

**ST. THOMAS MORE
SCHOOL & DISCIPLINE
HANDBOOK**

*Encountering the Living Christ through
Worship, Prayer and Service*

*Religion, Respect, and Responsibility
define the STM Community.*

*Our Christ Goals are to do the right thing and treat others right
according to God's will.*

2022 – 2023

**Let all who enter here know that
Jesus Christ is our first teacher.**

Diocese of Kansas City – St. Joseph Catholic Schools Family -School Covenant

This Covenant Agreement represents a commitment for the school and family to work together for the academic and spiritual formation of our students.

Catholic schools in the Diocese of Kansas City – St. Joseph pledge:

- To provide an authentic Catholic education in an academically and spiritually Catholic environment;
- To make student safety a priority;
- To have your child’s learning needs met if the school can reasonably accommodate them;
- To have your children cared for and taught by competent, faith-filled, and joyful teachers;
- To speak with or schedule meetings with you in a timely manner;
- To review your student’s records and respond to them; and
- To provide opportunities for you and your family to participate in the life of the school and parish.

Parents of Catholic school student’s pledge:

- To be a partner with the school in the education and formation of our child(ren);
- To read and acknowledge the student/school handbook;
- To fulfill all financial obligations to the school;
- To understand and support the moral and social doctrine of the Catholic Church;
- To participate in the Holy Sacrifice of the mass, on all Sundays (weekends) and Holy Days, OR, if not Catholic, attend weekly church services in your denomination;
- To read all communications from the school and request clarification when necessary;
- To know your children’s teachers and to participate in parent-teacher conference dates and any special requests for meetings;
- To discuss concerns and problems with the person(s) most directly involved before contacting others;
- To support the mission and ministry of the school through tuition, volunteer, and fundraising support;
- To promote the parish and the school and to speak well of the school to others: and
- To know and support the school rules.

We enter this covenant freely and with firm determination to fulfill our responsibilities.

Parent/Guardian: _____ Date: _____

School: _____ Date: _____

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ST. THOMAS MORE SCHOOL HANDBOOK

From the Pastoral Letter on Education "To Teach as Jesus Did" written by the American Catholic Bishops:

"Of the educational programs available to the Catholic community, Catholic Schools afford the fullest and best opportunity to realize the three-fold purpose: (message, community, service) of Christian education among children and young people ... A school has a greater claim on the time and loyalty of the student and his family. It makes it more accessible to student participation in the liturgy and the sacraments, which are powerful forces for the building of community.

With the Second Vatican Council, we affirm our conviction that the Catholic School retains its immense importance in the circumstances of our times; and we recall the duty of Catholic parents to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

PHILOSOPHY OF ST. THOMAS MORE SCHOOL

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Education at St. Thomas More, through systematic study of Catholic doctrine, is communal, faith-based in the Gospel, and person-centered. The St. Thomas More School is a community created to help each person grow to his/her fullest potential in faith, in expression of faith through worship, in skill development, in human interaction, in human interdependence, and in service to humanity.

SCHOOL MISSION STATEMENT

St. Thomas More School provides a safe learning environment in which I, as a unique child of God, strive to become the person that God intends for me to be through academic achievement and acts of justice, love and service based on our Catholic religious beliefs.

SCHOOL VISION STATEMENT

St. Thomas More School will strive to develop life-long learners with global awareness through a lifestyle of faith, service and rigorous academics enriched by technology.

PARISH MISSION STATEMENT

The Mission of St. Thomas More Parish is to provide a welcoming, inclusive and loving community by proclaiming and living God's Word through worship, education, and social justice.

CHRISTIAN BEHAVIOR POLICY

We are representatives of Christ on Earth, and the core of our mission is to live a Christ-centered life. Therefore, our expectation for behavior of faculty, staff, students, and families is the high bar of the Gospel. Students, staff, and community are expected to behave in a manner which witnesses Christian charity and values. Each person's dignity must be valued and guarded, in our speech and our actions (340.3, Diocesan Administrative Manual).

Diocese of Kansas City – St. Joseph Parent – Teacher Covenant

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems

and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors therefore are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing. In addition, it is expected that parents will work confidentially with the teacher(s), administrator(s), and pastor when trying to resolve any issue and not share private conversations, emails or other communication developed when in the process of resolution, through social media, email or any other means.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

ADMISSIONS

The school is operated as a parish ministry and families with and without children in the school contribute to it through their parish offerings.

ADMISSION ELIGIBILITY:

- St. Thomas More School is open to qualified parish families. The parish defines a qualifying member as:
 - baptized Catholics
 - listed in our parish roster
 - residing in parish boundaries*
 - actively participating in the worship and life of the parish
 - pledging annual support.**

**and/or those outside the boundaries who register with the pastor's approval and have pledged two or more years are full members as well.*

***The norm for tithing is 5% to the parish, 1% to the diocese (ACA), and 4% to the charities of your choice, from pre-tax income.*

Parishioners: As active members of St. Thomas More, parishioners are asked to tithe 5% of the combined income of both parents through their parish pledge. Annual support is maintained through a two-step process. A pledge for parish support is made by January. The maintenance of the pledge is expected. An additional **registration fee** to cover incidental expenses is required during February or March (as designated by the administration) to complete registration. Any parishioner who finds this policy to be a serious financial difficulty may make alternate arrangements with persons designated by the pastor for this purpose. While everyone is expected to do his/her share, no one in the parish will be denied a place in the school because of financial constraints.

Tuition: Since April of 2003, non-parishioners have been invited to join our school where spaces are available. The tuition for 2021-2022 is \$6,700.00 for one student, \$13,400.00 for two students, and \$20,085.00 total tuition for families with 3 students or more. Registration and fund-raising fees are in addition to tuition. Tuition is payable in advance of each month. *Tuition paying students must be current with payments to re-enroll for the coming school year.*

In addition to the Registration Fee, we will also require an Activity/Fundraising Fee (\$500) from each school family (both parishioner and non-parishioner school families). The Activity/Fundraising Fee is intended to help defray costs for all academic programs and encourage participation in our school.

The administration will screen and review applications for admission to the school and make determinations about admission after reviewing past educational performance, disciplinary records, and recommendations. Social behaviors, respect for authority, and parental cooperation in past situations will be taken into account. Following a personal interview with the student and parents, the school administration may determine to take a child on probationary terms. **Non-Catholic students are expected to take part in the full religious experience of the school. Those entering the school will take part in all parts of the curriculum including in-school sacramental instruction and practice.**

RACE: St. Thomas More School does not deny admission to any qualified student because of race or color.

ENROLLMENT:

- **CURRENT STUDENTS:** Students currently enrolled in the school are asked to pre-register for the coming school year in the spring semester. (All conditions for qualifying membership will be verified at the time of enrollment.) Tuition costs, where applicable, will be determined for the coming year prior to enrollment. Enrollment cannot be complete until approved by the parish office and administration.
- **NEW STUDENTS:** Enrollment for preschool and grades K-8 will take place starting in the spring semester. **In compliance with Missouri law, a child must be five years old by July 31st of the coming year to enter Kindergarten.** Any exceptions to Kindergarten admission will begin with a

conversation with the Building Principal and follow Diocesan Policy.

- **PRESCHOOL:** St. Thomas More provides an academically based preschool for 3–5-year-old children. These classes are offered as either a 3 day (Monday/Wednesday/Friday), or a 5-day program. There is a \$200 registration fee for each child.

Registration:

New Students: To undertake and complete the registration process, the following steps should be fulfilled:

- Contact the school secretary to make an appointment for a tour and introduction to St. Thomas More School. In addition, all students entering 6th, 7th, and 8th grade must also meet with the principal. Students entering the school in grades 3-8 will have a probationary period of one quarter to determine if St. Thomas More School is meeting a student's needs and whether the school is an appropriate placement for the student.
- Make financial arrangements with the parish office (8:45 a.m. – 1 p.m., M-F). This step will determine whether a tithing or tuition plan will be the basis for attendance at the school.
- Pay the initial registration fee for the number of *students* to be enrolled: 1 student - \$1000, 2 students - \$1,695, 3 or more students - \$2,275. This is a non-refundable fee. A late fee may be charged for registrations not completed by the determined date. The Activity/Fundraising fee of \$500 **per family** will be due in December 2021. Fundraising fees not paid by the due date will be automatically drafted with the information provided at registration.
- Contact the resource room to make an appointment for testing. This step is necessary for proper placement and must be completed by all incoming students. The resource room teachers can be reached at 816.942.5581 ext. 4204 for the scheduling of the placement test and completion of permission forms for testing.
- Bring all records (immunization records, report cards, standardized testing, birth and baptismal certificates, and any special education information – IEP forms, 504 plans, etc.) from the previous school to the school office or complete a request for transcripts at the school office.

Returning Student Registration: To complete registration each year, the following requirements must be met before a student will be added to the grade roster:

- All fees (registration, band, activity, and tuition payment if applicable) must be current.
- All tuition paying students *must complete a contract for the coming year* and be current in tuition payment for the previous year.

All requirements for qualifying member status must be met and verified by the parish office to complete registration for the upcoming school year.

The handbook must be read (on-line) and the signature page (included in the back-to-school packet and signed by the student(s) and parent) returned indicating that the contracted guidelines within are understood and agreed upon by students and parents registering at St. Thomas More School.

Activity Fee – In addition to the Registration/Incidental Fee, we will also require an Activity/Fundraising Fee of \$500 from each school family (both parishioner and non-parishioner school families). The Activity/Fundraising Fee is intended to help defray costs and encourage participation in our school fundraisers. In exchange for the Activity Fee, each school family will receive NFL and Fun Raffle tickets, membership to Home and School and the Booster Club, and give support to the Cultural Enrichment Committee. School families can “resell” the NFL and the FUN raffle tickets during the fall to recoup their Activity/Fundraising Fee.

- ***If the Registration/Incidental or Activity Fee is not paid, the remaining balance will be deducted from the bank account provided to the school at registration. This will be done by December 2021. Until payment is made, the child will not be allowed to re-enroll or be placed on the class roster for the next school year.***

CLASS SIZE

A maximum 25 to 1 pupil to teacher ratio is our goal for classroom size. Within this overall goal, it is a further goal to keep the kindergarten maximum to 23 to 1 and upper-class levels to no more than 26 to 1. Adjustments to class size will be made in accordance to protocols for safety as suggested by the CDC and local health authority.

FORMS AND RECORDS:

- **ACADEMIC RECORDS:** All new students entering grades 1-8 must request and submit records from any previous school attended. Request forms are available at the school office.
- **BIRTH CERTIFICATE:** A *copy* of the birth certificate is to be submitted for children entering school for the first time.

- **BAPTISMAL CERTIFICATE:** A *copy* of the baptismal certificate is to be submitted for children entering school for the first time.
- **IMMUNIZATIONS:** All students entering a Missouri school for the first time must present a record of immunizations on an official form. These records are kept on file, and we request that further immunization information be supplied to the school in order to keep our records current. (A copy of the requirements of the state of Missouri for immunizations for children is found at the end of this handbook. Kindly refer to it to be certain that your child has the necessary immunizations.) If immunization records are not up-to-date, complete and submitted by the beginning of the school year, the child will not be allowed to attend class until records are complete.

STUDENT APPLICATION or TRANSFER:

No transcripts, grade cards, or permanent records will be forwarded to a new school until payment of all fees and tuition (if applicable) has been made to the school or parish office.

ATTENDANCE

Each child in attendance at St. Thomas More School will be allowed to learn. If there are children in attendance who prevent this basic premise from occurring, they will be removed from the classroom so that learning can take place.

Students are expected to be in attendance on all scheduled school days. Please attempt to make all necessary appointments with physicians outside of the school day or when the students are on vacation.

Adjusted arrival procedure for the 2022-2023 academic year:

Students are not to arrive before 7:30 a.m. No staff supervision is available before 7:30 a.m.

1. **Between 7:30 a.m. - 7:40 a.m.:** Students should enter the school at suggested grade-level entrances if possible and proceed directly to their grade level area (see below).
 - a. Kdg. - 4th = cafeteria
 - b. 5th - 8th = gymnasium
2. **Between 7:40 a.m. - 7:50 a.m.:** Students should enter the school at suggested grade-level entrances if possible and proceed directly to their homeroom.
3. Students are considered tardy for the school day if they are not in their homeroom by 7:50 a.m.

Arrival Entrances By Grade Level:

PreK: Gym entrance and be signed in by the parent

K-3: Main Lobby (Front and Back Entrance)

4-5: Gym Entrance

6-8: Junior High Lobby

Dismissal Entrances By Grade Level:

PreK: Main Lobby Doors and students must be signed out

Kdg-1: Main Lobby Doors

2-3: Back Parking Lot Stairwell Entrance

4-5: Gym Entrance

6-8: Junior High Lobby/North Exit Doors

After School Care: After School Care may be offered if enrollment is sufficient. Rules for operation will be forwarded to those interested by the Aftercare supervisors. Please consult the specifics outlined in the program for hours, safety procedures, age restrictions, and cost for the program. Contact the school office for specifics regarding enrollment in this program.

****Students not picked up by 3:45 p.m. will be placed in After Care and parents will be charged a fee for that supervision.***

Daily Schedule: Classes begin promptly at 7:50 a.m. Students are expected to be in their assigned homeroom and ready to begin classes at that time or a tardy will be recorded. Classes are dismissed for the evening at 3:20 p.m.

