



**St. Thomas Regional School**  
**is full S.T.E.A.M. ahead!**  
*Arts Integrated Learning*

*We Walk By Faith*

**St. Thomas Regional School**  
**Parent/ Student Handbook**

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## **MISSION**

### **SAINT THOMAS REGIONAL SCHOOL**

The mission of Saint Thomas Regional School is guided by the recognition that a Catholic education is unique in its integration of religious truths and values with academic life. **WE WALK BY FAITH** is the philosophy by which we educate our students and encourage them to grow into well-educated, responsible, caring Christian witnesses for our community.

## *ACADEMICS/EDUCATIONAL POLICIES*

The curriculum of Saint Thomas Regional School provides a full range of academic, physical, spiritual, and creative opportunities for our students. It is designed to challenge and broaden the knowledge of each child, to help develop their individual gifts and talents, and to help them recognize their own personal self-worth. The school may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and afterschool programs, may also be limited, postponed or cancelled as the School may deem appropriate to protect the health and welfare of the School community.

- A. Report Cards, designed and approved by the Diocese, are given to students in grades PreK- grade 8 for every twelve-week grading period.
- B. Students receive an Interim Report half way through each grading period.
- C. Parent-Teacher Conferences will be held after the end of the first twelve-week grading period. It is hoped that all parents will attend this conference so that a working relationship between home and school can be established. Future conferences will be scheduled on an as-needed basis either at the teacher's or parent's request.
- D. Classwork, tests, homework, class participation, projects, teacher observations, and other assignments will be used to evaluate the students and to determine their grades/marks. Tests given at the end of each trimester may or may not be comprehensive at the teacher's discretion.
- E. Homework is considered a necessary part of the learning process. It will be used for reinforcement of skills presented at school and/or through distance learning
- F. HONOR ROLL students will be announced in grades 5-8 for each grading period. Students must be passing all subject areas with a grade of 70 or above to qualify for honors.

High Honors with Distinction – ALL fives  
High Honors – 4 to 4.9 (average of 90-95)  
Honors – 3.5 to 3.9 (average of 85- 89)

- G. A student will be promoted to the next grade after successful completion of the present year's school work. If a student is being considered for retention parents will be notified as early as possible.
- H. To graduate from Saint Thomas Regional School, an eighth grade student must have a satisfactory record in scholarship, attendance, effort and citizenship. This record is kept from the time the student enters until he/she leaves.
- I. Subject(s) failed may be cause for retention or summer school.
- J. Standardized tests will be given to all students in Grades 3-8

### ***ADMISSION AND REGISTRATION POLICIES***

St. Thomas Regional School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Thomas Regional School does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of educational policies, and admissions policies.

Students are admitted to Saint Thomas Regional School at the discretion of the administration and upon review by the Admissions Committee. The school seeks to enroll only students who are likely to benefit from the programs offered at Saint Thomas. We do not discriminate against students on the basis of race, color, gender, ethnic origin or handicapping conditions.

Children must be five years of age by September 1st to be eligible for consideration for admission to Kindergarten. For all new students the following documents are required:

1. Certificates of Birth
2. Current records of Immunization and Health
3. Certificate of transfer from the school last attended.
4. Records from last school attended. (Report card, I.E.P., standardized test scores, and health records
5. Signed tuition contract, and commitment fee.

It may be necessary at times to deny admission to prospective students. Within the registration period, admission will be granted in the following manner: first to those who are siblings of Saint Thomas students; second to those who are active parishioners of Saint Thomas Church; third to those who are members of other Catholic parishes; and fourth to all others.

Registration takes place in January of each year for students in PreK - grade 8 for enrollment in the up-coming school year.

Families with unpaid tuition at other Catholic schools will not be accepted into Saint Thomas Regional School. The Principal may check with the sending school to discuss such matters as tuition balance, academic needs, and behavior.

Re-registration is for those students already attending Saint Thomas Regional School. Students may not re-register if Pastor and Principal find there exists serious inappropriate conduct on the part of students, parents or guardians. Students who fail to re-register on or before the registration date will not be assured of a place in class. Admissions will then be filled on a first-come, first-serve basis within the admissions framework set forth above.

