

St. Thomas Catholic Elementary School

Catholic Diocese of Peoria

- Mission Statement:** “Through the highest educational standards that seek to address the intellectual, spiritual, and physical needs of every child, the mission of St. Thomas Catholic School is to guide our students to LIVE as examples of Christ, to LOVE as Christ loves us, and to SERVE as Christ calls us to serve now and throughout their lives.”
- Pastor:** Msgr. James K. Ramer
- Principal:** Mrs. Anita Crain
- Academic Recognition:** St. Thomas School is officially recognized by the National Catholic Education Association and the Illinois State Board of Education according to Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools.
- Address:** 311 East Madison
Philo, IL 61864
Phone: (217) 684-2309
Fax: (217) 684-2217
www.stthomasphilo.org
- School Hours:** Start: All School Morning Prayer 8:20 a.m.
Lunch: 11:30 a.m. – 12:00 p.m.
Dismissal: 2:45 p.m.
- School Colors:** Green and White
- School Mascot:** St. Thomas Tigers
- School Motto:** “Live, Love, and Serve as Christ”

Philosophy

We, the principal and faculty of St. Thomas School, believe this Catholic Christian School is an expression of the faith of the parish communities and that Christ is the center and purpose of our school life.

We believe St. Thomas is unique because we witness Christ's presence with us. We meet Him in the Good News, share Him with others in community, and praise Him in worship.

We believe our role as educators is to create an environment conducive to the development of each child's giftedness-spiritually, intellectually, morally, emotionally, socially, and physically.

We believe the strong, quality academic program we offer at St. Thomas must be enriched with Catholic Christian attitudes and values which enable the students to be of service to the community.

We believe the school life we share will prepare our students for the future and enable them to bring the message of hope to a world crying out for peace and justice.

We believe the parents are primary educators of their children, and that our role is one of support and professional service to the family.

We believe these ideals can only be fulfilled through the cooperation of the entire parish community – pastors, administrator, Education Commission, faculty, parents, students, and parishioners with the guidance of the Holy Spirit.

Catholic School Statement of Purpose

“From the first moment that a student sets foot in a Catholic School, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom...”

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the Diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with the parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of

each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic Schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised. *Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.*

St. Thomas Personnel

School Staff

Mrs. Judy Farney	Grade 8
Mrs. Debbie Reinhart	Grade 7
Mrs. Diane Deters	Grade 5 & 6
Mrs. Regina Lawhead	Grade 4
Mrs. Heather Baird	Grade 3
Mrs. Susan Deem	Grade 2
Ms. Jean McDonald	Grade 1
Mrs. Amanda Jacobson	Kindergarten
Ms. Randi Lundstedt	Physical Education
Mrs. Alicia Haggin	Music
Mrs. Ellen McKinney	Advanced Mathematics/Computers
Mrs. Mary Schumacher	Secretary/Custodian
Mrs. Kathy Thorson	Secretary
Mrs. Anita Crain	Principal

Pastor

Monsignor James K. Ramer	St. Thomas, Philo
Reverend Joseph Dondanville	St. Patrick, Tolono

Education Commission Members

Dennis Happ – St. Thomas, Chairman
Doug Boyer – St. Thomas, Vice Chairman
Kim Billman – St. Patrick's
Lainey Hewing – St. Patrick's
Wendy Carmien – St. Thomas
Tom Kelley – St. Thomas
Dana Scaff – St. Thomas
Patty Tierney – St. Thomas
Kathy Thorson – St. Thomas
Monsignor James K. Ramer, Ex-Officio Member
Reverend Joseph Dondanville, Ex-Officio Member
Jean Cain, Appointed Treasurer, Non-Voting
Anita Crain, School Administrator, Non-Voting

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I. Religion

Eucharistic Liturgies

Attendance at daily Mass is optional, but students are required to attend the 8:30 a.m. Mass each Friday that school is in session. The students plan and participate in these liturgies. All students are required to follow the Mass Attire Section in the Dress Code Policy of this handbook. After Mass on First Fridays of each month, the seventh and eighth graders sponsor coffee and donuts in the gym. All parishioners and guests are invited to enjoy this event.

Sacraments/Sacramental Preparation

It is the parents/guardians' responsibility to ensure that their children participate in the Sacraments of the Eucharist and Reconciliation on a regular basis. Children are expected to attend weekly Mass on Sunday and to participate in the school Mass on each Friday that school is in session. Parents/guardians are strongly encouraged to bring their children to confession at the regularly scheduled times as published in the church bulletin. Students in grades two through eight will also have the opportunity to participate in the Sacrament of Reconciliation at school during Advent and Lent.

With the cooperation of their parents/guardians, the second graders are prepared for the reception of the Sacraments of Reconciliation and Holy Eucharist. Their first reception of these Sacraments will be in their own parish or, with the permission of their Pastor, at St. Thomas. The seventh and eighth graders are prepared for the Sacrament of Confirmation every other year or every third year, depending on the size of the class. Upon completion of required preparation, students will receive Confirmation at St. Thomas.

II. Academic Policies

Attendance

Regular attendance is required of all students. Students should be in the gym for all-school morning prayer Monday through Friday by 8:20 a.m., when the first bell rings. The tardy bell rings at 8:25 a.m. If a student is tardy, they are to report to the office before going to the classroom. A written excuse for tardiness is due the next day. Continual tardies will be addressed at a parent/guardian conference with the principal on a quarterly basis.

Parents/guardians should monitor the time of their children's arrival at school. Once students enter the gym, they should go to their classroom. Playing outside before school is not permitted. If transportation arrangements make it necessary for your child to arrive earlier than 8:00 a.m., a letter of explanation should be presented to the principal and these children should wait on the bleachers until 8:00 a.m. when their teacher will then take them to their classroom.

If a child has any type of communicable illness or fever, the school must be informed and the child is **not to return without a doctor's note if a communicable illness or 24 hours after a fever has broken**. A *written* excuse for a child's absence is always required upon the student's return to school. If your child will not be in school, call to report the child's absence *before 9:00 a.m.* on the day of the absence. Absences exceeding 10% of a quarter and/or academic year will be addressed at a parent/guardian conference with the principal on a quarterly basis.

A full day absence will be recorded for any student leaving school before 9:30 a.m. A half-day absence is recorded if a student misses any more than 45 minutes of instruction during the school day. No child may leave the school grounds without first obtaining permission from the principal, teacher, or staff. **A parent/guardian is required to sign the student in and/or out in a notebook located in the office.** The school must be notified by a parent/guardian if a child does not return in the afternoon.

Vacations during the school year are strongly discouraged. In the event that a vacation is scheduled during the academic period, it is the student's responsibility to ensure that all school work required during that period of time is completed by the date stated by the classroom teacher. Failure to do so will result in a recorded "0". Arrangements with the classroom teacher should be made well in advance of the trip. However, teachers will not be required to have individual assignments prepared prior to the absence.

