School Handbook 2026-2027

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the BULLDOG FUND

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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 PreK-8 school currently serving 208 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 School is a pre-kindergarten through eighth-grade parish school committed to strengthening Catholic identity and Gospel values, practicing Christian virtues, serving others, and promoting academic excellence.

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, 2031. In addition, Our PreK adheres to all state guidelines and is certified each year.

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

virtues

Prayerfulness • Charity
Respect • Gratitude
Responsibility • Justice
Magnanimity • Humility
Moderation • Sincerity
Patriotism • Industriousness

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

virtues

Meekness • Honesty
Orderliness • Affability
Self-control • Prudence
Modesty • Loyalty
Courtesy • Trustworthiness
Kindness • Magnificence

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

virtues

Docility • Generosity
Obedience • Perseverance
Foresight • Temperance
Fortitude • Patience
Hope • Prayerfulness
Respect • Industriousness

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 PreK class to 20 students, K-4 classes to 25 students. Grades 5 through 8 have a maximum capacity of 26 per classroom. Numbers, however, may be affected by space requirements. 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. Previously enrolled students may utilize the sibling position at the discretion of the principal and/or pastor. 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 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: For Catholic families who wish to pay our current subsidized tuition rate, the first step is to apply for the Active Parishioner Scholarship at the time of enrollment. This form must be approved and signed by the pastor. Once that is done, all of the following criteria must also be met:

1. Be a registered member of St. Thomas More Catholic Church here in Portland (or submit an "Out of Parish" form, signed by the pastor of the Catholic parish where you are registered).
2. Attend weekend Mass regularly here at St. Thomas More.
3. Provide verifiable parish support through regular weekly or monthly contributions via church envelopes or electronically at St. Thomas More or your home parish.
4. Regularly participate in one or more parish ministry (Lector, Sacristan, Fellowship, Usher/Greeter, Extraordinary Minister of Holy Eucharist, Children's Liturgy of the Word, or assist with Sacramental Prep/Religious Ed classes).

Families who do not meet all of the above criteria will not be eligible for the STM Active Parishioner Scholarship for the May 2027 award cycle.

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 Pastor will monitor Mass attendance, ministry participation, and receive quarterly financial updates from the business office. In May, he will review all applications to verify eligibility for the Active Parishioner Scholarship. Families who do not meet the criteria will be designated as non-subsidized and notified of their status by the Pastor.

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.

PreK, Kindergarten & First Grade: All incoming Kindergarten students are required to participate in a developmental readiness assessment with the Kindergarten teacher *(by appointment).*

Students currently enrolled in STM PreK will have Kindergarten readiness evaluated by the PreK and/or Kindergarten teacher.

If a child is determined not to be developmentally ready for formal K–8 instruction, appropriate placement or program recommendations will be provided.

Age Requirements: Children must meet the following age requirements by September 1 of the upcoming school year:
PreK: 4 years old
Kindergarten: 5 years old
First Grade: 6 years old

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, or 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 is offered enrollment, the family must complete the enrollment process by the deadline stated in the acceptance email. If enrollment is not received by that deadline, the student's name will be moved to the end of the applicable admissions category, and the school may offer the available position to the next child on the priority list.

Students Advanced or Retained: The 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
Language Arts	Health
Mathematics	Computers & STEAM
Social Studies	Music
Science	Library
Art	Drama
Spanish	Study Skills
Enrichment (6-8)	Second Step

Teaching strategies include cooperative learning, 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 (MTSS) model Multi-Tiered Systems of Support. 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. Teachers take attendance, we pray, say the pledge of allegiance and announce birthdays and other student-centered news. Parents are invited to stay for morning assembly. If parking on the upper lot, please park in the spaces marked in the middle of the playground, not those against the gym or the fence.

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 an STM uniform on school sponsored fieldtrips. If appropriate, students may be given permission for free dress.

Service Learning Program
STM HOPE – (Helping Other People Everyday)
Throughout the school year, St. Thomas More Catholic School incorporates required social outreach programs and service opportunities at every grade level. These experiences may include supporting the Oregon Food Bank and partnering with Rose Haven to prepare sack lunches accompanied by handwritten notes of encouragement. In addition, students are encouraged to initiate service projects in response to local, 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 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 may have the opportunity to participate in:

- STEAM Club & Challenges
- Spelling Bee
- Service Learning H.O.P.E.
- Science Circus & Bowl
- Outdoor School
- Mass Choir
- Art Exhibits
- Drama
- Field Trips
- Washington D.C.
- Assemblies
- Buddy Activities
- CYO
- More Care
- Math Competitions
- Enrichment Classes (6-8)

Enrichment Classes

Students in grades 6–8 participate in weekly enrichment activities that promote interdisciplinary learning, mixed-grade collaboration, and the exploration of emerging interests. These experiences are intentionally designed to support cognitive engagement, creativity, and social development while strengthening self-confidence and intrinsic motivation. Participation in enrichment electives contributes to student well-being by providing opportunities for stress reduction, emotional regulation, and positive peer connection. This program emphasizes effort, collaboration, and personal growth rather than traditional grading or performance outcomes.

Student Code of Conduct

Discipline is an essential part of Christian life and supports our school's mission. Its purpose is to help students practice the Christian virtues and moral principles they are taught. A spirit of cooperation, support, and respect among staff, parents, and students is essential to maintaining a safe and inclusive learning environment.

Our ultimate goal is self-discipline. Students demonstrate growth in self-discipline by listening, following directions, making responsible choices, asking questions when needed, respecting others, working independently, and exercising good judgment whether supervised or not.

We strive to build a respectful community with clear expectations and consistent accountability. Teachers begin each school year by teaching and reinforcing expectations, establishing classroom procedures that support our mission, and continuing to guide students throughout the year.

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

A strong parent/school partnership is at the heart of our mission. Parents are the most important advocates and support for their children; therefore, we ask that parents partner with the school and share pertinent family information in a timely manner, as necessary.

It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

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 however, anonymity cannot be guaranteed.. If a situation requires reporting to authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

Behavior Policies Definitions

Expected 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.

Bullying, Harassing, or Exclusion
Everyone has a right to be treated with respect. No one is to be 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 using unkind words, 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 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
Only language appropriate for "G" rated films is allowed.

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 or other sources 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, pushing, tripping, wrestling, or picking up 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, hitting, 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, iPads, 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 & Personal Electronic Devices
Cell phones, smart watches & personal electronic devices need to be turned off and given to the 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 reimbursement.

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.

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

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.

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 activities are monitored and may be viewed or recorded by others.

(See page 62 for the complete technology responsible use policy)

Students and families represent St. Thomas More School community both on and off campus. It is not the responsibility of the school to monitor students' and/or families' social media accounts. If you choose to allow your child to use social media, (which is never permitted on school devices) the school's expectation is that you, as parents, monitor your children's accounts and the discourse they participate in. Additionally, we encourage families to have ongoing conversations with their children about responsible online behavior and digital citizenship. If a serious issue arises that directly impacts the school community, parents are encouraged to notify the school so we can work together to address the issue, promote understanding, and help maintain a safe and positive learning environment.

School Response to Inappropriate Behaviors

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 to make 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: 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.

When the teacher feels the above consequences have not changed the undesirable behavior, the students are sent to the principal's office.

Filling these out at recess time gives students time for reflection and teachers time to advise

Checks: Students in Grades 5 to 8 receive checks for conduct infractions or behaviors that are not consistent with our Schoolwide Learning Expectations. A "Conduct Check form" must be completed and a detention served for each check a student receives. Students will need to get the check forms signed by the principal and their parents, and return the form the following school day to the teacher who issued the check. Three checks in a trimester 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 "Conduct Check form" and an apology letter if applicable. Failure to do so may result in additional minutes or additional detention time.

Conduct Referral (Grades 6-8): Continued or serious misbehavior will be referred to the principal for further action. After the third "Conduct Check 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.

Conduct Referral (cont.)
A conduct referral is a disciplinary step that is used in grades 6-8. It is a more serious consequence than a check, to be used for behaviors that are intentional and a serious breach of integrity, like cheating or extreme or continued disrespect. Conduct referrals are kept in students' files until graduation in order to track repeated behaviors.

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 during the 3 years from 6th – 8th grade or serious misbehavior as outlined in the School Disciplinary Policy and/or at the discretion of the principal and may be disclosed on high school recommendations.

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, may be informed of persistent discipline problems and/or significant disciplinary actions taken, especially suspensions & expulsions**.**

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.
A conduct referral is a disciplinary step that is used in grades 6-8. It is a more serious consequence than a check, to be used for behaviors that are intentional and a serious breach of integrity, like cheating or extreme or continued disrespect. Conduct referrals are kept in students' files until graduation in order to track repeated behaviors

Conduct Rubric *(Grades 5–8)*

Personal/Social Development

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

- *has received 0 checks in a trimester*
- *exhibits on-task behaviors*
- *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 & others at all times*

S – For SATISFACTORY CONDUCT a student

- *may not receive more than 1 check in a trimester*
- *exhibits on-task behaviors and self-control*
- *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

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

Notes:

- Conduct grades will be updated throughout the trimester and will be reset at the beginning of each new 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 at lunch recess
- 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.
- Checks are cumulative for the year.

