

**ST. THOMAS MORE SCHOOL
HANDBOOK
2020-2021**



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MISSION STATEMENT

St. Thomas More Catholic School is a vibrant educational community dedicated to ensuring that every person is nurtured to become the best version of one's self. Using God's gifts given to each of us, we model faith, foster academic excellence, inspire leadership, build character, and dedicate ourselves to serving others.

VISION STATEMENT

At St. Thomas More School, we cultivate responsible and innovative leaders who thrive as lifelong learners in an ever-changing world while living the mission of the Catholic Church.

SCHOOL ORGANIZATION

St. Thomas More School is a parish elementary school located in Allentown, Pennsylvania. Enrollment spans Kindergarten through Eighth Grades. The school was established in 1969 and had additions built in 1976, 1991, 1996, 2001, 2010, and 2015. The school consists of the Main Building, the Primary Learning Center, and the Family Center. St. Thomas More School is located on the parish campus along with the Church, the Rectory, and the Convent. All faculty members are approved by the Allentown Diocese Office of Education.

ADMINISTRATION

Our administration consists of the Pastor, Principal, Vice Principal, and Assistant to the Principal for Curriculum.

SCHOOL BOARD

The STM School Board consists of the Pastor, school administrators, faculty representatives, and parent representatives. The board meets monthly and functions in an advisory capacity to the administration. Parent comments occur at the beginning of the meeting.. Agenda items must be presented to the Board President at least one week before the meeting date.

ENROLLMENT COMMITMENTS

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

- Tuition
- A \$20 minimum weekly contribution to the church for parish families
- A \$1500 additional fee for non-parish families is added to tuition
- Earning \$400 in credits in the More Bread Program and other fundraising activities
- Participation in the Volunteer Program
- Parental cooperation in following school policies
- Technology Fees

There are two **fees** associated with your child's school-issued iPad:

1. New students need to purchase a school-issued case (\$50) and insurance (\$50)
2. Returning students need to purchase insurance (\$50)

Checks are due the first day of school and can be made out to St. Thomas More. Because of the importance of the case and insurance to protect the device, students will not be issued an iPad until the fees are received. Insurance covers minor damage one time. Any major damage or damage occurring more than once will be billed to the family.

The School Board sets the tuition, More Bread figure, and the suggested weekly parish contribution prior to each school year. Parents who feel unable to meet the tuition/contribution requirements are asked to present their situation to the Pastor. It is a

parental responsibility and expectation to honor the established tuition and More Bread commitments. Each spring, a parent presentation reviews and outlines the fiscal budget for the upcoming school year. A spring parent meeting is held to review the budget for the upcoming year.

VOLUNTEER PROGRAM

A vital contribution to limiting the cost of education is the Parent Volunteer Program. Parents of all students are required to participate in an extensive volunteer program, affording them the opportunity to become an integral part of the operations of the school. Volunteers are needed in the bookstore, cafeteria, library, playground, and various other activities. Volunteers are also needed for fundraising activities such as the annual Walkathon and More Bread Program. A commitment to our volunteer program is required to complete enrollment or re-registration of all children every year. This program substantially reduces the cost of education at St. Thomas More School. *Please see the Volunteer Policy and Protocol.*

COURSE OF STUDY

St. Thomas More School follows curriculum guidelines established by the [Diocese of Allentown](#).

MAJOR SUBJECTS

Religion

The goal of the Religious Education Program is to enable students to practice a vital, active, and growing faith. Emphasis is placed on living the Catholic faith. Students will study Sacred Scripture, personal and formal prayer, participation in worship, doctrinal truths, and practice and growth in Gospel living. Preparation for the sacraments of Reconciliation and Holy Eucharist is included in Grade 2; preparation for Confirmation takes place in Grade 8.

English Language Arts (ELA)

The English Language Arts Program uses a balanced-literacy approach in the delivery of instruction. Our reading instruction in Grades K-2 is supplemented with our iStation Computer-based reading program. Students receive this instruction and intervention as determined by their specific areas of strengths and needs.

Implementation of the Houghton-Mifflin's Journeys program is utilized in the instructional delivery of reading, vocabulary, spelling, writing, and grammar in Grades K-5. Grades 6-8 incorporate a literature-based approach to reading in order to develop an early independence and a lifelong interest in reading. The literature pieces that students read make connections to other areas of writing, grammar, vocabulary, and spelling.

Mathematics

The Mathematics Program aims at developing, understanding, and mastering fundamental concepts, patterns, and relationships, which reveal the structure of mathematics. Students become proficient in the terminology of mathematics while acquiring accuracy, skill, and speed in fundamental operations with a strong focus on problem solving and estimation. Pre-Algebra is offered in Grade 7 and Algebra I in Grade 8. Students who exhibit an advanced aptitude in mathematics and who meet established criteria will be invited to participate in the Advanced Mathematics Track. This will give them the opportunity to complete Honors Algebra II in Grade 8. Entrance considerations for the Advanced Math Program are:

Advanced Math 5-8:

- Latest CogAT score (130)
- IOWA Math score LPR (96 percentile)
- Math grade (96 percentile)
- IOWA Interim Assessment (92%)
- Teacher recommendation

There is a point value assigned to each consideration applying more weight to particular areas of academic performance.

Social Studies

Our children need to be effective citizens in a complex, 21st century world that demands global participation. Social studies is a multi-faceted learning experience that starts with a big idea and incorporates step-by-step discovery through interesting and engaging activities and lessons. Our desire is to educate our students about the world around them and how our cultures were created so they can be socially conscious citizens who develop a love for God and all that He has made. Current events are an integral part of the curriculum in each grade level and will be discussed on a regular basis.

Science

Students explore and experiment using the laws and principles of various science disciplines, including life science, earth and space science, physics, and chemistry. Teachers foster student understanding and mastery of curricular topics through multimedia, demonstrating phenomena, and facilitating the scientific method. Students in Grades K-8 perform hands-on laboratory experiences that foster the development of abilities in conducting individual as well as team-based inquiries.

Spanish

The Spanish Program provides insight and understanding of the language and culture of Spanish-speaking countries, primarily Mexico and Spain. There are three sessions per week, taught by our native Spanish-speaking teacher, to the Grade 7-8 students. In class, the students learn fundamental vocabulary, grammar, and conversational phrases. Our program is enriched by the use of songs, movies, websites, newspapers, and food from Hispanic countries.

MINOR SUBJECTS

Physical and Health Education

The role of our Physical Education Program is to help all students develop health-related fitness, physical competence, cognitive understanding, and positive attitudes about physical wellness. K-4 classes meet twice a week. Grades 5-8 also meet twice a week with time allocated for Health Education. Our Physical Education Program provides:

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

The study of health helps us to understand the principles of caring and respecting our bodies and the life of others. The integration of Catholic faith and values is essential to a comprehensive health curriculum in Catholic Schools. These guidelines are designed to provide a framework for promoting best practices, good habits and awareness of the sacredness of the life God gave to us and to others.

Grade 5 – Personal Hygiene; Nutrition; Character

Grade 6 – Social Understanding; Alcohol; Tobacco

Grade 7 – Disease Prevention; Non-Communicable Disease; Drugs

Grade 8 – Body Image; Risky Behavior; HIV/AIDS

Art

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

Music

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

Computer Science/Technology

St. Thomas More School is committed to preparing students to be literate and responsible citizens in a 21st century world by providing them with tools to enhance the instructional environment. Our curriculum is based on the National Educational Technology Standards put forth by the International Society for Technology in Education and the Diocese of Allentown targeting the following six areas:

- Creativity and Innovation
- Communication and Collaboration
- Research and Information
- Critical Thinking
- Digital Citizenship
- Technology Operations

These skills are embedded throughout every area of our curriculum and in every discipline. Access to tools such as an iPad or computer is available for all students in grades K-8. Real-life application of these resources occurs frequently throughout our school day.

In addition, the students in Grades 6, 7 and 8 attend a formal computer class introducing them to various coding languages, robotics, website design, and 3D Design and Printing.

In addition to the technology lab, students in Grades K-5 have access to our MakerSpace which introduces our students to engineering and coding connected to our curriculum.

Library

The goal of the STM library is to promote literacy development, and foster lifelong reading habits among children through carefully selected print collections and the infusion of multimedia resources to support teaching and learning.

All students have access to a wealth of educational resources in the form of online databases; eBooks; online catalogs; creativity and research tools; and professionally vetted websites that are available at school and home. Students receive instruction to develop information literacy skills which are embedded in the curriculum. In addition, students develop important digital citizenry attributes to demonstrate responsible use of information and technology.

In the primary grades, instruction encompasses literature appreciation, library skills, introduction to fiction and nonfiction materials as well as reference materials, and beginning research skills. In the upper grades, instruction includes information literacy including research skills, source evaluation, and literature appreciation.

The library also serves as a location that encourages individual study, group collaboration, and large group presentations.

STANDARDIZED TESTING PROGRAM

In keeping with diocesan regulations, standardized tests which monitor intellectual development and academic progress are administered. Dates for the administration of standardized tests are listed on the school calendar. Please avoid scheduling vacations during those times.