Children will not be re-admitted until:

- Previous year's tuition is fully paid.
- The new tuition contract and commitment fee has been received by the school.
- Health records and emergency cards are updated.
- Academic progress and Christian behavior is reviewed by the Principal
- All re-registrations are pending the approval of the administration and Pastor

## ***ATTENDANCE***

The school year is 180 days for all students in the State of Rhode Island. Family trips/vacations requiring a student's absence from school are strongly discouraged. ALL missed work and tests are expected to be made up upon returning to school. Doctor, dental, and other appointments should be scheduled for after school hours, if at all possible.

Regular school hours are from 8:00 a.m. to 2:20 p.m. In the case of an unexpected early dismissal or change in your child's pick-up plans, please email your child's teacher/office if you intend to have your child dismissed early. The parent, guardian, or designated adult must sign out the student in the office.

Students will be recorded as tardy if they are not in the building by 8:00 am. In the event of distance learning, students must be present in their virtual homeroom in order to be considered present for each day.

Cases of excessive absence/tardiness will be handled by the administration on an individual basis. Truancy from school is a serious matter. Thirty days or more of absence may be cause for retention or required summer school.

In case of inclement weather, announcements regarding our school closings and early dismissals will be made via WJAR channel 10 under the category R.I. Catholic Schools as St. Thomas Regional School. Closings and cancellations will also be posted on Facebook

Students who are absent from school may not take part in any activities or attend any school functions on the day an absence occurs.

### ***BEHAVIOR/DISCIPLINE POLICIES***

At Saint Thomas Regional School our goal is to provide an environment where our students will become caring and responsible people. It is expected that all those involved, administration, faculty, parents and students act in a Christ-like manner which is characterized by fairness, respect and compassion when dealing with others. The primary focus of any disciplinary action, whether at home or at school, should be to guide the student toward more appropriate behavior. Our general behavior expectations are concerned with care, concern, and respect for others, both verbal and non-verbal, in person, on-line & through text messaging. Harassment of any kind will not be tolerated. Harassment is defined as any verbal and/or physical behavior, such as BULLYING, which intimidates, embarrasses, or offends another person. Examples of such behavior include remarks or advances, racial or personal, taunting, threats, etc. Any student engaging in such behavior is subject to immediate disciplinary action which could result in dismissal. Attempts to resolve student behavior problems will be handled with utmost care.

1. Disciplinary actions may include, but will not be limited to, the following:

- Explanation and discussion of misbehavior with teacher and/or Principal.
- Loss of recess, field trips, or other school privileges.
- Cleaning or repairing of things soiled or damaged.
- Written note sent home to be signed by parents.
- Phone call home by teacher or Principal.
- Conference with parents, student, teacher, and/or Principal.
- Detention. Detention is mandatory once it has been assigned.
- Probation.

2. Suspension/Expulsion

Severe inappropriate conduct may be grounds for immediate suspension or expulsion. Reasons for suspension or expulsion include, but are not limited to:

- Obscenity in speech, writing, or drawing in school
- Any disrespectful verbal or physical sign, gesture, or threat toward a teacher, substitute teacher, lunch supervisor, or any person in authority, as well as students.
- Serious disruption of classroom by personal behavior.
- Willful destruction of school property.
- Unauthorized use of cell phone use during school hours or events ● Any involvement of false fire/emergency alarms.
- Leaving the building or premises without permission.
- Smoking in any area within the building or on grounds adjacent to the building.
- Deliberate bodily injury or threat of bodily injury.
- Bunking school.
- Possession of alcoholic beverages/drugs.
- Possession of or involvement with any type of weapon.

Suspension is defined as a student temporarily excluded from classroom or school and will not be able to complete any assignments missed. Before a suspended student is re-admitted to school, a conference involving the parents/guardians, student, teachers, and the Principal is mandatory and a letter of “Re-admission After Suspension” must be signed by all parties involved.

Expulsion is defined as a student removed from school and will not be readmitted. Serious, inappropriate conduct, which undermines the policies and practices of Catholic schools on the part of the students, parents, or guardians will be grounds for immediate expulsion. Consultation between Pastor and Principal will take place before this action is taken.

**THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE ANY DISCIPLINE RULE FOR JUST CAUSE AT HIS/HER DISCRETION.**

***DRESS CODE***

Neatness in dress and personal appearance is the responsibility of all students at all times. The regulation uniform, as stated, must be worn everyday. On a “Dress Down Day” uniforms do not need to be worn; however, appropriate clothing must be chosen and other dress code regulations remain in force.

