

ST. THOMAS OF VILLANOVA SCHOOL

PHILOSOPHY

St. Thomas of Villanova School, an integral part of St. Thomas of Villanova Parish, is a community of students, teachers, staff and clergy united for the purpose of creating a Christian Educational Community where a quality education is offered in an atmosphere enriched by Catholic values and beliefs.

The St. Thomas School staff, in cooperation with the parents, who are the primary educators of their children, have organized a total curriculum:

- To develop our students' understanding of, and loyalty to, the teachings and heritage of the Roman Catholic faith, help them to acquire Catholic moral and spiritual values, and provide them with opportunities for prayer and worship.
- To foster our students' understanding of human knowledge and culture, encourage their powers to reason independently, solve problems, be creative and accept responsibility for self-instruction as they prepare for high school and beyond.
- To help our students develop socially and acquire a sense of responsibility for their home, school, parish, community and country.

Underlying all our efforts at attaining our goals is the belief that each of our students is a unique child of God. Our endeavor is to help them realize their God given potential to its fullest within the atmosphere of our small, close knit community.

Saint Thomas of Villanova School Mission Statement

St. Thomas of Villanova School professes as its Mission Statement the ongoing development of a close knit Christian educational community, providing a high-quality academic education to all of its students. Enriched by Catholic beliefs and values, St. Thomas of Villanova School's atmosphere seeks to cultivate the student's spiritual, academic, physical, and social abilities to the fullest, thereby laying the foundation for student success as lifelong learners.

I. EDUCATIONAL PROGRAMS

A. RELIGION

Religion is taught daily as a formal subject to all students. It is enhanced by the daily living of Christian values and practiced in love of God and neighbor.

The entire student body participates regularly in liturgies and the sacraments, thereby contributing to the religious growth of our school community.

Sacramental preparations are an important part of the religion program. Parents are required to participate in the preparation for Reconciliation, Eucharist, and Confirmation.

As the first educators of their children, it is important that parents understand how St. Thomas of Villanova Parish wishes to support them through the School and Religious Education Program in the preparation of their children to receive the Sacraments of Reconciliation, Eucharist, and Confirmation. Parents are expected to attend meetings for parents that are scheduled before each of the sacraments. These meetings are designed to provide parents with information on the sacrament, parents' responsibilities, and information on what is being taught in the children's religion classes. If it is impossible for parents to attend one of these meetings, it is their responsibility to contact the school or REC office for information on what they have missed.

B. BASIC CURRICULUM

Saint Thomas of Villanova School endeavors to educate all students within the limits of the school educational program.

- B. Classes are divided into units: Pre-school, Kindergarten, Primary, Intermediate and Junior High. A full curriculum in the fields of Language Arts, Mathematics, Physical and Social Science is offered. A Science Lab is provided for grades 5 – 8.
1. Pre-School – St. Thomas Pre-School is dedicated to making learning fun for the child. We are concerned with the total child – emotional, physical, spiritual, social, and intellectual – in a readiness program that will prepare the child for Kindergarten. Each child is unique and is on his own developmental time line- he is taught where he is now, and progress will be assessed on an individual basis. The program is developmental; providing playtime, motor development, academic programs, religious formation and social interaction and enrichment.
 2. Kindergarten – The morning curriculum for Kindergarten incorporates the basic skills of socialization, physical development and the readiness levels in Math, Language Arts, Reading and Religion. Afternoon sessions are enrichment, socialization, and developmental. Morning and afternoon classes are independent of each other.
 3. Primary – 1st, 2nd, and 3rd grade students are taught all subjects in self-contained classrooms.
 4. Intermediate – 4th and 5th grade students are involved in departmentalization for part of the day. The instructional groups are kept at grade level.

5. Junior High – Grades 6th, 7th and 8th, designed to aid in preparation for high school, are a total departmental program. Opportunity to develop leadership abilities and contribute to the growth of the school family is offered through participation in Student Council and service jobs.
6. Computers – Each child, PS – 8, has the opportunity to explore the world of computers; how they work, their uses in everyday life and classroom curriculum reinforcement. iPads are used in all classrooms PS – 8th grade.
7. Homework- Home assignments usually expand or reinforce classroom teaching and learning, and should foster habits of independent study. Parents can help by providing time, a quiet place to study and giving encouragement. An excessive amount of time should not be needed for assigned homework – 20 minutes per subject per night is maximum. Voluntary homework is encouraged, taking the form of reading books, creative writing, math games or any project of special interest to the student.
8. Uniformity of Written Work – All pages are to have the following heading:
Name _____ Date _____

Subject _____

All assignments are to legibly written in erasable ink or pencil and no White Out is to be used. Spiral notebook paper can be used, but the ragged edges must be cut clean before the paper is given to the teacher.

