



**JOIN US**

**AS WE RAISE S'MORE  
FOR ST. THOMAS MORE!**

29TH ANNUAL SCHOOL AUCTION

**FEBRUARY 23, 2019**

GLAMP WITH US UNDER THE STARS

STM GYMNASIUM





## St. Thomas More Catholic School

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More Care: 503-222-5408

School Closure Website: [www.flashalert.net](http://www.flashalert.net)

Hot Lunch: [www.boonli.com](http://www.boonli.com)

# \$crip

Questions?

Sarah Kirsch [srlkirsch@gmail.com](mailto:srlkirsch@gmail.com)

## **SUPPORT**

# **St. Thomas More Catholic School & Purchase Scrip**

- It's easy! It benefits the students at no cost to you!
- It's cash in your wallet!
- It's convenient!
- Families place orders every Monday & receive their scrip on Friday of the same week.



Dear Families,

Welcome back to our returning families and a special welcome to our new St. Thomas More Catholic School families. I know we will have a great year, and I am excited that you are all a part of the STM community.

This handbook contains essential information regarding our school procedures and policies. It is essential that teachers, parents, and students work together to create a learning environment that is safe, stimulating, and productive for everyone. Students and parents should read and discuss the information in this handbook together to start the school year and keep it somewhere convenient for easy reference. The faculty and staff at St. Thomas More Catholic School will do our very best to meet the needs of each student and help them reach their potential.

A student's enrollment at St. Thomas More is an agreement on his/her part and the part of the parent(s) to support the school's philosophy and observe the guidelines and policies included in this handbook. We will achieve our greatest success by supporting one another in a respectful and caring environment. The school reserves the right to amend this handbook at any time; parents and students will be notified of any amendments or changes.

While the entire school and parish staff looks forward to the upcoming school year, remember your role as a parent is crucial to the partnership. Encourage your children often and have regular conversations with them about school, their homework, and their projects. Make sure that your child is at school and on time each day. Parental involvement and expectations show children that school is important and that you are committed to helping them find success.

I welcome your interest in all aspects of our educational program, please do not hesitate to call the school at any time if you have questions and/or concerns. I wish all students a challenging and rewarding school year. Finally I pray that all members of our STM community have a blessed year and that God continues to bless our efforts as a community of faith dedicated to fostering integrity, serving others, and promoting lifelong learning.

*Sincerely, Amy Jefferis - Principal*

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## 2018 – 2019 School Calendar

While key dates have been approved by the Archdiocese and few changes are anticipated, families will be notified as soon as possible. All Wednesdays are 2:00 p.m. dismissal unless otherwise noted.

### SEPTEMBER:

4 1st Day of School  
10-28 Fall Standardized Testing Window  
11 Picture Day – Special Dress  
12 Class Picture Day – Uniform Dress  
19 Back to School Night – all parents  
23 STM Community Picnic  
28 **Bulldog Buck Drawing**

### OCTOBER:

12 **No School** – State Teacher In-service  
15-17 Accreditation Team Visit  
18 Picture Re-take Day  
19 **Noon Dismissal** – End 1<sup>st</sup> Mid-Trimester  
19 **Bulldog Buck Drawing**  
25 **No School** – Fall Conferences  
26 **No School** – Fall Conferences  
31 Halloween Festival

### NOVEMBER:

1 All Saints Day Mass  
4 Spaghetti Dinner  
12 **No School** – Veterans Day  
12-23 **No School** – Thanksgiving Break  
30 **Bulldog Buck Drawing**  
30 **Noon Dismissal** – End of 1<sup>st</sup> Trimester

### DECEMBER:

13 Christmas Program  
18 **Bulldog Buck Drawing**  
18 Holiday Attire  
19-31 **No School** – Christmas Break

### JANUARY:

1 **No School** – Christmas Break  
2 School Resumes  
7-25 Winter Standardized Testing Window  
21 **No School** – M.L.K., Jr. Day  
24 Prospective Family Open House  
25 **Bulldog Buck Drawing**  
25 Grandparents Day and Mass  
25 **Noon Dismissal** – End 2<sup>nd</sup> Mid-Trimester  
27 Prospective Family Open House  
27-31 Catholic Schools Week

### FEBRUARY:

1 **No School** – Faith Formation  
14 Valentine's Day Attire  
18 **No School** – President's Day  
19 **No School** – Archdiocesan In-service  
22 **Bulldog Buck Drawing**  
23 Auction

### MARCH:

6 Ash Wednesday  
8 **Noon Dismissal** – End 2<sup>nd</sup> Trimester  
14 **Noon Dismissal** – Spring Conferences  
15 **Noon Dismissal** – Spring Conferences  
22 **Bulldog Buck Drawing**  
22 8<sup>th</sup> Grade Mass at St. Mary's Cathedral  
25-29 **No School** – Spring Break

### APRIL:

19 Good Friday  
21 Easter  
22 **No School** – Easter Monday  
26 **Bulldog Buck Drawing**  
26 End of 3<sup>rd</sup> Mid-trimester

### MAY:

2 Run for More  
6-24 Spring Standardized Testing Window  
10 Mary Ceremony/Parent Tea  
16 Spring Concert  
24 **Noon Dismissal** – Professional Dev.  
24 **Bulldog Buck Drawing**  
27 **No School** – Memorial Day

### JUNE:

11 8<sup>th</sup> Grade Graduation  
12 Step Up Day  
14 **Noon Dismissal** – Last Day of School  
14 Field Day  
14 **Class Colors** Athletic Attire

5/30/18

Pastor.....Rev. Martin L. King.....503-222-2055x117  
.....mking@stmpdx.org  
Administrative Assistant .....Sister Grace Marie Horan, F.S.E. ....503-222-2055x110  
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Director of Faith Form.....Rev. Martin King .....503-222-2055x117  
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SCHOOL STAFF

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 Principal..... Mrs. Amy Jefferis..... ajefferis@stmpdx.org  
 ..... (503) 222-6105x120  
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 Grade 4..... Mrs. Denise Ramsden ..... dramsden@stmpdx.org  
 Grade 5..... Mrs. Marci Shedlock..... mshedlock@stmpdx.org  
 Grade 6..... Mrs. Katy Smith ..... ksmith@stmpdx.org  
 Grade 7 ..... Mr. Gabe Molnar..... gmolnar@stmpdx.org  
     *Social Studies & Language Arts (7 & 8)*..... Mr. Gabe Molnar  
 Science (6-8)..... Ms. Kristin Tufo ..... ktufo@stmpdx.org  
     *STEAM Coordinator*..... Ms. Kristin Tufo  
 Grade 8 ..... Mrs. Mel Conlan ..... mconlan@stmpdx.org  
     *Math (7-8)* ..... Mrs. Mel Conlan  
 Art (k-8) & ..... Ms. Crystal Thomas. .... cthomas@stmpdx.org  
     *Spanish (k-2)* ..... Ms. Crystal Thomas  
 Math (6)..... Miss Catherine Schuster ..... cschuster@stmpdx.org  
     *Computers (K-6)* ..... Miss Catherine Schuster  
 Religion (7-8)..... Mrs. Margaret Schuster. .... mschuster@stmpdx.org  
     *Religious Education Coordinator* ..... Mrs. Margaret Schuster  
 Spanish (3-8)..... Mrs. Nelly Rogers..... nrogers@stmpdx.org  
 PE/Health ..... Mr. Ben Harris..... bharris@stmpdx.org  
 Music..... Mrs. Deb Burgess ..... dburgess@stmpdx.org  
 Librarian ..... Mrs. Lauren Morgan..... lmorgan@stmpdx.org  
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     *Computers Skills & STEAM (7 & 8)* ..... Ms. Becky Cooper



Learning Specialist .....	Mrs. Ann Link ..... <i>alink@stmpdx.org</i>
Language Intervention Specialist .....	Mrs. Kathy Schumacher ..... <i>kschumacher@stmpdx.org</i>
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Hot Lunch Staff.....	Mrs. Michele Blackerby
Hot Lunch Staff.....	Mrs. Mary Hoeflich
Custodial Services .....	Mr. Carlos Ramirez

#### More Care Team

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More Care Director .....	Mrs. Annie Heminger ..... <i>aheminger@stmpdx.org</i> (503) 222-6106x124
More Care Assistant Director .....	Mrs. Margaret Schuster ..... <i>mschuster@stmpdx.org</i>

## **School Philosophy**

### **School History**

St. Thomas More Catholic School was established in 1948 as part of the Archdiocese of Portland in Oregon. It is a K-8 school currently serving 211 students. Staff members are certified by the State of Oregon and work cooperatively to provide both self-contained and cross-curricular educational experiences for the students.

### **Mission Statement**

St. Thomas More Catholic School is a community of faith dedicated to fostering integrity, serving others, and promoting lifelong learning.

### **School Philosophy**

St. Thomas More Catholic School is a Catholic parish community offering its members an environment that supports the Christian development of all its members.

- We are committed to fostering academic excellence, teaching the Gospel message, building community, and accepting the responsibility of serving others and promoting social justice.
- We value education as a life-long process, with its roots in the family. We support the family by providing a strong foundation for the healthy, spiritual, academic, social, creative, physical and emotional growth of each child.

- We value teachers as role models of faith and facilitators of learning in a student-centered environment that fosters children to become self-disciplined, involved learners.
- We envision our graduates as people who serve responsibly, treat others in a Christian manner, and make learning a life-long endeavor.

### **Accredited**

The Western Catholic Educational Association is pleased to announce the action taken by its Elementary Commission wherein our school is awarded a full term of accreditation through June 30, 2019.

# SCHOOLWIDE LEARNING EXPECTATIONS

## A GRADUATE OF ST. THOMAS MORE...

### SERVES responsibly

- exhibits awareness of global issues
- participates actively in liturgies, prayer, and Christian service
- accepts responsibility for actions and responds appropriately to feedback
- appreciates the diversity of others
- demonstrates a collaborative spirit



### Treats Others in a CHRISTIAN manner

- demonstrates familiarity with scripture and Catholic Social Teaching
- applies Christ's teachings
- answers the Church's call to social justice
- resolves conflicts peacefully
- respects self and others



### Makes Learning a LIFE-LONG endeavor

- demonstrates a strong foundation in all subjects
- problem solves and transfers knowledge to new situations
- sets goals and monitors progress
- communicates effectively
- uses technology to research, create, and curate



## **Admissions Policy**

In furtherance of the Statement of School Philosophy and Mission Statement, St. Thomas More Catholic School has adopted a fundamental school policy limiting the size of K-4 classes to 25 students. Grades 5 through 8 have a maximum capacity of 26 per classroom. In extraordinary circumstances a sibling may be accepted increasing class size to 26 for grades K-4 and 27 for grades 5-8 in order to provide a family with a Catholic education. The principal, pastor, and school council have established this admissions policy to provide an equitable and uniform set of criteria for making admission decisions. Also, this established policy on class size limits will provide a greater academic quality for individual student performance. The principal and pastor make all final decisions pertaining to student admittance, including assignment of priority status, class size, and issues arising under the established criteria.

**Categories of Admission:** Incoming students are to be offered admission to St. Thomas More Catholic School in the following order of priority (referred to as “admission categories”):

1. Returning Students
2. In-parish kindergarten applicants who were tested and asked to wait one year.
3. In-parish siblings of current students returning.
4. Other parish, Catholic siblings of current students returning.
5. Non-Catholic siblings of current students returning.
6. In-parish new families.
7. Other parish, Catholic students from new families.
8. Non-Catholic students from new families.

The following definitions apply for purposes of the admission policy:

“In-parish” means a student whose family meets either of the following criteria:

**A) St. Thomas More Catholic Church:** In order to be considered a STM parishioner, the family must be registered with the church, make regular, identifiable financial contributions to the church, regularly attend Mass, and participate in church activities as defined/determined by the pastor. The children of families assigned to an admission category other than “in parish” will be reclassified and assigned to an “in parish” category on the 1st day of the 13th month after the family members are classified as STM parishioners by the pastor. Parish registration involves a written completion of a parish census form.

**B) Other Catholic Church:** Families of a parish which does not have a parish school may be classified as “in parish” by prior arrangement with the pastor of St. Thomas More Catholic Church.

The following special rules apply in the interpretation and implementation of the admission policy:

**Priorities within an Admission Category:** In the case of students assigned to the same admission category, admissions within such category will be prioritized in accordance with the following dates (earliest dates assigned the highest priority):

- a. The date of first written contact with the school.
- b. The dates of registration with the church.
- c. The dates of confirmation of active church status.

**Kindergarten and First Grade:** All incoming kindergartners and their parents will be scheduled for an orientation meeting with the kindergarten teacher. At a predetermined time, a developmental readiness assessment will be completed. If it is determined that the child is not ready to begin formal K-8 schooling, the child may be asked to wait one year. For kindergarten, children must be at least five years of age by September 1st of the year they enter. For first grade, children must be at least six years of age by September 1st of the year they enter.

**New Students:** All new students must meet all school admissions requirements. The principal and pastor will determine whether the applicant is qualified for admission and whether the school's age-appropriate program and existing staff will be able to meet the applicant's educational needs. All new students will be on a nine-week probation. At the end of this probationary period, the principal and the teacher will conduct an evaluation to determine whether the student will be entitled to full admission status, to continued probationary admission, or whether the student's admission will be denied. Transfer students must meet all school admissions requirements.

**Registration Commitment:** Once a child has been accepted for enrollment, the family must register the student no later than the time specified in the acceptance notice. If the school has not received such child's confirmation or acceptance by the time specified, his or her name shall be moved to the end of the applicable admission category, and the school may then offer the position to the next child on the priority list.

**Students Advanced or Retained:** The 25 (K-4) or 26 (5-8) maximum student class size limit shall not apply in the event a child is retained at a grade level, or advanced over a grade level, and the class to which the student is assigned does not have a vacancy. In such an event the class will be permitted to exceed the class size limit, but will be returned to the size limit as normal attrition occurs within the class. If a vacancy exists in the class to which the child being advanced or retained is to be assigned, the student will be assigned to the top position on the admission list for that class, and will be assigned to the open position within that class in order that the class size limit shall be maintained to the extent possible.

**Siblings of families currently enrolled:** Siblings of any family currently enrolled at St. Thomas More Catholic School will take priority over any new families, regardless of parish status.

**Non-Discrimination Policy**

St. Thomas More Catholic School does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

**School Curriculum**

St. Thomas More Catholic School believes firmly in the value of learning both as a process and as a goal. Thus academic learning in the following areas is of prime importance:

Religion	Physical Education (K-8)
Language Arts	Health (K-8)
Mathematics	Computers (K-8)
Social Studies	Music (K-8)
Science	Library (K-6)
Art (K-8)	Student Leadership
Spanish (K-8)	Study Skills
Personal Safety	Second Step (K-8)

Educational opportunities abound in each curricular offering. Teaching strategies include cooperative learning, concept attainment, integrated thematic units, team teaching, inquiry based and hands-on learning, multi-age projects, and real life applications structured to meet the needs, talents, and abilities of all learners. Oral and written communication skills, teamwork, use of technology, critical thinking, and problem-solving skills are emphasized in order to prepare students for success in the 21st Century.

Diagnostic testing is available through Portland Public Schools, Beaverton Public Schools, Multnomah ESD, and qualified professionals in private practice. School staff members frequently work in tandem with our learning specialist and with parents to jointly plan the most appropriate educational strategies for each individual child. Our Learning Resource Program follows the Response To Intervention (RTI) model by providing a three-tiered support system. The learning specialist works collaboratively with the teachers to assist in meeting the needs of all learners. Please contact our Principal or Learning Specialist for program details.

