



St. Thomas More

P r e p a r a t o r y S c h o o l



Our Patron Saint – St. Thomas More

STM Home of the Ravens!

Student Handbook

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STUDENT HANDBOOK

ST. THOMAS MORE PREPARATORY SCHOOL EFFECTIVE JULY 1, 2011

PREFACE

This handbook delineates school policies and practices at St. Thomas More Preparatory School (hereafter referred to as “STM”). By enrolling at STM, students and parents agree to abide by the policies and practices of the school.

DEFINITIONS OF TERMS

Parent(s)	Any time the term parent(s) is used in this handbook it refers to the child’s parent(s), legal guardian, custodial parent(s), or the person in current care for that student.
STM	STM refers to St. Thomas More Preparatory School.
Faculty	Refers to the teaching staff of the school along with the Principal
Administration	Refers to the Principal, Dean of Student Affairs, Dean of Academic Affairs, Admissions Director, Guidance Counselor, Nurse, Business Manager and Athletic Director (see Appendix E)
Staff	Refers to those employees of St. Thomas More that are neither “Faculty” nor “Administration”

I. ADMISSION POLICIES

- a. **Overview.** STM accepts only those students who demonstrate an ability to benefit from the education which the school offers, and who are willing to meet the responsibilities as members of the STM community.
 - i. All incoming Freshmen will be required to:
 1. take a placement test
 2. provide proof of a physical examination
 3. provide proof of immunizations as per Delaware state standards
- b. **Freshmen Procedures.** The following procedures apply for admission to the freshman class:
 - i. Mandated placement tests designated by the Diocese of Wilmington are administered to all interested eighth grade students.
 - ii. Upon receipt of the test results, submission of a student report card, meeting with the Director of Admissions, and two (2) recommendation (one in math, one in English/language arts), the Director of Admissions will review all records with the Admissions Committee.
 - iii. All applicants are notified by mail regarding admissions decisions.
 - iv. It is highly recommended that students interested in enrolling at STM participate in the school’s “Shadowing” program.
- c. **Transfer Students Procedures.**
 - i. Students interested in transferring to STM should contact the Director of Admissions. It is also strongly recommended that they participate in the school’s “Shadowing” program.
 - ii. Admissions decisions are based on the following criteria: report card, two (2) teacher recommendations (one related to math, one related to English/language arts), standardized test scores and student/parent interview.
 - iii. The Director of Admissions will contact the Principal and/or Counselor at the student’s former school to obtain any behavioral or disciplinary records.
 - iv. All of the information provided and obtained will be reviewed by the Admissions Committee.
- d. The final decision on the acceptance or non-acceptance of any student to STM is made at the discretion of the Principal.

II. FINANCIAL POLICIES

- a. **Overview.** Our commitment is to provide the most quality-based Catholic education to our students. Tuition and fees enable Saint Thomas More to operate our school program. The annual tuition contract specifies the parental commitment to support this instructional program.
- b. **Tuition and Fees.** The following are STM Policies relating to tuition and fees:
 - i. **Prompt Payment.** Prompt payment of tuition and fees is a factor in determining continued enrollment.
 - ii. **Fees.** Fees are non-refundable. Fees include but are not limited to: registration, testing, retreat, technology, lab, Advanced Placement exams, graduation, and parking permits. A full listing of fees is found in Appendix A at the end of this handbook.
 - iii. **TMS.** Tuition can be paid by an annual payment, semi-annual payment, or monthly (12) payments through Tuition Management Services (TMS)
 1. Monthly payment to TMS is due on or before the 5th or the 15th of the month beginning in May.
 2. Payments to TMS may be made through automatic bank withdrawal
 - iv. **Delinquency Policies.**
 1. **Preventative Action.** Parents anticipating difficulty in maintaining tuition payments are encouraged to contact the school's administration in advance of their obligations becoming late or delinquent.
 2. **Late Payment.** If a designated payment is not received by its due date, then a \$35.00 late fee will be assessed.
 3. **Returned Payments.** Payments returned for Insufficient Funds are subject to a \$35.00 fee.
 4. **Sixty (60) Day Delinquency.** If tuition payment is sixty (60) days past due, a meeting is to be set up to discuss the account. The request for the meeting will be made by the STM's administration, unless prior arrangements have been made by the other party.
 5. **Ninety (90) Day Delinquency.** If tuition payment is ninety (90) days past due, the student/s may no longer be allowed to attend school until the past due balance has been satisfied.
 6. **Re-registration.** Student(s) with an outstanding tuition debt may not be allowed to re-register for the next academic year.
 7. **Regarding Seniors.** Seniors with any outstanding financial obligations may not be permitted to attend commencement or receive a diploma.
 8. **Cost of Collection.** Parents agree to pay all costs of collection.
 - v. **Student withdrawal policies:**
 1. **June 1-Aug. 31.** If a student withdraws from STM between June 1st and August 31st, then 25% of the yearly tuition is due.
 2. **Sept. 1-Nov. 30.** If a student withdraws from STM between September 1st and November 30th, then 75% of the yearly tuition is due.
 3. **After Dec. 1.** If a student withdraws from STM after December 1st, then 100% tuition is due.