9. Testing – The ACT Aspire test is administered every April to students in grades 3rd-8th grades.

The purpose of the testing program is to ...

- Convey high academic expectations to students
- Convey educational priorities
- Motivate students
- Evaluate instructional programs and goals
- Give direction to planning
- Identify areas for future goal planning
- Evaluate student progress
- Provide diagnostic information for instructional purposes
- Provide information for grouping and placement decisions
- Provide one form of accountability to the School Board and the community.

Testing to diagnose learning problems is available through District 15 Special Services. Included are speech therapy, school social work, psychological service and special education programs.

10. Report Cards- Report cards are issued three times per year in November, March and June. The first card is given prior to the scheduled Parent/Teacher Conferences held in November. The 8th Grade students **must pass** the U.S. Constitution test in order to graduate.

11. Grading Scale – The grading scale used at St. Thomas in grades 3 – 8 is as follows:

A+	100-95	B+	89-88	C+	81- 80	D+	73-72
A	94-93	B	87-85	C	79-77	D	71-69
A-	92-90	B-	84-82	C-	76-74	D-	68-66
						F	65 and below

Primary Report Card

E	Exceptional Performance
S	Satisfactory Performance
I	Improving
N	Needs Improvement

Teacher comments are also included with the report card.

12. Honor Roll – An Honor Roll for 1st and 2nd Honors is published at the end of each grading period for grades 6, 7 & 8. Any student who receives a grade of D or lower or an unsatisfactory grade in effort in any subject area will be ineligible for the honor roll.
13. Written Curriculum – There is a written curriculum in the school office for most subjects. Parents who wish for more information are asked to make an appointment with the Principal.
14. Attendance – Daily student attendance is strongly encouraged. Vacations during the school year are strongly discouraged and a physician’s note is needed for long absences.

C. SPECIAL PROGRAMS

All other special programs are designed to help meet the needs of the whole person. They also provide the opportunity for individual talents grow.

1. Physical Education – Good motor skills development is necessary to learning. Our P.E. program offers a well-rounded variety of activities which not only produce healthy bodies but develop skills of team participation and good sportsmanship as well. All students in grades K – 8 participate in these classes unless excused by a physician’s directive.
2. Music – In an endeavor to instill music appreciation in the students, our music classes offer experience in singing, reading, rhythm, instruments, listening, developing a sensitivity to sound and mood, and learning about composers. Students participate in these classes weekly.

The St. Thomas of Villanova Band is available to any interested student in Grades 4 – 8. It consists of beginning, intermediate and advanced bands. Each has a weekly group lesson and rehearsal, while individual lessons are held during school hours.

3. Spanish – Spanish is taught in grades 5 & 6 to introduce the students to a foreign language. In grades 7 & 8, Spanish is taught as part of the core curriculum.
4. Art- Our art classes provide a wide range of activities and experiences geared to developing a sense of appreciation for, and a sensitivity toward, creativity and aesthetic values. Students have the opportunity to actually work and experiment with a variety of media. The classes attempt to stimulate spontaneity rather than imitating, and stress uniqueness as the most important value in the students' growth. Students in K- 8 participate in these classes weekly.
5. Library – Enhancing our academic program, the school library provides an excellent stimulant to the desire to learn. Well equipped and staffed, this facility affords opportunities for research, enrichment, and appreciation of reading. It is understood that students will abide by the rules of the library regarding conduct and use of materials.

Books are normally loaned for the period of one week. Due to the demand for, and expense of, the reference materials, these are used solely in the library. Replacement cost will be charged for lost materials.
6. Health – All aspects of health and safety, peer relations, and family life are covered in this curriculum taught in Grades K – 8.
7. Sports- St. Thomas School offers basketball, cross-country, track and field, and volleyball for boys and girls in grades 5 – 8. Cheerleading and Girls Softball may be available if enough girls want to participate in a season. Sports programs take place after school and on weekends.
All athletes and parents are expected to abide by the guidelines in the Saint Thomas Athletic Handbook.
8. Eligibility for Extra- Curricular Activities – A review will be made of each student's progress in the middle of each grading period and at report card time. If the student's effort is poor in more than one subject, the student will be ineligible for all non-classroom activities for a week. There will be a one-week notice before the ineligibility takes effect. This policy refers to all extra-curricular activities. Students must have a permission form signed by teachers and the principal before trying out for any activity. The maintaining of a "C" average in all classes remains in effect for those activities that take place during times when classes are in session i.e., band, Student Council, Service projects, etc. Students must have a full day of school attendance to participate in any extra-curricular activity on that day.
9. Field Trips- Written consent of the parent is required before any child is permitted to go on a field trip. The school reserves the right to exclude from any trip students who have had discipline problems or who have been negligent in doing their schoolwork. Transportation will be by bus or car, depending on the distance, cost, and/or type of trip. For reference purposes, a copy of the field trip permission form is in the appendix. No child will be allowed to go on a field trip