In addition, St. Thomas More Catholic School provides guidance and encouragement in the areas of personal, social, and spiritual growth within an atmosphere of Christian community. From this experience, we hope that each child will come to understand how to apply the Catholic value system to his or her way of life.

Since parents are the first and primary teachers of their own children, it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal. St. Thomas More Catholic School invites parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Working in partnership, parents are asked to assist in their children's education at home and to make appointments at school.

## **Co-Curricular Experiences**

### **Religious Experiences**

At St. Thomas More Catholic School, we strive to assist children in their faith development in a myriad of ways. Some of these include beginning and ending the day with prayer and sharing grace before meals. Students also help plan and participate in all-school Masses, school prayer services, and para-liturgies. Prayer, as song, is a component of our music program. Advent and Lenten observances strengthen our children's religious educational development.

### **All School Assemblies**

To enrich the curricular offerings, to foster spirit, or to celebrate special occasions, assemblies are held periodically. Assemblies may be school-wide, age, or class specific.

### **Morning Assembly**

Each school day begins with 7:55 a.m. assembly in the gym. Attendance is taken, birthdays are recognized, daily prayer and pledge of allegiance are recited, and CYO events and other student-centered news is announced. Parents are invited to stay for morning assembly. If parking on the upper lot, you must pull all the way over to the wall ball/play structure area.

### **Fieldtrips**

Educational fieldtrip experiences are an important part of learning. Fieldtrips require a signed permission slip from home. If a student is lacking the permission slip, he or she will remain at school and must arrange with the teacher to make up the missed experience in some other

way. Students must wear a navy blue STM logo sweatshirt or a white or navy blue STM logo polo shirt on school sponsored fieldtrips. When appropriate students are given permission for free dress.

### **Service Learning Program**

STM HOPE – Helping Other People Everyday

Throughout the school year there are required social outreach programs and service opportunities in each of the grades at St. Thomas More Catholic School. Some of these programs include serving at Blanchet House, helping with the Oregon Food Bank Garden, and working with the Center for Medically Fragile Children at Providence Child Center. We also encourage student-driven service to respond to emergency and global needs.

Students are not assigned a minimum number of hours, but rather serve their community as an integrated component of our school program.

Teachers will use reflection opportunities to bridge experience and theory, as well as provide an account of the service organizations with which students have been involved. Reflection writing and portfolio tasks will be developmentally appropriate and vary by grade level.

Our goal is to help our students create partnerships with local organizations to support a lifelong commitment to service and social justice. We have two service coordinator positions on our PTO Board to assist with planning and service education.

## **Enrichment Activities**

At appropriate grade levels, St. Thomas More Catholic School students have the opportunity to participate in:

- After School Drama Program (Grades 6-8)
- Spelling Bee
- Service Learning
- Student Leadership
- Valley Catholic Speech Tournament
- Science Fair/Bowl
- Math Competitions
- Outdoor School
- Mass Choir
- Art Exhibits
- National Geography Bee
- School Campus Recycling Program
- Buddy Activities
- CYO
- More Care
- M.U.S.E. Band
- After School Enrichment Program

## **Student Leadership**

The St. Thomas More Catholic School Leadership Team is comprised of students in the 8th grade class. These students serve as role models of Christian behavior for the school and the parish community. Students attend weekly meetings and are involved in helping plan morning assemblies, organizing community service projects, serving as school ambassadors, and helping plan other school events. Students who participate have a desire to grow in their understanding of what a leader is, as well as perform leadership activities that benefit the school and the local community. They will learn leadership skills that will help them grow as responsible and compassionate citizens in their faith.



## **St. Thomas More Catholic School Student Code of Conduct**

Discipline is an essential ingredient of Christian life. Since the aim of all discipline is to assist children to practice the Christian values and moral principles they have been taught, an attitude of cooperation, support, and respect among staff, parents, and students is essential.

Self-discipline is our ultimate goal. The following behaviors can demonstrate growth toward self-discipline: listening, following directions, walking away when tempted to make bad choices, taking initiative to ask questions when ideas or directions are not clearly understood, getting along with others, working without disturbing others, and exercising independence and appropriate judgment, whether supervised or not.

Should an individual fail to exercise self-discipline, it becomes necessary to apply appropriate measures to promote the values of St. Thomas More Catholic School and to safeguard the rights of others. Warnings, referrals, Think About It Forms, temporary removal from the classroom, conferences, and suspension are among the measures that may be taken. Parents will be involved in cooperative, remedial action whenever necessary and appropriate.

St. Thomas More Catholic School cannot guarantee that all students will observe all rules and act in a Christian manner at all times. However, our goal is to teach students to accept responsibility for their actions in and outside the school, and to guide them toward making the best possible choices.

## **Family Cooperation**

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude or behavior of parents. Nevertheless, a situation may arise in which an uncooperative or destructive attitude or behavior of parents so diminishes the effectiveness of the school that the family will be asked to withdraw from school. There is no recourse for reinstatement.

Per Oregon law, Catholic schools have the right to ask a student to leave the school. With a limited budget and resources, we are not able to have a team of counselors and special education experts on staff. Therefore, we may not be able to meet the needs of all students, especially those who chronically disrupt the learning environment or threaten the psychological and/or physical safety of others. In such cases, the school may recommend a more appropriate placement or may terminate the student's enrollment.

Parents are requested (but not required) to share information regarding situations at school, especially if they involve harassment, threats, or aggression. In cases where there is a disagreement about consequences, parents of the student, the student, the teachers and the principal may meet to discuss the issue in question. At no time will any disciplinary situations be discussed publicly with anyone other than the individuals involved. If a situation requires reporting to authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

## **Behavior Policies**

### **Disruptive Conduct**

Students will behave with respect for the educational environment of the school and conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions.

### **Teasing, Bullying, Harassing, or Exclusion**

Everyone has a right to be treated with respect. No one is to be teased, bullied, harassed, or excluded because of their gender, skin or hair color, cultural background, religion, sexual orientation, body size or shape, physical skills or disabilities, academic ability or performance, special talents, personality or anything else that makes him/her a unique individual.

‘Bullying’ is defined in “Second Step” as unfair and one-sided. It happens when someone continues hurting, frightening, threatening, or leaving someone out on purpose.

‘Exclusion’ is defined as intentionally and maliciously leaving someone out of a group activity. This can include actions such as starting rumors or telling others not to be friends with someone, that occur in the classroom, on the playground, or at school sponsored functions.

### **Retaliation**

Any student or parent in this school should feel free to report teasing, bullying, harassing, or exclusion to any school staff member. If any aggressive action is taken against the person reporting the initial activity, disciplinary action will be required.

### **Obscene Language or Gestures**

Language appropriate for “G” rated films is the standard.

### **Lying & Cheating**

Students will respond to questions by teachers and staff with an accurate reflection of the facts. Students’ academic work must be an accurate reflection of their own understanding of the material. Students may not get their answers from other students while taking examinations or completing assignments. Students must acknowledge credit for resource materials used to complete research assignments.

### **Rough Play**

Any kind of play in which children are pulling each other to the ground, hitting, pushing, tripping, or wrestling around on the ground is not allowed, even if it’s just “kidding around”. Students should not put their hands on another student at any time.

### **Fighting**

We strive to teach our students to settle conflicts peacefully, as Jesus would. Serious aggressive physical interactions that involve punching, kicking and similar behavior that may cause injury to others will not be tolerated and will require disciplinary action. If self-defense is a factor in any physical interaction, it will be considered within the disciplinary measures taken.

### **Search and Seizure**

Desks, lockers, and personal belongings are subject to search at any time by the school staff. This is for protection of both the students and school employees. Desks and other designated student storage areas in the school remain in the possession and control of the school, even though they are made available or are assigned for student use.

### **Non-Academic Personal Property**

Toys, equipment, trading cards, and other personal valuables are not allowed at school and are subject to confiscation, unless the teacher has requested that such items be brought to school as part of a planned learning or social activity. If such items are brought to school for use after school at More Care or some other after-school activity, they must remain in the student's backpack or bag during the school day. The school is not responsible for any lost, stolen, or damaged personal valuables.

### **Cell Phones and Personal Electronic Devices**

Cell phones and personal electronic devices need to be on silent or turned off and stored in student's backpack from 7:30 am through the end of the school day. Cell phones may be collected by homeroom teacher.

### **Property Damage and Vandalism**

Students and their parents or guardians will be held financially responsible for any damage to equipment or school property.

### **Theft**

Taking something of another's without permission will require disciplinary action and remuneration.

### **Possession of Illegal Substances/Weapons**

The use or possession of illegal substances or weapons on school premises or at school-sponsored activities, including but not limited to tobacco, drugs, alcohol, various types of inhalants, guns, knives, pepper spray, and other items designed to inflict injury, are prohibited, and will require immediate disciplinary action. The activity may be reported to the police.

### **Leaving Campus During the School Day**

No student may leave the school grounds during school hours unless accompanied by a parent or guardian. Parents must report to the office and ask the office staff to page the classroom to send their children to the office for pickup. Parents must sign their child out in the office. Children may not be picked up directly from the classroom when leaving during the school day.

### **Physical Restraint or Removal**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint or removal of a student may be necessary to maintain order in the school or classroom, or at a school activity or event, whether on or off campus, to prevent a student from harming him/herself, others, or school property. Oregon Law (ORS 161.205) and the policy of the Archdiocese permits a teacher, administrator, school employee, or school volunteer to use reasonable physical means to control or remove a student when, and to the extent, the individual reasonably believes such action is necessary.

## **Cyberbullying**

Cyberbullying is the act of using the Internet or a cell phone to embarrass, humiliate, and specifically make other people, or a group of people, look bad to others or feel bad about themselves. In some cases, cyberbullies use cell phone text, photo messages, websites, blogs, chat rooms, social networking sites, instant messaging services, and e-mail to cause harm to others. Students, parents, and staff are to report any form of cyberbullying to the administration for further disciplinary action.

Additionally, any acts which, in the judgment of the school administrator and/or the pastor, endanger the moral, academic, emotional, or physical well-being of the student body will be considered actionable by the school.

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action up to and including expulsion. In some cases, cyberbullying can be a crime and police may be contacted. Remember that your activities are monitored and retained by others.

## **Consequences for Inappropriate Behavior**

We believe students should accept responsibility for their own behavior. We will guide them to solve their own problems, if possible. Our goal is to graduate capable, self-reliant students who possess strong, positive social skills and who model Gospel values in their behavior and interpersonal relationships.

Depending on the nature of the incident, the principal, pastor, or staff member will employ the following procedures in relation to the seriousness of the misbehavior:

If the teacher/staff member sees no correction in behavior; the behavior will be reported to the principal, necessitating the child making a phone call to the parent or guardian.

### **Possible consequences may include:**

**Time Out:** The student will be sent to the office to sit quietly or complete any assignments until the teacher asks them to return to class.

**Inside Recess:** The student stays in at one supervised recess each day and completes the "Think About It" form. An age appropriate "Think About It" form is utilized to guide a student's reflection of their behavior and consequences as related to our Schoolwide Learning Expectations.

**Walkabout:** Teachers in grades K-4 may employ a walkabout as a discipline tool for inappropriate behavior. Walkabouts will be communicated by the teacher to the student. Walkabouts are five timed laps walking only

around the upper or lower playground. This allows for reflection time, and at the same time, affords the opportunity to get exercise. After the student finishes, he/she will sit on the outside bench for the remainder of recess. The student will check in and out with the teacher on duty.

When the teacher feels the above consequences have not changed the undesirable behavior, the students are sent to the principals office. It is in that time that the discipline policy takes effect.

**Checks:** Students in Grades 5 to 8 receive checks for conduct infractions or behaviors that are not consistent with our Schoolwide Learning Expectations. A “Think About it” form must be completed and a detention served for each check a student receives. Three checks will result in a meeting with the principal and a Conduct Referral. Checks are cumulative for the year.

**Detention:** A student may be assigned a 30-minute detention for behavior or academic performance that violates school policies. Students in the upper grades receive checks for conduct infractions. Each check will result in a detention.

There is a formal detention period each day from 11:55-12:25pm in a designated classroom. During detention, students will be under the supervision of a faculty member and complete an activity that relates to their consequence, such as an “Think About It” form and an apology letter if applicable. Failure to do so may result in additional minutes or additional detention time.

**Conduct Referral:** Continued or serious misbehavior will be referred to the principal for further action. After the third “Think About It” form, a Conduct Referral will be assigned to reflect repeated behavior. Some behaviors will result in an immediate Conduct Referral, as outlined in the School Disciplinary Policy and/or at the discretion of the principal.

**Suspension:** In-school suspension removes a student from the classroom to another designated room for up to three days. The student is responsible for completing academic work, which is assigned during suspension. Out-of-school suspension removes the student from school and parents are responsible for the care of their child during that time. Students are expected to complete assigned work during the suspension. When a suspension is served, a mandatory meeting with the principal, student and parent(s) is required before the student returns to class or is re-admitted to the school. Suspensions may result from two or more Conduct Referrals or serious misbehavior as outlined in the School Disciplinary Policy and/or at the discretion of the principal.

**Expulsion:** Permanent exclusion of a Student from St. Thomas More Catholic School by the principal or pastor.

**In addition:** High schools, both Catholic and public, will be informed of persistent discipline problems and/or significant disciplinary actions taken by students.

**No matter how cautious or fair the school policy is, there will be some mitigating factors. The principal and pastor have the final recourse in all disciplinary situations and may waive any and all regulations.**

## **Conduct Rubric (Grades 5–8)**

Our Conduct rubric is based on our Schoolwide Learning Expectations.

- Accepts responsibility for actions and responds appropriately to feedback
- Respects self and others
- Sets goals and monitors progress

All students will begin each trimester with an “S” for Satisfactory Conduct. The upper grade teachers will determine final student conduct grades for each trimester.

This rubric defines teacher expectations for students across the curriculum:

### **E – For EXCELLENT CONDUCT a student**

- receives 0 checks in a trimester
- accepts responsibility for their actions
- responds appropriately to feedback from adults & peers
- applies Christ’s teachings in all words and actions
- resolves conflicts peacefully respects self and others at all times

### **S – For SATISFACTORY CONDUCT a student**

- receives 1 check in a trimester
- usually accepts responsibility for their actions
- usually responds appropriately to feedback from adults and peers
- usually applies Christ’s teachings in all words& actions
- usually resolves conflicts peacefully respects self and others at all times

### **U – For UNSATISFACTORY CONDUCT a student**

- receives 2 or more checks in a trimester
- rarely accepts responsibility for their actions
- rarely responds appropriately to feedback from adults and peers
- rarely applies Christ’s teachings in all words & actions
- rarely resolves conflicts peacefully respects self and others at all times

### **Notes:**

- Conduct grades will be updated bi-weekly on the grade site by homeroom teachers and will be reset at the beginning of each trimester. Teachers will consider exceptional improvement during a trimester before finalizing trimester conduct grades.
- If a student receives a check, he/she will complete a “Think About It” form and serve a detention.
- Parents will be notified.
- After the third check, the principal will issue a Conduct Referral and parents will be required to attend a conference with the teachers and principal.
- The number of checks in cumulative for the year.

