



PARENT/STUDENT
HANDBOOK
2018/2019

LET IT BE KNOWN THAT JESUS CHRIST
IS THE REASON FOR THIS SCHOOL, THE
UNSEEN, BUT EVER PRESENT TEACHER
IN ALL ITS CLASSES, THE MODEL OF ITS
FACULTY AND THE INSPIRATION OF
THE STUDENTS.

St. Thomas the Apostle Catholic School
430 Valleybrook Road
Glen Mills, PA 19342

Phone: 610-459-8134

Fax: 610-459-8120

Website: www.stthomastheapostle.net

Smile, Share, Make Good Decisions

Accredited by
Middle States Association of Colleges and School

SAINT THOMAS THE APOSTLE SCHOOL ADMINISTRATION, FACULTY AND STAFF

Rev. Francis P. Groarke, Pastor
Anthony J. Cincotta, Deacon
Sr. Nicoletta Maria, RSM, Pastoral Ministry
Mr. John W. Keeley, Principal – jkeeley@staglenmills.org
Ms. Colleen Nancarrow, Director of Religious Education
Ms. Maureen Levine, Assistant to DRE

Mr. Joseph Gricco, Dean of Students – jgricco@staglenmills.org
Mrs. Marie Ecklund, Administrative Assistant – mecklund@staglenmills.org
Mrs. Kathy Roselli, Administrative Assistant – kroselli@staglenmills.org

PK3	Mrs. Mary Elaine Gray	mgray@staglenmills.org
PK4	Mrs. Carol Hickey	chickey@staglenmills.org
K-A	Mrs. Maria Bush	mbush@staglenmills.org
K-B	Mrs. Kelly Hoopes	khoopes@staglenmills.org
1-A	Elizabeth (Liz) Fields	efields@staglenmills.org
1-B	Mrs. Heather Kersey	hkersey@staglenmills.org
2-A	Mrs. Laura Hayburn	lhayburn@staglenmills.org
2-B	Mrs. Carrie Hughes	chughes@staglenmills.org
3-A	Ms. Elizabeth Dwyer	edwyer@staglenmills.org
3-B	Miss Alycia Schlenk	aschlenk@staglenmills.org
4-A	Mrs. Nicole Wagenborg	nwagenborg@staglenmills.org
4-B	Sister Elizabeth DeWaele, OSF	selizabeth@staglenmills.org
5-A	Mrs. Amy DelBuono	adelbuono@staglenmills.org
5-B	Mrs. Kelly Heywood	kheywood@staglenmills.org
6-A	Mrs. Susan Werner	swerner@staglenmills.org
6-B	Miss Mara Zumchak	mzumchak@staglenmills.org
7-A	Mrs. Siobhan Lydon	slydon@staglenmills.org
7-B	Ms. Eileen Harrington	eharrington@staglenmills.org
8-A	Mr. Gregory Szatkowski	gszatkowski@staglenmills.org
8-B	Mrs. Julie Reed	jreed@staglenmills.org
Honors Math	Mrs. Mary Close	mclose@staglenmills.org
Technology	Ms. Bridget Algeo	balgeo@staglenmills.org
Library	Mrs. Kathy Dargay	kdargay@staglenmills.org
Art	Mrs. Erika Matyok	ematyok@staglenmills.org
Music	Mrs. Amy Delargey	adelargey@staglenmills.org
PE	Mrs. Mary Crispin	mcrispin@staglenmills.org
Spanish	Mr. Antonio Martin	amartin@staglenmills.org
Nurse	Mrs. Molly Hayes	mhayes@staglenmills.org
Aides	Mrs. Alison Malloy	PreK-3
	Mrs. Kristin Hodlofski	PreK-3
	Mrs. Lisa McGonigal	PreK-4
	Mrs. Nancy Pontarelli	PreK-4
	Mrs. Linda Mancini	Kindergarten (KA)
	Mrs. Beth Cook	Kindergarten (KB)
After Care Director	Mrs. Carrie Hughes	cares@staglenmills.org 484-262-9420
Building Maintenance	Mr. Kevin Vinson Mr. Phil Popiel	maintenance@staglenmills.org maintenance@staglenmills.org

ST. THOMAS THE APOSTLE HANDBOOK SECTIONS

	<u>PAGE</u>		<u>PAGE</u>
Alcohol	5	Honors Math	16
Arrival and Dismissal	5	Invitations/Cards/Gifts	17
Attendance/Absence	5	Kindergarten	17
Band	6	Lateness	17
Birthdays	6	Library	18
Books and Materials of Learning	6	LobbyGuard	18
Bullying/Harassment/Violence	7	Lost and Found	18
Bus Routes and Operating Policies	8	Lunch	18
Calendars for the School Year	8	Milk and Juice Orders	19
Cancellation of School	8	National Junior Honor Social Procedures	19
C.A.R.E.S.	9	Parent Volunteers	19
Cell Phones and Electronic Devices	9	Photos	20
Change of Address	9	Physical Education	20
Classroom Parties	9	Pick Up Patrol	20
Communication	10	Plagiarism	20
Conferences	10	Pre-School	21
Consequences	10	Promotion and Retention	21
Curriculum	11	Recess Policies	21
Dismissal	11	Report Cards	22
Doctor and Dentist Appointments	11	Safety	22
Dress Code	11	School Supplies	23
Dress Code: General Regulations	12	Socials	23
Dress Code: Gym Uniform	13	Special Lunches	23
Dress Code: Hair	13	Standardized Tests	23
Dress Down Days	13	Student Council	23
Early Dismissal	14	Student Emails	23
End of Year Assessments	14	Study Hall	24
Extra-Curricular Activities	14	Support Services	24
Fees	14	Technology	24
Field Trips	14	Telephone	24
Graduation	15	Transfers	24
Health	15	Transportation	25
Home and School Association	16	Tuition	25
Homework	16	Visitors	25

MISSION STATEMENT

As a Catholic School, we play an integral role in the mission of the Church. We are committed to preparing our children for productive lives as twenty-first century learners so they will serve God in the use of their talents, serve the Church as courageous leaders, and serve the community by bearing the Gospel message to the world.

ST. THOMAS THE APOSTLE CODE OF CONDUCT

- Respect others and property
- Be kind to others
- Practice good manners
- Raise your hand in class
- Keep your hands and feet to yourself
- Use appropriate language
- Fighting and bullying are not acceptable
- Smile, Share, Make Good Decisions

Certain behaviors are considered violations of the Code of Conduct and will NOT be tolerated. While we recognize the need for varying expectations depending on the age of the student, the following guidelines have been established in order to provide consistency in the level of acceptable conduct for ALL students.

Parents and students are reminded that this Code of Conduct is expected both on and off school grounds and regardless of whether or not it is during school hours. This includes activities such as, but not limited to, the bus, field trips, CYO activities, Scouts, academic activities, etc. Any violation of this Code of Conduct can and may result in consequences within the parameters set forth in Paragraph 19 (“Consequences”) of this Parent/Student Handbook.

The principal retains the right to amend the handbook for just cause and parents will be given notification if changes are made.

CODE OF CONDUCT FOR BUS RIDERS

PLEASE REVIEW THESE RULES WITH YOUR CHILD

Your transportation/bus ride should be a pleasurable one. We ask that students abide by the regulations listed below in order to prevent injury. **Disregard of the regulations could result in a student being suspended/deprived of his/her privilege to ride the bus.**

No student may cross districts and ride on another bus.

1. The driver is in full charge of bus and pupils. Pupils must obey the driver. Loud talking or yelling will not be permitted.
2. Students MUST be seated at all times when riding on the bus. No one is to be walking or out of a seat while the bus is in motion.
3. Pupils may be assigned a seat in which they will be seated at all times unless permission to change is given by the bus driver or principal.
4. Pupils will assist in keeping the bus clean. No papers or trash are to be thrown on the floor. No thing is to be thrown out the window.
5. No pupil shall at any time extend his or her head, hands, or arms out of the window.
6. Pupils must board and exit the bus in an orderly manner.
7. Pupils must cross the highway/street only in the front of the bus at the consent of the driver.
8. Pupils must not play or stand in the roadway while waiting for the bus.
9. Pupils who have to walk for some distance along the roadway to the bus-loading zone must walk on the left hand side, facing the oncoming traffic; this will also apply to pupils leaving the bus loading zone in the evening.
10. Pupils must not ride on the outside of the bus.
11. Pupils may not have anything in their possession that may cause injury to another, such as sticks, straps, pins or toys.
12. Each pupil must see that book bags and possessions are kept out of the aisles.
13. Pupils should not talk to the driver while the bus is moving unless it is an emergency.
14. No pupil shall sit in the driver's seat or interfere with the driver in any way.
15. Students are not permitted to eat or drink on the bus.
16. Bullying/harassment of any kind will not be tolerated. Failure to comply may result in loss of transportation, demerits, detention, suspension or expulsion.

