

School Philosophy

School History

St. Thomas More Catholic School was established in 1948 as part of the Archdiocese of Portland in Oregon. It is a K-8 school currently serving 230 students. Staff members are certified by the State of Oregon and work cooperatively to provide both self-contained and cross-curricular educational experiences for the students.

Mission Statement

St. Thomas More Catholic School is a Catholic parish school centered in Gospel values and dedicated to maximizing the spiritual and educational development of the whole child.

School Philosophy

St. Thomas More Catholic School is a Catholic parish community offering its members an environment that supports the Christian development of all its members.

- We are committed to fostering academic excellence, teaching the Gospel message, building community, and accepting the responsibility of serving others and promoting social justice.
- We value education as a life-long process, with its roots in the family. We support the family by providing a strong foundation for the healthy, spiritual, academic, social, creative, physical and emotional growth of each child.

- We value teachers as role models of faith and facilitators of learning in a student-centered environment that fosters children to become self-disciplined, involved learners.
- We envision our graduates as people who serve responsibly, treat others in a Christian manner, and make learning a life-long endeavor.

Accredited

The Western Catholic Educational Association is pleased to announce the action taken by its Elementary Commission wherein our school is awarded a full term of accreditation through June 30, 2019.

School Wide Learning Expectations (SLE's)

The School Wide Learning Expectations define for us the spiritual, academic, social and emotional characteristics that a student of St. Thomas More Catholic School will develop and attain throughout his/her years of attendance.

A St. Thomas More Catholic School graduate will be a person who:

Serves responsibly

- Exhibits awareness of global, social, political, religious, and environmental issues.
- Accepts responsibility for actions and responds appropriately to feedback.
- Respects other points of view.
- Appreciates the unique talents, gifts, and diversity of others.
- Demonstrates a collaborative spirit and resolves conflicts peacefully.
- Respects self and others through kindness, honesty, and use of good manners.

Treats others in a Christian manner

- Demonstrates familiarity with scripture and Catholic teaching.
- Applies Christ's teachings when making decisions.
- Exhibits compassion towards others.
- Shares his or her God-given gifts.
- Participates actively in liturgies, prayer, and Christian service.
- Answers the Church's call to social justice

Makes learning a life-long endeavor

- Demonstrates a strong foundation in all subjects.
- Problem solves and transfers knowledge to new situations
- Sets goals and monitors progress
- Participates in the fine arts
- Communicates effectively through writing, speaking, and listening
- Uses technology to research, produce, and present results of his or her learning

Admissions Policy

In furtherance of the Statement of School Philosophy and Mission Statement, St. Thomas More Catholic School has adopted a fundamental school policy limiting the size of K-4 classes to 25 students. Grades 5 through 8 have a maximum capacity of 26 per classroom. In extraordinary circumstances a sibling may be accepted increasing class size to 26 for grades K-4 and 27 for grades 5-8 in order to provide a family with a Catholic education. The principal, pastor, and school council have established this admissions policy to provide an equitable and uniform set of criteria for making admission decisions. Also, this established policy on class size limits will provide a greater academic quality for individual student performance. The principal and pastor make all final decisions pertaining to student admittance, including assignment of priority status, class size, and issues arising under the established criteria.

Categories of Admission: Incoming students are to be offered admission to St. Thomas More Catholic School in the following order of priority (referred to as “admission categories”):

Current students returning.

1. In-parish kindergarten applicants who were tested and asked to wait one year.
2. In-parish siblings of current students returning.
3. Other parish, Catholic siblings of current students returning.
4. Non-Catholic siblings of current students returning.
5. In-parish new families.
6. Other parish, Catholic students from new families.
7. Non-Catholic students from new families.

The following definitions apply for purposes of the admission policy:

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

A) St. Thomas More Catholic Church: In order to be considered a STM parishioner, the family must be registered with the church, make regular, identifiable financial contributions to the church, regularly attend Mass, and participate in church activities as defined/determined by the pastor. The children of families assigned to an admission category other than “in parish” will be reclassified and assigned to an “in parish” category on the 1st day of the 13th month after the family members are classified as STM parishioners by the pastor. Parish registration involves a written completion of a parish census form.

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

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

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

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

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

New Students: All new students must meet all school admissions requirements. The principal and pastor will determine whether the applicant is qualified for admission and whether the school's age-appropriate program and existing staff will be able to meet the applicant's educational needs. All new students will be on a nine-week probation. At the end of this probationary period, the principal and the teacher will conduct an evaluation to determine whether the student will be entitled to full admission status, to continued probationary admission, or whether the student's admission will be denied. Transfer students must meet all school admissions requirements.

Registration Commitment: Once a child has been accepted for enrollment, the family must register the student no later than the time specified in the acceptance notice. If the school has not received such child's confirmation or acceptance by the time specified, his or her name shall be moved to the end of the applicable admission category, and the school may then offer the position to the next child on the priority list.

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

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

Non-Discrimination Policy

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

School Curriculum

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

Religion	Physical Education (K-8)
Language Arts	Health (K-8)
Mathematics	Computers (K-8)
Social Studies	Music (K-8)
Science	Media/Library
Art (K-8)	Student Leadership
Spanish (K-8)	Study Skills
Personal Safety	Family Life (1-8)

Educational opportunities abound in each curricular offering. Teaching strategies include cooperative learning, concept attainment, integrated thematic units, team teaching, inquiry based and hands-on learning, multi-age projects, and real life applications structured to meet the needs, talents, and abilities of all learners. Oral and written communication skills, teamwork, use of technology, critical thinking, and problem-solving skills are emphasized in order to prepare students for success in the 21st Century.

Diagnostic testing is available through Portland Public Schools, Beaverton Public Schools, Multnomah ESD, and qualified professionals in private practice. School staff members frequently work in tandem with our learning specialist and with parents to jointly plan the most appropriate educational strategies for each individual child. Our Learning Resource Program follows the Response To Intervention (RTI) model by providing a three-tiered support system. The learning specialist works collaboratively with the teachers to assist in meeting the needs of all learners. Please contact our Principal or Learning Specialist for program details.

In addition, St. Thomas More Catholic School provides guidance and encouragement in the areas of personal, social, and spiritual growth within an atmosphere of Christian community. From this experience, we hope that each child will come to understand how to apply the Catholic value system to his or her way of life.

Since parents are the first and primary teachers of their own children, it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal. St. Thomas More Catholic School invites parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Working in partnership, parents are asked to assist in their children's education at home and to make appointments at school.

Co-Curricular Experiences

Religious Experiences

At St. Thomas More Catholic School, we strive to assist children in their faith development in a myriad of ways. Some of these include beginning and ending the day with prayer and sharing grace before meals. Students also help plan and participate in all-school Masses, school prayer services, and para-liturgies. Prayer, as song, is a component of our music program. Advent and Lenten observances strengthen our children's religious educational development.

All School Assemblies

To enrich the curricular offerings, to foster spirit, or to celebrate special occasions, assemblies are held periodically. Assemblies may be school-wide, age, or class specific.

Morning Assembly

Each school day begins with 7:55 a.m. assembly in the gym. Attendance is taken, birthdays are recognized, daily prayer and pledge of allegiance are recited, and CYO events and other student-centered news is announced. Parents are invited to stay for morning assembly. If parking on the upper lot, you must pull all the way over to the wall ball/play structure area.

Fieldtrips

Educational fieldtrip experiences are an important part of learning. Fieldtrips require a signed permission slip from home. If a student is lacking the permission slip, he or she will remain at school and must arrange with the teacher to make up the missed experience in some other way. Students must wear a navy blue STM logo sweatshirt or a white or navy blue STM logo polo shirt on school sponsored fieldtrips. When appropriate students are given permission for free dress.

Service Learning Program

STM HOPE – Helping Other People Everyday
Throughout the school year there are required social outreach programs and service opportunities in each of the grades at St. Thomas More Catholic School. Some of these programs include serving at Blanchet House, helping with the Oregon Food Bank Garden, and working with the Center for Medically Fragile Children at Providence Child Center. We also encourage student-driven service to respond to emergency and global needs. Students are not assigned a minimum number of hours, but rather serve their community as an integrated component of our school program.

Our goal is to help our students create partnerships with local organizations to support a lifelong commitment to service and social justice. We have two service coordinator positions on our PTO Board to assist with planning and service education.

Enrichment Activities

At appropriate grade levels, St. Thomas More Catholic School students have the opportunity to participate in:

- Yearbook
- Speech
- After School Drama Program (Grades 6-8 only)
- Spelling Bee
- Service Learning
- Student Leadership
- Valley Catholic Speech Tournament
- Science Fair/Bowl
- Math Competitions
- Outdoor School
- Mass Choir
- Art Exhibits
- National Geography Bee
- School Campus Recycling Program
- Buddy Activities
- CYO
- More Care
- After School Enrichment Program
- Student Leadership Team

Student Leadership

The St. Thomas More Catholic School Leadership Team is comprised of students in the 8th grade class. These students serve as role models of Christian behavior for the school and the parish community. Students attend weekly meetings and are involved in helping plan morning assemblies, organizing community service projects, serving as school ambassadors, and helping plan other school events.

In-school activities have included the KGW Toy Drive, the Oregon Food Bank can drive, Spirit Week, and more. Outside school activities have included the 8th Grade Lock-In and The Oregon Food Bank field trip.

Students who participate have a desire to grow in their understanding of what a leader is, as well as perform leadership activities that benefit the school and the local community. They will learn leadership skills that will help them grow as responsible and compassionate citizens in their faith.

St. Thomas More Catholic School Student Code of Conduct

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

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

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

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

Family Cooperation

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude or behavior of parents. Nevertheless, a situation may arise in which an uncooperative or destructive attitude or behavior of parents so diminishes the effectiveness of the school that the family will be asked to withdraw from school. There is no recourse for reinstatement.

Per Oregon law, Catholic schools have the right to ask a student to leave the school. With a limited budget and resources, we are not able to have a team of counselors and special education experts on staff. Therefore, we may not be able to meet the needs of all students, especially those who chronically disrupt the learning environment or threaten the psychological and/or physical safety of others. In such cases, the school may recommend a more appropriate placement or may terminate the student's enrollment.

Parents are requested (but not required) to share information regarding situations at school, especially if they involve harassment, threats, or aggression. In cases where there is a disagreement about consequences, parents of the student, the student, the teachers and the principal may meet to discuss the issue in question. At no time will any disciplinary situations be discussed publicly with anyone other than the individuals involved. If a situation requires reporting to authorities, the parent, administrator, teacher, or student must do so in a reasonable period of time.