Absences exceeding the 10% limit, and not resolved after the first conference, could lead to permanent dismissal from St. Thomas School.

Book Rental Fee

A book rental fee is established each year. This fee is intended to include textbooks, workbooks, testing materials, and most art materials for the school year. Control writing paper will be provided in first, second, and third grades. Book rental fees should be paid during Registration and Fee/Sign-up Day. This fee is non-refundable.

Each student is responsible for the books assigned to them. Any serious damage or loss must be reported to a teacher immediately. The teacher will report it to the office and an invoice will be issued, payable immediately. No final report cards will be issued with any outstanding debts, fees, or balances due to the school. Books are to be kept covered at all times. Contact or any kind of sticky paper shall not be used to cover books. Students may not mark, draw, or write anything inside the book.

Homework

Children should have a designated place and time each evening for homework. This time should be used only for studying or reading. This will encourage studying and reading as opposed to simply completing written work. Time should also be set aside for individual and family prayer.

While it is true that some children are able to get most of their written work done in school, studying for tests and longer assignments should be done at home. Parents/guardians are encouraged to review their child's homework, assignment notebooks, and folders regularly. A reasonable suggestion of time for homework would be 10 minutes for each grade level. By way of a general example, a fourth grade student should plan on 40 minutes of homework. Allow for evenings requiring more or less homework time.

Honors/High Honors

High Honors requires a minimum grade point average of 3.67 on a 4.00, and without a D or F in the core curriculum subjects of Religion, Reading/Literature, Communication Skills/English/Spelling, Mathematics, Social Studies, and Science/Health. An honor requires a minimum GPA of 3.00, and without a grade of D or F in the core curriculum subjects. Honor/High Honors are presented quarterly to students in grades five through eight.

Midterms

Midterms are issued each quarter to all students in grades three through eight. A written mid-term progress report will be issued to all students in grades kindergarten through second. Midterms are not part of a permanent record, but a report to parent/guardians of the student's progress for the first four to five week period of the quarter. Parents/guardians must sign and return the midterms, and are encouraged to discuss with the teacher any questions or concerns within a one week period of receiving their child's midterm.

Report Cards

Report Cards are issued every nine weeks. All-School Parent/Teacher Conferences are scheduled and required during the fall with optional Parent/Teacher Conferences scheduled in the February. However, a conference may be arranged with any teacher at any time.

•Kindergarten, Grade One, and Grade Two—Academic Marks

S+	=	Exceeds basic requirements
S	=	Satisfactory progress; consistent with ability
S-	=	Having difficulty meeting basic requirements
U	=	Unsatisfactory
P	=	Makes sufficient progress for student's aptitude, but below grade level

•Grades Three through Eight—Academic Marks Honor Points

A+	(101 +)	Excellent	4.33
A	(100-96)	Excellent	4.00
A-	(95-94)	Excellent	3.67
B+	(93-91)	Very Good	3.33
B	(90-88)	Very Good	3.00
B-	(87-86)	Very Good	2.67
C+	(85-83)	Satisfactory	2.33
C	(82-79)	Satisfactory	2.00
C-	(78-76)	Satisfactory	1.67
D+	(75-74)	Below Average	1.33
D	(73-71)	Below Average	1.00
D-	(70-68)	Below Average	.67
E	Effort Shown, but Below Grade Level		
F	(Below 68)	Failing	0.00
I	Incomplete		

Retention

If it has been determined by academic conferences between the parents, teacher, and principal that a student is being considered for retention, the parents/guardians will be officially informed by April 15 of the current school year.

Special Needs

If a teacher determines that a child might have a special learning need(s), the teacher will contact the parents/guardians in order to arrange for special educational testing in conjunction with Tolono Unit 7 School District. If a parent/guardian suspects that their child has a special need, they may initiate this testing procedure by contacting the teacher or principal.

III. Code of Conduct

Academic Achievement

Students are expected to complete assignments, cooperate in the school environment, and work to the best of their abilities. Failure to accomplish these stated items will be reflected in student evaluations.

Conflict Resolution

Misunderstandings and confusion can give rise to conflict between the student, parents/guardians, and faculty. The most effective way to avoid such conflict is to contact the individual teacher or staff member directly and as soon as possible. Maintaining an open perspective during the course of this dialog will serve to facilitate resolution of the issue. For the items that cannot be resolved at this initial level, the principal may be included in the discussion, but only after the initial individuals have made their best efforts towards resolution. At the discretion of the principal, the Pastor may also be included. Efforts to avoid the initial steps are strongly discouraged.

Appeal and Review/ Replaces Conflict Resolution

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church;
- The decision violates or is in conflict with an applicable diocesan policy;
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question; or
- The decision violates or is in conflict with an applicable, federal, state, or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal. The individual or group desiring the appeal of the review must make that request known to the governing Pastor or Board of Pastors responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of Superintendent of Schools for the Catholic Diocese of Peoria and to the local vicar.

This letter must clearly cover each of the following points:

- The decision that is being questioned, and which competent authority made it;
- The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above; and
- The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within 30 days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools of the Catholic Diocese of Peoria and the local vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local vicar, who has the

authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

Bullying

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. Any behavior defined as bullying will be addressed in the following manner:

- Conference with principal and student; with parent/guardian notification of initial conference;
- Conference with principal, student, and parent/guardian;
- If not resolved, conference with Pastor, principal, student, and parent/guardian and could lead to permanent dismissal.

Harassment Policy

The Harassment Policy for the Diocese of Peoria is incorporated by reference into this policy. It is set forth in Appendix A for further reference. Harassment, including sexual harassment, of any student by another student is unethical, illegal, and prohibited. It is the responsibility of the complainant or any witnesses to report incidents of harassment. Students are subject to disciplinary procedures up to and including expulsion.

The term “harassment” includes but is not limited to “slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advance which reflect (seriously and) adversely on a person’s race, color, sex, religion, national origin, citizenship, or physical or mental condition.” Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or any conduct of a sexual nature when such conduct has the effect of substantially interfering with a student’s performance or creating an intimidating, hostile, or offensive school environment even if the actions take place off school property or outside of school hours. The term shall also include any other conduct or actions as defined as harassment under the Illinois Human Rights Act as it is amended from time to time. Further, cases of retaliation against a complainant or witness who initiates a case under this policy are included within the term “harassment” as used herein and shall be handled under this policy.

While intervention strategies are suggested even in the case of what the Supreme Court has called “simple acts of teasing and name-calling among school children,” such acts do not constitute harassment under this policy.

This policy outlines the reporting of harassment by the person harassed or by the parent/legal guardian of the person harassed (the complainant) or any witness to harassment. It includes harassment by a student of the school against another student of the school.

