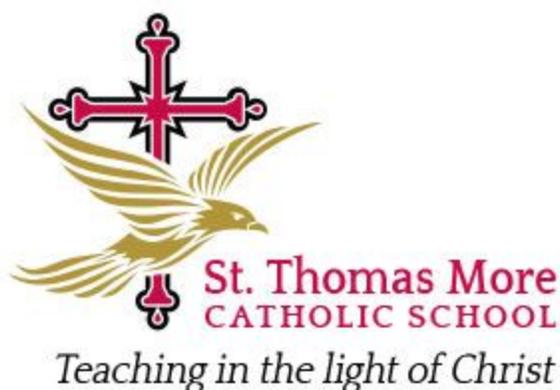


Family/Student 2018-2019 Handbook



St. Thomas More School
1420 Harvey Street
Green Bay, WI 54302

Principal - Olgamar Amor
oamor@gracesystem.org
Phone: 920-432-8242

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HISTORY

St. Thomas More (originally founded under the name of the East Green Bay Unified Catholic Education System), was established in the fall of 1987 as a consolidated school system supported by the parishes of St. Francis Xavier Cathedral, St. Mary of the Angels and SS. Peter and Paul and St. John the Evangelist.

Our beginnings found us operating out of two sites: SS. Peter and Paul (housing a K-5 program and a Middle School program known as St. Thomas More Middle School); St. Mary of the Angels (housing a P-5 program).

In 1993 the entire elementary level was moved to the St. Mary's site and became known as St. Thomas More Elementary. In 1995 the middle level was also moved to this present site - henceforth the entire Pre-8 program was known as St. Thomas More School.

As of the 2011-2012 school year, St. Thomas More School became part of the Green Bay Area Catholic Education system and is represented by a Site Advisory Council, which serves as an important parent and parish member body for feedback and consultation for the school principal, GRACE president, and the GRACE Council of Trustees. It is comprised of a maximum of 9 persons acting as representatives from the participating parishes, one of whom may also serve as the athletic representative. A teacher representative and the school principal also participate in monthly meetings of the Site Advisory Council as non-voting members. A primary focus of the Site Advisory Council is to oversee fundraising and marketing/development/recruitment for the school.

St. Thomas More School is celebrating its 28th anniversary during the 2016-2017 school year and looks forward to continuing to serve the Catholic community of Green Bay for many years to come.

St. Thomas More School Mission Statement

The mission of St. Thomas More School is to provide a comprehensive educational program based on the teachings of Jesus Christ. We challenge students to develop academically and spiritually to the best of their ability, while becoming responsible, respectful members of the church and community.

St. Thomas More School Philosophy

St. Thomas More School believes in educating the whole child in every aspect of their development.

Spiritually, a respect for God, self, and others is stressed through a study of the Catholic faith and by developing a value system. Prayer and the importance of Jesus in our life are shown through the celebration of student-planned, weekly liturgies and daily prayer in the classroom.

Mentally, students are challenged through classes that prepare students to carry out their roles as workers and citizens in a world increasingly shaped by mathematics, science, and technology.

Culturally, students have opportunities to grow through their social studies classes, Spanish classes, and by attending events at the Weidner Center for Performing Arts. Music classes are an important part of the curriculum for all.

Socially, students are encouraged to create lasting friendships with love and respect for all. An atmosphere of cooperation with others is stressed.

Service to those in need is a priority.

The message we promote at St. Thomas More School is:

- R espect God, self, and others.
- E xperience ways of learning.
- S erve those in need.
- P ray and follow Jesus.
- E stablish good work habits.
- C reate lasting friendships.
- T rust in God to become the best you can be.

DIRECTORY OF PERSONNEL

FACULTY/STAFF

- | | |
|----------------|--------------------------------|
| Olgamar Amor | Principal |
| Patty Hanson | Administrative Assistant |
| Julie Julian | Library/Interventionist |
| Mike Mancheski | Custodian (St. Peter and Paul) |
| | Technology |

Jetzabel Guerrero	Teacher, Early Childhood
Kelly Thielmann	Teacher, Kindergarten
Ruby Robles	Teacher, Grade 1
Tracy Cantu	Teacher, Grade 2
Susan Gottfried	Teacher, Grades 3
Jennifer Gracer	Teacher, Grade 4 - Religion 8
David Syner	Teacher, Phy Ed Grades K-8
Ginny Neitzel	Teacher, Writing/ Social Studies 5-8
Paul Zwicker	Teacher, Science Grades 6-8
	Supportive Consultant, Grades K-8
Riley Garbe	Teacher, LA/Reading Grades 5-6/SLA 6-8
	Teacher Religion 6-7
Rebecca Ieronimo	Teacher, Science and Religion 5/Reading 5-6
Jan Willems	Teacher, Math Grades 4-8
Beth Krepline	Teacher, Music Grades K-8
Sue Arias	Teacher, Spanish Grades K-5
Robert Hart	Teacher, Art Grades K-8

Pastor (St. Mary of the Angels)	Father Anthony (Tony) Cirignani
Pastor (Sts. Peter and Paul)	Father Anthony (Tony) Cirignani
Pastor (St. Willebrord)	Father Andrew G. Cribben O. Praem
Pastor (St. Francis Xavier Cathedral)	Reverend Joseph Dorner
Pastor (St. John the Evangelist)	Reverend Joseph Dorner

STM SITE ADVISORY COUNCIL

Principal, St. Thomas More	Olgamar Amor
President	Eva Olea
Vice President	
Secretary	
Treasurer	Delia Gomez

GRACE Office:

Located at: 1087 Kellogg St. Green Bay, WI 54303

Phone: 920-499-7330

Regular Office Hours: Monday through Friday, 8:00 a.m.- 4:30 p.m.

DIOCESAN POLICIES

St. Thomas More School abides by the policies set forth by the Diocese of Green Bay.

STATEMENT OF NON-DISCRIMINATION - State Statute 111.321

St. Thomas More School does not discriminate on the basis of sex, race, religion, or national origin in the enrollment and Participation of students or the employment of personnel.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school principal retains the right to amend the handbook for just cause. Families/students will be given prompt notification if changes are made.