CATHOLIC IDENTITY

Spiritual Privileges

As a Catholic school, all aspects of our day focus on deepening the knowledge and appreciation of our Faith and Christian values. In addition to daily religion classes, the students of Saint Thomas the Apostle School have many opportunities for spiritual growth:

First Friday Mass

Each grade will have a turn preparing one of these liturgies and will have the opportunity to serve as lectors, gift bearers, and cantors. Please check the monthly calendar for the date and time of Mass. Parents are always welcome to celebrate with us!

Penance Services

During Advent and Lent, Penance services are scheduled for the children. Children are also encouraged to take advantage of parish confessions on Saturday afternoon and/or Sunday morning.

Stations of the Cross

Stations of the Cross are held with the school children during Lent. Please check the school calendar for the date and time and join us if you can.

Inscription

There will be a special Inscription Mass for students preparing for Communion. Please check the calendar for the date and time.

Retreat Days

Retreats for students preparing for Confirmation and for students preparing to graduate from Saint Thomas the Apostle School are scheduled during the school year. These are special opportunities for spiritual growth and reflection. Bus transportation for the eighth grade retreat is provided.

Forty Hours

Forty Hours is a time of special Eucharistic adoration in the parish. The students participate in Forty Hours during the school day, and the previous year's Communion class and all altar servers participate in the closing Procession. Parents are strongly encouraged to attend evening services with their children during Forty Hours.

Parish Mission

The annual Parish Mission is a special opportunity for spiritual growth. During the mission, the students attend Mass and, when appropriate, the spiritual talks as well. Parents are encouraged to attend evening services with their children.

Sacraments

Students who have met the requirements of the Church will receive First Penance and First Communion or Confirmation in second and eighth grades respectively.

We ask you, as parents, to be vigilant in seeing that your children participate in the Holy Sacrifice of the Mass from beginning to end each and every Sunday and Holy Day of Obligation. Also, we urge you to form

in your children the habit of going to confession regularly. When you do these things, you show your children how to grow in their relationship with the Lord.

Adoration

Adoration of the Blessed Sacrament is available every Monday, all day, in the 1852 Chapel.

Altar Servers

Girls and boys in grades 5 through 8 have the privilege of being altar servers. They are expected to serve with reverence, commitment and pride. After graduation from 8th grade, students may continue to be altar servers by contacting the Rectory at 610-459-2224.

Alcohol

The possession or consumption of alcoholic beverages on school property by any student is strictly forbidden. Students who violate this policy face immediate expulsion. To assist in the enforcement of this policy, the school strongly discourages the use of alcoholic beverages by adults at events where children are present.

Arrival and Dismissal

Parents delivering students to school in the morning should use the NEW church driveway and drop children off in the parking lot in line in the same manner the children are picked up in the afternoon. Children will walk down the walkway and cross over to the gym doors where they will enter. **Students may not be dropped off at school earlier than 8:00 a.m. unless the child is registered in the C.A.R.E.S. program or a scheduled meeting with a staff member or administration.** The first bell rings at 8:20 a.m. Any child who arrives at school after the 8:20 a.m. bell is late. Students/Parents are to follow the Late Check In procedure through our Kiosk LobbyGuard (see LobbyGuard). The child/parent will check in and be directed to report to homeroom where the homeroom teacher will collect the late slip. **Three late arrivals will result in a school detention.** Prayers begin promptly at 8:25a.m. A second bell rings at 8:30 a.m. and classes begin immediately after prayers.

Parents picking children up at the end of the day should use the NEW church driveway and form a line in front of the rectory and mailboxes and WAIT for the children to be walked out by a teacher. All children should be picked up promptly by 3:15 p.m. **Parents should never leave their cars or park their cars and allow younger children to play on the playground equipment. It is important that cars leave the lot as soon as the children dismiss in order to avoid traffic jams and safety hazards. Children are not permitted to play on the playground during dismissal for safety reasons. Please do not use your cell phone while picking up students.**

Parents are asked not to pull in front of the school and gym doors in order to provide a safe boundary for the students. If you are picking children up early, please park in the new church parking lot and report to the school office. The following are our hours of operation:

School Office Hours:	8:00 a.m. to 3:30 p.m.
School Hours:	8:20 a.m. to 3:05 p.m.
Lunch Times:	12:00 p.m. to 12:50 p.m.

Attendance/Absence

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absence or lateness creates a genuine hardship for a student and is regarded as a very serious problem. **It is the responsibility of the student to obtain and make up all work missed while absent.**

If your child is going to be absent from school, parents must call the nurse's office before 8:30 a.m. (610-459-1418) and leave a message giving the child's name, grade, and reason for absence. If a child is absent and there is no notification, the parents will be called to check on the child's whereabouts. Your child's safety and welfare are of great importance to us.

A written note from a parent is required to be brought to school on the day the child returns to class after an absence. A written note from a doctor is required after an absence of three or more days. If your child was sick, please indicate the type of illness so that the school can chart the types and frequency of illnesses in the grade or school. Absences must be verified in writing by the parent(s) or guardian(s).

Parents should be aware that lateness and partial absences do affect a child's attendance record. In order to be considered present for the morning and/or afternoon session, a child must be in school for more than half of the time for that session. Students taken out of school for doctor or dental appointments ARE considered absent if

they are gone longer than half of the time for that session. A note from the doctor or dentist should be given to the teacher upon the child's return. **Students are to be picked up outside the school office. The parent or guardian must come into the school lobby and sign the student out using the Lobby Guard Kiosk in order for the student to be released. The school must be notified if someone other than the parent or guardian is picking up a child.**

As educators, we strongly discourage vacationing during the school year. The week of anticipation, the week of vacation, and the week of memories following the vacation turn a week's trip into a three week loss of productivity on the child's part. In the event that such a trip is unavoidable during the school year, parents are required to notify the principal and teacher in writing prior to the trip. Because it is difficult for teachers to determine the work that will be covered while your child is on vacation, **make-up work will be assigned upon the child's return.** Your cooperation with the teachers' requirements for the completion of assignments is essential. Missed tests will be scheduled at the teachers' discretion.

If there are excessive (greater than 10 per school year) unexcused absences, and schoolwork is affected, a conference may be required with the child's parents/guardians and such behavior can and may be addressed within the parameters set forth in Paragraph 19 ("Consequences") of this Parent/Student Handbook. Absences are deemed unexcused if they are not accompanied by a note from a physician and the Administration, under its sole discretion, has not identified such absences as otherwise excused. Students that miss excessive school days without a physician's note or known valid reason are to be considered truant and subject to dismissal. The local public school district would be notified of dismissal for truancy and that the child is no longer on the school roll.

Band

Saint Thomas the Apostle School has an optional band program available for students in grades 2 to 8. Band lessons are given each week by our band instructor in the music room or on the school stage. All fees are paid directly to the instructor. During the first month of school, a band demonstration is scheduled to introduce the students to the program. The children will receive information at that assembly program regarding sign-ups, lessons, and payment methods. Band concerts are generally held at Christmas and the end of the year.

Birthdays

Parents who wish to send a small treat to school for the class to celebrate their child's birthday may do so. **You are asked to send nutritious, healthy treats such as fruits, vegetables or granola bars. Please be aware of any food allergies within the classroom.** Please be sure to include enough for the entire class. **No other celebrations are permitted. Invitations to birthday parties may NOT be given out in school unless everyone in the class receives one. Invitations to selected individuals must be sent from home.**

Books and Materials of Learning

Every student must carry his or her books to and from school in an appropriate book bag. All books must be covered, with the exception of copybooks. All books and covers must be kept free of doodles, drawings and unnecessary writing. The school reserves the right to have a child replace any book that has inappropriate material on or in it. Books, copybooks, and materials should be labeled with the student's name and room number.

