

The Mission of St. Thomas More School is to provide a comprehensive educational program based on the teachings of Jesus Christ. We challenge the students to develop academically and spiritually to the best of their ability, while becoming responsible, respectful members of the church and community.

August 25, 2010

Dear Parents and Guardians,

I would like to welcome you to the 2010-2011 school year. I ask you to review this handbook with your children as it contains important information that will be pertinent throughout the year. Please use it as a resource for the year and refer to it as needed.

After you are done reading this handbook with your children, we ask that you and your STM student(s) please sign and return the bottom section of page 25 by Friday, September 3rd.

Our theme for the 2010-2011 school year is “Led by the truth, we are a light unto the world.” St. Thomas More School is committed to the youth and their families in the Green Bay area. We are a faith filled learning community that wishes to extend itself to all families who want to learn more about the teachings of Jesus Christ and experience diverse academic growth.

May God’s blessings be yours throughout the 2010-2011 school year. Your children are blessings and truly the reason we exist. We thank you for choosing St. Thomas More as your school of choice and we look forward to serving you.

Friends in Christ,

Eric Weydt
Principal

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Teaching in the Light of Christ

HISTORY

St. Thomas More is a consolidated school supported by the parishes of St. Francis Xavier Cathedral, St. Mary of the Angels and SS. Peter and Paul. We were established in the fall of 1987.

Our beginnings found us operating out of two sites: SS. Peter and Paul (housing a K-5 Program and a Middle School program); St. Mary of the Angels (housing a P-5 program). In 1993 the entire elementary level was moved to the St. Mary's site. In 1995 the middle level was also moved to this site.

St. Thomas More School is governed by a School Board/Board of Education comprised of representatives from each of the participating parishes; the pastor of each parish or his designee; and the school principal.

St. Thomas More School celebrated its 20th anniversary during the 2007-2008 school year and looks forward to continue serving the Catholic community of Green Bay for many years to come.

STM Mission Statement

The Mission of St. Thomas More School is to provide a comprehensive educational program based on the teachings of Jesus Christ. We challenge the students to develop academically and spiritually to the best of their ability, while becoming responsible, respectful members of the church and community.

STM Philosophy

We believe in a holistic approach to education, which deals with the child in every aspect of development.

We believe that parents are the first teachers of their children and we are an extension of that teaching.

We believe that it is our responsibility to provide educators who are life long learners and models of our Christian faith.

We believe that the climate and environment of the school should promote learning.

We believe that the Catholic school is the best environment for quality religious education.

The message we promote at St. Thomas More School is:

- R**espect God, self, and others.
- E**xperience ways of learning.
- S**erve those in need.
- P**ray and follow Jesus.
- E**stablish good work habits.
- C**reate lasting friendships.
- T**rust in God to become the best you can be.

DIRECTORY OF PERSONNEL

FACULTY/STAFF

Eric Weydt	Principal/Administrator
Andrea Collins	Preschool & 4K, LA
Carrie Korinek	Kindergarten
Barbara Staszak	Grade 1
Brenda Rank	Grade 2
Karen Whicker	Grade 3
Amy Heyroth	Grade 4/Health
Sr. Lois Levandowski	Grade 5 homeroom/Religion/Math
Amanda Hoffman	Grade 6 homeroom/Science/LA
Emily Dachelet	Grade 7 homeroom/LA/Spanish
Laurie Gritt	Grade 8 homeroom/Art/Algebra
Cathleen Maternoski	General Music
Nathan Hoffmann	Computer/SS
Jody Strnad	Band
Patrick Calewarts	Physical Education
Wendy Gierczak	Aide/Hot Lunch Supervisor
Jeanine Rysewyk	Counselor
Carol Ouradnik	Secretary
Sue King	Bookkeeper
Jerry Bain	Custodian (SMA)
Chris Gierczak	Asst. Custodian (SMA)

BOARD OF EDUCATION (MEMBERS AT TIME OF PRINTING)

Eric Weydt	Principal	St. Thomas More
Holly Webster	President	St. Mary of the Angels
Karen Butterfield	Secretary	SS. Peter & Paul
Jean Tremel	Treasurer	St. Mary of the Angels
Shirley Petasek	Representative	SS. Peter & Paul
Paula McDonald	Representative	St. Mary of the Angels
Brian Smeester	Representative	SS. Peter & Paul
Fr. Tony Cirignani	Pastor	SS. Peter & Paul
Fr. John Girotti	Pastor	St. Francis Xavier
Fr. Tom Wojciechowski	Pastor	St. Mary of the Angels

STM PARENT LEAGUE

Pam Quick	Coordinator
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DIOCESAN POLICIES

St. Thomas More School abides by the policies set forth by the Diocese of Green Bay.

STATEMENT OF NON-DISCRIMINATION – State Statute 111.321

St. Thomas More School does not discriminate on the basis of sex, race, religion or national origin in the enrollment and participation of students or the employment of personnel.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification, if changes are made.

ABSENTEE/ATTENDANCE PROCEDURES – State Statute 118.15-16

Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Regular, on time attendance at school is necessary to maintain a good scholastic record and to develop the personal discipline that is expected at school and in the future work place. Section 118.15-16 of the laws of the State of Wisconsin requires parents, under penalty of fines and/or imprisonment, to see to it that their children attend school regularly. (See Truancy policy, p. 20)

Generally accepted excuses for school absence without reasonable advance notification include:

- 1) personal illness
- 2) family illness
- 3) death in the family.

The school should be notified of an absence or tardiness with a phone call by 8:15 A.M. This information will be communicated to the teachers. This procedure will eliminate the need for a written note on your part or a phone call from the school office in reference to the absence. Excluding special circumstances, if a student misses 10 days or more during the school year, the parent/guardian will be asked to meet with the principal.

1. Extended absence for trips or other reasons is not encouraged and requires completion of the form requesting such absence. Student and parent assume responsibility for completion of make-up work.

2. A student's early dismissal, for any reason whatsoever, should be requested in writing and given to the homeroom teacher before the child may be dismissed. In the case of an emergency early dismissal, please call the school office. Each child is to report to the office and sign out before leaving the building for any reason. A child who leaves school by 9:30 a.m. will be marked absent for the day. A child who leaves school by noon or later will be marked absent for ½ day.

3. When tardy, a student must always first check in at the office before reporting to the classroom.

4. A written, dated excuse from the doctor must be sent with the child when he/she returns to school after a 3-day absence. This will be kept on file during the current school year.