- c. **Tuition Assistance.** Parents wishing to receive financial aid must fill out the Private School Aid Service (PSAS) application. Applications are due March 7, 2012 for the 2012-13 school year.
 - i. **About Financial Aid.** Financial aid covers only a portion of the tuition costs. The amount of the award is determined after reviewing the application and the funds available. The process for application for tuition assistance shall be as follows:
 - 1. **Applicants.** Applicants shall complete the Private School Aid Service form and mail it directly to PSAS no later than March 7, 2012.
 - 2. **PSAS Analysis.** Upon receipt of PSAS analysis, the Financial Aid Committee will meet to decide on the amounts to be awarded.
 - 3. **Further Analysis.** In addition to the evaluating agency's recommendation, further input, if deemed necessary, will be obtained from the Principal. Previous assistance will be reviewed, as well as previous payment history.
 - 4. **Notification.** Recipients of tuition assistance awards will be notified by the Financial Aid Committee.
 - 5. **Limitations.** Award of tuition assistance in one year does not guarantee tuition assistance in any subsequent year.

III. ACADEMIC POLICIES

- a. **Academic Requirements.** To qualify for graduation from STM, the student must have successfully completed four(4) years of high school and met the credit requirements listed below:
- b. **Required Subjects**
 - i. Religion..... 4 credits-one credit each year*
 - ii. English 4 credits-one credit each year
 - iii. Mathematics (at least either Option 1 or 2 below) 3 or 4 credits**
 - 1. Intro. Algebra, Algebra I, Geometry & Algebra II
 - or
 - 2. Algebra I, Geometry, and Algebra II
 - iv. Science..... 3 or 4 credits**
 - v. Social Studies.....3 credits
 - 1. World History
 - 2. American History
 - 3. American Government
 - vi. Foreign Language3 credits
 - 1. At least two (2) credits must be taken in one language
 - vii. Physical Education and Health 1 credit
 - viii. Fine Arts 1 credit
 - ix. Technology 1 credit
 - x. Electives credits9 credits

* Religion is a yearly requirement. Transfer students must complete one credit in religion for each year at STM.

** A student is required to take at least 3 credits in Math and 4 in Science or 3 in Science and 4 in Math.

- c. **Christian Service Requirement.** In keeping with Gospel teachings and the philosophies of the Catholic Diocese of Wilmington and STM, students are required to complete 25 service hours per year. Hours do not carry over from a previous year. Service Hour forms are due to the Campus Ministry Office not later than the last day of classes (before finals) for the spring semester.
- d. **Retreat Requirements.** Retreats are an integral part of the spiritual development of a student's life. As such, the retreat program has priority over all other extra-curricular activities and athletic programs.
 - i. Freshman, Sophomore and Junior retreats are mandatory
 - ii. Seniors will have the option to attend their class retreat or not

- e. **Grading Standards.** The following shall constitute the grading scale for STM effective August 1, 2011.

A+	98-100	B+	89-91	C+	80-82
A.....	95-97	B.....	86-88	C.....	77-79
A-	92-94	B-	83-85	C-	74-76
	D.....	70-73	F	0-69	
NG	No Grade	I.....	Incomplete	P	Pass

- i. **Passing/Failing.** The passing grade for each course will be a minimum of 70%; below 70% constitutes failure.
- ii. **Incomplete Course Work.** A student who receives an Incomplete Grade (“I”) on a report card has four (4) weeks to complete the work and earn a passing grade. If the work is not completed within the allotted time frame, the student may be subject to receiving a failing grade.