Behavior Policies

Disruptive Conduct

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

Teasing, Bullying, Harassing, or Exclusion

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

‘Bullying’ is defined in “Steps to Respect” as unfair and one-sided. It happens when someone continues hurting, frightening, threatening, or leaving someone out on purpose.

‘Exclusion’ is defined as intentionally and maliciously leaving someone out of a group activity. This can include actions such as starting rumors or telling others not to be friends with someone, that occur in the classroom, on the playground, or at school sponsored functions.

Retaliation

Any student or parent in this school should feel free to report teasing, bullying, harassing, or exclusion to any school staff member. If any aggressive action is taken against the person reporting the initial activity, disciplinary action will be required.

Obscene Language or Gestures

Language appropriate for “G” rated films is the standard.

Lying and Cheating

Students will respond to questions by teachers and staff with an accurate reflection of the facts. Students’ academic work must be an accurate reflection of their own understanding of the material. Students may not get their answers from other students while taking examinations or completing assignments. Students must acknowledge credit for resource materials used to complete research assignments.

Rough Play

Any kind of play in which children are pulling each other to the ground, hitting, pushing, tripping, or wrestling around on the ground is not allowed, even if it’s just “kidding around”. Students should not put their hands on another student at any time.

Fighting

We strive to teach our students to settle conflicts peacefully, as Jesus would. Serious aggressive physical interactions that involve punching, kicking and similar behavior that may cause injury to others will not be tolerated and will require disciplinary action. If self-defense is a factor in any physical interaction, it will be considered within the disciplinary measures taken.

Search and Seizure

Desks, lockers, and personal belongings are subject to search at any time by the school staff. This is for protection of both the students and school employees. Desks and other designated student storage areas in the school remain in the possession and control of the school, even though they are made available or are assigned for student use.

Non-Academic Personal Property

Toys, equipment, trading cards, and other personal valuables are not allowed at school and are subject to confiscation, unless the teacher has requested that such items be brought to school as part of a planned learning or social activity. If such items are brought to school for use after school at More Care or some other after-school activity, they must remain in the student's backpack or bag during the school day. The school is not responsible for any lost, stolen, or damaged personal valuables.

Cell Phones and Personal Electronic Devices

Cell phones and personal electronic devices need to be on silent or turned off and stored in student's backpack from 7:30 am through the end of the school day.

Property Damage and Vandalism

Students and their parents or guardians will be held financially responsible for any damage to equipment or school property.

Theft

Taking something of another's without permission will require disciplinary action and remuneration.

Possession of Illegal Substances/Weapons

The use or possession of illegal substances or weapons on school premises or at school-sponsored activities, including but not limited to tobacco, drugs, alcohol, various types of inhalants, guns, knives, pepper spray, and other items designed to inflict injury, are prohibited, and will require immediate disciplinary action. The activity may be reported to the police.

Leaving Campus During the School Day

No student may leave the school grounds during school hours unless accompanied by a parent or guardian. Parents must report to the office and ask the office staff to page the classroom to send their children to the office for pickup. Parents must sign their child out in the office. Children may not be picked up directly from the classroom when leaving during the school day.

Physical Restraint or Removal

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint or removal of a student may be necessary to maintain order in the school or classroom, or at a school activity or event, whether on or off campus, to prevent a student from harming him/herself, others, or school property. Oregon Law (ORS 161.205) and the policy of the Archdiocese permits a teacher, administrator, school employee, or school volunteer to use reasonable physical means to control or remove a student when, and to the extent, the individual reasonably believes such action is necessary.

Cyberbullying

Cyberbullying is the act of using the Internet or a cell phone to embarrass, humiliate, and specifically make other people, or a group of people, look bad to others or feel bad about themselves. In some cases, cyberbullies use cell phone text, photo messages, websites, blogs, chat rooms, social networking sites, instant messaging services, and e-mail to cause harm to others. Students, parents, and staff are to report any form of cyberbullying to the administration for further disciplinary action.

Additionally, any acts which, in the judgment of the school administrator and/or the pastor, endanger the moral, academic, emotional, or physical well-being of the student body will be considered actionable by the school.

Consequences for Inappropriate Behavior

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

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

If the teacher/staff member sees no correction in behavior; the behavior will be reported to the principal, necessitating the child making a phone call to the parent or guardian.

Possible consequences may include:

For minor misbehaviors in the classroom, the teacher or staff member on duty will handle the first infraction. Often only a word of warning or redirection of behavior is all that is needed at this level.

Time Out: The student will be sent to the office to sit quietly or complete any assignments until the teacher asks them to return to class.

Written Warning: The student will receive an information sheet explaining the inappropriate behavior that he/she must read and discuss with a staff member before returning to class.

Inside Recess: The student stays in at one supervised recess each day, completes the “Think About It” form during that time, and goes outside at other recesses. The “Think About It” form may generate additional consequences such as delivering an apology, cleaning up their mess, agreeing to some type of restitution or public service, or performing some act of kindness.

Detention: Students in the upper grades receive checks for rule infractions. If a student receives three checks, the student stays in during his or her lunch and recess period. The student may be asked to come in at other recesses or before or after school to complete a “Think About It” form and perform restitution or public service, etc., as determined by the principal. Three lunch detentions within a school year will result in a one-day in-school suspension. More than three lunch detentions in a school year will result in a meeting with the principal where a behavioral contract will be enacted in order to remain at St. Thomas More Catholic School.

Conduct Referral: Continued or serious misbehavior will involve the teacher or staff member completing a Conduct Referral and referring the matter to the principal for further action.

Suspension: In-school suspension removes the student from the classroom to another designated room for up to three days. The student is responsible for completing academic work, which was assigned during suspension. Out-of-school suspension removes the student from school and parents are responsible for the care of their child during that time. Students are expected to complete

assigned work during the suspension. When an out-of-school suspension is served, a mandatory meeting with the principal, student and parent(s) is required before the student is readmitted to the school.

Expulsion: is the permanent exclusion of a student from St. Thomas More Catholic School by the principal or pastor.

In addition: Catholic high schools will be informed of persistent discipline problems and/or significant disciplinary actions taken during the seventh and eighth grade years.

No matter how cautious and fair the school policy is, there will be some mitigating factors. The principal and pastor are the final recourse in all disciplinary situations and may waive any and all regulations.



Conduct Rubric (Grades 5–8)

The upper grade teachers will determine student conduct grades for each trimester. This rubric defines teacher expectations for students across the curriculum:

E - For EXCELLENT CONDUCT a student

- *receives 0-1 checks in a trimester*
- *assumes responsibility for their actions and applies Gospel values*
- *is a positive contributor to the learning process*
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S - For SATISFACTORY CONDUCT a student

- *receives 2-3 checks in a trimester*
- *usually assumes responsibility for their actions and applies Gospel values*
- *is generally a positive contributor to the learning process*

U - For UNSATISFACTORY CONDUCT a student

- *has 4 or more checks in a trimester*
- *rarely assumes responsibility for their actions or applies Gospel values*
- *is rarely a positive contributor to the learning process*

Notes:

- Conduct grades will be updated weekly on the grade site by homeroom teachers and will be reset at the beginning of each trimester. Teachers will consider exceptional improvement during a trimester before finalizing trimester conduct grades.
- If a student receives a check, they will complete a “Think About It” form and bring it home for a parent signature. Not returning the signed form will result in the loss of lunch recess until the form is returned.

- Parents will be contacted by the homeroom teacher when a student receives lunch detention.
- After the second lunch detention or sixth check, parents are required to attend a conference with the teachers.
- The number of checks is cumulative for the year and nine checks will result in a more severe consequence as determined by the principal.

Effort Rubric (Grades 5–8)

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

E - For EXCELLENT EFFORT a student

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

S - For SATISFACTORY EFFORT a student

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

U - For UNSATISFACTORY EFFORT a student

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

LATE WORK POLICY (Grades 5 to 8)

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

Late Work will be scored as follows:

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

St. Thomas More Catholic School Disciplinary Policy

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

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

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

Behavior	First Time
PERSISTENT DISRUPTIVE CONDUCT which deprives other students of the right to learn	Immediate Time Out. Student calls parent.
TEASING (Name calling, insulting or other behavior that would hurt others)	Written warning. Student calls parent.
EXCLUSION (Starting rumors, excluding behavior, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	
USE OF ABUSIVE, PROFANE OR OBSCENE LANGUAGE OR GESTURES	One inside recess. Student calls parent.
HITTING/ROUGH PLAY (Pushing, slapping, tripping, grabbing, etc.)	One inside recess. Student calls parent.
NON ACADEMIC PERSONAL PROPERTY BROUGHT TO SCHOOL Without prior permission of the teacher	Confiscation of item. One inside recess. Student calls parent.
LACK OF RESPECT FOR PROPERTY (Damage, misuse, defacement, etc.)	Student calls parent.
DISHONESTY (Lying, cheating, etc.)	Detention. Student calls parent
WILLFUL DISOBEDIENCE OR LACK OF RESPECT FOR AUTHORITY	Detention. Student calls parent
RETALIATION for reporting misdeeds to an adult	In-school suspension. Student calls parent
FIGHTING OR PHYSICAL ABUSE (Punching, kicking, and similar behavior that may cause injury to others)	Immediate removal from school. One to three days out-of-school suspension.
THREAT OF SERIOUS VIOLENCE	
HARRASSMENT (Racial, ethnic, or sexual name calling or other severe actions)	
THEFT OF PROPERTY	Immediate removal from school. One to three days out-of-school suspension. May report to police
VANDALISM (Severe damage to property)	Immediate removal from school. Three days out-of-school suspension. Reparations made for repairs
POSSESSION OF CIGARETTES, CIGARETTE PRODUCTS, DRUGS, ALCOHOL OR WEAPONS	Immediate removal from school. Three days out-of-school suspension or possible expulsion. May report to police.

Second Time	Third Time
Immediate time out. One inside recess. Student calls parent.	Immediate time out. Three inside recesses. Student calls parent.
One inside recess. Student calls parent	Three inside recesses. Student calls parent. Detention. Student calls parent.
Two inside recesses. Student calls parent.	Detention. Student calls parent
Two inside recesses. Student calls parent.	Confiscation of item. Detention. Student calls parent.
Confiscation of item. Two inside recesses. Student calls parent.	Immediate removal from school. One day out-of-school suspension.
Detention, Student calls parent.	Immediate removal from school. Three day out-of-school suspension
In-school suspension. Student calls parent.	Immediate removal from school. Three day out-of-school suspension
Two detentions	One day out-of-school suspension.
One day out-of-school suspension	Immediate removal from school.
Expulsion from STM	
Expulsion from STM	
Expulsion from STM	
Expulsion from STM	

Teachers in grades K-4 may employ walkabouts (walkabouts are timed laps around the turn-around on the upper and lower turnarounds.) This makes discipline a learning experience for the students, and at the same time, affords them the opportunity to get exercise.