Students are also encouraged to attend the following "evening" events during the school year because of their importance to our school community: the Family Advent Liturgy, International Night and the spring concert.

ACADEMIC AWARDS/HONORS (Middle School Level Only)

Students who maintain high academic standards may be recognized for their achievements at the end of the school year. In addition, outstanding students in areas such as foreign language, music, art etc. may also be recognized. Students who consistently work to the best of their abilities and exhibit great effort toward their studies during the year may also be honored.

St. Thomas More participates in the President's Education Awards Program. These awards are given to students graduating from the middle school. Students must fulfill the criteria established by the program.

ADMISSIONS

Everyone is welcome at St. Thomas More. Families are encouraged to be registered members of our supporting parishes – St. Francis Xavier Cathedral, St. Mary of the Angels, or SS. Peter and Paul. St. John the Evangelist, St. Philip the Apostle and the west side quad-parishes may also offer assistance to help parishioners send their children to St. Thomas More. New families should register in the parish office with the pastor before registering children for school.

All student Baptismal Certificates and Birth Certificates should be recorded and verified in school files.

A child entering 5-year-old Kindergarten must reach the age of five by September 1st in accordance with Wisconsin State Law. Children admitted to the 4K program need to be four years old by September 1st. Students entering Preschool must be three years of age by September 1st and toilet trained.

Registration is encouraged as far in advance as possible of expected school admission date.

ALCOHOL/DRUGS/SMOKING - D.B. Code 6144.2

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

Use and/or possession of alcohol, drugs, tobacco or controlled substances of any kind, or paraphernalia related to any of these, is prohibited at all times on school premises or at school related activities including activities and events not on school grounds or outside regular school hours.

Consequences:

- A. Three (3) day suspension. Parents notified prior to suspension. Student required to seek counseling from a counselor approved by the Administrator and provide written evidence of such to the Administrator within 30 days of suspension.
- B. Any further incidents while a student at St. Thomas More School will result in expulsion. (Failure to seek counseling will be considered cause for expulsion.) Expulsion is permanent.

APPOINTMENTS/EARLY RELEASES

Parents/guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. Students needing to be released early for appointments or any other reason should bring a written parental request for that release. In the event of an emergency or unexpected need for early release, parents should call the school office to make arrangements for their child's dismissal. Students are to be signed out in the office before leaving the building. Upon return to school that same day, students are also required to sign back in and notify office personnel of their return.

ARRIVAL/DISMISSAL

Parents delivering or picking up students at school should do so on time and in a manner that is compliant with the parking regulations around the school.

For safety reasons, students should not arrive at school before 8:00 a.m. and should leave for home promptly at 3:15 p.m. Any student coming to school before 8:00 a.m. or picked up late after school is dismissed may be placed in the Before/After Care Program and parents will be charged for this service.

Adult street crossing guards are positioned on the corners of Cass and S. Roosevelt and S. Webster and Cass. Student Safety Patrol is provided at the intersection of Cass and S. Irwin.

Children riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. The designated bus company is responsible for the supervision of students on the bus.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

ATHLETIC BOOSTER CLUB

The St. Thomas More Athletic Booster Club is proud to sponsor Christian-based athletic programs for our children, assisting the principal in the proper adherence to approved policy. The club is the only source of funding for our children's athletic programs. Approximately \$13,000 a year is spent on these programs. Parents are involved by becoming active members and by working at the club's fundraisers, such as Volleyball and Basketball Tournaments, Pizza Sales, Booyah Sales, Brat Fries, Magazine Sales, etc. Athletic Booster Club meetings are normally held on the 1st Monday of every month from 7:00-8:00 P.M. in the auxiliary kitchen at St. Thomas More. Everyone is encouraged to attend, whether or not your children are currently involved in the sports program. The Club follows the guidelines outlined by both the Diocesan Board of Education as well as the St. Thomas More Board of Education.

ATHLETIC PROGRAMS (Diocesan Board Policy - D/B Code 6050)

Participation on school teams is available to students in grades 5-6-7-8 in volleyball, football, basketball and track. Sponsorship of these teams is provided by the St. Thomas More Athletic Booster Club, which is comprised of parents of the athletes, other interested parents, alumni, parishioners, and a liaison from the STM Board of Education and the principal. Coaches and students choosing to be members of any school team are expected to conduct themselves in a manner that speaks well of sportsmanship and St. Thomas More School. A CODE OF CONDUCT FORM must be signed by both student and parent/guardian before participation is allowed. Coaches and other adults working with students for the sports programs must complete a background check and participate in VIRTUS training as required by the diocese. All diocesan school athletic programs are regulated by Diocesan Board Policy and are monitored by the Athletic Director/sports coordinators in consultation with the principal. To assist those involved in sports, an Athletic Parent/Student Handbook will be issued to all coaches and families, which includes general information, standards, rules/regulations, and forms.

BAND

Band is available to students in Grades 5-8. Individual lessons on band instruments are offered during the school day. Full band practices are scheduled regularly. Band rehearsal is on Tuesday and Thursday mornings, 7:45 a.m.-8:15 a.m. Band performances are held several times during the year.

BEFORE AND AFTER SCHOOL CARE

The school offers Before and After School Care supervised by trusted staff members between the hours of 7:00-8:00 a.m. and 3:15-5:15 p.m. For more information, including fees, contact the school office.

BICYCLES

Students are allowed to ride bikes to school. Bikes must be licensed and must be locked to the bike rack during school hours. The bike rack area is off limits to all students, except immediately before and after school. However, the school will not be responsible for damaged or stolen bikes. Skateboards, scooters, roller skates, roller blades, etc. are not licensed and should not be ridden or brought to school.

BOARD OF EDUCATION

The consolidated school board is a policy making body responsible for the operation and evaluation of the education programs in the school. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education. Pastors and the principal serve as "ex-officio" members. The Board meets monthly, normally on the second Thursday, at 7:00 P.M. in the St. Thomas More Faculty Lounge. All meetings of the Board are 'open' except those designated as Executive Sessions. An open forum is scheduled at each meeting for those wishing to bring some suggestion or concern to the Board. To be placed on the agenda of a Board meeting, a request in writing must be sent to the Board President at least two weeks prior to the meeting.