Effort Rubric *(Grades 5–8)*

Work/Study Skills)

Our Effort Rubric is based on our Schoolwide Learning Expectations (see. pg 9)

- *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, specialist, and playground rules are school rules. Students are expected to demonstrate respect, responsibility, and contribute positively to the learning environment.

Discipline is addressed first at the classroom level, with teachers responsible for implementing behavior expectations and consequences. The school's discipline policy supports teachers and administration in promoting positive behavior and student growth.

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
4. a meaningful apology to acknowledge that hurt was caused and consideration of actions to repair harm.
5. a check that requires student reflection and a parent signature.

The basis of the guidance and discipline policy in PreK is to encourage positive behavior and to facilitate the growth of understanding emotions in oneself and others. While consistency in discipline is recognized as important, the uniqueness of both child and circumstance require flexibility in discipline procedures and in assuring the maintenance of a climate conducive to learning and safety.

Social *Students are expected to treat all other members of the community with respect.*	1st	2nd	3rd
Verbal disrespect (name calling, insults, unkind words or references even if followed by "just kidding")	"Think About It" form (K-4) Check/Detention (5-8)	"Think About It" form (K-4) Conduct referral assigned (5-8)	Out of school suspension Parents meets with teacher/ principal/pastor
Exclusion (starting rumors, excluding behavior, telling others not to be friends with someone, or other actions that would cause someone to be isolated)	"Think About It" form, Inside Recess (K-4) Conduct Referral assigned (5-8)	Conduct Referral assigned In-school suspension	Conduct Referral assigned Out of school suspension Parent meeting with teacher/principal/pastor
Use of disrespectful, prejudiced, or inappropriate language or gestures	"Think About It" form (K-4) Conduct Referral assigned (5-8)	Conduct Referral assigned Out of school suspension	Expulsion from STM
Personally targeted bullying or harassment (racial, ethnic, derogatory, or sexual name calling or other harassing actions which degrade someone's personhood.)	Immediate Removal from School Conduct Referral assigned Out of school suspension	Expulsion from STM	
Retaliation (for reporting misdeeds to an adult)	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	Expulsion from STM

Disruption to the school day *Students are expected to respect the learning environment so that all students can learn in a calm, quiet, safe space.*	1st *offense*	2nd *offense*	3rd *offense*
Disruptive conduct (which deprives other students of the right to learn)	"Think About It" form, (K-4) Check/Detention (5-8)	"Think About It" form K-4 Check/Detention (5-8)	Conduct Referral assigned In-school suspension
Dishonesty (lying, cheating, plagarism, etc.)	"Think About It" form, Inside Recess (K-4) Conduct Referral (5-8)	Conduct Referral assigned In-school suspension.	Conduct Referral assigned Out of school suspension Parent meeting with teacher/ principal/pastor
Disobedience or lack of respect for authority (including disregard for all school policies, i.e, dress code, playground rules)	"Think About It" form(K-4) Check/Detention (5-8)	"Think About It" form (K-4) Check/Detention (5-8)	Conduct Referral assigned Out of school suspension Parent meeting with teacher/ principal/pastor
Inappropriate language or references in school work	"Think About It" form(K-4) Conduct Referral assigned (5-8)	Conduct Referral assigned In-school suspension	Conduct Referral assigned Out of school suspension Parent meeting

Physical **Students are expected to treat all in the community with the same amount of respect.**	1st *offense*	2nd *offense*	3rd *offense*
Rough Play (pushing, tripping, grabbing, etc.)	"Think About It" form, Inside Recess (K-4) Check/Detention (5-8)	Conduct Referral assigned In-school suspension.	Conduct Referral assigned Out of school suspension Parent meeting with teacher/ principal/pastor
Fighting or physical abuse	Immediate removal from situation Conduct Referral assigned Out of school suspension	Expulsion from STM	
Threat of serious violence	Immediate removal from school Conduct Referral assigned Out of school suspension	Expulsion from STM	

Property *Students are expected to treat school property and the property of others with respect*	1st *offense*	2nd *offense*	3rd *offense*
Lack of respect for property (damage, misuse, defacement, etc.)	"Think About It" form, (K-4) Check/Detention (5-8)	"Think About It" form, (K-4) Check/Detention (5-8)	Conduct Referral assigned In school suspension and repair of damage Parent meeting with teacher/ principal/pastor
Theft of property	Immediate removal from school Conduct Referral assigned May report to police	Out of school suspension Parent meeting with teacher/ principal/pastor	Expulsion from STM
Vandalism (intentional damage to property)	Immediate Removal from School Conduct Referral assigned Out of school suspension Parent meeting with teacher/ principal/pastor May report to police	Expulsion from STM	
Possession of nicotine products, drugs, alcohol, or weapons	Immediate Removal from School Conduct Referral assigned Out of school suspension Parent meeting with teacher/ principal/pastor May report to police	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 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*
Office procedures, first aid, attendance, school events	*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	*Development Director, Principal, SAC, Pastor*
Christian Service Projects Ideas	*H.O.P.E. Coordinator* *Classroom Teachers*
Auction	*Auction Committee*
Setting up diagnostic testing or tutoring, setting up school coordination with a specialist or doctor	*Teacher, Principal* *Learning Specialists*
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, a parent must call or email the school office with the reason for the absence by 8:30am. A message may be left on the voicemail.

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 in order to be re-admitted 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
If students are 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 parent must notify the school office in advance by email or phone. 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 are not required to assign 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. This form is available in the office and on the website.
Please note that all absences for any reason other than illness are recorded as unexcused absences, whether or not they were pre-arranged.

It is important that students are present at school. Oregon law requires parents/guardians to see that children between the ages of 7 and 18 years attend school regularly and in a timely manner (Reference: ORS 339.010-

339.020). "Chronic absenteeism" means not attending school for 10 percent or more of school days in one school year. (Approximately 18 days total). The principal will reach out to families in cases of excessive absenteeism or tardies. Chronic absenteeism may be revealed on high school recommendation forms.

Birthdays

Birthday treats are best served in the classroom when the teacher deems appropriate. These treats need to be store-bought and in their original unopened packaging.

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

Student birthdays are recognized during morning assembly in the gym, except on School Mass Days. Saturday birthdays are announced on the preceding Friday and Sunday birthdays are announced on the following Monday. In addition, students are invited to wear appropriate free dress on their birthday. Free dress and birthday announcements are not available on Mass days. Students with birthdays that fall on a Mass day are invited to wear free dress the day before or after with prearrangements with their teacher. 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.

Party invitations should not be distributed at school unless all students in the class are invited. Please be mindful of other students' feelings if birthday parties will be taking place immediately after school.

Building Visitation

For security reasons, all visitors must first report to the school office and are required to check in to obtain a badge and must return to the office to check out. 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 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 in grades 5-8 do weekly ALMA checks, reflect on their conduct and effort, and make plans to resolve any missing work or meet with teachers. If a child's overall grade in a subject drops below a "C", teachers will notify parents of that grade.

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 activated please visit https://stmpdx.getalma.com to login. Lost codes or assistance with ALMA please contact school office at stmschool@stmpdx.org.

Contacting Teachers

Email is a great means of communication with the school and teachers. Please consider the following guidelines:

- Teachers are not available to answer emails between 7:50 and 3:10. This is their time with students. In the case of an urgent message, please contact the office.
- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is NOT an appropriate communication tool when the message or requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.

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, 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 volleyball, basketball, track, football, 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 have completed C.A.S.E - Creating A Safe Environment training required for Archdiocesan Volunteers. 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 a.m. 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 and students must enter through the main school entrance. On Wednesdays, students are dismissed at 2:00 p.m. to allow for teachers to attend in-service/staff meetings.

Monday thru Friday

7:30am	*Gym & PreK doors 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*
10:55-11:15am	*Lunch, PreK*
11:00-11:30am	*Lunch, Kindergarten*
11:05-11:30am	*Lunch 1st Gr.*
11:20-11:40am	*Lunch 2-4*
11:50am	*Lunch, Grades 5-8*

Afternoon

3:05 p.m. (2:00 p.m. Wednesday) Dismissal

State School Administrations and Archdiocesan Guidelines determines school schedule, policies and calendar.

Emergency Procedures

The Safety Committee reviews and updates 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, and 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, or potential violent situations.

Teachers, staff, and students participate in periodic 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, a safe off site location will be determined with the help of local law enforcement.

