

**ST. THOMAS MORE CATHOLIC SCHOOL**  
**1625 West Highland Avenue**  
**Elgin, IL 60123**  
**847-742-3959**  
**FAX 847-931-1066**  
**www.stmcentral.org**



**MISSION STATEMENT**

As Gospel stewards,  
St. Thomas More Catholic School community  
commits itself to empower each learner  
with a Catholic curriculum  
which instills faith,  
imparts wisdom,  
promotes knowledge,  
fosters creativity,  
and integrates technology.

**PHILOSOPHY**

St. Thomas More Catholic School, an extension of St. Thomas More Church, Elgin, Illinois, in the Diocese of Rockford is an educational community committed to assisting parents in fulfilling their responsibility of nurturing the continual spiritual and academic growth of their children. Recognizing individual talents and abilities, we provide an educational program that allows children to develop to their fullest extent as whole and responsible persons. Guided by the grace and power of the Holy Spirit, we seek to empower students with the values, knowledge, and skills required to participate in today's church and world.

***Celebrating 50 Years of Academic Excellence***

**2009-2010 GOALS AND OBJECTIVES**

- ★ To integrate peace-making skills for students and staff
- ★ To teach safe Internet use and promote digital citizenship
- ★ To “Go green” and instill reverence for all of God’s creation
- ★ To utilize our new science textbook series and materials
- ★ To enhance the use of technology for cross-curricular lessons and communication

## ST. THOMAS MORE CATHOLIC SCHOOL PERSONNEL 2009-2010

### ADMINISTRATION

Pastor	Father Geoffrey Wirth	gwirth@stthomesmorechurch.org
Associate Pastor	Father Arturo Mallari	amallari@stthomasmorechurch.org
Retired Pastor in Residence	Father Plesa	
Nancy Shumaker	Parish Business Manager	nshumaker@stthomasmorechurch.org
Principal	Margaret Fabrizius	mfabrizius@mail.e-stthomasmore.org

### TEACHING STAFF

Preschool	Kathy Johnson	kjohnson@mail.e-stthomasmore.org
Kindergarten	Sue Bilderback	sbilderback@mail.e-stthomasmore.org
Grade 1	Linda Hansen	lhansen@mail.e-stthomasmore.org
Grade 2	Maggie Benton	mbenton@mail.e-stthomasmore.org
Grade 3	Doreen Varley	dvarley@mail.e-stthomasmore.org
Grade 4	Mary Beckman	mbeckman@mail.e-stthomasmore.org
Grade 5 AM	Darlene Bobeng	<a href="mailto:dbobeng@mail.e-stthomasmore.org">dbobeng@mail.e-stthomasmore.org</a>
Grade 5 PM	Linda Doyle	ldoyle@mail.e-stthomasmore.org
Grade 6	Barb Currence	bcurrence@mail.e-stthomasmore.org
Grade 7	Danielle Kamp	dkamp@mail.e-stthomasmore.org
Grade 8	Missy Craig	mcraig@mail.e-stthomasmore.org
Librarian	Denise Ostrem	<a href="mailto:dostrem@mail.e-stthomasmore.org">dostrem@mail.e-stthomasmore.org</a>
Technology Instructor	Tiffany Searls	tsearls@mail.e-stthomasmore.org
Physical Education Instructor	Karen Rizzo	krizzo@mail.e-stthomasmore.org
Music Instructor	Dan Bernhard	dbernhard@mail.e-stthomasmore.org
Art Instructor	Peggie Caughlin	<a href="mailto:pcaughlin@mail.e-stthomasmore.org">pcaughlin@mail.e-stthomasmore.org</a>
Resource Instructor	Martie Skog	mskog@mail.e-stthomasmore.org
Primary Aid	Laura Celarak	
Preschool Aid	Becky Kelly	
Instructional Technology Advisor	Rich Levine	rlevine@mail.e-stthomasmore.org

### SUPPORT STAFF

Hot Lunch Coordinator	Cathy Berk	cberk@mail.e-stthomasmore.org
Custodian	Chris Jonson	cjonson@mail.e-stthomasmore.org
After Care Director	Kimberly Mohr	kmohr@mail.e-stthomasmore.org

### SECRETARIES

Administrative Secretary	Mary Powers	mpowers@mail.e-stthomasmore.org
Administrative Secretary	Vicky Pettenuzzo	vpettenuzzo@mail.e-stthomasmore.org
Parish Secretary	Marilyn Bauman	<a href="mailto:mbauman@stthomasmore.org">mbauman@stthomasmore.org</a>
Parish Secretary	Olga Pomella	opomella@stthomasmore.org

