

STM HANDBOOK - REGULATIONS

ABSENCE - TARDINESS: If a child is absent from school, the parent or guardian is to phone the school office (337-0100) before 9:00 a.m. on the day of the absence to alert the office about the absence and the reason for that absence. In addition to this phone call, the student is to bring a note from his/her parent/guardian and present the note to his/her teacher on the day (s)he returns to school. The note is to contain the following information for our records:

1. the student's name
2. the date
3. the date(s) of the student's absence
4. a brief explanation as to why the student was absent
5. the signature of the parent

Parents are encouraged to arrange for medical and dental appointments outside of school time whenever possible. Students will be legally credited for attendance when absent for medical/dental appointments. However, in order to receive attendance credit students must present verification of such appointments from the doctor's office when they return to school.

Ordinarily students will be considered tardy if they enter the classroom after the line of their classmates has entered. Tardy slips/notes are not usually sent home unless the problem becomes habitual. Habitual tardiness will not be tolerated. Students who arrive late should be dropped off at the school office. Please do not escort them to class and disturb the teacher/class with an explanation.

ACCIDENT INSURANCE: The Student Accident Insurance Program is provided for all students of our school. This program is to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or while participating in a solely school sponsored activity. An outline of insurance protection is distributed annually. The School-Time Plan provides protection for a student registered in an academic school session while at school during the school day, attending, participating in or practicing for exclusively school-sponsored activities or athletics (except playing inter-scholastic tackle football) on school grounds or not, while under the supervision of a proper school authority; traveling directly to or from home for the regular classes (travel not to exceed an hour before and after school) or traveling in school-provided vehicles anytime, while under the supervision of a proper school authority.

AFTER/BEFORE SCHOOL CARE: St. Thomas More offers extended care for students enrolled in the school. Care is available from 2:45 (12:45 on minimum days, 2:15 on Fridays) until 6:00 p.m. at a fee in addition to the regular tuition. St. Thomas More students from any grade may use this service. It may be used daily or on an irregular basis. The before school program runs from 7:00 a.m. until school begins at 8:15. Students are in the supervising teacher's classroom from 7:00, or a later time when they arrive, until 7:45 when they are brought to the school yard. There they are supervised with the other students by a teacher or parent volunteer until school begins. This before school program is only for those who make a full year commitment. Drop-ins or short term participants are generally not accepted. The size of that program is limited, too. (For additional information, please read the extended care section in this Handbook.)

ATHLETIC PROGRAM: The St. Thomas More School extra-curricular athletic program endeavors to give each student an opportunity to discover and develop his/her physical abilities, to encourage a competitive spirit within the framework of Christian teaching, and to develop a proper and responsible attitude toward victory and defeat. The principal has delegated the administration of the school's athletic program to the Athletic Board. Questions about the programs and its offerings may be directed to the Board through school office. Because the various teams/coaches set their own dates, times and locations for practices, unless that information is made known to the office, we rarely have practice time information for parents who call. Please be sure that you know who your child's team coach is and know how to get information as you need it. Please contact the Athletic Board if you find a communication problem.

ATMOSPHERE OF QUIET: As an institution of learning, the school is a place of quiet. This includes classroom and library. Students are expected to move throughout the building with respect for the learning needs of others.

AWARDS ASSEMBLY: Sometime after the end of each report card period, an awards assembly is held. At that assembly we recognize students who have done well academically during the previous quarter with first or second honor award certificates. We also present awards for effort and citizenship. Student athletes are also recognized for their participation on the various school sponsored teams.

BATHROOMS: Bathrooms are not part of the playground. Students are expected not to loiter or play in the bathrooms. They are also expected to keep them clean and in order.

BIRTHDAYS: If you wish to provide class refreshments on the occasion of your child's birthday, please contact the classroom teacher at least a week in advance to make a mutually convenient plan. Refreshments must be limited to: an individual serving of prepared treats (such as cupcake, cookie, doughnut) and a self-serve beverage. Parents should not attend the party unless specifically requested by the teacher. Refreshments should be dropped off to the office at the time specified by the teacher.

BIRTHDAY BOOKS: If you are planning to bring treats to celebrate your child's birthday, you are required to purchase a "Birthday Book" for our school library. Each book that you purchase from the school will have a book plate placed in the front of the book indicating that the book was donated by your child. The students in your child's class will have the first opportunity to enjoy the selection before it is added to the school library. This book represents your family's lasting appreciation to the school, as well as honoring your child's birthday. Books are pre-selected by the teacher to provide a well-rounded class library regarding subject matter and grade appropriateness.

BIRTHDAY INVITATIONS: In an effort to be sensitive to all the students involved, no birthday invitations may be distributed to students at school (before during and/or after). The exception would be if all the students in the class are invited to the party or if all the boys or all the girls in a class are invited. Otherwise, please distribute these invitations away from the school and outside school time. The office does not provide a list of student addresses or phone numbers.