The principal or designee will notify all families of the evacuation of the campus as possible. Students will remain with teachers in a designated area to be determined. 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 to someone listed 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 fundraisers is never mandatory, but greatly appreciated. Fundraisers are outlined on the next page.

The Bulldog Fund

The Bulldog Fund is STM's fundraising platform and program. It allows us to deliver our amazing Bulldog experience and to provide access to education for all families who want their children to be at St. Thomas More. It supports vital programs that aren't necessarily part of the operating budget, including:

- Additional experiential learning programs in science, technology, arts enrichment and beyond
- Always-needed campus improvements beyond the scope of the Capital Campaign project.
- Tuition Assistance

The heart of the Bulldog Fund is in the events that will support it and, more importantly, the community that will participate in them. Our beloved auction, the Fall Fling, the Spaghetti Dinner, the Christmas Greenery Sale, and various raffles are also part of the Bulldog Fund.

All school families are encouraged to participate:

- Attend community events!
- Donate to each school child'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

The Spaghetti Dinner is called a "FUNraiser." 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

Run For More

Our annual fun run benefits our Bulldog Fund and a charity chosen from student/family nominations.

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 Day takes place in early June and is a celebration of faith, achievement, and community. The day begins with a special Morning Mass, followed by a Graduation Brunch for graduates and their families. In the evening, the school community gathers for the formal Graduation Ceremony, where students receive their diplomas and are recognized as they begin the next chapter of their journey.

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

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

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

If any student does not maintain a 2.0 GPA in core academic subjects in the 5th, 6th, 7th, or 8th grade at any time during the school year, the student will be placed on academic probation. Staff will help the student develop a plan for raising the grades 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 grading scale is sent along with the transcript to inform the institution to calibrate accordingly.

PreK does not use a formal grading system. Formal assessments are performed at the beginning of the year to establish a baseline to monitor growth. PreK students will receive one formal report card at the end of the year.

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 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, and must be accompanied by an Authorization for Medication Administration form.

Medication and First Aid

Students may not keep over-the-counter or prescription medication in their personal possession while at school. The exception to this is the allowance for students to carry inhalers for the treatment of asthma with the require medication forms on file in the office. 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

Students and staff must be excluded from the school setting if they are in the communicable stages of a school-restrictable disease.

Symptoms which commonly indicate a communicable disease are listed below (* primary symptom of COVID-19)

- *Fever
- *Cough
- *Difficulty of breathing or shortness of breath
- *New loss of taste or smell
- Headaches with stiff neck and fever
- Diarrhea
- Vomiting
- Skin rash or sores
- Eye redness and drainage
- Jaundice
- Behavior change
- Major health event

Restrict-able diseases requiring school exclusion

- Chickenpox
- Diptheria
- Hepatitis E
- Mumps
- Rebella
- Shga-Toxigenic E-coli (STEC) infection
- Salmonella enterica serotype Typhi infection
- COVID-19
- Hepatitis A
- Measles
- Pertussis
- Scabies
- Shigellois
- Infectious Tuberculosis

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:
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.

For readmission to school, applicants must satisfy/agree to the following statements.

1. Students are to be lice and nit free.

2. Students need to 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 and 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.

PreK
PreK will not have homework, however occasionally family projects may be sent home.

Students will take home school projects from their "take home" cubby a few times a week. Parents should be checking backpacks frequently to collect school work.

Kindergarten
Parents are encouraged to read to and with their children 10-15 minutes per night. Students will be given required daily/weekly homework assignments. Parents are asked to help reinforce skills with their children at home. Students will be given required daily/weekly homework assignments.

First & Second Grades
Thirty minutes of homework should be competed each night, including 15 minutes of reading.

Third & 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 & 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 & 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. *Please see absence policies.*

Hot Lunch Program

STM offers hot lunch served Monday through Friday by current and legacy parents and volunteers.

Students not wishing to participate in the program need to bring a cold lunch from home. The school uses Boonli for lunch ordering. Hot lunch is pre-ordered one month in advance. We are not able to accommodate day-of call-ins or changes.

Ordering is open from the 5th through the 20th of each prior month.

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

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 and click "update profile"
- To Delete Profile - If a profile is no longer needed, click on profile name & click "remove profile"

You are now ready to begin ordering!

FOOD & POLICY QUESTIONS (Food questions/concerns including menu offerings,

- Missed/Late Orders, Credits, Changes/Cancellations, food questions/concern including menu offerings: email hotlunch@stmpdx.org
- TECHNICAL SUPPORT (help navigating the site): email support@boonli.com
- PAYMENT INFORMATION The program accepts payment by Debit Card or Credit Card: Visa, MasterCard and Discover.
- 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.
- LUNCH RATE: Entree fee is $7; extra serving is $1.50.
- LATE ORDER FEE: A $25.00 fee is charged for any order placed after the registration period is closed.
- FORGOTTEN LUNCHES: If your child forgets a lunch, a hot lunch will be provided and your account will be charged $10.
- ABSENCES AND/OR MISSED SCHOOL DAYS: We are not able to give credits for missed lunches due to illness, appointments, weather, vacations, or forgetfulness.

LEARNING RESOURCE **PROGRAM**

WHO

Student Support Team
In collaboration with parents and guardians, the principal, homeroom and specialist teachers, and educational assistants, St. Thomas More School is proud to offer a full-time Learning Resource Program staff dedicated to supporting student success.

Ann Link, M.S. Spec. Ed
Learning Support Coordinator
- Masters Degree in Special Education
- Orton-Gillingham, Associate Level

Ashley La Berge, M.A.T.
Literacy Intervention Specialist
- Masters Degree in Education
- Orton-Gilingham, Associate Level

Jane De Haan
Literacy Intervention Specialist
- BA Psychology
- Elementary Education with Reading Endorsement
- Certified Member Orton-Gillingham Academy
- International Dyslexia Association Member

HOW

All prospective students are thoughtfully screened prior to admission to ensure a strong foundation for academic success.

To monitor growth and guide instruction, students are assessed three times a year using DIBELS 8 and STAR standardized assessments. In Kindergarten, all students receive additional small-group phonics instruction provided by our Learning Specialist to establish essential reading skills.

In first and second grade, students who fall below benchmark on standardized assessments receive targeted, small-group intervention. These sessions are led by the Learning Specialist and follow a structured, evidence-based approach rooted in the Science of Reading.

At the conclusion of second grade, formal diagnostic evaluations may be recommended for students requiring a deeper understanding of their learning needs.

In third grade, students without a formal diagnosis may continue to receive small-group support as needed.

From fourth through eighth grade, students with a diagnosed learning difference may receive small-group reading and/or writing intervention in place of Spanish class.

**Priority for intervention services is given to currently enrolled students already receiving support.*

More Care

After school care is an optional 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 Mr. Liam Gallagher and the program's director, Louise Carruth. Additional teachers and qualified aides also work for the program.

Students who are signed up to attend 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 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 to STM students who are under the age of 13 from 3:05pm – 5:30pm on Mondays, Tuesdays, Thursdays and Fridays, and 2:00pm – 5:30pm on Wednesdays. More Care is not available during non-school days, noon dismissal days, or Holidays.

Please note, by law, "Child Care Child" means a child at least 6 weeks of age and under 13 years of age. Because of this law, students who are 13 years of age or older cannot attend More Care.

If anyone other than the custodial parent(s) picks up a student for 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 Mr. Liam Gallagher (principal) or Louise Carruth (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

More Care follows the guidelines in the "Rules for Certified Child Care Center" reference manual set forth by the Oregon Department of Education. 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 parent 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 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 on M, T, Th, Fr and at 3:45pm on Wednesday. We ask parent 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 the 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 that 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, BottleDrop, QFC/Fred Meyer Community Rewards, online minted.com partnership, and various restaurant fundraisers, enhances curriculum, instruction, and parent education in the following ways:

- Funding classroom activities and parties
- Welcoming and supporting new families
- Funding and hosting school wide fairs, festivals, and community activities
- Assisting with researching and planning educational events/speakers for parents and students

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 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.

2025-2026 – Parent Teacher Organization Officers

PRESIDENT:	**Keeley Hawkins**
Vice President	**Rachel Randles**
Secretary /Treasurer	**Kathryn Paul**
Volunteer Coordinators	**Emily Stecher & TBD**
Hospitality Coordinators	**Lindsay Morich, Maria De Vaney & Kristin Dunn**
HOPE Coordinators	**Catie Nelson & Wesley Henke**
Room Parent Coordinators	**Brittney McFadden & Sarah Beyl**
Community & Future Bulldog Event Coordinators	**Molly Martz & Emily Dodge**

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
Classes schedule a parent-only potluck dinner during September or early October. Potlucks are usually held in the parish hall. Parents are able to meet new families and connect 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 organizes money for this fund which is included in the school enrollment fee. Teachers use the money to fund class activities and celebrations.