f. **Academic Matters.**

- i. **Course Cancellation.** The school reserves the right to cancel any class for administrative reasons such as not having a minimum enrollment.
- ii. **Multiple Credit Restriction.** A student may not register for more than two (2) credits in any one department within the same school year unless gaining approval of the Dean of Academic Affairs.
- iii. **Standard Course Load.** The standard course load at STM is four credit hours each semester.
- iv. **Final Assessments.** With the exception of those classes in which a final examination would prove unwieldy, all classes shall have cumulative final examinations. Students with a grade of “A” or “A+” in a given class may choose to be exempt from that class’s final examination.
- v. **Academic Deficiency.**
 1. **Making up a Failed Course.** Students who fail a given courses for the year must attend a documented summer school or have thirty (30) hours of private tutoring over the summer with a teacher approved by the Dean of Academic Affairs to earn credit for the course.
 2. **Academic Dismissal.** Any student (except for a senior) who has accumulated three (3) failing final course grades may be subject to academic dismissal from STM.
 3. **Academic Probation.** Any student (except for a senior) who finishes the school year with a cumulative academic average below 74% will be placed on academic probation.
 4. **Academic Ineligibility.** A student shall be academically ineligible to participate in extra-curricular activities, including athletics, if any of these following conditions apply:
 - a. **Mid Term Course Grades.** If a student has below a 74% academic average following mid-term grade reports (end of the quarter), that student is ineligible to participate in extra-curricular activities in the next quarter.
 - b. **Mid Term Course Failure.** If a student has a failing grade in any course following the mid-term grade report (end of the quarter), that student is ineligible to participate in extra-curricular activities in the next quarter.
 - c. **End of Semester Course Grades.** If a student finishes a semester with an academic average below 74%, that student is ineligible to participate in extra-curricular activities in the next semester. However, if in the

following semester a student receives a mid-term grade report (end of the quarter) with an academic average of 74% or more (with no failing grade on that report), his/her eligibility is restored.

- vi. **Adding/Dropping Courses.** There is a fee of \$75 to add or drop a course if it done later than the first day of the semester. The final day to add or drop a course is the 15th school day of a given semester.
- vii. **Making Up Work.** The responsibility to make up missed homework, tests, or class work missed always belongs to the student.
- viii. **Honor Roll.** Honor roll status is determined at the end of each marking period. It is computed including all courses in which the student is enrolled. Requirements for earning honor roll status are:
 - 1. **The Bishop's List**
 - a. Academic average in current courses: 95%-100%
 - b. No individual grade below 92%
 - 2. **The Principal's List**
 - a. Academic average in current courses: 93%-94%
 - b. No individual grade below 90%
 - 3. **The Honor's List**
 - a. Academic average in current courses: 90%-92%
 - b. No individual grade below 85%
- ix. **Honor Societies.** STM provides access and opportunities to become part of various honor societies. A full listing of them appears in Appendix C.

IV. Academic and Personal Integrity Policies

- a. **Ethics and Morals.** Students are expected to comport themselves to the Gospel values espoused in Catholic education, ethics and morals. To this end, students at STM are specifically encouraged to emulate the life of our patron, Saint Thomas More.
- b. **Goals.** As with all Catholic activity in life, all that we do is geared to help us to know God, love God and serve God in this world so as to be happy with Him in the next. To this end, our goal is to graduate students who are faith-filled, morally sound individuals.
- c. **Honor Code.** The STM Honor Code puts into words the values of honesty, integrity, and respect that are essential for a foundation of well-lived life. STM's Honor Code consists of two equally-essential components: The Honor Pledge and related Principles of Academic Integrity.
 - i. **Honor Pledge.** The Honor Pledge is a statement affirming the student's commitment to pursuing a doctrine of personal and academic integrity. This pledge is considered to be present in the daily life and actions of students at STM, on and off campus.
 - 1. **Text of Honor Pledge:** *"Out of a desire to honor God, and as a St. Thomas More student, I will act with honesty, integrity and respect. I pledge to dedicate myself to a life of honor."*
 - ii. **Principles of Academic Integrity.** An essential component of the Principles of Integrity is clearly stating those guidelines to ensure that people avoid the trappings that lead to academic dishonesty. These guidelines are designed to identify the actions that ethics considers academically improper. The following is a typology identifying the many different faces academic dishonesty takes:
 - 1. **Cheating.** Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - 2. **Plagiarism.** Plagiarism is the deliberate adoption or reproduction of ideas, words, and/or statements of another person as one's own without acknowledgement.

- a. **Fabrication.** Fabrication is intentional and unauthorized falsification or invention of any information or citing of an academic exercise.
 - b. **Misrepresentation.** Misrepresentation consists of providing false information to a faculty member concerning an academic exercise.
- 3. **Facilitating Academic Dishonesty.** This is intentionally helping or attempting to help another engage in some form of academic dishonesty
- 4. **Failure to contribute to a collaborative project.** This is not doing fair share of a group assignment.
- 5. **Academic Interference.** This consists of actions that prevent others students from completing their work.
- d. **Violation of Academic Integrity.** A student found cheating may receive a failing grade for that test or assignment, and the teacher will inform the student's parent/guardian. The student may be referred to the Faculty Review Board. Documentation may be noted on the student's record.
- e. **Stolen Information.** If class, test or assignment information is stolen from a teacher this may result in a conference with the Principal and subject the student to academic dismissal.