- Cognitive Abilities Tests – Grades 3, 5, and 7 (Spring)

- IOWA Assessment – Grades 2, 3, 4, 5, 6, and 7 (Spring)

STUDENT SERVICES

Inclusive Catholic Education Team (ICET)

Inclusive Catholic Education is an innovative program with goals to maximize individual student success in the regular classroom while, at the same time, serving as a screening process for students who may be in need of additional support in the classroom. The ICE process is a positive, success-oriented approach that uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular classroom.

The program shifts the critical question in education from asking “What’s wrong with the student?” to asking “What resources can we use to increase the student’s chances for success?” The ICET answers this question by coordinating instructional continuity and recommending complements to existing curriculum and instructional programs.

- **The ICE Team may consist of the following people:**
- Parents
- Homeroom Teacher
- School Counselor
- Director of Instructional Support
- Reading Specialist from the Carbon-Lehigh Intermediate Unit
- Speech/Language Therapist from Carbon-Lehigh Intermediate Unit
- Instructional Support Teacher
- Principal
- Other Professionals

Parents, teachers, and/or administrators will refer a student to the ICE Team for any of the following criteria:

1. Standardized test scores at or below the 40th percentile (national norms)
2. Report card grades below average
3. Grade level performance below average: experiencing frustration with grade level material
4. Academic performance difficulties (i.e., work habits, attention, study skills, etc.)
5. Behavior that impedes the students’ ability to learn and/or demonstrate progress

Learning and Enrichment

At St. Thomas More School, we strive to ensure that all students recognize and understand their individual learning styles so they have the ability to become the best versions of themselves. This begins in the primary grades and continues to develop throughout their STM journey. Helping students learn how they learn allows them to capitalize on strengths while developing strategies and skills in areas that present more challenges.

We offer an inclusive Catholic educational experience by providing reasonable and adequate accommodations to students who have disabilities as well as enrichment and advancement opportunities for students with giftedness. Our learning specialists assist students with developing positive, strategic academic skills. We provide academic coaching, and develop customized academic support plans to address students’ specific challenges and exceptionalities. In working directly with classroom teachers on student learning styles, we determine how to best deliver instruction so learning and student engagement is maximized.

Our partnership with parents is an integral and vital aspect of our inclusive catholic education program. We are available to offer resources for families in need of information on learning disabilities or giftedness and welcome collaboration in the best interest of their child.

IU Speech and Language Therapy

Speech therapy is offered by the Carbon-Lehigh Intermediate Unit. Kindergarten and transfer students are screened in the beginning of the school year. Those showing a need for further testing are given a more in-depth evaluation as per parental permission. Teachers and/or parents may also request a screening or additional testing if a child's academic performance in the areas of Speech and Language are in question. Students who qualify for services will have an individualized plan that responds to his/her specific area(s) of need. Plans and progress reports are shared with parents in a timely manner.

IU Reading Remediation

Specialized remedial reading interventions provided by a certified reading specialist as determined by universal screening measures. Parents will be notified if their child qualifies for this service. They are strongly encouraged to allow their child to participate in this valuable opportunity to receive early, specialized intervention specific to their child. Progress is monitored regularly and shared with parents in a timely manner.

Student Development

The Student Development Office (SDO) consists of two counselors who provide student support in the areas of academic development, personal/social development and career development. They are available to assist students in achieving a successful school experience, as well as to work with individuals or with small groups of students who are dealing with emotional, personal/social, or behavioral issues. Students can be referred to the SDO by teachers and parents, or they can request to talk to a counselor. Classroom social & emotional learning (SEL) programs are taught in kindergarten through 8th grade. Also, counselors conduct the mandated Diocesan Child Protection Catechesis in kindergarten through eighth grade each year.

SACRAMENTAL PROGRAM

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

HEALTH AND WELLNESS SERVICES

The Health Room is staffed daily by a registered nurse. In addition to the STM nurse, a school nurse is provided by Salisbury School district one day a week. The Health Room nurse is to treat and evaluate injuries that occur in school or enroute to school. Injuries that occur at home should be treated at home. A note from the parent or physician is required if a pre-existing injury or condition requires further treatment in the Health Room.

The following health services are provided:

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

Illness or Injury at School

If a student becomes ill or injured during the school day, the school nurse will make every effort to contact the parents to take the child home. If the parents cannot be reached, the emergency contact person will be requested to come for the child. When the nurse deems it necessary for a student to be dismissed from the school day due to illness, the nurse will notify the homeroom teacher of the decision.

EXTENDED CARE PROGRAM

Extended Care will be open to all students on days when school is in session. It will be open on early dismissal days and days on which school opens late due to inclement weather. When an early school closing is warranted, Extended Care will remain open for two (2) hours after school closes. Extended Care will not be open on days when school is canceled due to inclement weather. Extended Care will be open in the Shepherd's Room (basement of the church) from 6:30 a.m. until 8:00 a.m. and then reopens in the PLC Room 152 from 2:50 p.m. until 5:30 p.m. on regular school days. It will also serve the time periods during which the start of school is delayed due to inclement weather. Extended care on delayed openings will begin at 7:30 a.m. On scheduled early dismissal days (as noted on the school calendar) it will be open from the time of dismissal until 5:30 p.m.

COMMUNICATION

Contacting Teachers/Administrators

Our goal is to have an open line of communication between parents and teachers to provide the best experience for your child. We value communication and welcome parents to call the school office and leave a message for the teacher and/or email the teacher. We will return your call and/or email within 24 hours.

Parents/Visitors

In order to maintain a safe environment, all visitors and volunteers need to check-in to the Main Office and receive an identification badge.

Contacting Students

Please contact the Main Office at 610-432-0396, Ext. 0. We will relay any messages to your child.

Cell Phones – Please refer to the Cell Phone Policy.

Change of Information

In order for us to seamlessly communicate with you, please notify the school immediately of any changes in address, telephone number, email or additional information.

School Information

The school website, www.stmschoolpa.com, is kept up-to-date with general school information. A weekly email will provide upcoming events and pertinent information. A static monthly calendar and lunch menu will be sent home via PIP. A calendar of school events, updated in real-time, is available on the [Homepage](#) of the school website.

Sapphire Learning Management System

Sapphire is a valuable resource that provides parents with an opportunity to monitor student academic progress. We encourage you to check the system frequently throughout the upcoming school year. In addition, this system is used to manage *Parent Alert Notifications* in the event of severe weather or an emergency.

If necessary, please update your Parent Alert contact information on Sapphire. If you are a current family and need access to your username and password please contact the Main Office.

Listed below is some general information that you will need to know about the system:

- Teachers in Grades 3-8 will post major assessments (tests, quizzes, major projects) at least one week prior to the assessment being given. At times, it may be necessary to revise a test date to give additional time for students to learn the material.
- Teachers will post grades within one week for quizzes, tests, and homework.
- All teachers will use the system to post final trimester grades.
- If you have any questions or concerns regarding your child's progress, please contact his/her teacher.

STM Website

The St. Thomas More School website (www.stmschoolpa.com) provides parents and students with information about our school. The parent portal provides access to news articles, policies and forms.

Student Email

In a 21st Century World, the need for teachers and students to communicate electronically is evident. It is important that we teach our students this skill and how to responsibly use electronic communication. Students in Grades 3-8 are issued a Google Education level email address supplied through Google Apps for Education providing additional privacy to schools. *Using the St. Thomas More issued email, students will only be able to communicate with other students/teachers within our school domain.*

- Students are provided an individual email address for school related purposes only.
- Student's email addresses will be configured using first name and first initial of their last name along with their year of graduation (Ex. johnd2019@stmstudents.org).
- Please see the Acceptable Use Policy.

Dropping Off Items

If it is necessary to drop off items such as lunch money, lunches, or items expected by the teacher, the items must be left on the table in the vestibule. Please mark all items with your child's name, grade and homeroom teacher. Parents may not take these directly to the classroom.

Invitations

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

FIELD TRIPS

Field trips are arranged by the teacher with the permission of the principal. Appropriate adult supervision will be provided by faculty members, parents, or a combination of both. Parents may not act as chaperones without completing and recording compliance with the Diocese of Allentown Safe Environment Program (*Please reference the Volunteer Policy and Protocol*). Adults act as a representative of the school, please follow the guidance provided by the teacher. Parental permission slips and information pertaining to the field trips will be given to parents in advance. Without a signed permission slip, students will not be able to participate in field trips.

EMERGENCY SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

The decision to delay the opening of school, cancel school or dismiss students early because of inclement weather is dependent upon busing from each of our public school district partners. As soon as the school administration has confirmed times from the various school districts, parents will be notified via phone call, text message, and/or email according to their Parent Alert Notification settings in Sapphire. If necessary, please update your parent contact information.. Information will also be available on a timely basis via the school website, www.stmschoolpa.com, on WFMZ.com and on WFMZ-TV Channel 69.

During an early dismissal, students riding a bus home will be dismissed according to the school district in which they reside. Students who walk home or are picked up by car will be dismissed according to St. Thomas More School dismissal time. Please have an early dismissal plan in place for your child, to refrain from calling the school so that the telephone lines can remain open for the school districts to call with their dismissal times. In the event of a two-hour delay in opening, no lunch will be served. Students are to bring brown bag lunches on two-hour delay days.