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
PTO assists parent volunteers and the church staff in hosting the parish and school picnic for all STM community members when possible.

PTO Communications

PTO communicates with school families via school-wide email, More Magazine, 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 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 the PTO meetings are available in the office.

Room Parent Program
The Room Parent Program connects families and teachers by coordinating classroom volunteers, organizing celebrations, and supporting special events throughout the school year. Room parents help build a strong sense of community while allowing teachers to focus on creating a positive learning environment for students.

Sunday Mass Coffee & 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 teacher appreciation lunches and surprises.

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 fundraising event that benefits both the school and a charity selected by school families and approved by STM staff.

Spring Parent Tea & Mary Ceremony
PTO coordinates the Spring Parent Tea. All parents and grandparents are welcome!

Dining for Dollars
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 Magazine.

Lost & Found
Items that have been found will be placed/hung on the clothing rack near the 5th grade door on the upper floor. This will be cleaned out on the last day of each month. Please be sure to mark all items that come to school with your child's name so the item may be returned. Everything else will be donated.

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

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 2:30 p.m. Monday, Tuesday, Thursday, Friday and 1:40 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. At 2:45pm this lot is open for the upper school turnaround and for parent parking.

Please honor the reserved and handicapped spaces, at all times. DO NOT PARK there. This includes the diagonally striped marked spaces.

The front lot is for church and limited school use. Four spaces are reserved for school staff with an additional parking space to be used at the discretion of the Principal, and two spots are reserved for handicapped individuals. This will provide parking for visitors to the church. **Please do not drop off or pick up students in this parking lot except for student appointments during the school day or for more care after school hours.**

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.

Pick Up/Drop Off Procedures

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 Greenleaf lot half an hour before dismissal to allow cars to line up.

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.

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.

Please drive slowly and with extreme caution at all times on our school grounds. Safety should always be your top priority. At all times, while driving on our campus, we kindly ask that you refrain from using your cell phone.

We understand that, on 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 p.m.(1:00 p.m. 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.

Morning Drop-Off
We encourage you to drop off your student/s early to minimize the amount of waiting time in the turnaround The school gym opens at 7:30 a.m. There is no supervision before that time. Children are dropped off in the upper or lower turnaround and staff member greets cars.

Other options for drop-off include parking in the lot on the corner of Patton and Dosch and walking your child to the school. **Students may not be dropped off in the front church parking lot.**

Parents are welcome to stay for morning assembly when possible. If parking on the upper lot, please park in the spaces marked in the middle of the playground, not those against the gym or the fence.

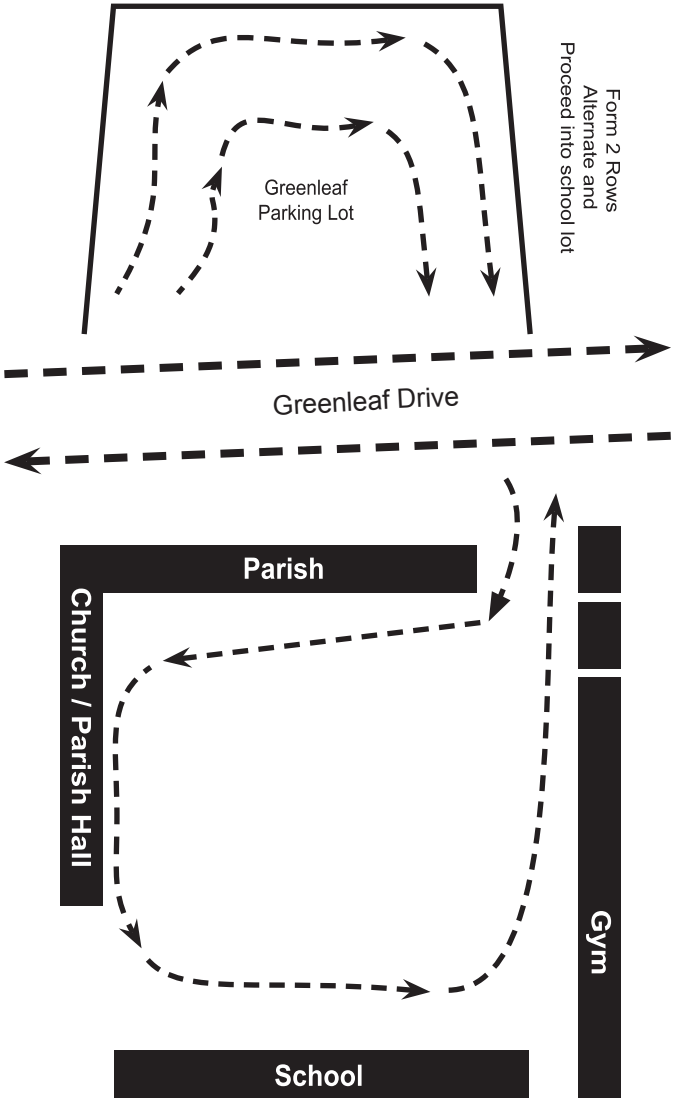
Lower lot/gate entry to playground morning drop off:

- 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.)

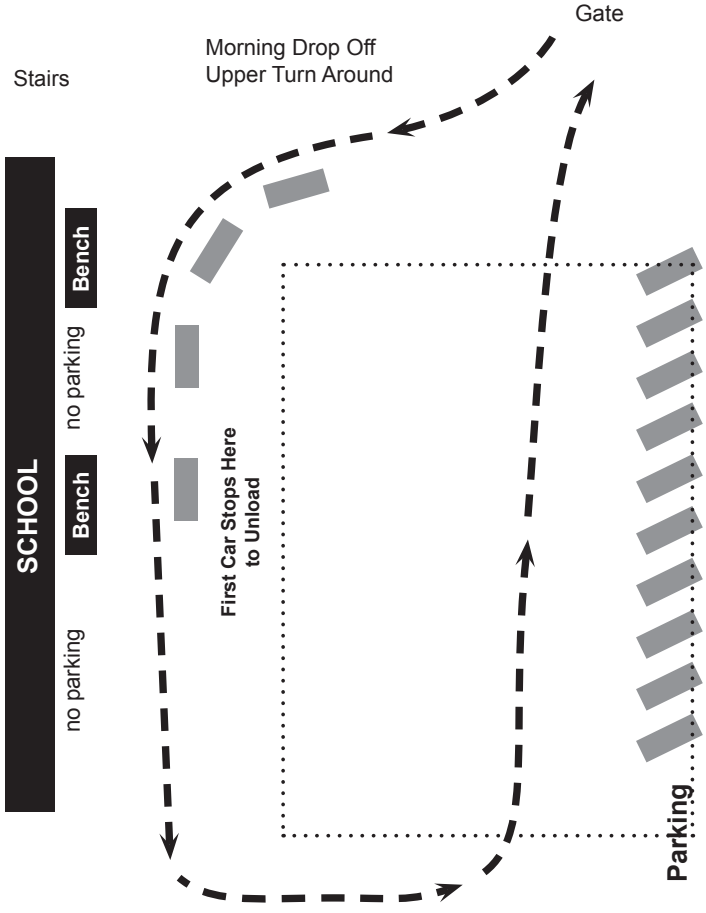
- At NO time should students be dropped off on Humphrey Blvd, Patton, Dosch, Brentwood, or the Church Parking Lot.

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 park in spots in the middle of the playground. 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.



Lower Turn Around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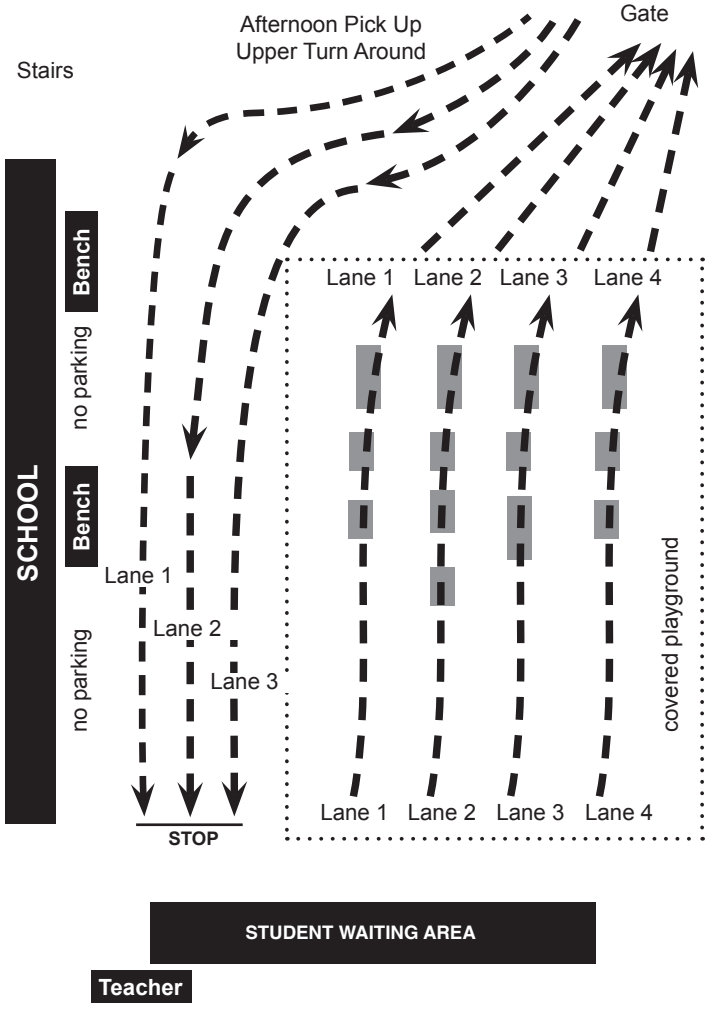
Afternoon Pick Up
Upper Turn Around
Gate
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no parking
Bench
no parking
Lane 1
Lane 2
Lane 3
STOP
Lane 1
Lane 2
Lane 3
Lane 4
Lane 1
Lane 2
Lane 3
Lane 4
covered playground
STUDENT WAITING AREA
Teacher