- **Absence:** If a student is unable to attend school, please call the attendance line @ 816.942.5581 before 7:50 a.m. to report the absence. Your call will be recorded. An absentee mailbox is also available on the school portion of the parish website, www.stmkc.com under the "School" tab – Current Families. If a call or written message is not received by 9:00 a.m., the parent will be contacted. Upon return to class, the child is asked to present a written excuse stating the date and the reason for the absence from his/her parent or guardian for non-medical reasons and from a physician for medical reasons. Each instance of non-attendance, excused or unexcused, must be noted on the pupil's permanent record.
 - Students arriving after 11:00 a.m. or leaving before noon for an appointment or because of illness will be assessed a half-day absence.
 - Excessive non-related absences totaling more than 5 during a quarter may result in a conference with the parent, teacher, and administration. If absences exceed 10 in number during a semester, additional administrative action may be determined.
 - A student must attend school for at least ½ day on the day of an athletic contest in order to be eligible to

participate in any KCPL (Kansas City Parochial League) event other than in exceptional circumstances approved by the principal.

- **Tardy:** Students arriving after the 7:50 a.m. start will be counted as tardy for attendance purposes. Tardiness, either at the beginning of the day or for class during the day, results in a disruption of class. Students are expected to be in their assigned place and ready to begin class at the start of class.
 - In the case of an appointment or unexpected emergency, parents are asked to *call or send a written excuse* with the student stating the reason for the tardiness.
 - Students arriving late should follow the same procedures regarding masks and temperature as outlined above. If any symptoms are present, a child should not be brought to school until released by a physician.
 - Parents will receive notification of excessive morning or in-school tardiness.
 - Excessive morning tardiness may result in disciplinary action. After six tardies in a quarter, the parents may be called by the homeroom teacher to discuss the situation. Nine or more morning tardies may result in additional measures as determined by the administration.
 - All occasions of morning tardiness will be reflected on the report card as part of the student's permanent record.
 - Students who are late to any class during the school day will be considered tardy. Students who must leave the classroom for forgotten materials will also be considered tardy.
- **Late Arrivals:** All students arriving *after 7:50 a.m.* should enter through the school lobby and **sign in at the attendance office** to obtain a tardy pass before proceeding to class.

Appointments/Leaving during the day: If it is necessary for a student to leave for an appointment during the school day, the parent must stop by the attendance desk or the office so that the student can be called from class. The student, upon returning from an appointment, must sign back in at the attendance desk to receive an admit pass to class. ***If a student is leaving during the day because of illness, they must see the school nurse and be called from the health room for dismissal.*** Personnel in the Health Room will contact the parent if a student needs to go home.

After school activities: Students *are not to remain at the school unsupervised* at any time. Therefore, if an after-school activity does not begin immediately after school, the child (and any sibling) must return home and the child participating in the scheduled activity be returned to school ***only as the planned activity begins and appropriate supervisory personnel is on site to safeguard those present.*** School personnel will not be responsible for the safety or supervision of children involved in activities that occur outside normal school hours or are not sponsored by faculty or staff of STM School. Please contact the school office if special circumstances arise.

****Students not picked up by 3:45 p.m. or left unattended will be placed in After Care and parents will be charged a fee for that supervision.***

Children attending scheduled school or after school programs will not be released until a parent, or other appointed caretaker, arrives at the school. Arrangements must be made for children to be picked up in a *timely manner* from these events. If the child is allowed to walk home, a note to that effect should be sent to the supervising staff, volunteer, or the school office.

Parents are reminded that students should be brought to school just prior to class starting time and picked up as soon as possible following the closing of school.

MAKEUP WORK FOLLOWING ABSENCE:

- Students who must miss classes due to illness are given an opportunity to make up the missed work within a reasonable time after they return. The time allotted for assignment completion will depend on the number of days missed and the extent of the illness. Normally, for each day a child is absent for medical reasons, a day will be afforded for completion of the assignment. Homework for short absences (3 days or less) will be made available when **requested before noon and available for pickup after 3:30 p.m. at the school office or upon return.** **The student should complete all work in a timely manner after absence. Failure to do so may result in a negative impact on the grade.**
- In the case of an absence exceeding 3 days, including extended absence due to the Coronavirus, arrangements should be made with the teacher for a completion schedule. Work after absence must be submitted in a timely manner and in accordance to the teachers' direction in order to fulfill the grade requirements. Loss of grade will result if the student does not consult with the teacher and complete the required assignments in a mutually agreed upon timeframe.

- **SHADOWING:** Eighth graders are to visit high schools only at times when St. Thomas More School is not in session. If this does not prove feasible, students should consult their homeroom teacher for recommended dates.

VACATIONS: Parents are strongly encouraged NOT to take their children from school for family vacation times or for other non-medical reasons. Removing students for vacations causes a disruption for the child and for the staff. There are scheduled holidays throughout the school year when short vacations can be taken. **Teachers are not expected to give extra help to students who fall behind in their work due to travel or other non-medical reasons, nor are they expected to have material ready in advance of a travel period.** Parents must be realistic in the expectations regarding the child's grasp of the material completed outside the classroom without classroom instruction. Merely completing written work will not assure a child's success. Homework may be made up, but classroom instruction cannot be duplicated. Please be aware that restrictions may accompany the choice to travel during periods of Covid restrictions.

PARENT/STUDENT CONTACT

"Community is at the heart of the Christian education,
not simply as a concept to be taught, but as a reality to be lived."

To build community, relationships need to be formed. To maintain worthwhile relationships, communication is essential whether it is between parent and child, parent and teacher, teacher and child, or home and school. Many of the communications during the 2021-2022 School Year will be sent electronically to limit the amount of paper exchange between home and school. **Please make sure your email and phone are updated and checked regularly so messages are received in a timely manner.** Some established means of communication at St. Thomas More include:

Day-to-Day Communications:

- **The administrative office is** open from 7:50 a.m. to 4:00 p.m. daily Monday through Thursday and 7:50 a.m. to 3:30 p.m. on Friday. Our regular phone line opens at 8:00 a.m. and remains open until the office closes. Attendance calls can be recorded before 7:50 a.m. by calling 816.942.5581 to leave a message. Please honor these hours.
- **Calendar:** A short calendar at-a-glance of scheduled all-school events, including dates of vacations and other pertinent information, is sent home in the spring and updated periodically during the year to reflect changes in the calendar. Major school events are published on the STM web on the parish calendar at www.stmkc.com, in the weekly parent note, and through text and voice communication through our Blackboard network. Grade specific events or changes in the calendar will be made known to parents via notes with the children and through teacher email.
- **Instant Parent Contact through the Blackboard System using the existing student database** allows the school to notify families of important programs or emergency announcements. Text, email, and voice messaging have **the prefix 606-80 for text or 855 for voice messages**. Please make sure that the phone number on file at the school is current.
- **Cyclone Chatters** are published each week and sent to school families via email. Items for the newsletter involving school groups should be submitted to the school office in writing by email **before noon on Wednesday**. Notices sent as email attachments are encouraged and should be sent to sullivan_colleen@stmcyclones.org or crosthwait_linda@stmcyclones.org by the deadline.
- **Phone calls:** During the regular school day, communications with parents will be made **by the school health room staff person, the office**, or by the student **from a school phone with permission from school personnel**. Students who need to call home for a ride after school are permitted to use a school phone after 3:20 p.m. for this reason. *Students may have a cell phone or pager on the premises for use before or after school **but will have the device off during school hours**. The phone or pager **will be turned in to the homeroom teacher at the beginning of the day and returned to the student at the end of the day**. Phones not turned in to the teacher at the beginning of the day will be confiscated, and the device returned only after a conference with the administration.*
- **Student papers and class work** are sent home with each child in grades K-5 in a student folder on Thursday of each week. Parents are asked to review and discuss the work with your child. Tests included in this folder are to be signed by the parent and returned to school on Friday morning. **Children are not admitted to classrooms to retrieve forgotten items after 3:45 p.m. without office permission.**
- **Student Messages:** Information regarding after school arrangements (rides home, etc.) should be conveyed to students in the morning **before** the student leaves home. Emergency messages should be given to the office before 2:00 p.m. to ensure they reach the student prior to dismissal.
- **Teacher Communications:** All parent-to-teacher communications should be sent to the teacher via email or by phone (teacher email and phone extension are found in the student handbook **Quick Facts**). Individual voicemail for each teacher is also available through the school office and email for each teacher is noted on the website.

Emergency Closing of School: The attendance status of school due to bad weather or other severe emergencies will be announced through the student data system telephone link, Blackboard (by text and voice) and on the Sycamore Education site. On mornings when it is assessed that weather conditions will rapidly improve, allowing for safe travel, a late start of 10:00 a.m. may be announced. However, the final decision regarding safe travel conditions should always rest with the parent or guardian.

We will never dismiss school early when the weather becomes a problem. Taking children from class when parents believe weather or streets are hazardous is at the discretion of the parent. Children will be dismissed to parents or designated adults at the request of parents in any such emergency. Parents should be cognizant of class schedules and attempt not to disrupt classes unnecessarily.

SCHOOL ORGANIZATIONS

School Board President – Chris Gaughan, chris@midwestestateplan.com

Home and School Association President – Michelle Lizak, michelle.lizak@t-mobile.com

Auction Committee – stm-auction@stmcyclones.org

Booster Club President – (See Athletic Handbook)

- **Home and School Association:** All parents of students at St. Thomas More School are members of our Home and School Association (HSA). This group is the official parent-teacher group that conducts programs of interest to parents and teachers and to promote and strengthen community. Annual dues for membership in the Home and School Association are included with the registration fee. Membership dues help support the various programs sponsored by the association throughout the school year. Committees of this school organization are detailed in the volunteer packet distributed each spring to solicit volunteers for the Home and School Organization.
- **School Advisory Board:** This advisory group is comprised of the following members:
The school principal(s), the parish manager and operations director and/or parish pastor (ex officio with no vote); Nine to ten representatives from the parish community with a mix of early childhood parents (preschool - grade 3), middle and upper grade parents (grade 4-8), and from the parish at large.
- **The Athletic Board and Booster Club** (see Athletic Handbook)

The St. Thomas More Home and School Committee, Athletic Board, and Booster organizations will report to the School Advisory Board.

The St. Thomas More School Advisory Board serves as an advisory board for school policies, goals, and budget. Parishioners make application and are selected to serve on this team each spring. Applications are screened on the basis of criteria as listed in the application. Applicants are reviewed and selected by the existing board members. New members, to replace outgoing members, are added each year to serve a minimum three-year term.

Agendas and minutes are published each month and available, on request, from the school office. Notice of the monthly meeting is published in the parent newsletter and on the parish event calendar. Agendas for both open meetings and closed sessions are planned in advance by the board chairperson and the principal. Any board member or parishioner may submit items to the chairperson or the principal for the agenda.

Meetings are open to the public except when they are in a closed session. Visitors are welcome to attend any meeting but must contact a board representative at least 24 hours prior to the meeting to be added to the agenda. The added topic for discussion must be approved by the board chair and administration before being added to the agenda. The agenda item, when approved, will be added to the agenda for the start of the meeting. Visitors attending a meeting must be added to the agenda in order to engage in the meeting discussion of that agenda item. After discussion of the added agenda item, visitors are free to stay for the remainder of the meeting, but will not be a part of the discussion on the remaining topics

Any board member may call a closed session with the concurrence of the team chairperson and the staff person. Closed sessions last for a maximum of 30 minutes and may be extended to an indefinite number of 15-minute increments at the discretion of the chairperson.

CURRICULUM/GRADES

The general curriculum follows Diocesan and State guidelines.

In all grades, the core subjects of Math, English, Reading, Religion, Science and Social Studies are taught each day. Special subjects including Art, Computer, Library, Music (Band available 5-8), PE, and Spanish are taught twice each 6 days on a rotating schedule.

Theology of the Body: Theology of the Body is taught in each grade level as part of the religion curriculum. The Diocesan program, *Circle of Grace*, is taught throughout the school. *Life Skills for the Catholic Teen* is part of the Junior High Elective Program curriculum in middle school.

DARE Program: Students in grade 5 participate in the DARE (Drug Abuse Resistance Education) Program. This program runs for 8 weeks and is taught by an officer from the Kansas City, Missouri Police Department specially trained for this purpose. Students complete assignments from a workbook and engage in discussions and role-playing exercises under the guidance of the police officer. Many of the workbook assignments are designed to be completed at home with the parents. The program focuses not only on drug education but also on self-esteem building techniques and life skills. The DARE Program culminates in a "graduation" ceremony for the students.

Religion:

- Religion class or Mass is part of the daily schedule for each classroom in the school. Masses will be planned and attended by grades 1-8 in compliance with the schedule established to allow for reduced numbers and social distancing. Kindergarten and Preschool will also attend Mass as determined by the teacher. Please check the school calendar for times. Active Mass involvement is expected and considered to be essential to the demonstration of understanding of our faith lessons and mission.
- Penance Services are offered periodically through the school year, according to a schedule set up by the pastor, for all students who have made their First Penance. Safety measures will be employed.

Service:

At St. Thomas More School, each child is encouraged through our mission to seek ways to offer their time and talents to others. To assist in this effort, family involvement is encouraged. In addition, grade-specific service projects are offered by St. Thomas More School coordinating with grade-level curriculum. The following areas are the focus of each grade level:

- Preschool – Using God-given talents to make others smile.
- Kindergarten – Learning about the importance of reading as we give that gift to others in the community.
- First Grade – Learning to love all of God's creatures.
- Second Grade – Learning about nursing homes, the elderly, and loneliness.
- Third Grade – Learning to understand and appreciate those with disabilities.
- Fourth Grade – Learning to understand and help the homeless.
- Fifth Grade – Learning to understand and help with hunger and poverty.
- Sixth Grade – Learning to love and respect the environment.
- Seventh Grade – Learning to care for others.
- Eighth Grade – Learning the importance of service in our faith education through service to our community.

Grade level teachers will provide more information regarding service.

- **Students of other religions are expected to participate in class and worship activities.**

Please work with the teachers in this important area of your child's development. Suggestions for home discussion and activities are sent home frequently. Please review the textbook and lessons with your child to remain an active participant in your child's faith development.