Extended Care is available at STM and pre-registration is not necessary under these conditions. The Extended Care Program will open at 7:30 a.m. for late starts. Should the school district of residence not have a scheduled late start, students who choose to use district transportation will need to report to Extended Care upon arrival. Parents will be billed accordingly. However, in the event of an early dismissal due to inclement weather, Extended Care will close two hours after the closing of St. Thomas More School. It will not operate when school is closed completely.

LOST & FOUND

Lost articles will be held in the Lost and Found closet. Students or Parents can come to the main office to check for the lost item. Please claim any lost items in a timely manner, as unclaimed items will be donated to a selected charity periodically. Please clearly label all clothing and supplies with the student's name.

STUDENT PICTURES

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

BOOKSTORE

The bookstore is located in the foyer of the school. The bookstore sells all school supplies and girls' and boys' gym clothes.. The bookstore is open each school day from 7:50-8:10 a.m. Cash or checks made out to St. Thomas More Bookstore may be used.

CAFETERIA

A prepared lunch is served daily beginning the first day of school and requires a school lunch account. This year, children may on have a full lunch. Lunches will be delivered to the classroom. The prices for lunch options are:

- Full Lunch \$4.50
- Double Lunch \$9.00

Lunch account funds may be added on the [STM School website](#) or by check sent in a labeled envelope to school.

If you have not set up an account, please contact Lisa Weed at lweed@stmteachers.org.

A menu is sent home and also posted on [STM Google Calendar](#).

Delayed Opening: 1-hour delay - prepared lunch will be served

2-hour delay - No prepared lunch – Students need to bring lunch from home.

Scheduled Noon Dismissal: No lunch will be served

ACTIVITIES

We encourage students to participate in extracurricular activities offered throughout the school year. New activities may be added using student suggestions and interests.

The following activities are open to St. Thomas More School students:

Academic Bowl (7-8) Girl Scouts (K-8)
Altar Servers (5-8) Girls Softball (6-8)
Band (4-8) Math Counts (7-8)
Boys Baseball (5-8) Mission Representatives (1-8)
Boys and Girls Basketball (5-8) Newspaper (8)
Boys and Girls Volleyball (5-8) Peer Leaders (7-8)
Boy Scouts (1-8) Pennsylvania Junior Academy of Science (7-8)
Bus Monitors (8) Pennsylvania Math League (7-8)
Chancellor Games Committee (8) School Spirit Committee (7-8)
Cheerleading (5-8) Service Club (5-8)
Children's Choir (2-8) Spring Arts Festival Play (7-8)
Christmas Play (5-6) Soccer (K-8)
Color Guard (8) Stage Crew (8)
Cross Country (K-8) Various Diocesan Contests (K-8)
Dance Committee (8) Track and Field (6-8)
Declamation (7-8) Wrestling (1-8)
Dismissal Committee (8) Yearbook (8)
Flag Football (1-6) You Be The Chemist (7-8)
Football (7-8) Tech Team (3-5) and (6-8)
Drama (5-8)

POLICIES, PROTOCOLS,

and

PROCEDURES

ADMISSION POLICY

Children of families registered in St. Thomas More parish are given preference for admission. When a grade reaches maximum enrollment of 26 students per homeroom in Grades 1-8 and 20 students per homeroom in Kindergarten, a waiting list is established for that grade. Acceptance into St. Thomas More School is based on the screening process in conjunction with the date of registration in the parish, fulfillment of parish responsibilities, and participation in the school [volunteer program](#) and [fundraising programs](#).

Transfer Students

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

Transfer students entering St. Thomas More School must present birth and baptismal certificates, records of immunization, and information regarding reception of other sacraments. The school records of all transfer students are reviewed and an interview with a principal or vice principal and a school counselor is held. Assessments in mathematics, reading, and writing will be administered to all students according to grade level.

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

Kindergarten

During Catholic Schools Week, applications for potential Kindergarten students are accepted. Eligibility for Kindergarten requires that the child must be five (5) years of age by October 15 of the academic year in which he or she begins Kindergarten. Completed applications must include birth and baptismal certificates as well as immunization records. Kindergarten screening will occur in the spring for those candidates whose applications are complete. All applicants for Kindergarten are screened for developmental readiness and ability to successfully transition to St. Thomas More School.

ACADEMIC POLICY

Parents are encouraged to routinely monitor student academic progress on Sapphire. Teachers will be conferencing with students on an on-going basis to discuss goals and academic progress. Parents will be contacted if there are any concerns.

Trimester Reports

Report cards are issued three times a year at the conclusion of each trimester.

Parent/teacher conferences are scheduled during the first trimester and upon a teacher/parent request during the second and third trimester.

Honor Roll

Recognition on the Honor Roll for Grades 7 and 8 indicates school achievement for the trimester as follows:

First Honors

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

Second Honors

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

Major subjects include Religion, English/Language Arts, Math, Science, Social Studies, and Spanish. Non-major subjects include Physical and Health Education, Art, Music, Computer Science/Technology, and Library.

The development of Christian Values is a highly valued component of our school. If a student receives a minus (Does Not Meet Expectations) in any of the Christian Value categories, the student will be ineligible for Honor Roll.

Homework

Homework is an important element of the instructional program. Homework is 10% of the trimester grade, it is assigned with purpose to reinforce skills and prepare for future instructional activities. Parents and students will be informed of the teacher's grading procedures at the beginning of the school year. STM guidelines suggest that the amount of time required for homework average 10-15 minutes times the grade level. Grade level teams will coordinate to ensure that homework time, as well as test preparation time, is reasonable.

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

1. The teacher will note the missing homework according to his/her grading procedures.
2. When the teacher determines that missing homework has become a serious problem, the teacher will notify the parent.
3. If the problem persists, the teacher and/or parent will confer with the Learning Intervention Specialist to create a plan for intervention.

Summer Remediation for Grades 5-8

If a student in Grades 5-8 fails the major subject of Math, Reading/Literature, Language Arts, Science, or Social Studies for the academic year, the student must make up the coursework through summer remediation. The student's report card will state "Promotion pending summer remediation." Summer remediation can be either a pre-approved summer tutorial or an authorized summer school program.

- A summer tutorial consists of 20 hours of tutoring for 5th and 6th graders, or 25 hours of tutoring for 7th and 8th graders. The tutor must be a teacher who holds PA certification in core content area or K-8, elementary or middle school certification, AND be pre-approved by the Principal. The costs associated with tutoring are the responsibility of the student's family. A letter verifying the

successful completion of tutoring must be provided to the Principal after the hourly requirement is met. At that time, promotion to the next grade will be granted.

- Summer school is provided for 7th and 8th graders through the local public school districts. It is the student's family's responsibility to locate, register, and pay for this summer school program that best meets their child's needs. Upon successful completion of the program, a letter providing documentation of it must be provided to the Principal. At that time, promotion to the next grade will be granted.

Failing Grades in Grade 8 and Graduation

If an 8th Grade student fails the major subject of Math, Reading/Literature, Language Arts, Science, or Social Studies for the academic year, a diploma will be issued at graduation, but records will not be sent to a high school until the student successfully completes summer school or a summer tutorial. If an 8th Grade student fails two of the above subjects for the academic year, a certificate of attendance will be issued at graduation. The diploma will not be issued to the student and the records will not be sent to a high school until the student successfully completes summer school or a summer tutorial in these two areas or related disciplines. If an 8th Grade student fails three of these identified major subjects for the academic year, the student must repeat 8th Grade in another facility.

Kindergarten Retention

If a Kindergarten restart is being considered for a child, the Director of Student Services will schedule a meeting with the parents, teacher, and school counselor to discuss the student's progress, a plan of action, and current research on retention. If a kindergarten restart is recommended, principal consultation and approval is necessary.

Retentions

When retention is being considered, notification is given to parents. Consultation with parents, principal, school counselor, instructional support program director, and teacher precedes the decision for retention.

School Records

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

ABSENCE POLICY

On the day of absence, please call the main office by 8:45 a.m. This information may be placed on the main office answering machine by calling 610-432-0396. It is a state requirement that a written excuse stating dates and reason for absence be brought to the homeroom teacher the day after the child returns to school. Absence due to student illness, death in the immediate family, or extenuating circumstances as approved by the administration, is considered an excused absence. In following Diocesan Policy, a letter indicating concern as to the child's attendance pattern will be sent after an accumulation of ten (10) days of absence. A doctor's excuse will be necessary after three (3) consecutive days of absence or an accumulation of eighteen (18) days of absence.

Absence for Vacations

Parents are discouraged from removing children from school for vacations.

If the parent considers it necessary to request an extended absence from class (three days or more), the parent needs to complete and file an extended absence form with the principal one week prior to the absence. No more than five (5) days absence in a calendar year due to vacation will be approved.

Make-Up Work Due to Illness

Make-up work is the responsibility of the student and parent. The general guideline is one make-up day for each day of absence. Students should consult with their teacher to create a timeline to complete missed work.

Make-Up Work Due to Vacation Absence

Make-up work is the responsibility of the student and parent. Work is to be completed within five (5) days of the return of the student to school provided an approved request for extended absence is on file in the office. Otherwise, missed work must be completed the day after the student returns to school. Any work not completed by this time will be recorded as a failure. The faculty will not be responsible for academic failure due to vacation absence. A tutoring fee may be charged if the teacher has to provide special services due to this type of absence.