BOOKS/SUPPLIES

Textbooks are loaned to students and need to be used for at least five years before they are replaced. Therefore it is the students' responsibility to take good care of all books and supplies belonging to the school. Fines will be assessed at the time, or at the end of the year, for loss and/or damage. Students will be presented with their own Bible upon entering our Middle School. This Bible is to be kept for their personal use as well as classroom use as long as they are attending St. Thomas More School.

BUILDING USAGE

The St. Thomas More School building is owned by St. Mary of the Angels Parish and is rented to our school system during the school day for our educational programs. The parish has the responsibility for the upkeep and maintenance of the building, including the Asbestos Management Plan, which is monitored through periodic inspections and available for review. Anyone who wishes to rent or use any part of the building during non-school hours should contact St. Mary of the Angels Parish office, not the St. Thomas More School office.

BUS TRANSPORTATION

Free bus transportation to/from school is available to any 4K-8 students living two or more miles from the nearest Catholic school through the Green Bay Area Public Schools Transportation Office. Others wishing to ride the bus may arrange directly with "First Student" bus company for transportation at a monthly fee. Only authorized students are allowed to ride the bus. Regular busing students must board and ride the shuttle bus between Astor Park and the school – no one is allowed to walk on their own to/from school or the park.

Riding the bus is a privilege. All students are to respect that privilege and realize that it can and will be taken away for inappropriate behavior and failure to comply with directives of the bus driver that could result in jeopardizing the safety of others.

Bus drivers are in charge of supervising the busing students. Students are expected to remain seated at all times when the bus is in motion; avoid throwing anything out windows or on the bus; avoid sticking head or arms out windows; and speak in conversational tones so as to be able to hear any directives of the driver.

Parents requesting any busing changes should contact the school district office or the bus company. Students and parents are encouraged to immediately notify the principal and/or the school district or bus company of any safety hazards that they have observed during bus operation.

BUS DISCIPLINARY PROCEDURES

- A. The driver will fill out a misconduct report. This report must be turned in to the school office within 48 hours of the offense.
- B. The following action will follow the issuance of a misconduct report:
 - 1. **First Offense:** The school official will inform the parent or guardian regarding the offense and discuss what disciplinary measures the parent or guardian and school office deem necessary to correct the situation.
 - 2. **Second Offense:** The school official will inform the parent or guardian regarding the offense and the student will be denied transportation for three school days.
 - 3. **Third Offense:** The school official will inform the parent or guardian regarding the offense and the student will be denied transportation for thirty school days.
 - 4. **Any Subsequent Offenses:** will result in denial of bus transportation for the balance of the school year.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation, including radio, TV and newspapers. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

When weather conditions are such that the school must close, local radio and television stations will present the complete listing for both the parochial and public schools. **Please listen to these reports – do not call school! Normally, Catholic schools will close when the public schools close.**

CALENDAR:

Following is a copy of the 2010-2011 school calendar. Please consult it on a regular basis. Any changes to this calendar will be noted on the STM monthly calendars included with the newsletters.

2010-2011 STM SCHOOL CALENDAR

	M	T	W	TH	F		M	T	W	TH	F
Aug. '10	x {30}	{24} x	o{25}	x	x	Jan. '11					H
							3	4	5	6	7
Sept. '10							10	11	12	13	[14]
			1	2	*3		17	18	19	20	*21
	H	7	8	9	10		24	25	26	27	28
	13	14	15	16	17	Feb. '11	31				
	20	21	22	23	24			1	2	3	*4
	27	28	29	30			C	8	9	10	11
Oct. '10					*1		14	15	16	17	18
	4	5	6	7	8	Mar. '11	21	22	23	24	25
	11	12	13	14	15		28				
	18	19	20	21	22			1	2	3	4
	25	26	27	28	[*29]		7	8	9	10	{11}
Nov. '10							14	15	16	17	[18]
	1	2	3	4	5		x	x	x	x	x
	8	9	10	*11/C	x	Apr. '11	28	29	30	31	
	15	16	17	18	19						1
	22	23	*24	H	x		4	5	6	7	*8
	29	30					11	12	13	14	15
Dec. '10			1	2	*3		18	19	20	*21	x
	6	7	8	9	10		x	26	27	28	29
	13	14	15	16	17	May '11					
	20	21	*22	x	x		2	3	4	5	6
	x	x	x	x	x		9	10	11	12	*13
							16	17	18	19	20
							23	24	25	26	27
							H	31			
{ }	Teacher Inservice										
x	No Classes										
H	Holiday										
C	Conferences										
W	Teacher Workday										
[]	End of Quarter										
*	Early Dismissal (usually 12:00 p.m.)										
						June '11			1	[2]	W

1st Quarter.... Ends Oct. 29 (43 days)
 2nd Quarter.... Ends Jan. 14 (45 days)
 3rd Quarter.... Ends March 18 (43 days)
 4th Quarter.... Ends June 2 (46 days)

Special STM Dates:

K-8 Orientation – Wed., Aug. 25, noon-2:00 pm
Parent Night – Thurs., Sept. 2, 6:30-8:15 pm
Family Advent Liturgy – Tues., Dec. 14, 6:30 pm
STM International Night – Fri., Feb. 4, 2011
8th Grade Graduation – May 26, 2010, 5:30 pm

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons that every family maintain an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number or work place during the school year.

CHILD ABUSE

In accord with Wisconsin State Statute 48.981 it is the responsibility of school personnel to report to the proper authorities any suspected child abuse or neglect cases observed or reported to them.

CONDUCT

The Christian behavior expected from students at school is a reflection of the values of common courtesy and safety considerations. Students are expected to 1) respect individual rights and the rights of others in a comfortable and pleasant atmosphere, 2) maintain proper behavior during class hours and school related activities, and 3) respect school property. See the "Rules Regarding Behavior" in the back of this handbook.

COMMUNICATIONS

A newsletter containing items of importance to parents and students will be distributed monthly. This family envelope should be signed and returned within a day or two after it is received. Those who lose their envelope need to contact the school office as soon as possible for replacement to continue receiving school information.

Announcements to be made or to be posted are done with the consent of the school administrator. We request that any announcements you wish to have made be brought to our attention by 8:15 A.M. or preferably the day before. If you have any materials for the monthly newsletter, please send them to the office at least one week prior to newsletter publication. **All enclosures in the newsletter are reviewed and must be approved by the administrator.** Information on our school is also posted on the school website, www.stmoregb.org.