HOMEWORK

Each student at St. Thomas More is expected to spend some time during the evening on schoolwork. A minimum would be to do some reading for enjoyment or to review the day's work. Assigned homework is to be a valuable reinforcement of in-class learning. Homework may be given in both core and special subjects if it is determined by the instructor that

additional practice involving a skill might benefit the learning process. Failure to complete assignments in any application may result in the loss of grade. The following guidelines are used for homework assignments. If your child is exceeding these guidelines, kindly speak to the teacher to determine the nature of the problem.

Grades K – 2: Students in grades Kindergarten – 2 may be required to do 20-30 minutes of homework (including written work) a night. Homework assignments will regularly include the review of math facts, reading vocabulary, spelling or vocabulary words for specific subjects, or review for tests. Unfinished class work may also be required in addition to the reviews. Oral Reading to an adult should be a regular activity in addition to any written work and may be requested by the teacher. If a special project is brought home by students of this young age, it should not take more than 15 to 20 minutes to complete.

Grade 3-4: Students in grades 3 and 4 may be expected to have 30-40 minutes of homework. Students who are more exacting in their work, or who have unfinished in-class work, may exceed the 40-minute allotment.

Grades 5-6: Students in grades 5 and 6 will have homework of 60 minutes per night. However, if they are using their time well during school, this will be shortened. Homework may include written work, study for tests, or independent reading. Long-term projects may also be required in grades 5 and 6.

Grades 7-8: Junior high students should expect to have homework each night for at least an hour each evening. As they increase in age, students should develop their study skills so that they can budget the time necessary for current and future academic expectations with time necessary for out-of-school activities. Projects and long-range assignments are a part of the curriculum and must be submitted on the due date for full credit.

Chronic failure to complete homework will result in notification to the parents. The consequence of failure to complete homework will be at the discretion of the teacher but will most likely entail the loss of grade points for the missed work. Repeated failure to do work will result in loss of grade without further teacher notification of the parent beyond the on-line grades, mid-quarter report, and quarterly grade card.

On-line/Connected students are expected to complete and submit assignments in the same manner as in-person students.

Parents of students who have pre-arranged absences other than vacations (i.e., appointments) must inform their teachers of these times and dates before they leave school. **It is the responsibility of the student to take his or her books and supplies home before the planned absence. Students must report the following day with all assignments completed.** No extra time will be allotted for make-up work in these cases.

Homework for short absences (3 days or less) will be made available when requested before noon and available for pickup after 3:30 p.m. at the school office or upon return for the in-person student and as determined by the teacher in the case of connected learning. The student should complete all work in a timely manner after absence. Failure to do so may result in a negative impact on the grade. Failure to contact the teacher in a timely manner or non-completion of in-class or homework assignments, quizzes, tests or projects may negatively impact the grade.

For those having an extended absence, arrangements should be made with the teacher regarding homework. A student will be allotted the amount of time missed to make up the assignment, i.e., one day missed – one day to complete assignments, three days missed - three days to make up the assignment, etc.

Instances of cheating or plagiarism will result in the loss of grade and disciplinary action as determined by the teacher and administration.

Students are allowed access to the classroom to retrieve forgotten items until 3:45 p.m. Monday – Thursday, and by 3:30 p.m. on Friday. After the designated time, students *may not* go to the classroom unless a teacher so requests, or permission is given through the office.

ASSIGNMENT NOTEBOOKS are given to each student in grades 2-8. Parents are asked to check to see that the assignments are written down and completed in the evening. A loss of grade may result from the failure to complete assignments in a timely manner. In the case of repeated instances of late work, a conference with the parent and behavior modification measures may be taken to assist the child in completing work in a timely fashion.

Grade Assessment:

Student papers and class work are sent home with each child in grades K-5 in a student folder on Thursday of each week. Parents are asked to review and discuss the work with your child. Tests included in this folder are to be signed by the parent and returned to school on Friday morning. Children are not admitted to classrooms to retrieve forgotten items after 3:45 p.m. without office permission.

On-line grades for students, as recorded, are available to parents through the student database system, **Sycamore Education**. Call the office if you experience difficulty with online access to your account. Please remember that the grade for a test or long-term assignment may not be posted as quickly as a daily grade.

- **Mid-Term Reports:** Upper grade parents will be sent written notification at mid-quarter if their child is receiving a grade of C- or below. Progress reports are due back the following day. Any student failing to present a required (C- or below) progress report with parent signature on the day after issue will be sent to the office to call the parent. Parent acknowledgement of the report may be required for the student to return to class. Notification does not mean that the student may earn credit for late or missed work. Rather, the mid-quarter notification serves as an indicator that from this point forward, study and work habits need to be improved to acquire skills necessary to raise achievement.
- **Quarter Reports:** At the end of each quarter a grade report will be available on the Sycamore Education on-line site. This report will indicate whether your child is doing satisfactory or unsatisfactory work.
- The grading scale to be used is as follows:

Regular Curriculum

Grades PK-2		Grades 3-8				
Skill Score		100	A+		83	C+
4	Consistently Outstanding	94-99	A		75-82	C
3	Above Average/Expected	93	A-		74	C-
2	Average/Norm	92	B+		73	D+
1	Below Average/Expected	85-91	B		70-72	D
		84	B-		68-69	D-
					67 and below	U

The developmental skill scale to be used in grades PK - 2 is as stated on the grade-level card at each level.

Parents are asked to remember that an "A" or a 4 (skill score) constitutes OUTSTANDING WORK. This means it far exceeds the norm. A grade of "C" or 2 is the norm and indicates that the child is doing average work.

Report Cards for the first three quarters will be available for the parent to view and print online on the Sycamore Education parent page. The fourth quarter report card will be printed by the school and sent home with the student on the last day of school. Dates for viewing the quarterly report card will be sent to the parent via email and published in the Thursday parent note.

Grade Cards will not be released to the student or parent until all financial obligations for the semester have been met.

Honor Roll: As an incentive for students in grades 6, 7, and 8 to achieve to the best of their ability, there will be an Honor Roll for those earning an A average in their course work. Grades will be weighted for the purpose of determining an overall average taking into account in-class time. Honor Roll Certificates will be sent home with students after the report card becomes available on-line. A notice will appear in the parent note under "Notes Home."

Conferences: Conferences are scheduled for ALL parents at the end of the first quarter and available to all parents in February. However, parents and/or teachers are encouraged to hold parent conferences any time there appears to be a need for them for the welfare of the child. Parents may call the teacher(s) to set up an appointment with the teacher at a time that is mutually convenient. No conferences will take place while the teacher is in the classroom with students

present. This takes away from the instruction time of an entire class. Either the parent or the teacher may invite a member of the administrative team to any parent conference. A member of the administrative team may also elect to attend a parent-teacher conference at his/her discretion. Conferences can be **scheduled** for before or after school. Teachers are in the building from 7:40 a.m. until 3:30 p.m. on each regular school day. Conferences should be scheduled during those hours. Parents are normally asked to discuss problems with the teacher before bringing them to the attention of the principal.

Credit Recovery: Students in grades 6-8 that receive grades that indicate unsatisfactory progress in at least 2 quarters of any one subject will be expected to receive tutoring or participate in credit recovery in that subject as outlined by the administration.

Retention: In the case of retention, a teacher requested parent conference will be requested by the end of February. The possibility of retention for developmental or performance deficiency is possible in all grades.

In the case of a student in grade 8 not meeting the standards required to receive a diploma certifying that they have adequately completed the required curriculum for all four quarters, a **Certificate of Attendance** will be issued in lieu of a Diploma. The parents will be requested to attend a teacher requested conference in February and notified of a possible problem if signs are present indicating that a Certificate of Attendance might be issued. However, the third and fourth quarter grades will contribute to the yearly average, and failing grades in 2 or more core subjects may lead to a **Certificate of Attendance**. Tutoring or Credit Recovery is required for a failing grade in any subject.

Reporting to Non-Custodial Parents: Parents do not cease to be parents when they no longer have custody of their children. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to their child's record on the Sycamore database and to other school related information regarding their children. Copies of these communications will be provided to the non-custodial parent by request and upon receipt of current mailing information. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and detail specific limitations outlined in that decree. It is the responsibility of the custodial parent to obtain all communications for the non-custodial parent. The school will not be held responsible for failing to honor arrangements that have not been made known.

TESTING AND ADDITIONAL SERVICES

Counselor: A counselor is available to students and school families. The counselor, an employee of St. Thomas More School, is in the school building during school hours. The counselor can be reached through the school office.

F.I.R.E – STM-for-All: St. Thomas More School is designated by the Diocese of Kansas City/St. Joseph as a F.I.R.E. (Families for Inclusive Religious Education) school. The local organization, STM-for-All, was formed during the 2008-2009 school year to assist the administration in providing funds and resources necessary to meet the needs of all students attending STM. For more information on this program, please contact the resource room or school office.

Learning Resource Room/Services: STM School has established a learning resource room to assist students, along with the classroom and subject teachers, in adapting curriculum and instruction to best serve individual learning needs.

Speech & Language Services: A licenced SLP, an employee of St. Thomas More School, is in the building during school hours and is available to students who qualify for speech and language services in primary and intermediate grades. The SLP can be reached through the school office.

Diagnostic testing is done through the resource room. A request for testing may come from either parent or teacher. All prior testing should be provided to the resource room. The results of that testing, in combination with the in-school indicators and tests, will aid in developing a service plan to best support the academic development of the student. Further testing, by a qualified professional, may be required to provide specific information regarding identified academic challenges. A recommendation for services will be made according to the outcome of the tests and detailed in a student

service plan. That plan will be reviewed by the parent, teacher and resource room on a quarterly basis to monitor progress. School-based services will be held in coordination with the regular classroom scheduling and curriculum as permitted by currently available resources.

For questions regarding programs currently available, please contact the homeroom teacher, the school office, or the resource room teachers.

Standardized Achievement Tests:

- **Iowa Assessments, Grades 3rd - 8th:** In order to ensure accountability, students in grades 3 - 8 are tested by a standardized measurement (the Iowa Assessment) in the spring. This is the test prescribed by the Diocese. Kindly see that students are in class and that they get the proper amount of rest while taking the tests. The **COGAT** is also given in conjunction with the Iowa Assessments to grades 5th & 7th.
- **IowaFlex Assessments, Grades Kdg-8th:** Assessments given each Fall, Winter, and Spring during the year for curriculum analysis. Adaptive testing delivers a custom test matched to each of your students' unique achievement levels. It gives real-time data in Reading or Math to track student growth and proficiency throughout the school year.
- **The DIBELS (Dynamic Indicators of Basic Early Literacy Skills)** can be given 3 times each year in grades K-3 to assess early literacy and reading fluency skills.
- **ACRE:** In addition to standardized testing, the Diocese requires that students in grades 5 and 8 take the NCEA ACRE test on religious knowledge in November of each year.
- **High School Placement Test:** Eighth-grade students take the High School Placement Exam in December/January. The High School Placement Test (HSPT) is administered at parochial high schools throughout the area and assists in high school program placement.

We recognize that these tests do not give a full and complete picture of the child, but they do give us a picture of his/her basic skills and call us to be accountable for our work here. Parents are encouraged to compare the work of the child to standardized test scores as well as his/her grades during the year and to come to speak to the teacher or principal if they feel there is a significant discrepancy.

Long Term Illness:

In the case of long-term illness, accommodations to facilitate learning will be made through the resource room in consultation with the parents, administration and the public-school district to meet the educational needs of the student. Each case must be considered separately, according to the child's best interest, the type and duration of the illness.

ELIGIBILITY (Program and Sports – Grades 6, 7, 8)

The eligibility for students of St. Thomas More School to participate in extracurricular programs associated with St. Thomas More School is based upon their willingness to uphold the Christian character and academic excellence that is noted in this handbook and perform to their best ability in the classroom - both academically and behaviorally – as evaluated by classroom teachers. School and Diocesan guidelines and rules established by the principal and reviewed by the pastor, school and athletic boards will be used to guide eligibility.

In addition, the eligibility policy at St. Thomas More School is designed to assure that academic performance remains consistent during any school-associated program participation. Eligibility will apply to grades 6, 7, and 8. The terms of ineligibility will be explained to the students and parents at the beginning of the year.

CAPTAP (Continued Activity Through Academic Performance)

Students who would become ineligible for activity based on their academic performance will need to attend an after-school study session on Tuesday and Wednesday from 3:30 – 4:30 p.m. There will be a teacher monitoring this session and the students will be working on the subject areas that have caused them to be ineligible. By attending these sessions, students will be able to continue to participate in their activities; this includes practice and games. If they do not attend all the sessions, they will not be able to participate in their activities and their coach/sponsor will be notified that they are not able to participate in the activity, practice, or games. We urge you to take advantage of this program as it is designed to allow time for specific help for students when it is determined that they are not learning. Eligibility checks will

be conducted every two weeks during all athletics seasons. Checks will be done on Tuesday. The athletic seasons start when practices begin for the sport. If students have two D's or one F in any subject, they will be considered ineligible and be required to attend the CAPTAP sessions to remain eligible for participation. Parents will be contacted by the school when a student needs to attend.

Additionally, any student in grades 6-8, including those not participating in sports, may be requested to attend CAPTAP for work completion as suggested by the classroom teacher or the administration.

If a student has an excused absence, the missed session will need to be made up during the following two weeks.

Academic exceptions to the eligibility policy will be considered if a formal diagnosis, by an authorized party, has been made and communicated to teachers and administration. This notification should be at the beginning of the academic year or as soon as the diagnosis is made.

A student must attend at least a half day of school on the day of athletic contest in order to be eligible to participate in any KCPL event, other than exceptional circumstances approved by the principal (KCPL Rules and Regulations, Article II, Section 8, p.4).