Tardiness

All students are expected to arrive in their homeroom by 8:10 a.m. Students arriving late must sign-in at the main office and present a written excuse from their parents. Tardiness is recorded on the report card. Repeated lateness will result in communication with the parent and/or a detention.

Doctor/Dental Appointments

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

ARRIVAL/DISMISSAL PROCEDURES

Students in Grades K-8 arriving by car are to be dropped off along the Family Center sidewalk. Students will remain in their cars until a staff member arrives to take their temperature. Students in grade K-2 will enter the PLC Entrance. Students in grades 3-8 will enter the Family Center door. Students must sanitize their hands before going to their homeroom.

To help avoid confusion, a Green Flag on the tree outside the Family Center indicates the doors are open for students to enter. The flag will be out from 7:45 a.m. until 8:07 a.m. This allows students to safely get to their classrooms by 8:10 a.m. At 8:07 a.m., a Red Flag will be placed on the tree to indicate that the doors are now locked and students must enter the Main Entrance of the school. Please do not have your child exit your vehicle once the Red Flag is in place.

Students are not to arrive on school grounds before 7:45 a.m. Supervision is not provided until that time. Students arriving earlier than 7:45 a.m. must go to Extended Day Care in the Child Care Center of the church. Arrangements for before and after school supervision can be made by calling STM's Extended Care at 610-437-3491 or 610-432-0396.

At dismissal, children are dismissed from their classrooms as their lines are called. Children who are transported by car will wait in their homeroom until all busses have been loaded.. If a parent is unable to pick up their child by the end of dismissal, the child will be escorted to extended care.

PLEASE NOTE: Students *may not* be picked up in front of the school, from the street, from Flexer Avenue, from the STM gym parking lot, or from the Trident parking lot.

Transportation changes should be sent, in writing, to the homeroom teacher.

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

Bus

Students are expected to conduct themselves in a manner that does not endanger the safety or welfare of other students or the driver. Violations may result in withdrawal of bus privileges. Please refer to the Discipline Code.

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

Sign In/Sign Out

Students who leave during the school day must sign in and out at the station directly inside the second set of doors as you enter the main entrance.. Parents, visitors, and volunteers must also sign in and out in the Main Office. All parents and visitors must take their own temperature and complete the questionnaire at the sign-in station before entering the main office.

**DIOCESE OF ALLENTOWN
St. Thomas More School
*ACCEPTABLE USE POLICY, IPAD AGREEMENT AND INTERNET SAFETY POLICY***

General Overview

Today's students need to be prepared for a world that is constantly changing. Our technology program is aligned to the International Society for Technology in Education standards (ISTE) providing students with opportunities to develop skills that will prepare them to be literate and responsible citizens in a 21st century world. These skills cannot be taught in isolation and therefore are embedded throughout every area of our curriculum and in every discipline providing students with access to information and educational resources that personalize their learning experience.

The use of technology is a tremendous educational opportunity and a privilege that comes with much responsibility. We believe that our students are able to handle this incredible responsibility with appropriate guidance from both teachers and parents. St. Thomas More School expects that students' actions in an electronic world will reflect the same standards of personal responsibility and accountability that is expected in the real world.

At the very core, students must understand that they represent St. Thomas More School whenever they use computing resources, even if using the resources away from or outside of the school network. Students may be held responsible for any online behavior or content that connects them to school or implicates St. Thomas More School, fellow students, faculty, staff, or other members of the community, in that behavior.

Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the school's mission and philosophy or teachings of the Catholic Church, regardless of whether they were on campus or away from campus.

Students may use the St. Thomas More School issued devices for *academic purposes* only. Students are on their honor to adhere to this policy.

This agreement is made effective between St. Thomas More School ("School"), the student receiving the iPad ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Students and Parents, in consideration of being provided with an iPad, software, and related materials (the "iPad") for use while a student at St. Thomas More School, hereby agree as follows:

SECTION ONE: ACCEPTABLE USE POLICY

Part 1: Acceptable Use

Students must use hardware, software, applications, email accounts, and network space appropriately for school-related activities and in a manner that is consistent with this policy and the mission of the School at all times. In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID and/or device to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID or device.

Therefore, the following are PROHIBITED:

- Misrepresenting or falsifying your identity to gain use of the computers, send electronic messages under a false address, or use other's accounts without permission.
- Using technology during class time or at home for purposes that are not academic.
- Sharing account information with any other person. (If you do share your account information with another person, you will be solely responsible for the actions of that other person.)
- Violating copyright laws
- Using proxy servers, browsers (without a teacher's permission) and other apps to access the Internet for the purpose of bypassing blocked sites or accessing inappropriate content
- Deleting, examining, copying, or modifying of files and/or data belonging to other users without their prior consent.
- Attempting to evade or change resource quotas.
- Use of facilities and/or services for commercial purpose, for seeking monetary gain or for political purposes
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- Copying programs purchased by you onto school devices, computers and/or the network systems without the express written consent of St. Thomas More.
- Copying programs licensed to St. Thomas More for personal use.
- Abusing and disrupting electronic equipment and/or systems.

- Using images and photographs without permission that violate the privacy of students, teachers, staff and administrators of the school.

Part 2: Security

As a user of a computer, device or network, you may be allowed to access other networks and/or computer systems attached to those networks.

Therefore the following are prohibited:

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

SECTION TWO: IPAD AGREEMENT

Part 1: Device Requirements

St. Thomas More will issue an iPad to students upon compliance with the following:

- Purchase of a school issued case for the device (new students) - **\$50**. Checks can be made out to St. Thomas More School and can be dropped off at the Main Office. Because of the importance of the protective case, **new students will not be issued an iPad until the check is received.**
- Payment of a yearly insurance fee of **\$40** (all students). Checks can be made out to St. Thomas More School and can be dropped off at the Main Office. **Because of the importance of the insurance, students will not be issued an iPad until the check is received.**

Part 2: Ownership and Privacy

St. Thomas More retains sole right of possession of the iPad and grants permission to the "Student" to use the iPad according to the guidelines set forth in this document. In addition, St. Thomas More owns all systems, software, and school email addresses. Content created with the School's technology tools and saved on the School's network or devices is the property of the School.

St. Thomas More has software and systems in place that monitor and record all activities and traffic on the School network and computing resources. Students should not expect any privacy in terms of their activity while on the School network or while using St. Thomas More owned technology.

Part 3: Equipment:

All iPads include a power supply, case and apps. In addition, students in grades 6-8 will receive an Apple Pencil. St. Thomas More will retain a record of the serial number on a student's iPad. St. Thomas More retains ownership of all supplied equipment. Students will be responsible for maintaining the equipment

provided and keeping it in good working condition. All equipment will be returned to St. Thomas More Technology Staff at the conclusion of the school year for maintenance. The 'equipment' consists of the iPad, power cable/charger, case and Pencil. St. Thomas More technical staff will clean and repair the iPads over the summer. Missing or damaged items such as a charger or case may result in a fee of \$40 for a charger, \$50 for a case and \$100 for a Pencil. If a device is damaged, and insurance has not been paid, parents will be responsible for the full cost of the repair or, if necessary, the replacement of the device.

Part 4: Proper Care of Equipment:

iPads will need to be in school issued case at all times and placed safely in a student's backpack. Students will receive proper instruction on how to transport devices. They may not be used while walking. Students may only use the devices in the classroom or safely inside their home.

Never attempt to repair or reconfigure the iPad. Under no circumstances are students or parents to open or tamper with the internal components of the iPad. Student iPads, chargers and Pencils in need of repair must be reported to the technology department immediately. If damage is not reported immediately, parents may be responsible for the entire cost of the repair and/or replacement.

General Care Guidelines:

- Dimming the LCD brightness of your screen will extend the battery run time.
- Do not write, draw, paint, place stickers or labels or otherwise deface your iPad or iPad case. Remember, the iPad is the property of St. Thomas More.
- Never put weight on the iPad.
- Always carry the iPad in a safe manner.
- When storing the iPad in your backpack, do not place any books or items on top of the iPad.
- Be careful when transporting a backpack containing your iPad.
- Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. DO NOT keep food or food wrappers in your backpack containing the iPad.
- Take care while inserting cords, cables and Pencils to avoid damage to the ports. First, plug your power supply into the outlet. Second, plug your power cord into your iPad. Reverse this process when disconnecting.
- Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for an extended period of time, let it warm up before using it.
- To prevent loss or damage, never leave your iPad unsecured. iPads should be kept in designated areas within the classroom. During after-school activities, you are still expected to maintain the security of your iPad. Unsecured iPads will be collected by staff, and disciplinary action may be taken.
- DO NOT attempt to remove or interfere with the serial number or any identification placed on your iPad.
- When cleaning your iPad, clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen of the iPad.

Part 5: General Use of the iPad

- Students are expected to arrive at school each day with a fully charged iPad. Establish a routine at home, charging your iPad overnight. Students will NOT be given a loaner iPad if they leave their device at home.