When the teacher feels the above consequences have not changed the undesirable behavior, the students are sent to the principal's office. It is in that time that the discipline policy takes its' effect.

After the third time a student shows this behavior in a year, school staff and parents meet to develop an individual plan which may include a one day suspension with a mandatory expectation that the student receive counseling. Further infractions may be cause for expulsion.

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

The staff of St. Thomas More Catholic School is committed to working closely with parents in order to best meet the needs of each individual child. During the course of a child's years in this school, it is likely that every family will at some point have a question, concern, problem, or constructive suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. The best rule of thumb is to go directly to the person who has responsibility for the situation.

To communicate a problem or suggestion concerning:

Talk:

Your child's attitude, progress, treatment, field trips, specific curriculum, homework, grades, discipline administered by a teacher

1. *The Teacher*
2. *The Principal and Teacher*

An office procedure, first aid, attendance, a school event

The School Secretary

General school policy, school expenditures, parent participation in policy decisions, uniform policy, general admissions policies, plant improvements, the future of the school

The Principal

Teacher appreciation, assemblies, PTO socials, spaghetti dinner, Harvest Festival, and information about volunteering

A PTO officer

Alumni, Fund-raising, Public Relations

Principals, SAC, Pastor

Student activities, Christian service project ideas

Eighth Grade homeroom Teacher

Auction

Auction Committee

Setting up diagnostic testing or tutoring, setting up school coordination with a specialist doctor

Teacher, Principal, Learning Specialist

If you are in need of assistance beyond that which is available through the principal

Pastor, Department of Catholic Schools

Attendance

1. Absence Due To Illness

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

Students absent for more than 3 consecutive school days, regardless of the type of illness, must obtain a release from health provider before re-admittance to school. Students must be fever free for 24 hours without the aid of fever reducing medicine re-admittance to school.. Students who are absent due to illness are not allowed to participate in after school events (CYO, school/school affiliated programs.)

2. Make-up Work

Students absent due to illness, (grades K-5) parents may request the teacher provide a list of missed assignments and needed materials. Teachers may need 24 hours to gather necessary materials. Absent students receive an additional day for each day absent to turn in completed make up work. Grades 6-8 students can check for missed work on ALMA.

3. Late Attendance

School begins promptly at 7:55 a.m. with assembly in the gym. At this time, the gym doors will be closed and teachers will take attendance. All students arriving after 7:55 a.m. must go to the office to pick up an admittance slip. Whenever students are arriving late or leaving early throughout the school day, a parent must sign them in/out in the school office. Remember our school policy requires parents to notify the school office prior to 8:30 a.m. if their child will be late or absent.

4. Individual Early Dismissal

When it is necessary to leave school early, the student must bring a note to the teacher in advance. For safety reasons, parents must pick up their child from the OFFICE and sign them out at the desk counter in cases of early dismissal or illness.

5. Absence For Vacation or Travel

Oregon state law requires elementary school students to attend school. Therefore, this school does not grant permission nor excuse absences for students to take vacation trips during scheduled school days. If parents choose to violate this policy, they do so with the understanding that make-up work may be provided after the vacation and completed under parent supervision. Teachers are not required to provide homework to students prior to a planned absence, such as a trip or vacation. It should be understood that the student's report card grades may reflect his/her inability to participate in class activities during vacation time. Attendance is reported during the application process for our local Catholic high schools.

Parents must fill out a **Pre-Arranged Absence Request** form 5 days prior to the requested absence.

Please note that all absences for any reason other than illness is recorded as an unexcused absence, regardless of whether or not it was pre-arranged.

6. Excessive Absences or Tardies

If a student has a record of numerous absences (more than 10 in a school year), or numerous tardies (more than 6 in one trimester), the principal and/or teacher may request a parent conference.

Birthdays

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

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

A birthday treat and/or beverage may be brought to school for enjoyment during the day, at a time of the teacher's choosing based on the day's class schedule.

NO HOME PREPARED FOODS CAN BE OFFERED.
ALL FOOD ITEMS MUST BE STORE BOUGHT AND
IN THEIR ORIGINAL, UNOPENED PACKAGING.
Please send cups, napkins, and plates if such items are needed; the school is not able to provide these items.

Building Visitation

For security reasons, all visitors must first report to the school office and are required to obtain a badge. Students are expected to arrive at school with materials needed for the day. Therefore, students will not be allowed to call home to retrieve forgotten lunches, jackets, homework, and school supplies. Parents are asked not to disturb classes during the day to deliver student items. Parents dropping off forgotten lunches are to drop them in the box located outside the office door. Each time a class is interrupted, students lose valuable instructional time.

Parents are requested to make an appointment prior to a visit to the classroom. Parents are not to disturb a teacher during his/her supervisory responsibility unless other arrangements have been made.

Communication

St. Thomas More Catholic School currently subscribes to ALMA which is as our Student Management System (SMS). ALMA is a vital tool for parents and students. Grades, homework assignments, handouts, calendar of events, etc. are posted electronically on ALMA. Important school and classroom news is also communicated via ALMA. Once you activate your account you can use ALMA to:

- Check your child's most current grades
- Check the school and community events calendar
- See due dates and late homework list
- Read weekly announcements, and more

Students and parents receive activation codes in the fall. Once you have received the activation email from ALMA please follow the instructions to setup your account. Once your account is activate please visit <https://stmpdx.getalma.com> to login. Lost codes or assistance with ALMA please contact ALMA at info@getalma.com or contact Becky Cooper at St. Thomas More School at bcooper@stmpdx.org.

CYO

The CYO athletic program at St. Thomas More Catholic School is committed to the dignity and worth of each child it serves in a safe and nurturing environment. Students in grades 3-8 from the parish and school community are eligible to participate in St. Thomas More Catholic School's quality, competitive CYO sports programs that reinforce the importance of fairness, self-discipline, teamwork, self-sacrifice, sportsmanship, physical fitness, positive self-image, respect for authority, self-worth, and the love of the sport.

St. Thomas More Catholic School offers participation in girls volleyball, boys and girls basketball, track, and lacrosse. A fee is charged for each sport to cover the cost of registration, fees, and equipment.

Teams are coached by volunteers, most of whom are school parents or teachers. All volunteers are Called to Protect certified. While CYO is not affiliated with our school, we do encourage our children's participation in athletic interests.

If you have any questions regarding St. Thomas More Catholic School's athletic program, please contact the CYO athletic director, Mary Ann Walker via email at: mary_annwalker@hotmail.com.

You may also visit the CYO website for more detailed information. <http://www.cyocamphoward.org>

Any coach, athlete, parent or spectator may make a comment, voice a concern, or register a complaint on situations concerning rules, officiating, playing conditions, etc. It MUST be submitted in writing to the CYO Athletic Director within 3 days of the incident.

- *Issues of specific sport rules, regular season and tournament seeding should be directed to the specific CYO sport commission.*
- *Issues of policies, club organization or CYO Sports Manual should be directed to the CYO Athletic Board.*
- *Issues regarding coaches, participants, spectators or eligibility should be directed to the CYO Rules and Compliance Committee.*
- *Issues of administration, registration, communication, club requirements, commission meetings or website should be directed to the CYO Communications Director.*
- *Issues of insurance should be addressed by the Director of Insurance at the CYO Office.*
- *Issues of officials should be directed to the CYO Communications Director who shall forward to Ref. Corps.*

Daily Schedule

The school day begins at 7:55 each day with a.m. assembly in the gym. Attendance is taken at the assembly at 7:55 a.m. Students not present at that time are listed as “tardy.” Supervised care is provided in the gym beginning at 7:30 a.m. After 7:55 a.m., all doors will be locked except the courtyard door across from the office. On Wednesdays, students are dismissed at 2:00 p.m. to allow for teachers to attend in-service/staff meetings.

More Care, our extended care program, provides CCD (Child Care Development) certified care. More Care offers daily after school care for students in K-8 until 5:30 p.m.

Monday thru Friday

7:30am	Gym opens
7:55am	Staff & students in gym for morning assembly
7:55am	Students not at assembly are “tardy”
After 7:55am	Check-in at the school office
11:15am	Lunch, Grades K-4
11:50am	Lunch, Grades 5-8

Afternoon

3:05 pm (2:00 p.m. Wednesday) Dismissal
State School Administrations and Archdiocesan Guidelines determines school schedule policies and calendar.

Fire Protection

The building is equipped with a complete sprinkler system, handicapped accessible fire-pulls, and enhanced smoke detection equipment. It is against the law for non-authorized personnel to tamper with this equipment. Persons causing damage will be required to pay for any damage they cause and students will be subject to disciplinary action.

Fund-Raising Policy

Purpose: It is the policy of St. Thomas More Catholic School to establish an orderly system for the maximum support of existing STM Fundraisers and development activities. Further, it is the purpose of this policy to avoid competition for charitable dollars from within the school and to protect the school from engaging in fundraising activities that are not in keeping with its mission and goals.

Approach: The principal and the School Advisory Council (SAC) oversee all fundraising activities for the school. Any individual or group wishing to establish new fundraisers must seek approval from the principal and SAC.

Fundraisers

The St. Thomas More Catholic School community has a variety of fundraisers that benefit different entities at the school and parish. Participation in these fundraisers are never mandatory, but is appreciated. These fundraisers and expectations are outlined below.

School Auction – February 27, 2016

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

All school families are requested, but not mandated to:

- Donate \$25 to each schoolchild's showcase project.
- Donate items and/or underwriting dollars to the auction.
- Purchase and/or sell raffle tickets.
- Attend the auction and bid, bid, bid.

Spaghetti Dinner – November 15, 2015

The Spaghetti Dinner is called a "FUNraiser," but also is PTO's source of funding for classroom and school activities. Held in late fall, the dinner offers a chance for parish and school families to enjoy food, drink, and win raffle prizes.

School families are requested, but not mandated to:

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

Lands End Uniform Sales - Year Round

St. Thomas More Catholic School participates in the Land's End School Uniform Program. STM receives 3% of all net sales which are used to fund PTO programs and activities. Lands End will put the St. Thomas More Catholic School

logo on any products they sell. Please refer to the Uniform Policy section in the handbook for more information.

Box Top Program - Year Round

PTO, with the help of the 8th Grade Leadership Team, manages the Box Top Program providing funds to enhance PTO programs and activities.

