

POLICY HANDBOOK
2017-2018
ST. THOMAS AQUINAS SCHOOL

3 Moody Street
Derry, NH 03038
(603) 432-2712
(603) 432-2179 Fax
(603) 437-6651 Extended Care Program
STA Web Site: www.staderry.com
Diocesan Web Site: www.catholicchurchnh.org



ST. THOMAS AQUINAS STAFF
FOR 2017-2018

Principal	Ms. Patricia Berthiaume
Grade 1	Mrs. Diane Hagerty
Grade 2	Mrs. Sonja Marino
Grade 3	Mrs. Karissa Fitzell
Grade 4	Mrs. Kristina Kidder
Grade 5	Mrs. Erin Gagliardi
Grade 6	Mrs. Tammy Scali
Grade 7	Mrs. Sue Gauthier
Grade 8	Mrs. Stephanie Fallavollita
Kindergarten	Mrs. Karen McCue
Pre-K	Mrs. Erin Sordillo
Nursery	To Be Announced
ECP Coordinator/ Pre-K Aide	Ms. Kayla Joncas
Art	Mrs. Eleanor Clough
Computer	Mrs. Lynn Tabiatnejad
Music	To Be Announced
Physical Education	Mrs. Wendy Wood
Spanish	Mrs. Mariela Di Tullio
Liturgist	Mrs. Maureen Parodi
Hot Lunch Supervisor	Mrs. Eva Marvell
Secretary	Mrs. Mary Ann Lemoine
Office Assistant	Mrs. Cherie Pellegrini
Bookkeeper	Sr. Therese Gagne, PM



SAINT THOMAS AQUINAS STUDENT PLEDGE

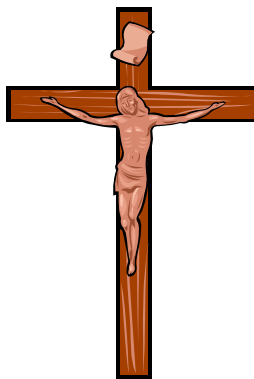
I AM RESPONSIBLE,
WHEN ANYONE, ANYWHERE, REACHES OUT FOR HELP,
TO GIVE OF MYSELF AS JESUS TAUGHT.
FOR THAT I AM RESPONSIBLE.

I AM RESPONSIBLE,
TO ACT WITH LOVE AND RESPECT,
TOWARD MY FELLOW STUDENTS, ADULTS AND ALL OF
GOD'S PEOPLE AS JESUS COMMANDS.
FOR THAT I AM RESPONSIBLE.

I AM RESPONSIBLE,
TO SHARE MY GOD GIVEN GIFTS AND TALENTS
IN SERVICE TO OTHERS IN JESUS' NAME.
FOR THAT I AM RESPONSIBLE.

WE PRAY TO ST. DISMAS,
DEFENDER OF JESUS ON THE CROSS,
FOR HELP IN ALL THESE THINGS TODAY.

AMEN



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Dear Parents,

It is part of our ministry as a Christian community to help our students develop positive self-esteem and learn to love God, themselves, their families, and their neighbors. A major component of their self-esteem is derived from the accomplishments of reaching their fullest academic potential. Also, one of our primary responsibilities is to create a safe and effective learning environment. The most effective way to accomplish these goals is through a cooperative effort between the school and home.

The staff members of St. Thomas Aquinas Catholic School agree to provide high quality education for students, in full accordance with our mission. In addition to academic and athletic education, we strive to teach students responsibility, respect, discipline, and other important life skills. Enrollment at St. Thomas Aquinas School presupposes that students and parents/guardians agree to abide by school system and diocesan policies. The purpose of this handbook is to acquaint you with the policies and procedures that are pertinent to the accomplishments of our mission while creating a safe, healthy, learning environment. Although the handbook is not all-inclusive, it is our hope that by providing you with this information, we will be able to serve you efficiently and effectively.

The handbook is updated annually. We ask that you familiarize yourself with the policies and procedures stated herein. We also ask you to review and discuss this handbook with your child(ren).

It is our hope and prayer that you will have a positive experience as part of the St. Thomas Aquinas Catholic School family. Please do not hesitate to communicate your thoughts or questions throughout the year. God bless you for your support and prayers as we work together to bring your children closer to God while we learn, live, and grow together. We look forward to working with you in a positive, mutually respectful manner where we support each other toward our common goal, the success of your child(ren).

Yours in Christ,
Ms. Patricia Berthiaume
Principal

MISSION STATEMENT

The mission of St. Thomas Aquinas is to provide students with a Catholic Christian education *dedicated to the spiritual, moral, physical, and intellectual development of students* through meaningful, Gospel-based learning experiences.

In addition, the school promotes Catholic family values of love, peace, and justice by working with home and parish communities to nurture students into responsible, contributing Christian citizens.

NOTICE OF NON-DISCRIMINATION POLICY FOR SCHOOLS OF THE DIOCESE OF MANCHESTER

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

While the Catholic Schools of the Diocese of Manchester do not discriminate against students with special needs, a full range of services may not be available.

GOALS FOR ST. THOMAS AQUINAS SCHOOL

- ◆ To educate the complete child in spirit, mind, and body.
- ◆ To build a supportive Christian community consistent with the teachings of the Catholic Church.
- ◆ To provide the highest quality educational experience and environment.
- ◆ To foster creativity, independence, responsibility, and an ability to integrate classroom knowledge into everyday life.
- ◆ To encourage students to mature in a disciplined and respectful atmosphere.

PROGRAM AND CURRICULUM

The whole environment of the school is focused on the ideals, convictions, and actions which help the student to direct oneself to God. The school philosophy is to develop and educate the whole child. The curriculum for each grade can be found on our website.

RELIGIOUS EDUCATION PROGRAM

Statement of Purpose:

1. To help all students emulate the living Christ within them, classes will partake in prayer several times during the school day.

2. To help them relate this living Christ to their own personal lives and their relationships with others.
3. To expose the young people to the Gospel message in an atmosphere of understanding, mutual respect, and love.

Philosophy:

Students are welcomed into a caring and stimulating environment where they learn to think independently, become socially competent, and make decisions based on Catholic teachings. Our school ministry is expressed in objectives of personal spirituality, social justice and fairness, and a rigorous academic program where curiosity and excellence are expected.

As Disciples of Christ, students, staff, and families are encouraged to show kindness, respect, and concern for others. Each of us, as children of God, made in His image, has been given talents and gifts which must be respected, loved, and honored in His name.