Haircuts should be neat and the style should be within conservative limits at the discretion of the Principal. Boys need to be clean shaven. Boys haircuts must be above the collar and clear from eyes. Mohawks and faux-mohawks are not acceptable. No man-buns.

Jewelry must be kept to a minimum. For safety purposes, loop earrings may not exceed one-half inch and dangling earrings are not permitted. No makeup or facial piercings allowed.



Skirts must be at least knee length.

Fall/Spring uniforms will be worn from the beginning of school until sometime in October and will be used again beginning sometime in April until the end of the school year. Exact dates will be designated by the Principal as dictated by the weather and announced in the monthly calendar.

Coats, hats, and gloves must be worn during cold weather months.

Students must present themselves, at all times, in a neat and presentable fashion.

### ***GENERAL POLICIES, PROGRAMS, AND INFORMATION***

Extra-curricular activities are offered to help enrich the education of our students. School-sponsored activities are supervised by faculty, staff, professionals, parents, and/or volunteers. Students are expected to follow the rules, to use appropriate behavior, and to conduct themselves as Christians at all times. All parents and volunteers must complete an annual Safe Environment In-Service. Parent volunteers must complete a Criminal Background Check as required by law every three years.

Field trips are considered a privilege and are taken to enhance the educational experiences of the students. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements.

A whole year permission slip must be completed by the parent before the student will be allowed to participate on a field trip. Phone calls and other notes from parents will not be accepted. All school rules and regulations are in effect while participating in a field trip activity. Students are expected to take part in this educational activity. Field trip student costs are not refundable.

Math, Science, Language Arts, and Social Studies textbooks are provided to Saint Thomas students by the towns in which they reside. PROVIDENCE AND JOHNSTON STUDENTS - Textbooks are ordered by the school. NORTH PROVIDENCE STUDENTS AND ALL OTHER TOWNS - It is the responsibility of the individual students to order the textbooks from their town in JUNE, to pick up the textbooks in AUGUST, and to return them at the end of the school year.

Textbooks must be covered and it is the student's responsibility to take proper care of them. If any book is damaged during the school year, the student will have to pay the cost to replace the textbook.

Bus transportation to and from school is provided by the city or town in which the child resides. Each city has its own rules and regulations for their buses. Saint Thomas Regional School students are expected to follow these rules as well as all school regulations.

The bus company does make school officials aware of inappropriate bus behavior. The Principal will discuss the problem with the student and assist with appropriate disciplinary measures. If there are any problems with times, routes, drivers, students, etc., please contact the individual carriers.

As specified by the bus companies, only students who are residents of their particular town may ride the bus. This is due to insurance regulations.

Gum chewing, bicycle riding and the possession of any type of radio, tape player, headphones, cell phones, video games, etc. during school activities are not permitted. Smart watches are not allowed in school.

After-School Enrichment Program is offered to any student registered at Saint Thomas Regional School. It is available on all school days from 2:20 pm to 5:30 pm. All payments are made through RenWeb. Students are expected to follow all rules and regulations as set forth in the school handbook. Students will only be released to designated adults.

If an emergency arises during the day, you may email the office and your child will be placed in the program until your arrival.

Occasionally, pictures and names of students will be submitted to the area newspapers for public relations purposes.

If a parent wishes to view their child's school record, a written request with a 24 hours notice is required. Parents and students have the right of access to records.

With a desire to act in a Christian manner, maternity/paternity cases will be handled with fairness and compassion. The student(s) will be allowed to finish their school work and receive their grades and diplomas. The specific means to this end will be determined by the Principal and Pastor

The school is co-tenant of lockers, coat closets and desks and reserves the right to search them at any time without notice. If there is reasonable cause for a student to show the contents of pockets, book bags, purses, etc., and they refuse to comply, parents will be called.

## ***HEALTH CONCERNS***

Although our main concern is the education of each student, we are also dedicated to the goal of keeping each student healthy and safe our school environment. Accident insurance is provided to each registered student. Forms are available upon request when a student is injured at school.

The services of a school nurse-teacher are provided by the Providence School Department for one-half day per week. The school nurse's main responsibilities include promoting the optimal health of the students by:

- Maintaining health records for each student.
- Ensuring that all new students entering Saint Thomas Regional School for the first time have a complete physical examination, as required by State Law, and that a required physical examination is completed upon entering 7th grade.
- Preventing the outbreak and the spread of communicable diseases; such as, measles and pertussis, through the enforcement of the minimum requirements for immunizations of students, as set forth by State Law.
- Protecting the health of students by conducting screenings for potentially chronic problems; such as, impaired vision, hearing loss, and scoliosis.
- Promoting the optimal dental health of students through required annual dental examinations for all students in grades K through grade 6.