CONFERENCES

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers will not be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. A message will be given to the respective teacher who will respond at a non-teaching time of the day. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the principal should contact him/her through a note directed to him/her, or by a personal telephone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference is a way to insure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. However, it may allow time to set up a conference when needed.

School staff wishing to speak to the parent/guardian will send a note, and/or make contact by phone when desiring to speak about your child's accomplishments or progress.

The Pupil Progress Reports (Report Cards) are issued four times a year at the end of each quarter.

Conferences are scheduled at the end of the First Quarter. Time for optional conferences is provided at the end of the Second Quarter. Conferences afford parents/guardians, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Parents are required to attend fall conferences.

COUNSELOR

A counselor is available at school approximately six hours per week through a contract with Family Services. This is not meant to be any type of intensive therapy, but is only to advise/help students deal with the usual problems facing young people, such as self esteem, relationships, decision making, peer pressure, etc.

COURTESY

Accepted patterns of common courtesy are expected at all times. All staff and volunteers shall be addressed by appropriate title (Mr., Mrs., Miss, Sister, Father, etc.). Proper manners are expected at all times. The use of inappropriate, offensive, vulgar or sexually suggestive language is unacceptable and will be dealt with appropriately.

Students are also expected to treat their peers courteously and with respect. Any type of physical or verbal abuse or bullying will not be tolerated and should be reported.

DAILY SCHEDULE

7:00-8:00 A.M.	Before School Care (optional)
8:10 A.M.	Doors open
8:15 A.M.	Classes begin (Kindergarten - Grade 8; 4K on M,W,F; Pre on T, Th)
10:00 A.M.	Elementary Recess (15 minutes)
11:00 A.M.	Dismissal for Preschool (T, Th)
11:55-12:35	Lunch/Recess, Elementary Level
12:17-12:49	Lunch/Recess, Middle Level
12:30 P.M.	Dismissal for 4K (M, W, F)
2:00 P.M.	Elementary Recess (15 minutes)
3:15 P.M.	Dismissal (K-8)
3:15-5:15 P.M.	After School Care (optional)

Early Dismissal Days: Students in 4K – Gr. 8 are normally dismissed at 12:00 noon

DETENTION POLICY

See the detention policy in the back of this handbook.

DRESS CODE

Students often conduct themselves in a way similar to the manner in which they dress. Even though a particular style or item may not be specifically addressed, this does not mean that it is allowed. When in doubt, check it out with the principal before purchasing/wearing. Any type of clothing or grooming which is disruptive or inappropriate will not be permitted.

GENERAL REGULATIONS: (All students)

All clothes must be neat and clean.

All shirts and blouses must be tucked in at all times. Polo shirts need not be tucked in.

No jeans, sweat pants, stretch pants, leggings, low-cut pants.

No tank tops, low-cut tops or short tops showing the midriff.

No sweatshirts other than navy blue or red with school logo.

Shoes: gym, deck, flats. No black soles, no backless or platform shoes/sandals,
no 'crocs' or flip-flops.

Hiking-type shoes/boots should not be worn in school.

Shoelaces must be tied.

Socks must be worn.

Excessive make-up, jewelry and/or accessories are not allowed.

Earrings are not allowed for boys.

Appropriate outside clothing should be worn for winter recess.

No "fad" haircuts or hair coloring.

Hair must be of appropriate style and length.

SPECIFIC UNIFORM REGULATIONS:

Elementary Students:

Girls - Grades K-4:

- Jumpers: Approved uniform navy/red or navy blue jumpers.
Blouses: White blouses – long or short sleeves with collars; buttoned down the front.
White, red or navy turtleneck or mock turtleneck or polo shirts; no crew necks, T-shirts.
No lace, frills or other decorations are to be on uniform blouses.
Sweaters: Solid navy blue, red or true white pullover, cardigan or sweater vests.
No sweatshirts other than navy blue or red with the school logo. No zippers/hoods.
Slacks: Uniform style navy blue or tan/khaki/stonewash pants or capris
Shorts: Navy blue or tan walking short length
Split Skirts: Uniform plaid or navy blue.

Boys - Grades K-4:

- Slacks: Uniform style navy blue or tan/khaki/stonewash pants
Shorts: Navy blue or tan walking short length
Shirts: White, red, or navy shirts – long or short sleeves with collars; buttoned down the front.
White, red, or navy turtleneck or mock turtleneck or polo style shirts; no T-shirts
Sweaters: Solid navy blue, red or true white pullover, cardigan or sweater vests.
No sweatshirts other than navy blue or red with school logo. No zippers/hoods.

Middle School Students:

Girls - Grades 5-8:

- Skirts: Navy blue box pleat, worn no shorter than three inches above the knee
Blouses: White, red or navy blouses – long or short sleeves with collar; buttoned down the front.
White, red or navy turtleneck or mock turtleneck; no crew necks or T-shirts.
White, red or navy polo style shirts. No lace, frills or other decorations.
Sweaters: White pullover, cardigan or sweaters. No sweatshirts other than navy blue or red with school logo. No zippers or hoods.
Slacks: Uniform style navy or tan/khaki/stonewash pants or capris
Shorts/Skorts: Navy blue or tan/khaki/stone-wash walking short length

Boys - Grades 5-8:

- Slacks: Uniform style navy blue or tan/khaki/stone-wash pants
Shorts: Navy blue or tan/khaki/stone-wash walking short length
Shirts: White, red or navy shirts – long or short sleeves with collars; buttoned down the front.
White, red or navy turtleneck or mock turtleneck or polo style shirts; no T-shirts.
Sweaters: Solid navy blue, red or true white pullover, cardigan or sweater vests
No sweatshirts other than navy blue or red with school logo; no zippers/hoods.

Used uniform items may be available from the STM School “Uniform Shoppe” located at school.

ANYONE COMING TO SCHOOL IMPROPERLY DRESSED WILL RECEIVE A DRESS CODE VIOLATION NOTICE REQUIRING PARENTAL SIGNATURE AND CORRECTION OF THE VIOLATION BEFORE RETURNING TO SCHOOL.

THREE DRESS CODE VIOLATIONS WILL RESULT IN A DETENTION.

UNIFORM for PHY. ED. CLASS: (Grades K-8)

- Boys/Girls: Tennis shoes, no black soles. (One extra pair for indoor gym use.)
Shorts and an appropriate T-shirt (Should be taken home for washing periodically)

NON-UNIFORM DAYS:

On days when uniforms are not worn (i.e. dress down days, School Spirit Days, dress up days) clothes should be clean, neat, not ripped or torn and not have offensive or inappropriate messages. Sweats are also permitted on dress down days (but no low riders or with writing across the butt.) Jeans are allowed on dress down days or School Spirit Days unless specifically stated otherwise. No short shorts. Shirts must cover the waistband of pants or shorts.