The school is confident that in this environment where a strong sense of self, fostered by a well-balanced, challenging academic curriculum and supported by a rich and vibrant faith life, each child will grow in mind, body, and soul and succeed in God's world.

Spiritual Goals:

1. To help each student come to know and love Christ, His message, and His Church.
2. To make each student aware of his/her responsibility for spreading the faith to others and responding to the obligations of Christian service and witness.

We hope to implement these goals by:

1. Starting each school day with prayer and scheduled daily religion classes.
2. Teaching students how to pray and by providing prayer experiences where they will come to know and love God and want to share their faith with others.
3. Studying Scripture, the teachings of the Church, and the lives of the Saints and relating these to daily life.
4. Participating in the Sacramental life of the Church, liturgical prayer, and paraliturgies.
5. Employing dedicated teachers and staff committed to transmitting the Christian message, both by word and example.
6. Encouraging student involvement in Christian service projects and food/mission drives.
7. Encouraging students to exercise self-discipline and to display respect.
8. Reminding Catholic parents of their responsibility to cultivate a spiritual environment in the home and to give good example to their children by practicing the Catholic faith, which includes attending Mass on Sundays and Holy Days of Obligation.

Preparation for Sacraments:

Students at St. Thomas Aquinas School will be prepared for the sacraments of Reconciliation and First Eucharist during the second grade year. It will remain the responsibility of the student's parents to register with their respective parish of record for the conferring of these sacraments.

Prayer Life:

Various days on the liturgical calendar are highlighted by Mass (liturgical) services, and/or prayer (paraliturgical) services as follows:

October and May

Devotions to the Blessed Mother

Thanksgiving

Mass

Food Collection for the Needy

Advent/Christmas

Advent Wreath, Jesse Tree Service

Christmas Liturgy/Prayer Service

Food Collection for the Needy

Reconciliation Service

Lent/Easter

Reconciliation Service

Stations of the Cross (weekly)

Easter Liturgy/Prayer Service

Weekly school masses will be celebrated with our school community. All family members are invited as this is an excellent way to share in our faith.

ADMISSION POLICY

All children must be 4 years of age on or before September 30, to enter pre-K, 5 years of age on or before September 30 to enter Kindergarten, and 6 years of age on or before September 30 to enter Grade 1. A record of birth and appropriate vaccination must be presented to the school.

State Law: RSA 200:32 states there shall be a completed medical examination by a licensed physician of each child prior to or upon entry into the school system.

State Law: RSA 200:38 states that all children shall be immunized prior to school entrance according to current recommendations of the State Public Health Agency. Recent state legislation now requires that all students, regardless of age/grade level, must provide proof of immunization upon transferring to our school. Students of Grade 6 must provide proof of either having had chicken pox or having received the Varicella vaccine. Students of Grade 7 must have proof of receiving MMR booster before the first day of school or the child will not be permitted to attend.

- **Up to date immunization is a condition of acceptance to the school on an annual basis.** Those students without proper immunization verification will not be allowed into the school community under any circumstances. This is a serious matter of public health and must be adhered to.

SCHOOL HOURS

School hours are from **8:15 AM to 2:30 PM**. Please be sure that your child arrives at school **on or before 8:30 AM** and goes directly into school. Doors open at 8:15.

Bus students will not be penalized for late arrival.

If you drive your child to school, please enter the parking lot from Rollins Street and drive straight ahead staying in a line next to the sidewalk in front of the school. Pull to the far end of the sidewalk before allowing your child to get out of the car. Then exit left onto Moody Street.

ATTENDANCE

Regular daily attendance and **punctuality** are essential for continuous progress of your child in school. Parents are expected to send all students regularly unless the child is ill. **Excessive absence violates state law and we are required to report all abuse of state regulation.** Medical and dental appointments, except for emergencies, should be scheduled outside of school time. School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities.

All absences should be reported to the school between 8:00 and 8:40 AM. You may also leave a message on our answering machine if your child is going to be absent or late. Otherwise, in accordance with the Derry approved attendance program, there will be a call made to the home of every child who is absent. This program is designed to ensure your child's safety.

Absences longer than two consecutive days will require a physician's note. For extended absences due to illness, an additional physician's note may be required prior to the student returning to school. For absences of **five days or more in one quarter**, a meeting with the student's parents, teacher, and the Principal will be required to assure continued positive academic standing.

In accordance with Chapter 189 of the general laws of the State of New Hampshire, truancy shall be defined as "an unexcused absence from school without administrative permission.

- Unexcused, irregular, or unusual patterns of school absences shall be considered a breach of the good faith contract between the school and the parent(s) / guardian(s). This will constitute an untenable educational environment for the student and a disruptive influence on the school community. When this occurs, corrective action must be taken immediately. In situations where the behavior continues, the student will be permanently dismissed from the school and the circumstances will be reported to the proper child services agency as warranted.

When a student is absent student work will be sent to the office by 2:30 of that same day or sent home with a sibling. Homework will not be sent to the office earlier in the day even if requested by a parent unless approved by the principal.

Tardiness

Late arrival of students after 8:30 AM is of particular concern and poses a disruption to the normal flow of the school day. Students arriving late not only miss important class time,

work, and daily prayer, but also cause disruption to the class while entering. Except for late buses, any student not present for opening exercises is considered late. All students arriving late must report to the office. At this time, the child will be given an infraction for tardiness. Where appropriate, **three unexcused infractions will result in a 1/2 hour detention.** Five or more unexcused infractions will necessitate a meeting with the student's parents, teacher, and Principal. Consistent subsequent tardiness will result in a review of the record by the Principal and be addressed accordingly. **A student who is habitually tardy or is released early may become ineligible to receive PERFECT ATTENDANCE AWARD.**

Unscheduled Vacations

Parents are discouraged from taking children out of school for vacation purposes other than those listed on the school calendar. Instruction, discussions, media presentations, hands-on activities, and special activities cannot be made up by paperwork alone. State law requires that children attend school daily. If parents decide to take an unscheduled vacation, the following will occur:

1. Teachers will compile a listing of the student's missed assignments while away and give them to the child upon return. Depending on the length of time of absenteeism, the student will have a corresponding amount of time to make up this work. This will be arranged with each teacher. After the time set, no credit will be given.
2. **Teachers will not be expected to reteach the material the child has missed while on an unscheduled vacation. Parents are responsible for helping the children.**

EARLY DISMISSALS

Students should not be dismissed early from school except in cases of illness or other emergency. Should early dismissal become unavoidable, parents or other responsible adult listed on the emergency card must first sign the student out in the office. Parents should not go to the classrooms.