Assigned **WoRRK (Working on Respect, Responsibility, and Kindness) Days** or dismissal from school is an automatic suspension from participation in all school associated activities (including meetings or practices) sponsored by St. Thomas More School during the period of time the student is not allowed to attend class. Additionally, if during participation in the school's sports or other programs, a student conducts him or herself in a manner that is immoral, illegal or brings disgrace to the school in the opinion of the administration or boards, as referred to the administration of St. Thomas More School, such student can be terminated from further participation in extracurricular programs at St. Thomas More. The use of profanity, the defacement or destruction of property, and fighting are some actions but not the only acts of conduct that could result in a student being prohibited from participating in the activity. Such discipline, if deemed appropriate, is independent of any other discipline, which may be administered by the school or other authorities.

Athletic Programs: Unless the athletic director secures appropriate approval, in order to participate in the athletic program through the Parochial League at St. Thomas More School, the child must be a member of the parish or attend St. Thomas More School. All School of Religion students who meet the requirements of the Parochial League and who are members of the parish, but do not attend St. Thomas More School, are eligible to participate in the St. Thomas More Athletic Program.

Please see the Athletic Handbook (second half of this publication) and the Parochial League of Kansas City website for rules governing participants.

DISCIPLINE and EXPECTED BEHAVIOR

Expectations for members of the STM community:

Student Life Skills Pledge: *I will do the right thing and what God wills, even if I don't feel like it. I will treat people right and in a Christ-like manner, even if I don't feel like it. Today, I will remember my willpower is stronger than how I feel or what I think. With God, all things are possible.*

The best form of discipline is self-discipline. Our goal is to develop this in each student. The expectation is that every student respects his/her own person, respects those with whom he/she lives and works and respects the materials that are provided for student use. If a student exhibits lack of respect in any of these areas, then he/she will accept the consequences of his/her actions.

To help guide students to this goal in grades Prek-4th, teachers use various classroom management systems (clip systems, color systems, Class Dojo, etc.).

To help guide students to this goal in grades 5th-8th, teachers use the Cyclone Card. Cyclone Cards allow students the opportunity to make mistakes without consequence as they learn to navigate 5th-8th grade expectations. Classroom teachers will use the cards to track specific behaviors that cause learning to be interrupted or behavior issues in the classroom.

Cyclone Cards are electronic and tracked through Sycamore. ***At the beginning of each quarter, the students start with a clean slate.*** Parents are able to be notified when a student receives a mark - positive or negative - by opting into notifications on Sycamore. This allows them to see when their student is close to receiving 5 marks and a detention.

Cyclone Card Expectations:

- A. Respect
- B. Responsibility (i.e. uniform, tardy to class, unprepared for class)
- C. Care for property and environment
- D. Positive and active participation in all student activities

Cyclone Card Service Detention

- When the 5th mark is received, an email will be sent with a copy of their marks to notify the parents. These detentions aim to correct the expectation(s) the student is struggling to meet.
- A student who receives 2 Service Detentions in one quarter indicates an unwillingness to meet the expectations. At that point they will be seen by administration for an office referral.

Detentions are served on the Tuesday or Thursday that follows a card being filled from 3:30pm - 4:15pm. No exceptions are made for athletics or extra curricular activities.

Christian Lifeline Skills for Character Education

In support of these expectations, students are expected to conduct themselves in a dignified Christian manner. Bullying, harassment, name calling, teasing, or public displays of affection will not be tolerated. Religion, Respect and Responsibility are the 3R's of conduct that define the STM Community.

To further develop respect and responsibility in all students, we have identified character traits for each month of the school year. These Lifeline Skills will be the focus of assemblies, speakers, activities, and parent involvement. We want to do the right thing and respect all people by using these skills each day!

Children will tend to have the same attitudes toward authority that parents reflect to them in daily life situations. It is very important that the school not be a place of punishment or of constant disciplining in the negative sense of the word. Respect and responsibility will be expected. Situations may arise which indicate a child is not functioning in the best interest of his/her own Christian growth and development. Should this happen, definite measures will be taken to help the student **identify the problem, develop a plan to solve it, and alleviate the situation**. If the student cannot solve the problem, or chooses not to, we will do something depending upon the student and situation. In this way, we hope to help the student learn that there are consequences associated with all behavior.

Unacceptable Behavior

It is the responsibility of our entire school community to model acceptable behavior. Behavior that disrupts the educational process will be addressed. Students will be instructed to stop if a behavior is inappropriate or unacceptable in the school setting.

- If discipline is necessary for actions disrupting the academic atmosphere, teachers will implement classroom behavior modifications to assist children in stopping the unacceptable behavior and parents will be contacted.
- If these strategies do not work, the student may fill out a problem-solving sheet. If this sheet is completed, the parents will be contacted through a phone conversation or conference with the teacher to discuss the next steps to help the student change the inappropriate behavior. The student-completed sheet may also be shared with the school counselor and the school administration so that everyone is informed of the behavior and can work together to help the student change the unacceptable behavior.
- If the unacceptable behavior continues after a problem solving sheet is completed, there will be additional consequences from the classroom which may include, but are not limited to, a 30 minute detention to be kept with the teacher, removal from social activities/recess, and/or loss of classroom privileges.

When expectations are not met, parents have been notified, and classroom strategies fail, the school administration will clarify what the unacceptable behavior is and will inform the pastor and take the following steps:

- **First office referral** –May result in one of the following –
 - **Restricted Instruction** away from peers for an extended period of time, or
 - **An hour detention** and parent notification that another incident of serious behavioral infraction may result in further action.
- **Second office referral** - may result in one or more of the following:
 - **Out of school suspension, or**
 - **WoRRK day(s) as determined by the administration.**

(WoRRK (Working on Respect, Responsibility and Kindness – see below) may be at parent expense (\$100) and a conference with the administration, parent(s) and student may be requested.

- **Third office referral** – a three day in-school WoRRK at parent expense and referral to a review board for further actions that may include a long-term suspension or expulsion.

WoRRK Day (Working on Respect, Responsibility, and Kindness): Students who are assigned a WoRRK Day may *complete* all class assignments in order to remain current and to aid in their returning to classes. Teachers are not expected to instruct or remediate work missed during the time out of class.

- **A substitute teacher will be hired for a student having an in-school WoRRK Day. The student will be responsible for the cost of the substitute (\$100) for each day assigned and have service to the school as a component of the activity for the day.**

Certain behaviors, *including but not limited to the following*, qualify as serious unacceptable behavior and will not be tolerated within the school community on or off school grounds, including websites, blogs, phone, cell phone, or internet communication:

1. Disrespect for principals, directors, teachers, other adults or peers,
2. Abusive or unacceptable language,
3. Fighting,
4. Bullying or intimidation,
5. Hazing, i.e. mocking, racial slurs, or impeding normal activity of another person,
6. Bringing onto school or center premises or concealing on his/her person illegal substances, pornographic material, laser pointers, or weapons of any sort or facsimiles thereof.
7. Willful destruction of school or personal property,
8. Stealing, cheating or plagiarism,
9. Making threats regarding the safety of students or staff, or regarding the destruction of property.
10. Cyberbullying or "Sexting."
11. Possession or use of alcohol, tobacco, or vaping products.

A student may be disciplined for real as well as false threats.

In accordance with the Diocesan Administrative Manual, disciplinary action (or consequences) will be tailored to the gravity of the offense or infraction, be age appropriate, and take into consideration the impact on the school community. The consequence will depend on the special student, their history of offenses, and the overall effect on the growth and development of the child. Time will be taken to assess the situation and speak to all the parties involved.

When a law has been broken (such as incidents involving narcotics, weapons, or making threats to persons or property), the student may be referred to the proper civil or criminal authority.

Behaviors, whether they take place at school or off school grounds, will be addressed when they affect the school community or the learning environment.

Statements such as "I was just joking around," or "I was just kidding," will not be accepted to justify unacceptable behavior.

TIPS Report

Any instance of bullying, cyberbullying, drug abuse, alcohol abuse, harassment, sexual misconduct, suspected abuse, suicidal ideation, self-harm, and any other serious concern is taken very seriously by the Catholic Schools Office. After consulting with Carrie Cooper, the director of the Office of Child and Youth Protection, along with members of the Catholic School Leadership Team, Dr. Peters, our Superintendent of Catholic Schools, has put into place a program that allows for reporting of such concerns. If you would like to report an allegation of such behavior, go to www.stmkc.com/school/ to click on the TIPS button and follow the prompts to submit a report. The Catholic Schools Office offers this reporting option as a way to ensure proper documentation of your report and follow-up by our response team.

Each child in attendance at St. Thomas More School will be allowed to learn. If there are children in attendance who prevent this basic premise from occurring, they will be removed from the classroom so that learning can take place.

Violence

St. Thomas More School will not tolerate any violence from students, employees, parents, guardians or other adults. For purposes of these guidelines, violence includes, but is not limited to, any action, word or object that is intended to, or has the effect of harm or intimidation toward another person. Examples include: threats, intimidation, belligerence, assault, battery, stalking, conflicts that turn into altercations, bringing any type of weapon onto the school premises, and harassment -verbal, physical, or sexual.

Any type of weapon, or facsimile or reproduction of a weapon, is prohibited on school property unless deemed appropriate for educational purposes and approved by the principal. Weapons include, but are not limited to, firearms, explosives, toxic substances, or knives. The situation will be addressed regardless of the age(s) of the student(s) involved.

School staff will respond appropriately to violence. This response may include, but is not limited to, suspension and/or termination of the student; banning the person or persons involved from school property; and/or criminal prosecution of the person or persons involved.

Expulsion: A student who is found, after all other means have been exhausted, to be resistant to working with the school will be dismissed from St. Thomas More.

The following may result in immediate administrative consequence including expulsion:

- Possession of weapons or explosives (real or assumed to be real),
- Endangering the safety of oneself/others, including bullying
- Harm to oneself/others, including bullying
- Possession of pornographic materials,
- Possession, transfer, use, consumption or sale of alcohol, tobacco, vaping or other controlled substances,
- Being under the influence of any controlled substance,
- Vandalism of school or private property,
- Theft of school materials or private property,
- Sexual harassment or lewd behavior.

Bullying

St. Thomas More School has zero tolerance for bullying. Therefore, **repeated actions against an individual that create an imbalance of power** will not be tolerated. As defined by Missouri Law: “**Bullying**” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “**Cyberbullying**” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.” In addition, The St. Thomas More School Counselor provides anti-bullying instruction during guidance lessons and small-group sessions for the grades.

Sexual Harassment

Sexual harassment in the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including suspension or expulsion.

Definition of Sexual Harassment

Sexual harassment is defined as either:

1. Unwelcome sexual advances or requests for sexual activity by one student to another student,
or
2. Other unwelcome verbal or physical conduct of a sexual nature by one person to any other person, when the purpose or result of such conduct to a reasonable person is to create an intimidating, hostile, or offensive

environment.

Sexual harassment may be physical, verbal, or nonverbal. Physical/sexual harassment may include any unwanted sexually oriented physical act, such as:

- Tearing or pulling at a person's clothing,
- Purposely bumping or rubbing against a person,
- Kissing or holding a person against his or her will,
- Impeding a person's movements or preventing a person from moving freely, or
- Grabbing or touching someone, especially his or her private parts.

Verbal sexual harassment means offensive words or comments, communicated privately to a person or in front of others such as:

- Sexual suggestions or threats,
- Questions about personal life,
- Spreading sexual rumors or stories,
- Sexual jokes,
- Soliciting nude images
- Using sexual orientation as an insult,
- Using sexist, derogatory language, or
- Comments about body parts or rating people's bodies.

Nonverbal sexual harassment includes:

- Staring or pointing at a person's body or body parts,
- Making obscene gestures, mooning, or simulating sexual acts,
- Displaying obscene sexual material or placing it in someone's locker, desk, or on someone's computer, among someone's personal effects, etc., or
- Writing people's names along with sexual remarks, suggestions, or drawings in public places or by transmitting/publishing such material electronically by e-mail, text message or internet posts.

Non-retaliation

Retaliation is prohibited against any person who brings an accusation of sexual harassment or bullying, or who assists with the investigation or resolution of sexual harassment or bullying. School staff will also take steps to discipline a student who has been determined to have brought an accusation of sexual harassment or bullying in bad faith.

School staff will address any serious violation of the discipline code promptly. **No instance of bullying or harassment will be tolerated.**

TECHNOLOGY

Telecommunications and Electronic Information Sources

As telecommunications and other new technologies shift the ways in which information may be accessed, communicated and transferred, those changes may also affect instruction and student learning. In keeping with the Diocesan Administrative Manual, the following is noted:

Telecommunications, electronic information sources and networked services significantly affect the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened – prior to use – by staff intent on subjecting all such materials to reasonable selection criteria. Telecommunications, because they provide access to any publicly available file server in the world, will open classrooms to electronic information resources that have not been screened by staff for use by students of various ages.

Cell phones are not normal and customary devices to be used in a network setting and will not be available to the student during the day. Therefore, a phone cannot be used as an e-reader or as configured by other applications that may be available. St. Thomas More School provides adequate and monitored computer network services for students to use for academic purposes only. Students are not allowed to engage in specific email, download, texting, or any other form of

electronic communication that is not approved for academic use. Curriculum-specific devices may be allowed at the discretion of the classroom teacher.

Student use of telecommunications and electronic information resources shall be permitted upon submission of permission forms and agreement forms by parents/guardians and by the students themselves.

Written acknowledgement of the Diocesan form for electronic contact of minors must be on-file with the school in order for any information to be exchanged with a student via email. Parents and guardians will be copied into all written or text-based communications except those that occur on an official social networking site or online community administered and maintained by the ministry, parish or school pursuant to the terms of diocesan policy and approved by parents or guardians. Access to telecommunications enables students to explore the thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Saint Thomas More School along with the Diocese supports and respects each family's right to decide whether or not to grant permission for independent access by their children.