### RELIGIOUS EDUCATION DEPARTMENT

Director of Religious Education	Ron Becker	rbecker@mail.e-stthomasmore.org
Administrative Secretary	Kristi Guetschow	kguetschow@mail.e-stthomasmore.org
Director of Liturgy	Kasey Nickels	<a href="mailto:knickels@stthomasmorechurch.org">knickels@stthomasmorechurch.org</a>
Director of Evangelization	Carrie Rauch	<a href="mailto:crauch@stthomasmorechurch.org">crauch@stthomasmorechurch.org</a>
Director of Youth Ministry	Lisa Gaston	lgaston@stthomasmorechurch.org

### Education Commission

Christine Comparone  
Colleen French  
Mike Ellsworth  
Mary Ayd  
Chuck Canning  
Margaret Fabrizius  
Father Geoff

### PTO

Jill Lamberti	President
Julie Tendency, Veronica Betz	Vice-President
	Secretary
Kris Marcuccilli	Treasurer

**ADMISSIONS** St. Thomas More School shall admit students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We shall not discriminate on the basis of race, color, gender, national and ethnic origin in administration of educational policies, admission policies, athletics and other school administered programs.

**K – 8 Admission Policy**

**CLASS SIZE:** Recommended class size for Kindergarten through Eighth Grade will be 30 students. At the discretion of the Pastor and Principal, class sizes may be increased to accommodate special situations.

**ADMISSIONS:** A specific application period will be established by the principal and the day publicly announced. All prospective students must complete an application form. Application forms for new students may be obtained from the principal and/or the school office. All kindergarten students will be screened in the Spring prior to admittance. If in the opinion of the principal and pastor, the applicant’s character, personality, emotional stability, or scholastic record indicates that the applicant would require special training or counseling not currently available, the application may be denied.

**ORDER OF ACCEPTANCE:**

1. All students currently enrolled K – 8 will be re-admitted before any new applications will be considered.
2. Applicant K – 8 with older siblings having attended St. Thomas More for one full academic year. Academic year is being defined as 365 days from date of enrollment.
3. Registered, contributing parishioners of St. Thomas More wishing entrance will be accepted based on length of parish membership. (mo./day/yr.)
4. Consideration will be given to St. Thomas More parish members first, members of other Catholic parishes, and then to non-Catholic applicants.

Waiting lists are established for each grade. Parishioners have priority over non-parishioners. All new students’ progress will be monitored for the first nine weeks. If in the opinion of the teacher and principal, the child is not ready or able to perform satisfactorily, he/she may be removed from the school. The Principal will resolve any conflicts or disputes on interpretation of this policy.

**Early Childhood Development Center Admission Policy**

**CLASS SIZE:** Recommended size for Four-Year- Old Early Childhood Development Center will be 10 students. Recommended size for Three/Four –Year-Old (T/TH) Early Childhood Development Center will be 8 students. At the discretion of the Pastor and Principal, the three-year-old Early Childhood Development Center may be increased by 2 students in each session to accommodate special situations. Please note: Enrollment and class times are subject to change based upon current need.

**The following must meet the age criteria as specified:**

Early Childhood Development Center **Four -Year- Old Program** (3 half days per week ). Child must be four years on or before September 1<sup>st</sup>, must be completely toilet trained, and must meet the Early Childhood Development Center Guidelines.

Early Childhood Development Center **Three/Four - Year - Old Program** (2 half days per week.) Child must turn three years on or before September 1<sup>st</sup> of the school year, must be completely toilet trained by registration, and must meet the Early Childhood Development Center Guidelines.

**PROCEDURE AND GUIDELINES:**

The Principal will establish a specific registration period, and this day will be publicly announced. All prospective students’ parents must complete a registration form and meet with the Early Childhood Development Center teacher. If in the opinion of the teacher, principal and pastor, the applicant is not developmentally ready or if the character, personality, or emotional stability indicates that the applicant would require special training or counseling not currently available, the application may be denied.

**ORDER OF ACCEPTANCE:**

1. All students must be completely toilet trained by the date of registration.
2. Priority for entering Three/Four-Year-Old Early Childhood Development Center (T/TH) will be registered, contributing parishioners. Length of parish membership determines order of acceptance.
3. St. Thomas More Three/Four-Year-Old Early Childhood Development Center Students (T/TH) will have first priority of acceptance into the following year’s 4-year-old program. Priority for remaining openings will be registered, contributing parishioners. Length of parish membership determines order of acceptance.
4. Children of non-parishioner families.

Early Childhood Development Center students’ progress will be monitored for the first nine weeks. If in the opinion of the teacher and Principal, the child is not ready or able to perform satisfactorily, he/she may be removed from the program. The Principal will resolve any conflicts or disputes on interpretation of this policy.