If complainant believes that s/he has been harassed, s/he may first wish to deal with the harassment on an informal basis with the harasser. A witness to harassment may wish to do the same. However, whether a complainant follows that path or not, if harassment continues or if a single instance of harassment is of such magnitude that the complainant or witness feels that such an informal resolution is not feasible for any reason, the harassment should be reported immediately by the complainant or witness to the classroom teacher, activity supervisor, or directly to the principal of the school. A notice of harassment should be given within a reasonable time of the alleged harassment in order to promote a fair, prompt, and appropriate response. For the purposes of this policy, reasonable time shall mean five school days.

When a report is given to a classroom teacher or activity supervisor from a complainant or a witness, this report should be given to the principal who shall have the responsibility to follow up. The principal shall make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. The Pastor should receive a copy of this report. If it is determined that harassment, as defined in this policy, has occurred then the principal shall take appropriate action to ensure that the harassment ceases immediately and that appropriate and meaningful counseling takes place. Each school shall determine the appropriate discipline to be assigned to the harasser. This discipline can range from warning to expulsion.

At this time, there is nothing that suggests that schools must notify any other agency if there is an incident of harassment as defined herein. If this position changes as a result of rulings by the courts, state regulatory agencies, or the Diocese of Peoria, the policy will be modified accordingly. If a parent/guardian, for any reason, contacts an agency, such as the police, with a complaint of student-to-student harassment, the school will not be involved except as the law requires or unless the harassment complaint reverts to the school by the outside agency.

Gum Chewing

Gum chewing is not permitted at any time on the premises during school or at any school events.

Language

Inappropriate or disrespectful language will not be tolerated.

Property Damage Policy

Students who damage, break, or destroy school property carelessly are required to pay for, repair, or provide for replacement in full. Behavior resulting in property damage will not be tolerated in any form at school or school-sponsored programs and activities.

Substance Abuse Policy

Student consumption, possession, or distribution of alcoholic beverages, illicit drugs, or look-alikes and/or tobacco are not permitted in school buildings, on school grounds, or at any school events, at any time. This drug policy extends to all school sponsored and school related activities including, but not limited to, field trips and athletic events. Behavior involving consumption or use of these items shall not be tolerated in any form at school or school-sponsored programs and activities.

Weapons Policy

Possession of knives, firearms, explosives, or other types of materials, which may have a strong potential for bodily harm are not permitted in school buildings, on school grounds, or at any school events, at any time. The Diocese of Peoria policy on Possession or Use of Weapons or Look Alike Weapons in School, set forth in Appendix B, is also incorporated herein. Behavior involving weapons shall not be tolerated in any form at school or at school-sponsored programs and activities.

Discipline

Teachers and/or supervisors are responsible for maintaining, in their areas of responsibility, an atmosphere conducive to learning as well as to the safety of each individual. The disciplinary regulations at St. Thomas are intended to:

- Maintain order wherein an atmosphere for learning can prevail;
- Teach respect for the rights of others;
- Develop good character traits;
- Provide opportunities for the development of leadership; and
- Form intelligent and virtuous Catholic citizens.

Each teacher and/or supervisor handles discipline problems. Parents/guardians will be given a written notification of the teacher's expectations of behavior in the classroom at the beginning of the school year. Parents/guardians should be aware that their support and cooperation are needed when their child is having behavior or academic problems at school. The principal will be kept informed.

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion. Several examples of prohibited student conduct are set forth in the Code of Conduct.

Certain conduct, while not listed in the Code of Conduct may still be determined to be inconsistent with the standards of conduct required by St. Thomas. Also, lesser forms of unacceptable conduct, after repeated occurrences, rise to the level of conduct that is also subject to the following levels of anticipated disciplinary consequences. It is assumed that the offending conduct will be remedied by the first application of a disciplinary response. However, if the conduct continues, or a more serious conduct occurs, St. Thomas will proceed to more serious forms of discipline.

Detentions: Detentions are disciplinary measures used to give consequences to unacceptable conduct and negligence in class work, classroom management, and/or violations of the Code of Conduct or Dress Code. Detentions will be served after school for 30 to 60 minutes. Parents/guardians will be notified the day the detention is issued and parents/guardians must arrange for transportation home.

Office Referral: If a student's behavior demands an immediate removal from the classroom, the teacher will send the student to the principal, with an Office Referral,

stating the circumstances requiring removal. The principal will discuss with the student the circumstances, a parent/guardian phone call will result at the daytime number, and a 60 minute after school detention can be assigned. Depending on the seriousness of the offense, possible suspension could result. The parent/guardian will be notified the day of the incident.

Suspension: Suspension is the temporary termination of a student's enrollment for a serious offense or continued insubordination. The principal has the authority to suspend students upon notification of his/her parents/guardians for a period not to exceed three school days. Suspensions can be *in school* whereby a student will be removed from all classes and activities during the school day and may not participate in any after school activities, including sporting athletic events. The student will be responsible for completing and turning in all assignments assigned during the length of the suspension.

Prior to suspension, the teacher and principal will have pursued other alternatives of discipline, and will have notified the parents/guardians of the student's prior offences. If a suspension is issued, the principal shall immediately notify the parents/guardians of the reason(s), and the time period in which it will be enforced. In the case of suspensions longer than three days, a student and his/her parents/guardians are entitled:

- a. to receive a formal hearing by the Education Commission in executive session, with written documentation to be presented at that time; and
- b. to have the charges and/or penalties removed from the record if the Pastor, after taking into consideration the advice from the executive session Education Commission, determines his/her innocence or non-involvement.

Expulsion: Expulsion is the permanent termination of a student's enrollment for a serious offense or continued insubordination, such as:

- Morally delinquent students whose conduct may be detrimental to the safety of other students or pupils, and who will not conform to the school program;
- Violation(s) of the substance abuse and/or weapons policy;
- Physical or threatened violence to self or others or willful destruction of school or parish property; or
- Other serious conduct.

Prior to expulsion, the student and his/her parents/guardians will be granted a conference with the Pastor, principal, and teacher involved. If expulsion is still contemplated, the Education Commission chairman will be notified and will call the Education Commission members to meet in executive session to discuss the seriousness of the matter and advise the Pastor the course of action to be pursued. The parents/guardians shall be requested in writing by the Education Commission chairman to be present at this executive session stating the time, place, and purpose of the meeting.

In judging the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem, to the legality of the reason for dismissal, and to the maintenance of the school's philosophy and goals. In order to protect the reputation of the person involved, all matters discussed during executive

session must be held in strict confidence. If expulsion is determined, the parents/guardians shall be notified of the expulsion by registered letter. The final ruling will be determined by the Pastor.

Corporal Punishment: Corporal punishment shall not be used as a form of discipline.

Sporting and Extra-Curricular Events

Mission: Sporting and extra-curricular events are intended to encourage the active participation of all students in events outside of school hours. By way of these opportunities, the students' Christian values and leadership skills will be incorporated into their daily lives.