All lost or damaged books must be paid for in full by the student and/or parents. A charge will be made at the rate at which the book was purchased by the school.

Bullying/Harassment/Violence

As a reflection of the mission of St. Thomas the Apostle School and the Archdiocese of Philadelphia it is recognized that bullying, harassing of any kind, or violent behavior will not be tolerated. We seek to create an environment of learning, compassion, safety and a culture of kindness by educating teachers, staff, parents, and students concerning respect.

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm, discomfort, or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. It is an abuse of power by an individual or group who deliberately target and repeat inappropriate behavior. If the bully is threatening a student, the student should speak to a teacher, the principal, the dean of students, the school counselor, the nurse, the office secretaries or talk to his/her parent who may contact the teacher or principal.

Bullying can include a pattern or isolated incident of deliberate isolation or exclusion. It includes but is not limited to punching, hitting, kicking, making fun of, ethnic slurs, writing notes, verbal threats, instigating a fight, or encouraging someone to hurt themselves or others. All final decisions as to what constitutes bullying is under the sole discretion of the principal in conjunction with the pastor.

All forms of cyberbullying are unacceptable. Cyberbullying is the use of technology to bully another person or persons. This includes but is not limited to harassing, teasing, intimidating, or threatening, posting blogs, hurtful messages. All final decisions as to what constitutes cyberbullying is under the sole discretion of the principal in conjunction with the pastor.

Any bullying or cyberbullying may be punishable by the school within the parameters set forth in Paragraph 19 ("Consequences") of this Parent/Student Handbook. Bullying or cyberbullying which takes place outside of school hours and off school grounds may still be punishable by the school within the parameters set forth in Paragraph 19 ("Consequences") of this Parent/Student Handbook if said bullying negatively impacts a student during school hours and/or interrupts the school's operation or environment.

The school has the right to search desks and coat closets which are the property of the school. In the event that there is probable cause to believe that misconduct has occurred and a reasonable expectation that a search of a student's personal belongings would produce evidence of the misconduct, the school administration maintains the right to search said personal belongings. Personal belongings include but is not limited to backpacks, coats, purses, wallets, cell phones and other personal electronics. Misconduct includes any violation of the herein Code of Conduct, as well as any other violation that is deemed "misconduct" by the principal in conjunction with the pastor. Said misconduct may be punishable in accordance with the parameters set forth in Paragraph 19 ("Consequences") of this Parent/Student Handbook. The misconduct and any evidence produced from the search can and may be reported to appropriate lawful authorities.

St. Thomas the Apostle School will not tolerate conduct by employees or students based on race, color, sex, age, national origin, or disability which harasses, unreasonably interferes with another's work or school performance, or creates an intimidating, hostile, or offensive work or school environment.

Sexual Harassment Prohibited – Sexual harassment is unacceptable and will not be tolerated. All employees and students are responsible for ensuring that this school is free from all forms of sexual harassment. Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to

another, is misconduct prohibited by this Policy. In addition, sexual harassment by one employee to another frequently constitutes a form of employment discrimination and is prohibited by law.

Sexual Harassment Defined:

1. Basic Definition: For purposes of this policy, the term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when;
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or status as a student; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual’s employment or status as a student; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or a student’s school performance; or
 - iv. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or school environment.

Persons Covered – This policy prohibits sexual harassment of any employee or student by any other employee, student, vendor, or visitor.

Conduct incompatible with the educational and religious message of the school is grounds for disciplinary action including detention, suspension, or dismissal of the student, as well as reporting incidents to appropriate lawful authorities.

Bus Routes and Operating Policies

Various school districts service Saint Thomas the Apostle School including: Garnet Valley, West Chester, Unionville-Chadds Ford, Rose Tree Media, Penn-Delco, Chichester, Chester-Upland, and Kennett Square. **Due to state and insurance regulations, students may NEVER ride any other bus than the one from the district in which they live.**

Bus routes and stops are determined by the transportation departments of each school district. If you are experiencing a problem, please contact the transportation department of your local school district.

It is a priority that our students be transported to and from school safely. We expect all students to cooperate with the bus rules and regulations. If a student is disruptive, he/she may be required to relinquish the privilege of riding the bus for one week. Parents will be notified of disruptive behavior and must provide transportation to and from school during that time.

Calendars for the School Year

A tentative yearly calendar is sent home in the summer mailing for the upcoming school year. The monthly calendar is available on the school website. Please consult the calendar for days off, early dismissals, liturgical celebrations, special lunches, etc. More details about the school's events, personnel, activities, etc. will be included in each newsletter.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as snow, ice, loss of electricity, etc. The school is aware of the hardship that can be caused by an abrupt cancellation of school. Therefore, school will not be cancelled unless a significant health and/or safety risk has been created by the extraordinary circumstances.

In the event of inclement weather, the decision to close is based on the decision of Garnet Valley School District or at the discretion of the Principal in conjunction with the Pastor. This district provides the majority of bus transportation for our students. If the decision to close or open late is made, you will receive a phone call, text, and/or email via Option C. Please be sure to keep the office updated of your most current numbers and email addresses. If the school district in which you live announces a school closing, you will not receive bus transportation. IF POSSIBLE, parents should provide transportation for their children if St. Thomas School is open.

SCHOOL CLOSING INFORMATION WILL BE AVAILABLE BY WATCHING CHANNEL 3, CHANNEL 6, CHANNEL 10, FOX 29 and station affiliates.

Parents should never drop children off at school without being sure that school is open that day.

When school is closed due to weather conditions or another emergency situation, all children's after school and evening activities are automatically cancelled.

In the unusual event that the children are dismissed early for weather or other emergency, you will be contacted using the school messenger system. It is vital that you provide accurate and up-to-date emergency numbers. Parents should be sure that their child is also aware of an alternate plan to follow when parents are still at work. **Please make sure that your child knows what to do and where to go in an emergency dismissal situation.**

C.A.R.E.S.

For the convenience of our families, St. Thomas offers an extended day program known as C.A.R.E.S. (Children Are Receiving Extended Services). Children may be brought to school as early as 7:00 a.m. and stay as late as 5:30 p.m. Parents are billed at the end of the month for time used. Morning CARES is \$5.00. The cost for AFTER CARES is \$8.00 per hour for 1st child; \$6.00 for 2nd child; \$5.00 for 3rd child. Teachers or parents monitor the children during this time and provide a variety of activities for them. While children may begin their homework during after care, tutoring by the adult on duty is not provided. **Children MUST be picked up by 5:30 p.m. After CARES may be contacted by calling 484-262-9420.**

Cell Phones and Electronic Devices

Cell phones and personal electronic devices are permissible; however, they are to be handed into the morning homeroom teacher on a daily basis at the beginning of the school day and they are returned at the end of the school day (see acceptable use policy). Students are not permitted to use cell phones and other personal electronic devices during the school hours. Electronic devices are not permitted at dismissal until the student has entered their school bus or car. **To prevent damage and loss, no apple smart watches are permitted as per cell phone and electronic device section.**

Any use of a cell phone and/or electronic device for the purposes of, or in any manner consistent with, bullying as defined in Paragraph 9 of this Parent/Student Handbook may be punishable within the parameters set forth in Paragraph 19 ("Consequences") of this Parent/Student Handbook.

Change of Address

Please notify the school immediately regarding the change of your address, telephone number, or emergency numbers.

Classroom Parties

Classroom parties and/or treats may be held during the school year to celebrate Halloween, Christmas, and Valentine's Day or at the discretion of the teacher. These activities are planned by the teachers with the assistance of the homeroom parents. Healthy and nutritious treats are encouraged. **Please be aware of any food or peanut allergies.**

Communication

St. Thomas has electronic school communication tools that are used to share school-related information and events to students and parents transmitted by Option C (emails, text and voice messages), White Envelope Email newsletter, School Website and Twitter (@Principal_STA).

Any information to be considered for inclusion must be forwarded to the Principal for approval. **Documents must be received by Friday at 12:00 p.m. for insertion in the following Monday mailing** and will be prioritized by occurrence date. **No outside vendor solicitation will be considered.**

Conferences

Formal parent-teacher conferences are scheduled in the middle of the first trimester. Conference times will be scheduled with classroom teachers. Every effort should be made by the parent(s) to attend the conference.