**ADMISSION INTO ST. THOMAS MORE EARLY CHILDHOOD DEVELOPMENT CENTER PROGRAM DOES NOT GUARANTEE ADMITTANCE INTO KINDERGARTEN.**

**AFTER CARE** STM provides an After Care on school days from 2:30-5:30 PM. Students are subject to all the guidelines established in the STM 2009-10 Student/parent handbook and the After Care handbook. **Phone: 847-695-0873**

**ARRIVAL preschool & kindergarten:** These students ONLY enter through the door by the school office. There will be separate drop-off line for these parents and students. Older siblings must enter through the Highland Avenue door.

**ARRIVAL grades 1-8:** These students report to the North (Highland) entrance where they will be admitted at 7:45 a.m. After 8:00 a.m., the North doors will be locked, and students must enter through the West doors.

**Dismissal:** Parents are asked to park on the blacktop behind the rectory or in the church parking lot. All drivers are required to exit onto St. Thomas More Drive instead of Highland Avenue. **Please watch your speed on the blacktop during school hours from 7:45 – 2:45. Remember that approximately 300 people are present during those times.**

**ATTENDANCE** Regular school attendance is essential if a student is to make full use of the educational opportunities the school offers. School begins at 8:00 a.m. and dismisses at 2:30 p.m.

**Chronic Absences/Tardiness:** The first bell rings at 7:45. Students are expected to be in their desks and ready for class at 8:00 AM. Students arriving after 8:00 a.m. will be marked **tardy**. If a K-8 student receives **3 tardy slips**, he or she will be issued a detention to be served on Tuesday or Thursday morning from 7:15-7:45 AM

Chronic absences or tardiness will result in issuance of detention and will be reported to the principal, and if necessary, to the **Kane County Truancy Office** (ten or more absences).

**Absences:** Parents are asked to notify the school by phone or e-mail before 9:00 a.m. each day the student is absent. If the school does not hear from the home, the secretary will call to ask about the absence. A **written note signed by the parent**, explaining the absence, is required upon return of the student. A written note signed by a physician is required if the child has had a contagious disease or a serious injury. Students must be in attendance at least a half day (2 ½ hours) in order to participate in or observe any school related activity that evening. This includes sports, dances, and other activities.

**Excused Absences** are those involving personal illness, bereavement, family emergencies and other requests pre-approved by the principal. It is the responsibility of the students to ask for make-up work: the student is allowed one day work time for each day missed.

**Unexcused Absences** are those such as trips, vacations, or absences not mentioned in the “excused” category. These kinds of absences are greatly discouraged; however, if such an absence is necessary, a letter of intent should be sent to the principal and the teacher prior to the absence. Teachers are not required to provide assignments in advance for those students out for unexcused reasons. Upon returning to class, the student is responsible for asking for make-up work; the student is allowed one day work time for each day missed.

**Students Leaving the Building During The Day:** A parent must sign the student out in the office and back in if the student returns that day. Parents should notify the office in advance for student medical/dental appointments. In the event a child becomes sick or is injured during the day, and it is necessary for parents to pick him/her up, the same sign out procedures will be followed.

**BOOKS** Since textbooks, workbooks, library books, and other materials are used on a rental basis, students are responsible for their care. When a book is lost or destroyed, the student must pay a fine up to and including the replacement value of the book.

**CELL PHONES:** **All cell phones must be turned off and remain in backpacks during school hours.** They may never be used without express teacher/principal permission. Violations will result in detention and/or suspension; this includes calling, taking photographs, texting, e-mailing, playing games, etc.

**CURRICULUM** St. Thomas More Catholic School offers instruction in the full range of diocesan and state mandated core curricular subjects including religion, math, reading/literature, phonics/spelling/vocabulary, English grammar and composition, science, social studies/history, physical education, art, music, and technology. Supplemental programs include band, reading resource, library, and other PTO sponsored activities. Extra-curricular programs include athletics, Student Council, Scouts, etc.

**DANCES** 7<sup>th</sup> and 8<sup>th</sup> grade dances are scheduled in cooperation with other Catholic schools in the area. The dances are rotated among the schools with no more than one per month. Students will not be admitted without proper identification. Dances are a school related function and all school rules and regulations are in effect.

#### **DISCIPLINE** Diocesan Policy

The School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities – whether during regular School hours, on School premises, in connection with School activities or otherwise. In the event of a violation of those standards, the School reserves the right to invoke appropriate disciplinary steps including, but not limited to, demerits, detentions, suspensions and expulsions. The level of discipline appropriate for a violation shall be determined on a case-by-case basis on the School’s discretion based upon a review of a variety of factors including but not limited to, the severity of the misconduct, the student’s academic and behavior record and other similar such criteria.

The following is a **non-exhaustive list** of infractions for which students may be disciplined up to and including expulsion.

1. Violation of the School’s policy on gang-related activities;
2. Violation of School’s policy on drugs and alcohol;
3. Violation of School’s policy on weapons;
4. Violation of the School’s rules and regulations.
5. Any other conduct considered by the School to be contrary to the best interests of the School, its faculty, and/or to the School’s Mission.