without a signed form – phone calls or permission notes will not be accepted. Field trips are part of the school curriculum and all students are expected to participate. Parents are asked to contact the Principal if a child will not be participating in a trip because of financial or other family reasons.

10 Student Council – Student Council consists of 7 officers elected from the 7th and 8th grades and one representative from each homeroom. Junior High students serve as homeroom representatives for the primary grades. Grades 4 – 8 elect representatives within their own homerooms. Student Council strives to develop leadership in its members and to promote school spirit through such activities as mission and ecology projects, Spirit Week, pep rallies, intra-mural sports and fundraising events.

D. PARENT – TEACHER CONFERENCES / VISITATION

Regularly scheduled conferences are held in November and late winter for grades K – 8. Preschool conferences are held in late winter. Students are encouraged to attend conferences with the parent. Call the office to schedule an appointment with the teacher at other times during the year. Classes can be observed by appointment. Parents are asked not to stop in and meet the teachers in the morning. This is the time the teachers should be preparing for, and meeting with, the children.

The following suggestions are made for parents so that conferences can be a positive experience for all at St. Thomas School.

- Always come with a positive attitude. All children have gifts that make them special.
- Try to put yourself in the teachers place – they are working with the most important person in your world and want to know all they can to help your child learn.
- Don't be shy at the conference about the checklist of comments you want to make – nor be afraid to take notes during the conference.
- Ask questions – this is your time to learn how your child is doing in school.
- Stick to the schedule – if you need more time set up an appointment during the conference for further discussion with the teacher.
- If you are a divorced or separated parent you have the right to ask for a conference time separate from the other parent.
- The children are encouraged to attend their conference. The final decision is yours. This is a time for all present to discuss how the student is progressing – s/he should have a voice in what is said.
- When bringing the children to the conference, siblings should wait in the hall. Preschoolers should remain at home, and K- 8 students can read books or play quiet games. Each child's conference should be a confidential time with the parent and teacher.
- Remember to call, even on the conference day, if you cannot make the conference. The teachers will reschedule a new time for you.

II. STUDENT RESPONSIBILITIES

A. BEHAVIOR

In order to create a proper school climate where students can both learn and enjoy school, certain regulations are deemed necessary. Our goal in setting these regulations is to help students develop a sense of self-discipline and learn to assume responsibility for their actions. The Discipline Code is in the appendix.

Bullying – See code of conduct in Appendix

B. LUNCH PROCEDURE

1. Students eat lunch in the school hall.
2. Students must follow the directions of the lunchroom monitors. Should a problem arise, a student must consult one of the adult monitors.
3. Running, fighting or throwing food are not allowed.
4. Students are required to clean up after themselves.
5. When finished with lunch, students have recess outside when weather permits.
6. Food is not allowed on the playground.
7. No food is permitted to be brought out of the lunchroom.

C. PLAYGROUND REGULATIONS

1. All students are to stay completely away from the creek and retention pond. If a ball goes near the creek, a student must consult one of the teacher supervisors.
2. All students are to stay away from the doors and windows of the building.
3. All students are to stay in the playground area of their assigned area.
4. All students are to stay away from the parked cars.
5. Students are not allowed to throw rocks, pebbles, mud, sand, snow, ice, playground mulch, etc. Throwing of any object that can injure another student is not allowed.
6. No bike riding, skateboards, or roller blades on the playground.
7. Games involving physical contact (tackle football, etc.) are not allowed.
8. No student may stay inside unless they have a note signed by a teacher.
9. Students are to obey adult supervisors at all times.
10. Only the assigned grade(s) may use the playground equipment at lunch recess.
11. Playground equipment may not be used before school or after school between 2:30 and 6:00 p.m.

D. DRESS CODE (See school web site)

Learning to dress properly is part of each student's learning process. Cleanliness and proper grooming is expected of each student.