BOOK COVERS: All school textbooks which may be taken to and from school must have clean and neat book covers. Brown paper bags can be cut down for use as book covers or parents may buy any number of styles of book covers. Covers may be purchased in the school office. Newspapers may not be used to cover books as they often leave newsprint on the books. Also, book covers that adhere to the surface of the books are not allowed. For book protection, students are encouraged to carry books to and from school in some sort of container (plastic bag, book bag, etc.) Damage or loss of loaned textbooks will be paid for by the student.

CARE OF SCHOOL PROPERTY: All students are expected to respect school property, including textbooks, instructional materials, desks, classrooms, interior of school, bathrooms, exterior of school, and all athletic equipment. Parents or guardians of a pupil or other minor shall be liable for any and all damage or loss to the school building, equipment, supplies or other property caused by the pupil or minor. The parents or guardian shall also be responsible for any school property used by a pupil and not returned upon the request of authorized school personnel. For book protection, students are encouraged to carry books to and from school in some sort of container (plastic bag, book bag, etc.) Damage or loss of loaned textbooks will be paid for by the student. Of current specific concern are the basketball rims and nets and the recently painted buildings. Students are never to hang, jump and grab, or do anything else which may cause damage to the basketball rims, nets or backboards. Also, students may not play games that involve hitting balls against the buildings or on the roof of a building.

CHRISTIAN COURTESY: Students who attend St. Thomas More School are expected to reflect the attitudes of Christian courtesy, respect and general good manners taught at home and school. Students are expected to greet any adult in the school (teachers, parent, secretary, visitor, custodian) and be helpful and courteous. Students are also expected to use the phrases of accepted social courtesies such as “Please”, “Thank you”, “Good Morning”, and “Good Afternoon”.

CITIZEN OF THE WEEK: Students from each classroom are regularly designated by school personnel as *Citizens of the Week*. The staff may select a particular student for this honor for any reason. Sometimes it is for a simple act of courtesy observed by a teacher. Sometimes it is some assistance given to another. Improvement or a special effort in the classroom might be rewarded in this manner. Sometimes it is as simple as picking up some piece of discarded trash on the ground. There are no set guidelines. We do try to see that every student is recognized in this manner at some point during each school year.

CONDUCT ON AND OFF CAMPUS: Students are never more in the public eye than when in uniform on their way to and from school, at athletic events, or at other school-sponsored functions. Therefore, they are expected to conduct themselves so as to reflect their home and school training. The school uniform, when worn, should be neat and complete when worn away from school. Athletic uniforms should be worn only when participating in school sponsored events; never as play clothes or underwear. School personnel may apply disciplinary measures when necessary.

CURRICULUM: In compliance with state requirements, the curriculum is that designated by the Archdiocese of San Francisco, Department of Catholic Schools. It includes a sequential program of learning in religion, language arts (reading, English, spelling and handwriting), mathematics, social studies, science, health, physical education, music, and art.

DISCIPLINE: Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume more and more the control of his/her own conduct, whether this conduct has physical, mental, or moral aspects, and to accept the responsibility for his/her own actions. Discipline is said to be attained in a classroom or in a school when the pupils work cooperatively with the principal, teachers, and their companions towards the attainment of the class and school objectives.

Effective discipline is maintained when there is:

1. Reasonable quiet and order in the building
2. Consistent and fair insistence on desirable conduct
3. Positive correction of faults
4. Avoidance of undue regimentation
5. Avoidance of all corporal punishment

It is the responsibility of the pupil:

- to pursue the prescribed course of study
- to respect and respond to the authority of the teacher and other school personnel
- to be alert and responsive to directions
- to be courteous to fellow students and faculty members
- to respect the rights and property of others

A. DETENTION

Students may be detained after school for disobedience, failure to complete required assignments, special tutoring and various reasons approved by the Principal.

B. PROBATION

A pupil may be put on probation for relatively serious or continued misconduct. Parents and pupils are made fully aware of the seriousness of the action and the reason for the probation. Throughout probation, pupils are given a specified period of time to show improvement and their desire to observe the requirements of the school.

C. SUSPENSION

serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation. The school authorities will consider all relevant factors in determining what is serious misconduct. However, a student becomes subject to automatic suspension in the following cases:

- 1.) When engaging in a fight on the school grounds or on the way to and from school and
- 2.) Being away from the school grounds without permission during school hours.