"NO SCHOOL" ANNOUNCEMENTS

In the event of school closing because of weather conditions, St. Thomas follows the Derry Public School. It is the policy of the Derry School District to keep school in session under most weather conditions. Parents of young children are expected to use discretion in regard to their own children on stormy days. If a **"delayed opening"** is announced, school will begin 90 minutes later at 10 AM. The Superintendent of Schools makes "no school" announcements on the following radio stations:

WGIR Manchester – AM 610

WKBR Manchester – AM 1250

WDER Derry – AM 1320

Educational Access Television Channel 6

WMUR Channel 9

Information also available on our STA Web Site www.staderry.com

STA parents will be notified by our Blackboard Connect System according to the phone numbers/e-mails given to us.

In the case of inclement weather when school is already in session and an "early dismissal" is called by the Superintendent of Derry schools, it is usually announced on the radio and/or television. **We will notify parents through the use of the Blackboard Connect System.** However, early dismissal is usually between 1:30 – 1:45 PM. This only gives the buses more

time to make their stops. **We remain with all students who walk or are driven until the regular dismissal time.** In addition, the After School Program is held until 5:30 PM even in the case of early dismissal for weather.

EXTENDED DAY PROGRAM

We offer a before school program from 7:00 to 8:15 AM which is available on a daily or weekly basis. **In the event of a delayed opening, the Before School Program will begin at 8:30 AM (90 minutes – or specified delay time - after the usual start at 7 AM).** Our after school program is available from 2:45 - 5:30 PM. For more information, please call the office.

BUS PROCEDURES

The major concern with bus transportation is for the safety and welfare of all students. A student's conduct while on the bus should reflect the acceptable standards set by St. Thomas Aquinas School. Section RSA 189 of the state statutes authorizes the suspension of students from buses for misbehavior. The Principal will notify the parent if a student is suspended from riding the bus due to misbehavior. Transportation of the student then becomes the responsibility of the parents or guardians until the suspension period is over.

DISMISSAL

When you pick up your child at dismissal time, please enter the parking lot from the Rollins Street side and exit onto Moody Street.

The alphabet is divided into three sections. Cars A-D **and all Pre-K and Kindergarten parents** will display #1 in the driver's side windshield. Cars E-M will display #2 and Cars N-Z will display #3. (These numbers are distributed on the first day of school or you may contact the school office.) Please park your cars in three or four rows facing Moody Street. **The first row nearest the school should be left open for a buffer between students awaiting pick up and the traffic.** Wait in your car for your child to be dismissed, not at the door of the school. If you need to see a teacher after school, please park in the lot across the street from the Church and advise your child to wait for you in school.

Dismissal times are as follows:

1. Pre-K and Kindergarten students will be dismissed at 2:25 PM (from the Moody Street door). **Parents picking up Kindergarten students should park in the two lanes closest to the Church.** These cars will be a part of the regular dismissal traffic and, as such, will not leave the parking lot until the buses have departed. Siblings of Pre-K and Kindergarten students will be dismissed at 2:25.
2. Bus students and walkers will be dismissed at 2:30 PM. Walkers will be dismissed at the parking lot door and will cross the school parking lot to the Church and follow the walk beside the Church to Crystal Avenue.
3. Students with last names from A-D* will be dismissed at 2:30 PM. Cars may leave the lot as soon as buses have departed.
4. Students with last names from E-M* will be dismissed at 2:40 PM.
5. Students with last names N-Z* will be dismissed at 2:45 PM.

*Students who carpool should go out with the letter of the carpool car.

Permission slips are required if a child is to go home with another child or take a different means of transportation home. If a note is not provided to the school office, the child is to proceed as usual.

PARKING

During school hours, the driveway near the Parish Office is for parking when visiting the school or picking up or dropping off children. The Crystal Avenue parking lot across from the Church is also an option for parking during the school day, as well as required parking at night for events at the Aquinas Center.

OFFICE PROCEDURES

Parents who are not at home during the school day must inform the school of the place where they can be reached in an emergency. An emergency telephone number is mandatory.

TELEPHONE CALLS

Parents should phone with messages **only in case of emergency. All calls should be made before 2:20 PM in order to include messages with the announcements at 2:25 PM.**

- Students will be permitted to call home only in the case of an emergency.
- **The telephone is not for students' use.** Forgotten items that are brought in during school hours should be left in the secretary's office. Classes will not be interrupted.
- Under no circumstances, unless expressly authorized by a teacher or the Principal, will a student be permitted to use a cell phone at any time while on school premises or on a bus or field trip. This includes text messaging.

All telephone business should be done before 2:20 PM and we request no phone calls at dismissal time. The office will not take calls between 2:25 and 2:45 PM. Incoming calls during that time will go to voicemail and you may leave a message.

VISITORS

Any person visiting the school is expected to report first to the school office to sign in and receive a visitor badge. **No one has permission to go directly to a classroom without first reporting to the school office.**

NOTICES

Important notices are sent home with the **oldest** child in a family every **Thursday** in that student's Weekly Communicator Envelope or via the Blackboard Connect System. Please remember to look for these or encourage him/her to deliver these to you.

UNAUTHORIZED USE OF SCHOOL NAME

No student or student's parent or guardian, without the prior written authorization of the school's principal (administration head), may utilize the school's name or identifying logo, for any inappropriate purpose including, but not limited to, the use of the school name.

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school or for personal gain
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any including, but not limited to, the support of a particular social or political agenda

PARENT/TEACHER CONFERENCES

A school wide parent/teacher conference day will be scheduled on the first report card of the year to provide an opportunity for parents and teachers to meet to discuss the progress of a student. All other conferences needed must be arranged ahead of time with the teacher or through the office. Conferences should be held before or immediately after school. There will be no conferences during school hours unless approved by the Principal.

If a problem should arise, parents are asked to first confer directly with the teacher or individual involved. If the concern/situation is not resolved, the Principal may be contacted.

BUILDING POLICY AFTER 3 PM (11 AM ON EARLY RELEASE DAYS)

Once a student has been picked up at dismissal or dismissed to the After School Program they are **not allowed to return and go into the building to get forgotten books, assignments, etc.** Teachers leave the building at 3 PM and classroom doors are locked. This also applies to times when Clean Look Cleaning Company is in the building as well. On early release days, the cut-off time is 11 AM. This policy is for the safety of students and the efficiency of our cleaning company. Thank you in advance for your cooperation and support.

