



st. thomas  
**more**  
SCHOOL

**School Handbook 2023-2024**



**St. Thomas More Catholic School**

3521 SW Patton Road  
Portland, Oregon 97221  
503-222-6105  
[www.stmpdxschool.org](http://www.stmpdxschool.org)

**St. Thomas More Catholic Parish**

3525 SW Patton Road  
Portland, Oregon 97221  
503-222-2055  
[www.stmpdx.org](http://www.stmpdx.org)

Dear Bulldog families,

Welcome to another year! But it's not just another year, it's our 75th year!

Our theme, "Christ is our light, our strength, our song", comes from one of my favorite songs that we sing at our school Masses. It will remind us this year that Christ is the reason we are here. He is the reason we do what we do. He helps us bring about the best in each other: our light, our strength, and our song!

Thank you for reading through this handbook, which sets out the policies and procedures that support our mission and guide our practices.

A student's enrollment at STM is an agreement on the part of students and families to support our mission and policies as well.

We are ready for a great year!

*Sincerely, Mrs. Katy Smith, Principal*

## Table of Contents

Letter from Principal.....	3	Gifts .....	33
School Calendar.....	5	Graduation .....	33
Parish Staff .....	6	Grading Scale .....	34
School Faculty & Staff.....	7-8	Gym & Facility Use Policy.....	35
MoreCare Staff .....	8	Health Policies .....	35-38
School Philosophy.....	9	<i>Communicable Diseases</i> .....	37
SLE's with Virtues.....	10	<i>Covid Policy</i> .....	37
Admissions Policy .....	11-13	Homework Policy.....	38-39
Non-Discrimination Policy.....	14	Hot Lunch Program .....	39-40
School Curriculum.....	14	Learning Resource Program .....	41
Co-Curricular Experiences.....	15	More Care.....	42-43
Enrichment Activities .....	16	Parent Teacher Organization .....	44
Student Advisory .....	16	PTO Activities.....	45-46
Code-of-Conduct .....	17	Parking.....	47
Family Cooperation .....	17	Pick/Up Drop off Policies.....	48-52
Behavior Policies.....	18-20	<i>Turnaround Maps</i> .....	49-50
Consequences for Inappropriate Behavior.....	20-21	Playground Expectations.....	53-54
Conduct & Effort Rubric .....	22-23	School Advisory Council.....	55
Discipline Policy & Communication Rubrics .....	24-26	Student Records.....	56
Attendance.....	27	School Closure .....	56
Birthdays.....	28	Sexual Harassment Policy .....	56-60
Building Visitation .....	28	Technology .....	61-71
Communication & Contacting Teacher .....	28-29	<i>Social Media &amp; Web Interaction Guide</i> .....	68
CYO.....	29	Tuition Schedule.....	72-73
Daily Schedule .....	30	Uniform Policy .....	74-75
Emergency Procedures.....	30-31	Non-Uniform Dress Guidelines/Free Dress .....	75-76
Fire Protection .....	31	Volunteer Information & Training.....	77-79
Fund-Raising Policy.....	31	Yearly School Activities .....	80-81
Fundraisers ( <i>list of events</i> ).....	31-32		

**2023 – 2024 School Calendar**

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

SEPTEMBER

5 1st Day of School  
 5-22 Fall Standardized Testing Window  
 15 High School Visits  
 21 Back to School Night – all parents  
 24 STM Community Mass & Annual Picnic  
 26 **Picture Day** – Special Dress  
 29 **Noon Dismissal** – Prof. Development  
 29 Bulldog Buck Drawing

OCTOBER

6 **No School** – State Teacher In-service  
 13 **Noon Dismissal** - End 1<sup>st</sup> Mid-Trimester  
 19 **No School** – Fall Conferences  
 20 **No School** – Fall Conferences  
 27 Bulldog Buck Drawing

NOVEMBER

1 All Saints Day Mass  
 5 Spaghetti Dinner  
 9 **No School** – Accreditation Day  
 10 **No School** – Veterans Day  
 16 Picture Day -- Retakes  
 23-24 **No School** – Thanksgiving Break  
 30 Bulldog Buck Drawing

DECEMBER

1 **Noon Dismissal** – Prof. Development & End of 1st Trimester  
 4-15 Winter Standardized Testing Window  
 14 Christmas Program  
 15 Bulldog Buck Drawing  
 15 **Holiday Attire**  
 18-29 **No School** – Christmas Break

JANUARY

1 **No School** – New Year's Day  
 2 **No School** – Accreditation Day  
 3 School Resumes  
 12 **Noon Dismissal** – Archdiocesan Prof. Dev.  
 15 **No School** – Martin Luther King Jr. Day  
 26 Grandparents Day and Mass  
 26 **Noon Dismissal** - End 2<sup>nd</sup> Mid-Trimester  
 28 Prospective Family Open House  
 28-31 Catholic Schools Week

FEBRUARY

1 Bulldog Buck Drawing  
 1-2 Catholic Schools Week  
 2 **No School** – Faith Formation In-service  
 14 Ash Wednesday  
 19 **No School** – President's Day  
 20 **No School** – Archdiocesan In-service  
 23 Bulldog Buck Drawing

MARCH

1 End of 2nd Trimester  
 8 **No School** – Spring Conferences  
 16 Auction "Bring on the Bling"  
 22 Bulldog Buck Drawing  
 25-29 **No School** – Spring Break  
 31 Easter

APRIL

1 **No School** – Easter Monday  
 2 **No School** – Accreditation Day  
 1-12 Spring Standardized Testing Window  
 12 **Noon Dismissal** – Archdiocesan Prof. Dev.  
 18 Science Circus  
 26 Bulldog Buck Drawing  
 26-28 Spring Plant Sale

MAY

TDB STM Golf Tournament  
 8 Run for More  
 10 Mass and Crowning of Mary  
 16 Spring Concert  
 24 Kindergarten Year-End Program  
 24 **Noon Dismissal** – Teacher Planning Day  
 27 **No School** – Memorial Day  
 31 Bulldog Buck Drawing

JUNE

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

PARISH STAFF

Pastor.....Rev. Martin L. King.....503-222-2055x117  
 .....mking@stmpdx.org

Administrative Assistant .....Mrs. Carolyn Hastings .....503-222-2055x110  
 .....stmparish@stmpdx.org, chastings@stmpdx.org

Director of Faith Form.....Rev. Martin King .....503-222-2055x117  
 .....mking@stmpdx.org

Religious Ed. Coordinator.....Mrs. Margaret Schuster .....503-222-2055x112  
 .....mschuster@stmpdx.org

Bookkeeper .....Mrs. Virginia Calcagno.....503-222-2055x111  
 .....vcalcagno@stmpdx.org

Development Director .....Mrs. Amy Dice.....503-222-2055x125  
 .....adice@stmpdx.org