ABSENTEE/ATTENDANCE PROCEDURES - State Statute 118.15-16

Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Regular, on-time attendance at school is necessary to maintain a good scholastic record and to develop the personal discipline that is expected at school and in the future workplace. Section 118.15-16 of the laws of the State of Wisconsin requires parents, under penalty of fines, and/or imprisonment, to see to it that their children attend school regularly. (See Truancy policy)

Generally accepted excuses for school absence without reasonable advance notification include:

- (1) Personal illness
- (2) Family illness
- (3) Death in the family

The school should be notified of an absence or tardiness with a phone call by 8:05 a.m. This information will be communicated to the teachers. This procedure will eliminate the need for a written note on your part or a phone call from the school office in reference to the absence. Excluding special circumstances, if a student misses 10 days or more during the school year, the parent/guardian will be asked to meet with the principal.

1. Extended absence for trips or other reasons is not encouraged and requires completion of the form requesting such absence. Student and parent assume responsibility for completion of make-up work.
2. A student's early dismissal, for any reason whatsoever, should be requested in writing and given to the homeroom teacher before the child may be dismissed. In

the case of an emergency early dismissal, please call the school office. Each child is to report to the office and sign out before leaving the building for any reason.

A child who leaves school by 9:30 a.m. will be marked absent for the day. A child who leaves school by noon or later will be marked absent for ½ day.

3. A student is considered tardy if not in his/her classroom by 8:05 a.m. Any student coming late must always first check in at the office before reporting to the Classroom.
4. A written, dated excuse from the doctor must be sent with the child when he/she returns to school after a 3-day absence. This will be kept on file during the current school year.

Students are also encouraged to attend all evening events during the school year because of their importance to our school community.

ACADEMIC AWARDS/HONORS (Middle School level)

Students who maintain high academic standards are recognized for their achievements at the end of the school year.

St. Thomas More participates in the President's Education Awards Program. These awards are given to students graduating from 8th grade. Students must fulfill the criteria established by the program.

ADMISSIONS

Everyone is welcome at St. Thomas More School. Catholic families are encouraged to be registered members at one of the twenty-three area parishes supporting STM through the GRACE system. A number of our supporting parishes, including St. Francis Xavier Cathedral, St. Mary of the Angels, SS. Peter and Paul, St. John the Evangelist, St. Philip the Apostle and the west side quad-parishes may offer assistance to help parishioners send their children to St. Thomas More. New families should register in the parish office before registering children for school. Families not registered in one of the 23 supporting parishes will be assessed at non-parishioner tuition rates.

All student Baptismal Certificates, Birth Certificates, and First Communion Certificates should be recorded and verified for school files.

Registration is encouraged as far in advance as possible of expected school admission date, and is to be done online through GRACE (www.gracesystem.org).

ALCOHOL/DRUGS/SMOKING - D.B Code 6144.2

The possession, sale, or use of alcohol, drugs, tobacco, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

Use and/or possession of alcohol, drugs, tobacco or controlled substances of any kind, or paraphernalia related to any of these, is prohibited at all times on school premises or at school related activities including activities and events not on school grounds or outside regular school hours.

Consequences:

- A. Three (3) day suspension. Parents notified prior to suspension. Student required to seek counseling from a counselor approved by the Administrator and provide written evidence of such to the Administrator within 30 days of suspension.
- B. Any further incidents while a student at St. Thomas More School will result in expulsion. (Failure to seek counseling will be considered cause for expulsion.) Expulsion is permanent.

APPOINTMENTS/EARLY RELEASES

Parents/guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. Students needing to be released early for appointments or any other reason should bring a written parental request for that release. In the event of an emergency or unexpected need for early release, parents should call the school office to make arrangements for this child's dismissal. Students are to be signed out in the office before leaving the building. Upon return to school that same day, students are also required to sign back in and notify office personnel of their return.

ARRIVAL/DISMISSAL

Parents delivering or picking up students at school should do so on time and in a manner that is compliant with the parking regulations around the school.

For safety reason, students should not arrive at school before 7:50 a.m. and should leave for home promptly at 3:15 p.m.

Staff crossing guards are positioned at the intersection of Cass and S. Irwin Streets.

Children riding the bus are supervised from the time they board the bus until the time they leave the bus at the designated stop. The designated bus company is responsible for the supervision of students on the bus.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

ATHLETIC BOOSTER CLUB

The St. Thomas More Athletic Booster Club sponsors Christian-based athletic programs for our children, assisting the principal in the proper adherence to approved policy. All St. Thomas More parents are members of the booster club. The club is the only source of funding for our children's athletic programs and without these fundraising efforts, we cannot offer or support our sports programs. Approximately \$13,000 a year is needed to offer these programs.

ATHLETICS PROGRAM

Team Sports for grades 5 through 8:

Soccer

Basketball

Track

BICYCLES

Students are allowed to ride bikes to school. Bikes must be licensed and must be locked to the bike rack during school hours. The bike rack area is off limits to all students, except immediately before and after school. However, the school is not responsible for damaged or stolen bikes. Skateboards, scooters, roller skates, roller blades, etc. are not licensed and should not be ridden or brought to school.

BOOKS/SUPPLIES

Textbooks are loaned to students and are the property of St. Thomas More School. Therefore, it is the student's responsibility to take good care of all books and supplies belonging to school. Fines will be assessed at the time, or at the end of the year, for loss and/or damage. Students will be presented with their own Bible upon entering Middle

School. This Bible is to be kept for their personal use as well as classroom use as long as they are attending St. Thomas More School.

BUILDING USAGE

The St. Thomas More School building is owned by St. Mary of the Angels Parish and is rented by GRACE during the school day for STM educational programs. The parish has the responsibility for the upkeep and maintenance of the building, including the Asbestos Management Plan, which is monitored through periodic inspections and available for review. Anyone who wishes to rent or use any part of the building during non-school hours should contact St. Mary of the Angels Parish office, not St. Thomas More School office.

BULLYING, VIOLENCE, HARASSMENT, THREATENING BEHAVIOR

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of **all parents and school staff** to model kind actions and words toward and about others. A rule of thumb...if it is going to hurt someone, don't do it or say it. Bullying behavior is contrary to our basic school rules as well as our Catholic Identity and Christian way of life.

Bullying type behavior includes but is not limited to:

- intimidation
- threats
- exclusion
- gossiping
- perpetuating rumors
- name-calling
- cyberbullying
- physical violence
- retaliation

Harassment/hate, defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, intentional infliction of stress, bigoted epithets, vandalism, force, or the threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, color, ethnicity, religion, sexual orientation, national origin, ancestry, creed, marital or parental status, physical, mental, emotional, or learning disability will not be tolerated at GRACE schools.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest, in person, or online) face disciplinary action, suspension, and/or expulsion.