Scrip Program - Year Round

The Scrip Program raises funds to support technology for the school through the purchase of merchant gift cards. Families place orders every Monday and receive scrip on Friday of the same week. Families have the option to purchase \$1,500 of scrip each year, or pay a \$100 opt out fee.

eScrip Program - Year Round

The eScrip Program raises funds for the school through shopping at businesses such as Safeway and Zupan's, as well as dining at select area restaurants. Sign up at www.escrip.com.

Gifts

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

Graduation

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

Grading Scale

Academic Standards

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

Elementary schools across the Archdiocese of Portland vary in grading scale and many use a scale similar to ours. When students are applying to local private high schools or moving to another school or district, our profile is sent along with the transcript to share our grading scale and inform the institution to calibrate accordingly.

In order to remain in favorable academic standing, a student must:

- Maintain a 2.0 GPA in each class
- Have no failing grades

If a student does not maintain a 2.0 GPA in a subject area in the 5th, 6th, 7th or 8th grade at any time during the school year, the student will be placed on immediate academic probation. An academic plan will be provided by the appropriate staff to parents and the student to raise the grade within a reasonable time period. Failure to raise achievement to the above-mentioned level may result in dismissal from St. Thomas More Catholic School.

Gym Use Policy

The gymnasium is the private property of St. Thomas More Catholic School. With this ownership, the school becomes responsible for insurance, maintenance, key control and safety issues, including child protection. Besides physical education classes, the gym is used for multiple purposes, including morning assemblies, lunch service, educational assemblies, book fairs, the annual spaghetti dinner, plays, and other school sponsored events. The gym is also used by CYO, a separate corporation, for scheduled games and practices involving minors. In all cases, school functions have priority over all other events.

Any group or individual wishing to use the gym must make their request in writing to the business office at least one week in advance of the scheduled event. All non-school sponsored use of the gym requires the signing of a rental agreement. In all cases where minors are present, a group insurance policy providing \$1,000,000 of general liability and \$1,000,000 of sexual misconduct insurance, and naming the school as additional insured is required. Please understand that with the Charter signed by the US Conference of Catholic Bishops regarding their role in child protection, no exceptions will be made to this policy. Further, the Administration reserves the right to refuse to provide use of the gym for any reason.

Health Policies

Immunization Law

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

Health Records

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

Communicable Diseases

Please notify the school promptly if your child contracts a communicable disease, i.e. H1N1, chicken pox, head lice, strep throat, etc.

Severe Allergic Reaction Policy

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

- It is the parent's responsibility to notify the school of a child's severe allergic reaction. The school relies on the family physician to approve the Student's Allergy Management Plan and Emergency Care Plan, which the school will then implement as possible. A Student Allergy Management Plan and Authorization for Medication Administration form (as needed) must be completed and on file before the child attends school.
- Safety practices will be put into place whenever there is a student in the school who requires them as part of their Student Allergy Management Plan. Examples of safety practices include, but are not limited to, providing nut-free lunch tables or eliminating latex products from the school.
- Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen(s) for use at school according to the doctor's prescription. EpiPens will be kept in a cabinet in the school office, cafeteria and/or classroom and must be accompanied by an Authorization for Medication Administration form.
- Following state law, the school also keeps its own non-prescription EpiPens available for use with any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, trained personnel will administer the EpiPen and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

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

Medication and First Aid

Children may not keep medicine in their personal possession while at school. The exception to this is the allowance for students to carry inhalers for the treatment of asthma. All other medications to be taken while at school must be kept in the school office accompanied by a signed parental permission slip and directions for administration. A doctor's written order is required if prescription medicine is to be given to the child.

All medications must be labeled with the student's name and in their original containers. The child is to come to the office at the agreed upon time, and the dosage will be taken under adult supervision. Band-Aids and sanitary napkins are available in the office if needed. All medication not picked up by the parent at the end of the school year is disposed of.

Head Lice Policy

St. Thomas More Catholic School's policy on Pediculosis Humanus Capitis, more commonly known as head lice is as follows:

Communicable Diseases

Please notify the school promptly if your child contracts a communicable disease, i.e. H1N1, chicken pox, head lice, strep throat, etc.

Screenings:

1. Criteria for screening an individual for lice are: persistent itching or scratching, known exposure to siblings or other close contact with head lice (e.g. seat mate in classroom, locker partners, sleepovers, etc.), student/parent referral.
2. A case of head lice in a classroom requires that all children in the classroom be screened by the following school day.
3. If there is an infestation among three percent of the entire student population there will be a screening of all students in the school within one week. Multiple cases from a single household count as one case for purposes of calculating the percent of children infested.
4. The school will notify parents and/or guardians whenever individual or group screening is planned or performed.

All checks for head lice will be conducted in a confidential manner to respect the student's right to privacy. The following statements are recommended guidelines for readmission to school:

1. Students will be rechecked upon return to school. If no live lice or nits are present, the student will be readmitted.
2. Students will be rechecked at 7 and 14 days. If live lice or nits are present, the student will be excluded from school again.

Please contact the school office if lice is discovered or for more information on treatment and professional services.

Homework Policy

Kindergarten

Parents are encouraged to read to their children 15 minutes per night. Individualized reading packets are given out to students at the end of September. Parents are asked to help reinforce skills with their children. They will be given a homework packet on Mondays to be turned in the following Monday. They should be doing approx. 1 page per night. Total homework time is 15-30 min including reading.

First Grade

15 - 30 minutes per night, including 15 minutes of required reading. Students that will be absent for an extended period will be given a writing journal to complete and should read 15 minutes each day.

Second Grade

15 minutes of reading (parents sign reading sheet.) Additional homework on week nights; total homework = 30 minutes per night.

Third Grade

4 hours per week. This may include reading, math, spelling/vocabulary, grammar, reports, and studying for tests/quizzes.

Fourth Grade

40-45 minutes total each day, including 20 minutes of reading (parents sign reading sheet); math sheet; study for upcoming tests.

Fifth and Sixth Grades

1 to 1.5 hours per night. Teachers are making an effort to coordinate tests. Students should be encouraged to self-correct homework rather than depending upon parents to do the correcting. Some students will use more or less time than the average. If there is a concern regarding time spent on homework, parents should contact the teacher. Teachers will assist students in working out strategies to complete homework.

Seventh and Eighth Grades

Students in the 7th and 8th grades at STM should expect to do from 1 1/2 to 2 hours of homework each night on the average. This would be about 10 hours per week total. It is true, however, that some students will use more or less time than the average student for many different reasons. Each student's case will be different. For this reason, if a student is doing excessively more homework than 10 hours per week on the average, or exceedingly less than 7 hours per week on the average, please contact the student's teachers to discuss your special case.

Students in 7th and 8th grade are provided lockers with locks to store books and materials. A numbered canvas tote placed on top of each locker provides additional storage.

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

Late work and Corrections

If you are absent due to vacation or illness, you will need to make up all work assigned by the classroom teacher. Following the illness and vacation absence policies in the handbook. Each teacher will publish his/her late work and corrections policy, as specifics vary by grade level. Please contact your child's teacher directly for questions regarding late work or corrections.

Hot Lunch Program

A coordinator, two assistants, and one or two parent volunteers staff the St. Thomas More Catholic School Hot Lunch Program.

Hot lunch is pre-ordered one month in advance, and is available to all students, staff, and guests for a cost of \$4.50 per lunch with an additional entrée serving for \$2.00.

We are not able to accommodate morning call-ins or additions. We prepare only the number of lunches that are recorded as "ordered" and prepaid.

New and returning parents must register at www.order-lunches.com. Our school code is: stm247

The program provides a secure, fast and easy-to-use online ordering system that allows you to view the lunch menu, order and manage your child's lunches on the web and full customer support for our families.

The menus are always available for orders the 1st through the 20th of prior month. Please go to the school website for instructions on how to enter orders. Please remember to keep a copy for your records.

Students not wishing to participate in the hot lunch program need to bring a cold lunch from home. In the case of a forgotten lunch, students are not able to call home, but lunch will be provided at a cost of \$10.00.

Sorry, no credits for missed lunches due to illness, weather (snow days), vacations, field trips, or forgetfulness. Families with outstanding lunch bills may not reorder until their account is paid. There can be no refunds or carryovers of hot lunches. If a student is absent or they decide they don't 'like' the lunch that day, we are not able to refund the money.

If you have any questions about the hot lunch program, please contact MJ Schouten at hotlunch@stmpdx.org.

More Care

After school care is a service offered for the convenience of our school families. The purpose of the program is to provide a safe, loving environment for our students after school. We call our program “More Care”. It is a nonprofit service that is licensed by the Child Care Division of Oregon. It is administered by the school under the direction of the principal/operator Amy Jefferis and the program’s director Annie Heminger. Nine additional teachers and qualified aides also work for the program. Students go directly from their classrooms at dismissal to the Parish Hall where they check in with the More Care staff. We offer a Homework Hall with certified teacher help as well as a variety of clubs and an opportunity for developmentally appropriate activities in the Parish Hall and on the lower playground. More Care is offered on school days to STM students in grades K-8 from 3:05-5:30 (2:00-5:30 on Wednesdays). More Care is not available during non- school days, noon dismissal days, Holidays, or Vacation days.

If anyone other than the custodial parent(s) picks up a student from More Care, the More Care staff must have authorization from the parent in order to release the child. Authorization can be given in a note, a phone call, or an email. In cases where the staff does not know the person picking up the child, we will ask to see picture ID of the adult. More Care does not provide transportation for students and does not schedule field trips.

Contact Information

Parents who have questions about More Care can call or email Amy Jefferis (principal) or Annie Heminger (director). Interested parents may review More Care licensing, sanitation, and fire inspection records during More Care hours and may visit any time without advance notice. Parents wishing to register a complaint about More Care should follow problem-solving procedures in this handbook. More Care does not discriminate against any child or parent on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.

Health and Safety

School safety and discipline policies will be followed at More Care. In an emergency, our first aid trained teachers will assess the situation and seek emergency assistance when appropriate. The child will be transported to the hospital designated by the parents on the school emergency form unless medical personnel advise us that lifesaving procedures require the child to be transported to the nearest medical facility. Parents will be called immediately when a child is ill or there is an emergency. A More Care teacher will remain with the sick or injured child until the parents arrive.

Students must meet Oregon immunization requirements and parents are asked to notify the school immediately if their child has a communicable disease. To protect the health of all children and staff, we ask that ill and contagious children be kept at home until they are well.