**MEDICATION POLICY** – A student is not allowed to have medication in his/her possession during school hours.

## **COVID-19 POLICY**

- Per RIDOH, all students must complete a COVID-19 screening tool before entering the school building each day. No students will be allowed to enter the building until the screening tool is complete.

All students need to have an up-to-date emergency card on file in the office. It must contain:

- Address and telephone number of where parent or guardian may be reached during the school day, include cellular phone numbers.
- Address and telephone number of at least two relatives or close friends who have agreed to take the parent's place in case of emergency. They should live within a reasonable distance of school, have a car, and be available to come for the child.

## SICK/WELL POLICIES

- Students should be kept at home if they are not feeling well. A child must be fever free (without medication) for 24 hours before he/she may return to school. If a student has a contagious disease, the office needs to be notified immediately.
- If a student becomes ill or injured at school, he/she should report directly to the teacher on duty. If it is a serious problem, the child will be attended to in the office.
- In case of illness, parents will be asked to pick up their child if he/she is unable to return to the classroom after a reasonable time.
- In case of injury, either large or small, the child will be checked carefully, watched closely, and administered basic first aid. Parents will be notified if a head injury or other serious injury occurs to their child. All known injuries will be documented.
- Parents must notify the school if their child has a medical concern of a serious nature, such as an allergic reaction that would need immediate medical attention. Medical plans must be filled out by parent and doctor and returned to school and kept on file for the duration of the school year and renewed yearly.
- Each student is expected to take recess every day and physical education on gym day, unless we receive a doctor's note.
- Please be advised that school personnel, by law, are mandated reporters of allegations/suspicions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances arise.
- Due to many different allergy concerns, absolutely no edibles will be allowed in school for birthday celebrations, etc.
- Students with identified health problems must have healthcare/emergency plans filled out & signed by parent and physician.
- Students entering St. Thomas Regional School must be toilet trained. Students must be able to use lavatories independently.

## ***PARENTAL INVOLVEMENT***

Saint Thomas Regional School recognizes parents as primary educators and strives to support them and keep them involved in their children's school activities. Through the volunteering of their time and talent, the family and school are united in the education and faith development of our students.

All Parent volunteers must complete a Criminal Background Check and all parents must complete the Safe Environment In-Service as required by law.

Whole-school liturgies are prepared monthly by different classrooms. The students will also participate in Mass on holy days. Parents are encouraged and always welcome to attend Mass with us.

Communication between home and school is of vital importance. A monthly calendar is emailed and posted to the school website so that parents can be kept well informed of school events. Teachers and parents stay in close contact through telephone calls, e-mails, notes, conferences, and teacher letters.

In accordance with Diocesan policy, anonymous communication (verbal or written) will not be addressed by Pastor, principal or teachers.

Parents/adults are asked to refrain from drinking alcohol at school functions that have children present.

### ***SAFE SCHOOL ACT – STATEWIDE BULLYING POLICY***

Introduction: Rhode Island Statewide Bullying Policy

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in 16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

#### **DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

Causes physical or emotional harm to the student or damage to the student's property;

Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;

Creates an intimidating, threatening, hostile, or abusive educational environment for the student;

Infringes on the rights of the student to participate in school activities; or

Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic, communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting

or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

The creation of a web page or blog in which the creator assumes the identify of another person;

The knowing impersonation of another person as the author of posted content or messages; or  
The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in the definition of bullying.

AT SCHOOL means:

- On school premises,
- At any school-sponsored activity or event whether or not it is held on school premises,
- On a school-transportation vehicle,
- At an official school bus stop,
- Using property or equipment provided by the school, or
- Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute ( 16-29-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include :

## POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

## INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- Distributed annually to students, staff, volunteers, and parents/legal guardian
- Included in student codes of conduct, disciplinary policies, and student handbooks
- A prominently posted link on the home page of the school/district website.

## REPORTING

The school principal, director or head of school shall establish, and prominently publicize to student, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form). The victim of bullying, anyone who witnesses and incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents/Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe and act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be

subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously. Provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, and act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

The school principal, director or head of school will intervene immediately to provide the student with a safe education environment.

The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.