Eligibility for Sporting Events:

The St. Thomas School sports program is run by volunteers who work many hours with our children. Team members are required to keep up with their schoolwork.

1. Sports Physical Forms are required each year for each athlete and must be on file before the first day of practice.
2. A candidate for an athletic team must be covered by family insurance. Proof of insurance must be kept in the student's file in the school's office.
3. An athlete will not be allowed to attend practice or compete in an event if he/she was absent **half** of the day, which is three (3) hours or more, due to **illness**.
4. Eligibility requirements will begin for the athlete upon the start of the season, based on IESA regulations for the sport in which they are participating.
5. An athlete must maintain a passing grade in every subject area. A student becomes ineligible when:
 - a. He/She has an "F" average in any subject;
 - b. He/she has a "D" average in two (2) or more subjects;
 - c. He/she receives an "I" in any subject area; eligibility will be based on the decision of the parents/guardians, teacher, and principal following a conference.

Eligibility checks are made every Wednesday at the end of the class day by the athlete's teacher(s). When a student is ineligible, he/she may not attend practice or suit up for any sporting event during the time of ineligibility. Ineligibility starts on the upcoming Saturday and he/she is not eligible to play or attend practice for seven (7) days from the ineligible Saturday. A student will be dropped from the team if he/she becomes ineligible five (5) times during one (1) sport for the remainder of that season.

6. If the Principal finds that an athlete is ineligible on Thursday morning, the following will occur: (1) the Principal will have the athlete's homeroom teacher send a parent notification form home for a parent's signature with the student at the close of the school day on Thursday; (2) the Principal will give the names of ineligible players to the Athletic Director on Thursday evening; (3) Coaches will be notified by the following day (Friday) by the Athletic Director of any player(s) currently ineligible; (4) the ineligible athlete will be unable to attend practice, dress in uniform, and play starting on the upcoming Saturday; and (5) the ineligibility will remain in effect for seven (7) days.
7. Detentions are to be served regardless of the sports schedule.

Rules for Riding the St. Thomas Bus to Athletic, Extra Curricular, and Field Trip Events:

The St. Thomas School bus driver and supervisor/chaperones are in charge of the students. If a student is disrespectful, a written report will be given to the principal by the bus driver and/or supervisor/chaperone by the end of the next school day. A conference will be held as soon as possible to discuss the rider's attitude and lack of respect for the rules and his/her parents/guardians will be notified. Disciplinary actions may result when a student does not abide by the below listed rules.

1. Riders will stay seated at all times.
2. Riders are not to move from seat to seat.
3. Boys will sit with boys and girls will sit with girls.
4. Riders are to keep their hands to themselves at all times.
5. Riders are to be quiet at all railroad crossings.
6. Riders are not to make gestures, signs, etc. to people outside the bus.
7. Riders must ride the bus both ways unless a parent/guardian contacts the bus driver with other directives.
8. Riders are responsible for picking up paper, etc. about the bus.
9. Windows should not be opened unless the driver grants permission.
10. The bus driver or bus supervisor/chaperones have the authority to assign seats at any time.
11. Food items, radios, tape and CD players are not to be brought onto the bus without the driver's permission.
12. Riders are never to throw items about the bus.
13. Loud talking is not allowed at any time.

IV. Dress Code

The Catholic code of modest dress, and the understanding of our human dignity, should guide the choice of clothes and the way they are worn. The guidelines will assist parents/guardians and children in the choice of appropriate clothing for school days. The dress code is designed to ensure uniformity of acceptable dress and show respect for others and self.

Community Day Dress Code

A dark, forest green, **collared** (polo) shirt, short or long sleeved, with a St. Thomas School logo, is **required** to be worn on designated Community Days. Examples of "Community" events are: School Masses, field trips, and special school-sponsored group gatherings.

School Mass Dress Code

In respect of the Mass, students are to wear Community Day Shirts with dress pants, skirts, or khaki shorts (during August, September, and May). No jeans or sweatshirts of any type are allowed.

Spirit Wear Dress Code

On specified Spirit Wear Days, any St. Thomas School shirt can be worn. Examples: Hot Lunch Days and any Spirit Wear Day announced by the school. On occasion, other special wear days

will be announced. Students not participating in the Spirit Days or other special wear days, must adhere to the written St. Thomas School Dress Code.

Shirts/Blouses

- Collared shirts, including turtlenecks and mock turtlenecks, are the only shirts allowed and must be tucked in. If crewneck sweatshirts, crewneck sweaters, and/or cardigan sweaters (with or without a hood) are worn, a collared shirt must be worn underneath.
- Hooded and/or oversized sweatshirts do not qualify as a shirt/blouse; they are considered coats.
- Crewneck sweatshirts and crewneck sweaters must be in good condition and shall not include inappropriate pictures, advertising, or other inappropriate designs. Silk-screened pictures not acceptable include music groups, liquor/cigarette ads, or controversial TV and movie characters. St. Thomas School non-hooded sweatshirts with a collared shirt worn underneath are acceptable and encouraged.

Pants/Dresses/Skirts

- Pants must be ankle length, may not be skin tight, must be worn at the waist, and must be free of holes, rips, or frays.
- No sweatpants, jogging suits, stretch pants, or leggings may be worn.
- A belt must be worn with pants having a belt loop.
- Girls may wear skirts or dresses of modest length and fit. The length of the skirt should be at a minimum of the student's fingertips when the arms are extended down at the side.
- Skorts are not considered skirts or dresses; skorts and capri pants are considered shorts.

Shorts

- Shorts may be worn anytime during August, September, and May. If temperature warrants shorts in other months, the students will be notified by the principal.
- Shorts shall not be too tight, too short, see-through, and must be worn at the waist. The length of the shorts should be at a minimum of the student's fingertips when the arms are extended down at the side.
- A belt must be worn with shorts having a belt loop.
- Shorts with wording across the seat area are not permitted.

Shoes and Socks

- Socks must be worn.
- No black-soled shoes which mark up the floor may be worn.
- Shoes designed with holes for shoestrings must have shoestrings, and they must be tied correctly. High tops need to be tied to the top.
- No flip-flops may be worn. Sandals, open-toes, and shoes with no backs are not allowed. If shoes have little support or thin soles, it is advisable not to wear them to school for safety purposes.
- All students must have tennis shoes for PE and indoor recess. The tennis shoes need not be a different pair of shoes if tennis shoes are worn the full school day.

Other Items

- Jackets, coats, and hooded sweatshirts may not be worn in the classroom.
- Earrings, which are worn below the earlobe, are not to be worn during the school day. No more than one earring per ear can be worn in the earlobe. Boys are not to wear earrings to school or school events.
- Tattoos, real or otherwise, are not allowed on students attending St. Thomas or at St. Thomas school activities. However, “tiger paw” temporary tattoos, sold by PTO, are allowed at sporting events.
- Students may not wear hats in the school building. They shall be removed when the students enter the building.
- Hairstyles must be conservative and of natural color (No artificial colors such as purple, pink, green, etc.).
- Good personal hygiene, neatness, and cleanliness are required.
- The principal has the decision-making authority to exclude a student from school for excessive dress, make-up, jewelry, hairstyles, or other items that detract from the educational environment.