Students are expected to be in uniform at all times. If there is a reason why a student cannot comply with the dress code the parent must send a note to the homeroom teacher. Ordinarily an excuse from a parent will be allowed for no more than 5 consecutive days.

Students may come out of uniform on their birthday – or on a day designated as the birthday (due to it being on a holiday or during vacation time). Dress clothes are to be worn.

Out of uniform days are scheduled during the year for special occasions. Jeans may only be worn on Student Council out of uniform days, or by teacher request for special events, and never on Mass days.

All students should have their shirts tucked in.

Students should not bring items of value to school, i.e. radios, cameras, i-Pods, phones or on field trips unless instructed to do so by a teacher.

III. GENERAL INFORMATION

A. ADMISSIONS

St. Thomas School admits students of any race, color, sex, national, and ethnic origins to all rights, privileges, programs, and activities available at the school. A student entering St. Thomas School for the first time will only be accepted at the beginning of the school year unless the student's family is new to the area. The Principal shall have the discretion to accept a student after the beginning of the school year.

1. Registration- At the time of registration the following are required:

- a. Grades 1 – 8
 1. Birth certificate
 2. Baptismal certificate
 3. Transfer notice from previous school
 4. School registration form
 5. Updated medical forms
 6. Emergency form and intent to comply with rules and policies of St. Thomas.
 7. Registration fee

- b. Kindergarten & Preschool – Students entering school must be age appropriate – 3, 4, or 5, before Sept. 1 of the current year.
 1. Birth certificate
 2. Baptismal certificate
 3. Updated medical forms
 4. School registration forms

5. Emergency form and intent to comply with rules and policies of St. Thomas.
 6. Registration fee
 7. 1st month preschool tuition.
2. Screening
- a. An interview with the Principal is required.
 - b. All new students and Kindergarteners entering St. Thomas School will be screened.
3. Transfers – Parents who are withdrawing a student from the school are asked to notify the school as soon as possible in order that all necessary procedures and release forms can be completed and signed. All other records other than the transfer form itself will be forwarded to the receiving school. It is presumed that all financial obligations have been met prior to the transfer request. Money will be refunded if the situation so warrants.

B. CALENDAR

A calendar is sent home at the beginning of each month to provide families with a more detailed account of events and activities. It is also posted on our school website stvschool.org.

Each week a family envelope is sent home from the office with news and information. The envelope is to be signed and returned to school the next day. All written communications between home and school is through the weekly envelope.

C. DAILY PROCEDURE

1. Schedule K- 8
- | | |
|---------|-----------------|
| 7:35AM | Bell to line up |
| 7:40AM | Tardy Bell |
| 7:50AM | Classes begin |
| 11:30AM | Lunch |
| 12:10PM | Bell to line up |
| 2:15PM | Bus Bell |
| 2:25PM | Dismissal |

Students may not enter the building before school begins. Upon arrival they should line up at their assigned areas outside. On days of inclement weather students may enter the building upon arrival and line up in the hallway next to their room entrance.

In the morning someone is in the front drive to facilitate traffic flow and help the younger children – do not wait for the person to open your car door if your child is capable of doing it. Students should get out of the cars anywhere along the front drive where the cones are placed. Please be aware of our busers who cross the driveway.

- If you need to park to let your child out of the car, parking is permitted in front once you have passed the area blocked off with cones.

- If your car has child safety locks, please see that they are disengaged when dropping the children off in the morning so they can open the door – park in the parking area if you want the locks engaged.
- Preschool 3 and 4 year olds pull up to the side door to let the children out. If you need to get out of the car to let the child/ren out, please park in the parking places so you do not slow down the flow of traffic. Children in Grades K – 8 should also get out of the cars with Preschoolers and then go around the back of the building to line up.
- For afternoon pick-up remember to park in three (3) lines inside of the running track, pull to the right toward the creek when leaving and exit by the driveway to the church. Remember to leave enough space between your car and the one in front of and beside you so that you can leave the parking lot when you have picked up your child/ren. (See the map in the appendix).
- There is no parking in front of the building after 1:45 p.m. in the afternoon. Busers and walkers go out the front door and are not looking for cars. If you come into the building in the afternoon park in the pick up line in the back, even if it is early, as you can't move your car from the front until after the bus traffic clears.
- Be sure everyone who is dropping off, or picking up, your child/ren knows the traffic routing.