Fees

Families participating in the More Care program are assessed a \$40 registration fee to cover the costs of licensing and materials. The fee is \$5.00 an hour per child and billing statements are sent out monthly through the Parish Office. Parents who do not wish to use More Care must sign a waiver stating that they will not be using our services. Students not picked up in the turn around by 3:20 (2:15 on Wednesdays) will be automatically checked into More Care and charged a minimum of \$1.25 (.25 hour). Families that have not registered will be charged the one time registration fee of \$40 in addition to the time the student was checked in. More Care closes promptly at 5:30. A late fee of \$10 per child is charged from 5:35-5:45. After 5:45 there is a fee of \$1.00 per minute per child in addition to the late fee.

Snacks

More Care is a “nut free” program due to the number of students with severe nut allergies.

The state requires that school-age children arriving after school shall have two snacks from two different food groups. More Care will provide your child with a food or liquid from the fruits/vegetable food group that meets USDA guidelines (example- 100% fruit juice, apples, oranges, carrots) upon arrival M,T,Th,F and at 3:45 on Wednesday. We ask parents to provide non perishable healthy snacks from one of the other food groups; bread/grains (example- graham crackers, pretzels, granola bar, cereal bar, gold fish, cheese crackers) or meat/meat alternatives (example- dried jerky) for their other snack. These

snacks are kept in a plastic container labeled with the child/family name. Perishable, healthy snacks can also be brought in by students on a daily basis and stored in their backpacks. Keep in mind we can not provide refrigeration for these snacks.



Parent Teacher Organization (PTO)

Mission Statement

St. Thomas More Catholic School is a Catholic parish school centered in Gospel values and dedicated to maximizing the spiritual and educational development of the whole child. In conjunction with the school faculty and administration, the St. Thomas More Catholic School Parent Teacher Organization (PTO) cultivates and develops parent participation in school-centered activities designed to enhance the educational experience of the students of St. Thomas More Catholic School (STM), and acts as a liaison between parents and the school faculty and administration, the School Advisory Council (SAC), and the parish pastor. St. Thomas More Catholic School Parent Teacher Organization, through its fundraisers, enhances curriculum, instruction, and parent education in the following ways:

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

Scope of Responsibility

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

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

PTO is responsible for working directly with the principal, parish business manager and bookkeeper on all financial activities and for reporting its financial activities to the parish business manager for the purposes of budgetary approval and inclusion in the school's budgetary framework.

2015-2016

Parent Teacher Organization Officers

President:	Darci Keljo
Vice-President:	Nicole Dean
Secretary:	Kristin Riddle
Treasurer:	Emily Shields
Volunteer Coordinator:	Kathi Austin
Hospitality:	Lesley Gretz-Baker
Service Coordinators:	Deedee Dolp Courtney Pierce

PTO Activities

September Teacher Appreciation Luncheon

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

Back-to-School Coffee

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

Class Potlucks

Each class schedules a parent-only potluck dinner during September or early October. Potlucks are usually held in the parish hall. Parents are able to meet their child's home room teacher, new families, and connect with each other in a relaxed social setting. It is an opportunity to hear about school and parish events for the year. Class Potlucks are organized by the room parents. There is also an opportunity for parents to sign up to volunteer for class fieldtrips, class parties/events, and other activities.

Class Activities Fund

PTO collects money for this fund via registration in June. Teachers use the money to fund all class activities such as field trips and celebrations.

Class Gift Fund

In the fall, PTO provides teachers unrestricted class funds to spend on their classrooms.

Family Welcome Program

PTO administers this program which welcomes new St. Thomas More Catholic School families and provides them with support and information about STM throughout the school year.

STM Community Picnic - September 13, 2015

PTO assists parent volunteers and the church staff in hosting the parish and school picnic for all STM community members. The picnic will be held on the Upper Playground 11:00 am - 2:00 pm. All family members are welcome. Hamburgers, veggies burgers, potato salad, chips and water will be provided.

PTO Communications

PTO communicates with school families via school-wide email, More News, school website, and Facebook.

PTO Monthly Meetings

The PTO Board meets monthly to discuss programs, activities, fundraisers and community issues. PTO meetings are open to all parents and teachers, and the presence of the vice-principal is appreciated. PTO meetings for 2015 - 2016 are tentatively scheduled for the third Friday of each month 9am - 10:30am in the Parish Conference Room. Parents are welcome to attend PTO meetings. Meetings are subject to change, please confirm the date and time before attending. Parents should notify the President prior to the meeting they would like to attend so that the agenda is set to accommodate additional topics/discussion. Notes from all PTO meetings will be posted on the school website.

Room Parent Program

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

Sunday Mass Coffee and Doughnuts

PTO acts as a liaison between the parish and school families responsible for hosting 10AM Mass Coffee and Doughnuts.

Teacher Appreciation Program

PTO works with room parents to coordinate monthly teacher appreciation lunches and a special breakfast for Teacher Appreciation Day in May.

Volunteer Sign-ups

PTO administers the online volunteer sign-up program. New and returning families are notified of volunteer sign-up procedures and units required to fulfill volunteer commitments to qualify for lower tuition.

Run for MORE

PTO assists in the planning and execution of Run for MORE, a student-lead fundraising event for the school and identified charity selected by STM Staff. All funds are divided between the School Enrichment Fund and approved charitable organization.

Mary Tea - May

PTO coordinates the Thank You Tea on the day of the Mary Crowning Ceremony to thank the parent volunteers in the STM community. All parents, grandparents and volunteers are welcome.

Dining for Dollars & eScrip

PTO plans and maintains programs with local restaurants and stores who will give back a percentage of dollars spent at their businesses. These events will be promoted throughout the year via email and More News.

Parking

Parking Lot Rules at St. Thomas More Catholic School
St. Thomas More Catholic School has multiple parking lots for the use of parishioners, staff members, and community members using the school or church facilities. Due to the cost of maintenance and upkeep, STM does not encourage use of its parking facilities by unaffiliated parties.

The lower playground (also known as the turnaround) is closed to parking during the school day from 8:00 a.m. until 2:30 p.m., and again from 3:30 p.m. until 5:30 p.m. The side lot off Greenleaf is to be vacated no later than 2:45 p.m. Monday-Friday of the school year. This lot is the holding lot for the turnaround. Cars wait in line, wagon-train fashion, to enter the turnaround of the lower parking lot.

The upper playground (2nd right hand turn off Greenleaf) is closed during the school day (see #1). Classes may be outdoors until the end of the school day. At 2:45 p.m., this lot is open for the upper school turnaround and for parent parking. It is the lot to be used for gym activities, after school and on weekends. Please do not park on the Upper Playground during afternoon pick-up time.

Please honor the reserved spaces at all posted times. Unless authorized to park in the handicapped spaces, DO NOT PARK there. This includes the hash marked spaces. The front lot is for church and limited school use. One space is reserved for the Principal, two spaces are reserved for school staff with an additional parking space to be used at the discretion of the Principal for staff carrying heavy

and/or numerous materials for school use, and two spots are reserved for handicapped individuals. This will provide parking for visitors to the church and brief emergency parking for the school. **Please do not drop off or pick up students in this parking lot.**

Overnight parking in any of the lots is prohibited unless specific arrangements have been made. In the event overnight parking is needed, STM assumes no responsibility for the safety of the vehicles and any vehicle parked is done so at the responsibility of the owner.

Damage to parish property or failure to observe the parking regulations may cancel future bookings for the responsible group.

When using the parking lots, respect others. Please do not park so as to box another car in, even if the visit is intended to be brief. **DO NOT BLOCK ACCESS** to Greenleaf. **DO NOT BLOCK** the parish garage entrance. **DO NOT PARK IN FIRE LANES.**

School Advisory Council (SAC)

Mission Statement

In support of the school vision, the St. Thomas More Catholic School Advisory Council, as the representative body of the parish and school communities, advises and consults with the pastor and principal regarding policy, finance, and strategic planning.

School Advisory Council Scope of Responsibility

1. The council will provide consultative support to the pastor and principal for the establishment of school policy.
2. Upon request, the council will advise the pastor or principal on administrative issues.
3. In areas of finance, the council will be responsible to the pastor for financial aspects of the school's operation, including budgeting, monitoring of expenditures, and financial planning.
4. The council will develop a long-term strategic plan for the school.
5. The council will provide a forum for the school community, offer opportunity for input, and assist in the dissemination of information on policy issues.

Policy recommendations can be initiated by the principal, pastor, or school advisory council members. Parents can call the council's attention to policy issues in several ways. A specific amount of time is designated during the meeting for visitors to raise policy issues that may be considered at future meetings. Items to be considered for the agenda must be submitted in writing to the chairperson ten days prior to the meeting. As elected officials, school council members are responsive to the concerns of their constituency and input into particular policy decisions may be directed to them individually. The School Council meets in the Parish Hall at 6:00 P.M. on the third Tuesday of each month. Visitors are welcome.

School Advisory Council Members 2014-2015

Pastor: Fr. Martin King
Principal: Amy Jefferis
Business Manager: TBD
Administrative Council Rep Richard Caldwell
PTO President: Darci Keljo

At-large/Voting Members:

Chairperson: Amy Dice
Finance Chair: Matt Elmgren
Technology Chair:..... Tim Loudon
Development Chair..... Kelly Martin
Marketing Chair Megan McDonagh
Facilities/Grounds Chair Marie Wolff
..... Sara Crate
..... Lauren Danahy
..... Jim Marr
..... Mary Nisbet

Student Records

Parents may inspect, review, or obtain copies of their children's permanent record files with 72-hour advance written notice. Parents may request an amendment of such records. Upon receipt of a written request from a new school, we will forward student record information to that school or agency within ten days.

School Closure

We belong to the Internet Information Network. Weather related school closure information will be available through a variety of sources.

If you suspect the school is closed due to inclement weather, do not call the school---we probably are not there. However, if possible we will leave a message to that effect and send a bulk e-mail message and post to ALMA.

- Check radio and television reports.
- Check the ALMA, your cell phone, and email

If there is a school closure due to weather, the facility is considered 'closed.' Groups who schedule usage of the school beyond school hours use their discretion regarding whether or not to cancel. Groups should be aware that, because the school is officially 'closed,' there are no support staff available for assistance. In the event of school closure due to weather, all evening school-related events are canceled. In the event of school closure due to weather, all evening school-related events are canceled.

It is essential that all parents provide the school with current phone numbers and update Alma to reflect any changes.

More Care: If bad weather occurs after 3:05 PM and is expected to get worse, More Care may decide to close early. Again, make certain we have current phone number information.

Technology

Digital Device Policy

School computers, laptops, and iPads are tools to enhance and promote learning. Use of these devices is a privilege, and all users have responsibilities with regard to their care.