- Any acts of bullying or harassment will result in disciplinary action such as suspension, expulsion, and/or referral to law enforcement.
- Any student who participates in this type of behavior as an encouraging bystander will also face disciplinary action.
- Students who witness such behavior are expected to report it to a teacher or administrator immediately.

Violence or aggressive or threatening behavior on school premises, in church, on buses, or at school events will not be tolerated.

All staff and faculty at GRACE schools will do the following things to prevent bullying and help children feel safe at school:

- Provide periodic 'focus' activities on positive actions that also might involve GRACE counselors.
- Watch for signs of bullying and stop it when it happens.
- Record observed incidents and report it to a school administrator.
- Respond quickly and sensitively to bullying reports.
- Provide a safe process for reporting bullying and a description of the investigation process. These processes will be disseminated to parents and students at the start of each academic year.
- Provide consequences for retaliation against those who report bullying.
- Assign consequences for bullying which will require the student to:
 - ❖ take responsibility for their action
 - ❖ understand why it was wrong
 - ❖ make restitution to the victim

Sexual Harassment Policy

GRACE is committed to creating learning environments where all people treat each other with dignity, charity, and respect. GRACE follows the Diocesan Sexual Harassment policy. The GRACE administration will comply with all laws regarding the protection of children, employees, and individuals at risk from harm. Sexual harassment and/or sexual abuse shall be reported to a school administrator. GRACE administrators will comply with all laws regarding the reporting of allegations of sexual abuse to proper civil authorities for investigation. Each allegation needs to be reported to the GRACE President and to the

Diocese. Each complaint will be investigated. Disciplinary action may include suspension, expulsion, termination, and/or notification of legal authorities.

In compliance with diocesan regulations/guidelines in “Our Promise to Protect...” from abuse, all staff members and adults having regular access to children must complete a background check and participate in ongoing training sessions. Any suspected incident of abuse should be reported immediately to the proper authorities.

BUS TRANSPORTATION

Free bus transportation to and from school is available to any EC-8 student living two or more miles from the nearest Catholic school. This is provided through the Green Bay Area Public Schools Transportation office. Others wishing to ride the bus may arrange directly with “First Student” bus company for transportation at a monthly fee. Only authorized students are allowed to ride the bus. Regular busing students must board the bus at the Cass Street entrance of the school.

Riding the bus is a privilege. All students are to respect that privilege and realize that it can and will be taken away for inappropriate behavior and failure to comply with directives of the bus driver that could result in jeopardizing the safety of others.

Bus drivers are in charge of supervising the busing students. Students are expected to remain seated at all times when the bus is in motion, avoid throwing anything out of windows, avoid sticking head or arms out of windows, and speak in conversational tones so as to be able to hear any directives of the driver.

Parents requesting busing changes should contact the school district office or the bus company. Students and parents are encouraged to immediately notify the principal and/or the school district or bus company of any safety hazards they have observed during the bus operation.

BUS DISCIPLINARY PROCEDURES

Bus Rider Rules

1. Obey and cooperate with driver
2. Be on time at bus stops
3. Keep the noise level down
4. Keep bus clean---do not litter
5. Do not eat or drink on bus

6. Keep arms and head inside window
7. Remain in seats at all times
8. Be considerate of others

*Driver has the right to assign seats on the bus

- A. The driver will fill out a misconduct report. This report must be turned into the school office within 48 hours of the offense.
- B. The following action will follow the issuance of a misconduct report:
 1. **First Offense:** The school official will inform the parent or guardian regarding the offense and discuss what disciplinary measures the parent or guardian and school official deem necessary to correct the situation.
 2. **Second Offense:** The school official will inform the parent or guardian regarding the offense and the student will be denied transportation for three school days.
 3. **Third Offense:** The school official will inform the parent or guardian regarding the offense and the student will be denied transportation for thirty school days.
 4. **Subsequent Offenses** could result in denial of bus transportation for the balance of the school year.

CANCELLATION/DELAYED START OF SCHOOL

Cancellation or a delayed start of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school administrators are aware of the hardship that can be caused by a cancellation or delay. Therefore, school will not be cancelled or have a delayed start time (normally two hours after normal start time) unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending delayed start or cancellation, including radio, TV, Facebook, and STM's website. In the unusual circumstance where school must be let out early during the school day, teachers will determine that all students have satisfactory transportation before releasing them from school. (In the event of a delayed start, half day Early Childhood classes will be cancelled.)

When weather conditions are such that the school must close, local radio and television stations will present the complete listing for both parochial and public school. **Please**

listen to these reports or check STM's Facebook page and website! St. Thomas More School will close when the Green Bay Public School District closes.

CALENDAR

A copy of the school year calendar is posted on the school website or can be obtained in the school office upon request. Please consult it on a regular basis. Any changes to this calendar will be noted on the monthly calendars included with the bi-monthly Family Folder and on the website.

CELL PHONES and TECHNOLOGY

All cell phones are to remain in the student's backpack inside the locker, or office and turned off between 7:50 a.m. and 3:15 p.m. (Cell phone may be used in an emergency with permission). Please do not text your child in school. If you need to contact your child, call the office to have a message sent to your child's classroom.

CHANGE OF ADDRESS/PHONE NUMBER, etc.

It is very important, for emergency and administrative reasons, that every family maintain up-to-date personal information records at the school office. Notify the school immediately if you have a change of address or phone number at home or to your place of employment during the school year, as well as any changes to your email address or emergency contact information.

CHILD ABUSE

In accordance with Wisconsin State Statute 48.981, it is the responsibility of school personnel to report to the proper authorities any suspected child abuse or neglect cases observed or reported to them.

COMMUNICATIONS FROM SCHOOL

A Family Folder containing items of importance to parents and students will normally be distributed bi-monthly. Please read through the contents as soon as possible after receiving the information. The Family Folder should be signed and returned within a day or two after it is received. Those who lose their folder need to contact the school office as soon as possible for a replacement folder to continue receiving school information.

Announcements to be made or to be posted are done with the consent of the school administrator. We request that any announcements you wish to have made be brought to our attention by 8:15 a.m. or, preferably, the day before. If you have any materials for the bi-monthly Family Folder, please send them to the office at least one week prior to newsletter publication. **All enclosures in the newsletter are reviewed and must be**

approved by the administrator. Information regarding the school is also posted on the school website, www.stmoregb.com .

CONDUCT

The Christian behavior expected from students at school is a reflection of the values of common courtesy and safety consideration. Students are expected to (1) respect individual rights and the rights of others in a comfortable and pleasant atmosphere, (2) maintain proper behavior during class hours and school-related activities, (3) respect school property, and (4) follow all school and classroom rules.