**Areas of Concern regarding desired student behavior include:**

**Academics/Classroom**

- The student will help promote and create a pleasant learning atmosphere in the classroom and hallways.
- The student will come to class prepared, on time, with supplies and homework completed
- The student will do his/her own best work and refrain from cheating or dishonesty.
- The student will refrain from talking or leaving his/her seat when inappropriate or disturbing others.
- The student will respect his/her property, the property of other students and teachers, and school property including furnishings, textbooks, buildings and grounds.
- The student will observe good behavior on field trips, when talking to visitors and guests, during athletic events and other extra curricular activities.
- The student will abide by the school dress code.
- The student will NOT bring to school: knives, skateboards, gum, roller blades, heeies, radios, recorders, electric games, squirt guns, play or real guns of any kind, matches fire crackers, or anything hazardous to the school safety.

**Lunchroom/Playground:**

- The student will stay in his/her same seat throughout lunch unless otherwise instructed.
- The student will talk softly and avoid loud talking or shouting.
- The student will use good table manners (including not throwing food).
- The student will not push, shove, lie, be disrespectful, tease, fight, or use foul language.
- The student will refrain from throwing snowballs.

**Consequences of Misbehavior**

1 <sup>st</sup> Occurrence	Verbal Warning/Possible Disciplinary Notice/Possible Parent Call
2 <sup>nd</sup> Occurrence	Time Out/Assigned Seat/Disciplinary Notice/Parent Call
3 <sup>rd</sup> Occurrence	Report to Principal’s Office/Disciplinary Notice/Parent Call

**Disciplinary Notices** may include before school Detention, Suspension, or Expulsion.

**Consequences of Fighting**

1 <sup>st</sup> Offense	Report to Principal’s Office/Disciplinary Notice/Parent Call/ Possible Detention/Possible Suspension
2 <sup>nd</sup> Offense	Report to Principal’s Office/Disciplinary Notice/Parent Call/ Suspension or Expulsion

**Suspension:** Any student repeatedly breaking school rules or guilty of more serious offenses, e.g. fighting, cyberbullying, drugs, alcohol, damage to property will be subject to (at minimum) suspension. A conference will be held between parents and the principal. The student will not be allowed to return to school until the conference has taken place. The suspension may be held on or off school premises.

**Expulsion:** Any student who has been suspended for disciplinary reasons and continues to break school rules and regulations will be subject to expulsion. Any student found in violation of the Drug and Alcohol Policy, the Gangs and Gang-Related Activities Policy, or the Possession of Weapons Policy is subject to immediate expulsion.

**Grievance Procedure** Parents may contact the principal and/or pastor in regards to any questions they have regarding student disciplinary actions.

**Corporal Punishment** STM does not engage in any type of corporal punishment.

**DRUGS AND ALCOHOL** Diocesan Policy

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibition set forth in this Policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A “reasonable suspicion” of a drug and/or alcohol use may be based upon the observation of the student’s behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student’s failure to cooperate in testing required by this policy or other violations of this policy may result in disciplinary action up to and including expulsion from the school.

**ELECTONIC DEVICES:** Students are not allowed to bring electronic devices such as I-pods and video games to school (unless they have specific written permission from the principal for special occasions). Devices will remain in the principal’s office until they are retrieved by a parent.

**EMERGENCY CLOSING:** In the event of inclement weather or an emergency, an announcement will be broadcast over WRMN 1410 AM, WJKL 94.3 FM, and local TV stations or **www.emergencyclosings.com**. St. Thomas More will close whenever District U-46 closes school due to inclement weather.

**EMERGENCY FORMS** All students are required to have an emergency form on file with all the pertinent information completed. The forms are kept in the office and referred to in case of an emergency. **Parents are to notify the school office immediately concerning any change of name, address or telephone numbers.**

**FIELD TRIPS** Field Trips are included to enrich our curriculum and are regarded as an extension of the classroom. The teacher is responsible to select appropriate excursions, structure groups, set trip rules, and secure parent volunteers to assist with supervision. Rules governing conduct and behavior are the same during the regular school day and individual students may be excluded from trips at the discretion of the teacher. Parent chaperones/drivers must complete appropriate insurance and other forms from the office. **Siblings are not allowed to attend these trips.**

**FUND RAISING (CLASSROOM)** All planned classroom fund raising events must be submitted and approved by the principal. No fund raising is permitted unless approved by the principal.