Access to computers, the electronic network, and its resources is a privilege not a right. This privilege may be revoked at any time for abusive conduct. Students using the Internet accept the responsibility of keeping all inappropriate files, or files that could damage the integrity of the network, from entering the network. Students who violate designated guidelines may lose their privileges and/or be subject to disciplinary action.

Electronic devices brought to school to assist in learning *are the responsibility of the student*. Students who do not adhere to the approved use of any device will lose the privilege of having the device in the school. At the time of the abuse, the device will be taken and returned to the parent.

Network Rules for Students

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

Parent/guardian permission is required. Network access is a privilege, not a right, which entails responsibility by the users.

Individual users of the computer networks are responsible for their behavior and communications over those networks. Users shall comply with school and Diocesan standards and will honor the agreements they have acknowledged and signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system responsibility and integrity. Users should not expect that files stored on school servers will be treated as private or confidential.

During school, teachers shall guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with respect to other information resources such as television, telephone, movies, and radio.

Understanding that we are not an investigative institution, improper use of social media, supported by written documentation, which is brought into the school community, could be addressed if it is affecting the learning at school. Documentation should include specifics regarding what happened and when and should be accompanied by screenshots or other verifiable information to be signed by the student and parent.

The following are not permitted:

- Sending or displaying offensive immoral messages or images of any nature, especially of a sexual nature, e.g. sexting, pornographic images, images from a cell phone of a sexually explicit nature, etc.
- Using obscene language that is implicit and explicit, e.g. acronyms, language referring to the human body, racial language, etc.
- Harassing, insulting, bullying, spreading malicious rumors, e.g. cyber-bullying or attacking others via pictures, images, and language electronically.

- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work, or files.
- Intentionally wasting limited network resources.
- Employing the network for commercial purposes.
- Using the network for social networking unrelated to educational purposes, such as Facebook, Twitter, or otherwise.

Violations of this policy and these procedures will result in loss of electronic or networking access and additional disciplinary action may be determined.

When appropriate, law enforcement agencies may be contacted.

The teacher or administrator reserves the right to carry out disciplinary measures for any offense or misconduct related to school, even if not specifically mentioned as part of the handbook or on the disciplinary form, which jeopardizes the safe and Catholic atmosphere of the school. The administration is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause in his or her discretion. (Sister Mary Angela Shaughnessy, SCN, JD, Ph.D., NCEA Notes, September 1999).

School staff will address any serious violation of the discipline code promptly. No instance of bullying or harassment will be tolerated.

STUDENT & PARENT LAPTOP/CHROMEBOOK AGREEMENT: Computer & Internet Use Procedures 2022-23

St. Thomas More School Digital Learning Participation

1. St. Thomas More School is responsible to:
 - a. Loan the student the following computer equipment to be used only for educational purposes until the student completes the eighth grade, moves from St. Thomas More School, or otherwise ceases to be enrolled as a student at St. Thomas More School, whichever occurs first. Replacement Cost for HP ProBook Education Edition 5G Laptop Computer - \$912 (grades 6-8); Replacement Cost for HP 11 G9 MT8183 32 4 WGOOG-3YRWAR Chromebook - \$433 (grades PK-5)
 - b. Provide updates and prescribed maintenance of the computer equipment
2. The parent/guardian and student are responsible for ensuring:
 - a. That if/when the student is allowed to take the computer home, only the student will use the computer. Family members of the student are permitted to use the computer for school-related purposes (checking homework or grades on the school website or Google classrooms).
 - b. That the student will use the computer only for approved educational purposes.
 - c. That if/when the student is allowed to take the computer home, the student will bring the computer to school every day with the battery fully charged.
 - d. That the student will take good care of the computer equipment. **Students MAY NOT travel from class to class with a computer unless it is in a protective case (provided by parent) or a backpack. No stickers, engraving, or writing allowed on the computer or its outer case.** Parents will be responsible for any costs to repair or replace a damaged computer.
 - e. That a report is provided to the Principal as soon as possible, but not later than the next school day, if the computer is lost, stolen, damaged, or not working properly and to cooperate with the school in completing and filing necessary paperwork or police reports.
 - f. Payment to St. Thomas More School for any damage (not covered under the warranty) or loss of the computer equipment.
 - g. The return of the computer at the end of the school year for routine maintenance.
 - h. The return of the computer equipment to the school immediately if the student is moving away or otherwise ceases to be enrolled at St. Thomas More School.
 - i. The surrender of the computer to a teacher/administrator for inspection upon demand.

- j. That St. Thomas More School may suspend or revoke the student's privileges under this agreement if student violates any provision of the agreement or of the school's applicable policies, if the computer is damaged so as to require other than routine repairs/maintenance more than two times while in the student's possession, or if the computer is lost, stolen or destroyed.
- k. That they have received a copy of the **St. Thomas More Student Computer and Internet Use Agreement**.

FACILITIES

Care of Materials: Children try to measure up to realistic standards, which adults set for them. Along with the parents, school personnel have an obligation to make children feel responsible for taking care of the instructional materials that the school provides for them. Specific expectations for children are as follows:

- * All books, equipment, and materials should be handled with utmost care.
If damage occurs to a book, a fee will be assessed at the end of the year.
- * Hands should be clean to avoid soiling pages in books.
- * Help should be sought from an adult to repair a book that has been damaged.
- * Any breakage or damage to equipment should be reported to an adult, so that it can be repaired.

Electronic Equipment should be kept clean and used for appropriate class-related purposes. Any malfunction or damage should be immediately reported to the teacher.

Lost or Damaged Textbooks: Each student will be issued a basic textbook or appropriate instructional material for each curriculum area in which it is needed for classroom use or for home study.

- * A student shall be liable to pay for loss of a book that is issued to him/her. The student will be issued a new book **upon payment** for the lost book which will be ordered by the school office.
- * A student shall be liable for damage to a book that is issued to him/her. Students will be assessed for the damage to the book and be responsible for payment.

Care of the Building: Students share in the responsibility of keeping the school building in excellent condition. Any destruction of property or vandalism, including writing on walls or furniture, shows disrespect to both school and church. Disciplinary action will be taken, and *students will be held responsible for costs and may be required to assist with the repairs*. The condition of the building reflects the student's self-respect.

Lockers for Grades 6, 7, 8: Each student is assigned a hall locker.

1. The student must always keep his/her locker locked.
2. Students are not to reveal their combination to any other student.
3. Assigned locks must remain with the designated lockers.
4. The student must use only his/her assigned locker.
5. Personal locks may not be maintained on lockers.
6. The school is not responsible for materials lost or stolen from lockers.
7. Writing in or on lockers or abuse of lockers will result in disciplinary action and reimbursement for the cost of repairs.
8. Tape may not be used to affix items to locker interiors.
9. School lockers are the property of the school and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.
10. Lockers will not be decorated for special occasions.

SCHOOL PREMISES

Auditorium (Flanagan Hall): The auditorium of St. Thomas More School is to be used primarily by the school for educational and related purposes. As such, the principal or the principal's designee directly controls its use during the school day. School activities have first priority use of the auditorium. The school/parish staff and organizations are next in priority. It is not parish policy to allow use of the auditorium to outside groups without the approval of the pastor, principal,

parish manager or operations director. The auditorium should be used for non-school-related activities only when More Hall is in use for other celebrations approved by the parish. The auditorium's cleanup and insurance charges are the same as More Hall, and all scheduling should take place through the principal's office for events occurring Monday – Friday during the school day. For weekend use, the parish office will hold all keys and codes for the auditorium use. **Use of alcoholic beverages is not allowed in the auditorium or any part of the school when minors are present for school-sponsored activities.**

CHILD SAFETY

Health Services:

A health coordinator staffs the St. Thomas More Health Room during the regular school day. The classroom teacher sends students to the health room if they become ill or are injured while at play. Parents are then informed of injury or illness. Children will be kept in the health or designated safe area until parents are notified. When it is determined that the child needs to leave because of illness, he/she will remain in the health room or designated safe area until he/she has been signed out by the parent. ***All children leaving school during the day because of illness must have contact with the health room personnel to be dismissed.***

It is necessary that each child's file in school contain emergency information with current emergency phone number, home address, and telephone numbers. ***Any person who may be contacted to pick up a child*** in the case of a health or other emergency **must be listed** in the contact section of the verification sheet completed each year at registration and the beginning of school. This sheet reflects information currently in the database and must be kept current. *It is expected that the child will be picked up in a reasonable amount of time following notification.*

State law requires that school personnel are not allowed to give **any** medications, prescriptions, (those prescribed by a licensed physician) or non-prescription (those purchased over the counter, i.e., cough syrup or aspirin), without doctor's orders. Parents may come to school to administer medication. Otherwise the school must have **a written order from the prescribing doctor to dispense any medication.** ***Please use forms provided or call the health room for additional forms.*** PARENTS ARE NOT TO REQUEST THE HEALTH ROOM COORDINATOR GIVE A CHILD ANY FORM OF MEDICATION THAT IS NOT PRESCRIBED BY A DOCTOR. Occasionally a parent will ask that we just give them a Tylenol. **WE MAY NOT DO THIS without proper authorization!**

Students are not allowed to keep medications (prescription or over the counter, such as cough drops) on their person, in their desks, backpacks or lockers. All medications should be given to and acquired from the health room.

Illness: **All sick children should be kept home for the benefit of the overall school community.** Vomiting, sore throat, fever, persistent cough, and a rash are some signs (although certainly not all) that a child may need medical attention and can be contagious. **A child should not be sent to school until 72 hours after a fever (100° or greater) has stopped.** If a child returns to school before the 72 hour time period, a call to the parent will be made and *the child will be sent home.* If the child is sent home because of a fever, the 72 hour period begins at the time that the fever was detected.

Children returning to school following an absence due to illness must email the nurse (hokanson_amy@stmcyclones.org) or the child's teacher explaining the nature of the illness. If an email or note is not received, the child will be sent to the health room until the parents are contacted. Children are expected to be able to participate in all school activities, including recess, upon their return unless under a written doctor's order indicating otherwise. **Personnel are not available to supervise children needing special services or supervision. Please take this into consideration when determining whether your child should return to school.**

Orthodontics: *Students receiving orthodontic treatment are not allowed to chew gum in the classroom.* If your dentist deems this form of treatment necessary, written authorization must be sent with the student. The student will then be excused to the health room as necessary.

AED Devices: Automatic Electronic Defibrillators are available in both the school lobby and on the mezzanine level of the gymnasium.

General Safety: Students are never left unsupervised in the course of the school day. The classroom teacher will carry out this precaution most conscientiously. Children are to be advised by parents that they are never to leave an assigned classroom without the express permission of the person in charge. ***Disciplinary measures will result from unexcused absence from class.***

Students Leaving the Grounds:

- Once students are on the grounds, the school accepts the responsibility for their safety during the instructional hours. (After their arrival at school, students may not leave the property unless authorized.) Written authorization must be given to the office by the parents to depart with anyone other than the parent or legal guardian.
- Students may leave the grounds for lunch only with their own parents. **SMALL GROUPS ARE NOT PERMITTED TO GO OUT TO LUNCH.** The lunch/recess period is only 30 - 40 minutes long. Parents are required to personally sign students out for each occasion upon which a child is to be removed from the building.
- Upon returning to the building, students are to sign in at the school attendance office to assure that we know the whereabouts of all students at all times.
- If a person other than the parent, who is not known to office personnel, is to pick up a child at school, the office must receive written authorization from the parent or guardian. Please advise the authorized party that the school may require identification from them prior to releasing the student to their custody. Students will not be permitted to leave the grounds or visit with persons unknown to us without the permission, in writing or as determined in an emergency situation, of the parent or guardian.

When appointments are arranged during the school day, please remember that it takes a minimum of 15 minutes for the student to be called from the class and proceed to the attendance office to sign out.

Drills: *Fire, tornado, and lockdown drills* are held on a periodic basis for the students. All students are to follow the designated regulations for carrying out these drills. Students are advised to trust the adults and to carry out directions very explicitly in order to ensure the greatest safety for the children. During emergency drills, the students are to keep absolute silence in order that they may clearly hear and promptly follow instructions from school personnel.

For overall safety, the classrooms remain locked during the day. All outside doors are to remain closed and locked. Students are asked not to open doors for anyone except authorized school personnel.

Please review with your children the seriousness of these safety measures.

CHILD ABUSE AND NEGLECT

It is the policy of the States of Kansas and Missouri and of St. Thomas More School to provide for the protection of children who have been subject to physical or mental abuse or neglect. The Child Protection Act, L.S.A. 38-716, et seq., makes certain requirements of every teacher, school administrator, or other employee of this school. If those persons have reason to suspect that a child has had injury inflicted upon him or her as a result of physical or mental abuse or neglect, the employee is required to report the suspected child abuse or neglect to appropriate public officials. A child is defined as any person under the age of 18 years. "Physical or mental abuse or neglect" means the infliction of physical or mental injury or the causing of deterioration of a child and includes failing to maintain reasonable care and treatment, sexual abuse, negligent treatment, maltreatment, or exploitation of a child to such an extent that the child's health, morals, or emotional wellbeing is endangered.

The law requires that a report of suspected child abuse or neglect be made promptly to the proper authority. Any person making a report of suspected child abuse or neglect without malice is immune from civil or criminal liability. An employer is prohibited from terminating or taking any other disciplinary action against an employee because the employee made a report of suspected child abuse or neglect. However, it is a criminal offense for any employee of this school to knowingly and willfully fail to report suspected child abuse or neglect.

Any school employee suspecting child abuse or neglect shall have responsibility to immediately report those concerns to 1-800-392-3738. The Children's Division staffs this hotline 24 hours a day, 7 days a week, 365 days a year. They will take information from you and respond to child abuse and neglect. If you live outside Missouri and want to report abuse or neglect of a Missouri child, call (573) 751-3448. The Kansas Protection Report Center can be reached at 1-800-922-5330.