Positive concepts of discipline are built on a belief in the dignity of each person. Self-discipline rather than external control is the aim of true discipline. A climate of mutual understanding, respect, and trust should be established to promote self-discipline. The skills of self-discipline will be taught at every level. We expect students to accept and follow the school discipline policy and dress code policy. A student will be disciplined for an act of endangering the health and welfare of him/herself, fellow students, staff, or the school building. Such an act will be reviewed by the administration and staff.

COMMON BEHAVIOR RULES

- Students must be in assigned areas with all necessary materials.
- Always listen and follow directions given by school personnel.
- No swearing, teasing, offensive gestures, or put downs.
- No bullying (physical, verbal, or written).
- No spitting or crude/rude behavior.
- No shouting or yelling.
- Keep hands, feet, and objects to yourself.
- Follow all appropriate safety rules.
- No objects or toys should be brought to school unless pre-approved by school personnel.
- Teachers may develop rules that pertain to their specific classrooms.
- Destruction or stealing of books, equipment, and property of the school or others will not be tolerated.
- Walk in the hallways and up and down the stairs; no running in the school building.

BATHROOMS

- All common behavior rules apply.
- No loud talking.
- No loitering.

- Only one student is allowed in a stall at a time.
- Students are encouraged to take care of personal needs at recess.
- Wash hands with soap and water.
- Vandalism/mischievous behavior is prohibited.

CAFETERIA

- All common behavior rules apply.
- Voice level 1 while waiting for lunch, waiting to use the microwaves, eating and waiting to be release for recess or return to class.
- Walk quietly to your place after picking up hot lunch and milk.
- The first priority during cafeteria time is eating; thus, elementary students will have a five minute quiet time to eat before talking.
- Students should have time to eat their lunch in the allotted time. If not, there is probably too much talking going on. Lunch time is not recess time
- Treat all people politely and use appropriate dining room manners.
- No crude, rude or destructive behavior, throwing of food or other items, blowing straws, etc.
- Trading of food is not allowed.
- Pick up your food tray, napkin, milk cartons and other garbage and dispose of them in the proper areas. Each student is responsible for cleaning up his/her place area.
- Only one trip to the garbage cans and to return trays is allowed.
- Take all clothing items with you when you leave.
- Students should remain seated at all times.
- Food will not be allowed outside the eating areas.
- Students will respect and listen to lunchroom servers and supervisors at all times.
- Table washers:
 - Elementary: 4th grade
 - Middle School: One student per table

HALLWAYS

- Walk quietly at all times.
- Walk on the right side in a single file line (elementary only).
- If you drop something pick it up to keep hall clean.
- Voice level 1 or 2.
- Keep your hands and feet to yourself at all times
- Respect hallway decorations. Do not run your hands against the wall.

- All teachers need to supervise hallways when students are present.
- Be gentle when closing locker doors.

LIBRARY

- All common behavior rules apply.
- Browse, read, and study in a productive manner.
- No talking which is audible to other students.
- No one is allowed in the library without adult supervision.

PLAYGROUND

- Our playground has distinct areas that are available to all students:
 - ❖ Enclosed Playground: Any abuse of equipment will result in the lost of privilege to play
 - ❖ Grass Area: Used only when dry enough

OFF LIMIT AREAS FOR ALL STUDENTS INCLUDE:

- A. Courtyard between gym and school
 - B. Area of parked cars
 - D. Any area south of parked cars
- Stay within the marked areas. The marked areas are as follow: The new line painted across the parking lot coming off of the corner of our building, the grass line, and on the playground.
 - In winter all students must wear boots, gloves, coats and snow pants to go on snow or snow hills.
 - Walk quietly on the stairs going outside or coming inside – no pushing or running.
 - Kids stay on the playground until the bell rings – no early waiting by the door.
 - No tag or ball tag on the play structure.
 - No pushing on the stairs or platform of play structure.
 - No picking or pulling on branches/bushes/trees along the fence line.
 - No walking on grates.
 - Tackle at any time is prohibited. Only tag touches allowed.
 - No throwing of snow at anyone or anything.
 - Any game or activity which would jeopardize the health or safety of another is prohibited; e.g. pushing others on ice or snow; jumping on others; lifting or carrying others, throwing of balls or other items at others.

- Sports equipment is provided for play. All are expected to handle it with care and use it for the game designed, rather than abuse it. Part of caring means bringing it back to classrooms or storage bins after use.
- Supervisors (parents, teachers, staff) are shown respect by all students. This means listening, courtesy in speech, no back talk, and following of all directions.
- All items of clothing (jackets, hats, mittens, boots, etc.) are taken when going to the cafeteria or playground. No one returns to lockers or classrooms before going outdoors.
- All students remain outdoors throughout the noon or recess period—coming in only after the bell rings.
- No tugging on student's clothing.
- If a ball goes to the parking lot, you must ask supervisors to get it.
- No phone or electronic devices allowed.
- Be gentle, kind, friendly and polite at all times.
- When you need help solving a problem, you must seek help from supervisors. Supervisors are there at all times.

Indoor Recess

- Students remain in classrooms, playing games if gym is not available.
- Running in the classroom or in corridors is unsafe and not tolerated.
- Voice levels remain conversational at level 1 or 2 —no shouting.
- Computers in the classroom may not be used during indoor recess.
- Use of sports equipment is limited to outdoor use.
- No objects may be thrown in the classroom at any time.
- If no classes are scheduled in the gym, students may be allowed to play there during recess times in the event of inclement weather.
- When using the gym for indoor recess, it will be divided into three or four parts to avoid injuries.
- Nobody is allowed in concession area or outside of the gym.

CONFERENCES/COMMUNICATION WITH TEACHERS

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes or emails directed to the teacher or personal telephone calls or conferences with the teacher after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

In regards to your child's academic progress, we encourage you to go on **Power School** regularly during the year through your family's confidential link to monitor your child's grades, homework, etc.

Teachers will not normally be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. A message will be given to the respective teacher who will respond at a non-teaching time of the day. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the principal should contact him/her through a note or email directed to him/her, or by a personal telephone call. A conference can then be scheduled.

When a concern needs to be discussed, a conference is a way to insure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. However, it may allow time to set up a conference, if needed.

School faculty members wishing to speak to the parent/guardian will send a note, email, and/or make contact by telephone when desiring to speak about your child's accomplishments or progress.