EARLY CHILDHOOD PROGRAMS

The school offers a strong developmental program for young children through the "More Little Angels" 3-Year - Old Preschool and 4-Year-Old Kindergarten, which run concurrently with the school year. For more information on either of these programs, contact the school office.

EMERGENCY INFORMATION

For every student, the parent/guardian is required to provide the school office the following information:

1. Parent/guardian(s) name(s).
2. Complete, up-to-date address(es), including home email.
3. Home and/or cell phone(s) and parent/guardian(s) work phone(s).
4. Emergency phone number(s) of relatives or friends.
5. Physician's name, clinic and phone.
6. Medical alert or special needs information.

It is the parent/guardian's responsibility to see that all information is current and updated as needed.

Note: Parents/guardians may indicate the names of persons (not more than three) to whom their child/children will be released. No other person will be given the right without expressed parent/guardian permission.

EMERGENCY PROCEDURES

Emergency Procedures for Fire (Fire Drill), Tornado (Tornado Drill), Bomb Threat, Hazardous Spills and Crisis Situations are on file in the school office. Evacuation procedures and routes are posted in every classroom. Practice drills are held during the school year so students/staff know what to do in an emergency.

EQUIPMENT USAGE

Our school has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

FAMILY SERVICE HOURS

Each 5K-Gr. 8 STM family is expected to work a specified number of hours for income-generating activities/events held during the year as part of third source funding for the school or one of our supporting parishes. Hours are documented and monitored by the Board of Education. Those unable to participate may choose the buyout option.

FAMILY VACATIONS

We encourage parents/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that:

If a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher well in advance of departure. A pre-excused absence form must be secured from the office and completed. It is not sufficient to just notify the classroom teacher. Attendance is verified in the office. Class work missed must be made up by the student upon his/her return to school.

FIELD TRIPS

Field trips broaden the educational experience of the students. Students receive extended learning through the hands-on or visual activities available on a field trip.

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the principal before any preparations are made. St. Thomas More teachers are encouraged to participate in a minimum of at least one field trip per year.

Guidelines for field trips are as follows:

1. Teachers are to submit to the principal a field trip request detailing educational purpose of the trip.
2. Expenses are to be paid by the students.
3. Parents are to be informed as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
4. No student may participate in a field trip without a **signed permission slip and fee must be returned by the due date or the student will not be allowed to go on the field trip. Phone calls are not acceptable.**
5. Transportation arrangements must be made through the school. **Bus transportation is required for all field trips.** Exceptions to this requirement must be cleared with the administration.
6. The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students. Adults should be briefed as to responsibilities and expectations.
7. If necessary, the teacher is to arrange with the principal for the supervision and work of students who do not accompany the class. Students not on the field trip are required to be in school.
8. The teacher is to have a plan for emergencies in case it is needed. He/she should be aware of special needs or medications of students.
9. The teacher is to inform the office when the class is leaving for the field trip and also when the class has returned.

FILM POLICY

In order to maintain the high moral standards befitting a Catholic School, films/videos used at St. Thomas More for instructional or recreational purposes shall bear ratings of G or PG. If rated PG, to be shown only if:

- a) they are previewed in their entirety by the teacher prior to use;
- b) parental consent is received for viewing;
- c) rating is relative to violence/language associated with war or historic fact.

FINANCIAL ASSISTANCE

Families in need of financial assistance to help defray the cost of tuition need to first contact the pastor of their respective parish. Some aid may also be available through the school. There are guidelines and sometimes deadlines for applying for any tuition aid; contact the school or parish offices for more information.

FIREARMS, WEAPONS, DANGEROUS OBJECTS – Diocesan Board Policy #4220

Use and/or possession of hazardous materials and objects such as fireworks, matches, lighter, laser pointers, pocket knives, or weapons of any sort is not allowed.

Consequences:

- A. Any student in possession of a firearm at school shall be immediately suspended, pending a hearing before the local school board.
- B. Anyone found possessing any other dangerous objects would have them confiscated. Parents will be notified. Disciplinary action will be taken.
- C. Repeated possession will result in suspension of one to three days.
- D. Use of such materials or objects on school premises will result in a three-day suspension.
- E. A second offense involving use of such materials will result in expulsion. Expulsion is permanent.

Students who are suspended and/or recommended for expulsion have the right to due process. They must be notified of the charges and have the opportunity to explain their conduct. Appeals of suspensions/expulsions may be made to the School Board.

FUND RAISING

Fund raising is an important part of our budget and it helps keep our tuition to a minimum. This year, we need to raise at least \$80,000 to help us meet our needs. It is imperative that each family participates in our fund raising efforts. Brief descriptions of our major fundraisers are as follows:

- Candy Bar Sale:** Each student is asked in the beginning of the school year to sell at least one box of candy bars. Families choosing not to sell must pay school the profit margin they would have earned.
- Scrip:** This is a required, ongoing fundraiser. Gift certificates are sold through the school office for area

grocery stores, department stores, restaurants, gas stations and specialty stores. Please use these for all your shopping needs. A buyout option (\$150) is available for those not wishing to use Scrip.

Market Day: Order from a wide variety of food items available through school each month. A percentage of the profits go to the school. Order sheets are normally sent home with each monthly newsletter.

International Night: Our major fundraiser of the year. All families should participate.

Any additional fundraisers will be announced during the school year.

GRIEVANCE PROCEDURES

In the event of any grievance, these steps must be followed as outlined and agreed upon by the Administration and the School Board.

1. Parents confer first with the teacher(s) if the grievance is against the teacher(s). If not satisfied, confer with the administrator. Suggestion: teacher, parent and student will be present.
2. Parents confer with the Principal if the grievance is administrative or against the administrator.
3. Appeal to the St. Thomas More Board of Education.
 - a. The appeal must be in writing and must:
 1. Identify the person against whom the grievance is filed.
 2. Identify the specific grievance to be heard in the appeal.
 3. A copy of the appeal must be given to the person against whom the grievance is being filed.
4. Appeal to the Diocesan Board of Education.

GUEST SPEAKERS/GUEST PROGRAMS

Guest speakers and programs enhance the curriculum at St. Thomas More as well as expand horizons, opportunities and experiences.