Finally, after school be aware of the children playing around the cars and running. The children feel very free after 2:25 p.m. and are not looking out for moving traffic. Students are requested not to arrive earlier the 7:30 or stay after 2:30 unless a particular activity such as band, clubs, or meetings. We ask parents to cooperate in determining the time of their child's arrival or departure. There is no one at school before or after these times to supervise the children. Please make arrangements to use our Daycare Program if needed.

Bike riders are to walk their bikes while on school grounds. They are to lock their bikes in the racks provided.

2. Schedule – Preschool

HOURS: A.M. 7:35 AM – 11:30 AM

Morning preschoolers should be dropped off at the southwest Side entrance by the stairs and picked up at the southeast entrance.

3. Early dismissal – A written request from a parent is required for early dismissal. Approval of the office is necessary for such dismissal. Parents are asked to meet their child in the school office and not at the classroom

4. Absence – In the event a student must be absent, parents are required to notify the school office before 7:30 AM. This procedure is for the protection of your child. If a child is absent for more than one day, a note explaining the absence is required. All absences due to communicable diseases (strep, chicken pox, lice, etc.) require a note from the physician stating the child may return to school. Both the phone call and note are required.

5. Vacation – Children who are out of school for a family trip are responsible for making up missed work. Parents requesting work for the student while on vacation must notify the teacher(s) at least 1 week before the trip. Parents are responsible to see that the work is completed and corrected. It will be at the discretion of the teacher whether or not work will be given. Missed tests, lab work, and other assignments that can not be completed when the child is out of class will be made up at the convenience of the teacher. Students must meet with their teacher to learn how to make up missing work.

6. Tardiness – Frequent tardiness is disruptive to the individual student, the teacher and the entire class of students. Students are tardy if they arrive after the 7:40 bell. No student will be admitted to class without first obtaining a tardy slip from the office. Any student who receives a 5th tardy in any given trimester will receive a detention.

7. Visitors – Visitors and volunteers to the school should report to the office upon entering the building. No parent should go to a classroom without stopping at the school office and signing in. For the safety of the children and the good order of the school, the doors of the school building will be locked. In order to enter the school, ring the bell at the front door flagpole entrance to the building.

D. HEALTH

1. Health Services - Children in Kindergarten, 1st, 2nd & 3rd have a hearing test each year. Students in K, 5th and 8th grade have a yearly vision screening. Also, students new to our school and those referred by a teacher in any grade have the vision and hearing screening.
2. Requirements – Physical examinations, as prescribed by state law, are required of all students upon entrance into Preschool or Kindergarten and sixth grade and all out of state transfers. Students not complying with this regulation will be excluded from starting school. Physical examinations are also required for all students participating in intramural sports of any kind. No student may start school unless their immunization records are up to date. A dental exam is also required for K, 2nd and 6th grades. An eye examination is required for K.
3. In- School Sickness or Injury – Students who become ill or are injured will be sent to the school office. If the matter cannot be handled at school, a parent will be called either at home or work. It is **extremely important** that phone

numbers on your Emergency cards are accurate and current. Please notify the office if there is a change in any of these numbers.

4. Outdoor Recess – In keeping with good health practices, the students will go outside after eating lunch if only for a short time. Some physical exercise and fresh air are important to good learning. Please make sure your child is dressed appropriately for the weather, especially when it is cold or wet. In severe or extreme weather, the students will remain inside. Please do not request special attention for child regarding recess. A student who is well enough to come to school is well enough to go outdoors. A note from a physician or extreme circumstances approved by the Principal will allow a child to stay in from recess.
5. Medication policy – The school cannot be responsible for administering medicine. Only in extraordinary circumstances, which must be approved by the Principal, will school personnel maintain, supervise the taking of, or administer medication. All medication brought to school must be kept in the office in the original prescription container and have a note of explanation from the parent. All children are to have medication forms signed by the doctor and parent on file in school. All medication is stored in a locked medication box in the school office.
6. Special Health Problems – Every student with special problems such as allergies, heart condition, diabetes, epilepsy, etc., should have such noted on the Emergency Card. This knowledge may be of utmost importance in dealing with emergency situations.
7. Lice – Parents are expected to notify the school as soon as head lice are found in the home. Anyone found with lice or nits will be sent home to have their hair washed with lice-ridding shampoo. All lice/nits must be gone before the children can return to school. A letter will be sent home to all students in grades affected with the lice to notify parents of the problem. In the appendix is a checklist for families to follow if a child is found to have lice. It is a parent decision whether or not to use the lice shampoo on children who do not have head lice.

E. LUNCH

St. Thomas of Villanova School participates in the Archdiocesan hot lunch program. All students may take advantage of the program or bring a lunch from home.