Parent-Teacher Conferences afford parents/guardians, as well as teachers, the opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Report Cards are issued three times a year at the end of each trimester. It is mandatory for the parent/guardian to attend an initial parent-teacher conference scheduled in fall.

COURTESY

Accepted patterns of common courtesy are expected at all times. All staff and volunteers shall be addressed by an appropriate title (Mr., Mrs., Miss, Sister, Father, etc.). Proper manners are expected at all times. The use of inappropriate, offensive, vulgar, or sexually suggestive language is unacceptable and will be dealt with appropriately.

Students are also expected to treat their peers courteously and with respect. Any type of physical or verbal abuse or bullying will not be tolerated and should be reported. (See School Discipline Policy).

DAILY SCHEDULE

7:50 a.m.	Doors open
8:00 a.m.	School starts
8:05 a.m.	Attendance is taken
8:10 a.m.	Classes begin
12:00 p.m.	Dismissal for Early Childhood students
11:15 a.m.-12:04 p.m.	Lunch and recess
3:15 p.m.	Dismissal (K-8)
11:30 a.m.	Early dismissal time

DISCIPLINE/SUSPENSION/EXPULSION

At St. Thomas More School we believe it is our responsibility to teach our students holistically. That means that we will approach discipline as an opportunity to teach expected behavior. When a mistake is made, we will help the student understand why the behavior is not acceptable and help the student find an alternative to the behavior.

If the behavior persists, the teacher may request a meeting with the parent to discuss any possible underlying causes for the behavior. A plan will be made for correction of the behavior. The principal may be involved at the discretion of the teacher.

Behavior leading to consequences include but is not limited to the following:

- Profane, improper language, oral or written
- Verbal or visual disrespect to staff or another student
- Defiance of classroom rules or school rules
- Fighting
- Cheating or plagiarism
- Bullying or harassment
- Violation of the school dress code

In-School Suspension

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or classwork. The purpose of an in-school suspension is to place disruptive students, for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled. This suspension will be recorded in the student's file.

Out-of-School Suspension

Suspension, the temporary **prohibition of a student's attendance at school and school-related activities**, is within the jurisdiction of the administrator at each GRACE school. Suspensions may be recommended by teachers, but may be implemented only by the administrator after conference with teacher(s). The student and parents/guardians must be given notice. The parents/guardians must be given an explanation of the evidence that the school administrator possesses. A conference must be scheduled between the student, parents/guardians, and administrator within five school days following the beginning of the suspension.

There are two general situations that may lead to an out-of-school suspension:

1. When the moral or physical well-being of the student body, staff, or school property is endangered.
2. When there is a prolonged and open disregard for school authority.

If the administrator determines that a suspension is justified due to a serious violation of school rules, the student may be suspended for no more than five consecutive school days unless the suspension is pending expulsion, in which case it may be for no more than 15 days.

Students who receive out-of-school suspension will not be allowed on campus during the time of their suspension or allowed to participate in or attend any school-related activity, including all extracurricular activities. Students will complete all missed classwork, homework, tests, and quizzes.

After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion. This suspension will be recorded in the student's file.

Expulsion

The education of your child is a partnership between you and our school. If, in the opinion of the administration, that partnership is irreconcilable, the school administration reserves the right to remove the student from our school.

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work completed by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

1. Acts which, in the judgment of the administrator, endanger the moral, academic, or physical well-being of the student body.
2. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons.
3. Prolonged and open disregard for school authority.
4. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent-guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspension. This documentation shall include written communication between the administrator and family. In the case of serious circumstances, as described in "1" and "2" above, the student shall be immediately suspended until the process can be completed.

Following the decision of the administrator for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the Executive Committee of the GRACE Board of Trustees within five school days of the expulsion. The request for appeal must be in writing and forwarded to the GRACE President at the GRACE office.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing shall be set as soon as is practical. The Executive Committee of the GRACE Board of Trustees shall conduct the hearing. The student and parent/guardian are informed of the date, time, and place of the hearing.

Hearing procedures: The administrator states the reason for expulsion and provides documentation. The student or parent/guardian presents his/her case. The hearing panel then asks questions as necessary for their understanding of the facts and circumstances. Cross-examination is allowed. All expulsion hearings shall be closed hearings. Legal representation at the hearing is not permitted.

Decision process: When the hearing panel decides it has enough information to make a determination, the panel will go into executive session. The student, parent/guardian, and the administrator will be informed of the panel's decision in writing.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers.

Expulsion from GRACE schools may be permanent or the school administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

DISPUTE RESOLUTION

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedures for dispute resolution:

1. First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
2. Second contact is with the immediate supervisor of the person directly responsible. The supervisor will normally arrange and facilitate an appointment between the parent and the employee/volunteer. For any faculty concerns, the supervisor is the school administrator.
3. If concerns continue, one should contact the supervisor again.
4. Final recourse is to bring concerns to the President of the GRACE School System.

The Site Advisory Council is not involved in the day-to-day operations of the school, and; therefore, are not appropriate avenues for dispute resolution.

DRESS CODE

EARLY CHILDHOOD and KINDERGARTEN PROGRAMS

The school offers a strong developmental program for young children through our three and four year old Early Childhood programs, which run concurrently with the school year. We also offer full day Kindergarten for 5 year olds. Children entering any of these programs are to be of that required age determination on or before September 1 for the school year in which they are enrolling, and also be potty trained. Children who will be five

on entering school no longer need to be pre-screened for Kindergarten unless there are special concerns. For more information on any of these programs, contact the school office.

EMERGENCY INFORMATION

For every student, the parent/guardian is required to provide the school office the following information:

1. Parent/guardian(s) name(s)
2. Complete, up-to-date address(es), including home email
3. Home and/or cell phone number(s) and parent(s)/guardian(s) work phone(s)
4. Emergency phone number(s) of relatives or friends
5. Physician's name, clinic, and phone number
6. Medical alert or special needs information

It is the parent/guardian's responsibility to see that all information is current and updated as needed. Parent/guardian must indicate the names of persons to whom their child/children will be released for pickup from school. No other person will be given the right to pick up without the expressed permission from the parent/guardian.

EMERGENCY PROCEDURES

Emergency procedures for fire, tornado, bomb threat, hazardous spills, and crisis situations are on file in the school office. Evacuation procedures and routes are posted in every classroom. Practice drills are held during the school year so students and staff know what to do in an emergency.