The parents/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The



severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- Admonitions and warning
- Parental/Guardian notification and meeting
- Detention
- In-school suspension
- Loss of school-provided transportation or loss of student parking pass
- Loss of opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- Police contact
- School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

#### SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

#### SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

#### OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

#### ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of 16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

REPORT FORM (SAMPLE)  
(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyber-bully. If name is not known, provide any other identifiable information:

\_\_\_\_\_

Relationship between you and the alleged bully, and/or cyber-bully:

\_\_\_\_\_

Describe incident: \_\_\_\_\_

\_\_\_\_\_

When and where did it happen?

\_\_\_\_\_

Were there any witnesses? ( ) yes ( ) no If yes, who?

\_\_\_\_\_

Other information, including previous incidents or threats:

\_\_\_\_\_

Student or parent declines to complete this form:

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that all statements made in this complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

## ***SAFETY CONCERNS***

For the safety of students and staff, our school is locked at all times. ALL visitors/parents must enter through the main door on Edendale Avenue and wait in front lobby while awaiting the child/children. ALL parents/volunteers are not allowed to enter corridors during school/lunch hours.

It is the duty and the responsibility of the faculty/staff of Saint Thomas Regional School to be sure that students are supervised at all times. However, it is the responsibility of the parents to be sure that students do not arrive prior to 7:45 a.m. The school cannot assume responsibility for the students' safety before that time.

- In cold, rainy, or snowy weather the students will be allowed to enter the school building through the back door at 7:45. All students who arrive prior to this time will be placed in the Before School Program and parents will be charged accordingly.
- After school students who are not picked up by 2:30 p.m. will be placed in our After School Enrichment Program and parents will be charged accordingly.
- The school will not assume responsibility for anyone injured in the playground after regular school hours.
- Students are not allowed to leave the building or playground area without the consent of a staff member.
- Staff members are the only authorized persons to open school doors.
- For reasons of student safety, expediency, and courtesy, all parent cars will be expected to follow the set traffic pattern for dropping off and picking up their children. Copy of traffic pattern is available in office. After 8:00 no cars are allowed in the playground area. Cars should not be driven onto the playground before school, at recess time, or during physical education classes.
- If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless we are notified. It is the responsibility of the custodial parent to provide the school with an official copy of the court order stating the terms of custody
- Fire Drills/Lockdowns/Evacuations are held at regular intervals within the mandated guidelines of the State Fire Marshall. Students are expected to follow school drill rules and all adult directives being given at the time of the drill.

## ***TUITION POLICIES***

The main source of financial support is that of student tuition. Tuition is set and announced in February of the preceding school year. Payments are made according to the tuition contract (See Regulations). For more detailed information regarding Payment Options, Parish and Diocesan Tuition Assistance, etc., please refer to the Tuition Regulations received at Registration.

The school may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and afterschool programs, may also be limited, postponed or cancelled as the School may deem appropriate to protect the health and welfare of the School community.

No student will be allowed to begin classes until five months or one half of the total tuition has been paid. If a parent should ever have trouble meeting their scheduled payment date, please contact the principal before the due date has passed with any extenuating circumstances so that special arrangements can be made. A written note is required for the record on any special arrangements.

Eighth graders and Kindergarten students will not be permitted to take part in graduation activities and ceremonies unless all tuition and fees have been paid in full.

A Tuition Contract is required for each family at the time of Registration. Yearly Commitment Fees and the one-time application fee are non-refundable. Please be advised the yearly commitment fee guarantees your child's enrollment only until monthly payment commences.

Students who withdraw prior to the beginning of school will be charged one/quarter of their tuition. Students withdrawing after the start of the school year are responsible for full tuition. No refunds will be given.

Tuition payments are made on-line through FACTS Management.

A fee of \$25 will be charged and added to the tuition account for any returned check. If two tuition checks are returned in the same school year, Saint Thomas School will no longer accept personal checks for payment of tuition. Tuition will then have to be paid with cash or money order.

Parents may receive Financial Aid in the following manner:

Faith Commitment and Parish Tuition Assistance – This needs to be discussed with your Pastor. He would determine how much money, if any, the family would qualify to receive.

Frances Warde Fund – This is a special scholarship fund that is provided by the Diocese. Each family who wishes to participate, must fill out an application (which is processed by an independent company) and pay a nominal fee. Funds available are based on need from year to year.