D. EXPULSION

The following offenses committed by children while under the jurisdiction of the school are reasons for expulsion:

- 1.) Actions gravely detrimental to the moral and spiritual welfare of the other pupils.
- 2.) Incurable or disruptive behavior which impedes the progress of the rest of the class.
- 3.) Assault, battery, or any threat of force or violence directed toward any school personnel, pupils or other persons on school property or during school related activities.
- 4.) Habitual or persistent violation of school regulations.
- 5.) Use, sale, distribution or possession of narcotics or alcoholic beverages.
Possession, selling, giving away, using, or being under the influence of drugs and/or hazardous substances on the campus, at school functions, or at a time and place that directly involves the school, renders a student liable to expulsion.
- 6.) Malicious damage or destruction of real or personal property at school.
- 7.) Theft, extortion, arson.
- 8.) Habitual truancy.

EARLY DISMISSAL: A student may not leave the school premises during the school day without a written permission from parents. This permission must be brought to the office before school to be approved by the principal.

If a student is to be dismissed for illness, parents or another designated (from their emergency card, disaster card, etc.) will be contacted and advised to come for the student. No student may be dismissed during the school day unless school officials are certain that a parent or other responsible adult will be at the home to receive him/her.

When a serious condition such as illness, accident or home emergency warrants it, emergency dismissal may be made at any time by the principal.

If a student becomes ill or is in any way injured during the school day, parents or their designates will be contacted by the principal or another adult delegated by him.

EATING: Eating in the halls, yard or classrooms is not permitted except in the properly designated areas at lunchtime and/or snack time with the teachers' approval). Gum chewing is never permitted. These policies apply on the school grounds before, during and after school.

E-MAIL: Teachers are asked to check their e-mail messages at least once each school day. This can be done at anytime of day from school or from their homes. Please understand this and know that it could be a couple of days before you receive a response.

EMERGENCY AND DISASTER CARDS: Each child attending school must have completed disaster and emergency cards on file in the school office. Parents are requested to keep data current by notifying the school of changes in home or work phone numbers as soon as they are made. Two adult references other than parents are required. These adults must be able to come and pick up the child in an emergency. In the case of a disaster (earthquake, fire, etc.) only those listed on the disaster card will be allowed to take custody of your child.

FIELD TRIPS: Teachers are encouraged to plan trips that are of educational value and directly related to the curriculum. Each trip will be carefully planned to include the following:

- 1.) permission of the principal
- 2.) preparation, follow-up and specific goals
- 3.) signed and dated release forms from parents
- 4.) adequate transportation and supervision
- 5.) notification to all concerned
- 6.) controlled expenditures
- 7.) first aid kit

No student will be allowed to participate in a field trip unless the appropriate permission slip, provided by the school, is completed and returned before the field trip begins.

FINAL ACCEPTANCE: By registering your children for the coming school year, you will be contracting with St. Thomas More School for the year's education of your children. St. Thomas More School will be keeping its part of the contract by educating your children in the grades in which they are registered. Since the education of your children is primarily a parental responsibility, it is understood that parents must work and assist the school in the education of the children.

1. St. Thomas More provides all its students with a program of religious training. We expect the co-operation of the parent (Catholic and non-Catholic) with us in this program.
2. Parents are expected to co-operate with the school in an effort to foster a healthy respect for school authority and rules such as regulations on the uniform, time of arrival at school, yard regulations, behavior regulations, etc.
3. Parents are expected to provide a place and time each evening (Monday through Thursday) for homework. During homework time, there should be a minimum of distractions and parents should supervise to see that homework is complete, neat and presentable.
4. Parents are encouraged to take an interest in the school by sharing their time and talents whenever possible. Volunteers can be helpful for many things.
5. It is expected that parents will co-operate with St. Thomas More School in the payment of tuition and fees and to adhere to the School's financial policies.
6. All new students are accepted for a probationary period of one year. If at the end of either semester, a student's conduct, effort and/or grades are found to be unsatisfactory or parents have failed to meet all the conditions outlined in this statement, the student's enrollment may be canceled.

If you have any questions or if these conditions present any unusual difficulties, please contact the school office to arrange for the problem's solution.

FIRE/DISASTER DRILLS: A monthly fire drill under the direction of the S. F. Fire Department staff is held. It is important that students are quiet and move out of the building in an orderly manner during fire drills. Earthquake/disaster drills are also scheduled irregularly.

FORGOTTEN ITEMS: Please be sure that, if your child forgets a lunch, book or any item, you bring that item to the office for delivery. Forgotten items should never be taken to the classroom for that could be an interruption to the class and/or cause for concern and report of a "stranger" in the building.

FREE DRESS: (See Uniform regulations.)

HARASSMENT: In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live love and respect as Jesus did. The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of

the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race creed, color, national origin, physical ability or gender. Harassment of any student by any other student is prohibited and will not be tolerated. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the principal's office.