EQUIPMENT USAGE

STM School has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

FAMILY SERVICE HOURS

FAMILY VACATIONS

We encourage parents/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that:

If a vacation requires a child's absence from school, the matter needs to be discussed with the child's teacher well in advance of departure. A pre-excused

absence form must be secured from the office and completed. It is not sufficient to just notify the classroom teacher. Class work missed must be made up by the student upon his/her return to school.

FIELD TRIPS

Field Trips broaden the educational experience of the students. Students receive extended learning through the hands-on or visual activities available on a field trip.

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the principal before any preparations are made.

Guidelines for field trips are as follows:

1. Teachers are to submit to the principal a field trip request detailing educational purpose of the trip.
2. An annual activity fee is charged to cover the cost of field trips.
3. Parents are to be informed as to the purpose of the trip, type of transportation, date approximate time of departure and return, any extra cost, and suggestions for dress, if needed.
4. No student may participate in a field trip without a signed permission slip. This permission slip must be returned by the due date or the student will not be allowed to go on the field trip. Phone calls are not acceptable.
5. Transportation arrangements must be made through the school. Bus transportation is required for all field trips. Exceptions to this requirement must be cleared with the administration.
6. The teacher is to arrange for an adequate number of adult chaperones. All chaperones/volunteers must submit to a background check and attend a Virtus training course beforehand.

FINANCIAL ASSISTANCE

Families in need of financial assistance to help defray the cost of tuition need to first contact the pastor of their respective parish. Aid may also be available through GRACE and the school. There are guidelines and deadlines for applying for tuition aid. If interested in applying for assistance, contact the parish, school, or GRACE offices for more information as soon as possible when enrolling or planning to enrol. Information on the Wisconsin Parental Choice Program (school vouchers) can be found under Vouchers.

FIREARMS, WEAPONS, DANGEROUS OBJECTS - Diocesan Board Policy #4220

Use and/or possession of firearms, hazardous materials and objects such as fireworks, matches, lighters, laser pointers, pocket knives, or weapons of any sort in or near the school building is not allowed.

Consequences:

- A. Any student in possession of a firearm at school shall be immediately suspended, pending a hearing before the local Site Advisory Council.
- B. Anyone found possessing any other dangerous objects would have them confiscated. Parents will be notified. Disciplinary action will be taken.
- C. Repeated possession will result in suspension of one to three days.
- D. Use of such materials or objects on school premises will result in a three-day suspension.
- E. A second offense involving use of such materials will result in expulsion. Expulsion is permanent.

Students who are suspended and/or recommended for expulsion have the right to due process. They must be notified of the charges and have the opportunity to explain their conduct. Appeals of suspensions/expulsions may be made to the Site Advisory Council.

FUNDRAISING

Fundraising is the most important part of the Site Advisory Council’s responsibilities and it helps keep our tuition to a minimum. It is imperative that each family participates in these efforts. We will be holding other fundraisers throughout the school year.

Seroogy Chocolate Bar Sale: This fundraiser is held in the fall of each school year.

Posada Celebration: This fundraiser is held during Advent.

Any additional fundraisers will be announced during the school year.

GRIEVANCE PROCEDURES

In the event of any grievance, the procedures as outlined in the GRACE SCHOOL POLICY GUIDELINES will be followed.

GUEST SPEAKERS/GUEST PROGRAMS

Guest speakers and programs enhance the curriculum at STM as well as expand horizons, opportunities, and experiences. All guest speakers and programs are arranged in consultation with the administration. Calendar dates are approved by the office and cleared with the master calendar.

GUM

Gum is NOT allowed in or around the school.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for their child/children to work and checking that assignments are completed. A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability.

An average of: Primary grades = ½ hour, Intermediate grades = 1 hour, Middle grades 1 ½ hours of homework each day should be expected. Depending on the student's own study habits or projects due, the amount of time required may be more or less. We strongly recommend setting aside a regular time and place each night for homework/study. Students who habitually fail to complete homework assignments may be subject to disciplinary action.

HOURS - OFFICE/SCHOOL

Office hours: 7:30 a.m. - 3:30 p.m.

School hours: 8:05 a.m.- 3:15 p.m. (Early dismissal days: 8:05 a.m. - 11:30 p.m.)

EC 3 & 4: 8:05 a.m. - 12:15 p.m. (Monday, Wednesday, and Friday)

Lunch/Recess: 11:15 a.m. - 12:04 p.m.

ILLNESS or INJURY

In case of illness or injury a child will be cared for temporarily by a member of the school staff. School personnel will render basic first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

INSURANCE

If your child is not covered under your insurance for accidents occurring at school, contact the school office to see if the parish or school group policy may cover any expenses for injuries received by the student either at school or during school-related activities.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent and without being signed out in the office by a parent/guardian.

LIBRARY

The library is available to all students on a regularly scheduled basis. Students are encouraged to use the library during regular library hours with the permission of their classroom teacher. They may use the library to read, check out books, or return books. Students are financially responsible for fines and lost or damaged books/materials.

LITURGY

Liturgy is central to our faith. Our students and faculty participate in liturgies once a week. Liturgies are celebrated at St. Mary of the Angels Church at 8:30 a.m. on Wednesday mornings or on Holy Days of Obligation. Family members are invited and encouraged to participate in these liturgies.

LOCKERS/DESKS

Students are expected to keep their lockers/desks orderly. Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. Locks requiring keys are not allowed. The school cannot be responsible for valuables left in lockers/desks.

LOITERING

Students should leave the school and school grounds promptly after classes or activities are dismissed. This is to ensure safety so that no one (including any student athlete) is left unsupervised at any time. It is parents' responsibility to make sure their children are picked up right after school or as soon as a scheduled sports practice is done.

LOST OR STOLEN ITEMS

The school **will not** be held accountable for items lost or stolen. We encourage children who have valuable items or items that they would not like to have broken to leave them at home, since accidents occasionally happen. Students/parents should regularly check the "lost and found" boxes located in either the gym lobby or in the front school entrance for any lost/missing items. If clothing is not claimed within a reasonable period of time, it will be donated to the St. Vincent De Paul store or the school uniform shop. **If possible, clothing items should be labeled with the child's name** so they can be returned to the owner if found.

LUNCH - GRACE Food Service Department: Meal Charge Guidelines

**Please note this policy applies to all GRACE Schools with the exception of St. John Paul II and Holy Cross Schools*

General Process:

1. Through the National School Lunch Program (NSLP), the GRACE Food Service Department serves reimbursable lunches, which are charged to prepaid student lunch accounts. Lunch accounts should maintain a positive balance, and are issued per student, not per family.
2. Prepayment is accepted via cash, check, or credit card. Checks can be made payable to GRACE, and credit card payments are only available via the Clover Machine in the School Office.