## Effort Rubric (Grades 5–8)

Our Effort Rubric is based on our Schoolwide Learning Expectations (see. pg 11)

- *accepts responsibility for actions and responds appropriately to feedback*
- *demonstrates a strong foundation in all subjects*
- *problem solves and transfers knowledge to new situations*
- *sets goals and monitors progress*
- *communicates effectively*
- *uses technology to research, create, and curate*

The upper grade teachers will determine student effort grades for each trimester and will record updates weekly on the grade site. Effort grades will be reset at the beginning of each trimester. Effort grades will be determined by measuring a student's performances against his/her academic potential. This rubric defines teacher expectations for students:

### E - For EXCELLENT EFFORT a student

- *completes assignments correctly and on time with rare exception*
- *is prepared for class with rare exception*
- *participates consistently, relevantly and insightfully*
- *challenges themselves to grow and improve*
- *consistently shows pride and diligence in their work*
- *demonstrates their ability to apply and extend learning*

### S - For SATISFACTORY EFFORT a student

- *usually completes all assignments correctly and on time*
- *usually is prepared for class*
- *participates consistently and relevantly in class*
- *occasionally challenges themselves to grow and improve*
- *usually shows pride in their work*
- *usually demonstrates ability to extend learning*

### U - For UNSATISFACTORY EFFORT a student

- *regularly does not complete assignments correctly and/or on time*
- *is frequently unprepared for class*
- *participates rarely and or irrelevantly in class*
- *rarely challenges themselves to grow and improve*
- *usually submits messy and/or incomplete work*
- *frequently works below ability*

### LATE WORK POLICY (Grades 5 to 8)

We believe that completing assignments on time encourages the development of life skills such as the ability to prioritize and manage tasks, cope with difficulties and distractions, and take responsibility for choices.

All work not turned in by the due date, including work that is missing because of an absence will be marked as zero points in ALMA, until the assignment is completed and turned in.

A note will be made by the teacher in ALMA in the event of an absence.

### Late Work will be scored as follows:

Day(s) Late	Maximum Percentage of Earned Score
1	90%
2	80%
3	70%
4	60%
5 or more	50%



## St. Thomas More Catholic School Disciplinary Policy

All classroom rules, specialists' rules, and playground rules are considered school rules. Respect and Responsibility are expected norms of behavior. Every student is expected to contribute to the learning environment. All discipline will be handled at the classroom level first. Every teacher is responsible for the implementation of discipline procedures for all students.

The written discipline policy assists the administration in providing a behavior modification. Teachers have within their classrooms consequences for inappropriate behavior.

1. a warning to correct inappropriate behavior
2. a timeout to reflect upon the inappropriate behavior
3. a service that is a natural consequence for the inappropriate behavior

Behavior	First Time
DISRUPTIVE CONDUCT (which deprives other students of the right to learn)	Immediate Time Out Student meets with teacher and/or principal
USE OF DISRESPECTFUL OR ABUSIVE, PROFANE OR OBSCENE LANGUAGE OR GESTURES	"Think About It" form, Walkabout (K-4), Check/Detention (5-8)
NON ACADEMIC PERSONAL PROPERTY BROUGHT TO SCHOOL (without prior permission of the teacher)	Confiscation of item, "Think About It" form, Walkabout (K-4), Check/Detention (5-8)
TEASING (name calling, insulting, or other behavior that would hurt others)	"Think About It" form, Inside Recess (K-4), Check/Detention (5-8)
EXCLUSION (starting rumors, excluding behavior, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	
HITTING OR ROUGH PLAY (pushing, slapping, tripping, grabbing, etc.)	"Think About It" form, Inside Recess (K-4), Check/Detention (5-8)
LACK OF RESPECT FOR PROPERTY (damage, misuse, defacement, etc.)	Confiscation of item, "Think About It" form, Inside Recess (K-4), Check/Detention (5-8)
DISHONESTY (lying, cheating, plagiarism, etc.)	"Think About It" form, Inside Recess (K-4), Check/Detention (5-8)
DISOBEDIENCE OR LACK OF RESPECT FOR AUTHORITY	
RETALIATION (for reporting misdeeds to an adult)	Conduct Referral assigned In-school suspension
FIGHTING OR PHYSICAL ABUSE (punching, kicking, & similar behavior that could cause injury to others)	Immediate Removal from School
THREAT OF SERIOUS VIOLENCE	Conduct Referral assigned One to three days out of school suspension
HARASSMENT (racial, ethnic, or sexual name calling or other severe harassing actions)	
THEFT OF PROPERTY	Immediate Removal from School
VANDALISM (intentional damage to property)	Conduct Referral assigned Three days out of school suspension
POSSESSION OF CIGARETTE PRODUCTS, DRUGS, ALCOHOL, OR WEAPONS	Parent meeting with teacher/principal/pastor May report to police



	Second Time	Third Time
	Immediate Time Out, "Think About It" form Inside Recess (K-4), Check/Detention (5-8) Student calls parent regarding incident	Conduct Referral assigned
	"Think About It" form, Inside Recess (K-4) Check/Detention (5-8), Student calls parent	In-school suspension
	Confiscation of item, "Think About It" form Inside Recess (K-4), Check/Detention (5-8) Student calls parent regarding incident	Confiscation of item Conduct Referral assigned In-school suspension
	Conduct Referral assigned In-school suspension.	Immediate Removal from School Conduct Referral assigned One day out of school suspension Parent meeting with teacher/principal/pastor
	Conduct Referral assigned In-school suspension	Immediate Removal from School Conduct Referral assigned One to three days out of school suspension Parent meeting with teacher/principal/pastor
	Immediate Removal from School Conduct Referral assigned One to three days out of school suspension Parent meeting with teacher/principal/pastor	Expulsion from STM
	Expulsion from STM	



## WHAT TO DO WHEN YOU HAVE A PROBLEM, CONCERN, OR SUGGESTION

The staff of St. Thomas More Catholic School is committed to working closely with parents in order to best meet the needs of each individual child. During the course of a child's years in this school, it is likely that every family will at some point have a question, concern, problem, or constructive suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. The best rule of thumb is to go directly to the person who has responsibility for the situation.

To communicate a problem or suggestion concerning:	Talk:
Your child's attitude, progress, treatment, field trips, specific curriculum, homework, grades, discipline administered by a teacher	1. Teacher 2. Principal and Teacher
An office procedure, first aid, attendance, a school event	School Administrative Assistant
General school policy, school expenditures, parent participation in policy decisions, uniform policy, general admissions policies, plant improvements, the future of the school	Principal
Teacher appreciation, PTO socials, spaghetti dinner, Harvest Festival, and information about volunteering	A PTO officer
Alumni, Fund-raising, Public Relations	Principal, SAC, Pastor
Student activities, Christian service project ideas, Assemblies	Eighth Grade Homeroom Teacher
Auction	Auction Committee
Setting up diagnostic testing or tutoring, setting up school coordination with a specialist or doctor	Teacher, Principal, Learning Support Coordinator
If you are in need of assistance beyond that which is available through the principal	Pastor, Department of Catholic Schools

## Attendance

### 1. Absence Due To Illness

When a student will be absent for the day due to illness, a parent must call or email the school office by 8:30 a.m. There is an answering machine available to record your message when the office is closed.

Students absent for more than 3 consecutive school days, regardless of the type of illness, must obtain a release from health provider before re-admittance to school. Students must be fever free for 24 hours without the aid of fever reducing medicine re-admittance to school. Students who are absent due to illness are not allowed to participate in after school events (CYO, school/school affiliated programs.)

### 2. Make-up Work

Students absent due to illness, (grades K-5) parents may request the teacher provide a list of missed assignments and needed materials. Teachers may need 24 hours to gather necessary materials. Absent students receive an additional day for each day absent to turn in completed make up work. Grades 6-8 students can check for missed work on ALMA.

### 3. Late Attendance

School begins promptly at 7:55 a.m. with assembly in the gym. At this time, the gym doors will be closed and teachers will take attendance. All students arriving after 7:55 a.m. must go to the office to pick up an admittance slip. Whenever students are arriving late or leaving early throughout the school day, a parent must sign them in/out in the school office. Remember our school policy requires parents to notify the school office prior to 8:30 a.m. if their child will be late or absent.

### 4. Individual Early Dismissal

When it is necessary to leave school early, the student must bring a note to the teacher in advance. For safety reasons, parents must pick up their child from the OFFICE and sign them out at the desk counter in cases of early dismissal or illness.

### 5. Absence For Vacation or Travel

Oregon state law requires elementary school students to attend school. Therefore, this school does not grant permission nor excuse absences for students to take vacation trips during scheduled school days. If parents choose to violate this policy, they do so with the understanding that make-up work may be provided after the vacation and completed under parent supervision. Teachers will not provide homework to students prior to a planned absence, such as a trip or vacation. It should be understood that the student's report card grades may reflect his/her inability to participate in class activities during vacation time. Attendance is reported during the application process for our local Catholic high schools.

Parents must fill out a **Pre-Arranged Absence Request** form 5 days prior to the requested absence.

*Please note that all absences for any reason other than illness is recorded as an unexcused absence, regardless of whether or not it was pre-arranged.*

### 6. Excessive Absences or Tardies

If a student has a record of numerous absences (more than 10 in a school year), or numerous tardies (more than 6 in one trimester), the principal and/or teacher may request a parent conference.

## **Birthdays**

Student birthdays are recognized at the a.m. assembly each day in the gym. In addition, students are invited to wear appropriate free dress on their birthday. Free dress is not available on Mass days. Students with Mass day birthdays are invited to wear free dress the day before. If the student birthday falls on a weekend, the free dress day is the Friday prior to the weekend. There is no need for a student to have a free dress pass on that day; it is simply understood that birthdays are a free dress occasion.

Summer birthdays, specifically those that fall in late June, July, August or prior to the start of school in September, are celebrated on their half date. For example: a July 25th birthday will be celebrated on January 25th, an August 25th birthday on February 25th, and so on. Again, summer birthday students are invited to wear free dress on their half birthday date, following the above guidelines.

A birthday treat and/or beverage may be brought to school for enjoyment during the day, at a time of the teacher's choosing based on the day's class schedule. Parents must bring necessary supplies. The kitchen will not provide.

NO HOME PREPARED FOODS CAN BE OFFERED.  
ALL FOOD ITEMS MUST BE STORE BOUGHT AND  
IN THEIR ORIGINAL, UNOPENED PACKAGING.  
Please send cups, napkins, and plates if such items are needed; the school is not able to provide these items.

No party invitations should be distributed at school unless all students in the class are invited.

## **Building Visitation**

For security reasons, all visitors must first report to the school office and are required to obtain a badge. Students are expected to arrive at school with materials needed for the day. Therefore, students will not be allowed to call home to retrieve forgotten lunches, jackets, homework, and school supplies. Parents are asked not to disturb classes during the day to deliver student items. Parents dropping off forgotten lunches are to drop them in the box located outside the office door. Each time a class is interrupted, students lose valuable instructional time.

Parents are requested to make an appointment prior to a visit to the classroom. Parents are not to disturb a teacher during his/her supervisory responsibility unless other arrangements have been made.

## **Communication**

St. Thomas More Catholic School currently subscribes to ALMA which is as our Student Management System (SMS). ALMA is a vital tool for parents and students. Grades, homework assignments, handouts, calendar of events, etc. are posted electronically on ALMA. Important school and classroom news is also communicated via ALMA. Once you activate your account you can use ALMA to:

- Check your child's most current grades
- Check the school and community events calendar
- See due dates and late homework list
- Read weekly announcements, and more

Students and parents receive activation codes in the fall. Once you have received the activation email from ALMA please follow the instructions to setup your account. Once your account is activate please visit <https://stmpdx.getalma.com> to login. Lost codes or assistance with ALMA please contact ALMA at [info@getalma.com](mailto:info@getalma.com) or contact Becky Cooper at St. Thomas More School at [bcooper@stmpdx.org](mailto:bcooper@stmpdx.org).

## CYO

The CYO athletic program at St. Thomas More Catholic School is committed to the dignity and worth of each child it serves in a safe and nurturing environment. Students in grades 3-8 from the parish and school community are eligible to participate in St. Thomas More Catholic School's quality, competitive CYO sports programs that reinforce the importance of fairness, self-discipline, teamwork, self-sacrifice, sportsmanship, physical fitness, positive self-image, respect for authority, self-worth, and the love of the sport.

St. Thomas More Catholic School offers participation in girls volleyball, boys and girls basketball, track, and lacrosse. A fee is charged for each sport to cover the cost of registration, fees, and equipment.

Teams are coached by volunteers, most of whom are school parents or teachers. All volunteers are Called to Protect certified. While CYO is not affiliated with our school, we do encourage our children's participation in athletic interests.

Please visit the CYO website for more detailed information. <http://www.cyocamphoward.org>

Any coach, athlete, parent or spectator may make a comment, voice a concern, or register a complaint on situations concerning rules, officiating, playing conditions, etc. It MUST be submitted in writing to the CYO Athletic Director within 3 days of the incident.

- *Issues of specific sport rules, regular season and tournament seeding should be directed to the specific CYO sport commission.*
- *Issues of policies, club organization or CYO Sports Manual should be directed to the CYO Athletic Board.*
- *Issues regarding coaches, participants, spectators or eligibility should be directed to the CYO Rules and Compliance Committee.*
- *Issues of administration, registration, communication, club requirements, commission meetings or website should be directed to the CYO Communications Director.*
- *Issues of insurance should be addressed by the Director of Insurance at the CYO Office.*
- *Issues of officials should be directed to the CYO Communications Director who shall forward to Ref. Corps.*

## Daily Schedule

The school day begins at 7:55 each day with a.m. assembly in the gym. Attendance is taken at the assembly at 7:55 a.m. Students not present at that time are listed as “tardy.” Supervised care is provided in the gym beginning at 7:30 a.m. After 7:55 a.m., all doors will be locked except the courtyard door across from the office. On Wednesdays, students are dismissed at 2:00 p.m. to allow for teachers to attend in-service/staff meetings.

More Care, our extended care program, provides CCD (Child Care Development) certified care. More Care offers daily after school care for students in K-8 until 5:30 p.m.

### Monday thru Friday

7:30am	Gym opens
7:55am	Staff & students in gym for morning assembly
7:55am	Students not at assembly are “tardy”
After 7:55am	Check-in at the school office
11:15am	Lunch, Grades K-4
11:50am	Lunch, Grades 5-8

### Afternoon

3:05 pm (2:00 p.m. Wednesday) Dismissal  
State School Administrations and Archdiocesan Guidelines determines school schedule policies and calendar.

## Emergency Procedures

The Safety Committee reviews emergency operation plans and procedures annually prior to the start of every school year. Safety concerns will be addressed at Safety Committee Meetings, Staff Meetings, PTO, and School Advisory Committee meetings. Each teacher and staff member is provided with an Emergency Operations and Procedures manual prior to the start of the school year. The purpose of the manual is to provide operational procedures to minimize the effects of any emergency faced at the school. The manual outlines the responsibilities of the school principal or designee, staff, and students the procedures they will follow in the event of an emergency. Emergencies may include events such as earthquakes, or situations caused by fire, floods, high winds, chemical spill, bombings, or potential violent situations.

Teachers, staff, and students participate in monthly fire, earthquake, and lock-down drills. A record of drills is kept in the school office and reviewed annually by the fire marshal.

The building will be evacuated when the fire alarm bell rings, shaking/aftershocks caused by earthquake stop, or as directed by principal or designee. In case of an emergency, (i.e. fire in the building, gas leak, water leak, or other disaster) requiring complete campus evacuation, Portland Heights Park (aka Stroheckers Park) will be used as an emergency shelter area for students, staff, and volunteers once on location.

The principal or designee will notify all families of the evacuation of the campus as possible. Students will



remain with teachers in designated area at Portland Heights Park (Stroheckers Park). All students and staff will remain on site until the City of Portland or designated agency gives the all-clear signal. Students will be released only to family members or those individuals on Student Emergency Information forms. Classroom teachers keep Student Emergency Information forms for each student in their classrooms. Information on this form is gathered from individual Student registration forms. Each student **MUST** be signed out on the Student Emergency Information form.

If there has been a campus evacuation, wait for the information from principal or designee about return to building. If it is safe to return to the building, the principal or designee will give an “ALL CLEAR” signal and additional information as needed. If it is not safe to return to the campus, the principal or designee will provide information and procedural instructions to students, staff, and parents for pickup at the designated area.