MONEY COLLECTIONS

All money that is sent to school should be in **an envelope with the student's name, grade, and what it is for CLEARLY MARKED on it.** This includes tuition, fundraisers, book money, milk and hot lunch money, etc. This envelope should be given to the teacher upon the student's arrival at school.

Please do not include any other money with tuition, lunch, or extended care payments.

TRANSFER AND WITHDRAWAL

Notice of a student's withdrawal from St. Thomas Aquinas School should be made by the parent to the Principal no later than one week in advance of the withdrawal. This will enable the teacher to secure grades and settle accounts. Parents will be asked to sign a release form for

transferring student records. Records will be sent, upon request, directly to the new school. All fees must be paid before school records will be released.

SAFETY

Consistent with the school's mission to allow each child to grow and develop in an atmosphere of Christian peace, love, and justice, St. Thomas Aquinas aims to provide a safe and non-violent atmosphere for our students. If you have any concerns regarding your child's safety or welfare, please contact your child's teacher, the Principal, or the school board.

- **How to make a report of sexual abuse:** Child sexual abuse is a crime in the State of New Hampshire and the Church. New Hampshire law requires that anyone who has reason to suspect that a child is being or has been abused or neglected must make a report to the **Division for Children, Youth & Families ("DCYF") of the State of New Hampshire**, 1-800-894-5533. Any person who suspects or alleges child abuse on the part of a priest, deacon, employee, or volunteer of a parish, school, or institution of the diocese of Manchester is also encouraged to make a report to the **Office for Ministerial Conduct**, 603-669-3100.

BULLYING POLICY

Jesus said, "Love one another as I have loved you."

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Purpose

At St. Thomas Aquinas Catholic School, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to create a culture of caring which will not tolerate bullying. This policy builds on the school's pastoral care policy to provide clear and agreed upon procedures and strategies for combating hurtful behaviors towards others, bullying in the school, responding to bullying behaviors, and protecting and supporting all parties involved.

Policy Framework

Flowing from the Christian vision expressed clearly in our Catholic faith, we are all called to establish relationships which are grounded in love, compassion, reconciliation and justice. In witnessing Christian values we reject ideas, beliefs, and behaviors which marginalize or victimize people.

St. Thomas Aquinas School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

2. Statements of Prohibition

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

St. Thomas Aquinas School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting- A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Principal or principal's designee.

Retaliation- The policy of St. Thomas Aquinas School is to encourage individuals to report bullying and cooperate with investigations. As a result, individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation.¹ Anyone who believes that he/she has been subjected to retaliation for making a complaint of bullying or cooperating in connection with an investigation should report the matter to the school principal, his/her designee, or the Superintendent of Schools. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

¹ However, if after investigating any complaint of bullying, the principal or principal's designee determines that the complaint is frivolous and was not made in good faith, or that a student has provided false information regarding the complaint, disciplinary action may be taken against the student who filed the false complaint or gave the false information.

3. Reporting Incidents of Bullying

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

a. Reporting During School Hours

Reporting by Students-

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers-

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the Principal.

Reporting by School Employees-

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Principal or principal's designee.

b. Reporting Outside of School Hours

The diocese has made available a phone number **(603) 663-0178** to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

4. Response to Reports²

Investigation

² If the report of bullying suggests that a crime may have been committed, notifications to appropriate civil authorities must be made and the school will cooperate with any investigation by law enforcement. The school's investigation may be delayed should law enforcement become involved.

The Principal or principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian

The Principal or principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the Principal or principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and

prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

6. Notification

Handbooks- St. Thomas Aquinas School will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

The Bullying Investigation Form may be found on the STA School website.

Training-

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents- Periodically, the Principal or principal's designee shall provide parents/ guardians with information about bullying.

Staff and Volunteers- The Principal or principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

DISCIPLINE

Discipline is considered an aspect of moral guidance. The purpose of discipline is to:

1. Set a level of expected conduct of our students that is orderly, courteous, and sensible.
2. Provide a positive classroom atmosphere conducive to learning.
3. Educate students with an appreciation of Christian values, especially the development of self-discipline and responsibility in order to further learning.
4. Help build a sense of faith and community.

It is expected that students work cooperatively with the administration, teachers, aides, and volunteer parents while at school. All children are allowed the freedom needed to study, learn, pray, and play without undue interference from another.

Parents are expected to be familiar with the Policy Handbook and to discuss with your child the importance of and need for good behavior and a good attitude while at school. Students will be held responsible for abiding by all the rules and policies set forth in the handbook. Parents sign the handbook to verify that the rules and policies have been read and understood.

Parental attitudes, on or off the school premises, which interfere with the implementation of the

philosophical goals or objectives of the school may lead to the withdrawal of your child from school.

DISCIPLINARY ACTION

The individual teacher is responsible for the discipline of students in that grade, both inside and outside the classroom.

Disciplinary action will be taken for the following reasons:

Irresponsibility

Destroying or defacing any school property including books, furniture, walls, or bathroom plumbing. The parent of a child who carelessly destroys or damages any furniture, equipment, building, or anyone's personal property will be obliged to pay the full amount of repairs and labor or replacement. Textbooks loaned to students for the year must be covered and must be replaced by the parents if damaged or lost. Writing in textbooks is prohibited.

Discourteous Behavior

Answering back
Refusing to accept correction
Showing a negative attitude
Open or persistent defiance of the authority of the teacher or other school personnel
Swearing or foul language

Lack of Cooperation

Annoying other students by unacceptable behavior
Talking during a lesson or other quiet time
Writing notes and passing them to other students
Throwing anything in the classroom
Constant tardiness or lacking necessary supplies

Violation of Social Habits

- Calling names or bullying
Showing unkindness verbally or physically
- *Bullying is a serious social problem which demeans the character of another person. It is an unacceptable behavior which will be handled firmly. It is expected that the parent(s) of the offending student will support the teachers and administration fully in holding their child accountable and exert parental supervision and, if warranted, discipline at home.*
- Possession of anything considered to be a weapon (see definition).
- *Weapons or any object that can be classified as a weapon, such as, but not limited to, guns (real or replica), knives, bats, sticks, brass knuckles, pipes, etc., are prohibited*

and banned from school premises and from all related functions. This ban includes travel to and from school. A student who violates this policy will be subject to suspension and or expulsion according to Diocesan Policy.