HEALTH PROBLEMS: The school should be notified immediately of any health problems that may be communicable or cause problems for other students in the school. Parents are asked to keep the school informed of any serious health problems any student might have. Teachers need to be aware of such medical problems as rheumatic heart, epilepsy, diabetes, asthma, and allergies.

HEALTH PROGRAM: Health services include periodic vision screening, audio-metric testing and scoliosis examinations. Every new student is given a San Francisco Health Form.

IMMUNIZATION for first admission. For unconditional first admission to school in California, each applicant must present documentary evidence that the applicant has been immunized against polio, diphtheria, pertussis, tetanus and measles, rubella and mumps. The San Francisco Health Department requires that all students receive a tuberculin test.

Kindergarten and 7th graders are required to have three doses of hepatitis.

Kindergarten students are required by law to receive one dose of varicella effective July 1, 2001.

Exemptions for personal or medical reasons are permissible but the claims must be in writing. A written statement of a physician to the effect that the immunizations are not considered safe or beneficial to the child or a letter from the parents stating the compliance would be contrary to their beliefs is necessary.

HOMEWORK - ELEMENTARY SCHOOLS: Homework is assigned regularly for the purpose of reinforcing, supplementing and/or complementing material already taught and to fostering habits of independent study. Homework will be not be assigned on weekends or other holidays unless make-up or long-range assignments are required. Homework is a "study time" and not necessarily a "writing time." The suggested homework time allotments are:

Kindergarten.....	As needed
Grades 1-2.....	20 minutes
Grades 3-4.....	30-45 minutes
Grades 5-6.....	45-60 minutes
Grades 7-8.....	60-90 minutes

It is to be understood that this time element refers to the "average" student. Each student should be permitted to accomplish what he/she can within the time allotted. If the homework is not completed in the time specified, a parent is asked to notify the teacher. Communication with the teacher can help to alleviate misunderstandings.

Activities on weeknights that interfere with schoolwork are to be discouraged. Assignments will not include skill subject materials that have not been previously taught in class. The content subjects frequently afford opportunity for diversified and interesting assignments such as reference work in general, projects, book reports, etc.

In the middle and upper elementary grades, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in secondary schools. Long-term assignments with extended deadlines are often assigned and considered when additional daily assignments are made.

When a child is absent from classes due to illness, arrangements can be made to pick up the missed class work and/or homework. When possible we encourage students to make plans early in the year so that, when there is an illness, they have an agreement to contact a classmate who can pass on the missed assignments. Recognizing that there is no substitute for classroom instruction, teachers are also very willing to provide the assignments for students who are ill. We ask that parents appreciate that the teachers have only two breaks of twenty minutes each during an ordinary school day. Also, teachers can be frustrated when they take time to fulfill these requests for assignments only to see that the work has not been picked up or is never completed. Consequently, teachers will provide work if a telephone call through the school office under the following conditions:

- 1) The student must be in at least his/her second day of absence before work can be requested.
- 2) A telephone call (through the school office) or note (directed to the teacher) or an email request must be received by noon on the day the assignments will be picked up.
- 3) All missed work that is sent home must be completed before the student is allowed to return to the classroom.

Please be sure that the child is well enough to complete the assignments at home before requesting the work. It is the student's responsibility (especially in grades 6-8) to make certain that all missed classwork, homework and tests are completed within the amount of time designated by the classroom teacher.

LOST AND FOUND: Forgotten or misplaced items turned in to the school office will be kept temporarily in lost and found. To avoid loss of school clothing (particularly sweaters), parents are requested to sew identification inside the clothing articles. All articles in the lost and found will be donated to the St. Vincent de Paul Society at the end of each school year.

LUNCHES: All lunch bags and boxes are to be clearly marked with the student's name and grade. Students are expected to dispose of their refuse in designated containers. Gum chewing is forbidden on school premises. Glass containers are a hazard and are not allowed for the safety of the students. Occasionally we send home the leftovers from lunch(es) are sent home in order that parents may determine if they are sending too much or too little for the student to eat. Students may purchase hot lunches on a daily basis.

MEDICATION: No student may take medication at school unless the appropriate forms are completed by parents/physician. These forms are available from the school office.

MINIMUM DAYS: On a minimum day, classes are in session from 8:10 a.m. until 12:25 p.m. (K-3) 12:40 p.m.(4-8) Minimum days are declared on the last day of school prior to the Thanksgiving, Christmas, and Easter vacations, at the beginning and end of the school year, on parent-teacher conference days, on teacher in-service days authorized by the Superintendent of Schools, and on six additional days when the staff is involved in the WASC evaluation process during the year. School is dismissed every Friday at 2:15 to allow for faculty planning.

MONEY: When sending money to school for any reason PLEASE include the

- A) Write the child's name outside with the grade.
- B) Purpose for sending the money.
- C) The amount of money enclosed.