The above Financial Aid is deducted from invoices only after we receive written notification and payment from your Pastor or the Diocese. The amount given can not be taken as your monthly payment.

Any refunds due will be given in the same fiscal year and in a timely matter. Refunds due from parish assistance will be given after we receive payment from your pastor.

As per our directive from the Superintendent of Catholic Schools, we may not accept students from other Catholic schools without first checking with the principal of the school that the student currently attends. If the student's tuition is not up to date at that school, we can not accept your child until the current tuition is paid.

### ***REGULATION UNIFORM***

#### **SPRING/FALL UNIFORM**

##### **Boys and girls: PS through Grade Eight**

Navy blue dress shorts, no cargo shorts, knee length. White polo shirt with school logo. Dark-colored dress shoes with navy blue socks or SOLID white or SOLID black sneakers with white, ankle/crew socks.

OR

##### **Girls: PS through Grade Eight**

Plaid jumper, (PreK-4), skirt, (5-8 only) with white polo shirt with logo; solid-colored dress shoes or SOLID black sneakers with white or navy socks.

##### **Boys: PS through Grade Eight**

Navy blue dress pants with white polo shirt, with school logo; dark-colored dress shoes or SOLID black sneakers with white or navy blue, ankle/crew socks.

**P.E. UNIFORM** For boys and girls (PreK-8) Worn on physical education days only.

Physical education uniform available through Donnelly's.

Spring/Fall: Navy blue shorts with school logo or navy blue sweatpants with school logo, purple T-shirt with school logo, white ankle/crew socks with SOLID black or SOLID white sneakers.

Winter: Navy blue long sweatpants with school logo, purple t-shirt with school logo, navy pull-over type sweatshirt with school logo white ankle/crew socks with SOLID black or SOLID white sneakers. Navy blue shorts are not part of the winter uniform.

## WINTER UNIFORM

Navy blue school sweaters with school logo may be worn by boys and girls.

### **Girls Grades PS-4**

Plaid jumper or navy blue dress pants, white turtleneck with school logo. Solid-colored dress shoes with navy blue knee socks or navy blue tights, solid black sneakers or dark colored dress shoes. No backless shoes or boots are permitted.

### **Girls Grades 5-8**

Navy skirt or navy blue dress pants, white polo with school logo, solid black sneakers or dark colored dress shoes with navy blue knee socks or navy blue tights. No backless shoes or boots are permitted.

### **Boys Grades PS-4**

Navy blue long dress pants (no cargo pants), white polo shirt with school logo, solid black sneakers or dark colored dress shoes.

### **Boys Grades 5-8**

Navy blue long dress pants (no cargo pants), white button down oxford shirt with school logo and purple and white school tie, dark-colored dress shoes with navy ankle/crew socks or SOLID black sneakers.

## PERMISSION TO USE PHOTOS

As you may know throughout the school year we may use pictures of the children. Such uses include the display, distributions, publications, transmissions or otherwise use of photographs, images and/or videos taken for use in materials that include, but may not be limited to, printed materials such as brochures, newsletters, yearbooks, Student IDs, videos and digital images used on St. Thomas Regional School's Website and Social Media Pages, such as Facebook, and for St. Thomas Regional School's Fundraising Events. The function of this letter is to request permission for the use of your child/children's picture for the following:

- Publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources)
- Use for internal publication such as and not limited to Student Yearbook, Classroom photos
- Use of photo as an ID for our web based Student Information System (RenWeb)

Please note that all granted access is done with your full knowledge, consent and waiver of all claims for compensation for use, or for damages.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

This Acceptable Use Policy (AUP) describes the responsibilities and obligations that apply to all students, employees, and others who use computers and related electronic devices on the premises of St. Thomas Regional School (STRS). This policy applies to devices supplied by STRS as well as non-school electronic devices (personal devices) being used on school premises.

This AUP specifically applies to all desktop or laptop computers, iPads, and other computer type tablet or netbook devices, “smart phones”, cell phones, all devices which record or play back audio or video (including MP3 players, iPods, cameras), and portable storage devices.

The STRS computer system includes all school supplied computers and related electronic equipment or hardware, the STRS internal network, all software used on STRS computers and/or the STRS network, any wired or wireless connection to the internal STRS network and the internet, and the files and other information which are contained in the system.

Each student and a parent/guardian of each student must sign an Acceptable Use Policy Agreement before that student is given access to the STRS computer system.