**FUNDRAISING (PARENTS)** All K-8 parents are required to participate in raising funds which supplement the operational budget of the school. Tuition rate is configured according to parishioner or non-parishioner rate. In order for families to retain their parishioner status they must maintain the following:

1. Regular mass attendance and annual financial support of the church
2. Volunteer for at least one of the three major fund-raisers (Turkey Raffle - \$100 or more tickets, Golf Outing, Manna Program or other Fund-raising Committee sponsored events) or pay the buyout fee \$375.
3. Participate in the Manna program (\$125 value or buy-out)
4. Support the PTO fund-raising efforts

**GANGS AND GANG-RELATED ACTIVITY** Diocesan Policy

This school is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or non-verbal communications (gesture, handshakes, etc) Suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
8. Any other activity which violates any law or policy of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

For purposes of this Policy, the School may also consider gang or gang-related activities in which a student engages outside the School and/or separate from School-related activities due to the potential repercussions on the School and other students of such conduct.

**Violations of this Policy may result, at the School's discretion, in discipline up to and including dismissal from the School.**

**HEALTH** All children entering **Kindergarten** must have a physical with immunization record, a dental exam, and an eye exam; **sixth** grade and **first time students in St. Thomas More PRESCHOOL** are required by State law to have a physical exam on file in the office by the opening day of school. Students will also receive vision and hearing screening as required by state law during the school year.

**HOMEWORK** Teachers give homework to help reinforce what has been presented during the school day. It provides the parents an opportunity to follow their child's progress in school and to assist them as needed. Both written work and study assignments may be given. Whatever type of homework is assigned, the child must realize that the quality of homework is his/her responsibility, and it must be done consistently. Emphasis should be placed on completeness, accuracy and neatness. Completion of all

homework and outside projects is expected. Failure to do so will result in a plan developed between student–teacher-parents-principal to assist the student in meeting his/her responsibilities.

**Absences:** Students in all grades are given one day for each day of absences to submit make-up work. Continued delay of assigned work will result in disciplinary action.

Grade 4-8 students & parents may track their progress through the [www.teacherease.com](http://www.teacherease.com) program.

**ACADEMIC PROBATION POLICY** A student who is academically deficient in one or more subject areas may be placed on academic probation by the principal upon the recommendation of a child’s teacher or teachers. A student on academic probation may lose certain privileges during the probationary period.

**Summer School:** A student who fails 2 or more quarters of a basic skills course (math, reading, English, social studies or science) must successfully repeat the course or its equivalent in summer school. The parents must provide tutorial help mutually agreed upon by the teacher and/or principal. **Promotion is conditional upon the successful and verifiable completion of course work.** Parents will be responsible for the costs of instruction.

**Retention:** If, in the judgment of a child’s teacher or teachers, a student does not satisfactorily complete a course of study for a particular year, the child may be retained at the discretion of the principal. The decision concerning retention will be made in consultation with parents and teachers.

**HONOR ROLL** Students in grades 6-8 who achieve high academic standards will be enrolled in the St. Thomas More Honor Roll. The Honor Roll is published four times a year at the end of each quarter. **High Honors** is reserved for those students who receive a 4.6 – 5.5 grade point average in all academic subjects including Physical Education, Art, and Music. **Honors** is reserved for students who receive a 3.5 – 4.5 grade point average. Students receiving a “1” in effort/conduct or a “D” or F” grade are not eligible for honor roll distinction. Grades are weighted according to the following:

A+ =	5.5
A =	5.0
A- =	4.5
B+ =	4.0
B =	3.5
B- =	3.0
C+ =	2.5
C =	2.0
C- =	1.5

**HONORS CLASSES FOR MATHEMATICS** Eighth grade students may be eligible for Honors Algebra at St. Edward High School. Grades from an Honors Class are recorded at St. Thomas More as “Honors A” or “Honors B” on the report card, but for Honor Roll status or grade awards: Honors C = B (3.5), Honors B = A (5.0), and Honors A = Honors A (5.5).

### **INSPECTIONS** Diocesan Policy

In the interests of the health and safety of the School, its students and faculty and in furtherance of its educational mission, the School reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. The School reserves the right to conduct these inspections on its own or to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

1. Lockers (including those that bear a student-provided lock)
2. Desks
3. Bags, purses, briefcases, “totes”, or other carrying devices brought onto School property
4. Vehicles located on School property
5. Any other school equipment, devices or property to which the use or access is allowed by the School
6. Any other item or property brought on to the School’s premises by a student or others

The failure to cooperate with or other interference with an inspection allowed by this policy shall be grounds for disciplinary action as determined appropriate by the School. Further, should an inspection identify weapons, illegal substances, other contraband or other material that is inappropriate for possession on this School’s premises (as determined by the School), the School reserves the right to notify appropriate law enforcement and/or other authorities as well as the involved student’s parent/guardian.

In conducting inspections under this policy, the School shall, to the extent reasonably possible, attempt to minimize the scope of the intrusion upon the involved student’s privacy. Nonetheless, the School reserves the right to determine the scope and extent of such an inspection. The School further reserves the right to require the assistance of other individuals, outside agencies and/or third party contractors in conducting such inspections.