Lunch Account Balances:

1. To maintain and encourage positive lunch account balances, the following occurs:
 - Weekly letter alerts are sent home when student(s) balance is \$10.00 or less. Letter alerts continue until the account maintains a positive balance above \$10.00.
 - If payment is not received after weekly letter alerts, and the lunch account maintains a negative balance, once it reaches -\$50.00 a final letter alert is sent from GRACE stating the negative balance will be added on the student(s) tuition account.
 - If payment is not received after adding the negative balance on to the student(s) tuition account, GRACE has discretion to close student(s) lunch accounts; thus requiring payment for respective day's meal service in hand at time of service.
 - In extreme circumstances only, if lunch account debt is ever considered uncollectible (as determined by the Director of Food Service and Director of Business Services), a transfer from GRACE will be made to cover the debt.

Student Transfers and Withdrawals:

1. If a student transfers between GRACE schools, their lunch account and balance (positive or negative) transfers with them.
2. If a student withdraws to attend a school outside of GRACE, or graduates from GRACE, their lunch account is analyzed, and the following occurs:
 - As applicable, all balances (positive or negative) are transferred to sibling(s) who attend the same GRACE school the child was previously enrolled.
 - If transfer to a sibling is not possible, GRACE will try to collect the negative balance via phone and/or the Lunch Account Balance Procedure outlined

above **OR** GRACE will issue/send a refund check for the positive balance remaining.

- **PLEASE NOTE:** GRACE does not issue refund checks under \$5.00. If a family has a balance below \$5.00, and is interested in a refund, they can contact the Business Services Department at 920-499-7330 or by emailing graceoffice@gracesystem.org. Free and reduced eligibility status also applies toward refunds and are issued accordingly.

Resources: Families may apply for free and reduced price meals via paper application any time during the school year. Applications are available at: school site offices, school site webpages, and in the GRACE Food Service Department. Additionally, payment plans for delinquent debt are available. If assistance is needed regarding free and reduced applications, payment plans, or if families have any questions regarding the Meal Charge Guidelines, families should inquire by contacting Jamie Hurley, RD, CD, Director of Food Service at 920-499-7330 ext. 306 or email at jhurley@gracesystem.org.

This institution is an equal opportunity provider.

Initial Draft: 6/22/17, Updated: 8/3/17

LUNCH HOUR PROCEDURES

Lunch is served every day for the students. A nutritious hot meal is prepared and catered by Konop daily. Students are encouraged to take advantage of this service. Students may bring a bag lunch if they choose. Milk may be purchased by students bringing a cold lunch. The school is an equal opportunity provider and employer.

Hot lunch payments should be made weekly or monthly by the previous Thursday morning for the following week. Credits will be given only if the school is notified by 8:30 a.m. Parents may go into Power School on the internet to check their account balance. Menus are published in advance and sent home to all families in the Family Folder.

All students go outside for a brief recess. They are to remain in the parking lot area behind the school, but away from all cars. No one may leave the grounds. Playground supervisors are in charge during the noon recess. If a parent needs their child to stay inside due to a recent illness, a note must be sent for each day of the request. No other students will be allowed in the building unless requested by a teacher.

MEDICATIONS

No student is allowed to have any type of medication in his/her possession or locker. All medications are to be kept in and dispensed through the school office. Designated trained

school personnel will not give any student medication unless written authorization and instructions for dispensing that medication in the dosage prescribed are provided by the parent/guardian and/or physician. The parent/guardian must provide any medication (including aspirin, Tylenol, cough drops, etc.) in the original bottle/packaging and complete a "Medication Authorization Form." (Students may keep inhalers in lockers/backpacks for use as needed, with form on file.)

PARENTAL CHOICE PROGRAM APPLICATION and APPEALS PROCESS

The GRACE schools offer a limited amount of WPCP seats each school year. To apply for a WPCP seat, a completed application must be submitted during the school's open enrollment period. At the end of the open enrollment period, there will be a lottery of all complete and qualifying WPCP applicants.

If an applicant is not chosen in the lottery, they are placed on a GRACE waiting list based on the order in which they were selected. At the completion of the lottery each applicant is notified whether or not they have been selected. An applicant will not be selected only if they do not meet the income and/or residency requirements or if they are not selected in the random selection lottery.

Under GRACE's appeals process, an applicant that has not been selected has five working days from the date of receipt of their notice of rejection to provide written evidence to the GRACE WPCP administrator that the application was improperly rejected. GRACE's WPCP administrator shall respond to the applicant's appeal within five working days of receipt of the appeal notifying the applicant of the acceptance or rejection of the appeal.

PARENTS/GUARDIANS/VISITORS ENTERING SCHOOL

All school doors will be kept locked during the school day for security reasons. Parents/visitors must ring the bell inside the front entrance (monitored) to gain entry. Any parent/guardian or visitor entering the school building during school hours should **first report to the school office**, sign in, and receive a visitor name tag. Upon leaving the building, sign out in the office.

PARTIES

Parties for special occasions will be scheduled by the staff through the administration. Pizza parties at lunchtime are discouraged. Invitations to individual student parties/birthday parties should not be distributed at school unless all students are included.

Nutritional snacks are encouraged whenever treats are sent to school. Do not send gum or candy containing gum as a treat. Please always check with the teacher before planning to send treats to school to accommodate any allergies or dietary needs.

PETS

Pets of any kind are not ordinarily allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

PICTURES

Individual student pictures will be taken early in the school year. In addition, spring pictures may be offered. Information announcing the days and times will be sent home in advance. Picture days are always dress up days for the students. Families may purchase pictures if they choose after viewing the proofs/pictures.

PLAYGROUND

Playground space is provided for safe, enjoyable play during break times. Only games that ensure the safety of all are allowed. These are regulated by the supervisor on duty.

A complete list of playground rules and expectations is outlined under the Conduct section. Teachers and students review these on a regular basis.

For the safety of the children, no one should drive in or out of the playground area during recess times.

PROMOTIONS and RETENTIONS

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and involve consultation with parents, teacher(s), principal, and any other personnel involved with students.

RECORDS

A student's official file is kept in the school office. This file contains the student's permanent cumulative record form, diocesan progress reports, and/or public school report cards, attendance records, standardized test results, and immunization records. A parent/guardian wishing to review this file must give a 24-hour notice by way of a written request and set an appointed time with the principal to review the file.