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 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.
- 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 3rd grade and below with younger or no siblings.
- Pick up time is from 3:05-3:20 p.m. (Wednesdays 2:00-2:15 p.m.).
- Lower lot gate can be opened beginning at 2:30 p.m. (1:40 p.m. on Wednesdays) for turnaround. If you are the first car to arrive, please open the gate, unless children are on the playground.
- 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 Kindergarten classroom).
- The parking spaces in front of the PreK classroom, art area, and auction room are reserved for parents who purchased these spots at last 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 behind car #2. 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.

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

- Pick up areas for families with students in 4th grade and above with siblings in 5th through 8th or as assigned.
- PE classes will clear the lot by 2:45 p.m. (1:45 p.m. on Wednesdays), making it available for vehicle entry. The gates may be opened after 2:45 p.m. (1:45 p.m. Wednesdays).
- Please form four lines under the covered play structure with the first car in line pulling up one car length past the end of the covered play structure.
- When the area under the covered structure is full, form 3 lines along the side of the gym.
- Please arrive before 3:05 p.m. Turn off your car and wait until all students have exited the school and entered their cars. The teacher on duty will then signal drivers to exit.

Dosch Lot Drive pick-up:

- If your child in grades 5-8 will be walking or crossing to the Dosch lot, they go down the inside school stairs, through the main hall, and out the door by the church parking lot. We need updated permission on file in the office every year.
- 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.

REMEMBER! Cars coming up the driveway have the right-of-way!

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 3:05 p.m. (2:00 p.m. on Wednesday), the playground is used for More Care only.

GaGa Ball Rules

1. To start, everyone in the pit must be touching the wall. Someone tosses the ball in the center of the pit, and it must bounce twice on the ground. As it bounces, everyone can say "Ga" for each bounce. After the second bounce ("Ga-Ga"), the ball is live.
2. Slap-hit the ball with your hand, aiming it at another player's leg at the knee or below. If the ball hits or touches anyone at the knee or below, that player is out and must exit the pit. At any time, if a player makes any type of contact with the ball at the knee or below, that player is out.
3. Anytime the ball goes out of the pit, the last person the ball touched is out.
4. You can only hit the ball one time until it either touches another player or the wall, then you are able to hit it again. You can bounce the ball against the wall to position it if necessary; and, you can move around anywhere inside the pit during the game.
5. The game ends when the last person is eliminated or to speed up the end of the game, the last few players can be given a count-down for a tie game. Once the game is over, everyone else re-enters the pit to start a new game.
6. You can add variations to the game such as playing with more than one ball, playing in teams, expanding the 'hit' area to above the knee, catching the ball to eliminate the person that hit it, and any other variation you can come up with! A suggestion for school recess time is to play rotation instead of elimination. This is done by allowing a certain number of players in the pit, and forming a line for the rest that want to play. Then, as one person gets out, the next person in line goes into the game. This way, everyone that wants to play should get a chance during a short period of time.

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. School council members are responsive to the concerns of their constituency and input into particular policy decisions may be directed to them individually.

25/26 SAC Meeting Dates & Times:
Visitors Welcome!

9/9 Tuesday at 6:30pm in Parish Hall
10/14 Tuesday at 6:30pm in Parish Hall
11/18 Tuesday at 6:30pm in Parish Hall
1/14 Wednesday at 6:30pm in Parish Hall
2/10 Tuesday at 6:30pm in Parish Hall
4/14 Tuesday at 6:30pm in Parish Hall

School Advisory Council Members 2025-2026

Pastor: .....Rev. Martin L. King
Principal: .....Mr. Liam Gallagher
Chair: .....Kevin Clausen

At-Large/Voting Members:
.....Megan Deisler
.....Eddie La Berge
.....Andrew Randles
.....Pam Hroza
.....Michael Buchalter
.....Erin Hortsch
.....Jonathan Jungwirth
.....Tyler Volm
.....Betsy Woodley

Non-Voting Member:
..... Keeley Hawkins, PTO President
Bulldog Fund Rep
.....Emily Shields, Staff Member

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 promptly. 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

Weather related school closure information will be available through a variety of sources.

- Check FlashAlert, and all media resources and outlets
- Check ALMA, cell phone, and email

In the event of school closure due to weather, all evening school/parish events are canceled.

It is essential that all parents provide the school with current phone numbers.

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.

Sexual Harassment Policy

Pursuant to ORS 342.704

St. Thomas More Catholic School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school sponsored activities including sexual harassment. St. Thomas More Catholic School will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from St. Thomas More Catholic School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

St. Thomas More Catholic School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school or parish, or is offensive to coworkers or others may result in disciplinary action, up to and including termination

Sexual Harassment Policy applies to all staff members and students.

- Sexual harassment of students by staff members and other students.
- Sexual harassment of staff members by students and other staff members.

Education and Training
Students in grades 7 through 8 will receive age-appropriate education about sexual harassment in the curricular program at St. Thomas More Catholic School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
  - *Unit 2: Recognizing Bullying and Harassment*
  - *Unit 4: Managing Relationships & Social Conflict*
- Virtus Online (grades 7 and 8)
  - *Lesson 5: Safe Adults, Safe Touches, and Special Safe Adults*
  - *Lesson 6: Boundaries, You have Rights*

School faculty and staff, including agents, contractors, and volunteers at STM Catholic School will receive training on sexual harassment annually.

STM Catholic School will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

St. Thomas More Catholic School has adopted a poster that contains information, in both English and Spanish, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

Response and Reporting Procedures
Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Sexual Harassment Documentation Form
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non hostile learning environment, including:

- Provide resources for support measures to the student
- Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal

Notification of Policies
At a minimum, St. Thomas More Catholic School shall make the policy:
- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at the St. Thomas More Catholic School office and on the school website.

The school principal at St. Thomas More Catholic School is responsible for ensuring the policy is implemented.

Definitions
Sexual Harassment is defined as . . .
- A demand or request for sexual favors in exchange for benefits
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Teen Dating Violence & Domestic Violence Policy

Pursuant to ORS 339.366 and 339.368

Teen dating violence is unacceptable and prohibited at St. Thomas More School. Each student has the right to a safe learning environment. St. Thomas More (STM) will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

Education and Training
Students in grades 7 through 8 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at St. Thomas More annually, through the Second Step, Theology of the Body, Family Life, and Virtus "Empowering God's Children " programs.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:
- Committee for Children Second Step (grade 7 and 8)
  - Unit 2: Recognizing Bullying and Harassment
  - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 7 and 8)
  - Lesson 5: Safe Adults, Safe Touches, and Special Safe Adults
  - Lesson 6: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at St. Thomas More will receive training on the topic of teen dating violence and domestic violence annually.

St. Thomas More Catholic School will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

STM school will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters must be in clearly visible locations on the school campus.

Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that take place on school grounds, at school-sponsored activities, and on school-provided transportation include:

- Employees being made aware of the incident will contact the principal and/or pastor as soon as possible.
- Completing Reporting Teen Dating Violence or Domestic Violence Documentation Form
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal and pastor have the responsibility for investigations concerning incidents of teen dating violence.

Notification of Policies

At a minimum, STM shall make the policy:

- Annually available to parents, guardians, school employees, and students in the student/parent, and employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives in the school office and on the school website.
- The school principal at STM is responsible for ensuring the policy is implemented.

Definitions

"Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

"Domestic violence" means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

"Teen dating violence" means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Technology

Responsible Use Policy
In School & Distance Online Learning

School devices—including computers, laptops, and iPads—are tools for learning. Using them is a privilege, and all students are responsible for proper care and behavior.