In the event that parents have a concern about their child's academic progress or about an event that occurred in the classroom, they are asked to first contact their child's teacher, who can best provide first-hand information. If a concern still remains, the matter should be brought to the attention of the principal.

Consequences

At the discretion of the Administration, the following consequences may be given to a student:

a. Demerit

Demerits/detentions affect the student's conduct and/or effort mark. The accumulation of three demerits will require that the student serve a detention. Violation of the Code of Conduct will warrant a demerit or detention. An Option C email will be sent to parents to inform them of demerits or detention. **Accumulation of two detentions within a trimester will require a meeting with parents, teacher and principal.**

b. Detention

Detentions will be scheduled as needed on a Thursday morning from 7:30 to 8:00 a.m. and will be monitored by the Dean of Students. Parents must drop off their child between 7:25 and 7:30 a.m. Failure to attend a detention will result in a parent/student conference with the principal and possible future discipline.

c. Suspension

Out of school suspensions may be from one to three-days. During this time, the student will be responsible for completing all assignments. Suspensions will result in an automatic U in conduct in grades 5 through 8 and a 1 in grades 1 through 4. **After meeting with the child's parents and 2 detentions have been served, and issues continue, the consequence may result in-school suspension to be served in the Dean of Students office or may result in expulsion for continued disregard for school policy.** When appropriate, **a student may be referred for intervention (AOP policies and procedures policy #S319.1).** Documentation of this referral must be submitted to the school administrator before the child may return to school.

d. Expulsion

The school reserves the right to dismiss a student at any time when the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community, contradictory to Catholic teachings, or a **threat to the safety of the students or staff.**

In some of the following actions, proper authorities will be notified and additional criminal charges may be warranted.

- Bullying, verbal, sexual harassment or physical attack of a person in authority
- Gross insubordination
- Possession of a weapon
- Possession of alcohol or illegal drug
- Making terroristic threats
- Breaking and entering of school property
- Parents' or student's refusal to comply with the regulations and policies of the school
- Truancy
- Theft
- Immorality
- Repeated failures in conduct
- Vandalism
- Arrest or conviction of a crime outside of school

If a student fails to serve any of the aforementioned consequences to the satisfaction of the Administration, the Administration maintains sole discretion to dismiss said student for their failure to satisfy the consequences rendered.

Curriculum

The curriculum followed by the faculty of Saint Thomas the Apostle School is the one required by the Archdiocese of Philadelphia. An official course of study is designed for every subject taught at each grade level. Parents may view the curriculum of the Archdiocesan website at be www.catholicschools-phl.org or the link on the school website.

Dismissal

Parents remain in their cars until the children are brought out by a teacher. Each bus line will be walked out by a teacher. Children are expected to walk into the bus and be seated and remain in a seat at all times. Three car lines will form located closest to the school playground and the middle of parking lot (same area as morning drop off point) and no cars will be permitted to move until all students have been placed in their cars or are supervised in the designated area with the faculty in the parking lot. **Please refrain from use of cell phones.** Children are not permitted to use playground equipment during dismissal.

Pick Up Patrol – If changes to your child’s dismissal occur or an emergency arises, please follow the PickUp Patrol guidelines and make changes BEFORE the 2:15 pm deadline for full school days and 11:15 am for half-days. Any changes after 2:15 must be called into the school office.

Doctor and Dentist Appointments

Parents are expected to make every effort to schedule doctor appointments outside of school time. When this is not possible, a written request for an early dismissal must be brought into school in advance of the appointment. Students taken from school for such appointments ARE considered absent if the time they are gone exceeds half of the morning or afternoon session from which they were taken. Students waiting to be picked up will wait in the foyer outside the office until a parent arrives. Work missed while a student is absent must be made up.

Dress Code

Neatness and cleanliness in personal attire are a vital part of a child’s education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

Any student not in compliance with the dress code will receive a demerit. After one demerit, a parent will be called and the student will be sent home until the uniform meets the regulation code.

a) Boys: Grades K to 8

- Navy blue "dress" pants (NO jeans or elastic cuffs). Pants/shorts must FIT and must be worn AT THE WAIST.
- Light yellow dress shirt (either short or long sleeves) and a navy blue school V-neck sweater or vest is mandatory.
- Plaid school tie is worn with the dress shirt.
- School shoes are required: **Black leather and tie Oxford dress shoe ONLY**
- Solid white or navy socks that are at least three inches above the ankle should be worn.
- A belt is required on both pants and shorts.
- Regulation navy blue shorts may be worn at specific times of the year (TBA). They should be worn with the schools yellow knit shirt, white or navy socks, and shoes (not sneakers).
- The yellow knit shirt may also be worn with the dress pants with summer uniform.
- Boys' shirts must be tucked in at all times.

b) Girls: Grades K to 5

- Plaid jumper with light yellow blouse (either short or long sleeve). Jumpers are expected to touch the knee. All jumpers must have school circular patch emblem on the left side.
- Navy blue long pants with black belt.
- Navy blue knee socks or tights with NO rips, tears, or holes (NOT opaque stockings!)
- Navy blue school sweater is optional.
- School shoes are required in **black leather, tie Oxford dress shoes**. Shoes must have nonskid soles.
- Regulation navy blue shorts may be worn at specific times of the year (TBA). They should be worn with the yellow knit shirt, yellow or navy socks.
- Girls' shirts must be tucked in at all times.

c) Girls: Grades 6, 7, 8

- Plaid skirt (these may NOT be rolled at the waist and must touch the knee) with light yellow oxford blouse.
- Navy blue long pants with black belt.
- Navy blue school V-neck sweater or vest is mandatory.
- Navy blue knee socks or tights with NO rips, tears, or holes (NOT opaque stockings!)
- School shoes are **black leather tie Oxford dress shoes**. Shoes must have nonskid soles.
- Navy blue regulation school shorts may be worn at specific times of the year (TBA). They should be worn with the school's yellow knit shirt, yellow or navy socks, and shoes.
- Girls' shirts must be tucked in at all times.

Dress Code: General Regulations

Only religious medals or chains may be worn -- except on the school day closest to a holiday, when seasonal jewelry is permitted within reason.

For safety reasons, **rings, bracelets and necklaces are never permitted.** This includes all rope, yarn, and beaded neck, wrist, and ankle bands. **Girls are not permitted to wear dangling or hoop earrings, nail polish, make-up, lip gloss, or multiple earrings per ear. False nails are not permitted.**

Boys may NOT wear earrings, bracelets, or necklaces. This includes all rope, yarn, and beaded neck, wrist, and ankle bands. Only religious necklaces and chains may be worn.

Body piercing of any kind (lip, nose, eyebrow, etc.) is NOT permitted for girls or boys. Tattoos are not permitted.

Facial hair, i.e., beards or mustaches, are not permitted.

Charity bands must be approved by the principal.

Final approval of any dress code discrepancy is at the discretion of the principal.

Dress Code: Gym Uniform

Students in Grades K to 8 must wear a mandatory gym uniform for physical education classes. This consists of regulation hunter green, knee-length gym shorts and gray tee shirt with the school logo, plain white socks or black socks that come at least three inches above the top of the ankle. Sneakers must be tightly laced so they are secure on the feet. Velcro sneakers are permitted. Sneakers are not permitted to have lights, wheels, or other extraordinary decorations. Jewelry is not to be worn on gym days, especially chains around the neck. The girls may wear a small post earring.

Pants/shorts must FIT and must be worn AT THE WAIST.

During cooler weather, regulation hunter green sweatpants and sweatshirt or short/long sleeve gray tee shirt should be worn. At no time may shirts, shorts or pants have any design or writing other than a St. Thomas logo. St. Thomas CYO Shirts and other organizations may not be worn for gym.

Dress Code: Hair

Maintaining a neat appearance necessitates hair that is clean and nicely styled. Shaved or partially shaved heads, tails, and other "fad" styles are NOT permitted for girls or boys.

Boys' hair should not touch the shirt collar in the back or be over the ears. A "typical" boy's haircut should be worn at all time and throughout the grades. Neither boys' nor girls' hair should hang in their eyes nor cover the forehead.

Dyed hair is not permitted for boys or girls.

Hair bands and accessories must be simple and conservative. Hair scarves are not acceptable nor are exaggerated head bands and ornaments.