Auction: 503-222-7442 • auction@stmpdx.org

More Care: 503-222-5408

stmschool@stmpdx.org • www.stmpdxschool.org

Pastor..... Fr. Martin King..... mking@stmpdx.org  
 Principal..... Mrs. Katy Smith ..... ksmith@stmpdx.org  
 ..... (503) 222-6105x120  
 Admin. Assistant ..... Mrs. Becky Kennedy..... stmschool@stmpdx.org  
 Bookkeeper ..... Mrs. Virginia Calcagno ..... vcalcagno@stmpdx.org  
 IT Director ..... Ms. Becky Cooper..... bcooper@stmpdx.org  
     *Computers Skills & STEAM (5 - 8)*..... Ms. Becky Cooper  
 Kindergarten ..... Mrs. Jennifer Gatto ..... jgatto@stmpdx.org  
 Grade 1..... Miss Jenny Dern..... jdern@stmpdx.org  
 Grade 2..... Ms. Rachel Simpson..... rsimpson@stmpdx.org  
 Grade 3..... Mrs. Maria Bekar ..... mbekar@stmpdx.org  
 Grade 4..... Mrs. Charlise Powvalla..... cpowvalla@stmpdx.org  
 Grade 5..... Mrs. Anna Schuster ..... aschuster@stmpdx.org  
 Grade 5 & 6 ..... Mrs. Cheryle Bauman ..... cbauman@stmpdx.org  
 Grade 7 HR..... Mr. Gabe Molnar..... gmolnar@stmpdx.org  
     *Social Studies & Language Arts (7 & 8)*..... Mr. Gabe Molnar  
 Science (6-8)..... Ms. Kristin Tufo ..... ktufo@stmpdx.org  
     *STEAM Coordinator* ..... Ms. Kristin Tufo  
 Grade 8 HR..... Miss Catherine Schuster ..... cschuster@stmpdx.org  
     *Math (7-8)* ..... Miss Catherine Schuster  
 Math (6) ..... Mrs. Emily Shields ..... eshields@stmpdx.org  
     *Computers & Library (K-4)*..... Mrs. Emily Shields & Mrs. Lauren Morgan  
 Religion (6-8)..... Mrs. Margaret Schuster. .... mschuster@stmpdx.org  
     *Religious Education Coordinator* ..... Mrs. Margaret Schuster  
 Art ..... Ms. Crystal Thomas. .... cthomas@stmpdx.org  
     *Spanish (Primary Grades)* ..... Ms. Crystal Thomas  
 PE/Health ..... Mr. Ben Harris..... bharris@stmpdx.org  
 Music..... Mrs. Deb Burgess ..... dburgess@stmpdx.org  
 Spanish..... Kids Like Languages..... ksmith@stmpdx.org

SCHOOL STAFF

SCHOOL STAFF

- Learning Specialist .....Mrs. Ann Link  
..... *alink@stmpdx.org*
- Literacy Intervention Specialist..... Ashley La Berge  
..... *alaberge@stmpdx.org*
- Language Intervention Specialist .....Mrs. Kathy Schumacher  
.....*kschumacher@stmpdx.org*
- Volunteer Training Coordinator ..... Mrs. Becky Kennedy  
..... *stmschool@stmpdx.org (503) 222-6105x113*
- Kindergarten Instructional Assistant.....Mrs. Kay Erwert  
..... *kerwert@stmpdx.org*
- Primary Grades Instructional Assistant ..... Ms. Diane Woods  
.....*dwoods@stmpdx.org*
- Hot Lunch Coordinator.....Jennifer Humberston  
.....*hotlunch@stmpdx.org*
- Hot Lunch Staff.....Sonia Hughie & Tracy Blixseth
- Custodial Services ..... Janiking

**More Care Team**

- Operator ..... Mrs. Katy Smith  
..... *ksmith@stmpdx.org*
- More Care Director .....Mrs. Kim Seacrest  
..... *morecare@stmpdx.org (503) 222-5408*
- More Care General email ..... morecare@stmpdx.org
- More Care Assistant Director ..... Ms. Charlotte Mayfield



## **School Philosophy**

### **School History**

St. Thomas More Catholic School was established in 1948 as part of the Archdiocese of Portland in Oregon. It is a K-8 school currently serving 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 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, 2025.

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 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 submit a Subsidized Tuition Request Form at the time of registration. 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 Faith Direct.
4. Regularly participate in one or more of our parish ministries (Lector, Sacristan, Fellowship, Usher/Greeter, Extraordinary Minister of Holy Eucharist, Children’s Liturgy of the Word, or assist with Sacramental Prep/Religious Ed classes). These are great ways to connect with others and serve our parish.

If the above criteria are not met, the difference between the price of subsidized tuition and non-subsidized tuition will be added to your tuition cost, and must be paid prior to registration for the next school year.

We will check records in November, send reminders in March, and invoices in June.

### **The following definitions apply for purposes of the admission policy:**

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

- A) St. Thomas More Catholic Church: In order to be considered a STM parishioner, the family must be registered with the church, make regular, identifiable financial contributions to the church, regularly attend Mass, and participate in church activities as defined/determined by the pastor. The children of families assigned to an admission category other than “in parish” will be reclassified and

assigned to an “in parish” category on the 1st day of the 13th month after the family members are classified as STM parishioners by the pastor. Parish registration involves a written completion of a parish census form.

The Pastor will monitor Mass attendance and ministry participation, and will receive financial updates on a quarterly basis from the business office. He will share a “progress” update in early March with each family to make sure they know if they are on track to fulfill their commitment. Families who do not meet the above criteria will be considered “non-subsidized” and invoiced for the subsidy they would have received per student on June 1. Payments must be current by the last day of school. Special payment arrangements can be made with the Pastor, if necessary. Families may make changes to their designation through the STM business office.

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

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

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

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

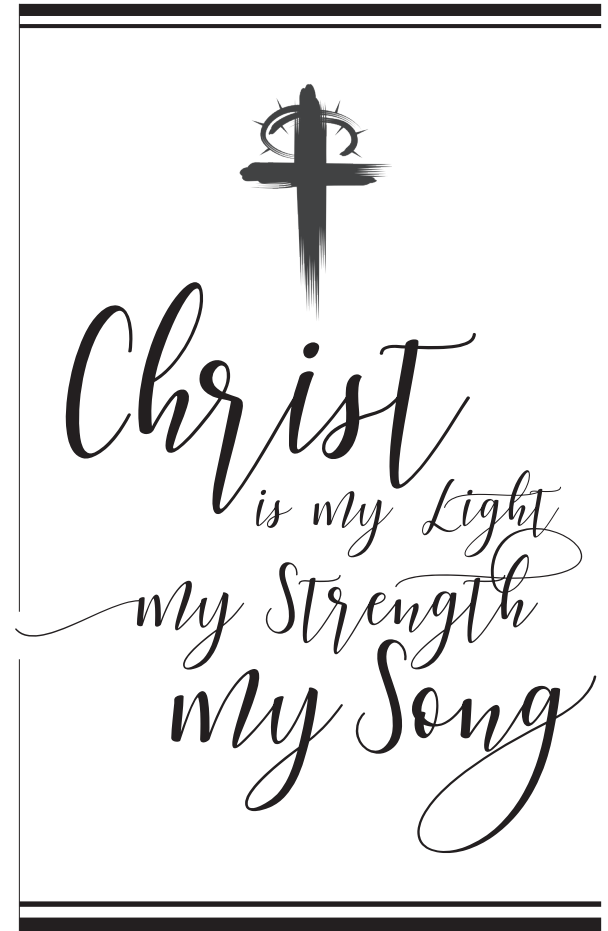
**Kindergarten and First Grade:** All incoming kindergartners and their parents will be scheduled for an orientation meeting with the kindergarten teacher. At a predetermined time, a developmental readiness assessment will be completed. If it is determined that the child is not ready to begin formal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

**New Students:** All new students must meet all school admissions requirements. The principal and pastor will determine whether the applicant is qualified for admission and whether the school’s age-appropriate program and existing staff will be able to meet the applicant’s educational needs. All new students will be on a nine-week probation. At the end of this probationary period, the principal and the teacher will conduct an evaluation to determine whether the student will be entitled to full admission status, 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 has accepted enrollment, the family must register the student no later than the time specified in the acceptance notice. If the school has not received such child’s confirmation or acceptance by the time specified, his or her name shall be moved to the end of the applicable admission category, and the school may then offer the position to the next child on the priority list.