• **HAVE COMPLETE INFORMATION** - Children's Division needs specific information to be able to respond to a complaint of abuse or neglect. Be sure you have:

- the name of the child
- the name of the parent(s)
- the name of the alleged abuser
- where the child can be located

You will also be asked:

- Is the child in a life-threatening situation now?
- How do you know about the abuse/neglect?
- Did you witness the abuse/neglect?
- Were there other witnesses and how can they be contacted?

An employee may request the principal make the actual report but shall be responsible for ensuring that the actual report is made. Nothing shall be done by any person to restrict or prevent the making of the report of suspected child abuse or neglect. The results of any investigation shall be maintained in a confidential manner and released only to appropriate school or public officials.

Any questions concerning procedures in a particular case should be communicated immediately to the principal.

In June 2011, the diocese appointed an independent public liaison and ombudsman to field and investigate all reports of inappropriate behavior or sexual misconduct by clergy, employees, or volunteers. To make a confidential report to the Office of Youth and Child Protection, please contact 816.812.2500. For other questions, please contact the diocesan Office of Child and Youth Protection Ombudsman, Mr. Joseph Crayon, at 816.754.1850 and ask for the director, Carrie Cooper, or victim assistance coordinator, Kathleen Chastain, for assistance.

HEALTH POLICY ON HIV VIRUS: Students, faculty or staff personnel having evidence of HTLV-II virus infection, or symptoms associated with AIDS or AIDS related complex, will not be restricted from school or the work setting unless, after medical review, such action is recommended -- all in conformance with the Diocesan AIDS policy.

Students with AIDS who are enrolled or seeking enrollment should ordinarily be permitted to attend school in an unrestricted setting. They should be excluded from school only if exceptional conditions are evident, such as the inability to control bodily fluids or unusual physical aggression with a documented history of biting or otherwise harming others.

INSURANCE

The school carries school accident insurance, which covers all students during the course of the school day during in-school activities. Students who are participating in a given sport are covered by catastrophic insurance for the period of time that they are participating in a school-sponsored sport. Feel free to call the school office for more information on this insurance coverage.

FIELD TRIPS/Parent Volunteer Requirements

No Field Trips will take place during the 2020-2021 School Year unless conditions are deemed to be safe.

If field trips do resume, the following guidelines should be followed:

In a city the size of Kansas City, there are many valuable experiences that we might afford the children and which would be of great benefit to them. We make every effort to give each classroom the experience of a field trip when it proves worthy enough to warrant the danger incurred in removing children from the building. We also attempt to have many in-school programs for the students that are valuable learning experiences.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students attend off-campus field trips by invitation only. **NO STUDENT WILL BE TAKEN ON AN OFF-CAMPUS TRIP WITHOUT THE SIGNED PERMISSION SLIP SENT HOME BY THE TEACHER FOR THAT PURPOSE. A TELEPHONE CALL IS NOT ACCEPTABLE.** A student who does not go on a field trip with his/her class will remain at school under the supervision of the principal or other assigned staff person.

When St. Thomas More School provides transportation by bus, all members of the class will be expected to ride the bus unless health concerns or other unusual circumstances, as approved by the school administration, make that means of transport impossible.

If parent/adult volunteers or teachers/coaches/advisors are used as drivers of personally owned passenger vehicles for study trips or extra-curricular activities, the following guidelines must be followed:

- Each occupant must have and use his or her own seat belt. Children must be restrained in an appropriate passenger restraint system as described in Missouri state law and adhere to special requirement in that law if under the age of 4, regardless of weight.
- Drivers should be at least twenty-one (21) years of age, with no physical disability that may impair the ability to drive safely. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those whom they are transporting.
- The vehicle must carry liability insurance with the minimum limits of \$100,000 per person and \$300,000 per occurrence. The insurance carried on the personally owned vehicle is the primary coverage while diocesan insurance provides or may provide secondary coverage. These coverages are stated on the declaration pages of the individual's insurance policy. A copy of the state insurance card for each driver should be kept on file with the principal.
- No one may ride in the bed of pick-up trucks.
- All chaperones must be in compliance with the policy on Safe Environment (Virtus) and/or the Critical Employment Policies of the diocese.

Official and current insurance cards and driver's license will be required **each time** a parent is asked to transport children for a field trip.

All parent volunteers accompanying children on the field trip are required to comply with the Diocesan Safe Environment requirements including 1) attending a live Virtus training, 2) having record of a current background check conducted through Virtus (renewed every 5 years) on file, and 3) signing the Ethics and Integrity in Ministry (EIM available for completion on the Virtus site under individual accounts). Virtus training is available to parents each year at STM or at surrounding parishes in the greater Kansas City area. The live training needs to be completed in the Kansas City/St. Joseph Diocese to be available for viewing by the school office. If the live training class is in the Kansas City, Kansas Archdiocese, transfer of records must be requested. Registration for upcoming Virtus Training sessions can be found on the Virtus site at www.virtus.org. Please call the office for further information.

PARENT VOLUNTEERS

The parents of our students are closely involved in the education of the children in so many ways ... the STM School Advisory Board, the STM Home and School Association, the Curriculum Enrichment Committee, room parents, classroom readers, the annual STM Auction, and coaches for our sports teams to name a few. We appreciate your help and your interest.

Volunteers may be required to attend a short orientation and training meeting at the beginning of each school year and are required to have 1) a record of Virtus training, 2) a current background check (renewed every 5 years) on record as part of your Virtus account, and 3) a signed Ethics and Integrity in Ministry (EIM) verification that can be accessed online through the Virtus network by the school office. Virtus training is available to parents in the fall of each year at STM and during the year at surrounding parishes in the greater Kansas City area. Background checks and the EIM requirements are available during registration for Virtus training for new volunteers or through the "Toolbox" tab for volunteers having an existing Virtus account. Please call the office for further information. Registration for upcoming Virtus Training sessions can be found on the Virtus site at www.virtus.org.

All forms kept at the school are confidential.

Room Parents

During the 2020-2021 School Year, classroom parties will be limited to students and staff.

FOOD ALLERGIES

There are several children attending St. Thomas More School who have food allergies such as allergies to nut products or students who may eat only gluten-free foods. Life-threatening reactions can result from food allergies; therefore, we ask your cooperation to consider possible allergies when providing snacks, birthday treats and treats for classroom parties. All snacks must be in compliance with this list. The following list offers options that are safe for students with nut allergies (NOTE: not all these options are gluten free—you must check labels). *

Bananas	Grapes	Apples
Carrots	Celery	Cheese
Cheetos	Lays Original Chips	Lays Wavy Chips
Fritos	Doritos	Tostitos
Rold Gold Pretzels	Nutrigrain Cereal Bars	Plain Raisins

Jello Brand Pudding	Oreos—Regular and Minis	Nilla Wafers
Honeymaid Grahams	Teddy Grahams	Keebler Fudge Stripes (cont.)
Keebler Vienna Fingers	Club, Krispy, and Premium Crackers	Ritz (original size only)
Applesauce	Canned Fruit	Yogurt and Gogurt
Vics Popcorn	Skittles	Starburst
Twizzlers Red Licorice	Sweet Tarts	Spree
Dots	Mike and Ikes	Junior Mints
Tootsie Rolls	Tootsie Pops	Smarties
Milk Duds	Dum-Dum Lollipops	York Peppermint Patties
Hershey's Milk Chocolate Regular-size	Candy Bars	Goldfish
Marshmallows		

*Manufacturers often change production lines, which can make certain foods unsafe. A good rule of thumb is to always check the label for warnings, such as "...this produce may contain nuts/peanuts." More labels are noting gluten-free; however, you must still double-check—never assume foods are safe for students with allergies

Traffic: Pattern for the 2020-21 School Year

The traffic pattern at St. Thomas More School is to ensure the safety of students coming to and leaving from school. With the help of our faculty, parent volunteers, and safety patrol, we have been successful in keeping our students safe. Please review the traffic guidelines and traffic pattern maps in this section. Contact the school office if you have any questions or concerns. It is also very important that all parents review these guidelines with their children and caregivers who may be taking children to school or picking them up. Thank you for your cooperation.

General Traffic Guidelines: Please give all caregivers a copy of these guidelines.

- All students entering or exiting school should use manned crosswalks.
- All students should enter school through the designated entrances.
- Parents may park and walk their child to the entrance of school, but only the masked child (K-8) should enter the building. For PK students, parents should park and escort the child to the Gym Lobby Entrance. Both child and parent should be masked when entering the building. School personnel will be available for sign-in and the child will be escorted to the PK classroom.
- On snowy days, Holmes Road may be the only entrance and exit depending upon road conditions.

Students are not to arrive before 7:30 a.m. No staff supervision is available before 7:30 a.m.

4. **Between 7:30 a.m. - 7:40 a.m.:** Students should enter the school at suggested grade-level entrances if possible and proceed directly to their grade level area (see below).
 - a. Kdg. - 4th = cafeteria
 - b. 5th - 8th = gymnasium
5. **Between 7:40 a.m. - 7:50 a.m.:** Students should enter the school at suggested grade-level entrances if possible and proceed directly to their homeroom.
6. Students are considered tardy for the school day if they are not in their homeroom by 7:50 a.m.

Arrival Entrances By Grade Level:

PreK: Gym entrance and be signed in by the parent

K-3: Main Lobby (Front and Back Entrance)

4-5: Gym Entrance

6-8: Junior High Lobby

Dismissal Entrances By Grade Level:

PreK: Main Lobby Doors and students must be signed out

Kdg-1: Main Lobby Doors

2-3: Back Parking Lot Stairwell Entrance

4-5: Gym Entrance

6-8: Junior High Lobby/North Exit Doors

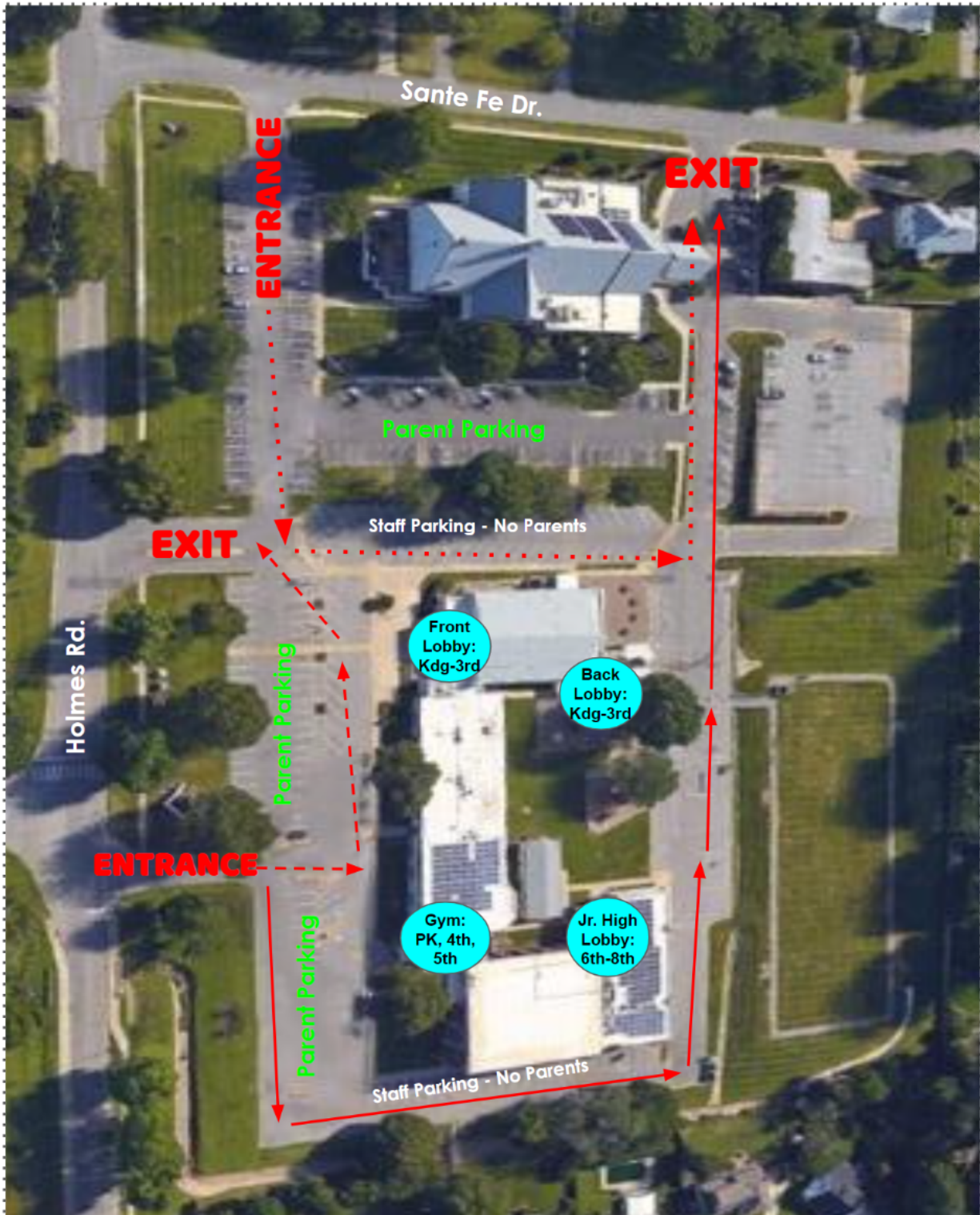
After School Care: After School Care may be offered if enrollment is sufficient. Rules for operation will be forwarded to those interested by the Aftercare supervisors. Please consult the specifics outlined in the program for hours, safety procedures, age restrictions, and cost for the program. Contact the school office for specifics regarding enrollment in this program.