### **INTERNET ACCESS POLICY AND AUTHORIZATION FOR INTERNET USE** Diocesan Policy

1. Access to the Internet must be related to the user’s responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and School.
2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.

3. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
  - c. Invading the privacy of individuals;
  - d. Using another user's password or account;
  - e. Using pseudonyms or anonymous sign-ons;
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School.
  - g. Using inappropriate language.
4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, videographing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the Principal.
7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.
8. The School reserves the right to monitor employee use of School computers Employees, including an employee's Internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the Internet or email.

**Every STM student, staff member, and volunteer must have an ACCEPTABLE USE POLICY on file in the office.**

**LUNCH PROGRAM** Students may bring their own lunch or purchase hot lunch at school. The hot lunch program is sold daily for \$2.50 per student. Ala Carte items may be purchase for 25-50 cents. The lunch period is under the direction of adult monitors and children must respect their authority.

<b>LUNCH SCHEDULE</b>	11.30 – 11:50	K, 5-8
	11:50 – 12:10	1-4

**MEDICATIONS** As a regular practice, STM school personnel will not dispense medication; this should occur under parental direction at home. However, to provide for those certain exceptions when medication is required at school, the following school policy and procedure will be implemented:

- No medication (prescription or over-the-counter) will be given to the child without the completion of School Medication Permission and Instruction Form #17, (signed by the parents and the physician). These forms are available in the school office.
- Medication must be brought to school in the original prescription container from the pharmacy or physician. The container must be properly labeled with dosage instructions, and frequency of dosage. Medication is then stored in a locked cabinet and administered by school personnel only.
- In circumstances where the student must have immediate access to a medication due to the nature of the student's medical condition, it must be maintained in the original container and must be stored in a location/facility where it may not be accessed by individuals other than the student involved. The principal/teacher must be notified of such conditions and the presence of the medication in the classroom/facility.
- Cough drops require a parental permission slip and are to remain on the teacher's desk. They may NOT be shared with other students or school personnel.

**MILK** White or chocolate 2% milk is available for purchase during Fee Day in August; costs are supplemented by the government Milk Program.

**PARENT TEACHER CONFERENCES** Teachers and parents share the responsibility for arranging conferences when either academic progress or conduct warrants a meeting. Any parent, who wishes a conference with a particular teacher at anytime, must do so by arranging a conference either by a written request to the teacher or by calling the school office for an appointment. Any problems relating to academic progress or behavior should first be discussed with the classroom teacher before consulting another level of authority. Parents/students may track their progress on [www.teacherease.com](http://www.teacherease.com)

**PARENTAL COOPERATION** Diocesan Policy

As members of the community of St. Thomas More Catholic School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns

through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated;

1. Disrespect to any person at School or at a School-related function;
2. Raising of voices, foul language or name-calling directed at any staff member, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
3. Any physical assault
4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

### **PARENT-TEACHER ORGANIZATION**

All teachers, parents and guardians, and non-parishioner guardians of children presently attending St. Thomas More School are automatically active members. The purpose of the organization is:

- o To promote a broader appreciation of the ideals of Catholic Education, and include positive public relations within the community.
- o To enlist the spiritual, educational and social resources of home and school to provide the best Catholic Education possible.
- o To provide a forum of exchange for parents and teachers, and an informal advisory function to the school administration.
- o To foster the integration of families into the life of the parish community.
- o To provide a solid organization to improve the school's fund raising efforts and financial responsibility of parents contribution to the overall school budget.

**PHYSICAL EDUCATION** St. Thomas More offers physical education classes to children in grades K – 8. It is expected that each child wear the required gym uniform, gym shoes, and a hair tie as needed during physical education classes. This promotes safety and age-appropriate hygiene. **PE UNIFORMS** Students in grades 5-8 are required to wear the PE uniform provided by the uniform company and purchased during Fee Day in August. Students are also required to wear **gym shoes which are kept at school and worn during PE class only.**

### **POSSESSION OF WEAPONS** Diocesan Policy

It is a violation of the school's policy for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. Violation of this Policy may result, in the school's discretion, in disciplinary action up to and including expulsion from the school.

**REPORT CARDS/PROGRESS REPORTS/GRADING SCALE** Report cards are distributed on a quarterly basis to all students. Parents are asked to sign the report card envelope and return it to the classroom teacher. Progress reports will be issued at mid-quarter to all students in grades 4-8. Classroom disciplinary concerns may also be addressed through the use of the Progress Report.