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

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



## Non-Discrimination Policy

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

## School Curriculum

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

Religion	Physical Education
Language Arts	Health
Mathematics	Computers & STEAM
Social Studies	Music & Drama
Science	Library
Art	Advisory Groups
Spanish	Study Skills
Personal Safety	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 Response To Intervention (RTI) model. 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, you must pull all the way over to the wall ball/play structure area.

### **Fieldtrips**

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

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

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

Teachers will use reflection opportunities to bridge experience and theory, as well as provide an account of the service organizations with which students have been involved. Reflection writing 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:

- After School Drama Program
- STEAM Club & Challenges
- Spelling Bee
- Service Learning H.O.P.E.
- Student Advisory Groups
- Science Circus & Bowl
- Outdoor School
- Mass Choir
- Art Exhibits
- Field Trips
- Assemblies
- Buddy Activities
- CYO
- More Care
- Math Competitions

## **Student Advisory Groups**

Advisory groups are held monthly at regularly scheduled meeting times.

Upper grade staff serve as advisors to mixed groups of 7th and 8th graders. These groups promote connectedness among students and give them opportunities to share ideas, support each other, and work together on problem solving activities.

### **5 Benefits of the STM Advisory Program**

1. Supports strong academics
2. Helps students navigate the social and emotional issues unique to middle school
3. Creates a positive school culture
4. Creates a proactive safety net and support structure
5. Facilitates easier communication

By creating a single point-person for each student, our advisory program make communication—at all levels—easier and more intuitive for everyone.



## **Student Code of Conduct**

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

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

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

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

## **Family Cooperation**

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. If a situation requires reporting to authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

## **Behavior Policies**

### **Disruptive Conduct**

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

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

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

‘Bullying’ is defined in “Second Step” as unfair and one-sided. It happens when someone continues 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 teasing, bullying, harassing, or exclusion to any school staff member. If any aggressive action is taken against the person reporting the initial activity, disciplinary action will be required.

### **Obscene Language or Gestures**

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, or 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 & personal electronic devices need to be turned off and given to the homeroom teacher. Students will be asked to turn off smart watches from 7:30 am through the end of the school day

### **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 48 for the complete technology responsible use policy)*

## **Consequences for Inappropriate Behavior**

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

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

If the teacher/staff member sees no correction in behavior, the behavior will be reported to the principal, who may require the child 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 “Think About It” 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 will result in a meeting with the principal and a Conduct Referral. Checks are cumulative for the year.

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

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

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

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

### **Conduct Rubric (Grades 5–8)**

Our Conduct Rubric is based on our Schoolwide Learning Expectations.

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

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

This rubric defines teacher expectations for students across the curriculum:

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

- *receives 0 checks in a trimester*
- *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**

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

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

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

#### **Notes:**

- Conduct grades will be updated 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.
- 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)**

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

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

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

#### **E - For EXCELLENT EFFORT a student**

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

#### **S - For SATISFACTORY EFFORT a student**

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

#### **U - For UNSATISFACTORY EFFORT a student**

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

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

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

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

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

#### **Late Work will be scored as follows:**

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

## St. Thomas More Catholic School Disciplinary Policy

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

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

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

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



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



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

The staff of St. Thomas More Catholic School is committed to working closely with parents in order to best meet the needs of each individual child. During the course of a child’s years in this school, it is likely that every family will at some point have a question, concern, problem, or constructive suggestion. We welcome and encourage your 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.

<b>To communicate a problem or suggestion concerning:</b>	<b>Talk:</b>
Your child’s attitude, progress, treatment, field trips, specific curriculum, homework, grades, discipline administered by a teacher	1. <i>Teacher</i> 2. <i>Principal and Teacher</i>
Office procedures, first aid, attendance, school events	<i>School Administrative Assistant</i>
General school policy, school expenditures, parent participation in policy decisions, uniform policy, general admissions policies, plant improvements, the future of the school	<i>Principal</i>
Teacher appreciation, PTO socials, spaghetti dinner, Harvest Festival, and information about volunteering	<i>A PTO officer</i>
Alumni, Fund-raising, Public Relations	<i>Development Director, Principal, SAC, Pastor</i>
Christian Service Projects Ideas	<i>H.O.P.E. Coordinator</i> <i>Classroom Teachers</i>
Auction	<i>Auction Committee</i>
Setting up diagnostic testing or tutoring, setting up school coordination with a specialist or doctor	<i>Teacher, Principal</i> <i>Learning Specialists</i>
If you are in need of assistance beyond that which is available through the principal	<i>Pastor, Department of Catholic Schools</i>

## Attendance

### 1. Absence Due To Illness

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

Students absent for more than 3 consecutive school days, regardless of the type of illness, must obtain a release from health provider before re-admittance to school. Students must be fever free for 24 hours without the aid of fever reducing medicine 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 student must bring a note to the teacher in advance. For safety reasons, parents must pick up their child from the OFFICE and sign them out at the desk counter in cases of early dismissal or illness.

### 5. Absence For Vacation or Travel

Oregon state law requires elementary school students to attend school. Therefore, this school does not grant permission nor excuse absences for students to take vacation trips during scheduled school days. If parents choose to violate this policy, they do so *with the understanding that make-up work may be provided after the vacation and completed under parent supervision. Teachers 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 for 2nd through 8th grades are best served in the classroom when the teacher deems appropriate. These treats need to be store-bought and in their original unopened packaging. *Birthday celebrations for Kindergartners and 1st graders are determined by the teachers*

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

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

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 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](mailto: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 girls volleyball, boys and girls 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 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 opens*

*7:55am Staff & students in gym  
for morning assembly*

*7:55am Students not at assembly are “tardy”*

*After 7:55am Check-in at the school office*

*11:15am Lunch, Grades K-4*

*11:50am Lunch, Grades 5-8*

### Afternoon

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

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

## Emergency Procedures

The Safety Committee reviews 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 these fundraisers are never mandatory, but is appreciated. These fundraisers and expectations are outlined below.



### **School Auction**

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

All school families are encouraged to participate by:

- Donating to each school child's showcase project.
- Donating 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," but also is PTO's source of funding for classroom and school activities. Held in late fall, the dinner offers a chance for parish and school families to enjoy food, drink, and win raffle prizes.

School families are requested, but not mandated to:

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

### **Run For More**

Our annual fun run held once a year benefits our Arts & Enrichments program and a charity chosen by students.

### **Gifts**

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

### **Graduation**

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

## Grading Scale

### Academic Standards

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

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.

## **Gym & Facilities Use Policy**

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

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

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

## **Health Policies**

### **Immunization Law**

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

### **Health Records**

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

### **Severe Allergic Reaction Policy**

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

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

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

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

### **Medication and First Aid**

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 medication forms on file. 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
- COVID-19
- Diphtheria
- Hepatitis A
- Hepatitis E
- Measles
- Mumps
- Pertussis
- Rubella
- Scabies
- Shiga-Toxigenic E-coli (STEC) infection
- Shigellois
- Salmonella enterica serotype Typhi infection
- Infectious Tuberculosis

## COVID Exclusion Requirements

- Policies regarding Covid-19 and its variants continue to evolve just as the virus. Check email and other communication from the school for the most up-to-date information.
- If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

## **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.

The following statements are recommended guidelines for readmission to school:

1. Students are required to come to the school office to be rechecked upon return to classroom/school. If no live lice or nits are present, the student will be readmitted.
2. Students needs 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 or for more information on treatment and professional services.