1. Respect school technology at all times.
2. Treat all technology gently and respectfully.
3. Students must follow rules and procedures taught when using school technology at all times. If students are unsure of usage rules or experience difficulties, they are encouraged to seek help from a teacher or staff member immediately.
4. Students must keep food and liquids away from all devices.
5. Students shall never alter the desktop icons or rearrange dock layout on any device.
6. Students are not allowed to access system preferences without permission of a teacher or staff member.
7. Students cannot load software or modify hardware, unless instructed by a teacher or staff member. If a device becomes altered, report to a teacher immediately.
8. Students are not allowed to “fix” a device without the knowledge or permission from a teacher or staff member.
9. Deliberate attempts to degrade or disrupt the computer systems will result in serious disciplinary consequences.
10. Students will use printers with caution, being mindful to print in color only when necessary.
11. Students must always comply with copyright laws regarding software, information, and attribution of authorship. Any copying, uploading, downloading, or installing of programs must be legal and approved by a teacher.
12. Students are cautioned to be careful not to use images or direct information from the Internet without proper citing procedures, making sure to give credit to the author.
13. Students must respect the privacy of others. Students are encouraged not to read or delete files that do not belong to them.
14. Students are not allowed to use the laptop, desktop, or iPad of another student without permission from “owner” or teacher.
15. Students are only allowed to use their assigned STM email account while on school property. This rule applies to all students in 4th through 8th grade. Students in lower grades may use personal email with permission from teachers and staff.

Internet Policy and Guidelines

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

But even with this law, our students' best online protection is parents and educators. By talking to students about potential online dangers and monitoring their computer use, you'll help them surf the Internet safely. At St. Thomas More Catholic School we take online safety seriously. We have hardware and software to protect our students while online. Our filtering system is state-of-the-art which allows us to constantly monitor network traffic, website hits, and information shared both entering and leaving. Parents can be assured we are doing everything possible to keep students of St. Thomas More Catholic School safe.

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

We encourage students to tell parents or teachers immediately if they come in contact with information that makes them uncomfortable.

We encourage students to correspond only with friends or family, to never send pictures of themselves or of anyone else to people they do not know, and to never let a friend send pictures of them without permission.

We do not allow social networking unless it is school related and we restrict sites with age requirements.

We encourage students not to give out passwords to anyone (even their best friends) other than parent or teacher.

We encourage students to uphold the highest standards of netiquette when using the Internet. We encourage students to use appropriate language and not to type or print offensive messages of any kind. Sarcasm and jokes in written forms are often taken out of context and are highly discouraged.

Video Usage Policy

Educational videos may be shown at St. Thomas More Catholic School as needed to augment the curriculum. Limited usage of entertainment videos (a maximum of two per year) requires previewing by the teacher, approval by the principal, and advance notice to the parents. Any video shown must be appropriately rated by the United States Conference of Catholic Bishops (USCCB). The teacher and/or parents will make provisions for any student not participating in viewing of a video.

STM Student Guide for iPad Use

The iPad is school property and all users will follow the St. Thomas More RESPONSIBLE USE POLICY.

Students are responsible for general care of the iPad...and are to use only the iPad issued to them.

General Precautions

- No food or drinks near the iPad
- Keep in case at all times
- Do not put stickers or labels of any kind on the iPad
- Use only approved charger...(charge on cart) try not to use iPad with less than 15% battery

- Only use approved screen-cleaning supplies and clean often
- Insert cords and cables gently
- Use only school approved stylus
- Never leave iPad in an unsafe place, including restrooms
- Never store iPad in locker
- Never store iPad in backpack (use backpack for transportation only)
- At the start of each school day remove iPad from backpack and immediately place on the appropriate storage cart.
- Camera and video tools are to be used with permission only, no recreational photography unless instructed by the teacher (no selfies)
- Protect iPad from liquid exposure
- Immediately alert your teacher to any hardware, App, or software issues
- Use only your assigned iPad/number
- Do not use the iPad of another student without permission
- Do not change any settings
- Do not add passwords to the device
- Do not attempt to add or delete Apps
- App store is off limits
- iTunes is off limits unless teacher gives permission to use
- Always return your iPad to the cart at the end of the day, unless teacher gives permission to take iPad home to complete school work
- Only take over Apple TV or any other remote access device/app when invited
- Visiting social media sites is strictly prohibitive

- Do not use iMessage, Google Message, or any other messaging app or browser delivered communication product during school hours unless you've been given permission by your teacher...this includes email.
- Do not run while holding your iPad
- Use only approved charging cables and bricks
- You are responsible for damage that occurs while in your possession
- MOST IMPORTANT-Only use iPad for intended educational purpose. In other words, only use your device to do what you've been instructed to do.

St. Thomas More Catholic School Student Pledge for iPad Use

- I will take good care of my assigned iPad and encourage others to do the same
- I will never use my iPad to participate in cyber-bullying
- I will alert the principal, a teacher or a parent if I suspect cyber-bullying (which includes witnessing cyber-bullying regardless if I am directly involved)
- I will remember how to be a good digital citizen at all times
- I will never leave my iPad unattended
- I will never loan my iPad to other individuals
- I will know where my iPad is at all times
- I will keep food and liquids away from my iPad at all times
- I will not disassemble any part of my iPad or attempt repairs of any kind
- I will protect my iPad from damage at all times
- I will use my iPad in ways that are appropriate and meet STM expectations
- I will not deface my iPad in any way
- I will follow the policies discussed/outlined in the Student iPad Usage Guide

- I am responsible for any and all damage that occurs while my iPad is in my possession
- I will not change any settings
- I will only use approved charging cables and bricks
- I will return iPad to the cart each night, unless teacher gives permission to take iPad home to complete school work
- I will ensure my iPad is fully charged at the beginning of each school-day
- I will keep on task by using my iPad for intended educational purposes only and I will only use my device to do what I've been instructed to do.
- I will follow the check up procedure (student must present iPad to IT personnel periodically for inspection)

Every iPad is registered with Apple and can be controlled remotely. iPads lost or stolen are reported to Apple inc. and will be rendered useless.

I understand and agree to follow the guidelines included in the Student iPad Usage Guide and pledge allegiance to my teachers of the united grades of St. Thomas More School, and the technology for which it stands. I will mindfully and safely use my iPad to explore, discover, explain, create, and collaborate as instructed by my teacher. Technology will be used for educational purposes at all times, which includes use of technology at home.

Students sign this document and a copy is kept on file in the school office.

General Expectations

1. Students and Parents are responsible for understanding and adhering to all Acceptable/Responsible Use Policy for technology regulations specified in the school handbook relating to the use of technology.
2. And are also responsible for understanding and agreeing to information and rules presented in this guide.
3. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jail-breaking" the device.
4. Students are issued a school-owned iPad for their use while enrolled in St. Thomas More Catholic School. And they may take their iPad home only with permission from teacher for use to complete school work.
5. Students may only connect to the St. Thomas More Catholic School student wireless network while on campus. (STM-Student)
6. Many students are allowed to take their iPads home for educational use...however no student will be allowed to take their iPad home during school holidays or on family vacations. (despite homework due)
7. *iPads must be in an approved protective case at all times; this includes while using at home.*

Apps, Files, Charging, etc.

1. As stated in the Acceptable Use Policy for Technology, students must refrain from using social media, gaming or blogging websites on the school-issued iPad. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or Apps on the school-issued iPad
2. St. Thomas More Catholic School does not take responsibility for any lost data.
3. During the school day, earphones may only be used with permission from teacher. (*bring from home*)
4. Educational Apps will be provided by the school. The software/Apps originally installed by St. Thomas More Catholic School must remain on the iPad in usable condition and be easily accessible at all times. The school may add software applications throughout the year.
5. Students are not permitted to add any Apps or personal data (i.e. photos, movies, video, or other personal entertainment) to the iPads, unless instructed.
6. Students are allowed to use the STM email account ONLY on their iPads.
7. Music for educational use only may be stored on the iPads, but it must contain appropriate ratings and adhere to the mission and philosophy of St. Thomas More Catholic School.
8. The iPad camera may only be used when assigned by a teacher for educational purposes. If students take pictures of others for an assignment they may not distribute, publish, post, email, or share images. The same rule applies to videos. Students are not permitted to take pictures of school personnel or the campus beyond the scope of the assignment. Photos or videos taken with the

iPad for academic assignments must conform to the mission and philosophy of St. Thomas More Catholic School.

9. This iPad Acceptable Use Policy applies to St. Thomas More Catholic School students at all times, whether or not the students are on campus, as St. Thomas More Catholic School students are school representatives at all times.

Prohibited Use...

1. Leaving the iPad unattended on the campus, especially in an unlocked locker or un-attended backpack.
2. Exchanging iPads with another student.
3. Allowing other students to retain or remove the iPad from their presence.
4. Copying certain Internet materials, reproducing or transmitting materials without the permission of the author or other right-holder.
5. Plagiarizing academic materials. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
6. Using the iPad for any action that violates existing school rules or public law.
7. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, or other content not aligned with the school's mission and philosophy.
8. Chat rooms or messaging services not authorized by the teacher for academic use.
9. Spamming: sending mass or inappropriate emails.
10. Gaining access to other students' accounts, files, and/or data.

11. Using the school property, App, Software, Internet/e-mail accounts for financial or commercial gain or for any illegal activity. Students may not use school email to sign up for social media, games, or contests of any kind.
12. Emailing or instant messaging parents during school.
13. Bypassing the St. Thomas More Catholic School web filter or firewall through a web proxy, or hacker protocol.
14. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.

iPad Distribution, Care, and Replacement

15. The iPads issued to students are the property of St. Thomas More Catholic School and are made available to use as learning tools.
16. Students are required to bring their school-owned iPad to school each day. Students are allowed to take them home during the week however, iPads will remain locked at school over weekends and holidays. ***Grades K-3rd are not allowed to take their iPads home. All other grades with permission from their teacher for educational use only.***
17. Students are responsible for knowing how to properly operate and protect the iPad. This includes not leaving the iPad in a location where it can be damaged by cold, heat, or moisture.
18. Students may only use approved cleaning supplies.
19. Students/parents are solely responsible for the care and security of student iPads. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
20. Students may only use school-approved stylus.
21. iPads must remain free of any writing, drawing, stickers or labels that are not the property of St. Thomas More Catholic School.
22. **If the iPad is damaged or malfunctioning, students must take iPad to their teacher as soon as possible for evaluation. If a student damages the iPad (outside of reasonable wear and tear), the students/parents are responsible for the expense of repairing or replacing the device. Our iPads have a (2) time replacement insurance policy. First and second user inflicted damage is \$49.00 per incident. The 3rd time damage occurs it may be necessary to replace the device at the full cost. (\$499.00)**
23. **If the iPad is lost or stolen, the student must report the incident to the school as soon as possible. In the case of theft, the student must also file a police report. The students/parents are responsible for replacing the lost or stolen iPad at their own expense. The replacement cost of an iPad is \$470.00. STM uses tracking software and in some cases a lost or stolen iPad may be found, however the tracking software does not guarantee safe recovery.**
24. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from St. Thomas More Catholic School.
25. Students are issued an school-owned iPad only after they agree and sign the Responsible Use Policy.