## **Fire Protection**

The building is equipped with a complete sprinkler system, handicapped accessible fire-pulls, and enhanced smoke detection equipment. It is against the law for non-authorized personnel to tamper with this equipment. Persons causing damage will be required to pay for any damage they cause and students will be subject to disciplinary action.

## **Fund-Raising Policy**

**Purpose:** It is the policy of St. Thomas More Catholic School to establish an orderly system for the maximum support of existing STM Fundraisers and development activities. Further, it is the purpose of this policy to avoid competition for charitable dollars from within the school and to protect the school from engaging in fundraising activities that are not in keeping with its mission and goals.

**Approach:** The principal and the School Advisory Council (SAC) oversee all fundraising activities for the school. Any individual or group wishing to establish new fundraisers must seek approval from the principal and SAC.

## **Fundraisers**

The St. Thomas More Catholic School community has a variety of fundraisers that benefit different entities at the school and parish. Participation in these fundraisers are never mandatory, but is appreciated. These fundraisers and expectations are outlined below.

### **School Auction – February 23, 2019**

The school auction is the main school fundraiser. Traditionally, fourth grade families host the auction by taking lead chair positions. Preparation for the STM School Auction runs all year long. The auction supports the school's operating budget, and a paddle item is dedicated to an area of need in the school.

All school families are requested, but not mandated to:

- Donate \$25 to each schoolchild's showcase project.
- Donate items and/or underwriting dollars to the auction.
- Purchase and/or sell raffle tickets.
- Attend the auction and bid, bid, bid.

### **Spaghetti Dinner – November 4, 2018**

The Spaghetti Dinner is called a "FUNraiser," but also is PTO's source of funding for classroom and school activities. Held in late fall, the dinner offers a chance for parish and school families to enjoy food, drink, and win raffle prizes.

School families are requested, but not mandated to:

- Purchase and/or sell tickets to the dinner
- Purchase raffle tickets
- Donate underwriting dollars to offset the cost of the dinner
- Donate goods for the raffle

### **Lands End Uniform Sales - Year Round**

St. Thomas More Catholic School participates in the Land's End School Uniform Program. STM receives 3% of all net sales which are used to fund PTO programs and activities. Lands End will put the St. Thomas More Catholic School

logo on any products they sell. Please refer to the Uniform Policy section in the handbook for more information.

### **Box Top Program - Year Round**

PTO, with the help of the 8th Grade Leadership Team, manages the Box Top Program providing funds to enhance PTO programs and activities.

### **Scrip Program - Year Round**

The Scrip Program raises funds to support technology for the school through the purchase of merchant gift cards. Families place orders every Monday and receive scrip on Friday of the same week. Families have the option to purchase \$1,500 of scrip each year, or pay a \$100 opt out fee.

### **eScrip Program - Year Round**

The eScrip Program raises funds for the school through shopping at businesses such as Safeway and Zupan's, as well as dining at select area restaurants. Sign up at [www.escrip.com](http://www.escrip.com).

### **Gifts**

It is against school policy for parents to require other parents in a student's class to donate money for group gifts for staff members (i.e., teacher appreciation, end of year, Christmas).

### **Graduation**

Graduation takes place in early June. Report cards and/or diplomas will not be issued until all fees are paid. This includes payment for school services such as More Care and hot lunch, and text books and library books that have been lost or damaged.



## Grading Scale

### Academic Standards

E	=	93	A+	=	99-100
S+	=	85	A	=	96-98
S	=	75	A-	=	93-95
S-	=	70	B+	=	90-92
U	=	0	B	=	86-89
			B-	=	83-85
			C+	=	80-82
			C	=	76-79
			C-	=	73-75
			D+	=	70-72
			D	=	66-69
			D-	=	63-65
			F	=	0-62

If a student does not maintain a 2.0 GPA in a subject area in the 5th, 6th, 7th or 8th grade at any time during the school year, the student will be placed on immediate academic probation. An academic plan will be provided by the appropriate staff to parents and the student to raise the grade within a reasonable time period. Failure to raise achievement to the above-mentioned level may result in dismissal from St. Thomas More Catholic School. Elementary schools across the Archdiocese of Portland vary in grading scale and many use a scale similar to ours. When students are applying to local private high schools or moving to another school or district, our profile is sent along with the transcript to share our grading scale and inform the institution to calibrate accordingly.

In order to remain in favorable academic standing, a student must:

- Maintain a 2.0 GPA in each class
- Have no failing grades

## **Gym & Facilities Use Policy**

All STM facilities will only be used for parish/school sponsored programs, activities, and events, which may include local outreach and community building among our local neighbors as determined by the pastor or his designee.

Any group or individual wishing to use the parish/school facilities must make their request in writing to the parish office at least one week in advance of the scheduled event.

All non-parish/school sponsored use of the facilities requires the signing of a rental agreement. In all cases where minors are present, a group insurance policy providing \$1,000,000 of general liability and \$1,000,000 of sexual misconduct insurance, and naming the parish/school as additional insured is required. Please understand that with the Charter signed by the US Conference of Catholic Bishops regarding their role in child protection, no exceptions will be made to this policy.

## **Health Policies**

### **Immunization Law**

Oregon law requires that every child between the ages of 5 and 14 years entering into any Oregon public, private, or parochial school for the first time must have received all of the required immunizations or meet one of the exceptions listed on the form supplied by the school. Out-of-state transfer students are given a 60-day grace period to obtain their immunization records or to initiate immunizations.

### **Health Records**

The STM staff wants to understand and to provide for your child's needs as much as possible. Please inform the principal of any physical or emotional condition or handicap that would impact your child's performance in school. Teachers will be informed in a confidential manner.

### **Severe Allergic Reaction Policy**

St. Thomas More School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions.

- It is the parent's responsibility to notify the school of a child's severe allergic reaction. The school relies on the family physician to approve the Student's Allergy Management Plan and Emergency Care Plan, which the school will then implement as possible. A Student Allergy Management Plan and Authorization for Medication Administration form (as needed) must be completed and on file before the child attends school.
- Safety practices will be put into place whenever there is a student in the school who requires them as part of their Student Allergy Management Plan. Examples of safety practices include, but are not limited to, providing nut-free lunch tables or eliminating latex products from the school.
- Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen(s) for use at school according to the doctor's prescription. EpiPens will be kept in a cabinet in the school office, cafeteria and/or classroom and must be accompanied by an Authorization for Medication Administration form.

- Following state law, the school also keeps its own non-prescription EpiPens available for use with any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, trained personnel will administer the EpiPen and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

This policy shall be reviewed and updated on a regular basis, particularly after a serious allergic reaction has occurred at school or a school sponsored activity.

### **Medication and First Aid**

Children may not keep medicine in their personal possession while at school. The exception to this is the allowance for students to carry inhalers for the treatment of asthma. All other medications to be taken while at school must be kept in the school office accompanied by a signed parental permission slip and directions for administration. A doctor's written order is required if prescription medicine is to be given to the child.

All medications must be labeled with the student's name and in their original containers. The child is to come to the office at the agreed upon time, and the dosage will be taken under adult supervision. Band-Aids and sanitary napkins are available in the office if needed. All medication not picked up by the parent at the end of the school year is disposed of.

### **Communicable Diseases**

Please notify the school promptly if your child contracts a communicable disease, i.e. H1N1, chicken pox, head lice, strep throat, etc. Confidential notification will be made to the child's class or school population as needed.

### **Head Lice Policy**

St. Thomas More Catholic School's policy on Pediculosis Humanus Capitis, more commonly known as head lice is as follows:

### **Head Lice Screenings:**

1. Criteria for screening an individual for lice are: persistent itching or scratching, known exposure to siblings or other close contact with head lice (e.g. seat mate in classroom, locker partners, sleepovers, etc.), student/parent referral.
2. A case of head lice in a classroom requires that all children in the classroom be screened by the following school day.
3. If there is an infestation among three percent of the entire student population there will be a screening of all students in the school within one week. Multiple cases from a single household count as one case for purposes of calculating the percent of children infested.
4. The school will notify parents and/or guardians whenever individual or group screening is planned or performed.

All checks for head lice will be conducted in a confidential manner to respect the student's right to privacy. The following statements are recommended guidelines for readmission to school:

1. Students will be rechecked upon return to school. If no live lice or nits are present, the student will be readmitted.
2. Students will be rechecked at 7 and 14 days. If live lice or nits are present, the student will be excluded from school again.

Please contact the school office if lice is discovered or for more information on treatment and professional services.

## **Homework Policy**

Homework is an important and required part of our academic program at St. Thomas More Catholic School. Some students will use more or less time than the average listed. If there is a concern regarding time spent on homework, parents should contact the teacher. Teachers will assist students in working out strategies to complete homework.

At all grade levels, work that is not completed in class is considered homework.

### **Kindergarten**

Parents are encouraged to read to and with their children 10-15 minutes per night. Individualized reading packets will be given out to students at the end of September. Parents are asked to help reinforce skills with their children at home. Students will be given required daily/weekly homework assignments.

### **First and Second Grades**

Thirty minutes of homework should be completed each night, including 15 minutes of reading.

### **Third and Fourth Grades**

Forty-five minutes of homework should be completed each night, including 20 minutes of reading. Homework should include both assignment completion and studying for upcoming tests.

### **Fifth and Sixth Grades**

One to 1.5 hours of homework on average per night. Teachers make an effort to coordinate tests and large projects. Students should be encouraged to self-correct homework rather than depending upon parents to do the correcting.

## **Seventh and Eighth Grades**

One and a half to 2 hours of homework should be expected each night. If a student is doing excessively more than 10 hours per week on average or exceedingly less than 6 hours per week on average, please contact the student's teacher.

Students in 7th and 8th grades are provided lockers with locks to store books and materials during the school day. Students may not access lockers outside of the scheduled school day.

## **HOMEWORK TURN IN POLICY (Grades 5 to 8)**

All homework in grades 5 to 8 is due and will be collected during homeroom time each morning. Homework for all classes not turned in at that time will be considered late. Assignments that are not printed by turn in time will be considered late.

Students arriving late to school should hand in all homework assignments directly to their homeroom teacher, along with the tardy slip provided by the school office upon arrival to the school.

## **Late Work and Corrections**

If you are absent due to vacation or illness, you will need to make up all work assigned by the classroom teacher. Following the illness and vacation absence policies in the handbook. Each teacher will publish his/her late work and corrections policy, as specifics vary by grade level. Please contact your child's teacher directly for questions regarding late work or corrections.

## **Hot Lunch Program**

A coordinator, two assistants, and one or two parent volunteers staff the St. Thomas More Catholic Schools Hot Lunch Program.

Hot lunch is pre-ordered one month in advance and is available to all students and staff for the cost of \$4.75 per lunch with an additional entrée serving for \$2.00. Students not wishing to participate in the hot lunch program need to bring a cold lunch from home.

We are not able to accommodate day-of call-ins or additions. We prepare only the number of lunches that are recorded as “ordered” and prepaid.

St. Thomas More Catholic School has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows parents and guardians to view our lunch menu, order, prepay, and manage students’ lunches from their smartphone, tablet, or computer.

The menu cycle is always available for orders the 1st through the 20th of the preceding month. So, September orders are taken August 1st through August 20th accordingly. Orders placed after the 20th of the month will be charged a \$25.00 late order fee in addition to the lunches purchased. Orders after the 26th of the month will not be possible. A reminder e-mail will be sent when the next ordering cycle is available to access.

Registration and ordering starts August 1, 2018.

If a student is absent or decides they don’t like the hot lunch being served that day we are not able to refund the money. Sorry, no credits for missed lunches due to illness, weather (snow days), vacations, fieldtrips or forgetfulness.

### **Get Started – New Parents**

- Go To: <https://secure.boonli.com> (please bookmark this page)
- Click Create an Account:
- Password is: stm247
- Enter information and click Submit
- Enter information for your students, Add Profile. Repeat for any additional students
- Click I’m Done and Sign In

### **Get Started – Returning Parents**

- Go To: <https://secure.boonli.com> (please bookmark this page)
- Sign In - no need to create a new account
- Update Profile(s) - click on profile name, add new information for the new school year & click “update profile”
- To Delete Profile - If a profile is no longer needed, click on profile name & click “remove profile”

### **BOONLI Program Information**

- Technical Support: email [support@boonli.com](mailto:support@boonli.com)
- Payment Information: The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover or personal check.
- Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.

- Check Payments Make checks payable to: St. Thomas More School and send to Virginia Calcagno.
- Ordering for more than 1 person? Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- Changes or additional orders: You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment has been recorded, you will be able to make changes or place another, providing the ordering period is still open.
- Minimum Order Fee: A \$1.00 fee will be charged for orders under \$10.00 – for new and changed orders.

If you have any questions about the hot lunch program, please contact MJ Schouten at [hotlunch@stmpdx.org](mailto:hotlunch@stmpdx.org).

## **Learning Resource Program**

St. Thomas More Catholic School (STM) strives to meet the needs of our students and provides inclusive education to the best of our ability with the support of our Learning Resource Program. The Learning Resource Program is made up of our Learning Specialist and Language Intervention Specialist.

STM uses the Response to Intervention (RTI) model, providing a three-tiered support system for students. Tier I is quality classroom instruction provided by our teachers. Tier II provides supplemental small group instruction by our Learning Support Coordinator. Tier III provides intensive 1:1 intervention outside of school. Our Learning

Specialist and Language Intervention Specialist work collaboratively with teachers to assist in meeting the needs of all learners. Our staff works with the Resource Program to identify students needing extra support and students with learning differences.

STM's initial screening and benchmark assessments include STAR Enterprise from Renaissance Learning as well as progress monitoring. The Gray Oral Reading Test 5 (GORT5) and the Chronological Test of Phonological Processing (CTOPP) are additional standardized screening resources used in our program. STM also contracts with a Speech Pathologist to provide testing and support as needed.

If a learning difference is suspected after in house screening, a recommendation is made to the family for further testing. When a child is diagnosed with a learning difference, the educational team meets to complete an Individual Learning Plan. The plan identifies any accommodations and/or modifications the student needs to successfully participate in his/her classroom.

Small group instruction (Tier II) and support in the classroom is provided by the Learning Specialist and/or Language Intervention Specialist for students referred for testing, diagnosed with a learning difference, or are currently on-watch. Through small group instruction, classroom support, one-on-one tutoring, and implementing appropriate accommodations, STM strives to assist all students in achieve academic success, and continues to grow in the ability to meet the diverse learning needs of a greater population of students.

## **More Care**

After school care is a service offered for the convenience of our school families. The purpose of the program is to provide a safe, loving environment for our students after school. We call our program “More Care.” It is a nonprofit service that is licensed by the Child Care Division of Oregon. It is administered by the school under the direction of the principal/operator Amy Jefferis and the program’s director Annie Heminger. Nine additional teachers and qualified aides also work for the program. Students go directly from their classrooms at dismissal to the Parish Hall where they check in with the More Care staff. We offer a Homework Hall with certified teacher help as well as a variety of clubs and an opportunity for developmentally appropriate activities in the Parish Hall and on the lower playground. More Care is offered on school days to STM students in grades K-8 from 3:05-5:30 (2:00-5:30 on Wednesdays). More Care is not available during non-school days, noon dismissal days, Holidays, or Vacation days.

If anyone other than the custodial parent(s) picks up a student from More Care, the More Care staff must have authorization from the parent in order to release the child. Authorization can be given in a note, a phone call, or an email. In cases where the staff does not know the person picking up the child, we will ask to see picture ID of the adult. More Care does not provide transportation for students and does not schedule field trips.