1st notice is a verbal warning - which allows the child up to 1 week to receive a haircut. We encourage the child to receive a haircut ASAP from the 1st verbal warning. Consequences can be, but not limited to, a demerit or detention.

Dress Down Days

On certain days throughout the year the students may participate in a day where they may be permitted to wear clothes other than the daily uniform. These days usually exist to support a cause. Typically the students will be

required to pay \$1. Proper dress is expected. Students may not wear shirts that contain inappropriate messages. The girls are expected to wear shirts that are not revealing or low cut. They are not permitted to wear shorts that are very short, tight or contain writing in inappropriate places. No skinny jeans, yoga pants, jeggings, leggings, compression pants, spandex and volleyball shorts are permitted. **If a child has a dress down day during the summer uniform months, the shorts length must be AT LEAST 3" above the knee.** School gym sweat pants/shirts are permitted. Students who violate an acceptable mode of dress will be required to call their parents for a suitable change of clothing or will be issued school appropriate wear and you will be charged a fee for loaning of appropriate clothing.

NUT Pass days will be designated by the school principal. NUT Passes may not be accumulated.

Early Dismissals

All early dismissals will be at 12:00 p.m. except on the last day of school when the early dismissal will be at 10:30 a.m. Bus transportation will not always be available for these early dismissals. Check the monthly calendar for specific dates.

End of the Year Assessments

Final cumulative examinations (assessments) will be administered to the students in Grades 1 to 8 in June.

Extra-Curricular Activities

A wide variety of extracurricular activities are provided for the enjoyment and enrichment of students on all grade levels throughout the year. These activities include various school clubs and dances, C.Y.O sports, and student newspaper - to name just a few. Participation in activities is dependent upon behavior and grades. The administration reserves the right to suspend participation in activities until the behavior and/or grades have been addressed.

These events/activities may be held on or off school property. Respect and proper behavior is expected of students at all times! Parents who are activity moderators, coaches or chaperones must keep the children in order and prevent injury or damage to the facility in which the activity takes place. Children must be supervised at all times and may NOT be left alone to wait for a ride.

Fees

The collection of fees during the school year is necessary to cover the cost of certain activities. Most fees are collected at the beginning of the school year. Any fees not paid by the end of the trimester will result in the withholding of the student's report card. Individual teachers may charge the students a fee to cover specific projects, subscriptions, trips, etc.

Each spring, students re-register for the following year before an open registration of new students is held.

Field Trips

The purpose of class trips is to broaden the intellectual, cultural, and social experiences of the child. Teachers will decide how chaperones are chosen and how many may accompany the class. Parents not chosen as chaperones may NOT attend the trip or meet the class at their destination. Parents must sign the school's permission slip before their child may attend the trip.

Attending a class trip is a privilege from which a child may be excluded if the teacher feels it is appropriate to do so. If a parent does not wish a child to attend the trip for any reason, the teacher should be notified in writing.

All children are to attend field trips. If a child does not attend a field trip, they will be required to stay home on that given day. Students will not be permitted to "sit" in office.

If a student is suspended or dismissed from school any monies that have already been paid out for school trips will NOT be refunded.

Poor academics and behavioral issues may be a reason to be excluded on ANY and all field trips (including end of year trips) and activities.

Any parent who attends a class trip must have all required clearances. Please contact the Rectory at 610-459-2224 for information and questions. Clearance forms can be found on the school website.

Graduation

Eighth grade students who have successfully completed the prescribed course of study and maintained suitable discipline and attendance records are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the principal and the eighth grade teachers. **Participation in closing graduation activities is a privilege, not a right.** The school has the right to deny any student from participating in closing activities and exercises if, in the view of the Administration, the student's conduct or academic or disciplinary records indicate that this privilege should not be extended.

Health

All immunizations and required vaccinations must be documented and placed in the nurse's office **before** entering or returning to school. All health information must be up to date.

(a) Illness or Injury

In case of the illness or injury of a child, emergency care will be given by the school nurse. Parents will be contacted immediately if necessary. If your child must be sent home from school due to illness or injury, you are asked to come for your child as soon as possible. It is IMPERATIVE that each child has on file an EMERGENCY MEDICAL CARD. PLEASE NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES TO BE MADE ON THESE CARDS THROUGHOUT THE YEAR. PLEASE BE SURE THAT THE EMERGENCY PEOPLE TO BE CONTACTED ARE AWARE OF THEIR RESPONSIBILITIES IN CASE THEY ARE NEEDED.

(b) Immunizations and Vaccinations

State law requires that every child who is admitted to school have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, and polio. Also required are a rubella vaccination and a tuberculin test. The school nurse will keep up-to-date records and contact parents if immunizations are not current. Please notify nurse, teachers, and homeroom parents of any allergies.

(c) Medications

ALL medications MUST be brought to the nurse's office in order to be dispensed properly and at the appropriate time. If your child must bring medication to school, the following requirements MUST be met:

1. Keep medicine in its original container (prescription bottle, etc.)
2. Clearly identify the medicine with your child's name and grade.
3. Clearly indicate the dosage instructions.
4. Don't send in prescription medicine that is outdated.
5. Don't send more than one week's medicine at a time.
6. Medicine will be given by the school nurse or the school secretary or principal.
7. Please notify the school in writing if your child's medication is changed or discontinued.

(d) Nurse

A school nurse is provided from Garnet Valley School District one day of each week. On the remaining four days, there will be a nurse available. A fee is charged annually to pay for the nurse the remaining days of the year. The nurse's office is located to the left of the main foyer of school. The Garnet Valley nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, vision and hearing screening, etc. The nurse's office phone number is 610-459-1418.

Parents are asked not to send a child to school who is sick in the morning prior to leaving home.

Home and School Association

All parents who pay the annual Home and School dues are considered members of this organization and are able to vote for board members each spring. The Home and School Board is comprised of the pastor, principal and a board of elected parent members. The Home and School Association seeks to assist the school in whatever ways the administration deems necessary and beneficial. This organization also provides financial assistance to the school for its activities and needs. The setting of school policies, the hiring of personnel, and the distribution of financial resources are the responsibility of the pastor and principal and are not under the realm of the Home and School Association.

The Home and School sponsors events from time to time for parent or family involvement. All parents are strongly encouraged to attend these programs and participate in Home and School activities.

Homework

Homework is an important extension of the learning that takes place in school. Homework provides practice and drill to reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work, by seeing that assignments are completed neatly, and by limiting telephone interruptions while study is in progress. Students should copy assignments into a homework assignment book to ensure that the correct homework is done. Students usually have two kinds of homework. Many times, "I'm finished!" means "I've finished my written homework." Study homework is by far the more important of the two and deserves at least equal time.

Archdiocesan policy recommends the following time allotments for homework per night:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

In the event of absence or suspension, all homework and assignments are the responsibility of the student. Homework assignments are posted on teacher's websites and Google Classroom for grades 5-8.

ALL students in grades 6-8: if a child misses 3 homework assignments, they will receive a demerit for that given subject.

Honors Math

St. Thomas School is proud to participate in the Archdiocesan Honors Math Program. This program allows students who qualify to follow an accelerated program of instruction that enables them to complete the first year of algebra before graduating from eighth grade. Students are identified at the end of fourth grade.

In September 2011, Saint Thomas the Apostle School began to follow the Common Core Standards that have been adopted by the Archdiocese of Philadelphia. The math curriculum directly impacts the Honors Math program. Eligibility for the program is based on the following Archdiocesan criteria.

- CSI score of 125 or above (standardized testing)
- Consistent scores of 90 or above in Math Total on standardized testing
- Total Reading score of 85 or above on standardized testing
- Final Math Level Test score of 85 or above
- Final math grade on report card of 90 or above
- Evidence of above average performance on Math level and mastery tests
- Recommendation of classroom teacher
- A 90 average must be achieved at the end of each trimester

Only students who meet all of the above criteria will have their information submitted to the Diocesan Math Curriculum Committee for approval. During the summer, this committee will make its decisions regarding each student's admittance into the Honors Math Program.

Just prior to September, the school will receive a letter regarding the status of the individuals whose names were submitted for review. When school begins, a letter will be sent home to the students who have been accepted. All students are admitted on probation. Students who do not maintain the necessary average of 90 or above are removed from the Honors class. Students in upper grades who transfer from another Diocesan school may be admitted to the program if they were in the Honors class in their previous schools.