2015-2016 Tuition Schedule for St. Thomas More Catholic School

Invoices for tuition and More Care will be billed on the 1st day of each month, if a balance is owed. Payments must be received by the school bookkeeper on or before the 20th day of the month. A late fee of \$15.00 will be charged if payment is received after the 20th day of the month.

At any time during the year families experience financial hardship and are unable to pay their tuition, please contact the business manager in the parish office.

Catholic parents and their children are expected to attend Mass on Sunday. All parish families are also expected to contribute financially to the parish. Unpaid tuition and fees may effect your ability to register or enroll your children for the following year.

Total Cost of Education

		1	4	10
		payment	payments	payments
1 st Child	Grades K-8	8,250.00	2,062.50	825.00
2 nd Child	Grades K-8	7,650.00	1,912.50	765.00
3 rd & Up	Grades K-8	6,450.00	1,612.50	645.00

Parishioners:

- \$2150 tax-deductible donation per child
- No fundraising requirement

Non-Parishioners:

- \$1,200 tax-deductible donation per child
- No fundraising requirment

Parishioners Non-Subsidized / Non-Parish Tuition

		1	4	10
		payment	payments	payments
1 st Child	Grades K-8	7,050.00	1,762.50	705.00
2 nd Child	Grades K-8	6,450.00	1,612.50	645.00
3 rd & Up	Grades K-8	5,250.00	1,312.50	525.00

Parishioners:

- \$950 tax-deductible donation per child
- Must participate in fundraising activities

Non-Parishioners:

- No tax-deductible donation
- Must participate in fundraising activities

Parishioners Subsidized Tuition

		1	4	10
		payment	payments	payments
1 st Child	Grades K-8	6,100.00	1,525.00	610.00
2 nd Child	Grades K-8	5,500.00	1,375.00	550.00
3 rd & Up	Grades K-8	4,300.00	1,075.00	430.00

Parishioners:

- Must participate in fundraising activities

Non-Parishioners:

- Not applicable

Transportation Policies

We understand that, on rare occasion, you will need to advise your children of after school pick-up arrangements. If you need to call the school, we ask you to please call prior to 2:00 (1:00 on Wednesdays), so we may have adequate time to deliver the message. We cannot guarantee that messages received via email or voice mail after 2:00 p.m. (1:00 p.m. on Wednesdays) will get delivered to your child in time.

After School Pick-Up: Students will wait in two areas as defined below. Please note this is a child safety issue. Parental busy schedules are secondary; the safety of every child is primary.

Lower lot/gate entry to play area:

Pick up area for families with students in K-3 WITH older siblings.

Pick up time is from 3:05-3:20 (Wednesdays 2:00-2:15). Lower lot gate can be opened beginning at 2:15. (1:30 on Wednesdays) for turnaround. Students not picked up at the end of supervised pick-up time are escorted to More Care.

Upper lot/single vehicle entry from Greenleaf:

PE classes will clear the lot by 2:45 p.m., (1:45 on Wednesdays), making it available for vehicle entry. The gate will be opened.

Pick up is for students in grades 4-8 WITHOUT younger siblings.

THERE ARE NO OTHER SUPERVISED PICK UP AREAS ON OUR CAMPUS. FOR THAT REASON ALL STUDENTS/PARENTS ARE ASKED TO USE THE LOWER OR UPPER LOTS. PARENTS WHO PARK ACROSS THE STREET MUST WALK TO THE DESIGNATED LOCATIONS

School Drop-Off and Pick-Up Etiquette

St. Thomas More Catholic School is in a neighborhood and the streets get crowded. Parking is at a premium. STM parents are asked to respect neighborhood streets and follow drop-off, pick-up, and parking rules to avoid conflicts with the parish community and STM neighbors. Do not park in disabled spots unless you have a permit and do not exceed time limits posted in designated stalls. Please move your parked car from the secondary auxiliary lot half an hour before dismissal so cars may line up utilizing all available space. Follow the turnaround rules and please be respectful of the local neighborhood.

Please drive slowly and with extreme caution at all times on our school grounds. Safety should always be your top priority.

Morning Drop-Off

Dropping your child off in the morning can be difficult depending on when you arrive at school. Arriving early means less waiting in line in the turnaround. The school gym opens at 7:30 a.m. Children are dropped off in the lower turnaround. Usually a parent volunteer or staff member greets cars to expedite children exiting cars.

Other options for drop-off include parking in the parish parking lot on the corner of Patton and Dosch or in the auxiliary turnaround lot on Greenleaf and walking your child to the gym.

Parents are welcome to stay for morning assembly. If you do stay and park on the upper lot, please park by the wall ball area opposite the gym wall.

Afternoon Pick-up

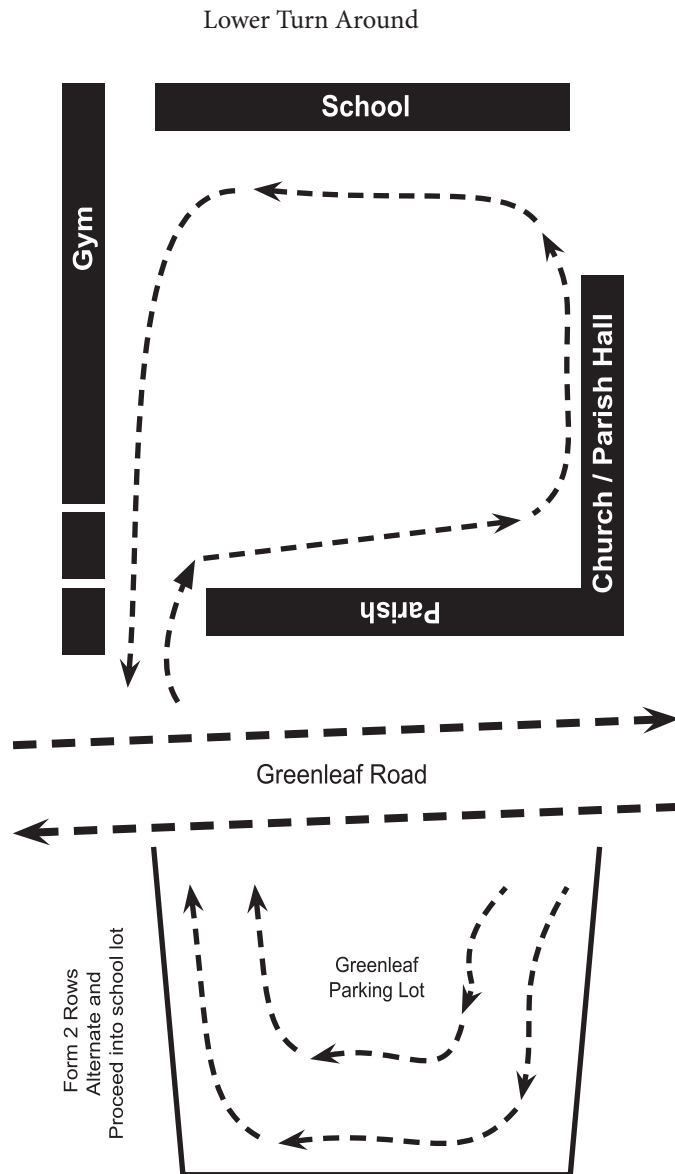
STM has three options for picking up children.

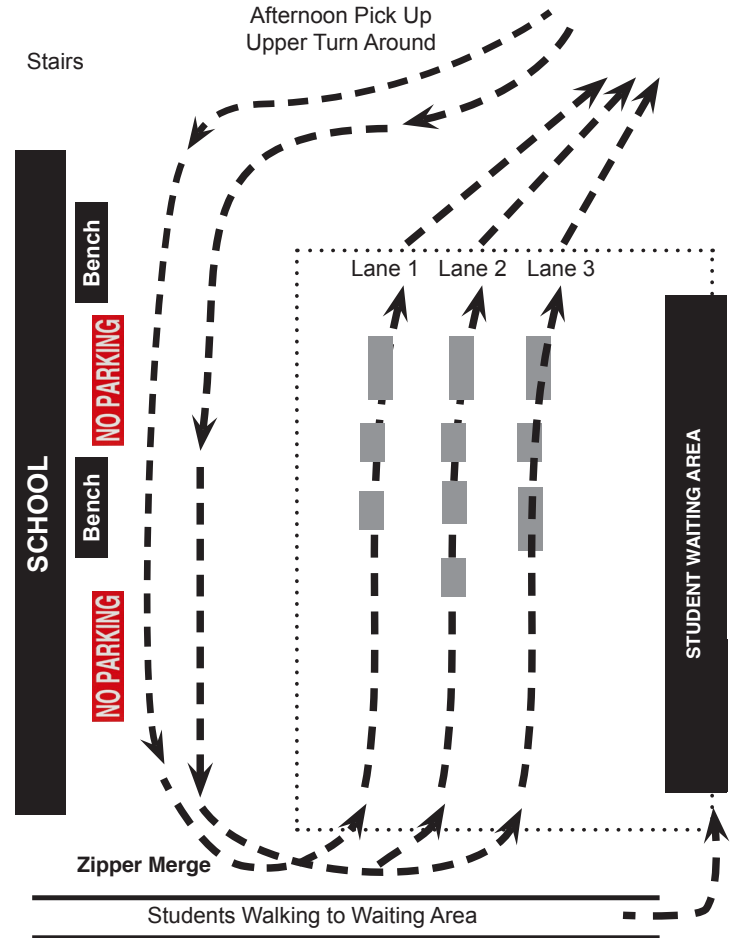
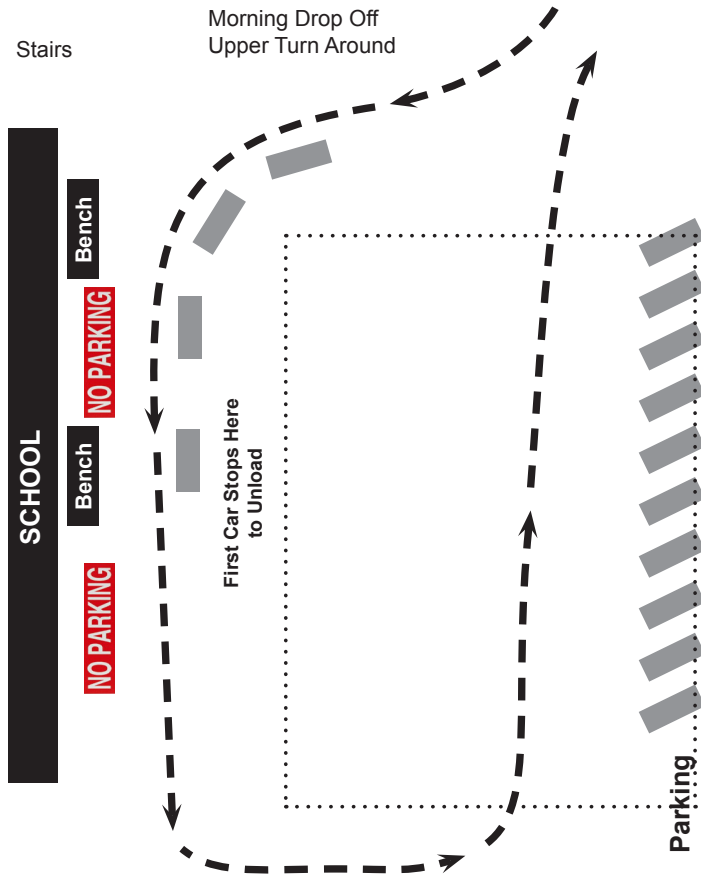
Parents may park in the parish/school parking lot at the corner of Patton and Dosch and walk to pick up your children.