General Expectations

- Follow all technology rules and procedures taught in class.
- If you're unsure what to do or something isn't working, ask a teacher or staff member right away.
- Keep all food and liquids away from devices, including at home.
- Treat all technology gently and respectfully.

Use & Restrictions (Now controlled by Moysle)

- Do not change desktop icons or dock layouts
- Do not access the App Store or system preferences without permission.
- Do not install software, modify hardware, or attempt to "fix" a device unless directed by a teacher. Report any changes or issues immediately.
- Any attempt to damage or disrupt a device or system will result in serious consequences.
- Use printers carefully; most printing should be done at home.

Digital Responsibility

- Follow all copyright laws. Only copy, upload, download, or install materials with teacher approval.
- Do not use images or information from the internet without proper citation.
- Respect privacy—never read, change, or delete files that

are not yours, including shared iCloud or Google Drive folders.
- Do not use another student's device without permission.

Accounts & Personal Devices
- Do not add school email to personal devices or add personal email to school devices (unless approved for emergency closures or distance learning).
- You may connect your school iPad to home Wi-Fi and home printers.
- Do not add personal security features (face/fingerprint ID, personal passcodes) to school iPads.
- Social media access—apps or web—is not allowed on school-owned iPads.

iPad Use and Care

School iPads are property of St. Thomas More and must be used according to the Responsible Use Policy.

Daily Use:
- Students must bring their assigned iPad to school each day and are responsible for its care.

Agreements:
- Students and parents sign the iPad Guide and Pledge at the start of the year; a copy is kept on file. All users must follow the school handbook and technology policies.

Take-Home Policy:
- Grades K–4: iPads stay at school unless administration permits otherwise.
- Grades 5–8: iPads may go home with teacher permission for educational use only.
- iPads cannot go home over holidays or family vacations. Policy may change for emergency distance learning.

NEW TO STM 2026-2027

All Apple devices at St. Thomas More are now fully managed through Mosyle, a comprehensive Apple platform designed specifically for schools. Mosyle allows us to manage, secure, and support devices both on and off campus through a single system.

Key benefits include:
- Advanced AI-powered security and malware protection
- Automated web filtering and online safety tools
- Secure login using school credentials
- Simplified device management and software updates
- Enhanced classroom controls for teachers
- Remote deployment and management of apps

This upgrade strengthens our ability to provide a secure, reliable, and modern technology environment for parents, students, teachers, and staff while ensuring devices remain safe, updated, and ready for learning.

Damage & Malfunction:

- Report any issues to a teacher immediately. Parents/students cover repair costs for damage beyond normal wear and tear. Insurance covers the first two incidents at $49 each; the third incident may require full replacement ($299). Policy applies at school and during home/online learning.

Loss or Theft:

- Report immediately to the school; theft also requires a police report. Replacement cost is $299. Tracking software may help locate lost/stolen iPads but is not guaranteed.

Guide for iPad Safety & Use

General Guidelines

- iPads are school property; students/parents may not repair, alter, or replace them without authorization. Unauthorized changes may result in a $399 replacement charge.
- Students receive iPads after signing the Student & Parent Guide and Pledge.
- Students are responsible for proper use, care, and security of the iPad at all times. Keep it safe from heat, cold, moisture, and unsupervised areas.
- Use only school-approved cases, styluses, and cleaning supplies.
- No writing, stickers, or labels that aren't school property.
- Do not remove restrictions, management systems, or "jail-break" the iPad.

Use Policies

- Only school-approved educational apps may be used; do not install personal apps, data, or entertainment.
- Social media, gaming, blogging, and personal notifications are not allowed.
- Earphones may be used only with teacher permission.
- STM email is for school use only.
- Music must be educational, appropriate, and aligned with STM values.
- Cameras may only be used for teacher-assigned, educational purposes. Photos/videos must not be shared publicly or outside the assignment.
- This policy applies on and off campus; students are always representatives of STM.

Prohibited Actions

- Leaving iPads unattended or exchanging them with others.
- Copying, sharing, or plagiarizing copyrighted material.
- Using the iPad to violate school rules, laws, or STM values.
- Accessing or distributing offensive, inappropriate, or harmful content.
- Unauthorized chat rooms, messaging, spamming, or gaining access to others' accounts/files.
- Using school devices for personal, financial, or commercial purposes.
- Bypassing filters/firewalls, private browsing, or sharing personal info online without permission.
- Using school email for personal sign-ups or messaging parents during school.

STM Student Guide for iPad Use & Care

Students are responsible for the 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 the iPad in its case at all times; never put stickers or labels on it.
- Use only approved chargers and styluses; handle cords and cables gently.
- Charge iPad fully each morning and avoid using below 15% battery. Applies to in-school and online learning.
- Only use approved screen-cleaning supplies regularly.
- Do not leave iPad in unsafe places (bathrooms, lockers, backpacks) and remove it from backpack at the start of each day.
- Cameras and video tools may only be used for teacher-approved assignments; no selfies or photos of others.
- Report any hardware, app, or software issues to your teacher immediately.
- Use only your assigned iPad; do not change settings, add/delete apps, or modify security (passwords, fingerprints, face ID).
- App Store and iTunes are off-limits unless approved by a teacher.
- Return iPad to the storage cart at the end of the day unless permitted to take it home for schoolwork.
- Only use Apple TV or remote apps when invited.
- Social media, messaging, chat apps, and email are prohibited during school unless teacher-authorized (exceptions for distance learning).
- You are responsible for any damage while the iPad is in your possession.
- Most importantly: Use the iPad only for its intended educational purposes.

STM Student Pledge for iPad Use & Care

I promise to:

- Take good care of my assigned iPad and encourage others to do the same.
- Never use my iPad for cyber-bullying and report any cyber-bullying I see.
- Use the Internet, networks, and online resources respectfully and responsibly.
- Use trusted sources for research and never post anything online I wouldn't want parents, teachers, or future schools/employers to see.
- Be a good digital citizen at all times.
- Keep my iPad with me, never loan it, and never leave it unattended.
- Keep food and drinks away and protect my iPad from damage.
- Never disassemble or attempt to repair my iPad, or deface it in any way.
- Follow all STM iPad policies and only use my iPad as instructed for educational purposes.
- Only use approved charging cables and bricks.
- Return my iPad to the cart each night unless I have teacher permission to take it home.
- Ensure my iPad is fully charged at the start of each school day.
- Never change settings or install unapproved apps.
- Take responsibility for any damage while my iPad is in my possession.

Every iPad is registered with Apple and can be controlled remotely. Every STM iPad is enrolled in our asset tracking program. iPads lost or stolen are reported to Apple Inc. and will be rendered useless.

Profile of a Successful Online Learner

- **Time Management:** Follow a study schedule and stay on track without in-person supervision.
- **Communication:** Ask teachers or staff for help with learning materials or technology issues.
- **Independent Work**: Complete assignments on your own and stay disciplined.
- **Dress & Appearance:** Dress neatly and appropriately for class; avoid offensive graphics or logos.
- **Stay Seated & Focused:** Sit at a desk or table in a quiet, distraction-free space; keep your camera view clean and professional.
- **Virtual Backgrounds:** Avoid unless your teacher requests them.
- **Online Etiquette**: Participate respectfully, avoid chatting unless instructed, and treat the online class like a real classroom.
- **Self-Motivation:** Stay engaged, complete tasks, and pursue learning goals.
- **Tech-Prepared:** Keep devices charged, updated, and ready for class.
- **Minimize Distractions:** Remove phones or other devices during class.
- **File Submission:** Submit assignments correctly online

Gmail & Google Workspace Guidelines and Use Policy

- **What it is:** STM provides students access to Google Workspace apps (Gmail, Docs, Slides, Sheets, Forms, Drive, Classroom, etc.) for secure collaboration at school or home. Save all files to your personal Google Drive.
- **Age & Accounts:** Children under 13 use Workspace for Education accounts only. Students sign in with existing stmpdx.org accounts; personal accounts are not allowed. Accounts are typically for grades 5–8, may be issued to all during emergency closures, disabled during non-school months, and deleted upon graduation or withdrawal.
- **Privacy & Security:** STM protects privacy. Google does not own student data, there are no ads, and accounts follow FERPA and COPPA. Parents can request access, limit features, or delete accounts via the school administrator.
- **Privileges & Responsibilities:** Workspace is a school privilege. STM may suspend or terminate accounts for violations such as:
  - *Unlawful activity or commercial use*
  - *Sharing offensive, sexual, or threatening content*
  - *Misrepresenting STM, staff, or students*
- **Gmail Use Rules:**
  - *Use Gmail only for school-related matters.*
  - *Never use your school-issued Gmail account to sign up for any non-permissioned websites or social media platforms, regardless of purpose.*
  - *Do not change passwords or profile images without permission.*

- *Use proper grammar, include a subject line, and check junk mail for missed messages.*
- *Do not sign up for non-school websites, enter another student's Gmail, or respond to spam.*
- *Unsubscribe from promotional emails immediately.*
- *School Gmail may be used for school-related activities, including CYO sports.*

- **Consequences:** Inappropriate use may lead to suspension, loss of access, or other disciplinary action.