## **Homework Policy**

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

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

### **Kindergarten**

Parents are encouraged to read to and with their children 10-15 minutes per night. 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 Tuesday through Friday by 3 parent “lunch ladies” and other 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, with the exception of October. October registration is open from September 15 through September 23.

### 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): email [hotlunch@stmpdx.org](mailto:hotlunch@stmpdx.org)
- TECHNICAL SUPPORT (help navigating the site): email [support@boonli.com](mailto:support@boonli.com)
- PAYMENT INFORMATION The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & 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

St. Thomas More Catholic School strives to meet the needs of all learners and provide inclusive education to the best of our ability with the support of our Learning Resource Program.

STM's initial screening and benchmark assessments include STAR Enterprise from Renaissance Learning and Dibels 8th edition.

*"We are blessed to have a learning resource team dedicated to assisting students in achieving academic success. We believe that early intervention provides students the foundation they need to be life-long learners".*

*-Mrs. Katy Smith, Principal*

## WHO

### Student Support Team

Along with parents/guardians, the principal, homeroom and specialist teachers and educational assistants, STM is proud to offer a full-time Learning Resource Program Staff:

### Ann Link, M.S. Spec. Ed

*Learning Support Coordinator*

- Masters Degree in Special Education
- Orton-Gillingham, Associate Level

### Kathy Schumacher, M.S.

#### CCC-SLP

*Language Intervention Specialist*

- Licensed Speech Pathologist
- Orton-Gillingham, Associate Level

### Ashley La Berge, M.A.T.

*Literacy Intervention Specialist*

- Masters Degree in Education



## HOW

**Prospective students are assessed prior to admission.**

Students are assessed tri-annually using Dibels 8 and STAR standardized tests.

Learning Specialists see all kindergartners in small groups for additional direct instruction in phonics.

First and second grade students scoring below benchmark based on standardized testing results will receive extra small group phonics instruction from a learning specialist.\*

At the end of second grade, formal diagnostic testing may be recommended for some students.

Third grade students without a diagnosis may still receive small group instruction twice a week. From third through eighth grade, students with a diagnosed learning difference are offered the accommodation of being excused from Spanish class to receive small group reading and/or writing support.

*\*Priority is given to our students who are currently receiving services.*

## **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 Katy Smith and the program’s director, Kim Secrest. 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 certified teacher help as well as a variety of clubs and an opportunity for developmentally appropriate activities in the Parish Hall and on the lower playground.

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

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 Katy Smith (principal) or Kim Secrest (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

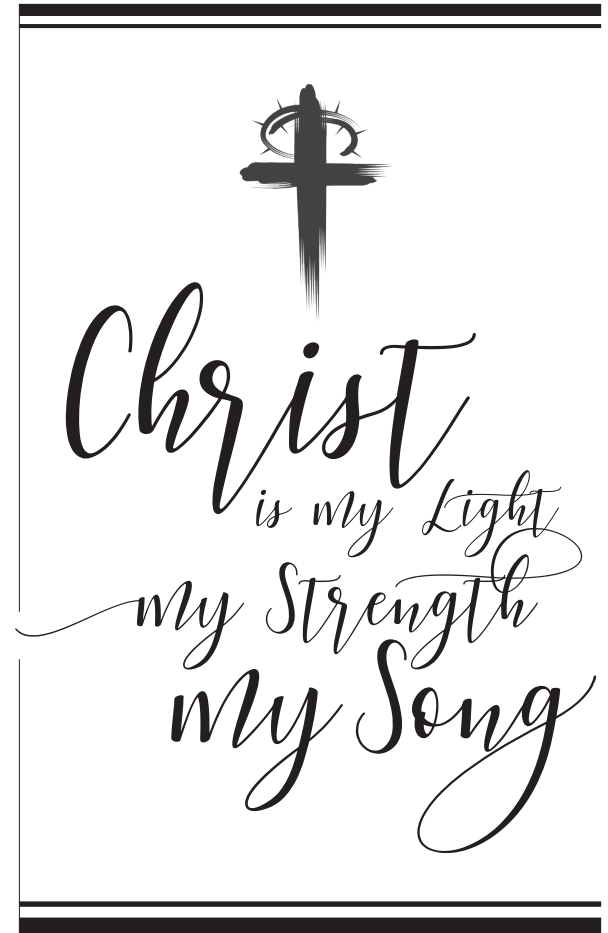
nearest medical facility. Parents will be called immediately when a child is ill or there is an emergency. A More Care teacher will remain with the sick or injured child until the parents arrive.

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 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, enhances curriculum, instruction, and parent education in the following ways:

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

## Scope of Responsibility

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

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

PTO is responsible for working directly with the principal, parish 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.

### 2022-2023 – Parent Teacher Organization Officers

<b>President:</b>	Hillary Oda
<b>Vice-President:</b>	Open
<b>Secretary</b>	Eva Backer
<b>Volunteer Coordinators:</b>	Anna Murphy & Taylor Sterling
<b>Hospitality:</b>	Jennifer Kavanaugh & Lindsay Morich
<b>Service Coordinators:</b>	Marissa Grim & Michelle Doherty
<b>Room Parent &amp; Mentor Coordinators:</b>	Meagan Lake & & Rachel Randles
<b>Preschool &amp; Parish Liaisons</b>	Ashley La Berge & Samantha Nelson
<b>Treasury Liaison:</b>	Jenny Serafimovska

## **PTO Activities**

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

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

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

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

### **Class Potlucks**

Each class schedules a parent-only potluck dinner during September or early October. Potlucks are usually held in the parish hall. Parents are able to meet 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 collects money for this fund via registration in June. Teachers use the money to fund all class activities such as field trips 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 vice-principal is appreciated. Parents are welcome to attend PTO meetings. Meetings are subject to change, please confirm the date and time before attending. Parents should notify the President prior to the meeting they would like to attend so that the agenda is set to accommodate additional topics/discussion. Notes from the PTO meetings are available in the office.

### **Room Parent Program**

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

### **Sunday Mass Coffee & 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 student-lead fundraising event for the school and identified charity selected by STM Staff. All funds are divided between the School Enrichment Fund and an approved charitable organization.

### **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 in bin located in the gym. Cleaned out weekly. Please be sure to mark all items that come to school with your child's name so the item may be returned.

### **Clothing Exchange**

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

## **Parking**

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. Three spaces are reserved for school staff with an additional parking space to be used at the discretion of the Principal for staff carrying heavy and/or numerous materials for school use, and two spots are reserved for handicapped individuals. This will provide parking for visitors to the church. **Please do not drop off or pick up students in this parking lot.**

Overnight parking in any of the lots is prohibited unless specific arrangements have been made. In the event overnight parking is needed, STM assumes no responsibility for the safety of the vehicles and any vehicle parked is done so at the responsibility of the owner. Damage to parish property or failure to observe the parking regulations may cancel future bookings for the responsible group.

When using the parking lots, respect others. Please do not park so as to box another car in, even if the visit is intended to be brief. DO NOT BLOCK ACCESS to Greenleaf. DO NOT BLOCK the parish garage entrance. DO NOT PARK IN FIRE LANES before and/or after school, unless you are picking up from More Care.

## **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 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 lower turnaround. Usually a parent volunteer or staff member greets cars in the lower turnaround to expedite children exiting cars.