STM follows the Rockford Diocese grading scale:

Grades K – 3	Achievement	Effort & Conduct
	3. Proficient in skill	* Commendation
	2. Developing the skill	+ Improvement Shown
	1. Needs to develop skill at this time	/ Improvement Needed
	Not Marked = Not applicable at this time	No Mark = Satisfactory
Grades 4 – 8	A Excellent (93-100)	3 Commendable
	B Very Good (86-92)	2 Satisfactory
	C Average (76-85)	1 Improvement Needed
	D Below Average (70-75)	
	F Failure (Below 70)	
	P Pass	

**RELIGIOUS FORMATION** Students at St. Thomas More Catholic School participate in and learn about their Catholic faith in a variety of ways. Students K-8 study religion daily. The textual material is Christ Our Life (Loyola Press). The student community plans and celebrates weekly all-school Masses. Teachers also may schedule their students for another weekday Mass. Students also pray the Stations of the Cross, celebrate the Sacrament of Reconciliation, First Communion in second grade, and other para-liturgies on special occasions for Advent, Lent, and Marian celebrations in May.

To put their faith into practice, students participate in many activities that occur throughout the year. Grade 5-8 participate in retreat experiences and STM Parish Youth Ministry activities. Daily prayers are read by students each morning over the intercom, and students recite morning, noon, and close of the day prayers in their classrooms.

**SACRAMENTAL PROGRAMS** Grade two baptized Catholic students receive the Sacrament of Reconciliation during the winter of second grade and the Sacrament of the Eucharist in the spring. Special para-liturgies and parent programs may be offered by our pastor, director of religious education, principal and teacher prior to the reception of each Sacrament, and parents will be expected to participate in these programs with their children. Parental example at this time and throughout the school year is of critical importance in every child's spiritual development.

**SPORTS** Students in grades 5-8 are encouraged to participate in the STM athletic program. STM offers boys and girls basketball, boys and girls volleyball, and cheerleading for girls. Sports screenings or a recent physical (within 12 months), parental permission slips, and authorization forms, and payment of fees are mandatory before a student can participate in school sponsored sport activities.

All students who try out for a team are automatically members of that team and are eligible to practice and play in games according to diocesan and Tri-county Conference rules, providing they maintain academic and behavior standards set forth in the STM Eligibility Policy. Students must maintain a "C" average or above in order to remain eligible. An "F" in any subject, violation of the STM disciplinary policy, and/or poor sportsmanship automatically renders a student ineligible. Ineligible students may not attend practice; they may not dress for or play in games; this time should be spent studying in order to improve grade averages. Eligibility status will be reviewed every two weeks; the principal will notify the Athletic Director and parents of student eligibility status. It is the responsibility of the AD to inform coaches of student eligibility status.

### **STUDENT WELLNESS POLICY** Diocesan Policy

The Diocese of Rockford and St. Thomas More Catholic School are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle as well as recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment will be aligned with healthy school goals to positively influence students' beliefs and habits as well as promote health and wellness, good nutrition and regular physical activity. In addition, the school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

**TESTING** Grades 2-7 are tested each year with the Iowa Test of Basic Skills Program. Grades 3, 5, and 7 also take the COGAT as required by the diocese. Results of the ITBS/COGAT testing are shared at the first Parent-Teacher Conference. Grade 8 students take the St. Edward's High School Explorer exam. Test results should be received as only one indicator of a child's academic performance. Special services are available through the U-46 school district. Services may be requested by parent or principal after working in cooperation with the teacher. Teacher/principal will meet with the parents to inform them of their observations and recommendations.

**VOLUNTEER PROGRAM** Because of the generosity of many volunteers, STM is able to offer extra programs including Learning Resource Center, Teacher's Aide, Art, and Enrichment programs. These programs permit us to give individual attention in reviewing and strengthening concepts presented by teachers and bring added dimension to the curriculum. A child's education is facilitated and enriched by the use of a variety of resources and people who can provide services beyond the usual scope of the regular curriculum.

All volunteers must participate in the *Protecting God's Children Workshop* and complete available forms disseminated by the school office.

**VISITORS** All visitors (parents, volunteers, and others having legitimate business) must enter the building through the west entrance and register in the school office and receive and identification badge before going anywhere in the building

### **Uniform Policy 2009-10 Grades 1-8**

#### **GIRLS**

Blue & red plaid **jumper** – grades 1-5, purchased thru uniform company only.  
Blue & red plaid **skirt**, -- grades 5-8, purchased thru uniform company only.  
Blue & red plaid or navy **skort** – grades 1-8.  
Navy blue walking **shorts** (May 1 – September 30) – **NO** logos or cargo style.  
\* Jumpers, skirts, skorts, and shorts should be no shorter than 2 inches above the knee.  
Navy blue cotton, cotton twill, or corduroy **slacks** -- **NO** logos or cargo style.  
\* **NO** low-rise slacks/shorts.  
Plain white long or short sleeved **blouses**, knit or oxford, with collar – **NO** logos.  
Long-sleeved white turtleneck – **NO** logos.  
White banded bottom polo purchased thru the uniform company only.