1. Hot Lunch – Hot lunch, including milk, is served each day. Orders, payable online through FSP, are placed by the month.
2. Brown Bag Lunches – Lunches brought from home should be labeled with the child's name. Milk may be ordered by the month on the monthly hot lunch order with FSP.
3. Supervision – Supervision during the lunch period is provided by teachers and staff. A special fee per student is payable at the beginning of the school year.

F. PICTURES

All students are photographed by a commercial photographer in the fall. Pictures are then available to parents who wish to purchase them. Later in the year, pictures are again taken of students in the graduating class.

G. SAFETY

1. Automobiles – Parents are required to follow the designated traffic patterns. Cones are set up to guide which directions should be taken. Please do not drive through or move the cones. See map in Appendix for PM dismissal pattern.
2. Bicycles – Students who ride their bikes to school are asked to follow basic safety rules on the way to and from school. Once on the grounds, bikes must be walked. All bikes are to be locked in the racks provided.
3. Skate Boards, Roller Blades, Scooters – Students who ride skate boards, roller blades, or scooters to school are asked to follow basic safety rules on the way to and from school. Once on the grounds, skate boards, roller blades and scooters must be carried.
4. Civil Defense – St. Thomas is equipped with a weather radio, which is an automatic device that picks up emergency calls directly from the Weather Bureau concerning any storms, tornado warnings, and other important news.
5. Fire Drills – Regular fire drills and emergency drills are held to evacuate the school safely in a minimum amount of time. All persons, including volunteers and visitors, are required to leave the building during these drills.
6. Security – The building is kept locked at all times. Please ring the bell at the main entrance (by the flagpole) for admittance. Only office personnel are allowed to answer the door.

H. TUITION

Tuition rates are determined and reviewed annually by the Principal and St. Thomas School Board.

Plan I – For Families who are contributing parishioners:

A contributing parishioner is one who

1. Attends Mass regularly at St. Thomas Parish
2. Fulfills fundraising requirements of \$340 per child. Fundraising can be met by a Combination of any of the following: Track a thon, additional FSA Lottery tickets, additional DSP purchases. Preschool families are encouraged, but not obligated, to do fundraising.
3. Donates in the Sunday collection to the best of their financial ability.

4. Purchased 20 lottery tickets per family to support FSA.
5. Volunteers for FSA activities that total 20 points.
6. Participates in the DSP program based on the number of children attending St. Thomas School. Families with 1 child - \$2500, 2 children - \$3000, 3+ children - \$3500. Nonparticipation option – 10% cash payment of the required amount.

Scholarships may be available to those families experiencing financial problems. Please contact the principal.

Book fees are charged for the rental of books and purchase of school supplies. Registration fee is due at time of registration and is applied toward the book and materials fee.

Tuition payments are due the first week of the month.

Please notify the office if you cannot meet a payment date so that arrangements can be made.

Graduates with outstanding bills will not receive their diplomas; students in other grades will not receive their final report card if bills are unpaid.

I. WEATHER

1. Winter Storms – In the event that District 15 announces it is closing all schools due to weather conditions, St. Thomas will also close. You will also be notified by our emergency phone relay. Please do not call the school or rectory. If for any reason we must close the school, announcements will be made on AM stations WGN-720, WMAQ- 670, WLS-890, and WBBM-780, FM stations WLS, B96, US99 and TV Fox 32, or go online to www.Emergencyclosings.com or call 800-662-4846.
2. Tornado Warning – In event of a tornado warning, students will move to the school corridors to take cover along the walls. While a warning is in effect no student will be allowed to leave unless parents or assigned guardian (per our disaster release form) arrive to sign out the child. This policy includes before, during and after school hours. When an “all clear” has been received after school hours, students will be dismissed with instructions to go straight home. If the school is struck by a tornado or similar disaster no student will be released to anyone other than the parent or assigned guardian even if an “all clear” has been sounded.
3. Terrorist or Biological Attack – In the event of any emergency we will have a lock down of the building and the children will only be released to their parents or an adult that the parent sends to pick the child/ren up. In the event of a biological or chemical attack the children will not be released from school for the first 24 hours.

J RIGHTS CONCERNING EDUCATION RECORDS

All parents have the right to inspect their child’s school records, and seek to have corrected any part of the student’s education records, which s/he believes to be inaccurate, misleading, or in violation of students’ rights. The school will not disclose anything from a student’s education record except 1) by the prior consent of the parent, 2) court order, or 3) under the circumstances outlined by the Archdiocese. Any parent wishing to see a child’s education record is to make an appointment with the Principal.