All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

GUM

NO GUM! Gum is NOT allowed in or around the school.

HARASSMENT/SEXUAL HARASSMENT - Diocesan Board Policies #4160 & 4170

It is the policy of the educational programs governed by the Diocesan Board of Catholic Education to maintain a learning and working environment that is free from harassment or sexual harassment. No employee, volunteer or student associated with these programs shall be subject to harassment or sexual harassment.

It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student. Violations of these policies or procedures will be cause for disciplinary action.

In compliance with diocesan regulations/guidelines in "Our Promise to Protect..." from abuse, all staff members and adults having regular access to children must complete a background check and participate in ongoing training sessions. Any suspected incident of abuse should be reported immediately to the proper authorities.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed. A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability.

An average of: Primary Grades = 1/2 hour; Intermediate Grades = 1 hour; Middle Grades - 1 1/2 hour of homework each day should be expected. Depending on the students own study habits, and/or special projects due, the amount of time required may be more or less. We strongly recommend setting aside a regular time and place each night for homework/study. Students who habitually fail to complete homework assignments may be subject to disciplinary action.

HOURS - OFFICE/SCHOOL

Office Hours:	7:30 a.m.- 3:30 p.m.
K-8 School Hours:	8:15 a.m.- 3:15 p.m. (Early Dismissal Days: 8:15 a.m.-12:00 noon)
Preschool:	8:15 a.m.-11:00 a.m. T & Th
4K:	8:15 a.m.-12:30 p.m. M, W & F
Lunch/RecessTimes:	11:55-12:35 p.m. (Elementary); 12:17-12:49 p.m. (Middle School)

ILLNESS OR INJURY

In case of illness or injury a child will be cared for temporarily by a member of the school staff. School personnel will render basic first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

INSURANCE

If your child is not covered under your insurance for accidents occurring at school, contact the school office to see if the school group policy may cover any expenses for injuries received by the student either at school or during school related activities.

KINDERGARTEN

Children entering 5-Year-Old Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Children who will be five are no longer pre-screened for Kindergarten unless there are special concerns.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent and without being "signed out" by an adult.

LIBRARY

The library is available to all students on a regularly scheduled basis. Students are encouraged to use the library during regular library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, do reference work or work on special projects. Students are financially responsible for fines and lost or damaged books/materials.

LITURGY

Liturgy is central to our faith. Our students and faculty participate in liturgies once a week. Liturgies are normally celebrated in St. Mary of the Angels Church according to the following schedule:

8:30 A.M. on Wednesday mornings and/or Holy Days of Obligation or other major feasts.

Special liturgies during the year may be scheduled for celebration at St. Francis Xavier Cathedral and SS. Peter and Paul. Notice of these special liturgies will be given in the school newsletters. Family members are invited and encouraged to participate in any of these scheduled liturgies.

LOCKERS/DESKS

Students are expected to keep their lockers/desks orderly. Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. Locks requiring keys are not encouraged. The school cannot be responsible for valuables left in lockers/desks.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. This is to ensure safety, so that no one (including any student athlete) is left unsupervised at any time.

LOST OR STOLEN ITEMS

The school **will not** be held accountable for items lost or stolen. We encourage children who have valuable items or items that they would not like to have broken to leave them at home, since accidents occasionally happen. Students/parents should regularly check the "lost and found" boxes located in either the gym lobby or near the front school entrance for any lost/missing items. If clothing is not claimed within a reasonable period of time, it will be donated to the St. Vincent De Paul store or the school Uniform Shoppe. **If possible, clothing**

items should be labeled with the child's name so that they can be returned to the owner if found.

LUNCH HOUR PROCEDURES

Lunch is served every day for K-8 students. A nutritious hot meal is prepared and catered by Konop Food & Catering daily. Students are encouraged to take advantage of this service. Those eligible may apply for free or reduced meals through the National School Lunch program. Students may also bring a bag lunch if they choose. Milk is available for purchase by students bringing a cold lunch, and for K-4 students at snack time.

Hot lunch payments must be made weekly or monthly on Thursday mornings. Credits will be given only if the school is notified by 8:30 A.M. Menus are published in advance and sent home to all families.

All students are to go outside for a brief recess. They are to remain in the parking lot area behind the school, but away from all cars. No one may leave the grounds. Paid playground supervisors are in charge during the noon recess. If a parent needs their child to stay inside due to a recent illness, a note must be sent for each day of the request. No other students will be allowed in the building unless requested by a teacher.

MEDICATIONS

No student is allowed to have any medication in his/her possession or locker. All medications are to be dispensed through the school office. Designated school personnel will not give any student medication unless written authorization and instructions for dispensing that medication in the dosage prescribed are provided by the parent/guardian and/or physician. The parent/guardian must provide the medication (including aspirin, Tylenol, etc.) and complete a "Medication Authorization Form." (Students may keep inhalers for use as needed.)

PARENTS/GUARDIANS/VISITORS ENTERING SCHOOL

All school doors will be kept locked during the school day for security reasons. Parents/visitors must ring the bell located inside the front entrance (monitored) to gain entry. Any parent/guardian or visitor entering the school building during school hours should **first report to the school office**, sign in and receive a visitor's badge. Upon leaving the building, sign out and return the visitor's badge.

If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child's safety. If a child is to be picked up during the school day due to illness or an appointment, the child is to wait in the office. The parent/guardian or his/her designee must sign out the child.

PARENT LEAGUE

All parents/guardians are members of the Parent League. They are encouraged to become active participants in this important organization to assist and support students, teachers, staff and other school parents.

The Parent League is a way of integrating the goals of home and school for the benefit of the children. All parents/guardians, interested grandparents and parishioners are cordially invited to attend any meetings or sponsored events.

Parent League meetings or events may be held periodically during the school year. All school families will be notified in advance of the dates and times. Suggestions for events, speakers, etc. are welcome.

The Parent League may also sponsor several fundraising projects during the school year. These funds allow the Parent League to support many important activities at the school. All school families are highly encouraged to support these fund raising events.

PARTIES

Parties for special occasions will be scheduled by the staff through the administration. Pizza parties at lunchtime are discouraged. Invitations to individual student parties/birthday parties should not be distributed at school unless all students are included.

Nutritional snacks are encouraged whenever treats are sent to school. Do NOT send gum or candy containing gum as a treat. Please always check with the teacher before planning to send treats to school.