Other options for drop-off include parking in the parish/school parking lot on the corner of Patton and Dosch 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 you do stay and park on the upper lot, please park by the wall ball area opposite the gym wall, or in the center

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

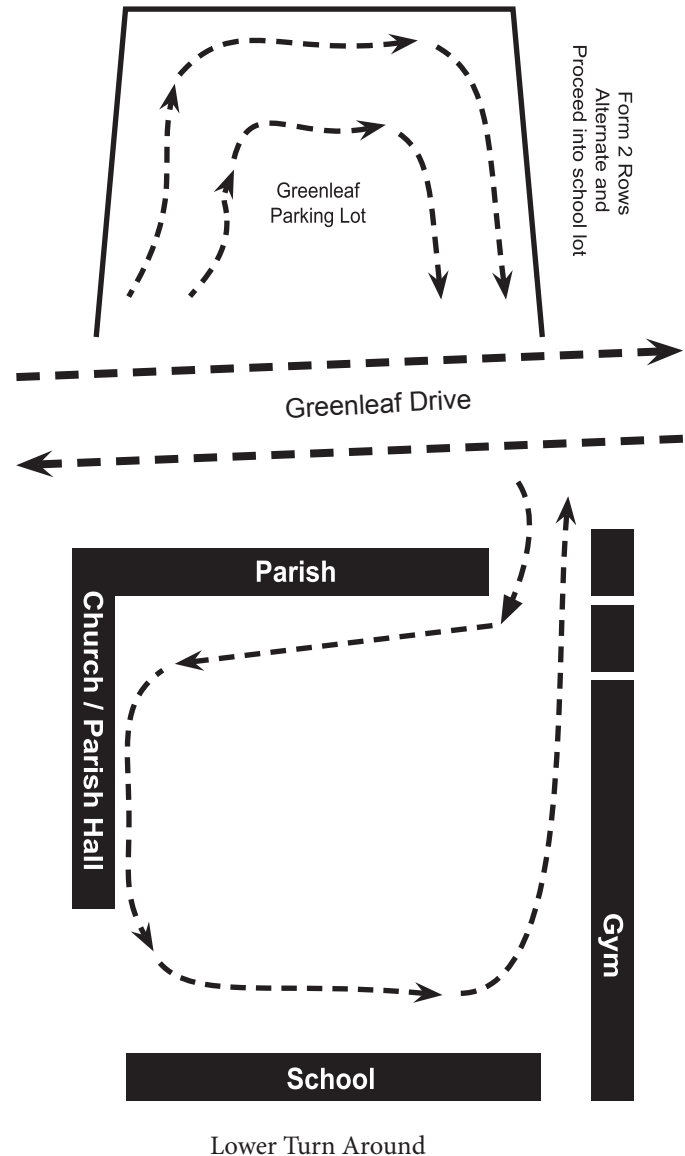
- Cars pull in to the lot to the right (counter-clockwise) and circle the lot around to the drop off area past the school front door and unload in front of the auction office doors.

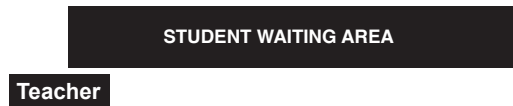
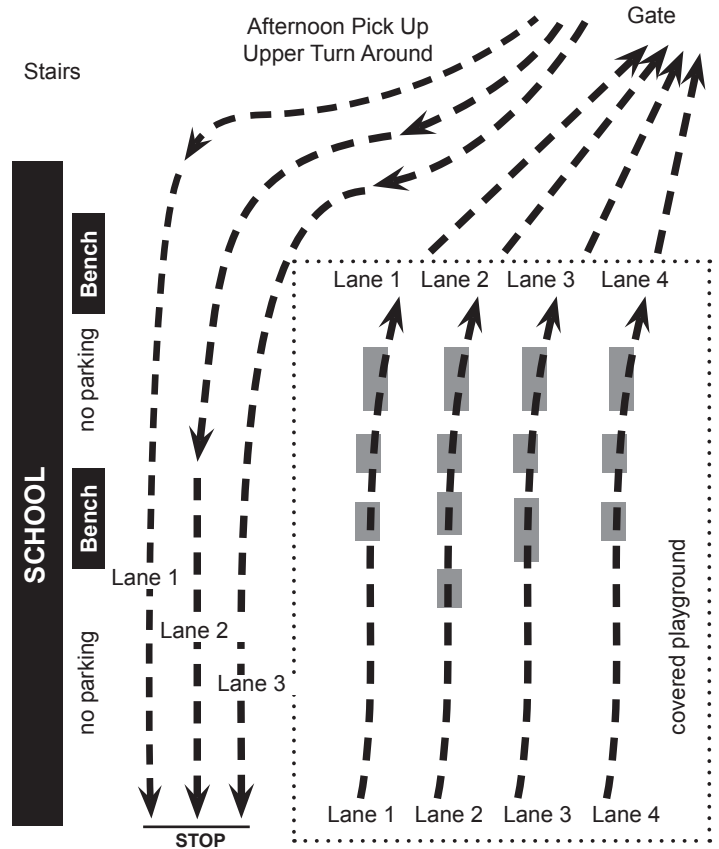
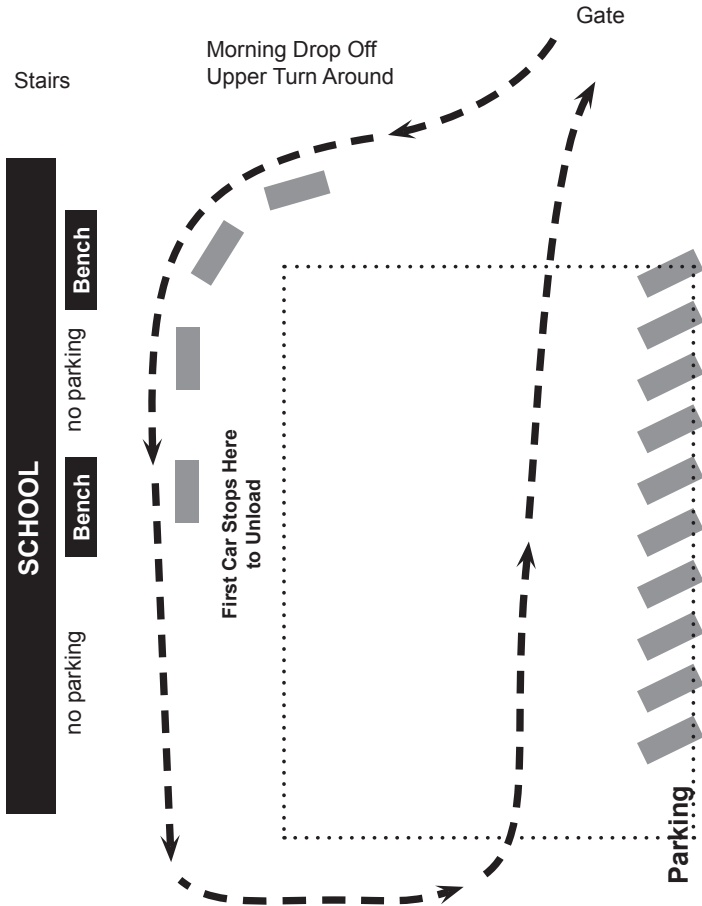


- Do NOT let your kids out of the car until you are inside of the actual playground area so they can follow the yellow safety path around the lot to get to the steps leading up to the gym (no students should be leaving their cars on Greenleaf Drive or in the “driveway” entrance to the Lower Parking Lot.)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





### **Afternoon Pick-up**

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

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

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

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

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

- Drivers are to remain in their cars. Students will be escorted and helped into the cars by teachers/staff.
- Once this lot is full, cars should enter the overflow lot located at the corner of Greenleaf Drive and Patton Road. \*There can be no cars waiting on Greenleaf Drive to enter the Lower Playground Lot.