## **Contact Information**

Parents who have questions about More Care can call or email Amy Jefferis (principal) or Annie Heminger (director). Interested parents may review More Care licensing, sanitation, and fire inspection records during More Care hours and may visit any time without advance notice. Parents wishing to register a complaint about More Care should follow problem-solving procedures in this handbook. More Care does not discriminate against any child or parent on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.

## **Health and Safety**

School safety and discipline policies will be followed at More Care. In an emergency, our first aid trained teachers will assess the situation and seek emergency assistance when appropriate. The child will be transported to the hospital designated by the parents on the school emergency form unless medical personnel advise us that lifesaving procedures require the child to be transported to the nearest medical facility. Parents will be called immediately when a child is ill or there is an emergency. A More Care teacher will remain with the sick or injured child until the parents arrive.

Students must meet Oregon immunization requirements and parents are asked to notify the school immediately if their child has a communicable disease. To protect the health of all children and staff, we ask that ill and contagious children be kept at home until they are well.



### **More Care Fees**

Families participating in the More Care program are assessed a \$40 registration fee to cover the costs of licensing and materials. The fee is \$5.75 an hour per child and billing statements are sent out monthly through the Parish Office. Parents who do not wish to use More Care must sign a waiver stating that they will not be using our services. Students not picked up in the turn around by 3:20 (2:15 on Wednesdays) will be automatically checked into More Care and charged a minimum of \$1.25 (.25 hour). Families that have not registered will be charged the one time registration fee of \$40 in addition to the time the student was checked in. More Care closes promptly at 5:30. A late fee of \$10 per child is charged from 5:35-5:45. After 5:45 there is a fee of \$1.00 per minute per child in addition to the late fee.

### **Snacks**

***More Care is a “nut free” program due to the number of students with severe nut allergies.***

The state requires that school-age children arriving after school shall have two snacks from two different food groups. More Care will provide your child with a food or liquid from the fruits/vegetable food group that meets USDA guidelines (example- 100% fruit juice, apples, oranges, carrots) upon arrival M,T,Th,F and at 3:45 on Wednesday. We ask parents to provide non perishable healthy snacks from one of the other food groups; bread/ grains (example- graham crackers, pretzels, granola bar, cereal bar, gold fish, cheese crackers) or meat/meat alternatives (example- dried jerky) for their other snack. These snacks are kept in a plastic container labeled with the child/family name. Perishable, healthy snacks can also be brought in by students on a daily basis and stored in their backpacks. Keep in mind we can not provide refrigeration for these snacks.

## **Parent Teacher Organization (PTO)**

In conjunction with the school faculty and administration, the St. Thomas More Catholic School Parent Teacher Organization (PTO) cultivates and develops parent participation in school-centered activities designed to enhance the educational experience of the students of St. Thomas More Catholic School (STM), and acts as a liaison between parents and the school faculty and administration, the School Advisory Council (SAC), and the parish pastor. St. Thomas More Catholic School Parent Teacher Organization, through its fundraisers, enhances curriculum, instruction, and parent education in the following ways:

- Funding class activities, parties, and field trips
- Welcoming new families
- Sponsoring school wide assemblies
- Funding and hosting school wide fairs, festivals, and community activities
- Providing grants to teachers for technology and instructional supplements
- Assisting with Archdiocesan-mandated parent training sessions

## **Scope of Responsibility**

PTO is responsible for developing and coordinating volunteer programs at St. Thomas More Catholic School, and administering all PTO programs, activities, and fundraisers.

PTO is responsible for working in a collaborative fashion with its membership, the school faculty and administration, SAC, and the parish pastor.

PTO is responsible for working directly with the principal, parish business manager and bookkeeper on all financial activities and for reporting its financial activities to the parish business manager for the purposes of budgetary approval and inclusion in the school's budgetary framework.

### **2018-2019**

#### **Parent Teacher Organization Officers**

President:	Bethany Kelly
Vice-President:	Shiree Ferguson
Secretary:	Hillary Oda
Treasurer:	Laura Scheffler
Volunteer Coordinators:	Keely Hawkins & Heather Daron
Hospitality:	Susan Dodson
Service Coordinators:	Jacca Greenman & Arlene Unverzagt

## **PTO Activities**

### **September - Teacher Appreciation Luncheon**

The PTO plans and hosts a welcome back luncheon for all St. Thomas More Catholic School staff the week before school starts.

### **Back-to-School Coffee**

PTO hosts a coffee to welcome new and returning parents to STM. Parents are invited to the Parish Hall after dropping their children off at St. Thomas More Catholic School on the first day of school to enjoy coffee, tea and juice. Siblings are welcome.

### **Class Potlucks**

Each class schedules a parent-only potluck dinner during September or early October. Potlucks are usually held in the parish hall. Parents are able to meet their child's home room teacher, new families, and connect with each other in a relaxed social setting. It is an opportunity to hear about school and parish events for the year. Class Potlucks are organized by the room parents. There is also an opportunity for parents to sign up to volunteer for class fieldtrips, class parties/events, and other activities.

### **Class Activities Fund**

PTO collects money for this fund via registration in June. Teachers use the money to fund all class activities such as field trips and celebrations.

### **Class Gift Fund**

In the fall, PTO provides teachers unrestricted class funds to spend on their classrooms.

### **Family Welcome Program**

PTO administers this program which welcomes new St. Thomas More Catholic School families and provides them with support and information about STM throughout the school year.

### **STM Community Picnic - September 23, 2018**

PTO assists parent volunteers and the church staff in hosting the parish and school picnic for all STM community members. A Mass and picnic will be held at Alpenrose Dairy, located at 6149 SW Shattuck Road, Portland, OR.

### **PTO Communications**

PTO communicates with school families via school-wide email, More News, school website, and Social Media.

### **PTO Monthly Meetings**

The PTO Board meets monthly to discuss programs, activities, fundraisers and community issues. PTO meetings are open to all parents and teachers, and the presence of the vice-principal is appreciated. Parents are welcome to attend PTO meetings. Meetings are subject to change, please confirm the date and time before attending. Parents should notify the President prior to the meeting they would like to attend so that the agenda is set to accommodate additional topics/discussion. Notes from all PTO meetings will be posted on the school website.

### **Room Parent Program**

PTO assists the Room Parents who act as liaisons between classroom teachers and parents, and help the classroom teacher with class parties, field trips, and other class activities as they arise. Parents may sign up for Room Parent positions at the spring volunteer sign-ups.

### **Sunday Mass Coffee and Doughnuts**

PTO acts as a liaison between the parish and school families responsible for hosting 10AM Mass Coffee and Doughnuts.

### **Teacher Appreciation Program**

PTO works with room parents to coordinate monthly teacher appreciation lunches and a special breakfast for Teacher Appreciation Day in May.

### **Volunteer Sign-ups**

PTO administers the online volunteer sign-up program. New and returning families are notified of volunteer sign-up procedures and units required to fulfill volunteer commitments to qualify for lower tuition.

### **Run for MORE**

PTO assists in the planning and execution of Run for MORE, a student-lead fundraising event for the school and identified charity selected by STM Staff. All funds are divided between the School Enrichment Fund and an approved charitable organization.

### **Mary Tea - May 10, 2019**

PTO coordinates the Thank You Tea on the day of the Mary Crowning Ceremony to thank the parent volunteers in the STM community. All parents, grandparents and volunteers are welcome.

### **Dining for Dollars & eScrip**

PTO plans and maintains programs with local restaurants and stores who will give back a percentage of dollars spent at their businesses. These events will be promoted throughout the year via email and More News.

### **Lost & Found**

Items that have been found will be placed in the bin located in the gym near the drinking fountain. This bin will be cleaned out each week on Friday morning after assembly. Please be sure to mark all items that come to school with your child's name so the item may be returned.

### **Clothing Exchange**

This program supports families by providing gently used uniform clothing. Families are welcome to take whatever items they need for students and encouraged to drop off their own gently used uniform items in the school office.

### **Parking**

**Parking Lot Rules at St. Thomas More Catholic School**  
St. Thomas More Catholic School has multiple parking lots for the use of parishioners, staff members, and community members using the school or church facilities. Due to the cost of maintenance and upkeep, STM does not encourage use of its parking facilities by unaffiliated parties.

The lower playground (also known as the turnaround) is closed to parking during the school day from 8:00 a.m. until 2:30 p.m., and again from 3:30 p.m. until 5:30 p.m. The side lot off Greenleaf is to be vacated no later than 2:45 p.m. Monday, Tuesday, Thursday, Friday and 1:45 p.m. on Wednesdays during the school year. This lot is the holding lot for the turnaround. Cars wait in line, wagon-train fashion, to enter the turnaround of the lower parking lot.

The upper playground (2nd right hand turn off Greenleaf) is closed during the school day (see #1). Classes may be outdoors until the end of the school day. At 2:45 p.m., (1:45 p.m. on Wednesdays) this lot is open for the upper school turnaround and for parent parking. It is the lot to be used for gym activities, after school and on weekends. Please do not park on the Upper Playground during after-noon pick-up time.

Please honor the reserved spaces at all posted times. Unless authorized to park in the handicapped spaces, DO NOT PARK there. This includes the hash marked spaces. The front lot is for church and limited school use. One space is reserved for the Principal, two spaces are reserved for school staff with an additional parking space to be used at the discretion of the Principal for staff carrying heavy and/or numerous materials for school use, and two spots are reserved for handicapped individuals. This will provide parking for visitors to the church and brief emergency parking for the school. **Please do not drop off or pick up students in this parking lot.**

Overnight parking in any of the lots is prohibited unless specific arrangements have been made. In the event overnight parking is needed, STM assumes no responsibility for the safety of the vehicles and any vehicle parked is done so at the responsibility of the owner.

Damage to parish property or failure to observe the parking regulations may cancel future bookings for the responsible group.

When using the parking lots, respect others. Please do not park so as to box another car in, even if the visit is intended to be brief. DO NOT BLOCK ACCESS to Greenleaf. DO NOT BLOCK the parish garage entrance. DO NOT PARK IN FIRE LANES.

School Advisory Council (SAC)

Mission Statement

In support of the school vision, the St. Thomas More Catholic School Advisory Council, as the representative body of the parish and school communities, advises and consults with the pastor and principal regarding policy, finance, and strategic planning.

School Advisory Council Scope of Responsibility

- 1. The council will provide consultative support to the pastor and principal for the establishment of school policy.
- 2. Upon request, the council will advise the pastor or principal on administrative issues.
- 3. In areas of finance, the council will be responsible to the pastor for financial aspects of the school's operation, including budgeting, monitoring of expenditures, and financial planning.
- 4. The council will develop a long-term strategic plan for the school.
- 5. The council will provide a forum for the school community, offer opportunity for input, and assist in the dissemination of information on policy issues.

Policy recommendations can be initiated by the principal, pastor, or school advisory council members. Parents can call the council's attention to policy issues in several ways. A specific amount of time is designated during the meeting for visitors to raise policy issues that may be considered at future meetings. Items to be considered for the agenda must be submitted in writing to the chairperson ten days prior to the meeting. As elected officials, school council members are responsive to the concerns of their constituency and input into particular policy decisions may be directed to them individually. The School Council meets in the Parish Hall at 6:30 P.M. on the third Tuesday of each month. Visitors are welcome.

School Advisory Council Members  
2018-2019

Pastor: .....Rev. Martin L. King  
Principal: .....Amy Jefferis

At-Large/Voting Members:  
.....Marie Wolff, Chairperson  
.....Leslie Gretz  
.....Lisa Holtz  
.....Courtney Laing  
.....Jim Marr  
.....Todd Rask  
.....Yufen Steen

Non-Voting Member:  
.....Bethany Kelly, PTO President

## **Student Records**

Parents may inspect, review, or obtain copies of their children's permanent record files. Parent requests to review or receive a copy of the student records shall be in writing, and must be honored by school personnel as promptly as an appointment mutually acceptable to the parent and the school can be made for that purpose. Upon receipt of a written request from a new school, we will forward student record information to that school or agency within ten days.

## **School Closure**

We belong to the Internet Information Network. Weather related school closure information will be available through a variety of sources.

If you suspect the school is closed due to inclement weather, do not call the school---we probably are not there. However, if possible we will leave a message to that effect and send a bulk e-mail message and post to ALMA.

- Check radio and television reports.
- Check the ALMA, your cell phone, and email

**In the event of school closure due to weather, all evening school-related events are canceled.**

**It is essential that all parents provide the school with current phone numbers and update Alma to reflect any changes.**

**More Care:** If bad weather occurs after 3:05 PM and is expected to get worse, More Care may decide to close early. Again, make certain the More Care team has current email and phone number.

## **Technology**

### **Responsible Use Policy**

School computers, laptops, and iPads are tools to enhance and promote learning. Use of these devices is a privilege, and all users have responsibilities with regard to their care and use.

- Respect all school technology at all times.
- Treat all technology gently and respectfully.
- Students must follow rules and procedures taught when using school technology at all times. If students are unsure of usage rules or experience difficulties, they are encouraged to seek help from a teacher or staff member immediately.
- Students must keep food and liquids away from all devices at all times, which includes home use.
- Students shall never alter the desktop icons or rear-range dock layout on any device.
- Students are not allowed to access app store or access system preferences without permission of a teacher or staff member.
- Students cannot load software or modify hardware, unless instructed by a teacher or staff member. If a device becomes altered, report to a teacher immediately.
- Students are not allowed to “fix” a device without the knowledge or permission from a teacher or staff member.
- Deliberate attempts to degrade or disrupt the device or computer systems will result in serious disciplinary consequences.
- Students will use printers with caution, being mindful to print in color only when necessary and must print most documents, reports, or project at home.

- Students must always comply with copyright laws regarding software, information, and attribution of authorship. Any copying, uploading, downloading, or installing of programs, text, or images must be legal and approved by a teacher.
- Students are cautioned to be careful not to use images or direct information from the Internet without proper citing procedures, making sure to give credit to the author.
- Students must respect the privacy of others. Students are forbidden to read or delete files that do not belong to them.
- Students are not allowed to use the laptop, desktop, or iPad of another student without permission from “owner” or teacher.
- Students are only allowed to use their school assigned email account while on school property. This rule applies to all students.
- Students are not allowed to add school email accounts to their personal devices and are not allowed to add personal email to their school-owned devices.

### **Internet Policy and Guidelines**

A Federal Law, the Children’s Online Privacy Protection Act (COPPA), was created to help protect kids online. The law is designed to keep anyone from obtaining a child’s personal information without a parent knowing and agreeing to the release of information. COPPA requires websites to explain their privacy policies on the site and to obtain parental consent before collecting or using a child’s personal information, such as a name, address, phone number, or social security number. The law also prohibits a site from requiring a child to provide more personal information than necessary to play a game or participate in a contest.



But even with this law, our students' best online protection is parents and educators. By talking to students about potential online dangers and monitoring their computer use, you'll help them surf the Internet safely. At St. Thomas More Catholic School we take online safety seriously. We have hardware and software to protect our students while online. Our filtering system is state-of-the-art which allows us to constantly monitor network traffic, website hits, and information shared both entering and leaving. Parents can be assured we are doing everything possible to keep students of St. Thomas More Catholic School safe.

Besides using hardware and software Internet safety products, we teach our students not to share personal information of any kind, and never to respond to an email or message from anyone unless authorized by a parent or teacher, especially if the student does not personally know the sender.

- Students should tell parents or teachers immediately if they come in contact with information that makes them uncomfortable.
- Students may correspond only with friends or family, never send pictures of themselves or of anyone else to people they do not know, and to never let a friend send pictures of them without permission.
- STM does not allow social networking unless it is school related and sites with age requirements are restricted.
- Students may not give out passwords to anyone (even their best friends) other than parent or teacher.
- Students may only connect to the St. Thomas More Catholic School student wireless network while on campus. (STM-Student)

- Students should uphold the highest standards of netiquette when using the Internet. We encourage students to use appropriate language and not to type or print offensive messages of any kind. Sarcasm and jokes in written forms are often taken out of context and are highly discouraged.