In preparing students for life in an electronic global community, STRS seeks to provide technology tools and teach technology skills in a safe educational environment that encourages ethical practices and digital responsibility. The goal of this AUP is for technology to positively contribute to the learning environment and ensure that the STRS computer system is not used in a way that is harmful to authorized users or to the people with whom they interact.

This AUP is meant to complement and not supersede STRS’s other school policies. No policy can detail every type of unacceptable behavior relating to technology use. The same policies that apply to non-technology related student behavior also apply to technology-related student behavior and users are expected to use their best judgment when making decisions about the use of technology and the internet. Any user who is unsure about any issue should seek advice of a teacher or other school authority.

Access to the STRS computer system is a privilege and not a right. To maintain this privilege, users must be considerate of others, behave responsibly and abide by this AUP and other STRS policies and rules. Users will be held accountable for unacceptable behavior involving their use

of the computer system and any unacceptable use may result in temporary or permanent loss of access to the computer system as well as other disciplinary or legal action as may be appropriate.

STRS is providing students with access to its computer system for use as an educational tool. Students using the computer system must honor the terms and conditions of computer system use which are established by STRS and by individual classroom teachers.

The computer system is school property. STRS has the right to monitor and supervise the use of its property, to ensure that users are complying with this AUP and all other school policies. Any files, message, emails, or other documents which are created, downloaded, transmitted, stored, maintained, or viewed on the computer system are considered to be part of the STRS computer system and not private information which belongs to an individual user.

The STRS computer system uses a service that allows system administrators to block and filter access to materials considered inappropriate and/or harmful to minors, based on source, destination, and/or content. Although STRS will be using its best efforts to block or filter such material, STRS cannot guarantee that this system will be able to prevent all access to inappropriate material. Any student who inadvertently accesses any inappropriate material in the presence of the filter should promptly report this to a teacher or other school authority.

All access to the internet on school premises is to be through the STRS computer system, whether the access is through a STRS electronic device or a personal device, to ensure that filters are applied.

System users should not attempt to damage or disrupt any part of the STRS computer system. This includes trying to bypass the school's internet filtering systems and features and any attempts to breach the security of any information maintained in the STRS computer system. Students will be responsible to replace any damaged technological device that is property of the school.

STRS computer equipment and/or STRS's wired or wireless network should not be used to engage in any illegal or immoral activities or to access material that is obscene, pornographic, or otherwise inappropriate or which may be harmful to the user or others.

STRS provides access to its computer system for school related and educational activities.

For the safety of students and others, students generally should not share identifiable personal information (including home address, home phone number, date of birth, social security numbers), photographs, or videos of themselves or others on the internet.

Users are expected to conform to generally accepted rules of etiquette when using the STRS computer system.

Users may not take photos or make audio and/or video recordings at school without getting prior permission from a staff member and prior permission from each person who will be photographed or recorded.



The use of blogs, podcasts, and other web tools is considered part of the educational experience. When interacting through the use of such tools, users are subject to all policies and rules that are in this AUP and the student handbook.

Appropriate online etiquette and digital citizenship is expected at all times.

**In addition to the general rules and policies, STRS has determined that specific activities, which are listed below, are not permitted while using the STRS computer system.**

1. Any activity that violates state, federal, or municipal laws and/or encourages others to violate any laws.
2. Any activity or personal interaction which is not appropriate under general school policies of the student handbook. This includes creating/transmitting/reviewing/downloading/storing of documents, electronic communications, emails, photos, videos, or other material that is offensive, obscene, threatening, harassing, or disparaging.
3. Using obscene, lewd, profane, threatening, or disrespectful language (including emoji's and abbreviations for such language).
4. Using any website, program, or other method to disguise the identity of the person sending a text, email, or other electronic communication or the identity of the person using the internet. This includes all methods of masking one's own identity, including seeking to remain anonymous and impersonating someone else when transmitting messages or posting material and interacting with others on the internet.
5. Sending spam or chain letters electronically.
6. Intentionally creating or spreading viruses and/or malware which can damage the hardware and/or software of electronic devices or impair their performance.
7. Attempting to gain unauthorized access to any documents/data, files, or electronic communications within the STRS computer system or any outside computer system or website by guessing passwords, stealing passwords, or any other means. This includes unauthorized viewing, moving, modifying, or deleting of files, data, documents, and electronic communications contained on any computer, network, or website.
8. Attempting to make any other individuals computer files inaccessible or unusable.
9. Using the STRS computer system for non-academic activities involving the transmission of large audio, video, or data files which use high bandwidth.