- Students can receive parental awareness forms or other disciplinary actions from their teacher for repeatedly neglecting to bring their iPad or headphones to school or for bringing the iPad to school without a full charge.
- An otherwise functional iPad with a dead battery is not an excuse for late or missing work.
- A lost document is not an excuse for late or missing work.
- iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Do NOT delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in iPad failure and may result in your iPad being re-imaged.
- Student iPads will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using St. Thomas More's electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and administrators may conduct an individual search of a student's device, files, music, video, email or other related items if there is a suspicion that the "School's" policies or guidelines have been violated.
- Obtain teacher permission before printing.
- Avoid using your iPad in areas which may lead to damage or theft.
- Students may not install or uninstall any hardware, software or peripherals on the iPad without permission.
- Keep Bluetooth turned on
- Keep personal information about yourself or others off the iPad.
- Keep all passwords to yourself.
- Do not allow others to use your school issued accounts.
- Do NOT loan your iPad to anyone.

Examples of Inappropriate Use

- Deleting any folders or files you did not create or you do not recognize
- Sharing login/password with another person
- Logging on to another person's device without his/her permission
- Using iPads not assigned to you (teachers may allow students to look on with another student for instructional purposes)
- Removing labels and identifying stickers from the iPad
- Using proxy sites to bypass web filtering or bypassing content filter (Smoothwall)
- Videoing or taking photographs on school property (not permitted unless related to a school assignment)
- Emailing or "chatting" during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating
 - ***Consequences include but are not limited to:***
 - Parental Awareness Form
 - Detention
 - Loss of technology privileges
 - Suspension

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind

- Using an iPad to cause harm or commit a crime
- Logging into an iPad/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if found will be turned over to authorities
- Manufacturing- using a camera to create inappropriate pictures/movies
- Distributing- sending/sharing inappropriate files with other individuals
- Images of weapons
- Gang related files
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the iPad, charger, and/or iPad case.
- Habitual and intentional disregard for the iPad
 - **Consequences include but are not limited to:**
 - Loss of technology privileges
 - Suspension
 - Dismissal
 - Reporting to authorities

Part 6: Substitution of Equipment

In the event that an iPad is inoperable, St. Thomas More has a pool of loaner iPads for use while the Student's iPad is being repaired or replaced. This agreement remains in effect for such a substitute.

Part 7: Software Installation

Downloading personal apps or music on school issued iPads is a direct violation of the St. Thomas More Acceptable Use Policy. Students who violate this policy will be subject to disciplinary action. All of the apps necessary for use with the device will be managed by St. Thomas More personnel. Any personal app downloaded by a student or parent, will be permanently erased from the device. A list of educational apps to be used in the classroom will be made available for parents on the St. Thomas More School website under the Programs menu.

Part 8: Malfunction, Damage or Loss of Equipment

In the event that the iPad malfunctions due to a manufacturer defect, contact the School Technology Staff. All issues need to be reported no later than the next school day to the technology department. **Willful and deliberate damage or neglect to the iPad will cause St. Thomas More to charge parents the full cost to replace the device if necessary.**

Each year parents will be asked to contribute to the cost of the insurance for each device assigned to a student. This cost is \$40/year. The insurance covers the iPad only not the charger or case. Insurance covers only the items listed below. In the event that a device needs to be replaced for one of the reasons listed below, parents will also be responsible for a deductible for the device which is \$100. The insurance and deductible offsets, but does not fully cover the cost of repair. Checks can be made to St. Thomas More. All damages must be reported to the technology department immediately. The school reserves the right to charge the Student/Parent the full cost of repair or replacement when damage occurs if insurance was not paid at the beginning of the school year or due to gross negligence. Examples of gross negligence are listed in the exclusions section below.

Coverage provided by insurance includes:

- Accidental Damage: Pays for damage to the iPad on school property or at home- includes: drops/cracked screens/liquid spills
- Theft: pays for loss of iPad due to theft; the claim requires an official copy of a police report.
- Fire/Flood Damage: Pays for loss or damage due to fire or flood; the claim must be accompanied by an official report from the investigating authority.
- Vandalism: pays for damage caused by vandalism; the claim requires an official copy of a police report.
- Natural Disasters: pays for loss caused by natural disasters.
- Power Surge Due to Lightning: pays for damage caused by power surge due to lightning.

Insurance Coverage does not include (examples of Gross Negligence):

- Negligent, Dishonest, Fraudulent, Intentional or Criminal Acts: Insurance will not pay if damage or loss occurs in conjunction with negligent, dishonest, fraudulent, intentional or criminal acts. Examples include, but are not limited to:
 - leaving equipment unattended or in an unlocked automobile
 - lending equipment to others other than one's parents/guardians
 - using equipment in an unsafe environment
 - using the equipment in an unsafe manner
 - lying on the damage report form
 - not carrying the iPad in the school provided case
 - not reporting damages on time

If a student's iPad is lost or stolen, the St. Thomas More Technology Staff will need to be notified no later than the next school day. If a device is lost, the School Technology Staff will make every attempt to locate the device. **If the device is unable to be found, parents will be billed for the full cost of the replacement.** Failure to report stolen property in a timely manner could result in compensation to St. Thomas More for the entire cost of the iPad.

St. Thomas More will have access to a limited number of loaner devices for use by students whose device is being repaired or replaced. Students in need of a loaner device will visit the Technology Department for a temporary replacement. If a student forgets his or her device at home, they will be responsible for their class work by some other method (as determined by the teacher).

Part 9: Printing

For students in grades 4-8, homework should be printed primarily at home, especially if more than one copy is needed. If students don't have a wireless printer, they can email the document to themselves and open and print from their home computer or open and print from their Google Drive.

In School, students may use designated printers with permission of the teacher. However, printing will be limited to those things needed directly for instruction and could not be printed at home.

Part 10: Parent Expectations

In order for students to experience all the success and benefits that this program can offer, St. Thomas More encourages parents to:

- Share in your child's excitement about this great opportunity for learning.
- Learn along with your child as they learn to use this instructional tool to prepare for their future in the 21st century.

- Monitor your child's appropriate Internet use and adherence to Internet guidelines when using their iPad. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Visit our *Digital Learning Page* on our website located in the Program Section to find out about our apps and view tutorials.
- Ensure that only the student will use their iPad for school-related purposes.

Part 11: Data Collection

For purposes of improving our program, the St. Thomas More administration, may survey students with respect to how they use their iPad to enhance their educational experience. Data collected from students will be done so anonymously.

SECTION THREE: INTERNET ACCESS AND INTERNET SAFETY POLICY

Part 1: Overview

Internet access is available to employees and students of St. Thomas More. This access is being offered as part of a collaborative project involving St. Thomas More and PenTeleData (ISP). We are pleased to bring this access to St. Thomas More and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St. Thomas More by facilitating resource sharing, innovation and communication.

The following list provides examples of sites that administrators, teachers, employees, and students may have access to and is not all-inclusive (teachers will use their professional discretion regarding the technological resources used for educational purposes in the classroom):

- electronic mail communication with people all over the world.
- access to many library catalogs and other academic databases.
- public domain and open source software of all types.
- information and news that is content related and age appropriate..
- online learning communities where academic collaboration and discussion are encouraged.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St. Thomas More has taken precautions, which are limited to known sites, to restrict access to controversial materials. St. Thomas More will employ 24/7 content filtering in accordance with Federal Child Internet Protection Act (CIPA) guidelines. Our Smoothwall software/hardware will block inappropriate sites and will also log a history of every site that each user opens. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Students who attempt to find inappropriate sites will be subject to disciplinary measures. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

In addition to content filtering, we will employ the use of content monitoring services through Gaggle. Gaggle has been ensuring the safety and well-being of students for 20 years. Gaggle utilizes machine learning technology to monitor email, documents, shared files, images, photos, etc. for potentially harmful content. Through the use of this software, school officials will be alerted about any potentially harmful or unsafe situations helping us maintain a safe learning environment for our students.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of

the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. Thomas More user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

Part 2: Acceptable Use

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

- Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- Do not use the network in any way that would disrupt network use by others.
- NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organization.
- Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.
- Students must consider the impact on themselves and other members of the school community when using social networking sites, texts, blogs, email or instant messaging. Any posting that results in an uninviting atmosphere for any member of our community will be considered a violation. Remember that you represent yourself and the school at all times.

Part 3: Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access to the Internet will be a part of a discussion with a St. Thomas More faculty member pertaining to proper use of the network. The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close Internet access at any time. An administrator, faculty member, or staff of St. Thomas More has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user access.

Part 4: Network Etiquette

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

- Be polite. Do not send, or encourage others to send, abusive messages
- Use appropriate language. Remember that you are a representative of your school on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language including anything that may be considered inflammatory, threatening, harassment or bullying. Illegal activities are strictly forbidden.

- All communications and information accessible via the network should be assumed to be private property.
- Do not post information that could cause danger or disruption or engage in personal attacks, bullying, or harassment in any posts, communications or websites.

Part 5: Electronic Mail (E-Mail), Online Communication and Online Resources In a 21st century world, the need for teachers and students to communicate electronically is evident. It is important that we teach our students this skill and how to responsibly use electronic communication. As a result, St. Thomas More, will issue Google Education level email address to students in grades K-8. The Google email address will be supplied through Google Apps for Education which provides additional privacy safeguards in place to protect schools and provide compliance. Using the St. Thomas More issued email, students will only be able to communicate with other students/teachers within our school domain. All students will be instructed on the proper use of this type of communication. Any violation to this policy will result in disciplinary action.