***Students not picked up by 3:45 p.m. will be placed in After Care and parents will be charged a fee for that supervision.**

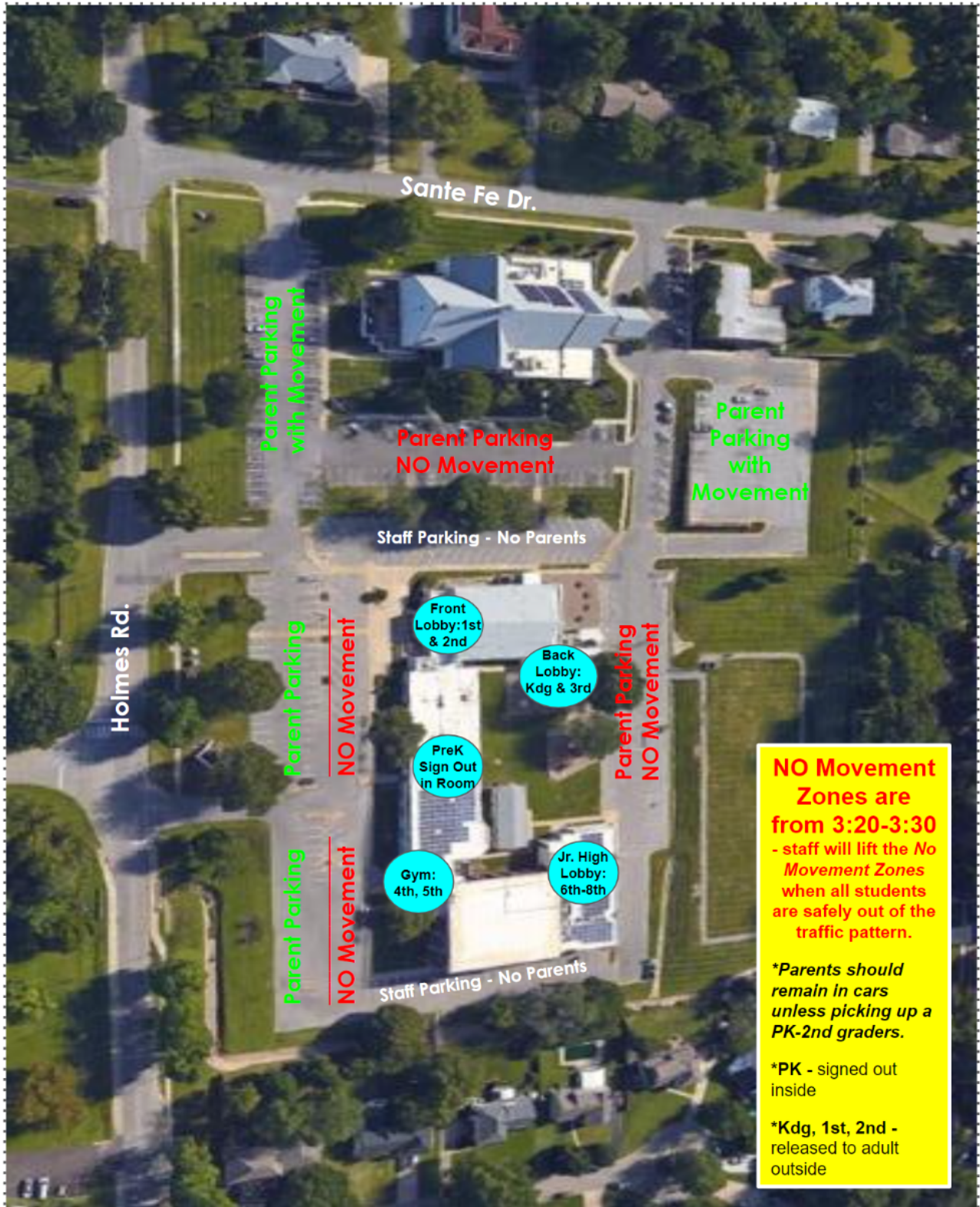
No movement of cars will take place between 3:20 dismissal and 3:30 in the areas marked on the map (or until all students are safely in the car and the faculty indicates movement is allowed by waving the green flag).

- Do not park in the crosswalks, along the grassy areas around the parking area, or in the lot directly adjacent to the auditorium (south side of school).
- Use the designated church parking lot if arriving after 3:20 p.m.
- Use manned crosswalks. Students with parents may use manned or unmanned crosswalks.
- Please do not use a cell phone while operating a vehicle on school property.
- Staff, using a green flag, will indicate when traffic may move.

STM MORNING TRAFFIC PATTERN



STM AFTERNOON TRAFFIC PATTERN



NO Movement Zones are

from 3:20-3:30

- staff will lift the *No Movement Zones* when all students are safely out of the traffic pattern.

**Parents should remain in cars unless picking up a PK-2nd graders.*

**PK - signed out inside*

**Kdg, 1st, 2nd - released to adult outside*

UNIFORM CODE

Dress for Success

It is the belief of this school that the appearance and conduct of the students are part of the educational process. The daily uniform is described below, and we require that the students follow it. We appreciate your support of this policy and ask that you periodically check your child's attire throughout the year. Children grow, and changes may be necessary for the uniform to remain in compliance with the policy. Uniform clothing can be purchased at Dennis Uniform Company, 6322 College Blvd., Overland Park, KS, 913.381.6500.

Uniforms are expected to be worn each school day with the exception of birthday, half-birthday, or designated spirit wear or dress-up/themed days as designated by the administration. On those specified days, students are permitted to wear spirit clothing with jeans or khakis or other administration designated attire.

Face Masks should be in place upon entering the building, are required to be worn at all times while in the building and should not be removed until exiting the building and in the car for pickup. Any school appropriate face mask that adequately covers the nose and mouth and is worn properly is acceptable.

Unacceptable Clothing:

- Any clothing in disrepair (holes, shredded/frayed - worn or machine worn, or skin showing) or displaying inappropriate or questionable language.
- Team apparel unless designated by the administration.
- Retro uniform apparel unless designated by the administration.
- Athletic headbands or arm bands.

Uniform –

Boys:

Shirt: Tailored white, red, or hunter green shirt with collar. Can be knit or oxford. *Shirts are to be tucked in while on school premises.*

Pants/Shorts:

- Navy uniform pants or shorts with belt loops. No corduroys or cargo pants or shorts. (Shorts may be worn any time the parent and student feel appropriate.)
- Shorts should be no shorter than the bottom of your fingertips when hands are dropped at your side.

Belt: Plain, black, navy or brown with a small plain buckle - must be worn with pants having belt loops in grades 2-8. PK – 1, check with the teacher.

Socks: Black or white solid or combination of two of these colors. Ankle or sport socks are allowed.

Shoes: Any type of low-heeled, hard soled, enclosed toe and heel shoe. Tennis shoes are allowed and laces tied or fastenings secured if present. No sandals, moccasins, mules, clogs, boots, or slippers.

Undershirts: Plain white with no lettering visible through the outer shirt.

Hair: Hair must be neat, clean and well-groomed, and of moderate length and style. Extremes in hairstyles (lines, designs, uneven patches of hair) are not allowed. The length of hair for boys should be above the top of the ear without combing or adjustment, not touching the collar or covering the eyes. Unusual or unnatural hair color or style will not be permitted. Headbands, bandanas, scarves, or kerchiefs are not allowed. Facial hair is not allowed.

Jewelry: Necklaces should remain under the shirt. Simple watches may be worn. Questionable jewelry will be reviewed by the administration.

Outerwear:

Outerwear worn during in-class or church time must have the STM logo. Non-uniform sweatshirts (including hoodies),

jackets and caps are not to be worn in the classroom or church but may be necessary for recess. Any non-uniform sweatshirt or outerwear should be removed at school or during church services. Please make sure that the student is dressed for outdoor recess.

PE: Students will NOT change for PE. Clothing should allow for physical activity.

Girls:

Jumper, Skirt or Skort:

- Grades K-4 STM uniform jumper or uniform plaid skort.
- Grades 5-6 STM uniform plaid pleated skirt or uniform plaid skort.
- Grades 7-8 STM uniform plaid pleated skirt or uniform plaid or navy flat paneled skort.
- Skirts should be no shorter than the bottom of your fingertips when hands are dropped at your side.

Shirt: Shirts are to be tucked in while on school premises. No piping or other decoration.

- Grades K-3: Cotton or knit tailored straight-sleeved solid white, red, or hunter green blouse with collar or turtleneck.
- Grades 4-8: Cotton or knit tailored straight-sleeved solid white, red, hunter green or navy blouse or turtleneck.

Pants/Shorts:

- Navy uniform pants or shorts with belt loops. No corduroys or cargo pants or shorts. (Shorts may be worn any time the parent and student feel appropriate.)
- Shorts should be no shorter than the bottom of your fingertips when hands are dropped at your side.

Belt: Simple black, navy or brown belts with a small plain buckle should be worn if belt loops are present.

Socks: Black or white solid or combination of two of these colors. Anklets, knee, or sport socks are allowed.

Leggings: Navy or black plain tights or leggings may be worn during cold weather.

- No sweatpants, wide-legged pants, lace-trimmed leggings, pajamas, or long underwear.
- Leggings will not affect the required length for the uniform skirt or skort.

Shoes: Any type of low-heeled, hard-soled, enclosed toe and heel shoe. Tennis shoes are allowed, and laces tied, or fastenings secured if present. No sandals, moccasins, mules, crocks, or slippers. Boots may be worn on snowy days or days when sidewalks are covered with snow.

Undershirts: Plain white with no lettering visible through the outer shirt.

Outerwear: Outerwear worn during in-class or church time must have the STM logo. Non-uniform sweatshirts (including hoodies), jackets and caps are not to be worn in the classroom or church but may be necessary for recess. Any non-uniform sweatshirt or outerwear should be removed at school or during church services. Please make sure that the student is dressed for outdoor recess.

Hair: Must be neat, clean and well groomed. Extremes in hairstyle (lines, designs, uneven patches or arrangement of hair) are not allowed. Unusual or unnatural hair color or style is not permitted. Hair should be kept out of the eyes. Simple headbands, barrettes and devices for securing hair may be worn. Kerchiefs or scarves should not be worn as part of the uniform.

Jewelry: Simple small earrings, necklaces, and watches. Questionable jewelry will be reviewed by the administration.

PE: Students will NOT change for PE. Shorts should be worn under the skirt to allow for physical activity.

Spirit Wear boys and girls:

- Spirit Wear Tops – current or previous styles. No retro uniform tops or arm sleeves unless designated by the administration.
- Jeans or jean shorts (appropriate length as listed).

- Khakis or Khaki shorts (appropriate length as listed).
- STM Spirit Wear Shorts with the STM Logo (current and previous styles) that are NOT lightweight running or track shorts. Should be of appropriate length.

Sweatshirt for both boys and girls:

Regulation STM red sweatshirts, STM fleece, STM Booster Club, or Home and School Uniform Spirit Wear as approved. **No hoodies regardless of STM affiliation.**

 If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will need to make the necessary changes. All shirts, sweaters, skirts and pants must be in "good repair" (no holes, stains, splits, damaged zipper, etc.). Notices of uniform violation will be issued by the office and may result in further disciplinary action. The principal will be the final judge of proper attire and personal appearance.

Students not in compliance with the dress code as designated on uniform or non-uniform days may be sent to the office. Parents may be called to provide proper attire before the student is permitted to return to class. Appropriate regular uniform attire is always permitted. Repeated offenses will result in additional disciplinary action.

Please mark all coats, hats, gloves, scarves, uniforms, gym clothing, tennis shoes, and overshoes with the name of the child. There is a greater possibility of regaining lost clothing that is marked.

Special Out-of-Uniform Days:

Spirit Days:

First Friday of each month is designated as a Spirit Day. Jean or Khaki clothing, adhering to the uniform standard of length, may be worn with the STM uniform or Spirit Clothes top. Shorts, including STM shorts, **may** be worn if the length is no shorter than as described above. Yoga pants, leggings or jeggings may NOT be worn alone or with shorts not conforming to the uniform length. Team uniform apparel, sweatpants, or track shorts are not considered Spirit Wear and should not be worn on Spirit Days.

Holidays/Party Days:

Halloween, St. Valentine Day, and St. Nicholas Day are special days for children. These days will follow the color theme as determined by the school administration. On days when a color is designated, the shirt must have that color as the **predominant** color. Uniform skirts, skorts, pants or shorts, jeans, or khakis are permitted on these days.

Dress-up days may occur during the year for special Mass occasions. On these special dress-up occasions appropriate church attire is suggested. All attire must adhere to school guidelines.

Scout Uniform:

On days when scout meetings occur, students may wear the official uniform of the scouts in lieu of the school uniform. All other uniform regulations apply.

*****Attire on any of the out-of-uniform days must be school-appropriate attire and no large external pockets (cargo pant type) may be worn on any uniform, spirit or dress-up days. Other out-of-uniform days to support organizations or special events may also be added by the administration. The dress on all out-of-uniform days will be announced to the student body. Uniform guidelines regarding length apply to all special attire days.

Please mark all coats, hats, gloves, scarves, uniforms, gym clothing, tennis shoes, and overshoes with the name of the child. There is a greater possibility of regaining lost clothing that is marked. Lost clothing can be found by the school office and will be donated to charity at regular intervals.

MISCELLANEOUS INFORMATION

Birthdays and Half Birthdays (June-Dec., July-Jan., and Aug.-Feb., for birthdays falling when school is not in session): Birthdays and half birthdays are as special as the child having one. Therefore, the child is invited to come in Spirit Day attire on their birthday or half birthday. If that day is already designated a spirit or dress-up day, Spirit Day attire may be worn the day before or after the birthday. Birthday treats may be served at the close of the school day *to the celebrant's class*. In support of the health and wellness plan at STM, healthy birthday treats are suggested, and treats must be in compliance with the allergy free list published in the Child Safety Section. As an alternative to individual birthday treats, a book for the room or school library can be donated in the child's name.