Final decisions for admittance to the honors math program lies with the **Office of Catholic Education**.

Invitations/Cards/Gifts

While it is perfectly understood that when a child is celebrating a birthday, it is not always feasible to invite the entire class, special care must be taken that children's feelings are not hurt. IF YOU CANNOT INVITE EVERY CHILD IN THE CLASS, INVITATIONS MAY NOT BE DISTRIBUTED IN THE SCHOOL OR ON THE BUS. Invitations should be sent out in the mail so that the "uninvited" are not hurt.

For birthday celebrations, if you choose to send to school a treat, please be sure to have enough for every child in the class. Please be aware of food and nut allergies.

Likewise, Christmas cards and Valentine cards should NOT be distributed in school UNLESS your child has a card for every other child in the class. This DOES NOT mean that every child must bring in cards, but IF they do, one for every other child, please! The same applies to gifts.

Kindergarten

Prior to the start of school in September, letters are sent to the kindergarten students and parents by their respective teachers. An orientation is held for parents on the morning of the day school opens to inform them of details specific to the kindergarten classes. Kindergarten classes begin on the Monday following the opening of school. The kindergarten children wear the same uniform as the rest of the school.

Please make sure that your child's name is clearly printed on all of his/her belongings, including clothing.

Kindergarten students will be issued a report card on the same schedule as the rest of the school. Frequent communication between the parents and teacher is encouraged.

The kindergarten classes hold a closing ceremony at the end of the year. Parents are notified of details well in advance.

Lateness

After 8:20 a.m. a student is considered late and **MUST** enter through the **front doors**. Students/parents will use the attendance Kiosk, LobbyGuard, to be issued a late pass. Students go directly to class and present the late pass to teacher.

Library

In order to maintain a current selection of books and materials, a nominal fee is charged in September. This is supplemented by the collection of Labels for Education and Box Top Labels.

Each class has a weekly library period when students are taught library skills. Students in grades 1 to 3 enjoy story time on a weekly basis. In the event that a book is lost or destroyed, it is the responsibility of the child to pay for the book. Appropriate conduct is expected in the library at all times. Failure to cooperate with library rules will result in the restriction of a student's library privileges.

LobbyGuard

For the continued safety of our children and staff, we are introducing LobbyGuard, a visitor management system and tracking solution that heightens school safety.

LobbyGuard is a self-serve kiosk that will streamline the admittance procedure while running instant background checks to protect our school.

- Every individual adult must sign in and out using a current driver's license or federal/state ID, now required. Your ID will be scanned and used to print your non-transferrable ID badge. The LobbyGuard kiosk will also take a face photo that will be included on your badge.
- LobbyGuard will be located in the front entrance foyer of the school.
- The LobbyGuard kiosk is a touch screen and self-serve; just follow the on-screen prompts. Badges are printed immediately, are non-transferable and will expire.
- You must also sign out by running your ID badge under the LobbyGuard kiosk scanner as you exit the building.
- A phone will be located next to kiosk if assistance is needed to communicate with office.
- LobbyGuard will also be used for students' late arrival, early pickup or early dismissal.
- LobbyGuard provides visitor information as to who is in building in case of emergency, lock down or fire.

Lost and Found

Lost and found items are taken to the school office. YOU COULD HELP US TREMENDOUSLY IF YOU WOULD MARK YOUR CHILD'S BELONGINGS WITH HIS OR HER NAME. Unclaimed items will be given away to a needy organization or discarded if deemed useless.

Lunch

Students are required to bring a nutritious lunch from home except on specified special lunch days. FAST FOOD IS NOT PERMITTED. Parents are asked to review general manners and proper eating habits with their children. Please include a paper towel in your child's lunch that can be used as a placemat, as well as plastic eating utensils. Children are expected to remain in their seats and eat over the lunch table. When instructed to do so, children are expected to gather their trash, clean up their places, and WALK into line. Students will then be

directed to the playground or their classrooms, depending on the weather. Respect and courtesy are to be shown to the parents who supervise and assist during this time! **If a child forgets a lunch, it is the parent's responsibility to bring one to school, by 11:30 AM.**

Milk and Juice Orders

Children may order from a selection of milk and juice on a monthly basis. Children will receive the same flavor for the entire month. All orders are placed through the St. Thomas the Apostle website and money is due at the time orders are placed. **LATE ORDERS CANNOT BE ACCEPTED ONCE THE ORDER HAS BEEN PLACED.**

National Junior Honor Society Procedures

Students in 7th or 8th grade who have attended St. Thomas the Apostle School for a minimum of one full semester and who have achieved a Final Cumulative GPA of 93 or higher for the previous year will be considered eligible for membership and receive a Candidate Packet in early September. Packets must be returned by the assigned deadline. Students will be notified by mail of selection results. Student selected for membership are required to maintain the standards for which they were selected.

Scholarship Requirement:

- A student must have a final cumulative GPA from the previous year of 93 or higher to be eligible.

Leadership Requirement:

- A student must name leadership roles either at school or in the community achieved since the beginning of sixth grade. All roles must include the name of the adult who supervised the activity.
- Leadership exists outside an elected position and can include leadership roles in the classroom, as well as positions of responsibility in school, sports, or in the community. Faculty Evaluation Forms will be distributed to all school staff each year to assist with providing leadership examples in the classroom.

Service Requirement:

- A student must demonstrate completion of a minimum of ten (10) hours of service either at school or in the community since the beginning of sixth grade. These hours may NOT be included in those required for any other purpose (scouting, Confirmation, etc.). All service activities must include verification by an adult supervisor.

Citizenship Requirement:

- A student must demonstrate mature participation and responsibility through involvement in activities such as scouting, community organizations, or school clubs.

Character Requirement:

- A student with character should demonstrate the following qualities: trustworthiness, respect, responsibility, fairness, care, and citizenship.
- A student must be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, or policies, or be able to demonstrate sufficient growth and improvement.

Enrollment and participation in the National Junior Honor Society is dependent upon the behavior and grades of the student. The administration reserves the right to suspend the membership of any NJHS student until grades or behavior has been addressed or terminate the membership of any NJHS student if necessary.

Parent Volunteers

Saint Thomas the Apostle School considers its parent volunteers a very valuable resource. Parents are encouraged to help with our programs and activities. If you would like to volunteer, please contact your child's teacher or call the school office at 610-459-8134. **All parent volunteers must have the required clearances to volunteer for any activity or event/trip.** Every child is expected to show courtesy and respect to all volunteers.

Photos

Individual school photos will be taken each year by a school photographer and students are required to wear full school uniform for the first school picture in the fall. Spring school photos do not require a school uniform; however, dress must be clean, neat, and modest. Order envelopes are sent home prior to picture day and should be returned with appropriate payment on the designated day.

Physical Education

We believe that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. A physical education teacher will conduct these classes for the students according to the time allotments issued by the Diocese. Students in grades K to 8 are required to wear a mandatory gym uniform.

Pick Up Patrol

Pick Up Patrol is a cloud-based web application that streamlines the dismissal process. It eliminates the need for notes and phone calls to change a students' after-school plans. It is a convenient alternative for parents who can make changes on-the-go, days, weeks, or even months in advance

How it works: Parents submit plan changes for their child(ren) on their smartphone, tablet or computer. School office staff and administrators have a helpful dashboard for managing the entire process. Once a day, a list of changes is automatically sent to teachers, who then pass the information along to their students.

Making plan changes is easy: Simply select a date, one of your children, choose a plan change option, add in a note if needed, and submit. Each time you send in a change, you will receive an email confirmation letting you know that the school received the change.

- 1. Parents are sent a link at start of school year in which they enter their "default" plan for after school. This means that if normally your child goes home on a specific bus, car line or After Care, that is your "default".**
- 2. If you have changes for after school dismissal, you go online, make the changes with the various options available and an email is sent directly to the homeroom teacher(s) and special teachers to alert them to any changes. The teacher then informs the student of the changes for their dismissal. Changes can be made on the day of, days, weeks or months in advance through the calendar for the online application. If you have NO changes, there is nothing you need to do, as long as you have set up your "default". Students will follow their "default" plan unless changed by the parent.**
- 3. Parents must alert Pick Up Patrol by no later than 2:15 pm on regular school days and 11:15 am on early dismissal days. If you need to make a change after these cut off times, you must then call the school office at 610-459-8134. In case of emergency please call the school office.**

Plagiarism

Plagiarism, according to Webster's Dictionary is defined as: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source, to commit literary theft, to present as

new, and original an idea or product derived from an existing source. A student must give credit to the originality of others and acknowledge an indebtedness whenever:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected in the form of projects or papers for previous courses without acknowledgment.