Email etiquette should be used at all times

- *Students must use clear subject lines*
- *Students should be mindful of font and color use when creating/sending email*
- *Students must use appropriate salutations*
- *Students must use standard punctuation, capitalization, spelling and grammar*
- *Students must be aware of entitlement or demands*
- *Students should attempt to add a sense of humanity*

Internet Policy and Guidelines

COPPA Law: Protects children online by requiring parental consent before collecting personal information (name, address, phone, etc.) and limits unnecessary data collection.

STM Online Safety:

- We use state-of-the-art hardware, software, and filtering to monitor and protect students online.
- Students are taught not to share personal information or respond to messages from unknown people.
- Students may only correspond with family or friends and should never send or allow pictures to be shared without permission.
- Passwords must only be shared with parents or teachers.
- School iPads connect only to STM-Student Wi-Fi on campus or home Wi-Fi for educational use.

Monitoring & Responsibility:

- **St. Thomas More uses Mosyle, an MDM solution that fully integrates 6 different applications on a single Apple-only platform, allowing Schools to easily and automatically deploy, manage & protect all their Apple devices. Parents and educators are key to student online safety by monitoring use and discussing online risks.**
- Students must immediately tell a parent or teacher if they encounter uncomfortable or inappropriate information.
- Students' use of social media outside of school may be subject to school inquiry if St. Thomas More, its staff, or its students are mentioned, referenced or implied.
- 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 and families represent the St. Thomas More School community both on and off campus. While the school does not monitor students' or families' social media activity—and such activity is strictly prohibited on school-issued devices, accounts, or on campus—administration reserves the right to address serious concerns brought to its attention that directly impact the school community. This may include, but is not limited to, situations involving threats, bullying, harassment, defamatory content, or the inappropriate or derogatory use of the school's name, images, or logo. In such cases, appropriate disciplinary action may be taken.

- **Recording & Privacy:** Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of 3 years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.
- **Parental Support:** In a distance learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education. Specific guidelines will be provided to parent/guardians with detailed information regarding distance learning schedule.
- **Social Media Use:**
  - *Traditional social media (Facebook, Instagram, Snapchat, TikTok, etc.) is not allowed on school property or on school-owned devices.*
  - *School-approved platforms like Google Classroom and Seesaw may be used responsibly for projects and collaboration.*
  - *Students must follow COPPA rules: private accounts require students to be at least 13.*
- **Online Responsibility:**
  - *You represent STM online at all times. Follow the same code of conduct as in school.*
  - *Think before posting—nothing should be shared that you wouldn't want teachers, parents, or future employers to see.*
  - *Never cyber-bully or post inappropriate/sexual content.*
  - *Protect personal information—do not share yours or others' names, addresses, phone numbers, birthdates, passwords, or photos without permission.*
  - *Do not interact with faculty/staff personal accounts or "friend" them online.*

- **Academic Integrity:**
  - *Do your own work and respect copyright. Cite sources when using others' ideas, media, or content.*
  - *Only post pictures of yourself or those who give permission.*
  - *Do not impersonate others online.*
  - *Writing & Conduct:*
  - *Follow proper grammar, punctuation, and writing conventions in blogs, wikis, or posts.*
  - *Editing others' work should improve their writing, not misrepresent them.*
  - *Report inappropriate or uncomfortable material to a parent or STM staff immediately.*
- **Consequences:**
  - *Violating these guidelines may result in loss of technology privileges or suspension.*
  - *Derogatory or inappropriate statements made online may lead to suspension or expulsion.*

Video Conference Policy

Any video conferences or lessons, including audio only, whether held in school or at home, may be recorded for the protection of all parties.

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. Computer activities that supplement our curriculum will no longer be referred to as a video game. 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.

Thank you for your understanding and appreciation of this policy. If you have any questions, please contact Mr. Liam Gallagher (principal)

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. By wearing their uniforms in school students reflect their dignity, the dignity of their fellow students and the faculty, and the dignity of the process of learning which they are engaging in. 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. Jewelry must not be excessive. Students will be asked to remove any jewelry, hair accessories and similar items if it is a distraction or safety concern.

All students are expected to come to school neatly and modestly dressed and groomed. Hair must be clean, well groomed, and retain a natural hair color. No mohawks or shaved shapes. Shirts must be buttoned and tucked in. Pants must be at the waist not at the hips. Socks or tights must be worn at all times. Students must wear the school uniform to Mass. Non-uniform attire is permitted only on approved special dress days.

Parents and students are responsible for making sure all students are dressed in accord with the school's expectations. Students who are not dressed in uniform or appropriate free dress will wait in the office until they have been brought the appropriate articles from home.

Uniform Guideline

Tommy Hilfiger

- Order online at https://www.globalschoolwear.com
- School Code: STTH19

Slacks and shorts: Solid grey purchased through Tommy Hilfiger only. Pants must have a zipper. Please choose only styles on approved list from Tommy Hilfiger.

Skorts, Polo Dress with logo, and Jumpers: (Girls Only): Tommy Hilfiger Uniform McDonald plaid or solid grey skort, Tommy Hilfiger Uniform red polo dress with logo, and Tommy Hilfiger Uniform McDonald plaid jumper options only. Please only choose styles on approved list from Tommy Hilfiger. Skorts, polo dress with logo, and jumpers cannot be shorter than three inches above the knee. Girls may wear lycra bike shorts under their polo dress or jumpers for modesty on play equipment. Solid, plain, black leggings under uniform polo dress or jumpers is an option for the colder weather, but they must extend to the ankle.

Shirts: White or black collared polo shirt. Shirts may be short or long sleeved. Only STM embroidered logos from Tommy Hilfiger permitted. Shirts must be long enough to stay tucked into pants/shorts/skorts when arms are raised over the head. Please no dress shirts, turtlenecks, extra pleats, or peter pan collars.

Coed Performance Half Zip Pullover w/school logo: Tommy Hilfiger

Sweatshirt: Black hooded sweatshirt with school logo purchased through school only.

Socks: Solid white or black. Girls may also wear solid white or black footed tights.

Shoes: Athletic shoes are recommended for all students on a daily basis. Boots of any kind (including western boots, Uggs, etc), Crocs, high heels, or wedges are not 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. Please no "wheelies".

Non-Uniform Dress Guidelines

On all free dress days, students need not dress in their school uniform. However, as the principles of the school dress remain in regards to the students dignity, dignity of others, and dignity of learning students may not wear athletic or leisure pants, shorts, or skirts, including sweatpants. Jeans may be worn, but may not have rips, frays, or holes. Students also may not wear hats, open-toed shoes, ragged clothing, P.J.'s, clothes bearing inappropriate designs or slogans, or overly tight clothing. Tops may not be cropped or see through. Hair must be clean, well groomed, and retain a natural hair color. Students may not have tattoos, body piercing, chains, or studs. Jewelry must not be excessive. Students will be asked to remove any jewelry, hair accessories and similar items if it is a distraction or safety concern. Shirts/dresses must have at least three-inch wide straps. The neckline of shirts and dresses must be appropriate for school. Leggings of any kind may not be worn, unless under a dress or long tunic. Pants must be at the waist not at the hips. Shorts, dresses, and skorts cannot be shorter than three inches above the knee. Socks or tights must be worn at all times. Boots of any kind (including western boots, Uggs, etc), Crocs, 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 can only be used on Fridays. Students are invited to wear appropriate free dress on their birthdays.

Costume Attire: During Halloween 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, non-suggestive, and culturally sensitive. Students will wear their costume all day, so they should be comfortable and not obstruct vision. Masks with full face or head cover may be worn for parade only during morning assembly and no other time throughout the school day. *Please be considerate of others when helping your child chose a costume to match another person or a group. Any group costume option should be extended to all students in the class.* 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.