Students will be provided an individual email address for school related purposes only. Student's email addresses will be configured using first name and first initial of their last name along with their year of graduation (Ex. johnd2019@stmstudents.org). Email accounts will be used for educational purposes only and are subject to monitoring at any time for the protection of our students. All students will be properly instructed on how to safely use this technology. Whenever a student sends electronic mail, their name and user ID are included in each message. Students are responsible for all electronic mail originating from their user ID.

Therefore:

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

In some cases, teachers may want to communicate with you, the parents, by sharing what students are learning in the classroom. We anticipate using sites such as YouTube for Schools as well as other reputable video and content sharing sites. In every instance, the information we share will not identify students' personal information and every precaution will be made to privately share this information with you. In addition, our content filter will filter inappropriate content that may be visible on these sites.

Many teachers use online educational resources to help individualize the learning experience for every child. Some Open Educational Resources (OER) that we use require students to create a username and password in order to join a teacher's virtual class so the teacher can track their progress. Some examples of resources used in the classroom include Khan Academy, Code.org, Schoology and PBS Learning

Media. When we create these accounts, we use the school issued email address and password, or school issued student ID number. Every precaution is made to protect students' data and personal information.

Part 6: Security

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

Part 7: Services

Diocese of Allentown and St. Thomas More make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Thomas More will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. St. Thomas More specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Part 8: Education, Supervision and Monitoring

It shall be the responsibility of all members of the St. Thomas More staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

The Technology Department or designated representatives will provide age-appropriate training for students who use the St. Thomas More Internet facilities. The training provided will be designed to promote the St. Thomas More's commitment to:

- The standards and acceptable use of Internet services as set forth in the St. Thomas More Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while online, and social networking Websites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Diocesan acceptable use policies.

Part 9: Internet Curfew

For students who bring their school issued iPad home, all Internet access will be restricted from 10:00 PM - 6:00 AM for students in grades 2-5 and from 11:00 PM - 6:00 AM for students in grades 6-8.

Part 10: Violations of Policy

Violations of the St. Thomas More Technology Acceptable Use Policy are subject to disciplinary action up to and including suspension and/or expulsion.

DISCIPLINE POLICY

St. Thomas More School is a Catholic Christian school dedicated to the high quality education of every young person enrolled as a student. In order to create a positive learning environment, it is the

responsibility of all to help create and maintain this environment. This includes students, parents, volunteers, staff, teachers, and the school administration.

All teachers will use the 1,2,3 Magic program within their classrooms when addressing a behavior. The program and expectations are explained to the students at the beginning of the year. The program is used throughout K-8th grade and adjusted to meet the grade level behavior expectations. This program may also be implemented at home to assist you as a parent with handling behavior. Please refer to www.123Magic.com for more information and resources.

Should a student have difficulty in following the St. Thomas More School behavioral expectations, a variety of strategies may be employed to assist the young person in learning from their mistakes. The Discipline Code is a guideline, not a definitive course of action, which provides for flexibility in administrative decision making. The St. Thomas More School Administration reserves the right to use its professional discretion in adjusting/modifying identified disciplinary interventions on an individual basis. Listed are examples of probable disciplinary interventions.

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

Irresponsible Behavior

Infractions of the St. Thomas More School Discipline Policy/Code are taken seriously and the following procedures will be followed:

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

- Demerits assigned for minor infractions
- Three demerits result in a detention

- Detention* (failure to return detention form after two days or failure to serve detention on the assigned date or tardiness will result in a second detention being assigned)
- Three detentions result in a Suspension – conference with administration/pastor/parent
- Probationary period monitored by the administration
- Expulsion

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

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

HARASSMENT AND BULLYING POLICY

The entire school community is expected to behave in a Christian manner toward all. Harassment and bullying, in any form, is unacceptable. Consistent with the mission of the Catholic Church and St. Thomas More School, with respect to the dignity of the person; physical, sexual, or verbal harassment will NOT be tolerated. This policy specifically prohibits harassment and bullying.

Bullying

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

This definition includes three important components:

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

Types of Bullying

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

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

Harassment

Any pervasive or abusive actions, whether physical, verbal or written, which disrupt the normal or appropriate activities of a teacher, staff member, or student are prohibited. Harassment by phone, email, text messaging, website, or any other means of electronic communication, as well as any other forms of harassment, will be investigated and appropriate action will be taken. Penalties will vary according to the nature of the offense but may include detention, suspension with possible counseling, and expulsion. When appropriate, a referral to the Salisbury Police Department for further investigation may be necessary. Actions to be taken will occur on a case-by-case basis.

Summary of Harassment/Bullying

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

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

Anti-Hazing Policy

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers, or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences any form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent's Regulation – Adopted: August 1, 2016

DISCIPLINE CODE

Minor Infractions

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

1st and 2nd Occurrence = Demerits

3rd Occurrences = 1 Detention

4th Occurrence = Discretion of Administration

Types of Minor Infractions

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

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

Occurrences will accumulate during each trimester. At the conclusion of the trimester, all infractions will be erased.

For students with four or more occurrences in any one area, the administration reserves the authority to “carry over” the infractions to the following trimester.

Major Infractions

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

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

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

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

First Offense = Detention

Second Offense = Suspension

Third Offense = Expulsion

Gross Misbehavior(Authority-Faculty/Administration)

First Offense = Suspension

Second Offense = Extended Suspension

Third Offense = Administrative Decision

Leaving class, visiting Nurse's office or lavatory without teacher permission (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

Disrespect or disturbance during school or liturgical functions (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

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

First Offense = In-School Suspension

Second Offense = Suspension

Third Offense = Administrative Decision

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

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

Harassment/Bullying Authority-Faculty/Administration

First Offense = Detention

Second Offense = Suspension

Third Offense = Administrative Decision

Insubordination Authority-Faculty/Administration

First Offense = Two Detentions

Second Offense = Suspension

Third Offense = Administrative Decision

Leaving the school without permission Authority-Faculty/Administration

First Offense = 2 Detentions

Second Offense = Suspension

Third Offense = Administrative Decision

Major Bus Violation Authority-Administration

(3 minor infractions throughout the school year or serious misconduct)

First Offense = Temporary Suspension of Bus Privileges

Second Offense = Detention and Extended Suspension of Bus Privileges

Third Offense = Permanent Suspension of Bus Privileges

Misuse of Internet/Network/Technology (Authority-Faculty/Administration)

First Offense = Detention or Suspension

Second Offense = Suspension

Third Offense = Administrative Decision

Misuse of Cell Phone or Electronic Devices (See Cell Phone Policy)

Pushing, tripping, or potentially dangerous behavior(Authority-Faculty/Administration)

First Offense = Two Demerits

Second Offense = Detention

Third Offense = Administrative Decision

Stealing (Authority-Faculty/Administration)

First Offense = Detention/Restitution

Second Offense = Suspension/Restitution

Third Offense = Administrative Decision

Truancy (Authority-Administration)

First Offense = Suspension

Second Offense = Extended Suspension

Third Offense = Expulsion

Vandalism (Authority-Faculty/Administration)

First Offense = Detention/Restitution

Second Offense = Suspension/Restitution

Third Offense = Administrative Decision

The Covid-19 virus is very serious and STM will not tolerate students not following the rules.

“If a student takes off their mask and purposely coughs/breathes on another student or makes any inappropriate comments or gestures toward another student regarding passing on the disease , an automatic detention will be given to that student.”

Drugs, Alcohol, and Weapons

A student who:

- possesses, uses, or is under the influence of alcohol, or other mood-altering substance,
- or is suspected of the same or is in possession of drug paraphernalia or “look alike” substances at school or any school-sponsored activity on or off school property,
- or is in possession and/or use of a weapon* on school property

will result in an immediate Out of School Suspension with the possibility of Expulsion. After review by Administration and Pastor, referral to school counselor, additional counseling services as well as local law enforcement agencies may be pursued as deemed necessary.

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

Threats (verbal, written, or gesture)

A threat shall mean an act to commit violence communicated, directly or indirectly, with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

When an administrator has evidence that a student has made a threat or committed a terroristic act, the following guidelines shall be applied:

- The building principal may immediately suspend the student.
- The building principal shall promptly report the incident to the Pastor and Diocesan Superintendent.
- Based on further investigation, the building principal may report the student to law enforcement officials.
- The building principal may inform any person directly referenced or affected.
- If the student is deemed to have committed the threat, the student may be expelled from school.

ARTICLES PROHIBITED IN SCHOOL

Students are not to bring to school, on the bus, or to school-related activities any of the following articles:

- illegal substances
- tobacco of any kind
- equipment that interferes with the learning process or that is hazardous to the safety of themselves or others. This includes:
 - radios
 - beepers
 - laser pointers
 - hand-held electronic games
 - toys, fidget spinners, etc.
 - skateboards
 - lacrosse sticks
 - roller skates, roller blades or wheelies
 - matches or cigarette lighters
 - firecrackers
 - correction fluids
 - attachments to book bags, etc.