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

- Cars enter the Greenleaf lot in a clockwise manner with the front car stopping with the nose of the cars at the street, pulled as close as possible to the bushes on the west side of the lot.
- We are asking cars to pull in to this lot in a double horseshoe pattern to maximize the number of cars we can fit. The second car in the lot should pull alongside (to the right) of the first car. The third car should pull behind car number one. The fourth car would be beside the third car that arrived, and 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 2:45pm (1:45 on Wednesdays), making it available for vehicle entry. The gates may be opened after 2:45pm (1:45 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. 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.
- 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 3:05pm (2:00pm on Wednesday), the playground is used for More Care only.

## Tetherball Rules

Students waiting in line are the referees.

### Violations

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



## 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.

### **23/24 SAC Meeting Dates & Times: Visitors Welcome!**

- 9/13    Wednesday at 6:30pm in Parish Hall
- 11/14   Tuesday at 6:30pm in Parish Hall
- 1/9      Tuesday at 6:30pm in Parish Hall
- 3/12    Tuesday at 6:30pm in Parish Hall
- 5/14    Tuesday at 6:30pm in Parish Hall

### **School Advisory Council Members 2023-2024**

Pastor: .....Rev. Martin L. King  
 Principal: .....Mrs. Katy Smith  
 Chair .....Jennifer Iversen

#### At-Large/Voting Members:

..... Emily Shields  
 .....Leslie Gretz  
 .....Andrea Chaney  
 .....Peggy Loebner  
 .....Sarah Kirsch  
 .....Andrew Randles  
 .....Gen Kaady  
 .....Eddie La Berge

#### Non-Voting Member:

.....Hilary Oda, PTO President

## Student Records

Parents may inspect, review, or obtain copies of their children's permanent record files. Parent requests to review or receive a copy of the student records shall be in writing, and must be honored by school personnel 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 radio and television reports
- Check ALMA, your cell phone, and email

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

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

**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 computers, laptops, and iPads are tools to enhance and promote learning. The use of these devices is a privilege, and all users have responsibilities with regard to their care and use.
  - Students must follow rules and procedures taught when using school technology at all times. If students are unsure of usage rules or experience difficulties, they are encouraged to seek help from a teacher or staff member immediately.
  - Students must keep food and liquids away from all devices at all times, which includes home use.
  - Students shall never alter the desktop icons or rear-range dock layout on any device. (applies to grades k-4 only)
  - Treat all technology gently and respectfully.
  - Students are not allowed to access the app store
  - Students are not allowed to access system preferences without the permission of a teacher or staff member.
  - Students cannot install software or modify hardware unless instructed by a teacher or staff member. If a device becomes altered, report to a teacher immediately.
  - Students are not allowed to “fix” a device without the knowledge or permission from a teacher or staff member.
  - Deliberate attempts to degrade or disrupt the device or computer systems will result in serious disciplinary consequences.
- Students will use printers with caution and must print most documents, reports, or projects at home.
  - Students must always comply with copyright laws regarding software, information, and attribution of authorship. Any copying, uploading, downloading, or installing of programs, text, or images must be legal and approved by a teacher or staff member.
  - Students are cautioned to be careful not to use images or direct information from the Internet without proper citing procedures, making sure to give credit to the author.
  - Students must respect the privacy of others. Students are forbidden to read or delete files that do not belong to them, especially as it relates to shared files such as those that reside on the school iCloud or Google Drive.
  - Students are not allowed to use the laptop, desktop, or iPad of another student without permission from “owner” or teacher.
  - Students are not allowed to add school email accounts to their personal devices and are not allowed to add personal email to their school-owned devices. (exceptions made with permission from the administration for emergency school closures or distance learning purposes).
  - Students may connect their school-owned iPad to home printers and home WIFI networks.
  - Students are not allowed to add personal security, facial recognition, fingerprints, or passcodes of any kind to their school-owned iPad.
  - No social media accounts can be accessed from a school-owned iPad, regardless if app or web-delivered

## **iPad Policy**

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

Grades K-4 are not allowed to take their iPads home unless given permission by the school administration. Grades 5-8 may take their iPad home with permission from their teacher for educational use only. The in-school policy is that no iPads are to be taken home over a holiday or family vacation (regardless of homework due.) However, this policy is lifted during emergency school closures which cause students to be engaged in full-time distance online learning.

If your school-owned iPad is damaged or malfunctioning, students either present their iPad to their teacher or inform their teacher as soon as possible. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device. Our iPads have a (2) time replacement insurance policy. The first and second user inflicted damage is \$49.00 per incident. The 3rd time damage occurs it may be nec-

essary to replace the device at the full cost. (\$299.00) This policy applies to distance, at home, online learning as well. If the iPad is lost or stolen, the student must report the incident to the school as soon as possible. In the case of theft, the student must also file a police report. The students/parents are responsible for replacing the lost or stolen iPad at their own expense. The replacement cost of an iPad is \$299.00. STM uses tracking software and in some cases, a lost or stolen iPad may be found, however, the tracking software does not guarantee safe recovery.

### **Guide for iPad Safety & Use**

- Students/parents are not permitted to repair, alter, modify, or replace iPads without express authorization from St. Thomas More Catholic School. If this occurs, the replacement cost of \$299.00 will be billed to the family.
- Students are issued a school-owned iPad only after they agree and sign the Student & Parent Guide and Pledge for iPad Use and Care.
- Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture.
- Students may only use approved cleaning supplies.
- Students/parents are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students may only use a school-approved stylus.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Thomas More Catholic School.

- iPads must be in an approved protective case at all times; this includes while using at home.
- Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.
- Students must refrain from using social media, gaming, or blogging websites on the school-issued iPad. Students should not receive a pop-up or email notifications from Facebook or other social networking/entertainment sites or Apps on the school-issued iPad
- St. Thomas More School does not take responsibility for any lost data.
- During the school day, earphones (provided by the student) may only be used with permission from the teacher or staff member.
- Educational Apps will be provided by the school. The software/Apps originally installed by St. Thomas More Catholic School must remain on the iPad in usable condition and be easily accessible at all times.
- Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the iPads unless instructed.
- Students are allowed to use the STM email account **ONLY** on their school-owned iPads.
- Music for educational use only may be stored on the iPads, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Thomas More Catholic School.
- The iPad camera may only be used when assigned by a teacher for educational purposes. If students take pictures of others for an assignment they may not distribute, publish, post, email, or share images. The same rule applies to videos. Students are not permitted to take pictures of school personnel or the campus beyond the scope of the assignment. Photos or videos taken with the iPad for academic assignments must conform to the mission and philosophy of St. Thomas More Catholic School.
- This iPad Acceptable Use Policy applies to St. Thomas More Catholic School students at all times, whether or not the students are on campus, as St. Thomas More Catholic School students are school representatives at all times.

### **Prohibited Use of iPad**

- Leaving the iPad unattended or not knowing its whereabouts at all times
- Exchanging iPads with another student.
- Allowing other students to retain or remove the iPad from your presence.
- Copying certain Internet materials, reproducing, or transmitting materials without the permission of the author or other right-holder.
- Plagiarizing academic materials. It is the student’s responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
- Using the iPad for any action that violates existing school rules or public law.

- Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, or other content not aligned with the school's mission and philosophy.
- Chat rooms or messaging services not authorized by the teacher.
- Spamming: sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Using the school property, App, Software, Internet/e-mail accounts for financial or commercial gain or for any illegal activity. Students may not use school email to sign up for social media, games, or contests of any kind.
- Emailing or instant messaging parents during school.
- Bypassing the St. Thomas More Catholic School web filter or firewall through a web proxy, or hacker protocol.
- Private browsing is prohibited
- Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
- Bring to school 100% charged each morning. This applies to online school as well.
- Only use approved screen-cleaning supplies and clean often
- Insert cords and cables gently
- Use only school approved stylus (stylus compatibility is different for every iPad version)
- Never leave iPad in an unsafe place, including restrooms or lockers (this includes at-home use)
- Never store iPad in backpack (use backpack for transportation only)
- At the start of each school day remove iPad from the backpack and immediately place it on the appropriate storage cart.
- Camera and video tools are to be used with permission only, no recreational photography unless instructed by the teacher (no selfies or images of other students)
- Immediately alert your teacher to any hardware, App, or software concerns or issues
- Use only your assigned iPad/number
- Do not change any settings
- Do not run while holding your iPad
- Do not add passwords to the device or Apps
- Do not add fingerprint or face recognition security
- Do not attempt to add or delete Apps
- App Store is off limits
- iTunes is off limits unless the teacher gives permission to use
- Always return your iPad to the cart at the end of the day, unless the teacher gives permission to take iPad home to complete school work

## **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 in the case at all times
- Do not put stickers or labels of any kind on the iPad
- Use only approved charger...(charge on the cart) try not to use the iPad with less than 15% battery



- Only use Apple TV or any other remote access device/app when invited
- Visiting social media sites is strictly prohibitive
- Do not use iMessage, Google Message, or any other messaging or chat app/feature or browser delivered communication product during school hours unless you've been given permission by your teacher...this includes email. (exceptions made for distance learning)
- You are responsible for damage that occurs while in your possession
- MOST IMPORTANT-Only use iPad for intended educational purposes. In other words, only use your device to do what you've been instructed to do.

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

- I will take good care of my assigned iPad and encourage others to do the same
  - I will never use my iPad to participate in cyber-bullying
  - I will always use the Internet, network resources, and online sites in a courteous and respectful manner.
  - I recognize that among the valuable content online also exists unverified, incorrect, or inappropriate content. I will only use trusted sources when conducting research via the Internet.
  - I will remember not to post anything online that I wouldn't want parents, teachers, or future colleges or employers to see.
  - I will alert the principal, a teacher or a parent if I suspect cyber-bullying (which includes witnessing cyber-bullying regardless if I am directly involved)
  - I will remember how to be a good digital citizen at all times
- I will never leave my iPad unattended
  - I will never loan my iPad to other individuals
  - I will know where my iPad is at all times
  - I will keep food and liquids away from my iPad at all times
  - I will not disassemble any part of my iPad or attempt repairs of any kind
  - I will protect my iPad from damage at all times
  - I will use my iPad in ways that are appropriate and meet STM expectations
  - I will not deface my iPad in any way
  - I will follow the policies discussed/outlined in the Student iPad Usage Guide
  - I am responsible for any and all damage while my iPad is in my possession
  - I will not change any settings
  - I will only use approved charging cables and bricks
  - I will return my iPad to the cart each night unless my teacher gives permission to take my iPad home to complete school work
  - I will ensure my iPad is fully charged at the beginning of each school-day (at home or in school)
  - I will keep on task by using my iPad for intended educational purposes only and I will only use my device to do what I've been instructed to do.

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.

## **Gmail & Google Workspace Guidelines and Use Policy**

Workspace includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, and more. STM has access to a free for education version of Workspace, that includes Google Classroom, which helps our students to communicate and collaborate at school or home on any device, all within a secure, school-controlled environment. Students have complete access to Workspace and for security are encouraged to save any and all files to their personal Google Drive.

Important: Children 13 and under should only use Classroom with a Workspace for Education or Nonprofit account. Gmail has age restrictions and St. Thomas More is granted permission based on security measures taken. St. Thomas More acts in goodwill according to the rights given to schools by Google. Students are not allowed to sign up for stmpdx.org accounts, STUDENTS SIGN IN TO THEIR EXISTING ACCOUNTS. Every student has an existing account however during normal school times, STM only gives user information to students grades 5-8. However during times of emergency closures, St. Thomas More may choose to give account information to all students to allow Workspace use/access. Accounts are disabled during non-school months and deleted upon graduation or withdrawals.

St. Thomas More is dedicated in helping to protect student and teacher privacy and to provide the best-in-class security for our students. If your child is using Classroom and Workspace for Education, Google does not own any

of the student data, students are not subject to ads, and have the support of compliance standards such as FERPA1 and COPPA2.

The parents of Workspace for Education users in Primary/Secondary (K-12) schools can access their child's personal information and/or request it be deleted through the school administrator for any reason at any time. A parent can request that the school administrator use controls available to limit the child's access to features or services, or delete the child's account entirely.

Access to Workspace for Education is considered a privilege accorded at the discretion of the St. Thomas More Catholic School. The school maintains the right to immediately withdraw the access and use of Workspace for Education when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. As part of the agreement with Google, the school also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In cases of inappropriate use, school and staff will decide what consequences are appropriate. Students can lose privileges, such as their Gmail accounts, at any time for inappropriate use. Some examples are unlawful activities, commercial purposes (running a business or trying to make money) or personal financial gain (running a website to sell things), inappropriate sexual or other offensive content, threatening another person, misrepresentation of St. Thomas More School, staff, or other students.

- Students are allowed to use their school-controlled Gmail and Workspace of products for school-related matters only.
- Students may not change their Gmail passwords without permission from the administration
- Students may not change their profile image. Only the default is allowed
- Students need to remember to use proper grammar when sending emails and to always include a subject line.
- Students are not allowed to use their school-owned Gmail to sign up for nonschool related websites or web portals without permission from administration or teacher
- Students are not allowed to enter the Gmail of another student at any time
- Students must unsubscribe from promotional emails immediately
- Students need to check junk mail as sometimes legitimate messages get filtered
- Students are forbidden to reply/respond to SPAM
- Students are allowed to use their school Gmail at all times for school-related business which could include CYO sports

### **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**

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

But even with this law, our students' best online protection is parents and educators. By talking to students about potential online dangers and monitoring their computer use, you'll help them surf the Internet safely. At St. Thomas More Catholic School we take online safety seriously. We have

hardware and software to protect our students while online. Our filtering system is state-of-the-art which allows us to constantly monitor network traffic, website hits, and information shared both entering and leaving. Parents can be assured we are doing everything possible to keep students of St. Thomas More Catholic School safe.

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

- Students should tell parents or teachers immediately if they come in contact with information that makes them uncomfortable.
- Students may correspond only with friends or family, never send pictures of themselves or of anyone else to people they do not know, and they should never let friends send pictures of them without permission.
- Students may not give out passwords to anyone (even their best friends) other than parents or teachers.
- Students may only connect to the St. Thomas More Catholic School student wireless network while on campus. (STM-Student) And may connect to home WIFI while using their school-owned iPad for educational purposes.
- 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**

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.

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.

Students involved in inappropriate online behavior may be separated from the session and not allowed to return until a conference has been held with the student and the parent/guardian.

Students are forbidden to use traditional social media sites (Facebook, Twitter, Instagram, Snapchat, TikTok, etc.) while on school property or off school property using a school-owned iPad. However, due to the wealth of new social media tools available, student products and documents have the potential to reach audiences far beyond the classroom. Google Classroom and SEESAW are examples of web permissioned environment with some social networking ideologies.

Students use school-issued /owned email to access a host of online project collaboration and creation tools. These projects remain in an online environment until deleted. This translates to a greater level of responsibility and ac-

countability for everyone. Although students are forbidden to use traditional social media at school or on a school-owned iPad, we, as school administrators understand that we cannot control what is permissible at home. Please remember according to the (COPPA) Children's Online Protection & Privacy Act a student must be 13 years of age to own a private (non-school issued) email.