MORNING EXTENDED CARE: St. Thomas More offers extended care for students enrolled in the school. In addition to the after-school program, care is available school day mornings from 7:00 until 7:45 a.m. At 7:45 students are dismissed to play in the supervised schoolyard with other arriving students. For safety reasons, children who are dropped off prior to 7:45 a.m. will be brought into morning extended care and the family will be charged accordingly. Morning extended care is not a drop in program, students sign up and pre-register at the beginning of the school year. However, accommodations can be made for families who express a pressing need during the course of the year.

NON-DISCRIMINATION NOTICE: The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at St. Thomas More School. The Catholic Schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARENT-TEACHER CONFERENCES: Conferences are scheduled during the month of November following the first report card period. At this time parents have an opportunity to consult with their child's teacher relative to his/her progress and work. Minimum days are scheduled at this time. Parents are free to make an appointment to consult with a teacher at any time. Teachers, however, are not available to parents or free to talk with them during school hours or during their time of supervision. Please call or write to arrange a mutually convenient time to meet with your child's teacher. Unscheduled or chance conferences do not allow the teacher adequate time to prepare a report on your child.

PARKING: Our parking procedures will be under regular review during the preparation for and the construction of the elder care facility in the church parking lot. Please watch for updates in your Wednesday Envelope materials. In the meantime, please review the complete list of pick up and drop off regulations at the end of this section on regulations. Also, please review those regulations with all parties charged with the responsibility of picking up and /or dropping off your child(ren). Cars parked in the schoolyard and exiting down the ramp directly across the street from the school's entrance are always given priority in leaving the area after school. We are trying to encourage the use of the church parking lot while we have it. Cars coming down Thomas More Way will not exit the area as quickly. Please, always follow the instructions of the school safety patrol members as they direct the pedestrian and automobile traffic before and after school.

PERSONAL BELONGINGS: All personal belongings (books, jackets, etc.), which must be brought to school, should be labeled and clearly identifiable so that they can be returned if lost. Please do not bring things such as radios, tape decks, electronic games, athletic equipment, etc. to school. They may be confiscated by school authorities or coaches. These items will be stored and must be picked up by a parent within a week or the item will be discarded. The school provides a sufficient supply of athletic equipment for the students' use at play periods.

PLAYGROUND SUPERVISION: A teacher and/or parent volunteer is present in the school yard from 7:45 until 8:15 a.m., at recess and after lunch when the children are playing and for a few minutes after dismissal. No other provision is made for before or after school hours except for those in the morning or after school care programs. Those boys and girls who are participating in athletic activities are under the direct supervision of their coaches. Unless the student is in the morning or after school care program or is participating in a properly supervised extra curricular or athletic activity or practice, liability concerns require him/her to arrive on Archdiocesan (school) property after 7:45 a.m. and to leave the property within 15 minutes of dismissal.

RAINY DAY PROCEDURES: There are no early dismissals, rainy day sessions, when the weather causes the students to miss recess and/or lunch play times. When it is raining outside before school, the school doors are opened at 7:45. Students are allowed to come inside and wait just inside the doors until the teachers are available to watch them in their classrooms.

RECESS: Requests for children to remain inside at recess or noon should NOT be made if it can be avoided. If children are not well enough to go outside, they should not be in school. There is no supervision inside, at recess.

RECORDS: (Student Cumulative School Records) All student records maintained by the school are available for inspection by the student's parents or legal guardian. A record will be kept of the

names of those who request such information. Only the principal can authorize release of student record information.

RECORDS (cont'd): Because you are parents of a child registered for school in California, it is necessary 1) to outline a few important points about the cumulative records of your child and 2) to detail ordinary procedures which concern your right of access to these records and which protect your privacy rights.

The following outline indicates the content, maintenance and location of student records. It also lists the persons who have a right of access to them.

Content:

- grades, standardized test results
- enrollment history (date and teacher's name at each grade level)
- attendance records (times tardy and days absent)
- dates of baptism, First Communion, confirmation
- dates of entry, graduation, transfer or withdrawal from school
- health records (immunization, vision and hearing tests, allergies, etc.)
- dates and signed explanatory notes or comments
- information concerning each child's internet use.

Maintenance and Updating:

- directory data checked annually by school
- directory and emergency data changed upon parental notification to school
- content items added annually by classroom teacher

Location:

- school office

Access:

- parents
- persons authorized by parents
- principal and teachers
- officials listed on Record of Access Form, e.g. officials of a public, private or

In most instances the substantive matter of the student record is a summary of the report card grades and achievement test scores that are received by you and discussed at parent-teacher conferences. You have a right to see this cumulative record if you choose. Write a note to the principal of the school, and an appointment will be made for you to see the record. If you find the record to be inaccurate or incomplete, please give to the principal a written request to change or to add data that will correct the record. In addition, a parent may receive a copy of the record at a reasonable cost per page.