### **Social Media & Web Interaction Guidelines**

Students are forbidden to use traditional social media sites (Facebook, Twitter, Instagram, Snapchat, etc.) while on school property. However, due to the wealth of new social media tools available, student products and documents have the potential to reach audiences far beyond the classroom. Google Classroom is an example of a web permissioned environment with some social networking ideology. Students use school-issued /owned email to access a host of online project collaboration and creation tools. These projects remain in an online environment until deleted. This translates to a greater level of responsibility and accountability for everyone. Although students are forbidden to use traditional social media at school, we, as school administrators understand that we cannot control what is permissible at home. Please remember according to the (COPPA) Children's Online Protection & Privacy Act a student must be 13 years of age to own a private (non-school issued) email.

On the next page are guidelines students at STM must adhere to when using web tools in the classroom or in any way related to classroom or school activities. Also understand that as an STM student you represent the school even when you are not involved in web activities during class time, and you should follow these guidelines anytime you interact online that could identify you or your relationship to the school.

- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, coaches, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when interacting online. What is inappropriate in the classroom is inappropriate online. Do not be a cyber-bully! Do not post or comment on images or text that might be sexually explicit.
- Be safe online. Never give out personal information, including, last names, phone numbers, addresses, exact birth-dates, and pictures. Do not share your password with anyone other than teachers or parents.
- Linking to a website to support your thoughts and ideas can be a great tool. However, read the entire article prior to linking to ensure that all information is appropriate for a k-8 school.
- Following, linking, or "friending" official marketing social media accounts of the school is acceptable.
- Following, viewing, linking, or "friending" personal accounts of faculty/staff is not acceptable. We do not allow current students to have "friend" relationships with faculty/staff members. Attempting to view faculty accounts is also not permissible.
- Do your own work! Do not use the intellectual property of others without their permission. Be aware that it is a violation of copyright law to "copy and paste" the thoughts of others. It is good practice to link/cite your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify you have permission before using.
- Do not tag or upload pictures of anyone other than yourself without permission.
- How you represent yourself online is an extension of who you are. Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be another student, faculty/staff member or anyone else is strictly prohibited.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving their writing.
- If you find inappropriate material online that makes you feel uncomfortable, or is not respectful, tell a parent or a member of the STM faculty/staff immediately.

Students who do not abide by these terms and conditions may lose their privilege to use any and all technology at St. Thomas More.

### **iPad Policy**

The iPad is school property and all users will follow the St. Thomas More Responsible Use Policy for technology. Students are required to bring their school-owned iPad to school each day and are responsible for general care of the iPad and are to use only the iPad issued to them. Each student will also sign a Student Guide and Pledge for iPad Use and Care at the beginning of the school year. A signed copy of this document is kept on file in the school office. Students and Parents are responsible for understanding and adhering to all acceptable and responsible use policies specified in the school handbook relating to the use of technology, as well as the Responsible use Policy and Students Guide and Pledge for iPad Use and Care.

Grades K-4 are not allowed to take their iPads home. Grades 5-8 may take their iPad home with permission from their teacher for educational use only. No iPads will be taken home over a holiday or family vacation (regardless of whether or not homework is due).

If the iPad is damaged or malfunctioning, students must take iPad to their teacher as soon as possible for evaluation. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device. Our iPads have a (2) time replacement insurance policy. First and second user inflicted damage is \$49.00 per incident. The 3rd time damage occurs it may be necessary to replace the device at the full cost. (\$399.00)

If the iPad is lost or stolen, the student must report the incident to the school as soon as possible. In the case of theft, the student must also file a police report. The students/parents are responsible for replacing the lost or stolen iPad at their own expense. The replacement cost of an iPad is \$399.00. STM uses tracking software and in some cases a lost or stolen iPad may be found, however the tracking software does not guarantee safe recovery.

- Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from St. Thomas More Catholic School. If this occurs, the replacement cost of \$399.00 will be billed to the family.
- Students are issued a school-owned iPad only after they agree and sign the Student Guide and Pledge for iPad Use and Care.

- Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture.
- Students may only use approved cleaning supplies.
- Students/parents are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students may only use school-approved stylus.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of St. Thomas More Catholic School.
- iPads must be in an approved protective case at all times; this includes while using at home.
- Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.
- Students must refrain from using social media, gaming or blogging websites on the school-issued iPad. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or Apps on the school-issued iPad
- St. Thomas More Catholic School does not take responsibility for any lost data.
- During the school day, earphones (provided by the student) may only be used with permission from teacher.
- Educational Apps will be provided by the school. The software/Apps originally installed by St. Thomas More Catholic School must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the year.

- Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the iPads, unless instructed.
- Students are allowed to use the STM email account ONLY on their iPads.
- Music for educational use only may be stored on the iPads, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Thomas More Catholic School.
- The iPad camera may only be used when assigned by a teacher for educational purposes. If students take pictures of others for an assignment they may not distribute, publish, post, email, or share images. The same rule applies to videos. Students are not permitted to take pictures of school personnel or the campus beyond the scope of the assignment. Photos or videos taken with the iPad for academic assignments must conform to the mission and philosophy of St. Thomas More Catholic School.
- This iPad Acceptable Use Policy applies to St. Thomas More Catholic School students at all times, whether or not the students are on campus, as St. Thomas More Catholic School students are school representatives at all times.

### **Prohibited Use of iPad**

- Leaving the iPad unattended on the campus, especially in an unlocked locker or backpack.
- Exchanging iPads with another student.
- Allowing other students to retain or remove the iPad from their presence.
- Copying certain Internet materials, reproducing or transmitting materials without the permission of the author or other right-holder.
- Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
- Using the iPad for any action that violates existing school rules or public law.
- Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, or other content not aligned with the school's mission and philosophy.
- Chat rooms or messaging services not authorized by the teacher for academic use.
- Spamming: sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Using the school property, App, Software, Internet/e-mail accounts for financial or commercial gain or for any illegal activity. Students may not use school email to sign up for social media, games, or contests of any kind.
- Emailing or instant messaging parents during school.
- Bypassing the St. Thomas More Catholic School web filter or firewall through a web proxy, or hacker protocol.
- Private browsing is prohibited
- Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.

## **STM Student Guide for iPad Use & Care**

Students are responsible for general care of the iPad and are to use only the iPad issued to them.

### **General Precautions**

- No food or drinks near the iPad
- Keep in case at all times
- Do not put stickers or labels of any kind on the iPad
- Use only approved charger...(charge on cart) try not to use iPad with less than 15% battery
- Bring to school 100% charged each morning
- Only use approved screen-cleaning supplies and clean often
- Insert cords and cables gently
- Use only school approved stylus
- Never leave iPad in an unsafe place, including restrooms or lockers
- Never store iPad in backpack (use backpack for transportation only)
- At the start of each school day remove iPad from backpack and immediately place on the appropriate storage cart.
- Camera and video tools are to be used with permission only, no recreational photography unless instructed by the teacher (no selfies or images of other students)
- Protect iPad from liquid exposure
- Immediately alert your teacher to any hardware, App, or software issues
- Use only your assigned iPad/number
- Do not use the iPad of another student without permission
- Do not change any settings
- Do not add passwords to the device
- Do not attempt to add or delete Apps
- App store is off limits
- iTunes is off limits unless teacher gives permission to use
- Always return your iPad to the cart at the end of the day, unless teacher gives permission to take iPad home to complete school work
- Only take over Apple TV or any other remote access device/app when invited
- Visiting social media sites is strictly prohibitive
- Do not use iMessage, Google Message, or any other messaging app or browser delivered communication product during school hours unless you've been given permission by your teacher...this includes email.
- Do not run while holding your iPad
- Use only approved charging cables and bricks
- You are responsible for damage that occurs while in your possession
- MOST IMPORTANT-Only use iPad for intended educational purpose. In other words, only use your device to do what you've been instructed to do.

### **STM Student Pledge for iPad Use & Care**

- I will take good care of my assigned iPad and encourage others to do the same
- I will never use my iPad to participate in cyber-bullying
- I will always use the Internet, network resources, and online sites in a courteous and respectful manner.
- I recognize that among the valuable content online also exists unverified, incorrect, or inappropriate content. I will only use trusted sources when conducting research via the Internet.
- I will remember not to post anything online that I wouldn't want parents, teachers, or future colleges or employers to see.

- I will alert the principal, a teacher or a parent if I suspect cyber-bullying (which includes witnessing cyber-bullying regardless if I am directly involved)
- I will remember how to be a good digital citizen at all times
- I will never leave my iPad unattended
- I will never loan my iPad to other individuals
- I will know where my iPad is at all times
- I will keep food and liquids away from my iPad at all times
- I will not disassemble any part of my iPad or attempt repairs of any kind
- I will protect my iPad from damage at all times
- I will use my iPad in ways that are appropriate and meet STM expectations
- I will not deface my iPad in any way
- I will follow the policies discussed/outlined in the Student iPad Usage Guide
- I am responsible for any and all damage that occurs while my iPad is in my possession
- I will not change any settings
- I will only use approved charging cables and bricks
- I will return iPad to the cart each night, unless teacher gives permission to take iPad home to complete school work
- I will ensure my iPad is fully charged at the beginning of each school-day
- I will keep on task by using my iPad for intended educational purposes only and I will only use my device to do what I've been instructed to do.
- I will follow the check up procedure (student must present iPad to IT personnel periodically for inspection)

Every iPad is registered with Apple and can be controlled remotely. iPads lost or stolen are reported to Apple Inc. and will be rendered useless.

I understand and agree to follow the guidelines included in the Student iPad Usage Guide and pledge allegiance to my teachers of St. Thomas More School, and the technology for which it stands. I will mindfully and safely use my iPad to explore, discover, explain, create, and collaborate as instructed by my teacher. Technology will be used for educational purposes at all times, which includes use of technology at home.

Students sign a similar copy of this document and it is kept on file with the school.

### **Video Usage Policy**

Educational videos may be shown at St. Thomas More Catholic School as needed to augment the curriculum. Limited usage of entertainment videos (a maximum of two per year) requires previewing by the teacher, approval by the principal, and advance notice to the parents. Any video shown must be appropriately rated by the United States Conference of Catholic Bishops (USCCB). The teacher and/or parents will make provisions for any student not participating in viewing of a video.

## Video Game Policy

St. Thomas More has a no tolerance policy for video games on campus and/or school-owned devices. No video games may be played on campus during or after school hours, this includes More Care time. No game apps may be loaded onto school owned technology. If a student has a game app loaded on a personal device brought onto campus, he/she may not play the game while on campus. No online or web portal games may be played on a school-owned device at any time.

Please remember that iPads may only be used for educational purposes as assigned directly by a teacher or school administrator. Terminology associated with *First Person Shooter* games is not acceptable nor tolerated at St. Thomas More Catholic School.

Student conduct not in line with this policy will result in disciplinary action as guided by the St. Thomas More Catholic School Disciplinary Policy.

This policy is in support of our students and will include teacher training and adjustments as well. All parents, teachers, and adults must change vocabulary in reference to the “gaming” category. Teachers using online activities to assist in the educational process will be careful not to verbally confuse an activity or curricular resource with a game. Our policy will be to no longer refer to online activities, which include game-like features, as video games... rather computer activities to supplement curriculum.

National Online Safety provides a useful guide for the whole school community. Please take time to read through the information provided in this resource.

<https://www.besa.org.uk/news/what-schools-need-to-know-about-fortnite-battle-royale/>

Thank you for your understanding and appreciation of this policy. If you have any questions, please contact Amy Jefferis.

## 2018-2019 Tuition Schedule for St. Thomas More Catholic School

There are 3 tuition plans available: "Total cost," "Parishioners non-subsidized tuition / Non-parish tuition," and "Parishioners subsidized tuition." Each plan has three payment options: one payment in full, 4 payments made quarterly, or 10 equal payments. Please review and select the option that best suits your ability to fund your child's education.

	TOTAL COST OF EDUCATION*		
	1 payment	4 payments	10 payments
1 <sup>st</sup> Child, grades k-8	\$9074.00	\$2268.50	\$907.40
2 <sup>nd</sup> Child, grades k-8	8418.00	2104.50	841.80
3 <sup>rd</sup> Child, grades k-8	7170.00	1792.50	717.00

\*This option includes a tax-deductible donation. Parishioners who select this option forgo the subsidy from the parish. Fundraising is not required of parents who select this option.

PARISHIONERS NON-SUBSIDIZED TUITION / NON-PARISH TUITION**		
1 payment	4 payments	10 payments
\$7874.00	\$1968.50	\$787.40
7218.00	1804.50	721.80
5950.00	1487.50	595.00

\*\*This option includes a tax-deductible donation for parishioners only. Parishioners who select this option forgo the parish subsidy and **have** an obligation to participate in fundraising activities. **Non-parishioners** are required to pay at this level or at the total cost level. Non-parishioners have an obligation to participate in Fundraising.

PARISHIONERS SUBSIDIZED TUITION		
1 payment	4 payments	10 payments
\$6824.00	\$1706.00	\$682.40
6168.00	1542.00	616.80
4900.00	1225.00	490.00

There is no tax deduction in this plan; however, any amount paid above tuition is a tax-deductible donation. Parishioners who opt for this plan take advantage of both a parish subsidy and a fundraising allowance. There **is** an obligation to participate in fundraising activities.

	*TOTAL COST TAX DEDUCTION	
	Parishioners	Non-parishioners
1 <sup>st</sup> Child, grades k-8	\$ 2250.00	\$ 1200.00
2 <sup>nd</sup> Child, grades k-8	2250.00	1200.00
3 <sup>rd</sup> Child, grades k-8	2250.00	1200.00

**NON-SUBSIDIZED TAX DEDUCTION
Parishioners Only
\$ 1050.00
1050.00
1050.00

If you have questions regarding this form, please call Virginia Calcagno in the business office at 503-222-2055 ext.11 or Amy Jefferis at 503-222-6105.

### 2018-2019 Tuition Schedule for St. Thomas More Catholic School

Invoices for tuition and More Care will be billed on the 1st day of each month, if a balance is owed. Payments must be received by the school bookkeeper on or before the 20th day of the month. A late

fee of \$15.00 will be charged if payment is received after the 20th day of the month.

At any time during the year families experience financial hardship and are unable to pay their tuition, please contact the business manager in the parish office.

Catholic parents and their children are expected to attend Mass on Sunday. All parish families are also expected to contribute financially to the parish. Unpaid tuition and fees may effect your ability to register or enroll your children for the following year.



## **Transportation Policies**

The following policies and procedures have been developed for the safety of our students and families, the ease of the drivers, and the optimal flow of traffic. In addition, when followed, these procedures help us to be in compliance with Portland Traffic codes and to minimize disruption within our neighborhood.

\*Please remember that whenever waiting in any of our lots, pulling as close as you safely can to the car in front of you will help to maximize the number of cars we can fit in any given lot.

St. Thomas More Catholic School is located in a neighborhood with limited access. The streets get crowded and parking is at a premium. We must all remember to be courteous to our neighbors as well as school families. At all times, follow the zipper-feed method to keep traffic moving. We request that you refrain from stopping to talk to others when it will block the flow of traffic.

STM parents are asked to respect neighborhood streets and follow drop-off, pick-up, and parking rules to avoid conflicts with the parish community and STM neighbors. Do not park in disabled spots unless you have a permit and do not exceed time limits posted in designated stalls. Please move your parked car from the secondary auxiliary lot half an hour before dismissal so cars may line up utilizing all available space.