Inappropriate signs of affection toward others
Gum chewing
Failure to keep desk or materials in order
Failure to follow uniform or good grooming regulations
Failure to demonstrate good table manners during lunch
Failure to cooperate with other students when involved in group learning or other teamwork situations
Failure to comply with direction given by the faculty and staff

Electronic Devices and Skateboards

Cell phones and all electronic games are **not to be used** on the school premises or on school sponsored activities unless specifically approved by a teacher or the Principal. Skateboards are not permitted on school property at any time.

Unless a very serious violation occurs, the following applies:

1. A child should be given the opportunity to correct him/herself through counseling, detentions.
2. If not effective, parents will be called in to discuss the problem with the teacher.
3. If improvement does not occur, the Principal, teacher, and parent will meet to discuss the conditions necessary for the child to succeed in school. The students will usually be placed on a probationary status.
4. If not effective, the administration will determine the appropriate action for the good of the school.

DETENTION

Detention shall be used as a form of discipline to formally correct unacceptable student behavior. It is intended as corrective in nature and therefore requires full and complete support from all parents.

Minor infractions may be addressed by the teacher through various methods which are implemented during the school day. As an example, loss of recess may be used as a form of minor discipline.

Major infractions and repetitive infractions, where lesser discipline has failed to discourage the unacceptable behavior, will result in after school detention. However, if, at the determination of the Principal, even more severe action is justified, suspension or expulsion from St. Thomas Aquinas School may be required

It is the teacher's responsibility to oversee discipline for students assigned to their classrooms and, where required, to supervise scheduled detention periods. It is the teacher's responsibility to schedule students for assigned detentions to be served and to inform parents, by way of student delivered communication, to arrange for student pick up at the appropriate day and time. ***Please**

note: students not picked up on time will be sent to extended care at the expense of the parent. As a rule, at least a 24 hour notice will be given to parents prior to the scheduled detention to be served. Parents must sign detention slip.

- It is the student's responsibility to inform their parents of the impending detention and to discuss with parents why the detention was required.
- It is the parent's responsibility to support the school in its efforts to maintain its behavioral standards.

SUSPENSION/EXPULSION

1. The school reserves the right to dismiss at any time a student who, in its judgment, is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to his/her fellow students.
2. Parents are held to the same standard as students with regard to respect for teachers. Enrollment of a child in the school implies a partnership between the school and the parents/guardian. If the partnership breaks down, parents may be required to withdraw their child from the school.

STUDENT RESPONSIBILITIES

Courtesy and cooperation towards adults and one another are qualities expected from all students. Self-discipline is basic to developing self-control, character, orderliness, and efficiency. It is also the key to good conduct and proper consideration for others.

Students are responsible for the proper care of all school property. Books should be covered and taken to and from school in a waterproof carrier.

Book covers having an adhesive inside which will cause them to stick to the book must not be used. If these covers are used, parents may be charged the cost of replacing the books. Parents are also responsible for purchasing new books if damaged or lost.

All students will strive toward good study and work habits.

INTEGRATING FAITH IN LEARNING

Service Projects

As part of the "Stewardship" mission of our school, students in PK – Grade 8 will participate in service projects designed to put faith into action. The purpose of the project is to give students an opportunity to make a difference in our church and our greater community through various service and support programs. Each grade will participate in a pre-planned project. Time is provided for students to engage in their chosen and administratively approved project. Projects may relate to the social teachings of our Church and may emphasize care of the sick, elderly, hungry, homeless and the environment.

GIFTS/TRADING

Students should not exchange individual gifts or trade popular items at school. This gesture only creates hurt feelings among students. Invitations for birthday or other parties may not be distributed through school unless every student (or all girls/all boys) in the class are receiving an invitation.

FIELD TRIPS

Field trips are enrichment programs that are an essential part of the curriculum. Students are expected to participate in planned field trips. Any parent who feels their child should not participate in a planned field trip must submit a written request to the teacher. The Principal will make the final decision on the request and what consequences will follow in regard to attendance, grading, etc. **Field trips may be denied as disciplinary action for misbehavior or uncooperative completion of assignments.**

Written permission is required from parents/guardians for any field trips.

MONEY AND VALUABLES

Students are discouraged from keeping large sums of money with them. They should carry only small amounts of money for special school events. Any valuables brought into the school are the sole responsibility of the student.

LOST AND FOUND

Each year we have an amazing amount of clothing and other articles that turn up in the “lost and found” basket. Any items not claimed at the end of the month will be given to an appropriate charity.

LIBRARY

Children visit the library on a class scheduled basis. Children are responsible for books taken out in their name and for payment of late fines. Payment will also be expected in cases of damaged or lost books.

STA strives to include materials in its library which will enrich and support the curriculum and meet the needs of the students and teachers. Library materials are selected by the school librarian, teachers and Principal with these goals in mind. STA supports the concept of intellectual freedom, and seeks to include a wide variety of different materials and viewpoints in its library collection. Ultimately, the decision as to whether any given piece of literature is appropriate for a given student, is a decision best left to the student's parents.

HEALTH CARE

Any instances of chronic health problem (diabetes, epilepsy, serious allergies, etc.) should be reported to the office. First aid care for these students could make a difference.

Special needs (poor sight, defective hearing, lack of coordination, etc.) should also be brought to the attention of the school, Principal or teacher.

MEDICATION POLICY

Medication will not be administered during school hours if it is possible to achieve the desired effects by home administration. If, however, medication has to be given during school hours, the following must be obtained first:

1. Physician's written order identifying the medication, dosage, time to be given and method to be used. Along with this we need written parental consent on forms supplied by the school. Parental consent is sufficient for over-the-counter products.
2. ALL medicine must be in the original containers and prescribed medication must have a pharmacy label.
3. Long-term medication orders must be renewed yearly at the beginning of the school year.
4. All medication must be given to a designated adult (teacher, school secretary, etc.) during school hours.
5. Cough Drops are considered over the counter medication and must be brought to the office. Please do not send medications in lunch boxes or pockets for children to self-administer.
Please do not send a child to school until the child has been fever free for 24 hours.

HOT LUNCH PROGRAM

Hot lunch will be served daily during the year. An order form will be sent home every two weeks and **needs to be returned with payment by Wednesday for the following week** in an envelope marked with the student's name, grade, and "Hot Lunch." **We request that payment be made by check.** Any menus returned after the specified date and time **will be returned to the parent and the student will not receive hot lunch that week.**

- * **For those students who purchase lunch every day throughout the year**, prices for ordering lunch for the half or full year will be available in the summer packet.
NO REFUNDS OR CREDITS WILL BE GIVEN FOR ABSENCES.