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

CELL PHONE POLICY

Personal use of mobile devices including cell phones on school property or at school-related activities is prohibited. **A student possessing a mobile device must keep that device turned off and in the bottom of their backpack at all times during the school day or during school-related activities after school.** If a student is ill, he or she may not use the cell phone to contact parents. The student is to obtain permission to visit the nurse. When necessary, the school nurse will contact a parent or guardian.

Students will be allowed to use St. Thomas More issued iPads for educational purposes as outlined in the Acceptable Use Policy, iPad Agreement, and Internet Safety Policy.

Exceptions to this policy may include:

- Cell phone use in case of emergency. In all cases, permission to use a cell phone must be granted by a faculty or staff member.

- Instructional use under the direct supervision of a classroom teacher with specific permission to use the device, as sanctioned by the administration. Device is to be used only in the manner directed by the classroom or supervising teacher.
- Additionally, the use of devices for instructional support of individual students can be recommended by the Director of Instructional Support, as sanctioned by the principal. These devices may only be used in the manner directed by the Learning and Enrichment Team.

Misuse of Cell Phone Policy

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

- **First Offense**
 - Confiscation of the cell phone/mobile device
 - Return to student as the end of the day
- **Second Offense**
 - Confiscation of the cell phone/mobile device
 - Parent Conference to pick up phone
 - Detention
- **Third Offense**
 - Administrative Decision
 - Cell phone/mobile device possession is banned for the remainder of the school year

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

YOUTH ACTIVITIES CODE OF CONDUCT

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

Conduct

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

Academics

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

If a student is failing a subject and/or does not consistently hand in homework assignments, the teacher will notify the Vice Principal or Dean of Students who will issue a warning to the student. The Administration and/or activity moderator will also notify the parent(s) of this warning.

The student will have one week to improve his/her academic standing and to establish that progress is being made. If after one week the student has not shown improvement, the Vice Principal or Dean of Students will notify the activity moderator who will take the following actions:

- a. In an athletic activity, the student will be suspended from participating in practice and games for a calendar week. The Administration will notify the students and parents of the suspension. The student will be reinstated when he/she shows a conscientious effort to improve grades.
- b. In a non-sport activity, the student will be suspended from the activity until he/she shows a conscientious effort to improve grades.

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

Virtual Learners' Expectations

Virtual learning is a partnership between teacher, student and caregiver. A successful learning environment is contingent upon the following:

- Ask Questions when they don't understand.
 - Navigate the technology independently.
 - Are motivated learners and can work independently.
 - Create an organized study environment with all materials ready for class before it begins.
 - Keep their camera on at all times and are seated upright ready to learn, and remain engaged.
 - Follow "in-person" classroom expectations.
 - Are on time to zoom sessions and follow their schedule.
 - Problem-solve when something doesn't quite go as planned
-
- iPads will be sent home with all students each night. Chargers will be brought to and from school each day.
 - If a student is absent from school, they have the option to attend virtually.
 - If a student is virtual for one day, materials will be provided digitally through our platforms such as Seesaw, Schoology and various programs.
 - In the event that you do not have materials at home, teachers will be flexible with the assignment. If a student is virtual for more than one day, teachers will gather

materials for pick after day one in the vestibule outside of the main office between 3:00-4:00.

- Students should join their homeroom teacher's Zoom by 8:15 to join in for prayers, announcements and the pledge of allegiance.
- Middle school students (6-8) should follow their schedule for the day.
 - Schedules can be found in the [Sapphire Community Portal](#)
 - Select your child's name
 - On the left hand side, select "Current Schedule"
 - If parents have not created an account please click [here](#).
 - Keyword is "Raiders"
- Teachers will begin Zoom sessions on time.
 - If the schedule changes please start the Zoom session on time and inform students that you will be right with them. You can mute/turn video off if you are transitioning from one location to another.
- If a student is attending virtually and they do not join at the beginning of class, teachers will send a meeting invitation via email.
- Virtual Buddies
 - We will facilitate connecting virtual learners with an in-person student.
 - Virtual buddies will help support learners at home to answer any questions as well as socialization.
- Weekly virtual learner's pick up will be Friday each week between 1:00-4:00 at the main entrance.
- Troubleshooting Tips:
 - Check wifi access
 - Make sure you are using the correct Usernames and Passwords
 - If you are having issues, please complete the [Troubleshooting Form](#)

UNIFORM POLICY

Effective August 31, 2020

Uniforms must be purchased through FlynnO'Hara Uniform Company, locally located at Valley Plaza Shopping Center, 1876 Catasauqua Road, Allentown, PA 18103; 610-231-3788; www.flynnohara.com; or the main store in Philadelphia, 215-637-4600 or 800-441-4122.

All uniform items must be purchased through the uniform company or the Used Uniform Sale at St. Thomas More School. STM jackets are only available by pre-ordering through the STM Bookstore. Order forms will be sent home the first day of school. Gym uniforms and gym bags are sold from the Bookstore.

- Jumpers, skirts, or skorts must touch the knee.
- Blouses and oxford shirts must be tucked in.
- Only STM jackets may be worn in the classroom during the school day. No team, store logo, or hooded sweatshirts are permitted.
- Winter Uniform is worn from November 2 through March 26
- Summer Uniform is worn from March 29 through June 11.

Kindergarten

A school uniform is **NOT** worn in kindergarten. Appropriate clothing should be worn. We suggest sneakers be worn every day but **MUST** be worn on gym day.

Winter Uniform – November 2 through March 26

Girls and Boys may wear polo shirts on Mass days. No shorts may be worn when students attend Mass

GIRLS Grades 1-4

- Jumper or skort must touch the knee
- Plaid jumper with Peter Pan collar blouse (short or long sleeve)
- Skort, or khaki uniform pants with white oxford (short or long sleeve) or STM polo shirt (short or long sleeve)
- STM black cardigan or STM jacket are the only acceptable outer-garments that may be worn during school hours in the school building. STM jackets will be available for purchase at the bookstore.
- Solid black tights or shorts underneath jumper
- Black knee-hi socks (with jumper or skort) or black over-the-ankle socks (with pants)

GIRLS Grades 5-8

- Skirt or skort must touch the knee
- Plaid skirt, skort, or khaki uniform pants
- White oxford (short or long sleeve) or STM polo shirt (short or long sleeve)
- STM black V-Neck sweaters or STM jackets are the only acceptable outer-garments that may be worn during school hours in the school building. STM jackets will be available for purchase at the bookstore.
- Solid black tights or shorts underneath skirt
- Black knee-hi socks (with skirt or skort) or black over-the-ankle socks (with pants)
- Solid brown or black leather belt (mandatory with white oxford and khaki pants)

BOYS Grades 1-4

- Khaki pants
- White STM polo shirt (short or long sleeve)
- STM V-neck sweaters or STM jackets are the only acceptable outer-garments that may be worn during school hours in the school building. STM jackets will be available for purchase at the bookstore.
- Black over-the-ankle socks

BOYS Grades 5-8

- White STM polo shirt (short or long sleeve)
- White oxford shirt (short or long sleeve) with tie
- Khaki pants

Summer Uniform Option – August 31 through October 30 and April 1 through June 11

Girls and Boys

- Khaki shorts with STM polo shirt
- Black over-the-ankle socks

Shoes for both boys and girls:

Solid brown or black **leather** dress shoes that do not go above the ankle must be worn. Shoes sold at Flynn & O'Hara are permitted. Moccasins, slippers, any fur-lined shoes, shiny/glittery/patterned shoelaces are **NOT** permitted.

Hairstyles, Make-up, Jewelry

- Colored, bleached, and dyed hair is not permitted for both boys and girls; highlights are permitted if coloring consists of natural hair colors. Unnatural hair colors (pink, blue, green, purple, etc.) are not permitted.
- Extreme hairstyles, as determined by administration, are not permitted.
- Braiding (girls) is permitted but without beads. Boys may not have braided hair.
- Boys may not have beards, facial hair, sideburns, or hair that extends below the collar. Ears should be visible in their entirety. Bangs may not cover the eyebrows. Spiking of hair is not permitted.
- Only STM plaid scrunchies, plaid headbands, and plaid elastic headbands are permitted.
- Make-up, including nail polish, is not permitted.
- Only jewelry permitted is a religious medal on a chain.
- Only girls may wear earrings – stud style, one per ear.

Gym Uniform Policy

Beginning with the 2019-2020 School Year, students in Grades 1-8 are to wear their gym uniforms to school on Gym Day. They will no longer change for gym class. Please note the following guidelines:

Kindergarten

- Students must wear sneakers and comfortable clothing.

Grades 1-8; Boys and Girls

- STM gym shirt - available for purchase in the Bookstore
- STM gym shorts - available for purchase in the Bookstore
- Plain red, white, or black crewneck sweatshirt
- Plain red, white, or black sweatpants
- Old STM red or white crewneck sweatshirt
- Old STM red or white sweatpants

Grades 1-8; Boys and Girls (see ordering information below)

- STM red full-zip track jacket or red quarter-zip track jacket
- STM red track pants
- STM black full-zip track jacket or black quarter-zip track jacket
- STM black track pants
- Plain black or red track pants

Sweatpants or track pants **MUST** be worn during the day over gym shorts during the winter uniform months from **November 2 through March 26**. If wearing only the gym shorts without the sweatpants during the summer uniform months, the shorts must be an appropriate length. Gym shirts may be worn with sweatpants or track pants; sweatshirt or track jacket does not have to be worn. ***If there is mass on gym day, students are to wear their regular mass day uniform and bring their sneakers to school for gym class.***

Students may also wear the new track jacket, either full-zip or quarter-zip, to school as part of the regular uniform or the navy fleece.