Students must present their own work when completing assignments and all works used from another source must be cited and acknowledged. **Plagiarism is not acceptable and the consequence for plagiarism will be an automatic detention.**

Resubmission of the assignment is at the discretion of the teacher and may result in an incomplete or a zero for the assignment.

Pre-School

St. Thomas offers a quality preschool program for three and four-year-olds. Highly qualified and skilled teachers, along with class aides provide opportunities for the learning of basic academic concepts, motor skills, socialization and play in a supportive and encouraging atmosphere. The program offers a 3 and 5 full day PreK-3 Class and five full day PreK-4 Class.

Promotion and Retention

The welfare of the individual student is the most important consideration in the promotion/retention decision. Parents, teachers, and administrators are all expected to keep this in mind when participating in decision making.

Evaluation for promotion/retention should involve many aspects of student activity: academic, physical, social and emotional growth should all be considered. The tools for evaluation should include teacher made tests, standardized tests, educational evaluations, teacher observations, and parent-teacher conferences.

While every effort is made throughout the school year to ensure each student's success, retention should be considered when a student is performing below grade level due to ability, emotional immaturity, or excessive absenteeism. Students who fail a grade because they are not working to ability or are indifferent toward school must attend a summer school program or tutoring in order to achieve passing grades. Proof of completion of such a program is required before the student is readmitted in September.

The decision to retain a child is a difficult one, and parents should realize that much careful consideration goes into the process. It is vital that the school has the support and cooperation of the parents in this matter. In the event that the parents refuse to allow their child to be retained, the school reserves the right not to accept the child for placement at St. Thomas.

Recess Policies

Weather permitting, students are given two recesses per day in grades 1 to 4 and one recess per day in grades 5 to 8. Decisions to have outside recess during cold weather will depend on the temperature and the wind chill factor. Shorter outdoor recess times are scheduled on very cold days. **Students must be dressed appropriately for cold weather recess (winter coat, hat, gloves, etc.)**

We cannot keep individual children inside, so we ask that your children have the proper clothing.

Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Students are NOT permitted to remain in the classrooms during recess time when everyone else is outside for recess unless supervised by the teacher.

A variety of snack items are sold each day at morning recess and soft pretzels may be ordered monthly on the school website. If you prefer, you may pack a snack in your child's lunch for this morning recess. **Gum is NEVER permitted; drinks are not permitted at morning recess. No food or drink is permitted in the schoolyard during lunch recess for grades 5 - 8.**

Report Cards

Report cards will be published* three times a year for students in grades K to 8. Grades on report cards are calculated from a combination of tests, projects, reports, class assignments, class participation, cooperation, homework, etc. It is important for parents to realize and accept their child's level of ability and achievement. Not all children are able to achieve high marks, and expecting a child to do so may cause frustration and feelings of low self-esteem. Comparing a child's grades or performance to siblings or to other children in the class can be extremely detrimental. It is vital that parents encourage their child to always do his or her best and to achieve to his or her personal potential.

***Grades are posted on Option C and hard copies will not be sent home.**

Please be especially attentive to the marks on the left side of the report card indicating character formation. These marks often offer an explanation for academic deficiencies.

In order to offer recognition to students who excel, St. Thomas announces its honor roll each trimester. Since students in the primary grades (1-3) are taught basic skills repeatedly until they are mastered by everyone, the Honor Roll is used only in grades 4 through 8 where more individual effort is required to excel. Primary grade teachers establish their own system of recognition for students whose effort, cooperation, and preparation exceed normal expectations.

Requirements for the school honor roll are as follows:

For the Distinguished Honor Roll, all major academic grades must be a 95 or above with the exception of Honors Math. Honors Math students must attain a math grade of 93 or above.

All character and minor subject grades must be a 3 or above.

For Honors, all major academic grades must be an 88 or above.

All character and minor subject grades must be a 3 or above.

Safety

Fire, Shelter in Place and Lockdown Drills

Fire drills are conducted monthly. Students are instructed to leave the building according to directions quickly and in silence when the alarm rings. Also, Shelter in Place and Lockdown Drills are conducted throughout the year.

Regulations

1. Running is not permitted at any time within the school building.
2. Entry into the classrooms is not permitted without teacher supervision.

3. No student may leave the school premises at any time without permission. Every student must stay in the established boundaries when indoors and outdoors.
4. All visitors must report to the school office. A security system has been installed to further monitor the admittance of individuals. All visitors are required to sign in.
5. All outside doors are expected to be closed and locked at all times. **DO NOT prop doors open.**

***PLEASE VISIT OUR SCHOOL WEBSITE FOR UPDATES TO SECURITY/SAFETY IN OUR BUILDING.**

School Supplies

Specific stationery requirements for each grade are given by the teacher of that grade. A stationery list is given to every student in June in preparation for September. Some items must be purchased at school and others may be purchased independently.

Socials

From time to time, planned social activities are held for the enjoyment of our students. Socials are conducted according to grade levels. Specific information concerning these events is sent home in the online communication.

All events at St. Thomas the Apostle must be chaperoned by an adequate number of parent volunteers. Students must be supervised at all times and may not leave the event to go outside, backstage or linger in the lavatories.

Students must be well behaved at all times and obey the parent chaperones. Violations of this rule will result in individuals or groups of students losing the privilege of attending future social events.

If the school has an emergency closing on the day of a social being held at school, the social is automatically cancelled.

Special Lunches

Students may purchase special lunches 3 days a week. A group of volunteer parents help facilitate the distribution of these lunches. Students have the option of purchasing these special lunches through the school website. Lunch orders are ordered and paid online with an exact due date each month.

Standardized Tests

Standardized tests offer an independent assessment of a child's ability and learning potential. They are meant to offer insight into a child's particular academic strengths and needs and allow the teachers to better plan for the children's educational needs. They are only one tool in the overall evaluation process and should not be viewed with fear by a child or with undue pressure for success.

Standardized tests scores are not reflected on a child's report grades in any way but do become a part of a child's general records. The standardized testing program utilized by all elementary schools within the Archdiocese is the Terra Nova Test. This test is administered to students in grades third through seventh in the spring of each year. These results are sent home to the parents as soon as they are received by the school.

Student Council

Students of St. Thomas are able to develop skills in leadership and parliamentary procedures by participating in Student Council. Many activities involving school spirit and service are conducted by the Student Council. Elections are held each year. Candidates must exhibit the qualities most desirable of students in a Catholic school and obtain the recommendation of their teachers and principal. Members of Student Council are expected to act as role models and support the policies and regulations of the school at all times.

Participation in Student Council is dependent upon maintaining passing grades and positive behavior. Student Council mentors and administration reserve the right to temporarily or permanently suspend or remove any student who does not comply with the requirements.

Student Emails

It is important that our students practice and utilize 21st-Century skills in order for them to learn safety and acceptable methods of communication to be used in today's workforce. We wish our students to be familiar with the skills, not only for the classroom, but also needed for employment, online application processes, etc. It is necessary for us, as parents and educators, to instruct our children in the safe methods to apply these skills.

Students in grades 4-8 are issued a St. Thomas the Apostle Student email address. This STA email address will only communicate with other STA domain emails. Students are not able to send/receive emails from other sources (Yahoo, AOL, etc.) and any attempt to send or receive emails from or sent to their email address is automatically blocked by various security software located on our server. A notification is also sent to the principal's office by email.

Student emails are to be used to assist both student and teacher for communication, submitting of assignments, homework and projects. It is not for "chatting" or sending photos, except those pertaining to class assignments. Please be aware that our security software monitors all STA emails and will flag and notify the principal by email of inappropriate material as well as any attempts to send or messages sent to the STA emails by outside sources other than the STA domain.

Study Hall

Study hall is held in the school library/media center on days scheduled by the principal. It is held during outside lunch recess (12:00-12:25) and is voluntary for grades 5-8. This is for individual students or small groups to work on assignments, projects and homework. The study hall will be supervised by volunteer parents and the rules of the library/media center must be followed. NO food or drink is permitted in the library/media center. Students may use their Chromebook and must follow the Chromebook policies as stated in the student handbook.