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

RELIGIOUS INSTRUCTION

Religion is taught in each grade. Students plan and participate in liturgies and prayer services.

SAFETY PATROLS

SCHOOL DISCIPLINE

SCHOOL SAFETY and SECURITY

All school doors are kept locked during the school day to limit access to the building to only authorized personnel and visitors. School personnel work with St. Mary of the Angels Parish to make the school building as safe and secure as possible for our students/staff. Admittance into school is monitored at the front entrance.

SCHOOL SERVICES

Federal Programs: Title I services for elementary students with special needs in reading/writing, provided they meet eligibility requirements.

Speech, Hearing, and Exceptional Needs: Specialists from the Green Bay Public School District are available to service our school in testing for exceptional educational needs, learning or emotional disabilities, hearing problems, or speech problems.

Brown County Health Department will do basic vision and hearing screenings for some students at school, but if you suspect your child may have a problem, please contact your family physician.

SCHOOL SUPPLIES

Teachers will furnish their students with a list of supplies needed. These supplies are modestly priced and easy to obtain. A supply list for the following year is normally provided with the last progress report in June or at the time of registration, as well as is available on the STM website. Some supplies/books are furnished to students by/through the school as part of the tuition fee paid.

SITE ADVISORY COUNCIL

St. Thomas More School is part of the Green Bay Area Catholic Education System and is represented by a Site Advisory Council (SAC). GRACE and each of its ten school Site Advisory Councils are accountable to the GRACE leadership team and ultimately to the Ordinary (Bishop) of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education. The Site Advisory Council serves as an important parent and parish member body for feedback and consultation for the school principal, GRACE president, and the GRACE Board of Trustees. The main functions of the SAC are recruitment and third source fundraising for the school. The principal and a teacher representative participate as non-voting members in monthly meetings of the school's Site Advisory Council. Meeting place, dates, and times are to be announced ahead of time and are open to the public.

STANDARDIZED TESTING

Students in grades K-8 participate in MAP testing during the school year. This testing program complies with the diocesan and state requirements regarding testing of students. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results may be discussed in parent conferences. Specialized testing is available through the district for students with special needs.

SUSPENSION/EXPULSIONS (See Discipline/Suspension/Expulsion section)

There are two general situations that may lead to suspension or expulsion; both must be verified with evidence:

1. When the moral or physical well being of the study body or staff is endangered
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local school board.

SUPERVISION

Students are supervised by school personnel from 7:50 a.m. until 3:15 p.m. each school day. The school assumes the responsibility for supervision of students riding the bus from the time they arrive in the morning until they leave on the bus at the end of the school day. Bus drivers are responsible for supervision on the bus.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:50 a.m. They are to leave the school grounds or be picked up when school is dismissed at 3:15 p.m. (or 11:30 a.m. on Early Dismissal days).

Parents/guardians are responsible for students who arrive before and leave after these stated times.

TARDINESS

Parents should inform the office by 8:05 a.m. any time their child will be late because of an appointment or unexpected delay or emergency. Any student who reports to his/her classroom or homeroom after 8:15 a.m. is considered tardy and must first check in at the office to receive a tardy slip to bring to the classroom/homeroom teacher.

TELEPHONE CALLS

Faculty: Communications with the principal and teachers are encouraged; email addresses are available. However, teachers are teaching or have supervision duties between 7:50 a.m. and 3:15 p.m. They may not normally make/receive phone calls during these times. You may call the school and leave a message for the teacher, and the teacher will then return your call at his/her convenience.

Students: Only extremely important messages may be delivered to a student during school hours. Students will be allowed to use the telephone only if it is extremely important. If cell phones are brought to school, they must be turned off and kept in the student's locker during the school day. There will be consequences for students not following this policy.

TRAFFIC

Please do not park directly in front of school in the pick up/drop off area during the day. The use of a cell phone while driving in the area can be distracting and is discouraged.

FOR THE SAFETY OF ALL OUR CHILDREN, WE NEED THE COOPERATION OF ALL PARENTS. PLEASE SET A GOOD EXAMPLE!

TRANSFER STUDENTS

The GRACE schools welcome students who transfer from another school based on availability of space. Parents/guardians who wish to transfer their child(ren) into a GRACE school begin the process by setting up an appointment with the school principal. Parents are asked to provide the school with records from the previous school for the purpose of placement only. The principal will work with the parent/guardian to place the student, recognizing the satisfactory completion of previous coursework. Coursework completed through another school, satisfactory completion of coursework through home-schooling, and online coursework are acceptable if evaluated and approved by the principal. If the principal determines that a student should not be placed in the school, a parent may appeal the decision to the GRACE President who will review the application and application process. The decision of the President is final.

TRANSFERS

When transferring to another school, records will be sent to the new school upon receipt of a written request from that school. Those transferring in from another school need to supply St. Thomas More with the name, address, phone and fax numbers of the school they are leaving so that we can contact that school for records.

TRUANCY

Section 118.15 of Wisconsin State Law defines truancy as an absence without just cause or an absence without notification to the school. The same parental responsibilities and penalties apply. All cases of truancy must and will be reported to the local public school attendance officer.

TUITION

Tuition is evaluated yearly by the GRACE system. A copy of the current rates is available through the school office. Tuition paid by families covers only a percentage of the per pupil cost. School fundraisers and the participating parishes supplement much of the remainder of the costs for operating all of the GRACE school.

VANDALISM

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school policy requires that restitution be made by the student(s) according to the terms determined by the school principal.

VISITORS

Anyone other than students, faculty, or staff are considered visitors. All visitors to the school must check in and out of the school office. Parents are welcome to visit the school during the school day. If a parent wishes to visit a classroom for any period of time, the parent should inform the school office prior to the visit. Parents and others who serve as volunteers are required to complete VIRTUS (Protecting God's Children) awareness session (see www.gbdioc.org under Protecting Our Children - Virtus).

VOLUNTEERS

The gift of time and talent by volunteer parents is highly encouraged and greatly appreciated. In addition to performing a service, volunteers serve as role models for our children. As such, high moral standards are expected. Volunteers must participate in VIRTUS training through the diocese and submit to a background check. Those volunteering for third source fundraising activities/events may use their volunteer time

toward their required Family Service Hours and should fill out and turn in the forms provided to record such hours.

PARENT/STUDENT HANDBOOK AGREEMENT

We have read, understand, and agree to follow the rules and policies set forth in the St. Thomas More Catholic School Handbook.

Student Signature(s) _____

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Date: _____

Please return this signed agreement to school by Friday, September 7, 2018