PETS

Pets of any kind are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

PICTURES

Individual student pictures will be taken early in the school year. In addition, spring pictures may be offered. Information announcing the days and times will be sent home in advance. Picture days are always dress up days for the students. Families may purchase pictures if they choose after viewing the proofs/pictures.

PLAYGROUND

Playground space is provided for safe, enjoyable play during break times. Only games that ensure the safety of all are allowed. These are regulated by the teacher(s) or the parent supervisor(s) on duty.

A complete list of playground rules and expectations is available in the school office and every classroom. Teachers and students review these on a regular basis.

For the safety of the children, no one should drive in or out of the playground area during recess times.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), principal and any other personnel involved with students.

RECORDS

A student's official file is kept in the school office. This file contains the student's permanent cumulative record form, diocesan progress reports and/or public school report cards, attendance records, standardized test results and immunization records. A parent/guardian wishing to review this file must give a 24-hour notice by way of a written request and set an appointed time with the principal to review the file.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the 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.

RELIGIOUS INSTRUCTION

Religion is taught in each classroom. Students plan and participate in liturgies and prayer services. Sacramental preparation is a joint effort of school and parish; however, celebration of First Sacraments is done in the parish to which the family belongs. It is the family's responsibility to contact their parish in advance regarding any classes or preparation required by the parish prior to reception of First Sacraments.

SAFETY PATROLS

Student Safety Patrol members are on duty for the safety of the children from 8:00-8:15 a.m. and from 3:15-3:25 p.m. Cooperation with these students and the crossing guards is very important. **Children are to only cross at corners.** Please do not ask your child(ren) to cross in the middle of the street. This is a safety issue!

SCHOOL ACTIVITIES

Some opportunities available to students at various levels may include:

Band Student Council DARE After School Spanish Chess Club
Spanish Athletic Program Junior Achievement Safety Patrol Tutoring

SCHOOL SAFETY/SECURITY

All school doors are kept locked during the school day to limit access to the building to only authorized personnel and visitors. School personnel work with St. Mary of the Angels Parish to make the school building as safe and secure as possible for our students/staff. Admittance into school is monitored at the front entrance.

SCHOOL SERVICES:

Federal Programs: Title 1 services for elementary students with special needs in reading/math provided they meet eligibility requirements.

Speech and Exceptional Needs: Specialists from the Green Bay Public Schools are available to service our school in testing for exceptional educational needs, learning or emotional disabilities and speech problems.

Brown County Health Dept. nurses will do basic vision and hearing screenings for some students at school but if you suspect your child may have a problem, please contact your family clinic or physician.

In cases where serious learning or emotional disabilities are discovered, or counseling is recommended, the decision must then be made regarding whether the student's needs can best be met at St. Thomas More or a specialized public school program.

SCHOOL SUPPLIES

Teachers will furnish their students with a list of supplies needed. These supplies are modestly priced and easy to obtain. A supply list for the following year is normally provided with the last progress report in June or at the time of registration. Some supplies/books are furnished to students by/through the school as part of the tuition fee paid.

STANDARDIZED TESTING

Students in grades 2-8 participate in MAP testing during the year. This testing program complies with the diocesan and state requirements regarding testing of students. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results are often used in parent conferences. Specialized testing is available through the district for students with special needs.

SUSPENSION/EXPULSION

There are two general situations that may lead to suspension or expulsion; both must be verified with evidence:

1. When the moral or physical well being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local school board.

SUPERVISION

Students are supervised by school personnel from 8:00 a.m. until dismissal time each school day. The school assumes the responsibility for supervision of students riding the bus from the time they arrive in the morning until they leave on the bus at the end of the school day. Bus drivers are responsible for supervision on the bus.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 8:00 a.m. They are to leave the school grounds or be picked up when school is dismissed at 3:15 p.m. (or noon).

Parents/guardians are responsible for students who arrive before and leave after these stated times.

Students arriving too early or not picked up on time may be placed in the Before & After School Care Program and parents charged for this service. (See section on "Before & After School Care".)

TARDINESS

Parents should inform the office by 8:15 any time their child will be late because of an appointment or unexpected delay or emergency. Any student who will report to his/her classroom or homeroom after 8:15 a.m. is considered tardy and must first check in at the office. Students who are habitually tardy without an excuse will be referred to the principal for disciplinary action. It is important for students to arrive at school on time so they do not miss or disrupt any part of the classroom experience because of their late arrival.

Unexcused Tardies:

- Students arriving late are marked as “unexcused tardy” if a phone call has not been made to the school office by 8:15 a.m.
- Any unexcused tardy will require a tardy slip from the office to the homeroom teacher.
- Three unexcused tardies per semester will result in a detention.

TELEPHONE CALLS

Faculty: Communications with the principal and teachers are encouraged. However, teachers are teaching or have supervision duties between 8:15 A.M. and 3:15 P.M. They may not leave their classrooms to receive a phone call. You may call the school and leave a message for the teacher. The teacher may then return your call at his/her convenience.

Pupils: Only extremely important messages may be delivered to a pupil during school hours. Students will be allowed to use the telephone only if it is extremely important. If brought to school, cell phones are to be turned off and kept in the student’s locker during the school day. Any student not following this policy will have his/her cell phone confiscated by the principal.

TRAFFIC

It is absolutely necessary that the **corners of Cass and S. Irwin be clear of cars at arrival/dismissal times**. Because of the number of students crossing at this time, their safety is jeopardized when cars block their visibility. Parking on the school side of Cass Street is also to be avoided. Bus pickup of students is at the Cass Street door, thus the need for space for the bus to get through. Students are also required to cross at corners. Please do not call to children to cross anywhere else if you are parked in the middle of the block. The use of cell phones while driving in the area can be distracting and is discouraged. **FOR THE SAFETY OF ALL OUR CHILDREN, WE NEED THE COOPERATION OF ALL PARENTS. PLEASE SET A GOOD EXAMPLE!**

TRANSFERS

When transferring to another school, records will be sent to the new school upon receipt of a written request from that school. Those transferring in from another school need to supply St. Thomas More with the name, address, phone and fax numbers of the school they are leaving so that we can contact that school for records.

TRUANCY

Section 118.15 of Wisconsin State Law defines truancy as an absence without just cause or an absence without notification to the school. The same parental responsibilities and penalties apply. All cases of truancy must and will be reported to the local public school attendance officer.