K DAYCARE

A before and after school Day Care program is available for St. Thomas Students. Hours are 7:00 – 7:30AM before and 2:25 – 6:00PM after school. Children can attend on a regular basis as arranged by contract between parent and school. The program operates during the school year on all scheduled school days. Daycare will provide care, supervision, recreation, and enrichment activities to the children enrolled. Rates are determined annually by the number of hours/days of attendance and the number of children in each family participating in the program.

L. CHILD ABUSE REPORTING

The State of Illinois requires that all school personnel must report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS).

M. RIGHTS OF NON-CUSTODIAL PARENTS

This school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Thomas School will provide the non-custodial parent access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

N. EQUAL OPPORTUNITY EMPLOYER

The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

O. SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

P. INTERNET USE

St. Thomas requires all students using the Internet to sign a user permission form. No child may go on the Internet at any time without supervision.

Q. AMENDMENT TO HANDBOOK

The School or the Principal retains the right to amend this handbook at any time for just cause and parents will be given prompt notification if changes are made.

R. PARENT CONCERNS/ISSUES

Parents who have concerns or questions should contact the teacher first. If necessary, the Principal can be contacted for further information. A parent whose concerns are not addressed can also speak with the Pastor after meeting with the teacher and the Principal. When no resolution is reached by contacting these sources, then the assistant vicariate superintendent at the Office of Catholic Schools can be contacted.

PARENT ORGANIZATIONS

School Board

The School Board is an advisory body, consisting of school parents and parishioners, that works in conjunction with the School Administration on formulation of school policy. School Board members are elected for a 3 year term and provide counsel and advice to the Pastor and the Principal in the operation of the school. Personnel issues and individual family or student's needs are handled by the Principal and Pastor.

Regular School Board meetings are held in the school once a month from August through May each school year. The meetings are the second Thursday of each month at 7:00 PM in Meeting Room I. The Board meetings are to be limited to 1 hour and 30 minutes so as to respect the volunteer Board members time. Consult the School Newsletter calendar for specific meeting times and locations.

Family/School Association (FSA)

The Family / School Association is the equivalent of the PTA in the public schools. It consists of parents, teachers and administrator. All school parents are automatically members of the FSA and are invited to become involved in the many projects and events it sponsors. The FSA provides special programs for the children, such as the Santa Workshop, moneys for field trips, underwriting a cultural enrichment program to bring cultural events into the school, and funding the after school athletic program.

A function of the FSA is fundraising. It provides the school with many extras the budget does not cover, such as computer hardware and software, audiovisual and science equipment, library and classroom needs.

MAJOR FUNDRAISERS

TRACK A THON

This special fundraiser is held each fall and brings together the efforts of students, parents and teachers. Each child is sponsored by relatives and friends to pledge an amount per lap or a total amount. On track-a-thon day students run laps of 1/5th mile on the school parking lot. Prizes are given after the fundraiser is completed. Funds raised help supplement the school operating budget.

LOTTERY

The lottery, held in February, is the major FSA fundraiser, providing 80% of the FSA budget.

Each family is responsible for ticket sales. Tickets are also available to the parish community and neighborhood businesses to reach a goal of 2500 tickets sold annually. Each month of the year, winners are drawn to receive monetary prizes.

DOLLAR SHOPPING POWER (DSP)

Each week families are given the opportunity to purchase gift certificates for Cub Foods, Kohl's, Penney's, Sears, Jewel, Kmart, and many other businesses at their face value in various increments. St. Thomas School receives a percentage for each certificate sold. Each family is required to participate in this program based on the number of children attending St. Thomas – 1 child,- \$2500, 2 children - \$3000 , 3+ children - \$3500. Once the family has reached their goal, the profit from any additional purchases is split 50/50 with the purchasing family to be used to fulfill their fundraising requirement or their tuition.

Saint Thomas of Villanova Junior High Discipline Code

Bill of Rights:

- I. Every student at Saint Thomas of Villanova School has the right to learn in a Christian environment.
- II. Every student at Saint Thomas of Villanova School has the right to receive instruction and education without disruption from others.
- III. Every student at Saint Thomas of Villanova School has the right to be treated with respect and dignity.
- IV. Every student at Saint Thomas of Villanova School has the right to attend school in a safe, structured, orderly environment.