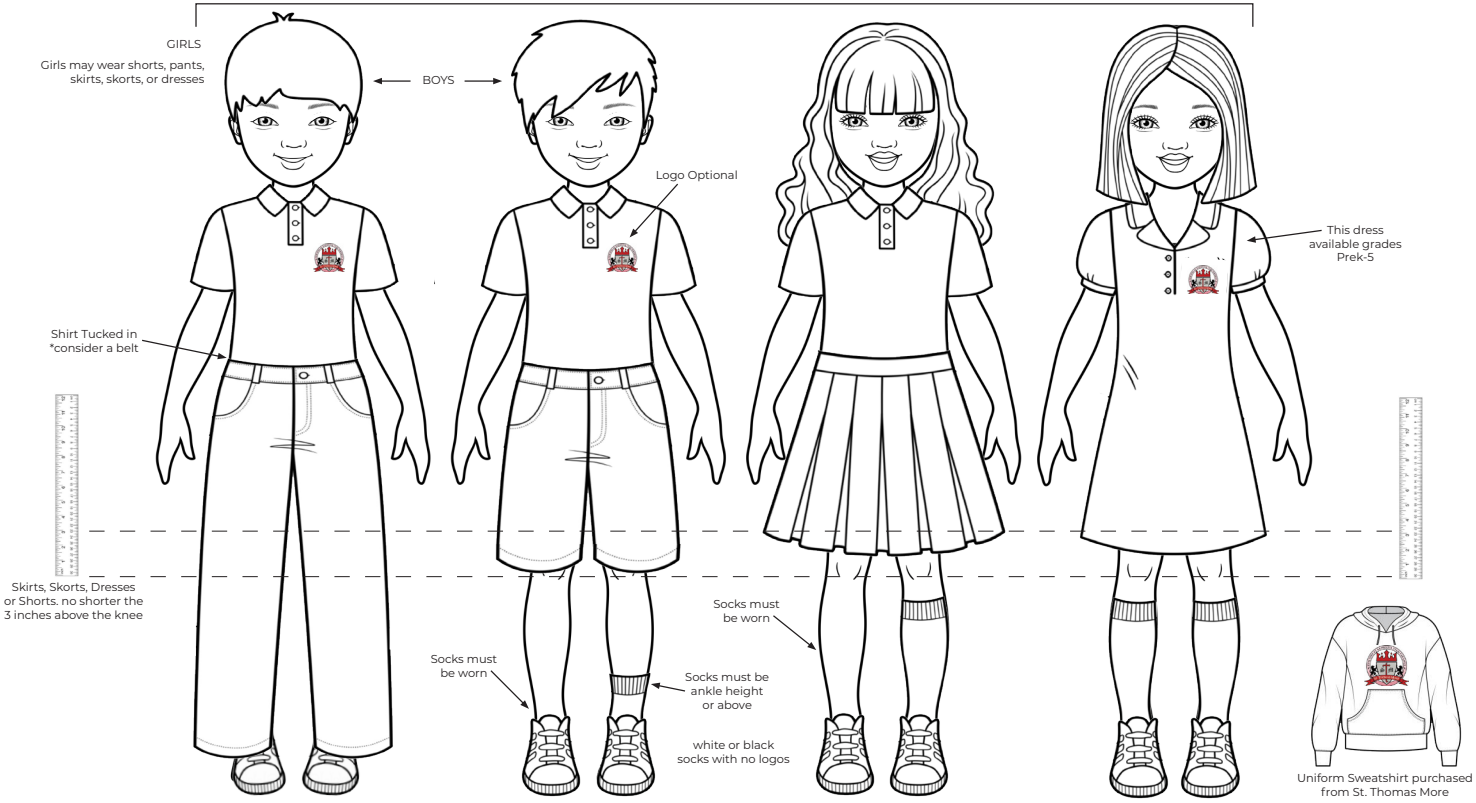
continued next page

Holiday Dress-Up: 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. The Christmas Program is an example of an event for special dress.

St. Thomas More Catholic School
Uniform Policy

For more information regarding the STM uniform policy please see pages 70-72 in the School Handbook.



Confidentiality

Volunteers serve in positions of trust and must keep all student and school information confidential. Do not discuss students, parents, teachers, or school matters outside of school. Share any concerns only with the Principal or Pastor.

Volunteer Information

St. Thomas More Catholic School is greatly enriched each year by the generosity of our volunteers, who contribute their time and talents across all areas of the school and parish. Volunteer support not only strengthens our academic, service, and faith-based programs, but also plays a vital role in fostering a strong and connected community. In recognition of its importance, volunteer participation is a requirement for all families, through the contribution of time, effort, and skills.

For the upcoming school year, the total volunteer requirement will be reduced to 20 units across any school, parish and/or fundraising events. We are especially grateful for families who choose to exceed this requirement—your continued generosity is deeply appreciated!

This is the link to the 2026-27 STM Volunteer Sign-Up: https://stmpdx.ivolunteer.com/

We are also pleased to share a few updates for the coming year:

- CYO coaches and field trip drivers will now be eligible to earn volunteer units. These units will be credited after the role is fulfilled, with the Athletic Director and teachers submitting volunteer records to the Volunteer Coordinator at the end of each trimester. Please note that CYO head coach may earn up to a maximum of 10 units. Field Trip drivers will earn 2 units per field trip they drive for throughout the year.
- Extended family members, such as grandparents, may volunteer on behalf of parents, for certain fundraising and in-school volunteer positions provided they complete the required background check and C.A.S.E. training.
- The iVolunteer website has been refined to focus on the most impactful roles within our community.
- Parents will be required to print the iVolunteer commitment page, sign it to acknowledge responsibility for fulfilling their volunteer commitments, and submit it in August along with the other required school forms.

Volunteer sign-ups for the 2026–2027 school year opened on Thursday, June 4th. To help sustain our cherished community events, we encourage younger families to volunteer as assistant chairs. This role allows them to learn and gain experience in their first year, preparing them to take on the chair position the following year.
We also invite you to consider participating in PTO. If you are interested, please email pto@stmpdx.org for more information. PTO roles are structured as two-year terms, with the first year serving in an assistant capacity and the second year as the lead.

Important Reminders & Next Steps

- Mark Your Calendar: Please be sure to put your selected volunteer positions in your personal calendar! You will receive a reminder notification a week prior to the event; however, it is your responsibility to reach out to the event chair in advance (if they haven't already contacted you) and to show up on time for your shift.
- Submit Your Commitment Form: Print a copy of your iVolunteer commitment page, sign it to acknowledge responsibility for fulfilling your volunteer commitments, and submit it to the front office in August along with your other required school forms.

We thank you in advance for everything you do to enhance our children's educational experience and strengthen our community! Please feel free to contact the PTO Volunteer Coordinator, Emily Stecher, with any questions at volunteer@stmpdx.org.

Volunteer Information & Training

Academy is an online platform designed by Praesidium, Inc. Praesidium works to support the Archdiocese of Portland with background checks and training for employees, clergy and volunteers about child and youth protection.

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 complete all of the steps for certification.
Occasional school visits (bringing birthday treats, mystery reader, etc.) where teachers or administration are present with the students do not require training.

NEW VOLUNTEERS: TRAINING & REQUIREMENTS

To receive Certification, you must:

1. Complete a criminal background check (valid for three years). Parents who are new to STM or have not previously completed a background check through the Archdiocese will need to contact Mrs. Kennedy to initiate this process.
2. Agree to the Policies: Archdiocese of Portland. Click on the image titled "Know Your Policies (ENG)". To be completed online once you've completed your background check.

3. Agree to the Code of Conduct for all church personnel (this is for all volunteers & staff). Read the attachment at this link: *https://docs.wixstatic.com/ugd/a974e5_078520ecaa914e7fba015888285fd9e0.pdf* Print the last page, sign and turn in to the school office
4. Attend NEW training class: "C.A.S.E. - Creating A Safe Environment**" in-person class.

These four steps must be completed prior to your first volunteer opportunity.

***Two C.A.S.E. training classes will be held in September at St. Thomas More.*

RETURNING VOLUNTEERS: TRAINING & REQUIREMENTS

Academy is an Internet based abuse prevention-training program developed by Praesidium, Inc. The Archdiocese of Portland has chosen this resource as the training for employees and volunteers to begin the school year after they have taken the initial C.A.S.E. training class and have a current background check on file.

HOW DO I GET STARTED FOR MY ANNUAL VOLUNTEER REQUIREMENTS?

1. Click https://www.praesidiumacademy.com/learn
2. Log into Academy with your username (email) and password.
3. Scroll down and find the picture titled ""Maintaining A Culture of Safety in Your Serving Organizations"". Find the module and click on the picture to start the training. This should take 30 minutes to complete.
4. Agree to the Policies: Archdiocese of Portland "Know Your Policies (ENG)". To be completed online once you've completed your background check.
5. Do not complete any other training/modules.
6. Agree to the Code of Conduct for all church person-nel (this is for all volunteers & staff). Read the attach-ment at this link: https://docs.wixstatic.com/ugd/a974e5_078520ecaa914e7fba015888285fd9e0.pdf Print the last page, sign and turn in to the school office

**All volunteers must be certificated with C.A.S.E. training that began in 2019-2020. Called to Protect for Parents and Ministries is no longer current for certification.*

Please contact Becky Kennedy stmschool@stmpdx.org in the school office with any questions.