If your child transfers to another school, you will receive a form from the new school advising you that they will request us to send them a written transcript of the attendance, achievement and health records gathered here.

They will obtain new identifying and directory data on their application forms.

Records may be released with your authorization to persons or agencies other than school, e.g., reading or testing specialists. Authorization forms are available on request at the school office.

REPORT CARDS: Report cards are issued in grades 1 through 8 four times a year. Written Progress reports are provided for kindergartners three times a year. This is done as a means of providing you with written information regarding the progress of your child. There is no report grade if a child is absent for several days and/or has missed a significant amount of schoolwork. Parents should read the card carefully and discuss the child's progress with the child. Emphasis should be placed on effort, conduct and home study as reasons for success or lack of success in school subjects. The student should return the signed report card during the week after it is issued. There is a five-dollar charge to replace a lost card.

SACRAMENTAL PROGRAM: St. Thomas More School adheres to the Archdiocesan directives concerning the administration of all sacraments. These directives include and we require the family and the student to complete the two-year program of preparation before baptism. This baptismal program must be completed before a child may receive a sacrament at St. Thomas

More. Students who enter St. Thomas More after a class has received a sacrament and wish to receive that sacrament need to contact the pastor of the parish in which they are registered. St. Thomas More School has no program for students who fall into that category. First Holy Communion is traditionally received here at St. Thomas More in the second grade. Normally, confirmation is administered to the older students. In order to participate in the school's First Communion and/or confirmation program the following requirements must be met:

1. The candidate must have been baptized a Roman Catholic before the school year begins. All participants in the program must present a baptismal certificate.
2. Families must fully participate in the parent meetings, etc. which are part of the sacramental preparation program.
3. Families must demonstrate that they have been and will continue to be involved in their child's development in the Church via regular attendance at Sunday Mass, etc.

If a child is baptized Catholic during the course of the school year, he/she may be able to receive the sacrament the following year. Families may also choose to have the student receive the sacrament in their own parish church.

SAFETY PATROL: The school operates a highly honored school safety patrol under the auspices of the San Francisco Police Department. This system is designed for the protection of our children and for that reason it should be given primary consideration by both parents and children. All students in grade 5 through 8 will serve on a rotating schedule on the school safety patrol. Just as these students have been asked to be respectful and courteous in doing their *job*, we ask all parents to treat them with the respect they deserve in making this effort for the safety of all in the St. Thomas More School community.

STUDENT SAFETY: Students may not use the schoolyard for any reason after dismissal as it is needed for the extended care program. Parents who drop off or pick up their children at school should use good judgment and be mindful of safety and courtesy to others. Ordinarily, pre-kindergarten age siblings and/or strollers are not permitted in the schoolyard because of safety considerations. Parents who bring their young children and/or strollers onto the school property must realize that the school cannot assume any responsibility for them, their children or equipment. Similarly, they will be held responsible for any resulting problem to which the presence of those children and /or equipment contributes. Roller skates, roller blades, skateboards and scooters are not to be brought on the school grounds. These are a safety hazard. If ridden, they may be confiscated by any school authority or coach. These items will be stored and must be picked up by a parent within a week or the item will be discarded. Students are welcome to wait at dismissal for their rides home on the bench just inside the schoolyard gate but only for fifteen minutes. At that point they will be checked into extended care and charged for the service. We discourage students from hanging around the property elsewhere while they wait for a ride. If found, those students will be brought to and signed into extended care. Students may not be dropped off and left unattended at school before 7:45 in the morning unless they are part of the before school care program. Students left earlier than that time may, at the school's discretion, be checked into the before school care program and charged \$10 for that day's services, no matter how brief.

TARDINESS: Habitual tardiness will not be tolerated. (See also Absence)

TELEPHONE USE: Ordinarily, telephone messages to students will not be delivered unless it is an extreme emergency such as a sudden serious illness. As a courtesy, we often attempt to pass on telephone messages from parents to children. However, because of the many distractions, duties and possible emergencies, we cannot guarantee that any such message will be delivered. Except for the most serious circumstances neither children nor teachers will be called to the phone during school time. Please write a note or leave a voicemail message for the teacher and ask him/her to contact you after school hours if an appointment is needed. Children are usually allowed to use the school phone only when they are sick or in an emergency. At other times, when the telephone is not needed for school business, students may be allowed to use it briefly as a *pay* phone. Additionally, please know that after school it is not always possible for the staff to search for your child when you call to see if (s)he is in extended care, at a team practice, etc. While we will always try our best to accommodate these requests, sometimes we will not have sufficient staff