No refunds for lunches missed for any reason will be given. In addition to the record keeping, food has already been purchased to feed a given number of students on each day of the week. Therefore, funds have already been used and will not be refunded. In the case of an emergency, students are allowed to purchase lunch for \$5.

Students who bring lunch from home **will not be allowed to heat food in the cafeteria** during lunch times. No students are allowed in the kitchen for health and safety reasons.

MILK PROGRAM

We encourage parents to purchase milk on a yearly basis. No refunds will be given for days absent.

TUITION

It is imperative that the tuition payment plan selected by the parents be adhered to during the course of the school year. Prompt payment will help insure an even cash flow, without placing an unnecessary burden on St. Thomas Aquinas School.

If an account falls behind at the end of a quarter, a meeting will be requested with the parents to discuss the arrangements necessary to bring the payments up-to-date. If these efforts are unsuccessful and payment continues to be delayed, the Principal or designee will contact the parents.

Any outstanding balance at the completion of the school year must be paid prior to the student(s) entering school in September.

There is a limited amount of financial assistance available. Applications may be obtained from the school office year round. All applications are confidential and must be submitted each year.

Fundraisers are an important part of our overall budget and help keep tuition rates down. For those who wish to forgo the obligations of participating in every fundraiser throughout the year, we have established family buyout program. In order to utilize the buyout, you should send a check for \$300 by September 1st and your fundraising obligation will be met for the school year. Each family's status (supported or non-supported) is checked yearly in January. In order to receive the supported tuition rate, you must be a **registered parishioner making regular weekly contributions with envelopes or through the "parish-pay" system.**

PARENT'S ROLE

At St. Thomas Aquinas, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. Your decision to send your child(ren) to St. Thomas Aquinas School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

Once you have entered into a relationship/partnership with St. Thomas Aquinas School, we trust that you will be loyal to the commitment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in the quest of challenging, yet nourishing the student to reach his/her potential.

Together let us be partners and committed to supporting one another in helping your child become the best person he/she can be. With God as our guide and together in prayer we will be successful!

Your interest in your child helps make his/her school life happy and successful and shows respect and support of him/her. Some helpful suggestions:

1. **Assure that your child is at school promptly for the beginning of the school day.**

2. Encourage your child to do his/her best, but be careful not to push him/her into tasks beyond his/her energy and interest.
3. Remember that all children are different in abilities and personalities.
4. Guide your child to do his/her best work by praising effort and imagination.
5. Please do not hesitate to confer with teachers about your child with any questions or concerns. At that time, if you are not satisfied, please contact the Principal directly.
6. Provide homework experiences that may be closely related to schoolwork such as individual projects and reports.
7. Schedule and attend parent/teacher conferences, but please not in the morning when dropping off your child.
8. Please read the Thursday notice that provides valuable information.
9. **Respect for Teachers:** Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child: **If the partnership breaks down, parents may be required to withdraw the child from the school.**

PARENTING PLANS

In the case of divorced or separated parents, the parents shall submit to the school an updated parenting plan that sets forth the decision-making and residential responsibilities of the parents. In the absence of submission to the school of such a parenting plan, court order, or decree to the contrary, in cases of divorced and/or separated parents, both parents will have the opportunity to request academic reports and will receive information pertaining to the student.

HOMEWORK POLICY

The faculty believes, as do most parents, that home study is of value to children. Home study has character building qualities that are important in shaping the child and provides reinforcement as well as extension of learning opportunities.

There are lasting values in working alone in the quiet of one's room, depending on one's self, using time wisely, finding solutions to problems, and seeking independence in study.

All homework is expected to be turned in on time. Individual teachers will set policies that must be followed. For clarification and /or questions, please see the teacher. If the concern is not resolved, please see the Principal.

- The failure of a student to adhere to the homework policy of the classroom teacher can become a serious matter. Where the failure to complete or to turn in homework assignments reflects a lack of commitment and/or motivation on the student's part, a disruption in the educational process occurs. This can and will affect the student's progress and may affect promotion and /or graduation. If chronic issues occur and cannot be corrected, the student may be asked to leave the school permanently.

If there is a legitimate reason for a missing or late assignment, a note of explanation from a parent will be accepted, and a one-day grace period will be allowed. Each teacher will send home notification whenever a child has missing or incomplete homework.

The daily amount of homework time for studying and written assignments is as follows (for the average student):

Grades 1 – 2	20 – 30 minutes
Grades 3 – 4	30 – 45 minutes
Grades 5– 8	45 – 90 minutes

Written work not finished in class will be assigned as additional homework.

School work should take priority over sports involvement.

DRESS CODE

Students are required to wear the school uniform at all times and to be neat and clean. We urge our parents to cooperate because these are important elements in personal good health. The school will do its part in paying attention to these areas. Only uniforms must be worn – no substitutions. **All dress code violations will result in an infraction.**

Particular attention is paid to conforming foot wear, socks of appropriate length and color, lack of belts, and non-approved gym uniform. These areas are the most frequently found to be in violation of school policy. Clothing is expected to be clean and not ripped.

In addition, hair coloring, make-up, and nail polish are also areas of concern. Please pay close attention to these areas when sending your child to school. Your cooperation is expected and appreciated.

When purchasing shoes or sneakers for your child, please make sure they have non-marking soles (this helps to avoid black scuff marks on floors.) Students are not allowed to wear clogs or open-toe sandals. Soles (including heels) should be no more than one inch high and should be rubber (soft) soled for student safety and upkeep of school floors.

St. Thomas Aquinas School Uniform Requirements

GIRLS

Every Day

Grades Pre-K - 4

JUMPER (Required for Mass)

Plaid

SLACKS

Solid navy, all school year

SHIRT

White/Light Blue Peter Pan collar (w/flock logo) or polo shirt

Long or short sleeve

SOCKS**

Navy or white crew, knee socks, or tights, uniform company ankle socks w/ruffle (No crew socks on Mass days)

SWEATER*

Solid navy cardigan or V-neck

BELT Required Gr. 3-8

Black, brown, or navy

SHOES

ALL Black, brown, or navy

Shoelaces must match shoes

(Non-marking soles)

Grades 5 - 8

SKIRT (Required for Mass)

Solid navy

SLACKS

Solid navy, all school year

SHIRT

White/Light Blue Oxford or polo shirt (w/flock logo, long or short sleeve)

SOCKS**

Navy or white crew, knee socks, or tights (No crew socks on Mass days)

SWEATER*

Solid navy cardigan or V-neck

BELT Required Gr. 3-8

Black, brown, or navy

SHOES

ALL Black, brown, or navy

Shoelaces must match shoes

(Non-marking soles)

Seasonal (Optional Dress)

Grades Pre-K - 8

SHORTS Opening of school to Columbus Day and April 29 to June 13 (last day of school) **No shorts on Mass days.**

Solid navy walking shorts and

White or light blue short or long sleeved polo with logo flock

BELT Required Gr. 3-8

Black, brown, or navy

SOCKS**

Navy or white crew or knee socks

SNEAKERS (w/shorts)**

All Black or all white sneakers (Shoelaces white or black)

(Non-marking soles - top of sneaker must be below the ankle.)