Please drive slowly and with extreme caution at all times on our school grounds. Safety should always be your top priority.

We understand that, on rare occasion, you will need to advise your children of after school pick-up arrangements. If you need to call the school, we ask you to please call prior to 2:00 (1:00 on Wednesdays), so we may have adequate time to deliver the message. We cannot guarantee that messages received via email or voice mail after 2:00 p.m. (1:00 p.m. on Wednesdays) will get delivered to your child in time.

At all times, while driving on our campus, we kindly ask that you refrain from using your cell phone.

### **Morning Drop-Off**

Dropping your child off in the morning can be difficult depending on when you arrive at school. Arriving early means less waiting in line in the turnaround. The school gym opens at 7:30 a.m. Children are dropped off in the lower turnaround. Usually a parent volunteer or staff member greets cars to expedite children exiting cars.

Other options for drop-off include parking in the parish parking lot on the corner of Patton and Dosch or in the auxiliary turnaround lot on Greenleaf and walking your child to the gym. Please do not park in the church lot for drop-off time.

Parents are welcome to stay for morning assembly. If you do stay and park on the upper lot, please park by the wall ball area opposite the gym wall.

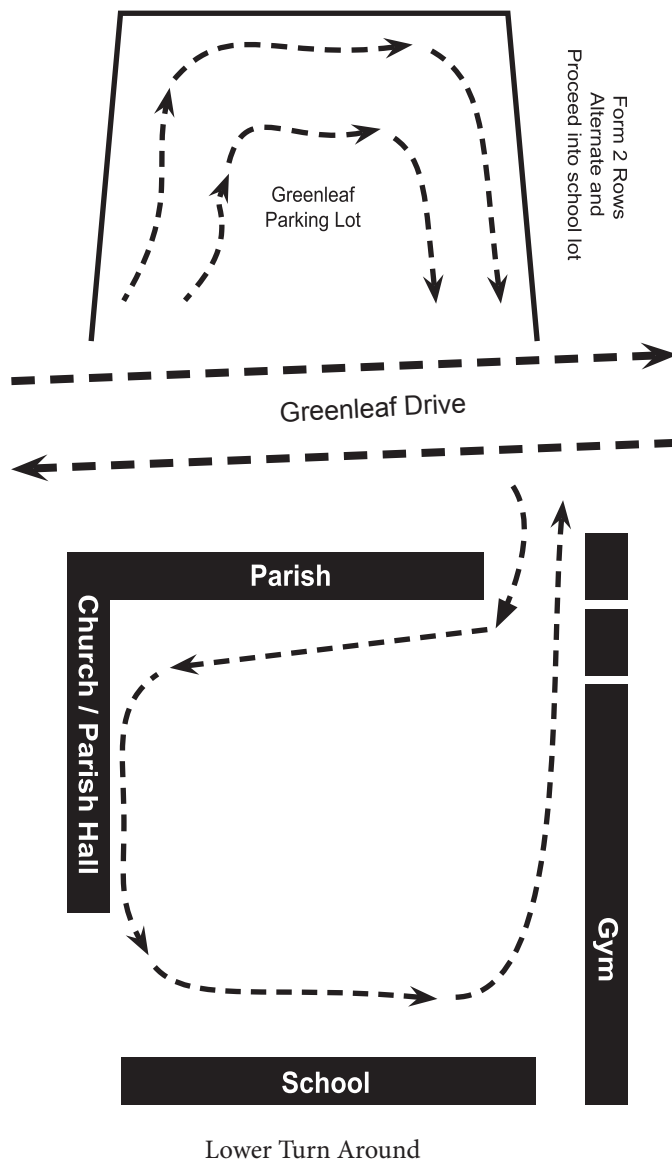
### **Lower lot/gate entry to playground morning drop off:**

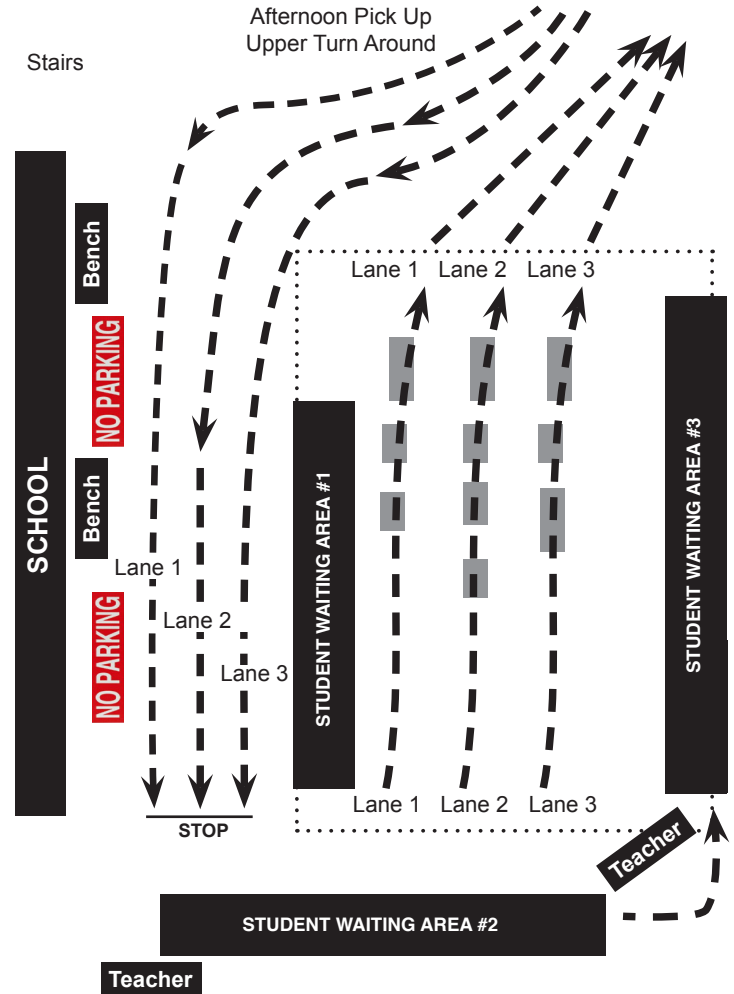
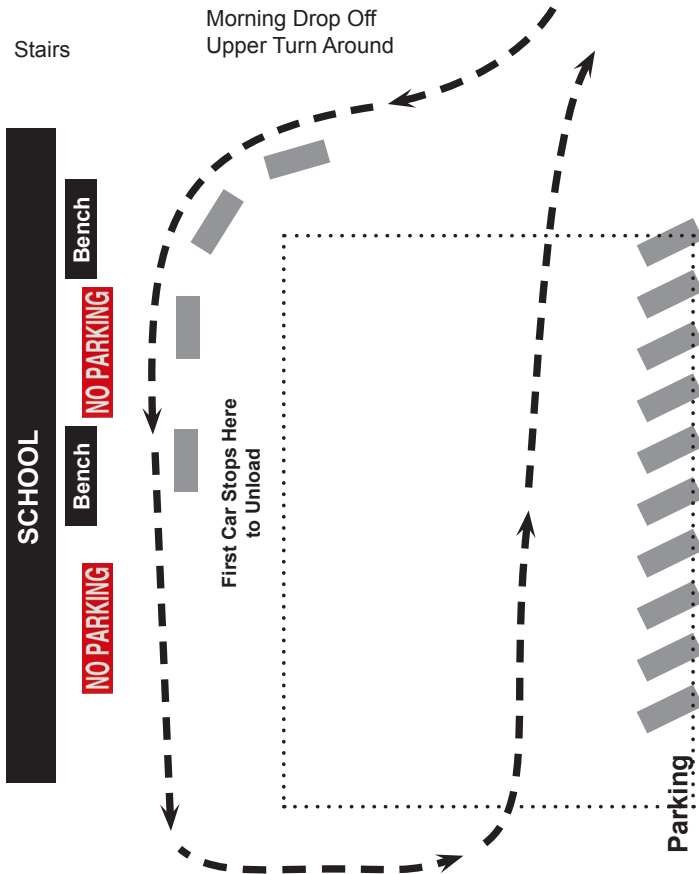
- Cars pull in to the lot to the right (counter-clockwise) and circle the lot around to the drop off area past the school front door and unload in front of the Auction Office doors.

- Do NOT let your kids out of the car until you are inside of the actual playground area so they can follow the yellow safety path around the lot to get to the steps leading up to the gym (no students should be leaving their cars on Greenleaf Drive or in the “driveway” entrance to the Lower Parking Lot.)
- At NO time should students be dropped off on Humphrey Blvd, Patton, Dosch, Brentwood, or the Church Parking Lot.

**Upper lot/single vehicle entry from Greenleaf morning drop off:**

- Please enter the lot in a counter-clockwise fashion and pull forward and parallel to the bench next to the gym wall before you allow your children to get out of the car. Cars should exit the lot by continuing in a counter-clockwise fashion, traveling underneath the covered play area and exiting to the driveway.
- No cars should be parked next to the chain-link fence or gym wall during drop-off times (7:30-8:05) – this area should be kept clear for student drop-off.
- If you are staying for assembly (all are welcome!), please pull to the far side of the lot and park in a perpendicular fashion next to the back hill. Please do not park near the chain-link fence or gym wall.
- Be careful when entering and exiting the upper lot via the single driveway. Cars going UP the driveway have priority.
- Cars leaving the upper lot should wait until they can safely pull completely into the line of traffic on Greenleaf before heading down the driveway. There should not be any cars blocking the entrance to the driveway at any time.





### **Afternoon Pick-up**

Students will wait in two areas as defined below. Please note this is a child safety issue. Parental busy schedules are secondary; the safety of every child is primary. STM has three options for picking up children.

#### **Park and walk on campus:**

- Parents may park in the parish/school parking lot at the corner of Patton and Dosch and walk to pick up your children from one of the designated areas described below.
- Please wait near the play structure on the lower lot for a teacher to send your child to you. We need to keep the exit door and walkway clear for students to safely walk to their car.
- If you bring pets with you, please carry them in order to reduce distractions and make our pick-up time smoother and safer. Thank you for your understanding.
- Do not stop or park in the church lot or along Humphrey during drop off or pick-up time.

#### **Lower lot/gate entry to playground pick-up:**

- Pick up area for families with students in 4th grade and below with younger or no siblings.
- Pick up time is from 3:05-3:20 (Wednesdays 2:00-2:15).
- Lower lot gate can be opened beginning at 2:30. (1:40 on Wednesdays) for turnaround. If you are the first car to arrive, please open the gate.
- Cars should enter the lower playground area in a counter-clockwise manner. The first car should stop just before the end of the main school building (outside of the windows of the Computer Lab).

- The spots in front of the kindergarten classroom, art area and auction office are reserved for parents who purchased them at the previous year's auction.
- Drivers are to remain in their cars. Students will be escorted and helped into the cars by teachers/staff.
- Once this lot is full, cars should enter the overflow lot located at the corner of Greenleaf Drive and Patton Road. \*There can be no cars waiting on Greenleaf Drive to enter the Lower Playground Lot.

#### **Greenleaf Drive Lot:**

- Cars enter the Greenleaf lot in a clockwise manner with the front car stopping with the nose of the cars at the street, pulled as close as possible to the bushes on the west side of the lot.
- We are asking cars to pull in to this lot in a double horseshoe pattern to maximize the number of cars we can fit. The second car in the lot should pull alongside (to the right) of the first car. The third car should pull behind car number one. The fourth car would be beside the third car that arrived, and so on... This double horseshoe pattern should continue until space no longer allows. And then a single file line as close to the east side of the parking lot should be filled in too, again, maximize the number of cars we can fit in this lot.
- When the driver of the front car sees that a space has opened up in the lower playground driveway, he/she should proceed safely across the street to fill that space.
- Please refrain from cell phone use.
- Do not leave your vehicle unattended at any time.
- Children not picked up at turnaround by 3:20 p.m. (2:15 p.m. on Wednesday) are escorted and checked into More Care.

**Upper lot/single vehicle entry from Greenleaf Drive pick-up:**

- Pick up areas for families with students in 3rd grade and above with siblings in 5th through 8th or as assigned.
  - E classes will clear the lot by 2:45pm (1:45 on Wednesdays), making it available for vehicle entry. The gates may be opened after 2:45pm (1:45 Wednesdays).
  - Please form three lines under the covered play structure with the first car in line pulling up one car length past the covered play structure.
  - When the area under the covered play structure is full, form 3 lines along the side of the gym.
  - As space opens up under the covered play structure, a staff member will direct the traffic to make the turn around the post and under the structure. This will allow additional cars to occupy the space and alleviate some of the traffic backup on Greenleaf.
  - All families will be assigned a lane number. Please refer to the diagram in the Transportation Policies section for more information.
  - Students will wait in the space that corresponds to the lane number the family is assigned.
- We also ask that parents continue not to park on the upper playground during pick-up time. Continue to pull forward into empty space.
  - Arriving prior to 3:05 is highly encouraged for pick-up on the upper playground. Cars arriving after 3:05 are disrupting the flow of cars ready to exit down the driveway. **REMEMBER! Cars coming up the driveway have the right-of-way!**
  - Drivers should refrain from cell phone use at all time.
  - All pets should remain in the vehicle during pick-up time. Please do not allow your child to remove a pet from the vehicle, as this disrupts the flow of traffic.
  - Children not picked up at turnaround by 3:20pm (2:15 on Wednesdays) are escorted and checked into More Care. More Care fees will apply.

## ***THIS WILL BE THE LAST YEAR FOR THESE UNIFORM POLICY AND GUIDELINES***

### **Uniform Policy**

Students at St. Thomas More are ambassadors for the school when they are in uniform. Uniforms convey a sense of belonging, school unity and personal pride. Therefore, no hats, scarves, denim, or excessive layering are to be worn in the building. Students may wear solid white undershirts under uniform shirts (no logos). Students may not have tattoos, body piercing, chains, or facial studs. Students may not wear silly bands, or costume jewelry. Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed for safety purposes. Nail polish may be worn if it does not cause distraction. Hair accessories must be simple, not costume like, and complement uniform colors.

All students are expected to come to school neatly and modestly dressed and groomed. Hair must be clean, well groomed, and a natural hair color. No hair extensions of any kind. Shirts must be buttoned and tucked in. No tight, oversized or baggy clothes. Pants must be at the waist not at the hips. Belts, with buckles, must be worn to support pants that naturally do not sit at the waist. Socks or tights must be worn at all times. Non-uniform clothing may not be worn to Mass.

Athletic shoes are the recommended shoe for all students on a daily basis. Socks must be worn at all times. Boots of any kind (including western boots, Uggs, etc), shoes above the ankle, high heels, or wedges will not be allowed. All shoes must have a back and a closed toe on them for safety purposes. If a student wants to wear slip-on non-athletic shoes during school, he/she must wear socks and change into athletic shoes with non-marking soles for P.E.

### **Uniform Guideline**

The Uniform Guidelines, including colors and styles will be new for the 2019-2020 school year.

The approved vendors for purchasing school uniforms during the 2018-2019 school year only are:

#### **LAND'S END**

- [www.landsend.com](http://www.landsend.com)
- Order online visit your local Sears store
- School Code: 900108358

#### **DENNIS UNIFORM**

- [www.dennisuniform.com](http://www.dennisuniform.com)
- Order online or visit their store at 105 SE Hawthorne Blvd., Portland, OR 97214
- School Code: 59500

**Slacks:** Solid navy blue (or khaki for Grades 7 and 8) twill pants purchased through the approved choices for Dennis Uniform or Land's End only. Pants must have a zipper. A belt must be worn to support pants that do not naturally sit at the waist. No cargo, skinny, crop, ankle, stretch, stirrup, or capri styles allowed. Please only choose styles on approved list from each vendor.