Violations of Dress Code: Minor dress code problems will be immediately addressed by the teacher. Parents/guardians will be contacted for continued or significant violations of the Dress Code. Depending on the type of violation, the number of offenses, and other pertinent criteria, parents/guardians will be required to bring a change of clothes. The student can be removed from the classroom until the offense is corrected.

V. School Governance

St. Thomas School follows the policies of the Diocese of Peoria. These policies are developed by the Diocesan Education Commission. Along with the Diocesan policies, St. Thomas has local policies to further direct St. Thomas School in carrying out the policies of the Diocese. The governing board of St. Thomas School is the St. Thomas Education Commission. Local policies are voted on by the St. Thomas Education Commission, and enacted by the Pastor of St. Thomas Parish. The procedures for making policy and revising policy are stated in G-232, P-CDOP, G-232, and AR-OCS, 1/03 of the Catholic Diocese of Peoria Policy Book, Office of Catholic Schools. The St. Thomas Education Commission follows the CDOP Policy Book. The Policy Book of the Catholic Diocese of Peoria is followed if a local policy has not been written for a defined area.

Education Commission

The meetings are held on the first Thursday of selected months throughout the year. All are invited to attend unless the Commission is in executive session. Such sessions may be called if areas of discussion include salaries, discipline, teacher conduct, or sensitive issues. Election of commission members is held yearly.

Members of the Education Commission, elected by the Parish communities or appointed by the Pastor(s), serve on the Commission for a three year term with an option to run for a second term. The terms of members are staggered so that one-third of the Commission members will be

departing each year. An invitation to run for one of the annual vacancies will be announced annually in the St. Thomas newsletter and parish bulletins. All members of St. Thomas School's affiliated parishes and school parents are eligible to be Commission members

VI. General Policies and Procedures

While the school and the parish wholeheartedly believe in the policies and procedures set forth in this Student Handbook, it reserves the right to alter, modify, or terminate any policy or procedure at any time as the needs of the school or parish may require.

Admission Policy and Priority Admissions Procedures

No student shall be refused admission to St. Thomas School on the basis of race, color, gender, national or ethnic origin. Students with special needs shall be included whenever possible.

It is understood that all students requesting admission to the school shall meet the age and grade requirements in addition to the stated admissions policy of St. Thomas. Students entering in kindergarten must be five years of age by September 1. For children entering school for the first time, verification of age is necessary (Baptismal or birth certificate). Parental/guardian cooperation and working in partnership with the mission and policies of St. Thomas is a condition for a student's continued enrollment.

All students currently enrolled will be admitted before any other priorities are considered. This means that a currently enrolled non-Catholic student will not be dismissed to admit a new Catholic student. Students requiring retention shall not be refused a place in a class even if the retention causes the class size to exceed the limit. If maximum class size of 25 is approached at any grade level and there are more applicants than space available, the following admission priority procedures will take effect as follows, in descending order of preference:

1. Children who are currently enrolled;
2. Children of active¹ parishioners;
3. Children of active parishioners who recently moved into the parish;
4. Children transferring from a public school whose parents/guardians are active parishioners;
5. Children transferring from a Catholic school whose parents/guardians are Catholic and members of another parish;
6. Children transferring from a public school whose parents/guardians are Catholic and members of another parish; and
7. Children transferring from a public school whose parents/guardians are non-Catholic.

¹An "active" parishioner is defined as a registered member of St. Thomas, St. Patrick, Immaculate Conception, or St. Mary's parish, who regularly attends Mass on Sunday and Holy Days; and contributes a minimum of \$300 per year to the church (about \$6 per week), beginning June 1 and ending May 31 each year, using envelopes provided upon registration.

Admission decisions for students transferring from another school or seeking re-entry into St. Thomas shall be made by the school principal and the Pastor. Students seeking transfer or re-entry admission must have records of previous academic history, letters of referral from previous school, a medical record completed, and provided to St. Thomas before acceptance is considered. Requests for transferring between area Catholic schools is strongly discouraged. Conditional admission, such as a probation period of one (1) grading period will be required for transferring students dependent on individual considerations.

After-School Care

St. Thomas is fortunate to have an After-School Care program on-site at the convent. This program provides a nutritious after-school snack, a supervised homework period, and recreation including occasional in-town field trips. Arrangements can be made for your child to attend St. Thomas athletic practices or afternoon athletic events. For more information concerning After-School Care, please contact the office.

Asbestos Compliance

St. Thomas is in compliance with all regulations of current law regarding asbestos. The building has been inspected and there is a full report on the “Asbestos Management Plan” for the school. This report is on file in the school office and may be reviewed.

Athletic/Extra-Curricular Events

Conduct of St. Thomas students and parents/guardians at all athletic/extra-curricular events shall be bound by the terms of this Student Handbook as well as the Athletic Handbook for the Athletic Director, Coaches, Athletes, and Parents/Guardian of Athletes. Spectators and players are to remain seated during the games. No running or playing in the building (home or away) is allowed. Parents/guardians are expected to monitor the behavior of their children. All children are to be seated as the game is being played. Unsportsmanlike conduct and inappropriate comments are out of line and may result in the offender being asked to leave the premises.

Bicycles and Recreational Vehicles

Bicycles are to be parked in the bike racks or surrounding area. They are not to be ridden on the playground. The unauthorized use of another’s bike is prohibited. Bicycle locks are recommended. St. Thomas is not responsible for the loss of or damage to any bicycle. Power driven recreational vehicles (3 and 4 wheelers, motor scooters, motorcycles, snowmobiles, etc.) are prohibited on the school grounds during and after school hours.

Birthday Celebrations/Special Celebrations

Do not plan pizza or other meals at school to celebrate a student’s birthday or distribute invitations to parties. Check with your child’s teacher before bringing any birthday or special treats to the classroom for birthday or for special celebrations. All special deliveries of flowers, balloons, etc. during school hours will remain in the school office until the students are dismissed to go home.

Bus

St. Thomas students who meet Unit 7 designated criteria are authorized to ride Unit 7 buses. If a student who normally does not ride the bus needs to do so, First Student service must be notified at 485-3400 or by note. The child’s teacher should also be made aware of any transportation change a child may need to make at the beginning of a school day.

Calendars

Calendars are sent home for school, sports, and extracurricular activities on a monthly basis and will be available on our school website.

Child Abuse/Neglect

School personnel, by law, are mandated reporters of allegations/suspicions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances should exist. The policies and procedures of the Diocese of Peoria set forth in Appendix C are also incorporated by reference into this provision.