SWEATER*

Solid navy cardigan or V-neck

GYM DAY - See below

Gym sweatpants required in classroom

Columbus Day to April 29.

*** Sweater and Sweatshirts worn must be approved uniform.**

**** Socks must be above the ankle bone and sneakers below the ankle.**

Please Note: - Low-rise, baggy, or tight pants and shorts are unacceptable.

- Slacks and shorts with belt loops require a belt. (Pre-K through Grade 2 belts are optional)

- All shirts must be tucked in at all times.

- Shorts and skirts are to be knee length (not more than one inch above the top of the knee cap).

If appropriate length for shorts cannot be found, students may not wear a substitute.

- NO extreme hair embellishments or hair colorings; anything that detracts from the simplicity of the uniform is not acceptable.

- Skirts, Jumpers with knee highs or tights must be worn whenever jumpers or shirts are worn.

Gym Uniform: For Grades K-8 only, consists of royal blue sweatshirt, sweatpants, t-shirts, mesh shorts all with STA screen printed logo.

Sneakers must be worn for gym class (athletic sneaker, non-marking soles, below the ankle bone, laced sneakers must be tied).

Shoes: Solid color black, brown, navy boat shoes, loafers, casual or dress oxfords are acceptable forms of footwear. For safety reasons, clogs and sandals are not permitted. UGG boots and moccasins are not permitted to be worn in school. Shoelaces must be laced.

Pre-K: white sneakers only; no tie, no belt, no gym uniform

PLEASE NOTE: Educational Outfitters is our official supplier of all uniform items except shoes and socks. Educational Outfitters provides the STA flock logo at no cost.



St. Thomas Aquinas School Uniform Requirements

BOYS

Every Day

Grades Pre-K - 8

SLACKS (Required for Mass)

Solid navy

SHIRT

White/Light Blue Oxford or polo

(w/flock logo)

Button-down collar

Long or short sleeve

TIE and oxford shirt are required for Mass day and worn throughout the day

SOCKS**

Navy or white socks

SWEATER*

Solid navy cardigan or V-neck

BELT Required Gr. 3-8 only

Black, brown, or navy

SHOES

ALL Black, brown, or navy

Shoelaces must match shoes

(Non-marking soles). **ALL BLACK** sneakers may be worn as shoes with pants.**

*** Sweater and Sweatshirts worn must be approved uniform.**

**** Socks must be above the ankle bone and sneakers below the ankle.**

Please Note:

- Low-rise, baggy, or tight pants and shorts are unacceptable.
- Slacks and shorts with belt loops require a belt. (Pre-K through Grade 2 belts are optional.)
- All shirts must be tucked in at all times.
- Shorts are to be knee length (not more than one inch above the top of the knee cap).
If appropriate length for shorts cannot be found, students may not wear them.
- No extreme hair embellishments or hair colorings; anything that detracts from the simplicity of the uniform is not acceptable.

Gym Uniform: For Grades K-8 only, consists of royal blue sweatshirt, sweatpants, t-shirts, mesh shorts all with STA screen printed logo. Sneakers must be worn for gym class (athletic sneaker, non-marking soles, below the ankle bone, laced sneakers must be tied).

Shoes: Solid color black, brown, navy boat shoes, loafers, casual or dress oxfords are acceptable forms of footwear. For safety reasons, clogs and sandals are not permitted. UGG boots and moccasins are not permitted to be worn in school. Shoelaces must be laced.

Pre-K: white sneakers only; no tie, no belt, no gym uniform

Seasonal (Optional Dress)

Grades Pre-K - 8

SHORTS

Opening of school to Columbus Day and April 29 to last day of school **No shorts on Mass days.**

Solid navy walking shorts and white or light blue long or short-sleeved polo with logo flock

BELT Required Gr. 3-8 only

Black, brown, or navy

SOCKS**

Navy or white socks

SNEAKERS (w/shorts)**

All black or all white sneakers (Shoelaces white or black)

(Non-marking soles - top of sneaker must be below the ankle.)

SWEATER*

Solid navy cardigan or V-neck

GYM DAY - See below

Gym sweatpants required in classroom Columbus Day to April 29.

PLEASE NOTE: Educational Outfitters is our official supplier of all uniform items except shoes and socks. Educational Outfitters provides the STA flock logo at no cost.



Jewelry: Girls only may wear one stud earring per ear. Any other jewelry worn (i.e. watch, necklace, ring) must be conservative and not detract from the appearance of the uniform. Boys are not allowed to wear earrings.

Hairstyles: All hairstyles should be neat and conservative. Any hairstyle that takes away from the simplicity of the uniform is not permitted. No extreme embellishments; only simple barrettes/headbands allowed. For boys, facial hair, long sideburns, or hair must not touch the collar, be above the ears and eyebrows. **Anything that detracts from the simplicity of the uniform is not acceptable.**

Cosmetics (Make-up) and Nail Polish: The application of cosmetics (make-up) is not permitted for students in Grades K – 4. For students in Grades 5 – 8, only a very minimal application will be permitted (if you can see make-up, it is too much).

Tatoos/Body Piercing: NOT ALLOWED; the only exception is for girls who may have one standard piercing in each ear for approved earrings.

The Principal shall be the final determiner as to what will or will not be acceptable in terms of clothing, shoe styles, jewelry, hair cuts/styling, and make-up.

TESTING

Terra Nova Tests are administered in March or April to Grades 2 – 8

REPORT CARDS

The school year is divided into three trimesters. Reports will be given to the children three times during the year.