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

- Be aware of what you post online.
- What you contribute leaves a digital footprint for all to see forever in many cases.
- Do not post anything you wouldn't want friends, enemies, coaches, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when interacting online. What is inappropriate in the classroom is inappropriate online.
- Do not be a cyber-bully! \*
- Do not post or comment on images or text that might be sexually explicit.
- Be safe online. Never give out your personal information or share personal information of others, including, last names, phone numbers, addresses, exact birth-dates, and pictures.
- Do not share your password/s with anyone other than teachers or parents.
- Linking to a website to support your thoughts and ideas can be a great tool. However, read the entire article prior to linking to ensure that all information is appropriate for a k-8 school.
- Following, viewing, linking, or "friending" personal accounts of faculty/staff is not acceptable.
- We do not allow current students to have "friend" relationships with faculty/staff members.
- Attempting to view faculty accounts is also not permissible.
- Do your own work!
- Do not use the intellectual property of others without their permission.
- Be aware that it is a violation of copyright law to "copy and paste" the thoughts of others.
- It is good practice to link/cite your sources.

- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws.
- Verify you have permission before using it.
- Do not tag or upload pictures of anyone other than yourself without permission.
- How you represent yourself online is an extension of who you are.
- Do not misrepresent yourself by using someone else's identity. Pretending, in any way, to be another student, faculty/staff member or anyone else is strictly prohibited.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving their writing.
- If you find inappropriate material that makes you feel uncomfortable, or is not respectful, tell a parent or a member of the STM faculty/staff immediately.

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

\* Derogatory or inappropriate statements made on social media may be cause for 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.

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

<https://nationalonlinesafety.com/>

Thank you for your understanding and appreciation of this policy. If you have any questions, please contact Mrs. Katy Smith.

## TUITION & FEES

### 2023 - 2024 ACADEMIC YEAR

#### SUBSIDIZED TUITION: \$8,918

To qualify for subsidized tuition

- Families are registered as members of St. Thomas More Catholic Church
  - Attend Mass regularly
  - Provide Parish support through regular contributions
  - Participate in Parish ministries
- Families complete 25 volunteer units as defined in the STM Handbook

#### NON-SUBSIDIZED TUITION: \$10,367

To qualify for non-subsidized tuition

- Families complete 25 volunteer units as defined in the STM Handbook

#### ACTUAL COST PER STUDENT

The total cost to educate a student during the 2023-2024 school year is \$12,127. Any family who funds their child's entire education at the full rate can receive a tax deduction for the difference between the actual cost per student and the family's qualifying tuition rate as listed above.



### FEE COMMITMENTS

- New Family Enrollment\* \$150 per child
- Re-Enrollment \$260 per child
- Registration Fee (all K-8 students) \$300 per child

(Class Activities, PTO Dues, Student Accident Insurance, Tech, Textbooks and Graduation Fund\*\*)

### OTHER FEES

- Graduation year fee\*\* (Grade 8 only) \$25 per child
- MoreCare registration\*\*\* \$50 per child

\*This in addition to the application fee.

\*\*These monies are placed in reserve until 8th grade. The accumulated total is used by the Graduation Committee to pay for school-sponsored graduation activities.

\*\*\* The \$50 More Care fee is a registration fee for the use of our extended after school care program.

## Uniform Policy

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

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

## Uniform Guideline

### DENNIS UNIFORM

- Order online at [www.dennisuniform.com](http://www.dennisuniform.com)
- School Code: 59500

**Slacks and shorts:** Solid grey purchased through Dennis Uniform only. Pants must have a zipper. No cargo, skinny, crop, ankle, stretch, stirrup, or capri pant styles allowed. Please only choose styles on approved list from Dennis Uniform. Skorts, Polo Dress with logo, and Jumpers (Girls Only): Dennis Uniform McDonald plaid or solid grey skort, Dennis Uniform red polo dress with logo, and Dennis Uniform McDonald plaid jumper options only. Please only choose styles on approved list from Dennis Uniform. Skorts, polo dress with logo, and jumpers cannot be more than three inches above the knee. Students may wear lycra bike shorts under their polo dress or jumpers for modesty on play equipment. Students may wear plain black leggings that reach the ankle under skirts and dresses during the colder weather.

**Shirts:** White or black collared polo shirt. Shirts may be short or long sleeved. Only STM embroidered logos from Dennis Uniform 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.

**Sweater:** Dennis Uniform Black V-neck cardigan sweater with logo

**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), 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 non-uniform dress days, students may not wear hats, open-toed shoes, ragged clothing, P.J.'s, clothes bearing inappropriate designs or slogans, overly tight or baggy clothing. Jeans may not have rips, frays, or holes. Tops may not be cropped or see through. Hair must be clean, well groomed, and retain a natural hair color. No feather hair extensions. Students may not have tattoos, body piercing, chains, or studs. Students may not wear costume jewelry. Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed for safety purposes. Shirts/dresses must have at least three-inch wide straps. The neckline of shirts and dresses may be no lower than 2 inches (approximately the width of 3 fingers) from the collarbone.

Leggings of any kind may not be worn, unless under dress or long tunic. Pants must be at the waist not at the hips. Belts, with buckles, must be worn to support pants that naturally do not sit at the waist. Shorts, dresses, and skorts may be **no 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), shoes above the ankle, high heels, or wedges will not be allowed. All shoes must have a back and a closed toe on them for safety purposes. Non-uniform clothing may not be worn to Mass. Free dress passes purchased through the auction can only be used on Fridays. Students are invited to wear appropriate free dress on their birthdays.

### Non-Uniform days for the school year are:

- Picture Day – Special Dress
- Holiday Dress Up
- Valentine’s Day Holiday Dress Up
- St. Patrick’s Day Holiday Dress Up
- Mass & Mary Crowning  
(8th Grade ONLY – Special Dress)
- Spring Tea & Concert  
(8th Grade ONLY –Special Dress)
- Run for More – Athletic Attire (K-4) and PE Uniform (5-8)
- Graduation  
(8th Grade ONLY – Special Dress)
- Special Days assigned by Principal

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

**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 choose 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.

**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.

## **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteer should not discuss these conversations outside of school. Refer any concerns to the Principal or Pastor.

## **Volunteer Information**

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

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

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

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

St. Thomas More Catholic School strives to meet the changing needs of the school and parish through our volunteer program. With hundreds of jobs available, there is something to fit every talent and family schedule. Even with each family volunteering 25 units annually, STM will only meet 50% of our volunteer needs. We are dependent on and appreciative of all families' generosity. Please Note: Families paying "subsidized" tuition and "non-subsidized" tuition must fulfill all volunteer units. Only families paying "full-cost" tuition are exempt from volunteer requirements, yet may still volunteer if they would like.

## **Volunteer 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 large picture titled “Know Your Policies (ES)”. 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 attachment at this link: [https://docs.wixstatic.com/ugd/a974e5\\_078520ecaa914e7fba015888285fd9e0.pdf](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 “Foundations: Preventing Abuse on Youth-Serving Organizations (ENG)”. Find the module and click on the picture to start the training. This should take about 30-40 minutes to complete.
4. Agree to the Policies: Archdiocese of Portland “Know Your Policies (ES)”. 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 personnel (this is for all volunteers & staff). Read attachment at this link: [https://docs.wixstatic.com/ugd/a974e5\\_078520ecaa914e7fba015888285fd9e0.pdf](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](mailto:stmschool@stmpdx.org) in the school office with any questions.*