available to do this. Parents who find themselves making these requests often will need to make some other plan to deal with this. **Students are not to use their cell phones at school or during extended care.** Students must turn off and keep their cell phones in their backpacks during these times. Student use of cell phones for talk and/or text without permission during school and extended care hours is in violation of the school cell phone use policy. Students in violation will have their cell phone confiscated. Cell phones stored anywhere else besides their backpack will also be confiscated. Please note there will be a charge of \$25 to have the phone returned once confiscated. Students will only be allowed to have their phone back once a written note is received from their parent/guardian and the \$25 fee is paid. Students will not be allowed to use the school phone except in cases of emergency. If you need to contact your child while they are at school, please call the school office or extended care and a message will be delivered to them.

TESTING PROGRAM: Each fall all the schools of this Archdiocese participate in an achievement-testing program for grades 2 through 8. St. Thomas More first graders are often also tested. The school usually receives results of these tests in time to share with parents at November parent-teacher conferences.

TOILETS: The school bathrooms are for the use of the school students only. Adults, including parents, coaches, etc. are not allowed in the bathrooms while they are in use by any student. Adults may use toilets only if there are no children present and a school staff member sees that no children enter while an adult is inside. This means that parents who wish to take their child, St. Thomas More student or otherwise (toddler), to the bathroom, may not do so unless a school staff member checks the facility to see that it is empty first and then stands outside the bathroom to see that no other students enter. This is for the protection of both the students and the adults involved.

TRANSCRIPT REQUEST: The school (teacher or principal) will provide one recommendation and transcript for any student applying to another school. (For eighth graders applying to high schools, a second set will be provided for no additional charge, if the request is for a second Catholic School using the same forms). However, there is a charge of \$10.00 for each additional transcript/recommendation request during a school year.

UNIFORMS: Each student is expected to be in a clean, neat and complete uniform everyday unless the school declares a free dress day. Uniforms are to be washed and/or dry cleaned on a regular basis. Skirts are meant to be pleated and those pleats should be clearly evident throughout the school year. A student whose uniform is not tidy will receive a notification for his/her parents to attend to the cleanliness of that uniform and may even be suspended until (s)he can return to school in a clean, neat (pleated) and complete uniform.

When a student cannot be in full uniform, a written note of explanation is required. This note should explain the reason for the violation and the date, within two school days, when the student will be in full uniform again.

Girls wear blue plaid skirts (with straps in grades kindergarten through fourth), white blouses with Peter Pan collar, navy blue (not white) knee socks, and black or navy tie (laced shoes) shoes with soft soles and flat heels or black (only) leather athletic shoes. The heel on the shoe must not be elevated. Leather athletic shoes must be solid, black (no stripes nor decorations). Please do not purchase shoes with non-black markings and attempt to paint them out. They are not permitted. No high tops or shoes cut higher than an oxford style shoe; no slip-ons. **Kindergarten** students who do not know how to tie their own shoes should wear shoes that close with *Velcro*. Girls wear a navy blue cardigan sweater. All girls in kindergarten through fourth grade are to wear the navy blue shorts, available at Dennis Uniform, under their uniform skirts. Girls in grades kindergarten through four whose skirt size does not come with the required straps should ask Dennis Uniform to add the straps to the skirt when it is purchased. We have an arrangement with Dennis to do this.

Boys wear navy blue cords with a black or navy belt, white short-sleeved uniform shirt (pointed collar), navy blue cardigan sweater and black or navy tie (laced) dress shoes with soft soles and heels or black (only) leather athletic shoes. Leather athletic shoes must be solid black, no stripes or decorations. Please do not purchase shoes with non-black markings and attempt to paint them out. They are not permitted. No high tops or shoes cut higher than oxford style shoe; no slip-ons.

Kindergarten students who do not know how to tie their own shoes should wear shoes that close

with *Velcro*. Boys without belts may be asked to rent one for \$1 per day. Kindergartners who need to wear elastic waist pants rather than belted (for bathroom purposes) may do so.

Seventh and eighth grade boys should have a solid navy blue tie at school during the school year. They will be asked to wear them for student liturgies and other special occasions. Boys in grades kindergarten through six are not to wear ties. Boys are never to button the top button of their shirts with the only exception being when the seventh and eighth grade boys are required to wear their ties. Neither boys nor girls may wear tennis shoes, boots, canvas, high top, rubber or plastic or any extreme style shoe at school. Shoes must not have any logos or markings unless they are in black on black. Do not choose shoes and then try to use marker to mark out white insignias, etc. This is no longer acceptable. If you have any reservation about the acceptability of a shoe, DON'T BUY IT, or bring it to the school office to check on it before it is worn. If it isn't an acceptable style, it can't be worn at school even if we have not noticed it for several days. Tennis shoes and rain boots may always be worn or carried to school so that they can be worn during the recess and lunch play periods, P.E. classes and after school, but students will need to change into regular uniform school shoes for classes and school.