Parents with children in grades K-3 are to pick up their children in the lower lot. Please note, the first two parking spots are sold at the auction; therefore, the line begins behind these spots. Do not leave your vehicle unattended at any time.

Parents whose youngest child is in grades 4-8 are to pick up in the upper lot. Please pull all the way around under the covered play structure. **Do not park along the building or in the area at anytime.** Do not leave your vehicle unattended at any time.

Children not picked up at turnaround by 3:20 p.m. (2:15 p.m. on Wednesday) are escorted and checked into More Care.





Uniform Policy

Students at St. Thomas More are ambassadors for the school when they are in uniform. Uniforms convey a sense of belonging, school unity and personal pride. Therefore, no hats, scarves, denim, or excessive layering are to be worn in the building (2-3 layers only - a white collared shirt or turtleneck and an STM logo sweater or sweatshirt.) Students may wear solid white undershirts under uniform shirts (no logos). Students may not have tattoos, body piercing, chains, or studs. Students may not wear silly bands, or costume jewelry. Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed for safety purposes.

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

Athletic shoes are the recommended shoe for all students on a daily basis. Socks must be worn at all times. No boots of any kind (including western boots, Uggs, etc), or shoes above the ankle will be allowed. All shoes must have a back and a closed toe on them for safety purposes. If a student wants to wear slip-on non-athletic shoes during school, he/she must wear socks and change into athletic shoes with non-marking soles for P.E.

Students are invited to wear appropriate free dress on their birthdays. If the birthday is on a weekend, free dress is available the Friday prior to that weekend. If the birthday falls on a Wednesday (mass day), free dress is available the Tuesday prior.

Uniform Guidelines

The approved vendors for purchasing school uniforms are:

Land's End

- www.landsend.com
- Order online visit your local Sears store
- School Code: 900108358

Dennis Uniform

- www.dennisuniform.com
- Order online or visit their store at 105 Hawthorne Blvd., Portland, OR 97214
- School Code: 59500

Gap

- www.gap.com (they do not offer customized websites for each school)
- Approved items: White polo shirts; Navy twill or chino pants, shorts, skirts, and skorts. No cargo, skinny, crop, ankle, stretch, stirrup, or capri styles allowed. Due to the variances in khaki offered by the Gap, we are not authorizing khaki clothing from the Gap for 7th and 8th grade.

Slacks: Solid navy blue (or khaki for Grades 7 and 8) twill pants purchased through the approved choices for Dennis Uniform, Land's End, or The Gap School Uniform Collection only. Pants must have a zipper. A belt must be worn to support pants that do not naturally sit at the waist. No cargo, skinny, crop, ankle, stretch, stirrup, or capri styles allowed. Please only choose styles on approved list from each vendor.

Shorts: Solid navy blue twill (or khaki for Grades 7 and 8) shorts purchased through the approved choices for Dennis Uniform, Land's End, or The Gap School Uniform Collection only (no khaki). No cargo allowed. Shorts must have a zipper. A belt must be worn to support shorts that do not naturally sit at the waist.

Skirts, Skorts, and Jumpers (Girls Only): Dennis Uniform Blackwatch Plaid Style #035210-201, Land's End Classic Navy/Evergreen Plaid (YPT), or solid navy (or khaki in Grades 7 and 8) twill in styles purchased through the approved choices for Dennis Uniform, Land's End, or the Gap Uniform Collection only (no khaki). Skirts, skorts, and jumpers cannot be more than three inches above the knee. Girls may wear lycra bike shorts under their skirts and jumpers for modesty on play equipment. Please no long lycra stretch pants.

Shirts: White tailored shirt/blouse with collar; solid white or navy knit collared shirt; solid white or navy turtleneck. Shirts may be short or long sleeved. Only STM embroidered logos permitted. Shirts must be long enough to stay tucked into pants/skirts/skorts when arms are raised over the head.

Sweater: White or navy blue pullover or cardigan.

Sweatshirt: Navy blue with St. Thomas More embroidered logo (purchased through Land's End), or uniform-sanctioned navy blue hooded sweatshirt sold by PTO.

Socks: Predominantly white or navy blue. Girls may also wear footed tights.

Shoes: Athletic shoes recommended for all students on a daily basis. Socks must be worn at all times. All shoes must have a back and a closed toe for safety purposes.

Out-of-Uniform Policy

Students in Kindergarten through Grade 4 will be given three warnings for violating the Uniform Policy. Upon receiving the third warning, a Uniform Infraction Form will be filled out and sent home for a parent signature. If a student receives three Uniform Infraction Forms he/she will miss the next free dress day as set forth on the school calendar. The warning system will reset at the beginning of each trimester.

Students in Grades 5-8 will be issued a Uniform Infraction Form each time they are in violation of the Uniform Policy. If a student receives three Uniform Infraction Forms in one trimester, he/she will be issued a "check" as described in the Student Conduct for Grades 5-8 portion of the St. Thomas More Catholic School Handbook.

Non-Uniform Dress Guidelines

(Special and/or Free Dress)

On free dress or birthday dress days, students may not wear hats, open-toed shoes, ragged clothing, clothes bearing inappropriate designs or slogans, overly tight or baggy clothing. Hair must be clean, well groomed, and retain a natural hair color. No feather hair extensions. Students may not have tattoos, body piercing, chains, or studs. Students may not wear silly bands or costume jewelry. Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed for safety purposes. Shirts/dresses must have at least three-inch wide straps. No tight, oversized, or baggy clothes. Spandex pants/shorts may be worn underneath shorts, skirts, or a dress only. Pants must be at the waist not at the hips. Belts, with buckles, must be worn to support pants that naturally do not sit at the waist. Socks or tights must be worn at all times. Non-uniform clothing may not be worn to Mass.

Free dress passes purchased through the auction can only be used on Fridays.

The free dress days for the 2015-2016 school year are:

- September 25
- October 2 (Picture Day)
- November 20
- December 18
- January 22
- February 26
- March 11
- April 29
- May 27
- June 13, 15-17

Students are invited to wear special dress or their uniform for school picture day on October 2, 2015.

Students are invited to wear their Halloween costume to school for the annual Harvest Festival on Friday, October 30, 2015.

There is always
— ALWAYS —
something to be
THANKFUL
FOR

Volunteer Information

PTO is responsible for staffing various school and parish programs and fundraisers. Parents sign up for positions at the volunteer sign-ups in May. Two sessions are held - one in the evening and one the following morning. Volunteering at the school is mandatory unless families elect to pay the total cost of education. Parents may contact PTO Volunteer Coordinators for assistance in finding positions to meet their schedules.

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

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

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

St. Thomas More Catholic School strives to meet the changing needs of the school and parish through our volunteer program. With hundreds of jobs available, there is something to fit every talent and family schedule. Even with each family volunteering 25 units annually, STM will only meet 50% of our volunteer needs. We are dependent on and appreciative of all families' generosity.

Please Note: Families paying "non-subsidy" tuition and "out-of-parish" tuition must fulfill all volunteer units. Only families paying "full-cost" tuition are exempt from volunteer requirements, yet may still volunteer if they would like.

Volunteer Training

Called to Protect is an Archdiocesan established, mandated, and audited program designed to keep your children and our school community safe.

At St. Thomas More Catholic School, any adult who wishes to serve in a supervisory role with our students (ie. Chaperon or drive on a field trip, accompany students on a service trip, volunteer in classrooms, etc.) must be Called to Protect certified.

Occasional school visits (four times per year or less in one school year) where teachers or administration are present with the students do not require Called to Protect certification.

To receive Called to Protect certification you must: complete a criminal background check that is valid for three years.

- Parents who are new to STM or have not previously completed a background check will be contacted via email by Praesidium with directions.
- Agree to the Standards of Conduct/Archdiocese of Portland found online.
- Read online materials (available at <http://www.archdpdx.org/cpo/>) and initial acknowledgment

- Attend the training class: Called to Protect for Parents and Ministries.
 - *one time only, 2.5 hour class*
 - *see www.archdpdx.org/cpo/schedule.html for class schedule*
- complete the annual online training update through Armatus each fall.
- Armatus is an Internet based abuse prevention training program developed by Praesidium, Inc. The Archdiocese of Portland has chosen Armatus as the annual update training for employees and volunteers beginning the school year after they have taken the initial Called to Protect for Parents and Ministries class and have a current background check on file.

How Do I Get Started with Armatus for the Annual Online Update?

1. Go to www.praesidiuminc.com
2. Click on “Login to Your Service” in the left-hand navigation menu
3. Click on “Armatus Online Training”
4. Login to Armatus 2.0
5. Enter your username and password
6. Click submit
7. Your username is the first initial of your first name and your full last name as it appears on your driver’s license. Your password is the four numerical digits of your birthday (mmdd), followed by your state abbreviation. (e.g, login: jdoe Password: 0516or).
8. Choose your course and click on the title to begin. Each course will end with a brief quiz you must pass for credit. Please note: You will not be able to log into Armatus until your background check has been run.
9. Another options is to use the link on the PARENT section of the school website to be guided to the Armatus website. www.stmpdxschool.org