Cell Phones: Teachers will collect cell phones as students enter the homeroom at the beginning of the day or when the student arrives. Once all students are present, the teacher will ask if anyone forgot to turn in their phone. At this time the teacher will secure the phones in a designated area within the classroom. At the end of the day, the teacher will distribute the phones as the students exit.

If the student is found with a phone during the school day- that student made the choice not to turn it in to their teacher- and the phone will be sent to the office. *Phones not turned in to the teacher at the beginning of the day will be confiscated, and the device returned only after a conference with the administration. After a second offense offenses will result in a parent needed to collect the phone from administration. After a third offense, the student will not be allowed to have a phone at school.*

Classroom Parties: The students are given two school-sponsored parties each year. These take place on the feasts of St. Nicholas and St. Valentine. The parties are held at 2:30 p.m. and finish in time for dismissal. The room parents assist with these parties and should consult with the homeroom teacher for the guidelines for class parties as outlined in the Room Parent Handbook. All Room Parents and helpers are required to conform to the Safe Environment volunteer guidelines.

Electronic Equipment: The possession or use of personal electronic equipment, including audio equipment, cell phones, Switch, and other electronic devices, is prohibited during the school day except as permitted by the classroom teacher as a tool for learning. The inappropriate use of such items will result in the item being confiscated and returned, at the discretion of the administration, to the parent. *Any electronic device is the responsibility of the student.*

Graduation: The 8th grade graduation is for the celebration of students. Input from 8th grade students and parents should be considered as graduation plans are formulated. A graduation policy has been established to ensure that graduation activities are in keeping with the school mission statement and Catholic identity of the school. An informational meeting may be scheduled for the 8th grade parents at the beginning of the year, at which time the graduation activities will be outlined. The pastor and administration will be invited to the meeting. The graduation fee will not exceed \$100 per graduate, and the fee plus fundraisers cannot collectively exceed \$225 per graduate. All collected graduation funds will be kept in STM exchange accounts and be subject to limitations imposed by those accounts. The funds are to be used for graduation activities that may include a student/parent party (no alcohol), a student graduation party, activity, or reception, service project, and a student gift to the school and teachers as stated in the graduation policy.

Gum and Soda may *not* be served in the classrooms. It is the ingredients in the soda, namely the sugar, which causes stains on the carpet. Gum causes obvious difficulties when not disposed of properly. Therefore, we DO NOT ALLOW soda pop or gum in the classrooms.

Lost and Found: The school is not responsible for lost articles. The lost and found box is in the school lobby across from the office. Unclaimed clothing is periodically donated to the poor.

Lunch Program: Students will need to bring a sack lunch or order food through the My Hot Lunchbox program. Milk can be purchased. **Children are not permitted to bring treats (i.e.; pizza, other fast foods, candy, donuts, cupcakes, etc.) for select groups (including sports teams) at lunchtime.**

- **Milk Cards:** Milk is available daily using a milk card. Chocolate and white milk are available for students during the lunch hour at a reduced cost as part of the Missouri Department of Elementary and Secondary Education School Nutrition Program. (The cost of the milk card is determined each year in accordance with the nutrition program guidelines). Milk cards are purchased through the homeroom teacher. Milk will be delivered to the homeroom.

Room/Teacher Requests: During spring, the office will review requests for room assignments based upon a **written request** submitted to the principal. **All request forms must be submitted to the principal in writing before *May 1*.** Only requests having a *firm educational basis* will be accepted for review.

Yearbook: A yearbook, containing individual pictures of each student and staff person, group pictures, and other school activities is available for purchase and delivered at the end of each academic year. Information regarding the yearbook will be sent home with the student.

SUMMARY

We have not attempted to answer all of your questions in this brief Handbook. We hope however that it will save you some time. **The principal retains the right to amend the St. Thomas More School Student Handbook for just cause.** Parents will be given prompt notification if changes are made. With the full cooperation of the school community - administration, faculty, students, and parents - we hope to give the children the best academic year we can. If we can be of further help, please call the office. God bless you and have a wonderful school year!

SAINT THOMAS MORE PRESCHOOL

St. Thomas More operates a preschool for children ages 3, 4, and 5. The STM Preschool follows the philosophy and mission of St. Thomas More School published at the beginning of this handbook. The preschool is developmental in nature and will provide experiences that are age-appropriate to the children and suited to the age and cognitive readiness of the child. The program will neither be overly academic nor just play but will have a balance of readiness materials and guided play. A child entering preschool must be 3 years of age by July 31st of the year to qualify to attend in the fall and must be able to **consistently** use the restroom independently.

ABSENCES: Please call the school (816 942-5581) to notify us if your child will be absent on any given day.

CALENDAR: The preschool follows the calendar of St. Thomas More School (including closing of school for inclement weather). A school calendar will be provided to each family with students in the preschool. STM Preschool is a preschool, not a day care.

DAYS OF ENROLLMENT: Children may be enrolled for five days or three days (Monday, Wednesday and Friday only). Children may attend **ONLY** on the days for which they are registered. The fee covers only the days on which the child is registered to attend.

HOURS: The preschool is open from 7:50 a.m. to 3:20 p.m. Children should be signed in and out by an adult.

LUNCH: Children are asked to bring a sack lunch each day that they attend. Chocolate and white milk are available for students during the lunch hour at a reduced cost as part of the Missouri Department of Elementary and Secondary Education School Nutrition Program. Milk cards are purchased through the homeroom teacher.

ILLNESS OR INJURY: Should a child become ill or injured while at preschool, parents (or the person designated by the parents for this purpose) will be called to pick up the child. It is expected that the child will be picked up within a reasonable amount of time following notification.

MEDICATIONS: We must have written permission to administer **any** medication. The medication must be sent with the child's name and directions for administration. **All medications must carry a doctor's prescription. Permission slips are found in the Back-to-School Packet or through the health room.**

SNACKS: Parents in the STM Preschool should provide individual snacks for their child. We urge you to send nutritious snacks, i.e., carrot sticks, crackers and cheese, etc., rather than sweet treats. *Please refer to the allergy approved list in this handbook under Child Safety to assure that children within the classroom remain safe from food allergies.*

PUPIL-TEACHER RATIO: State regulations dictate that we may have only 20 students in the preschool classroom at any one time. The ratio of children to adults is 10:1. We will follow these regulations precisely, having no more than 20 children in the room at a time with two adults present.

REGISTRATION FORMS are available upon request at the parish office.

TUITION: St. Thomas More Preschool is self-supporting. Because of this, the charges for attendance are separate fees and not connected in any way to parish giving. The fee schedule is as follows:

5 days per week	\$6,750 (\$675 per month August – May)
3 days per week	\$4,500 (\$450 per month August – May)

The preschool registration fee is \$150.00. The fee paid for registration is **non-refundable** unless for some reason we are unable to accept the child.

The fees are to be paid on the **FIRST CLASS DAY** of each month. Fees will be considered late as of the 10th day of each month.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Quick Facts

Our Lifeline Skills Pledge

I will do the right thing and what God wills even if I don't feel like it.
I will treat people right, and in a Christ-like manner, even if I don't feel like it.
Today I will remember my willpower is stronger than how I feel or what I think.
With God, all things are possible.

School Hours

Office:	7:40 a.m. – 4 p.m. M-TR, 7:40 a.m. – 3:30 p.m. Friday
School Doors Open:	7:30 a.m.
Auditorium Supervision:	7:30 a.m. - 7:40 a.m. = Grades Kdg - 4th
Gynasium Supervision:	7:30 a.m. - 7:40 a.m. = Grades 5th - 8th
Classrooms Open:	7:40 a.m.
Tardy Bell:	7:50 a.m.
School Dismissal:	3:20 p.m.

Administration

Father Justin Hoye, Pastor	frjhoye@stmkc.com	
Mrs. Linda Crosthwait, Principal	crosthwait_linda@stmcyclones.org	X3206
Mrs. Meredith Blair, Asst. Principal	blair_meredith@stmcyclones.org	X4501

Office Staff

Mrs. Amy Prowell, Administrative Assistant	sullivan_colleen@stmcyclones.org	X3205
Mrs. Jill Brennan, Reception & Marketing	brennan_jill@stmcyclones.org	X4500
Mr. Scott Dulle, Maintenance	dulle_scott@stmcyclones.org	X3102

Student Services

Ms. Mandy Hodes, Health Coordinator	hodes_mandy@stmcyclones.org	X3119
Mrs. Amanda Tucker, Counselor	tucker_amanda@stmcyclones.org	X4111
Mrs. Meg Burke, Special Ed Coordinator	burke_meg@stmcyclones.org	X4204
Mrs. Patsy Glenn, Reading Specialist	glenn_patsy@stmcyclones.org	X3123
Ms. Jennifer Fahey, Interventionist	fahey_jennifer@stmcyclones.org	X3123
Mrs. Amalia Standard, SLP	standard_amalia@stmcyclones.org	X4502

Specials Teachers

Mr. Kenneth Van Pelt, Art	vanpelt_kenneth@stmcyclones.org	X4216
Mrs. Amalia Standard, Primary Art and Movement	standard_amalia@stmcyclones.org	X4502
Mrs. Dawn Elliott, Computer	elliott_dawn@stmcyclones.org	X4138
Mr. James Brown, Library	brown_james@stmcyclones.org	X4139
Mrs. Cheryl Parisi, Band/Music	parisi_cheryl@stmcyclones.org	X4124/3126
-----, Music	-----@stmcyclones.org	X3126
Mrs. Andrea Miller, PE	miller_andrea@stmcyclones.org	X4217
Ms. Maria Moles, Spanish	moles_maria@stmcyclones.org	X3126

Homeroom Teachers

Mrs. Teresa Borchert, PK	borchert_teresa@stmcyclones.org	X4129
Mrs. Jeanie Krebs, PK	krebs_jeanie@stmcyclones.org	X4131
Mrs. Kathleen Purcell, PK	purcell_kathleen@stmcyclones.org	X4125
Mrs. Suzie Brautman, Kindergarten	brautman_suzie@stmcyclones.org	X4215
Mrs. Angela Gatewood, Kindergarten	gatewood_angela@stmcyclones.org	X4209
Mrs. Liana Kilgore, Kindergarten	kilgore_liana@stmcyclones.org	X4213
Mrs. Kiely Tanner, Kindergarten	tanner_kiely@stmcyclones.org	X4214
Mrs. Jackie French, 1 st Grade	french_jackie@stmcyclones.org	X4210
Mrs. Neely Giangreco, 1 st Grade	giangreco_neely@stmcyclones.org	X4212
Mrs. Tracy Stewart, 1 st Grade	stewart_tracy@stmcyclones.org	X4207
Mrs. Julie Anwander, 2 nd Grade	anwander_julie@stmcyclones.org	X4101
Ms. Luci Sarcone, 2 nd Grade	sarcone_luci@stmcyclones.org	X4105
Mrs. Gina Spiller, 2 nd Grade	spiller_gina@stmcyclones.org	X4107
Mrs. Julie Lobb, 3 rd Grade	lobb_julie@stmcyclones.org	X4108
Ms. Maggie McGovern, 3 rd Grade	mcgovern_maggie@stmcyclones.org	X4105
Ms. Sydney Ritter, 3 rd Grade	ritter_sydney@stmcyclones.org	X4109
Mr. John Van Pelt, 4 th Grade	vanpelt_john@stmcyclones.org	X4116
Ms. Noelle Gallic, 4 th Grade	gallic_noelle@stmcyclones.org	X4504
Mrs. Kathy Thomas, 4 th Grade	thomas_kathy@stmcyclones.org	X4118
<u>Fifth and Sixth Grades</u>		
Mrs. Tammy Ciecior, 5 th Grade HR/Religion/Science	ciecior_tammy@stmcyclones.org	X4135
Mrs. Cheri Funk, 5 th Grade HR/5&6 Math	funk_cheri@stmcyclones.org	X4133
Mrs. Joan Mylin, 5 th Grade HR/ELA	mylin_joan@stmcyclones.org	X4134
Lauren Meier, 6 th Grade HR/ELA	meier_lauren@stmcyclones.org	X4401
Mr. Dan O'Connell, 6 th Grade HR/5&6 Social Studies	connell_dan@stmcyclones.org	X4136

Mrs. Courtney Hollo, 6 th Grade HR/ Religion/Science	hollo_courtney@stmcyclones.org	X440
<u>Seventh and Eighth Grade</u>		
Mr. Hal Shaver, 7 th Grade HR, Jr. High Science	shaver_hal@stmcyclones.org	X4405
Mrs. Maria Rotert, 7 th Grade HR, Jr. High Math	rotert_maria@stmcyclones.org	X4400
Ms. Mary Gates, 7 th Grade HR, Jr. High Literature	gates_mary@stmcyclones.org	X4406
Sr. Colette Jaros, 8 th Grade HR, Jr. High Religion	jaros_colette@stmcyclones.org	X4403
Mr. Kyler Wooldridge, 8 th Grade HR, Jr. High Geography/American History	wooldridge_kyler@stmcyclones.org	X4404
Ms. Megan Heydon, 8 th Grade HR, Jr. High English	heydon_megan@stmcyclones.org	X4402

Paraprofessionals/Aides/Aftercare

Paraprofessionals

Mrs. Mary Ellen Anselmo
Mrs. Kelley Burns
Mrs. Jo Rogers
Mrs. Jean Ruhl
Mrs. Mary Beth Stanek
Mrs. Michelle Dulle

Aides

Mrs. Sabrina Neal, PreK Aide
Mrs. Tara Williams, PreK Aide
Mrs. Alison Wynne, PreK Aide

Aftercare

Mrs. Angela Ayala

Please contact the school office for more details or questions regarding Aftercare.