Sweaters should have names, not just initials, sewn into the sweater. Only the uniform sweater may be worn in the classroom and at school functions. Colored or printed tee shirts or sweatshirts may not be worn underneath shirts, or blouses.

All girls wear the school's uniform red tie with their school blouses every day. Girls in kindergarten through sixth grade wear the red tie with the plain red button. Girls in grades seven and eight wear the red tie with the white button. Girls who forget to wear their ties may be asked to rent one for \$1 per day.

Shorts must be worn by kindergarten through fourth grade girls under their uniform skirts/jumpers. Girls in fifth through eighth grade may wear them if they wish. However, only solid navy blue shorts are allowed. They must not be so long as to show below the hemline nor when the student is walking in lines, the hallways, etc. Biker shorts and tight fitting shorts are not permitted.

No part of the St. Thomas More athletic uniform is to be worn except by the athlete while participating as a member of a school team. Athletic uniforms are not to be worn as underwear or play clothes.

Extreme hair styles (in the judgment of the school) are not allowed. Long hair on boys is not permitted. Tails, stripes, shaved designs, longer hair at the neckline are not permitted. No make-up, lip-gloss, nail polish or jewelry are permitted. Girls with pierced ears may only wear small posts. Boys may not wear earpieces.

Students, who need extra warmth because of a cold, etc., may wear a St. Thomas More turtleneck under their blouse/shirt. Those turtlenecks are available through the school during the month of September. No other sweater, shirt, etc. is allowed under the uniform except a plain white tee shirt. Girls may wear plain, navy blue tights if they wish when the weather is cold.

The Parents' Club has recommended that we experiment by allowing girls to wear a uniform pant in place of their skirt, if they wish, during the months of January 2003 until sometime in March 2003. The uniform pant must be the one we will choose from Dennis Uniform. Additional, specific information will be provided later.

The Parents' Club is also investigating the possibility of adding some type of *overshirt* for the students to wear, if they choose to do so, over their uniform shirt for P.E. They will keep you informed about this.

If you have any questions about the appropriateness or acceptability of any item, please contact the school office where final decisions are made. Respect for self and school regulations as well as personal pride in one's school are reflected in a student with a well kept uniform. Thank you for your co-operation.

On the occasions when a free dress day is declared, students may wear whatever clothing you feel is appropriate as long as they believe it will not be offensive to other students or to the school staff. Such free dress must be modest in the judgment of the staff. For some special occasions, such as attendance at the opera, ballet, American Conservatory Theater, etc., the participating students may be told that they have *dressy* free dress for that occasion. That means no shorts, tee shirts, collarless shirts, saggy and/or torn pants, jeans, tennis shoes, play clothes, etc. Students not dressed appropriately in the judgment of the staff, will not be allowed to participate in the event.

VACATIONS: The school cannot give permission to families for vacations when school is in session. If you choose to or must vacation when school is in session, it must be your decision to do so. Neither the school nor the teachers are required to provide work or extra tutorial time for any student because of these absences. Parents should remember that there is no substitute for classroom instruction, and evaluate the loss of this instruction time for their child(ren) against the potential educational value of their planned trip. It will be the responsibility of the parents to see that their child(ren) master the skills and assignments missed due to such absences.

VISITORS: Alumni, parents, friends and relatives of students must check with the school office for permission before going to visit a classroom/student. Kindergarten parents are reminded that they, too, need to come to the school office first and not directly to the kindergarten building.

VOICEMAIL: Teachers are asked to check their voicemail messages at least once each school day. This is generally done in the morning, often before they come to school, or in the evening before they retire for the evening. Please understand this when you leave a message. It could be a couple of days before you receive a response.

YARD REGULATIONS: Keep away, dodge ball, kicking balls (except in an organized game of kick ball), tag and other activities which may cause harm to others or disrupt organized games during play periods are not allowed. We are especially concerned about the basketball rims and nets and the buildings. Students are never to hang, jump and grab, or do anything else which may cause damage to the basketball rims, nets or backboards. Also, students may not play games that involve hitting balls against the buildings or on the roof of a building. Students are not to be in the building during play periods except to use the bathrooms. When the bell rings ending the play period, all games end and immediately students should walk quietly and directly to their assigned places in the schoolyard. Drinks of water and visits to the bathrooms should be taken care of before the bell rings. Footballs, baseballs, softballs, tennis balls and other small balls are not allowed in the schoolyard. The school provides sufficient athletic equipment for the students to use at recess. Students who wish to bring special equipment to the school should get permission from their teachers and the principal in advance.