10. Using the STRS computer system for personal gain, political purposes, or to promote commercial events or activities not sanctioned by STRS.
11. Submitting any term paper obtained on the internet as one's own work or otherwise representing any document or other material copied from the internet as one's own work.
12. Downloading or installing software onto the STRS computer system without permission from the system administrator.
13. Attaching any external devices to the STRS computer system or making any changes to the hardware or software of the system without prior permission.
14. Downloading copyrighted materials without the permission of the copyright owner or using any materials which require a license without first obtaining that license.

Users should report any problems with or damage to any hardware or software immediately. No user should attempt to repair any problem themselves unless given prior permission and/or instructions on doing so by the system administrator or other school authority,

STRS is not responsible for any financial obligations or criminal penalties any individual may incur as a result of that user's activities on the STRS computer system. This includes charges to a credit card or telephone bill, copyright violation assessments, or any other financial commitments or monetary penalties.

STRS is not responsible for loss or damage to any personal device brought on to school property.

Due to the evolving nature of technology, STRS's Acceptable Use Policy may also need to evolve, and users are expected to abide by any revisions to this AUP after such revisions are made.

### **Specific Rules for Student Electronic Device Use at STRS:**

1. Students who bring personal devices to school are responsible for maintaining control of those devices and must keep their devices on silent mode during class. Students must operate any personal device on battery power when in class and are responsible for keeping their device battery charged. Students may not charge personal devices during class time.
2. Before using a personal device in class, a student must ask the teacher for permission. All use of personal devices during class time must be open use. Any concealed and/or unauthorized use of a personal device may result in temporary or permanent confiscation of that device.

3. Students are responsible for keeping any passwords secure. Students must not use or attempt to obtain the password of another user. A student who has shared a password may be held responsible for any inappropriate activities of those with whom they have shared their password.
4. All internet use during class and while on school property is to be through the STRS computer system. It is a violation of this AUP to try to bypass the STRS network filter by using another connection to the internet while at school.
5. Students may only access files and internet sites relevant to the curriculum of a particular class during that class. A student must turn off or limit use of a device upon the teacher's request.
6. Students will not use electronic devices for non-assigned games or other non-instructional purposes, including personal phone calls and sending and reviewing personal messages via text or otherwise.
7. Student will not use electronic devices to cheat on assignments or tests.
8. Students will not download or copy any copyright protected material without getting the permission from the copyright owner and/or paying any use fees.
9. Under this AUP, a student has the same obligations and responsibilities at all times they are interacting on the internet and/or using electronic communications and devices, including when they are off school property and using personal electronic devices.
10. STRS has the right to collect and examine a student's personal electronic device if it appears to be the source of a virus infection or other attack on the STRS computer system. Students may be subject to disciplinary action if they connect to the STRS computer system with a personal device that is known to have a virus or malware.

## Parent/Student Signature Page

I have read the Saint Thomas Regional School Parent-Student Handbook and am willing to be governed by it. The Handbook provides students and parents with important information about school policies and procedures. It also delineates school regulations which are contracted between the school and its students and parents/guardians. It is the responsibility of students and their parents/guardians to be aware of the information contained in this Handbook. The Administration of STRS retains the right to revise or expand upon these policies, procedures, and regulations whenever the administration deems necessary.

**Parent Signature:** \_\_\_\_\_

**Student/Students:** \_\_\_\_\_

I have read the St. Thomas Regional School Technology Acceptable Use Policy and understand my responsibilities and obligation. I understand that when I am using the internet or any other computer/communications device I must be courteous and respectful, that I must follow the rules in this policy, and that there will be consequences if I choose to violate any of these rules.

**Parent Signature:** \_\_\_\_\_

**Student/Students:** \_\_\_\_\_

### **Parental Consent for Use of Photos**

I agree for the use of photos for publicity, promotional and/or educational purposes, publications, presentations, newspaper articles, internet or other social media sources, as well as internal publications such as, but not limited to, Student Yearbook, Classroom photos, web based Student Information System (RenWeb).

### **Liability Waiver for Field Trips**

I give permission for my child/children to participate in all school events that require transportation to a location away from the school site. These activities will take place under the guidance and direction of school employees and/or volunteers from St. Thomas Regional School.

**Parent Signature:** \_\_\_\_\_

**Student/Students:** \_\_\_\_\_

