Physical bullying** is physical acts of aggression such as hitting, kicking, tripping, or pushing.
2. **Emotional bullying** is causing harm to someone's self-esteem or feeling of safety.

3. **Relational/Social bullying** is spreading rumors, intentional exclusion of others, passing of harmful notes about another person.
4. **Verbal bullying** is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
5. **Internet (Cyber) bullying** is the spreading of harmful information or lies about others through email, chats, text, messages, online blogs, cell phones or cameras.
6. **Sexual bullying** is unwanted touching or comments made about a person's body, body type or physical features including "wedgies", bra snapping, and obscene sexual gestures.

Three Type Model

<u>Physical Bullying</u>		<u>Emotional Bullying</u>		<u>Social Bullying</u>	
Harm to someone's body or property		Harm to someone's self-esteem or feeling of safety		Harm to someone's group acceptance/relational	
Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
LEVEL ONE					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> • Making threatening gestures • Pushing/shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing 	<ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures 	<ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, relationships with boys/girls, looks, etc. 	<ul style="list-style-type: none"> • Ignoring someone and excluding them from a group
LEVEL TWO (some of these behaviors are against the law)					
<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Threatening physical harm 	<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Damaging or defacing property • Stealing • Starting fights • Scratching or biting • Pushing, tripping, or causing a fall • Assaulting 	<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Harassment :making repeated insults and threats • Insulting your race, color, religion, ethnicity, gender, disability, family, or sexual orientation 	<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Saying someone is related to a person considered an enemy of this country (e.g., Osama bin Laden) 	<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Ostracizing using notes, Instant Messaging, e-mail, etc. 	<ul style="list-style-type: none"> • Any Level One infraction that has occurred more than 3 times • Playing mean tricks to embarrass someone • Posting slander in public places (such as writing derogatory comments about someone in the school bathroom)
LEVEL THREE (most of these behaviors are against the law)					
<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time 	<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time • Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> • Any Level Two infraction that has occurred more than 1 time • Arranging public humiliation

BB. [Reporting and Investigation Protocol.](#)

- Anyone associated with STM including students, school staff, and administrators, parents, and community members must report any bullying incident to the Principal or the Principal's designee to facilitate prompt and appropriate action. School staff is expected to immediately intervene when they see a bullying incident occur.
- The Bullying Incident Report Form is available in the school office.
- Reports may be made anonymously; however, formal disciplinary action may not be based solely on the basis of an anonymous report.
- The person being bullied (target) may first choose to tell the individual causing the bullying (aggressor) to stop. If the bullying does not cease immediately, the person must report what is going on to the Principal or Principal's designee. The person alleging bullying will be asked to complete a formal, written complaint.
- Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.
- Any reprisal or retaliation is prohibited against any person who reports a bullying incident.
- The investigation will include a meeting with the person alleged to have bullied, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- All reporting, timely investigation and responses shall be consistent with local, state and federal law regarding the anti-discrimination and the protection of civil and human rights.
- All such reports will be taken seriously and will be investigated promptly, thoroughly, involving only the necessary parties. The Principal or Principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report. Confidentiality will be maintained as much as possible.

CC. [Response and Intervention Protocol.](#)

- It is important to recognize that each incident will be dealt with individually, as all circumstances will be different. These guidelines will be at the discretion of the Principal or Principal's designee.
- Once the facts of the case have been gathered, the Principal or Principal's designee will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of bullying, whether retaliation took place at that point and can include all disciplinary actions, up to and including expulsion.
- If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.
- Any need for instructional or support services or professional development/staff training is at the discretion of the Principal.
- The Principal or Principal's designee will determine the appropriate assistance to students and parents who have been adversely affected by bullying. A student who is found to have bullied may be required to participate in appropriate counseling/ intervention.
- Counseling services are available from the Department of Catholic School's Counseling office for both the Target and Aggressor.

HIERARCHY OF DISCIPLINARY ACTIONS FOR BULLYING

LEVEL ONE

FIRST OFFENSE

- Verbal warning and discussion with teacher
- Verbal recommendations
- Verbal warning about retaliation directed toward anyone reporting or providing information
- Restorative practice/apology
- Teacher identifies incident on Bullying Incident Report Form.
- Teacher meets with student and reviews bullying policy and its implications and documents meeting on form
- Teacher informs homeroom teacher who will monitor students' behavior and follow up
- Homeroom teacher will contact parents of Target and Aggressor
- Teacher reports incident to Principal, via copy of Bullying Incident Report Form in box

SECOND OFFENSE

- Same as First Offense
- Time out/loss of privilege

THIRD OFFENSE

- Same as Second Offense
- Loss of major privilege
- Teacher reports incident to Administrator
- Administrator contacts parents of Target and Aggressor

LEVEL TWO (some of these behaviors are against the law)

- Teacher identifies incident on Bullying Incident Report Form
- Teacher reports incident to Principal, via copy of Bullying Incident Report Form in box
- Same as above but to include:
- Parent contact to allow student to self-report
- Administrator meets with Target and Aggressor (separately) and reviews bullying policy and its implications
- Verbal warning about retaliation directed toward anyone reporting or providing information
- Administrator meets with parents of Target and Aggressor (separately)
- Teacher/Administrator monitor student's behavior and follow up
- Student privileges reduced to classes only and/or no recess, quiet lunches
- Student will perform community service within school
- Other consequences as deemed appropriate by the Administrator
- Suspension, either internal or external depending on severity of the incidents
- Possible referral to law enforcement

LEVEL THREE (most of these behaviors are against the law)