PLEASE NOTE: Leggings, yoga pants, Spandex running pants or hooded sweatshirts, are NOT permitted.

OUT-OF-UNIFORM DAY POLICY

Permitted

- Jeans (without rips or revealing holes)
- Sweatshirts/t-shirts (without inappropriate wording or suggestive pictures)
- Sneakers (without wheels)
- Sweatpants (without wording across the backside)
- Earrings/jewelry (NO dangling jewelry that could cause an injury such as a ripped earlobe)
- Knee Length Shorts (Bermuda, Cargo, etc.)

Prohibited

- Clothing with inappropriate wording or pictures
- Exposed midriffs
- Spaghetti strap tops
- Off the shoulder tops
- Tight fitting tops (example-tube tops)
- Shoes that can be hazardous, especially on the stairways (examples-flip flops, clogs)
- Colored hair (temporary spray, glitter)
- Caps
- Hats
- Pajama pants and tops
- Short Shorts
- Yoga pants/leggings

MEDICATION POLICY

If a student has recovered from an illness but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time,

and at bedtime. Discuss this possibility with your physician. However, when the attending physician orders medications to be taken during the school day, the following procedures should be followed:

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

CONCUSSION PROTOCOL

The Concussion Management Team (CMT):

School Nurse – Symptom Monitor

Director Instructional Support (DIS) – Plan Coordinator School Counselor – Plan Coordinator

Instructional Support (IS) Teacher – Academic Monitor

Sequence for Notification and Monitoring Symptoms

- Parents notify STM School Nurse that their child has a concussion.
- School Nurse shares the STM Concussion Protocol with the family.
- Family provides a doctor's plan for school as soon as possible.
- Nurse will share the doctor's plan with the School Counselor and DIS.
- The School Counselor and DIS will write the plan for accommodations and distribute it to teachers.
 - A Nurse will monitor the symptoms 3-5 days per week via student interview. (BrainSTEPS Student Symptom Severity Monitoring Checklist)
 - IS Grade Level Teacher will monitor academics with classroom teachers and document at the conclusion of each week until symptoms subside. (BrainSTEPS Academic Monitoring Form)
 - Forms will be submitted to DIS on Friday of each week.
 - School Counselor and DIS will meet on Monday of each week to review concussion symptom documentation and adjust accommodations accordingly until the doctor releases the student to a full time schedule and all classwork, tests, and quizzes AND the student is symptom free.
 - Parents will contact school counselors weekly or as needed.
- A formal referral to BrainSTEPS will be initiated if the student remains symptomatic in school and/or there has been a notable change in student performance or attendance after four weeks.
- Parents and teachers will be notified when accommodations are no longer in effect.

Family Responsibility

The responsibility of providing this information rests with the parents/guardians along with family health care providers and subsequently with the school administration. Any medication must be provided to the school adhering to the St. Thomas More School medication policy. Parents must provide medication in the original bottle directly to the Health Room. Students may not bring medication to school.

Responsibility rests with parents to inform the nurse of medical updates and changes. Parents and their health care providers are responsible to educate children on signs and symptoms associated with this medical condition. Children should notify an adult as symptoms present themselves so accommodations can be made.

Faculty Responsibility

The STM Nurse is a vital part of this protocol. It is imperative that the School Nurse is in possession of the necessary skills, training and sensitivity to assist the school administration in implementing this protocol. All teachers of this student will receive a plan for accommodations. Accommodations will be implemented as written.

Concussion orders less than two weeks in duration:

- Students will make up pertinent, missed assignments, tests and/or quizzes as determined by the classroom teachers.
- Students will still be eligible for honor roll (7th and 8th grade only).
- If work is not made up by a specific date, grades will be entered as Incomplete (INC).

Concussion orders beyond two weeks in duration:

- All grades will be entered as excused for the duration of the order.
- Necessary work will be made up as directed by the CMT based on symptoms.
- Make up work will be evaluated and not graded. It is made up to maintain academic progress and demonstrate adequate knowledge of skills/content missed.
- Students will not be eligible for the honor roll within the trimester (Grades 7 and 8 only), and it will not be punitive for the year.
- Grades obtained before the implementation of the academic support plan will be averaged and entered on the report card and are a sufficient basis for a grade.

Concussion orders beyond four weeks in duration:

- All grades will be entered as excused for the duration of the order.
- Necessary work will be made up as directed by the academic support plan.
- No make-up work will be graded. It is only made up to maintain academic progress and demonstrate adequate knowledge of skills/content missed.
- Students will not be eligible for the honor roll within the trimester (7th and 8th grade only), and it will not be punitive for the year.
- Grades on the report card will reflect a medical excuse (MDEX) for that rating period.

The DIS and the School Counselor will coordinate the development of a plan detailing the essential assignments to be completed. The plan will be developed in collaboration with parents and the classroom teachers. **Each case will be different. It is imperative that the plan provides the necessary time and appropriate workload so that the child's brain can heal in a supportive environment.**

FOOD ALLERGY PROTOCOL FOR ST. THOMAS MORE SCHOOL

Sequence for Notification

1. Parents notify St. Thomas More School that their child has a food allergy.
2. St. Thomas More School Food Allergy Protocol is shared with family.
3. Prior to the student beginning school, the family must provide a care plan to the school. This plan must be completed and signed by a primary care physician or other licensed health care professional.
4. The School Nurse will notify all teachers who will work with students throughout the school year.
5. Parent meets with the teacher(s) as requested by the family.

Family Responsibility

Prior to a student's first day of school at St. Thomas More School, the individual needs of that student must be given to every teacher they encounter, including specials, and cafeteria staff. The responsibility of providing this information rests originally with the parents/guardians along with family health care providers and subsequently with the school administration.

Any medication, including Epi-Pens, must be provided to the school adhering to the St. Thomas More School Medication Policy. Parents must provide medication, in the original bottle, directly to the Health Room. Students may not bring medication to school.

Menus for school lunches are provided for families. Responsibility rests with parents to provide a lunch that reflects the unique needs of their child. The School Kitchen will not be able to provide specific preparation for individual school lunches.

Parents and their health care providers are responsible to educate children on signs and symptoms associated with this medical condition. In addition, parents are encouraged to educate their child on a personal food protocol.

Children should notify an adult if they suspect they have been exposed to an allergen or are experiencing symptoms that suggest they might have been exposed.

Faculty/Staff/Volunteer Responsibility

All faculty and staff should be trained in the management of food allergies. This would include an understanding of the disease, proper steps to be taken should a student be suspected of being exposed to an allergen, and proper steps to be taken in case of a life-threatening emergency, including the proper use of an Epi-Pen.

The St. Thomas More School Nurse is a vital part of this protocol. It is imperative that the School Nurse is in possession of the necessary skills, training, and sensitivity to assist the school administration in implementing this protocol.

Lunchroom volunteers will receive information about this protocol. Volunteers need to have an understanding of the proper steps to take should a student be suspected of being exposed to an allergen.

At the request of the family, the Lunch Room Coordinators will provide the lunch volunteers necessary information including a care plan, for each individual child.

Every effort and precaution will be taken to eliminate the possibility of exposure to nut products in all areas of the school.

Procedures when exposure to an allergen is suspected are:

1. School Nurse is notified
2. If possible, student is escorted to the Health Room
3. School Nurse will follow care plan and other necessary steps to ensure the health and safety of the student
4. School Nurse notifies family

This entire protocol will be shared with all incoming families of St. Thomas More School students identified as having a food allergy.

This protocol was developed using the Pennsylvania Guidelines for Management of Food Allergies in Schools found at http://www.foodallergy.org/files/PA_Guidelines_2011.pdf along with School Guidelines for Managing Students with Food Allergies from the Food Allergy & Anaphylaxis Network (FAAN) <http://www.foodallergy.org/>.

VOLUNTEER POLICY AND PROTOCOL

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

At St. Thomas More Parish and School, **ALL volunteers (age 18 and older) who come into contact with children, regardless of the number of hours, are MANDATED to have the following requirements completed prior to volunteering:**

1. **Pennsylvania State Police Criminal Record Check** – free for volunteers.
2. **Department of Welfare’s Child Abuse Clearance** from the Pennsylvania Department of Human Services
3. **FBI Criminal Background Fingerprint Check** or submit a **Diocesan Background Check & Fingerprint Authorization Form**
4. **Mandated Reporter Training Certificate of Completion**
5. Read and sign an acknowledgment form for the diocesan **Code of Conduct Policy**
6. Read and sign an acknowledgment form for the diocesan **Sexual Abuse Policy**.
7. Attend a **Protecting God’s Children Workshop** **AND** submit a copy of the Certificate of Attendance.

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

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

All forms are available at the Parish Center, the school's main office, and through various heads of organizations. They are also easily found on the Diocese of Allentown website which can be accessed from direct links on the St. Thomas More School website at www.stmschoolpa.com.

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

All questions should be directed to:

Jared Rabold

610-433-7413, Ext. 49

jared@stmchurchallentown.org

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