Correspondence

All notes and letters from the principal will be sent home with the *youngest* child. Please check the folder of the youngest child daily to determine if such notices have been sent home. If a note goes home in a sealed envelope, the child will be reminded not to open it.

Emergency Closing

When unforeseen closing of school is necessary, the closing will be announced on WDWS (1400 AM) or WHMS (97.5 FM) as well as WCIA and WICD. Closings because of weather or road conditions will always be the same as Unit 7. Any time Unit 7 closes, St. Thomas will also close. A phone-tree will be established each school year to help in communicating early school closure information. Please avoid calling the school. The phone lines must be open for emergency situations. The phone tree **will not** be used if school is called off before 7:00 a.m.

Emergency Contact Information

It is occasionally necessary to have parental/guardian contact during the day; accurate phone numbers are required. Please advise the school immediately of any change in phone numbers of parents/guardians or other approved individuals. If parents/guardians are planning on being out of town, they should notify the school with alternative contacts during their absence.

Field Trips

Teachers are encouraged to plan educational field trips. The cost of a field trip is divided equally among those attending and shall be paid in advance. Permission slips are sent home before a trip and must be signed and returned to the school. Students not meeting the required deadline for fees and permission slips will have to forfeit the opportunity to accompany the class on this trip. School staff is unable to accept field trip permission by phone.

The school requires the students to wear their Dark Green Community Day Shirts and conduct themselves in an exemplary manner on such field trips. On occasion, a teacher or principal may decide that an individual student will not be allowed to participate in a field trip. In the event of such decision, the parents/guardians of the student will be informed of this decision in advance of the trip, if at all possible. On occasion, chaperones may be needed to assist with a field trip. The responsibilities and expectations of chaperones are set forth in Appendix E.

Health Forms, Physicals and Screenings

1. **Physical Examination/Immunization Record:** All kindergarteners, sixth graders, and all students transferring from another state not requiring health records are

required by state law to have a physical examination prior to the start of the school year. A complete immunization record must be on file for each student in the school.

- For students entering school before October 15 of any given year, the proof of immunization must be presented by this date or the student will be excluded from school until the requirement is met.
 - If for medical reasons one or more required immunizations must be given after October 15, then the student shall present, by October 15, a schedule for the administration of the immunizations and a statement of the medical reason for the delay.
 - Students enrolling after October 15 must present the immunizations record and their latest health examination as soon as possible, but no later than two weeks after admission.
 - All records must be completed and returned before the child may be accepted.
2. **Dental Examination:** All Illinois children in kindergarten, second and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist and he/she shall sign the report form. The report form will be uniform for statewide use.

- Each child in the above listed grades shall present proof of examination by a licensed dentist prior to May 15th of the school year.
- If a child in kindergarten, second or sixth grade fails to present proof by May 15th, the school may hold a child's end of year report card until:
 - Child presents proof of dental examination OR
 - Child presents proof that dental examination will take place within 60 days after May 15th.

3. **Eye Examination:** Effective January 1, 2008, children enrolling in kindergarten and any student enrolling in a public or private school for the first time are required to have an eye examination. The exam must be conducted by optometrist or ophthalmologist and must include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctors are necessary.

Children required to have an eye exam shall present proof of examination within the previous year before October 15. If a child fails to present proof of examination, the school may hold the child's report card until one of the following occurs: the child presents proof of completed eye examination, or the child present proof that an eye examination will take place within 60 days after October 15. There is a waiver for children who show an undue burden or a lack of access to an eligible physician.

4. **Sports Physicals:** Sports Physical Forms are required each year, and must be on file with the school before the first day of practice.

5. **Vision &/Or Hearing Screenings:** The school will set a date each year, with prior notification to parents, to have a Registered Nurse visit the school and perform the following screenings:

- Vision – Mandated are children in kindergarten (if no eye exam is presently on file), second, and eighth grades; children in all special education classes; children referred by teachers; and transferred children;
- Hearing – Mandated are children in kindergarten, first, second, and third grades; children in all special education classes; children referred by teachers; and transferred children.

Medication

Parents/guardians may come to school at any time to dispense medication to their child. If it is necessary for a child to take medication during school hours and a parent/guardian is unavailable to dispense the medicine, the principal and/or designated staff will dispense medication only under the following conditions:

1. **Prescription Drugs:** If medications can safely be given outside of school hours, please do this. However, if your child's condition requires that medication be given at school, it is necessary that we have "Required Medications During School Hours" form completed and signed by the parent/guardian and the child's physician, and returned to the school office. No medication can be given at school until the completed form is on file. Medication must be sent in appropriately labeled pharmacy containers as prescribed by law. The container must indicate the name of the pharmacy, the prescription number, the child's name, the name of the drug, and the dosage.
2. **Over-the-Counter Drugs:** If medications can safely be given outside of school hours, please do this. However, if your child's condition requires that medication be given at school, it is necessary that we have "Required Medications During School Hours" form completed and signed by the parent/guardian and the child's physician, and returned to the school office. No medication can be given at school until the completed form is on file. Parent/guardian notes are not acceptable for permission to dispense medication. The medication must be in the bottle or container purchased at the store.
3. **Self Administration of Medication:** Beginning with the 2006-07 school year, the law allows students to self-administer both asthma medication and certain allergy medication (epinephrine). Prerequisites for self-administration of these medications are: (1) parent permission; (2) prescription information provided by a doctor; (3) written notification to parents that the school shall not incur liability; and (4) parent sign-off acknowledging the liability waiver. The above information must be obtained each school year.

Milk Breaks/Lunch

Morning milk breaks are provided for children in kindergarten through third grade. Milk will be purchased through the school. Milk is also available for lunch. No glass bottles are to be brought in a child's lunch. Students are not allowed to buy pop from the school pop machine for lunch or at any other time during the school day.

Students should bring their lunches each full day of school. If a child forgets to bring a lunch they can fix a peanut butter sandwich at school. Periodically, a hot lunch will be offered or

provided to all of the school children. Most of the hot lunches will be offered to the children at cost. Information about the hot lunch program will be sent home during the school year.

If a student plans to eat lunch any place other than school, a parental/guardian note must be presented to the teacher *before* lunch. Students who go to their own home for lunch on a regular basis will need to bring a parent/guardian note at the beginning of the school year. These students must return by 12:00 p.m. They need to sign out and in on a notebook found in the office.

Parents/guardians are needed to assist in lunch hour supervision. Sign-ups take place at Fee/Sign-Up Day in August. Any family who cannot volunteer must pay a fee to be assessed at the beginning of the school year.

Money for Student Charges

Any money sent to school with a child must be sent in a sealed envelope with the child's name, the grade, the amount of money, and the purpose of the money written on the outside. Special envelopes are printed for tuition payments.

Non-Custodial Parents

The school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Thomas is required to provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide St. Thomas with an official copy of the court order.