The grading code for standard curriculum subjects for Grades 1 and 2 is as follows:

O - Outstanding, G - Good, S - Satisfactory, and N - Needs to Improve

The grading code for standard curriculum subjects for Grades 3 – 8 is as follows:

A+ (97-100), A (93-96), A- (90-92), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D (65-69), and F (Below 65)

Specialist grading Art, Physical Education, Music, Computer*, and Spanish*) for Grades 1 – 8 is as follows:

O – Outstanding, G – Good, S – Satisfactory**, and N - Needs to Improve

*** Grades 3 – 8 will receive a letter grade (A – F) for Spanish and Computer**

****Satisfactory means that the student is meeting the work required at his/her grade level.**

Gradelink

Teachers will post all grades on Gradelink. At the beginning of the school year, parents will be given a username and password. This will enable you to view your child(ren)'s grades.

When a student fails to complete the course work of his/her grade in all areas at an acceptable level, the Principal will determine whether that student will be promoted or assigned to the next grade or retained in the current grade.

Cheating:

Students are expected to behave in a Christian manner. Therefore, it is expected that all students will perform in an honorable fashion. Cheating, unauthorized assistance, or plagiarism on an exam, quiz, paper, project, or homework will not be tolerated. Any student who is found to be cheating will receive a grade of zero on that assignment and his/her parents will be notified by the teacher involved. **A second offense of academic dishonesty may result in more serious consequences.**

- Parents are discouraged from completing student work assignments as this is not a reflection of the student's true ability.

Honor Roll Status:

In addition to academic standing, conduct and effort are factors in determining Honor Roll status. If a student receives an N in conduct or effort, he/she becomes ineligible for Honor Roll.

Only B– and above are the grades eligible for the Honor Roll for every trimester.

When a student fails to complete the course work of his/her grade in all areas at an acceptable level, the Principal will determine whether that student will be promoted or assigned to the next grade or retained in the current grade.

Grading Policy for students involved in Competitive Sports' and Extracurricular Programs:

Eligibility for participation in any sports programs and all other extracurricular programs at St. Thomas Aquinas School will be dependent upon the student's positive academic status.

- 1) A student must be determined to be of positive academic status:
 - a) he/she has not received a failing grade (one "F" or two "D" grades) on a report card in any subject area **or** he/she has received a grade identifying the need for improvement in the areas of effort, conduct, or social development.
- 2) Should a teacher determine that sufficient concern has arisen, at any point during the school year, that a student is in danger of failure in any of the above areas, the teacher may request a review by the Principal who shall determine the student's eligibility status.
- 3) A student who loses eligibility status shall be placed on probationary review status for a period of two weeks. During this time the student will be given the opportunity to correct the deficiencies identified.
- 4) During the first probationary period, the student shall be allowed to continue participation in the sports' program or extracurricular activity. However, if positive progress is not demonstrated during that time, the student will be suspended from all sports and

extracurricular activities of the school until the Principal has been shown a reasonable period of consistent improvement.

- 5) Should the student again lose positive academic status during the school year, subsequent probationary status will result in immediate suspension of the privilege to participate until the Principal has determined that the student is again eligible to participate.
- 6) The student's parent(s) will be expected to be an active partner during all probationary and suspension periods to assist the student's progress toward reinstatement.

LEARNING DISABILITIES AND EDUCATIONAL CHALLENGES

St. Thomas Aquinas School understands that from time to time a student may be determined to have various learning disabilities or related challenges. In such circumstances, the faculty and staff will make reasonable efforts to support the learning process of said student. However, it must be understood that special education services are not provided as part of the school's educational program and, as such, close attention must be given by the faculty, administration, and parents to insure that acceptable educational progress is achieved by the student. In the event that such progress is not achieved, the school reserves the right to release the student so that a more suitable placement may be sought by the parents.

VOLUNTEERS

Due to the consistent efforts of parents and others, St. Thomas Aquinas has an outstanding volunteer program which has been recognized by the Department of Education and the New Hampshire School Volunteer Program.

We are grateful to the many parents who give hours of their time to the school. Volunteers perform many tasks including working with children in the classroom, working on the hot lunch/milk program, being room mothers, chaperoning field trips, and other valuable assistance. As is stated in the Diocesan Policy Handbook, all volunteers are responsible to the Principal. Volunteers who have ongoing contact with students at any time are required to undergo a criminal background check.

- Please understand that the roll of the volunteer is to work to help support the efforts of the various programs in the school. It is not meant as an opportunity to visit your child, watch over your student's activities, or to supervise faculty or staff. Our paid employees are trained professionals who, in many cases, are required to be college educated and certified by the State Department of Education in their areas of expertise. For liability purposes and out of respect for their professional standing, do not interfere with them as they perform their duties.

The volunteer program is seeking parents, grandparents, friends, and relatives to become active in this program. Please call the school if you can give a couple of hours. No amount of time is too small!

Volunteer Note: All volunteers must complete *Shield the Vulnerable* online training and the required paperwork. For additional information, go to www.staderry.com and click on *Volunteers* or contact our Safe Environment Coordinator.

ATHLETICS

The athletic program is an extension of the educational process. Our school depends on adult volunteers to coach these co-curricular activities. The volunteer coaches are expected to follow the STA philosophy in the STA Coaches Athletic Handbook. The coaches are under the direction and guidance of the Athletic Director and Principal. We strive to ensure the safety and enjoyment of each student-athlete as we try to teach sport fundamentals and positive skill development in an environment that fosters Christian ideals. It is a privilege to be part of a school team and representing STA School. Therefore, responsible, cooperative, and courteous behavior is expected of the student-athletes. The athletic opportunities provided to the students will encourage respectful, responsible individual/team play and good sportsmanship. They will help foster positive self-esteem and self-concept for the children by helping them discover, work with, and improve their abilities and talents. **There will be a charge for after school sports or activities.**

Dear Parents:

In order to be certain that each family has received a copy of this handbook, we ask that you sign the form below and return it to school on or before Thursday, September 7, 2017. We strongly suggest that you familiarize yourself and your child with these policies.

Thank you,
Ms. Patricia Berthiaume
Principal

I have received a copy and understand it is my obligation to read the St. Thomas Aquinas School Policy Handbook. I understand that the policies described in the St. Thomas Aquinas Policy Handbook are subject to change at the discretion of the school after consultation with the School Board and the Department of Catholic Schools.

I understand that my signature below indicates that I have read and understand the policies contained in this handbook and, in the spirit of partnership with the school administration, I agree to abide by these policies of the school. We will help the administration and faculty to make our school a happy attractive, Catholic Christian center of learning.

Student's Name (printed): _____

Signature of Custodial Parents:

Date returned: _____