#### **BOYS**

Navy blue cotton, cotton twill, or corduroy **slacks** -- **NO** logos or cargo style.  
Navy blue walking **shorts** (May 1 – September 30) – **NO** logos or cargo style.  
Plain white long or short sleeved **shirt**, knit or oxford, with collar – **NO** logos.  
Long-sleeved white turtleneck – **NO** logos.  
**SOCKS** – ankle length, white or dark colors.

#### **SWEATERS/SWEATSHIRTS**

Solid red, navy blue, or white sweater or sweater vests – **NO** logos.

Cardigan, V-neck, or crew neck style. **NO hooded sweatshirts or sweaters.**  
OR button front or zipper front purchased thru uniform company.

**Spiritwear** Embroidered St. Thomas More red or navy sweatshirt or vest available thru STM PTO.  
Embroidered St. Thomas More sweater available thru St. Thomas More PTO.

**SHOES** Dress shoes which do not leave black marks, **NO glitter, sequins, sparkles or fluorescent colors.**  
OR tennis shoes – **NO lights or trendy colors or styles. NO high-tops or roller skates or heelies.**  
Original laces only; must remain completely tied at all times.  
NO clogs, open toes or heels, moccasins, or boots.

**GENERAL** Students are to be well groomed and their uniforms clean at all times.  
Slacks/shorts are to be worn at the waist and secured with a belt.  
Shirts are to be tucked in at all times. T-shirts worn under shirts are plain white only.  
Girls only may wear ONE stud earring per lobe.  
**NO** make-up allowed. **NO** body piercing or tattoos allowed.  
**NO** fad hairstyles or colors or dye. Hair should not obstruct eyes and be conservative in length and style.  
Simple hair accessories – **NO** bandanas. **NO glitter, sequins, sparkles or fluorescent colors.**

**OPTIONAL** Red or navy shirt or polo imprinted with STM logo, purchased thru uniform company only.  
Red or navy shirt or polo embroidered with STM logo (additional charge for embroidery).  
Navy banded bottom polo purchased thru the uniform company only

**PE UNIFORMS** Students in grades 5-8 are required to wear the PE uniform provided by the uniform company (students may continue to wear previous year’s uniforms as we transition to the new uniform – a new purchase is NOT required at this time).  
Students are also required to wear **gym shoes which are kept at school and worn during PE class only.**

**Uniform Company**

Educational Outfitters 847-882-7990  
167 W. Golf Road Mon. – Fri. 10 am - 6 pm  
Schaumburg, IL 60195 Sat. 10 am – 3 pm  
[www.educationaloutfitters.com](http://www.educationaloutfitters.com) STM website school code: IL0488

The principal reserves the right to interpret the uniform policy as needed.  
The principal reserves the right to grant out-of-uniform days per her discretion.

**TUITION PAYMENT/ POLICY:**

1. All student fees must be paid on Fee Day in August.
2. Pay ten monthly installments directly to the school office beginning August 2009-May 2010.
3. Payments are due on the fifteenth of each month.
4. Progress reports, report cards, and diplomas will be withheld until tuition obligations are met. In the case of transferring students, grade transcripts will be withheld until all and fees are paid in full.
5. When an account becomes 60 days delinquent, parents will be notified that their child/children will not be able to return to school until the account is brought current.
6. All tuition and fees must be paid by June 1<sup>st</sup> of the current year in order for students to remain enrolled for the following school year.
7. Should financial hardship require consideration, it is the responsibility of the parent/legal guardian to contact the principal and request the Private School Aid Service forms.
8. It is the intent of this policy to administer the tuition and fee program of St. Thomas More School in a sound financial way and with a true Christian spirit.

**2009-2010 Tuition Parishioner Rate**

Number of Children	Cost	Rate for 10 Monthly Installments (August 2009-May 2010)
1	\$3183	\$318.30
2	\$5596	\$559.60
3+	\$6948	\$694.80

**Non-Parishioner Rate** \$4840 per child

**2009-2010 FEES**

Books/Materials	\$125 per child
Computer	75 per child
Lunchroom/Recess	25 per child
Capital Repairs	25 per child
Tuition Processing	20 per family
Room Party	6 per child
PE shirt or shorts (as needed for grades 5-8)	
Milk for the year (optional)	35 per child

**Mandatory Fundraising**

1. Raffle tickets (required) \$100
2. Manna participation required or buyout \$125
3. Additional Fundraising – serve on committee and/or work a shift on one of the fundraisers.  
(required or buyout) \$375

**Preschool Tuition**

3 year old (T, Th) 8:00-10:30 am or 12:00-2:30 pm \$1550  
4 year old (M, W, F) 8:00-10:30 am or 12-2:30 pm \$1900  
FEES Books/Materials \$50  
Computers \$25  
Snack \$30 for 3 days, \$20 for 2 days

**\*\* The principal reserves the right to amend this handbook. Parents will receive prompt notice when such changes occur.**