Parent/Teacher Organization (“PTO”)

Communication between the parents/guardians, teachers, and administrators is an integral part of the educator process and our goal is to promote this concept. The objectives of this organization are: to provide parents/guardians and teachers with the information needed to aid in all aspects of education, growth, and development; to promote good-will and cooperation among all aspects of the school; and give support to St. Thomas School through assistance with activities, social functions, and fundraisers.

PTO meets every third Wednesday of the month, and has its own by-laws. The officers may bring recommendations to the Education Commission meetings. All parents of school children at St. Thomas are automatically members of the PTO and are encouraged to take part in the activities planned by the organization. The Parent/Teacher Organization strives to help maintain a superior quality of Catholic Education.

Playground

Every child, unless excused by reason of health, is expected to participate with his/her own class at lunch recess. All children must report to the play area after lunch. Students may not leave the assigned area without the permission of the principal or parent volunteer. In bad weather, all children will remain indoors. If snow is on the ground, students are to wear boots or have a change of shoes available. In winter weather, hats, gloves, and scarves are highly recommended. Throwing rocks, sand, snowballs, or other similar objects is strictly forbidden. Wrestling is not allowed. Hard balls are prohibited at all times.

Phone Calls

Teachers and students will not be called to the phone during school hours unless there is an emergency. Phone messages should be limited only to necessary information.

Use of cell phones during school hours is prohibited. A student must have a teacher's permission to use the classroom phone. All personal calls that result in long distance charges will be charged to the student making the call.

Student Records/Confidentiality

Students and their families will be afforded the necessary and expected confidentiality for their student records and all matters involving their academic and social conduct. The following are established guidelines for school records:

- *Right to Inspect:* You have the right to look at your child's permanent record, which includes report cards, health records, accident reports, attendance records, and biographical information.
- *Right to Prevent Disclosure:* The school will not disclose anything to third parties from your child's record unless you consent in writing prior to the disclosure, or the information is part of the Family Address List in which the information has been approved for publication

Student Safety

Any student injured in the classroom, gym, playground, or other school area must report the injury to his/her teacher or supervisor immediately. The safety of children is ensured by organized drills, posted EXIT/Emergency signs, posted procedures, and the St. Thomas School Crisis Plan.

Tuition Policy

Even with the established tuition, our affiliated parishes subsidize a large portion of Catholic education at St. Thomas School. This is especially true when families have more than one child in the school. In all cases, the parishes pay more than half the actual cost to educate each child.

In order to receive a subsidy from the parish (St. Thomas Philo, Immaculate Conception Bongard, St. Mary's Pesotum & St. Patrick's Tolono) for the cost of your child(ren)'s education at St. Thomas School, parents must be registered with their respective parish and be active members in good standing. If a child is a member of any other Catholic parish, parents must receive permission from their Pastor to receive a subsidy from their respective parish. If a child's family is non-Catholic, parents are obligated to pay the full tuition amount set by the Pastor.

At no time will any parishioner be denied access to a Catholic School education based on an inability to pay. Should the payment of tuition cause any family financial hardship, they are to obtain an application for tuition assistance from the school. A professional service, FACTS, will evaluate a family's ability to pay tuition, and let the Pastor know how much the family can afford to pay (the parish never sees the financial records; only the Pastor and FACTS). At the discretion of the Pastor and based on available funds, the parish may pay some or all of the balance of tuition. The hardship of tuition should not be the sole cause of not attending

St. Thomas School. Every family is given the opportunity to apply for tuition assistance. Each family is highly encouraged to apply for the Diocese of Peoria's John Lancaster Spalding Scholarship Fund each year.

Tuition payments can be paid in full in July, quarterly, or monthly. Tuition and fees are non-refundable. If a family is unable to pay on time, a parent/guardian must inform the Pastor. Failure to pay the full amount by June 15th, without exemptions made by the Pastor, will result in the child's name being removed from the class list for the following year. Re-entry will depend on full payment and available room. No end of year report cards will be issued with any outstanding debts, fees, or balances due to the school, with the exception of the June 15th payment.

Visitors

For the safety of all children, you must first sign the Visitor's Log at the office, obtain a "Visitor" badge from the school secretary, and sign out upon departure. If it is necessary to take a child home due to illness or family matters, the student must remain in the school office until a parent/guardian arrives to sign out the student. It is also necessary to sign in when a student arrives late or returns to school after an outside appointment.

Volunteers

All school volunteers and staff must have completed the State of Illinois background check and must be fingerprinted. It is also DIOCEAN POLICY that volunteers and staff must attend *The Protecting God's Children/Safe Environment program*.

VII. Internet Usage Policy

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what information students may access. St. Thomas educators will take an active role in restricting student access to controversial material. However, on a global network it is impossible to control all materials an industrious user may discover.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In order for a student to enjoy the privilege of Internet usage, the student and their parents/guardians must sign and return the Internet Usage Agreement form. The administration and faculty of St. Thomas reserve the right to deny, revoke, or suspend specific user privileges. **No student is allowed Internet access without an adult staff member being present in the room housing the computer and supervising the student(s) at all times.** All Internet users are expected to abide by the generally accepted rules of computer and network etiquette and student conduct. The following guidelines are the minimum taught to St. Thomas students:

- Do not reveal your personal address, phone numbers, or addresses of students or colleagues.
- Be aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Unacceptable use of the Internet:

1. Using the network for any illegal activity including violations of copyright or other laws;
2. Using the network in ways that violate school policies and behavior standards;
3. Using the network for financial or commercial gain;
4. Degrading, disrupting equipment, or system performance;
5. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data;
6. Wasting technology resources, including bandwidth, file space, and printers;
7. Gaining unauthorized access to resources or entities;
8. Using an account by another user, with or without their permission; and
9. Posting personal communications without the author's consent.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges and restitution will be expected.

VIII. School Events

The school year at St. Thomas is filled with a number of exciting activities and events. Occasionally, classroom or school needs might require a change or give new direction to a "traditional" event. Many times, events need parental/guardian assistance and participation to ensure that St. Thomas School and the students benefit from these wide varieties of experiences.

All School Rosary: The rosary is prayed the first Wednesday of the month as a school community and every Wednesday during October and May. All are welcome to join our students in the gym at 8:25 a.m.

Open House for Families: The PTO Officers and principal will set a date in September for an All Family Open House.

Parent/Teacher Conferences: Parent/teacher conferences for all students are held at the end of the first quarter. Parents/guardians will be notified in writing of their scheduled conference time. Parents/guardians are encouraged to request meetings with their child's teacher at any time throughout the year. A time for Optional Parent/Teacher Conferences will be available in February.

Magazine Drive: This fundraiser is one of the largest of the school year. The profit from the sales is used to supplement the cost of needed instructional materials not provided by book fees. A monetary donation is appreciated if parents/guardians do not allow their children to participate in the magazine drive.

Book Fairs: This fundraiser gives students and parents/guardians opportunities to purchase a variety of books at the Scholastic rate. All proceeds go towards replenishing library books and classroom libraries.