TUITION

Tuition is evaluated yearly by the Board of Education. A copy of the current rates is available through the school office. Tuition paid by families covers only a percentage of the per pupil cost; school fundraisers and the participating parishes supplement much of the remainder of the costs for operating St. Thomas More School.

VANDALISM

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school policy requires that restitution be made by the student(s) according to the terms determined by the school principal.

VOLUNTEERS

The gift of time and talent by volunteer parents is highly encouraged and greatly appreciated. The many areas for volunteer service are indicated in the Orientation Packet in August or may be picked up in the school office at other times. In addition to performing a service, volunteers serve as role models for our children. As such, high moral standards are expected. Volunteers are asked to participate in VIRTUS training through the diocese. Those volunteering for third source fundraising activities/events may use their volunteer time toward their required Family Service Hours and should fill out and turn in the forms provided to record such hours.

DISCIPLINE/DETENTION POLICY

CONDUCT

The Christian behavior expected from students at school is a reflection of the values of common courtesy and safety consideration. Students are expected to 1) respect individual rights and the rights of others in a comfortable and pleasant atmosphere, 2) maintain proper behavior during class hours and school related activities, and 3) respect school property.

Each student has an obligation and responsibility to follow all school and classroom rules. Students serving on the Student Council are expected to act as role models for other students, and may be removed from serving on the Student Council for serious violations of school disciplinary policies.

DETENTION POLICY

Detentions are usually the last resort in the discipline process, not the first unless the offense is grave. Several warnings are often given prior to a detention being given.

Any teacher may give a detention. The detention will be served on the Wednesday or Friday morning following the giving of the detention. Detention time is from 7:30-8:10 a.m. (Twenty minutes will be served in silence; twenty minutes in writing.) It will be served in different classrooms (K-8) on a rotating basis. If the student does not show up for the detention, it is an automatic second detention. Forgetting is no excuse, and will result in an additional detention being given!

Upon receiving a detention, the student will be required to meet with the principal within a three-day period.

If a student receives three detentions, there will then be a conference including the student, parent(s), all teachers who teach that student, and the principal. The student's pastor will be notified and the student will be required to meet with him.

A fourth detention means an in-school suspension.

A fifth detention means an out-of-school suspension. The out-of-school suspension means that the student will be assigned community service at the discretion of the administrator. If a student receives a fifth detention, the student and his/her parents are required to meet with a committee comprised of the principal, two teachers and the pastor of the student.

A sixth detention means expulsion from the school. Expulsion is permanent.

DETENTIONS may be given for the following reasons but not limited to:

- Profane/improper language, oral or written
- Verbal or visual disrespect to a member of the faculty or staff or another student.
- Defiance of classroom rules/school rules
- Fighting
- Cheating
- Bullying
- Three violations of the school dress code

Accumulation of three unexcused tardies per semester
Accumulation of three pink "Warning of Misbehavior" slips within a quarter at the middle school level constitutes an automatic detention.

"Lunch hour detentions" may be issued for the following:

- Having habitually late or missing homework
- Being late for class.

RULES REGARDING BEHAVIOR

Common sense and respect cover all areas.

COMMON BEHAVIOR RULES

- ◆ Students must be in assigned areas with all necessary materials.
- ◆ Always listen and follow directions given by school personnel.
- ◆ No swearing, teasing, offensive gestures or put downs; no bullying, either physical, verbal or written.
- ◆ No spitting or crude/rude behavior. No shouting or yelling.
- ◆ Keep hands, feet and objects to yourself. Follow all appropriate safety rules.
- ◆ No objects or toys should be brought to school unless pre-approved by school personnel.
- ◆ Teachers may develop rules that pertain to their specific classrooms.
- ◆ Destruction or stealing of books, equipment, and property of the school or others will not be tolerated.
- ◆ Walk in the hallways and up and down stairs; no running in the school building.

LIBRARY

- * All common behavior rules apply.
- * Browse, read, and study in a productive manner.
- * No talking which is audible to other students.

PLAYGROUND

- Once outside, students are to stay outside unless an emergency arises or are sent in by an adult.
- The playground has boundaries. Students are not allowed in front of the school building, at church or rectory, near the street or near the cars in the parking lot. No sitting on picnic tables.
- No food or drink is allowed on the playground during recess periods.
- No fighting, no rough play, no keep-away games or tackle football.
- Students who take out a playground ball are responsible for bringing it in. If a ball lands on a roof or "out of bounds", report it to the playground supervisor or school office.
- Personal play items are not allowed. Personal sports equipment is allowed.
- No kicking or throwing of balls after the bell rings. Quietly line up at the proper entrance into the building with the teacher/supervisor.

CAFETERIA

- All common behavior rules apply.
- Talk quietly while waiting for lunch and waiting to be released for recess.
- Find a seat, start eating and remain seated throughout lunch. Use quiet voices when talking at the table.
- Pick up your food tray, papers, etc., and dispose of them in proper areas. Each student is responsible for cleaning up his/her place. Only one trip to the garbage cans and to return trays is allowed.
- Food will not be allowed outside the eating areas without the permission of the teacher.
- Treat all people politely and use appropriate dining room manners. No throwing food, blowing straws, destroying property, etc.

HALLWAYS

- ❖ All common behavior rules apply.
- ❖ Walk quietly on the right side of the hall/stairway.
- ❖ Running, loitering and littering is prohibited.
- ❖ Keep hands, feet and objects to yourself and follow all appropriate safety rules.
- ❖ No touching of posters, artwork, etc. displayed on walls or hanging from the ceiling.
- ❖ No slamming of lockers, yelling or other excessively loud noise.

BATHROOMS

- ◇ All common behavior rules apply.
- ◇ No loud talking or loitering.
- ◇ Only one student is allowed in a stall at a time.
- ◇ Students are encouraged to take care of personal needs at recess.
- ◇ Wash hands with soap and water.
- ◇ Vandalism/mischievous behavior is prohibited.

GENERAL

- ⇒ Middle School: When permitted, snacks may normally be eaten only in the middle school hallways.
- ⇒ As a general rule, no roller blades, skateboards, scooters, headphones, iPods, cell phones, etc. are to be brought to school. (If permission is granted for special circumstances, they must be kept in the office or locker during school hours.)



**We have read, understand and agree to follow the rules
and policies set forth in this handbook.**

Student Signature(s) _____

Father/Guardian Signature _____

Mother/Guardian/Signature _____

Date _____

***Please return this form to school by Friday, September 3, 2010.**