- Teacher identifies incident on Bullying Incident Report Form
- Teacher reports incident to Principal, via copy of Bullying Incident Report Form in box
- Same as above but to include:
- Administrator meets with parents of Aggressor and Target (separately)
- Administrator updates all staff
- Possible in-school suspension, out-of-school suspension, or expulsion
- Payment or restitution for damages if applicable
- Possible referral to law enforcement

SECTION XIV GRIEVANCE PROCEDURE

STM School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. Student grievances will be presented by students in the presence of their parents or legal guardians. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter. Grievances may be heard from individuals, parents and parent organizations, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

A. Grievance Policy for Student Expulsion and Employee Termination

Prior to the initiation of a formal grievance, terminated employees, and parents who seek redress for their expelled child must confer directly with the Principal (“conference”) for resolution of the situation. If there is not satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting therefrom, whichever is later. (The letter can be submitted in a sealed envelope to the school council secretary through the main school office.) The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor within three (3) school days of the decision of the Grievance Council. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor’s receipt of such an appeal. The Pastor will render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the Pastor’s decision.
5. Pending outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the expulsion or the termination.

B. Local Grievance Council: Composition

1. The Local Grievance Council shall be composed of three members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

C. Local Grievance Council: Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the Council is to uphold the Principal's decision, then the process moves to No. 8.
3. If the decision of the Council is such that it feels that additional discussion needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the Council. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.

D. Grievance Policy: Non-Expulsion/Non-Termination

All complaints that do not result in expulsion or termination will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Council of Conciliation will hear these matters.

STM School wishes to provide an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. Student complaints will be presented by the student in the presence of their parents/guardians. The primary aim is to provide fair notice and hearing of the matter.

Complaints may be heard from individuals, parents, parent organizations, and employees. Prior to the initiation of a formal grievance, the party must first confer directly (either face-to-face or by telephone) with the teacher, staff member, or administrator complained against, for resolution of the situation. If there is not satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference.
2. Presentation of the complaint to the Principal (except when the grievance is lodged against the Principal; when the grievance is lodged against the Principal, go directly to step 4). The Principal will set a date for hearing the aggrieved party and provide a minimum of 48 hours' notice. Student grievances shall be filed by their parents/guardians; at the hearing both student and parents/guardians will be present. The Principal will provide a written response and decision to the complaint within three (3) school days.
3. If the aggrieved party is not satisfied with the decision of the Principal, an appeal

may be made in writing to the Pastor within three (3) school days of the decision of the Principal. The Pastor will review all documentation of the grievance procedure and, if he deems necessary, set a date for hearing the grievance with all parties to the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) school days.

4. If the grievance is lodged against the Principal, notification shall be made in writing to the Pastor. The Pastor will review all documentation of the grievance procedure and, if he deems necessary, set a date for hearing the grievance with all parties to the grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of notification. The Pastor will then render his decision within five (5) school days.

SECTION XV ARCHDIOCESAN / STATE / FEDERAL POLICIES

A. Pregnancy, Abortion, Marriage and Co-Habitation

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. STM's mission to provide quality education and Christian formation of the whole person is paramount to the development of Christian values. STM does not accept premarital sexual activity as part of the development of Christian values and moral conduct. STM will follow policies, procedures, and/or guidelines set forth by the Archdiocese of San Antonio regarding pregnancy and abortion.

B. HIV / AIDS

HIV, the human immunodeficiency virus, is a pathogen that can be transferred from one person to another in certain specific ways. A person can live with HIV infection for many years without experiencing symptoms of illness. AIDS, or acquired immunodeficiency syndrome, is the advanced stage of HIV infection and a life-threatening medical condition. CDC (Centers for Disease Control) defines the point at which HIV becomes a diagnosis of AIDS. Symptoms of AIDS appear in an adult an average of ten years after infection with HIV; most adults die within two years of an AIDS diagnosis. Disease often progresses more rapidly in infants and children. PRIVACY: Pupils or staff members are not required to disclose HIV infection status to anyone in the education system per the Family Educational Rights and Privacy Act 1973 (also known as the Buckley Amendment). Individuals with Disabilities Education Act (IDEA), mandates confidentiality of the student.

C. Schools as Weapons-Free Zones

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 school property, onto the school campus or bus, or at school-sponsored athletic, social, or extracurricular activities. The person who does this will be immediately reported to the police. The Principal will notify the parents of any student who is arrested for violation of this statute, which may be grounds for immediate expulsion.

D. Substance Abuse

1. No student shall possess, use or attempt to possess, use 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:

- a. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- b. Alcohol or any alcoholic beverage
- c. Any inhalant abuse substance, such as glue, aerosol paint, or any other volatile chemical substance for inhalation
- d. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug

2. Definitions:

- "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it 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.

3. Students who violate this policy shall be subject to disciplinary action including expulsion.
4. Lockers, student automobiles, and other personal property may be searched by

administrators for alcohol, drugs, and other controlled substances.

5. 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. The medication must be kept at the school nurse's office with a Medication Permission Form filled out by the physician and parent/guardian.

6. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

E. Search and Seizure

The Principal and/or designee may search student desks, lockers, and belongings including, but not limited to: clothing, handbags, briefcases, backpacks, gym bags, electronic devices and other items in a student's possession.

F. Child Abuse Policy

CHILD ABUSE POLICY

Link: Texas Department of Family and Protective Services (DFPS)

<http://www.tdprs.state.tx.us> ; <http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261 – Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

REPORTING ABUSE OR NEGLECT

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report.

The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at

the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us). On-line reporting can be done at www.txabusehotline.org.

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

REPORTING SEXUAL ABUSE

Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE). If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE.

THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK. PARENTS WILL BE NOTIFIED IN WRITING AND VIA EMAIL OF ANY CHANGES.