Friends of St. Thomas: The gifting tree, located at the entrance of the school, highlights those who remember St. Thomas through their gifts. Contributions may be made in one donation of \$1,000.00 or more, monthly giving of \$10.00 or more, or through a specific memorial fund. All contributions are tax deductible. A portion of the yearly gifting goes back into the school's operating budget the following year. Please ask the principal for more information on the Friends of St. Thomas Gifting Tree.

Catechetical Testing: The Office of Catholic Schools has chosen the NCEA ACRE (Assessment of Catechesis/Religious Education), which is based on the Four Pillars of the *Catechism of the Catholic Church*, to replace the Faith 2000 catechetical assessment. The tests will be administered to fifth and eighth graders during mid-January.

Standardized Testing: Grades three through eight will participate in the Iowa Test of Basic Skills Achievement Test and the Cognitive Test of Abilities in September. Notice will be given to families prior to the test dates in September. Parents/guardians are asked to see that their child eats a well-balanced breakfast and gets plenty of rest throughout the testing period. Results are normally given out at the parent/teacher conferences.

Writing Assessment: Students in grades four and seven take the Metri-Tech Writing Assessment. This normally is completed in one day.

Advent & Lent Prayer Services: During the advent and lent, weekly prayer services will be prepared by the students. This provides an opportunity for students to learn how to plan and implement a para-liturgy.

Happy Birthday Jesus Party: This is normally held on the afternoon of the last day of school before Christmas vacation begins. It is a celebration for the student body of the true meaning of Christmas.

1st Reconciliation Reception: The third grade class will host a reception at the school immediately following the second graders receiving their 1st Reconciliation.

Pancake and Sausage Breakfast: The seventh and eighth graders hold a bake sale and raffle during this St. Thomas parish sponsored breakfast. Seventh and eighth grade parents are asked to volunteer and assist the students in obtaining goods for the raffle.

Catholic Schools Week: This is held the last week of January. The theme often warrants a family "project." Many special events will be planned for that week with Mass being the highlight of the week. Students go by bus to Skateland toward the end of the week.

Mass at St. Patrick Parish, Tolono: One day in March students are transported by bus to attend Mass at St. Patrick Parish in honor of St. Patrick's feast day. It is usually followed by cookies and punch provided by the St. Patrick's Altar and Rosary Society.

Sports Banquet: The sixth grade parents/guardians are responsible for the planning and implementing of this banquet in the spring for all school sponsored sports.

Special All-School Event: A special all-school event will be held in the spring; such as, Spring Concert, Talent Show, Academic Showcase/Academic Fair.

Grandparent's Day: The students honor their grandparents or a close family friend by inviting them to share a special morning with them. The day includes classroom visits, Mass, and concludes with a traditional sack luncheon provided by the students.

May Crowning: May crowning is held the first Friday of May. The eighth and second graders prepare the Mass for May Crowning. All students are asked to bring a fresh cut flower with them to church that morning. Coffee and donuts follow Mass in the school gym.

Kindergarten Visitation: An open visit will be scheduled each spring for upcoming kindergarten students. Everyone is welcome. Parents/guardians will have an opportunity to visit the kindergarten room, meet the teacher, and get to know more about St. Thomas Catholic School. The purpose of the session is to allow the parents/guardians and students to meet school staff and be exposed to the "Good News" about St. Thomas Catholic School.

Graduation Banquet: This banquet is hosted by the seventh graders and their parents/guardians to honor the eighth graders and their parents/guardians. This event is for the parents/guardians, students, teachers/staff, and Education Commission members. The students, principal, and eighth grade teacher put together a special program. Information for the planning of this event is on file in the principal's office. Seventh grade parents/guardians will have a meeting to plan the banquet.

Junior-High Class Trip: The seventh and eighth grade students attend a class trip to places like Six Flags, Chicago, Springfield, or Indianapolis. Eighth grade parents/guardians are also invited to attend. The students will help choose the location. Payment is covered by the class with the money they earned throughout the year. Eighth grade parents/guardians are asked to contribute toward costs if necessary. The rest of the class money is given to the school as a gift from the graduating class.

Graduation: The graduation Mass will take place at St. Thomas Church during the third or fourth week of May.

Work Day: In addition to regular maintenance throughout the year, parents/guardians are asked to give a couple hours of their time one day shortly after students are dismissed for the summer to help clean the school and make minor repairs that are needed. The maintenance committee of the School Commission is responsible for organizing the Work Day.

Appendix A

Harassment Policy

Appendix B

Possession or Use of Weapons or Look Alike Weapons in School

Appendix C

Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons, or by Lay Employees or Volunteers

Appendix D
Safe Environment Program

Appendix E

Roles and Expectations of Chaperones

Appendix F
Student Wellness Plan

Roles and Expectations of Chaperones

Chaperones shall be given, at a minimum, the following information before they commit to chaperone an event:

1. A description of the event
2. The expected number of minors to be present
3. The hours the chaperone will commit to be present and act as chaperone
4. The responsibilities and expectations of a chaperone at the event
5. The expected number of other chaperones.

If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor.

Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:

1. Where and to whom to report any problems or concerns
2. Any anticipated problems relating to their post or the event.

Chaperones shall be advised that they are expected to promptly report any unusual incident or behavior and, using their best judgment, to exercise authority to stop or prevent any inappropriate behavior or immoral activity involving a minor or in the vicinity of a minor. If any unusual incident, behavior or activity occurs where there is the potential for further inquiry (i.e. an injury), chaperone(s) having information respecting the incident shall be asked to complete a written report documenting the matter. This report shall be completed by the chaperone(s) as soon as practical. Where an event is of sufficient length to require different "shifts" of chaperones, the sponsor shall provide for the foregoing steps for each new "shift" of chaperones. If the "shift" of a chaperone is an overnight shift, the responsibility of the chaperone is to remain awake at all times during his or her "shift."

The school shall keep a record of the names of the chaperones for each event for a period of four (4) years.

Chaperones should be given an appropriate expression of appreciation for their efforts at the end of their service.

The term "minors' activities" as it is used in the policy and administrative regulation relates to any activities which primarily involve participation of pre-college age children.

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call *911* and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:

- ⌚ Is the violation merely technical in nature (e.g. squirt guns)?
- ⌚ Was the weapon displayed or used in a threatening manner?
- ⌚ Has the weapon caused any harm, injury, destruction, or damage?
- ⌚ Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
- ⌚ Did verbal threats precede the possession of the weapon?
- ⌚ Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?

9. The decision of the canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.

10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.

11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.

12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:

- ⌚ Possession and/or use is required as part of an authorized class or course
- ⌚ Possession is part of an authorized school and/or class display or presentation
- ⌚ Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
- ⌚ Possession is authorized as a stage prop
- ⌚ Possession and/or use is part of an authorized interscholastic sports activity

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.