Study hall may be required of a student in order to complete/make up missing or incomplete assignments and to provide structured study time to assist in raising below passing grades. This requirement will be in conjunction with the parent(s) of the student, teachers and school principal. Duration of participation in the required study hall will be determined based on academic needs.

Support Services

Support services are provided to the students in our school in remedial reading, speech and language, counseling, academic evaluation, and psychological assessment by the Delaware County Intermediate Unit.

Technology

Parents and students must sign and adhere to the AOP Responsible Use Policy before a student will be permitted access to the Internet from a school computer or electronic device. (You will find the Responsible Use Policy as an addendum at the back of the Parent/Student Handbook)

Technology – Chromebook

As part of our technology plan and use, students in grades 5-8 will utilize the Chromebook device for daily use in school. Students are expected to follow the Chromebook policies located on the STA school website and found as an addendum at the back of the parent/student handbook.

Telephone

The office telephone should not be used by parents or students except in an emergency, and then only with permission. DO NOT call your child's cell phone during the school day. Communication must be through the school office.

Transfers

Student records are sent to the new school upon receipt of a request for them. Records are never released directly to the parents or guardians. Student records will only be released if all tuition and fees are paid to date.

Transportation

Students may be transported to and from school by car or by buses provided by the public school district in which they reside. Any questions or concerns regarding bus transportation should be directed to the local school district's transportation department.

In the beginning of the school year, students should be made aware of how they will leave school. ANY changes in this method should be communicated through Pick Up Patrol before 2:15 pm; 11:15 am on half-days. After 2:15 pm please contact the school office. Before leaving home in the morning, parents should clearly communicate to their children the manner by which they are to go home at dismissal, this would include emergency plans.

Students arriving by car must be in school before 8:20 a.m. or be marked late. Some consideration is given for inclement weather.

Children who ride the bus are expected to abide by both the School and Bus Codes of Conduct.

Tuition

All families attending St. Thomas are required to pay an annual tuition. Payments may be made in full or on a monthly basis from August to May which is done by electronic transfers. A tuition guide is located on school website.

In the event of unexpected financial difficulty, parents should contact the business office at the rectory at 610-459-2224.

Visitors

ALL visitors to the school MUST sign in when entering the lobby of school. After you sign in and receive your pass through Lobby Guard Kiosk, you will be buzzed in and directed to your destination. **NO ONE IS PERMITTED TO GO DIRECTLY TO A CLASSROOM without first signing in.** If you drop off forgotten lunches, etc., they are to be brought to the School Office, NOT to the classroom. If you wish to speak with your child's teacher, please schedule an appointment by emailing the teacher.

If you are here to assist at lunchtime, in the library, science lab, or with an activity, you are expected to sign in when entering the lobby of school, and receive a badge. You will then be buzzed in to go to your designated area. This ensures the safety, security and respect for the schedule and all members of the school.

ADDENDUM

Chromebook Policies

In addition to the Responsible Use Policy for Technology, for use of the Chromebook during school hours.

If not charged or forgotten at home:

1. The child will need to hand write the assignments, then for homework, they will need to transfer the handwritten work to their Chromebook. The Chromebooks will be checked in the morning and students need to ensure their device is fully charged.
2. If a child forgets their Chromebook or it is not charged, they will receive a deduction in participation/preparation grade. (1 pt. per day)
3. If a child forgets their Chromebook or it is not charged 3 times, they receive a demerit.

Rules/Regulations for the use of Chromebooks during school hours:

1. The students may **ONLY** use their STAGlenMills.org accounts to log onto the Chromebook; students may **NOT** use any other account during school hours.
2. Students ARE NOT to touch and play with another student's Chromebook
3. Tabs and other websites, not designated or used by the teacher, should not be opened in background or minimized during school lesson.
4. Lunchtime/Recess use of the Chromebooks is up to the discretion of the student's' homeroom teacher.
5. Games are to be played at **RECESS TIME ONLY, NOT** during class time.
6. Pandora is the only music site to which the students may listen. YouTube is only to be used as an academic resource.
7. Chromebooks **MUST** be in a school bag or individual case at dismissal time, so they will not be damaged.
8. Students **MUST** charge their Chromebook **EVERY** night.

Consequences:

1. If a student is found to be visiting a website or viewing material which conflicts with the Acceptable Use Policy, they will lose the privilege of using their device and a detention will be issued. Repeat offense may result in added detentions, suspension or even expulsion.
2. During school hours, **if a student is found to be using a personal account, they will receive a demerit.**
3. Parents/students will be held responsible if it is found that your child was the cause for damage to another student's chrome book

Expectations:

1. The teachers' expectations are to keep the students away from inappropriate sites, and to use the Chromebook for **EDUCATION PURPOSES ONLY!**
2. The Chromebook is an educational device and not to be used outside of the accepted guidelines.

Thank you for your assistance and support.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Internet Access Contract

Responsible Use of Technology Student Internet Access Contract I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State, or local laws, the Archdiocese of Philadelphia and St. Thomas the Apostle School. My signature below and that of my parents(s) or guardian(s) mean that I agree to follow the guidelines of this Responsible Use Policy for Internet access at all Catholic schools.

Student Name/ID _____

Student Signature _____ Date _____

Parent or Guardian: We ask that you review this policy with your child and sign this Student Access Contract. I hereby release St. Thomas the Apostle School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this Responsible Use Policy. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Responsible Use Policy for St. Thomas the Apostle School. I hereby give my permission for my child to use the Internet and will not hold St. Thomas the Apostle School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Name

Parent/Guardian Signature

Date

PHOTO RELEASE CONSENT FORM

Dear Parents/Guardians:

As you know, our students are frequently recognized in local publications, our yearbook, our website, brochures and marketing materials for their achievements and participation in various activities. The Archdiocese has recommended therefore, that each parent/legal guardian sign the following consent form permitting your child’s picture to be printed/used for these purposes. These forms will be kept on file in the school office.

Please check off the approved uses for your child’s picture/image below:

- Yearbook
- All Media

Including: Newspaper/Publications; St. Thomas Website; Brochures; Marketing Materials; Television; and St. Thomas Facebook Page

I, _____, hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate, or otherwise use any school pictures or images of my child produced by the Archdiocese. This authorization and release covers the use of said pictures/images in any published form and any media or advertising publicity.

I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm, or corporation by reason of any such use of such school pictures/images.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Student’s Name _____

Student’s Grade/Homeroom _____ / _____

Signature of Parent/Guardian _____

Address _____

City _____ State _____ Zip _____

Phone _____ Date _____

PLEASE COMPLETE ONE FORM FOR EACH CHILD WHO ATTENDS ST. THOMAS

HOT LUNCH INFORMATION

Dear Parent/Guardians:

The Hot Lunch program has been updated. You are able to sign up and order lunches. Please go to the School website and find Hot Lunch.

After you activate your account, you will need a school code to add your children.

Your school code for the new software is 15d.

If you have any questions or need assistance, please go to <http://support.hotlunch.com> for help in making this ordering experience easier and faster. Thank you!

**CERTIFICATE OF INDIVIDUAL REQUEST
FOR LOAN INSTRUCTIONAL MATERIALS (ACT 90)
AND TEXTBOOKS (ACT 195)**

All parents or guardians of children are required to sign the following form once while their children are enrolled in our school.

I hereby request of the Secretary of Education of Pennsylvania the loan of instructional materials and textbooks in accordance with Act 90 (1975), Act 195 (1972) and Act 88 (1975) for my child attending

St. Thomas the Apostle School in
Glen Mills, Delaware County

Name of Student _____

Signature of Parent / Guardian _____

Date _____

PARENT or GUARDIAN/STUDENT SIGNATURE PAGE

Signatures are required for parents/guardians and students in Grades 3 – 8. Parents/guardians of students in Grades K - 2 please sign that you discussed this handbook with your child. Please complete one form for each student who attends St. Thomas.

I have read the St. Thomas the Apostle Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Student Signature	Grade	Date
--------------------------	--------------	-------------

Parent/Guardian Signature	Grade	Date
----------------------------------	--------------	-------------

Parent/Guardian Signature	Grade	Date
----------------------------------	--------------	-------------