**Shorts:** Solid navy blue twill (or khaki for Grades 7 and 8) shorts purchased through the approved choices for Dennis Uniform or Land's End only. No cargo allowed. Shorts must have a zipper. A belt must be worn to support shorts that do not naturally sit at the waist.

**Skirts, Skorts, and Jumpers (Girls Only):** Dennis Uniform Blackwatch Plaid Style #035210-201, Land's End Classic Navy/Evergreen Plaid (YPT), or solid navy (or khaki in Grades 7 and 8) twill in styles purchased through the approved choices for Dennis Uniform or Land's End. Skirts, skorts, and jumpers cannot be more than three inches above the knee. Girls may wear lycra bike shorts under their skirts and jumpers for modesty on play equipment. Please no long lycra stretch pants. Please note: skirts and skorts are non-pleated styles only.

**Shirts:** White tailored shirt/blouse with collar; solid white or navy knit collared shirt; solid white or navy turtleneck. Shirts may be short or long sleeved. Only STM embroidered logos permitted. Shirts must be long enough to stay tucked into pants/skirts/skorts when arms are raised over the head.

**Sweater:** White or navy blue pullover or cardigan.

**Sweatshirt:** Navy blue with St. Thomas More embroidered logo (purchased through Land's End), or uniform-sanctioned navy blue hooded sweatshirt available for purchase through the school.

**Socks:** Predominantly white or navy blue. Small logos are ok. Girls may also wear footed tights.

**Shoes:** Athletic shoes recommended for all students on a daily basis. Socks must be worn at all times. All shoes must have a back and a closed toe for safety purposes.

## **NON-UNIFORM DRESS GUIDELINES**

On all non-uniform dress days, students may not wear hats, open-toed shoes, ragged clothing, clothes bearing inappropriate designs or slogans, overly tight or baggy clothing. Jeans may not have rips, frays, or holes. Tops may not be cropped or see through. Hair must be clean, well groomed, and retain a natural hair color. No feather hair extensions. Students may not have tattoos, body piercing, chains, or studs. Students may not wear costume jewelry. Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed for safety purposes. Shirts/dresses must have at least three-inch wide straps. Leggings of any kind may not be worn, unless under dress or long tunic. Pants must be at the waist not at the hips. Belts, with buckles, must be worn to support pants that naturally do not sit at the waist. Shorts, dresses, skirts, and skorts may be no more than three inches above the knee. Socks or tights must be worn at all times. Boots of any kind (including western boots, Uggs, etc), shoes above the ankle, high heels, or wedges will not be allowed. All shoes must have a back and a closed toe on them for safety purposes. Non-uniform clothing may not be worn to Mass. Free dress passes purchased through the auction can only be used on Fridays. Students are invited to wear appropriate free dress on their birthdays.

### **Non-Uniform days for the 2018-2019 school year are:**

- September 11th Picture Day – Special Dress
- October 31st Halloween – Costume Attire
- December 14th Holiday Dress Up
- February 14th Valentine's Day Holiday Dress Up
- May 2nd Run for More – Athletic Attire (K-4) and PE Uniform (5-8)
- May 10th Mary Ceremony (8th Grade ONLY) – Special Dress
- June 11th Graduation (8th Grade ONLY) – Special Dress

Other non-uniform days may be established by the school administration and will be communicated to students and families throughout the year.

**Costume Attire:** On October 31st students will be allowed to wear their Halloween costume to school. Please help your child dress appropriately (no blood, no weapons, no gory costumes). Costumes should be tasteful and non-suggestive. Students will wear their costume all day, so they should be comfortable and not obstruct vision. Please be considerate of others when helping your child chose a costume to match another or a group. We never want anyone to feel excluded. If your child chooses not to wear a costume this day, he/she should wear their school uniform.

**Holiday Dress:** In addition to the Non-Uniform Dress Guidelines, students may wear clothing inspired by the holiday season or day, including Christmas, Valentine's Day, and St. Patrick's Day.



**Special Dress:** In addition to the Non-Uniform Dress Guidelines, this type of dress is elevated above casual street wear. Shoulders must be covered in church. No athletic attire, jeans, graphic t-shirts, or shorts may be worn.

## **Playground Expectations**

- Students must wait for the person on duty before using the playground
- Coats must stay on a student's body – wear it or tie it around your waist
- Students may not go back into the building to get equipment or coats
- Students must be within the person on duty's vision at all times
- Play must remain within designated boundaries
- Students need to ask permission to retrieve a ball that has gone over the fence
- No jumping off stairs or hanging/sliding down rails
- Put all playground equipment away at each recess
- Walk promptly to get in line when the whistle blows. Walking only down the stairs, across the playground, and to the door

## **Play Structure Expectations**

- No touch or chasing games on or around play structure
- No jumping off the top of the stairs, platforms, bridge, or tube
- No climbing up the slide, one person at a time, and feet first only
- No sitting on top of the bars
- Hands must remain on the bars at all times
- Forward spinning on bars only
- Travel one direction on the rings

## **Consequences**

Discipline for misbehavior on the playground is at the discretion of the person on duty. Consequences may include, but are not limited to, removal from a game, loss of recess, reflection/quiet time sitting on the bench, assignment of a Think About It/Walkabout (Grades K-4), assignment of a Check (Grades 5-8), or speaking with school administration.

## **Playground Use**

Use of the playground on school days is limited to school hours. Beginning at 3:05pm (2:00pm on Wednesday), the playground is used for More Care only. Afterschool use of the playground is not available.

## Tetherball Rules

Students waiting in line are the referees.

### Violations

- Stepping offsides
- Touching the rope
- Carrying or throwing: When hitting a ball back against the direction from which it comes, the ball should bounce off the hands immediately, with no lingering contact. When hitting a ball that has passed the opponent and continuing it on its way, the ball still cannot be carried or thrown.
- Double hitting: A player can hit the ball only once per wrap around the pole, except if the ball touches the pole between hits.
- When one player commits any one of these violations, the ball is stopped and returned to the place it was wrapped when the violation occurred. Both the number of wraps and their height should be re-created. The other player gets to serve (must allow their opponent to touch the ball before hitting it again).
- If a player commits three violations, in any combination, the opponent wins the game.
- The only intentional violation is grabbing the pole. The penalty is immediate loss of game. The first player to wrap the ball completely around the pole wins. Winning player may stay for a total of two wins. After two wins, the player must go to the back of the line.

## Volunteer Information

PTO is responsible for staffing various school and parish programs and fundraisers. Parents sign up for positions online at <http://stmpdx.ivolunteer.com>. Volunteering at the school is mandatory unless families elect to pay the total cost of education. Parents may contact PTO Volunteer Coordinators for assistance in finding positions to meet their schedules.

St. Thomas More Catholic School is blessed to have so many willing and dedicated volunteers, and students are fortunate to have such caring involved parents. St. Thomas More Catholic School's greatest assets are the parent volunteers who comprise the STM volunteer program.

Each family is required to volunteer a minimum of 25 units each year.

10 units dedicated toward school and/or parish activities  
15 units dedicated toward fund-raising activities (e.g. Auction, Spaghetti Dinner, etc.)

St. Thomas More Catholic School strives to meet the changing needs of the school and parish through our volunteer program. With hundreds of jobs available, there is something to fit every talent and family schedule. Even with each family volunteering 25 units annually, STM will only meet 50% of our volunteer needs. We are dependent on and appreciative of all families' generosity.

Please Note: Families paying “non-subsidy” tuition and “out-of-parish” tuition must fulfill all volunteer units. Only families paying “full-cost” tuition are exempt from volunteer requirements, yet may still volunteer if they would like.

## **Volunteer Training**

Called to Protect is an Archdiocesan established, mandated, and audited program designed to keep your children and our school community safe.

At St. Thomas More Catholic School, any adult who wishes to serve in a supervisory role with our students (ie. Chaperone or drive on a field trip, accompany students on a service trip, volunteer in classrooms or the building, hot lunch server/helper etc.) must be Called to Protect certified.

Occasional school visits (bringing birthday treats, mystery reader, etc.) where teachers or administration are present with the students do not require Called to Protect certification.

### **To receive Called to Protect certification you must:**

1. complete a criminal background check that is valid for three years.
  - Parents who are new to STM or have not previously completed a background check through the Archdiocese will receive an email from Praesidium, Inc. that has been initiated by STM. Follow the directions in the email to submit your background check electronically.
2. agree to the Standards of Conduct/Archdiocese of Portland found online.
  - Read online materials available at [http://armatus2.praesidiuminc.com//policyCourse/C455/story\\_html5.html](http://armatus2.praesidiuminc.com//policyCourse/C455/story_html5.html)
  - and initial acknowledgement
3. agree to the Code of Conduct for all church personnel
  - Read attachment at this link: [https://docs.wixstatic.com/ugd/a974e5\\_078520ecaa914e7fba015888285fd9e0.pdf](https://docs.wixstatic.com/ugd/a974e5_078520ecaa914e7fba015888285fd9e0.pdf)
  - Print last page
  - Sign and turn into the school office
4. attend the training class: Called to Protect for Parents and Ministries.
  - First time only, 2.5 hour class
  - See below for classes at St. Thomas More
  - For other class schedules click on the links below: <https://www.archdpdx.org/child-protection-victim-assistance> and scroll down to Child Protection Training “Called to Protect Program Schedule” or <http://www.cyocamphoward.org/ctp> and click on Called to Protect Schedule.

The steps to the left must be completed prior to your first volunteer opportunity.

**In addition all NEW AND PRIOR VOLUNTEERS must also:**

- complete the annual online training updates through Armatus.
  - *Armatus is an internet based abuse prevention training program developed by Praesidium, Inc. The Archdiocese of Portland has chosen Armatus as the annual update training for all employees and volunteers after they have completed the initial Called to Protect for Parents and Ministries class and have a current background check on file.*

**2018 Required Online Updates: Both must be completed to volunteer.**

1. “Preventing Sexual Harassment”
2. “Duty to Report”

## **HOW DO I GET STARTED WITH ARMATUS FOR THE ANNUAL ONLINE UPDATES?**

1. Go to [www.praesidiuminc.com](http://www.praesidiuminc.com)
2. Click on “ONLINE TRAINING Login” on the lower left-hand side of the page.
3. Enter your username and password (login required)
  - Example: Your user name is the first initial of your first name and your full last name as it appears on your driver’s license. Your password is the four numerical digits of your birthday (mmdd), followed by your state abbreviation. (e.g, login: jdoe Password: 0516or).
4. Click submit
5. Choose your courses “Preventing Sexual Harassment & Duty to Report and click on the title to begin.
  - Each course will end stating that you have completed the training. Please note: You will not be able to log into Armatus until your background check has been completed.

## **CLASSES AT ST. THOMAS MORE**

St. Thomas More will be offering the “Called To Protect for Parents and Ministries” class on Monday, September 10, 2018 from 6:00-8:00 PM and Wednesday, September 12, 2018 from 12:00-2:00 PM. You can sign up for one of these classes by using the signup link below. If you are unable to attend one of these classes, please check the Archdiocese of Portland website for other dates and locations. [www.volunteersignup.org/TA39A](http://www.volunteersignup.org/TA39A)

Please contact Becky Kennedy at [stmschool@stmpdx.org](mailto:stmschool@stmpdx.org) with any questions.

## **Yearly School Activities - Calendar Dates**

### **First Day of School - *September 4, 2018***

Parents are welcome to walk children to their classrooms on the first day of school, or drop them off at the turnaround. Siblings are welcome. Many parents bring cameras to record the day. PTO will also host a coffee/tea gathering in the Parish Hall at this time.

### **Golf Tournament - *September 26, 2018***

Our Golf Tournament is an annual event to specifically raise funds to support our Capital Campaign.

### **Picture Day - *September 11, 2018***

Usually takes place every year in September. This is a special dress or uniform day.

### **Back to School Night - *September 19, 2018***

Join us Wednesday, September 20th for an evening which allows parents to become acquainted with classroom procedures, up-coming events, homework expectations, and to formally meet the teacher.

### **Halloween Festival - *October 31, 2018***

Celebrate Halloween during the school day with various fun activities. This festival is sponsored by PTO. Siblings are welcome.

### **Saints Mass & Museum – *November 1, 2018***

Celebrate All Saints Day with Mass and a tour through the sixth grade Saints Museum. Siblings welcome.

### **Spaghetti Dinner – *November 4, 2018***

The Spaghetti Dinner is called a “FUNraiser,” but also is PTO’s source of funding for classroom and school activities. Held in late fall, the dinner offers a chance for parish and school families to enjoy food, drink, and win raffle prizes.

### **Christmas Program - *December 13, 2018***

Working together with the music teacher, students perform one evening, typically during the last week of school before Christmas Break.

### **St. Thomas More Catholic School Open House - *January 24 & 27, 2019***

Open Houses are held for families considering St. Thomas More Catholic School. PTO partners with SAC to staff the Open House and provide hospitality to prospective STM parents. Student Leadership assist with tours and staff highlight academic programs and educational philosophy.

### **Grandparents & Special Friend Day - *January 25, 2019***

Join us for Mass and a music program.

### **Catholic Schools Week - *January 27 – 31, 2019***

Students decorate their classrooms and participate in various activities. The week highlights the benefits of attending a Catholic school.

### **School Auction – *February 23, 2019***

The school auction is our main fundraiser. Traditionally, fourth grade families host the auction by taking lead chair positions. Preparation for the STM School Auction runs yearlong. The Auction supports the school’s operating budget, and a paddle item is dedicated to an area of need in the school.

### **Mary Ceremony/Parent Tea - May 10, 2019**

On the Friday before Mother's Day, a tea is held in the gym to celebrate parents of St. Thomas More Catholic School students. Eighth graders serve punch and desserts while parents peruse children's art work on the walls. Parents and students then head over to the church for a prayer service celebrating Mary.

### **Run For More - May 02, 2019**

Our annual fun run held once a year benefits our Arts & Enrichments program and a different charity chosen by students each year. Run For More builds school spirit, raises school pride, and is a fabulous, fun whole-school event.

### **Graduation - 8th Grade -- All School Mass - June 11, 2019**

To celebrate the graduation of the eighth graders, students attend an all school mass the last week of school. Students also participate in an all school clap-out in honor of the eighth graders in the gym..

### **Field Day - June 14, 2019**

On the last day of school, students participate in Field Day. Seventh Grade students and the physical education teacher offer games and athletic events, rain or shine.

## **School Activities - Year Long**

### **Archdiocese Called To Protect**

The Called To Protect program is administered by trained school and parish personnel as mandated by the Archdiocese. All employees and volunteers must complete the initial Called to Protect training class and annual online updates.

### **Background Checks**

In addition to Called to Protect training, all volunteers must have a cleared background check on file before volunteering. New background checks are run every three years.

### **Bulldog Buck Program**

The Bulldog Buck program rewards students for demonstrating awareness of Schoolwide Learning Expectations (SLE). Students may receive a Bulldog Buck from teachers and may enter their bucks into monthly drawings to win prizes.

### **Conferences - Fall (October 25-26) and Spring (March 14 & 15 evening only)**

Held in the fall and the spring, parents meet with their child's teacher for a 15-minute conference. Parents of seventh and eighth graders meet teachers in the gym, and may come anytime for a 10-15 minute conference. If more time is needed, parents are welcome to schedule an additional meeting.

### **School Assemblies**

PTO sponsors and provides funding for school assemblies chosen by the teacher assembly committee.

### **Standardized Testing**

**Testing Windows – September 10-28, 2018  
January 7-25, and May 6-24, 2019**

This year we will continue the testing program in all grades from Renaissance Learning. Testing sessions will be short in duration (20-40 minutes) and administered four times per year. These annual tests will be administered throughout the entire Archdiocese of Portland.