In support of these rights, the following regulations are necessary:

- 1) Students will show respect for others at all times. By your actions, attitudes and achievements, you teach the younger students who look up to you. Guidelines for showing respect include but are not limited to:
 - Respecting the feelings of others by not antagonizing, intimidating, or threatening peers.
 - Respecting the rights of others to learn by not behaving disruptively in the classroom.
 - Respecting the property of others by using items only with permission and returning them in the same condition in which they were received.
 - Respecting school and church property by not writing in textbooks, on desks, on walls and by cleaning up after oneself.
 - Respecting visitors by greeting them and offering assistance if necessary.
 - Respecting authority by not talking back, arguing with teachers, staff members, supervising adults, etc.
- 2) Students will adhere to the STV uniform policy at all times. This includes but is not limited to keeping shirts tucked in and wearing only uniform sweatshirts. Girls are not

allowed to wear make-up. Stud earrings are allowed. Flip flops, open-toed shoes or clogs are not to be worn at any time.

- 3) Non-uniform Day dress code: Students are to wear dress clothes on non-uniform days. Jeans, sweats or pajama pants are not to be worn on non-uniform days. Jeans are only allowed on “jeans days.” Make-up is not allowed on non-uniform days or “jeans days.” Stud earrings are allowed. Flip-flops, open-toed shoes or clogs are not allowed on non-uniform days or “jeans days.” If student does not adhere to dress code, student will be issued a detention. Student must find appropriate clothes prior to being admitted to class.
- 4) Students will adhere to the classroom rules of conduct posted by each teacher which include but are not limited to:
 - Ask permission to leave the classroom
 - Arrive for each class with all necessary materials
 - Respect the rights of the teacher to teach and other students to learn
 - Use inside voices in the classroom
 - Remain seated during instruction
- 5) Students will adhere to the following class change rules:
 - Stay in single-file line in hallways and on stairs
 - Stay to the right
 - Do not enter a classroom without a teacher present
 - Stay to the right in a single-file line on stairway to Viking Hall
 - Use quiet voices when changing classrooms
- 6) Students will adhere to the following lunchroom rules:
 - No running
 - No sports equipment of any kind at lunch table
 - Do not leave your job
 - Use inside voices
 - No throwing food or other objects
 - Remain seated until clean up time or with teacher permission
 - Ask permission to use the washroom
 - Upon leaving, leave chair pulled away from the table
 - Clean up your eating area in one trip
 - Do not take food outside for recess
 - Students must have a hall pass and supervising teacher permission to leave lunch room
- 7) Students will adhere to the following lunch recess rules:
 - Play in assigned areas
 - Stay away from the creek
 - No contact sports (football, etc...)
 - Stop playing and line up immediately when the bell rings
- 8) Students will adhere to the following miscellaneous school rules:
 - No cell phones, iPods, cameras, or other electronic devices should be in school unless they are left in lockers and turned off. **STV IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**
 - **ONE healthy** snack may be eaten during the designated time. No pop or candy is to be consumed at snack time or at any other time with the exception of parties, birthday treats, or lunch

- Enter the building in the morning in a quiet and orderly manner
- Remain silent during announcements from the office

In support of these regulations, a detention system is in place. On the first Thursday following the date the detention is issued, the student will serve the detention immediately after school until 3:30. The second detention will be served detention immediately after school until 3:45. The third detention will be served detention immediately after school until 4:00. The fourth detention is an in-school suspension.

In addition to the above regulations, the following behaviors will result in immediate disciplinary action at the discretion of the Teacher(s) and Principal:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Acts which endanger or harm the health, safety, and welfare of others. (ex. Spitting, hitting, etc.)
- Possession, use, sale or distribution of any alcoholic beverage, look-alike alcoholic beverage, illegal drug, look-alike drug or narcotic, or exhibiting the odor of alcoholic beverages.
- Possession of any dangerous weapon or look-alike weapon.
- Theft or destruction of property belonging to the school, staff, or other students.
- Fighting
- Use of profane or obscene language.
- Academic dishonesty including cheating, plagiarism, etc.
- Every 5 Tardies in a Trimester will result in a detention.
- No gum chewing on school property. This is an immediate detention.

Academic issues regarding late/missing assignments will be dealt with by each teacher according to his/her classroom policy.

The Principal is the final recourse in all disciplinary situations.

I have read the discipline guidelines, I understand them, and I will live up to them.

Student signature _____ Date _____

I will support the discipline guidelines set forth in this document. As a parent of a St. Thomas of Villanova student, I realize that it is important for me to support the school in its efforts to create a safe and pleasant learning environment for the education of my child.

Parent signature _____ Date _____

Parent signature _____ Date _____