V. ATTENDANCE POLICIES

- a. **Overview.** All students are expected to be in attendance on all school days. Trips and appointments should be planned after school hours or within the scheduled holiday, teacher in-service, and early dismissal dates as listed on our calendar.
- b. **Absence Policies**
 - i. **Excused vs. Unexcused Absences.** STM distinguishes between excused and unexcused absences. Students may face disciplinary action or be denied credit(s) as a consequence of being absent from school without proper documentation.
 - ii. **Excused absences include:**
 - 1. Cases of contagious illness
 - 2. Presentation of a doctor's note (required after three (3) consecutive absences)
 - 3. Death in the family
 - 4. Up to five (5) days for college visits for junior and senior students per year
 - 5. Cancellation of bus transportation
 - iii. **Family or Mission Trip.** Scheduling personal trips during school time is discouraged as it interrupts the learning process. Family or missions trips not lasting more than five (5) school days will be considered excused with approval from the principal.
 - iv. **Unexcused absences include (but are not limited to):**
 - 1. Three (3) or more consecutive absences without a doctor's note
 - 2. College visits beyond the allotted five (5) excused absences
 - 3. Truancy
- c. **Procedure for Reporting Absence(s)**
 - i. **Contact School Nurse.** A parent must contact the school nurse by phone, 302-697-8100 ext. 5, or email, nurse@saintmore.org, not later than 7:45 am on the day of an unexpected absence. This notification should reference student name, specific reason for the absence, and parent contact information. If no notice is received, STM will consider the student truant.
 - ii. **Notice in Advance.** When possible, parents are expected to notify the school nurse in advance of student absence.
 - iii. **Planned Absences of More than Three (3) Day.** If a student plans to be absent for three (3) or more days, submission of an "*Extended Absence Form*" to the school nurse in advance is

required. This would apply to family trips, college visits or other circumstances that will keep a student from school for three (3) or more days.

1. "Extended Absence" Forms are available in the Nurse's Office.
2. This form requires explanation of the trip, a parent signature, and the signatures of all of the student's current teachers.
3. A teacher signature indicates acknowledgement of the absence and approval for make-up assignments.
4. It remains the student's responsibility to secure and submit all approved make-up work.
5. This form must be signed by the principal for approval and submitted to the school nurse.

d. Consequences of Student Absence

i. Extracurricular Activities. Students cannot attend or participate in any extra-curricular activities on the day of an absence, excused or unexcused.

ii. Make Up Work

1. It is the responsibility of the student to secure and submit all missed make up work.
2. Students will have time equal to the time of the absence to submit all make up work.
3. Students with unexcused absences will not be permitted to make up missed work.

iii. Excessive Absences

1. **The 12 Absence Standard.** Students who accumulate twelve (12) or more absences per semester may be denied credit for the affected courses.
 - a. **If a Student is Denied Credit for Absences.** These students will be required to restore credit through a documented summer school program or through thirty (30) hours of private tutoring for each credit over the summer. See Section III under Academic Policies for more information.
2. **Medical Absences.** Absences that are for documented medical reasons (doctor's note or evidence of hospitalization) shall not count against the twelve (12) absence standard. However a high level of absences, medically-based or not, may ultimately yield denial of credit for a course if the number of absences makes is unreasonable to assert course completion.

iv. Cases of Truancy

1. **Definition.** Truancy shall be defined as an absence from school without the knowledge or approval of a parent or guardian.
2. **Legal Implications.** Truancy is a violation of state law in addition to school policy.
3. **Unexcused Absence.** Truancy, by definition, will be counted as unexcused absences.
4. **Disciplinary Matter.** Truancy may result in disciplinary action up to and including dismissal from STM.

v. "Senior Cut Day". STM does not sponsor or sanction a senior cut day.

e. Lateness Policies

i. Overview. Students are expected to be inside the school building no later than 8:10 am. STM distinguishes between excused and unexcused lateness.

ii. Excused vs. Unexcused Lateness

1. Excused lateness include:

- a. Appointment.** Lateness with documentation of a scheduled appointment (doctor, dentist, court, etc.)
- b. Bus Delay or Cancellation.** Lateness due to cancellation of bus transportation

2. Unexcused lateness includes (but is not limited to):

- a.** Oversleeping/alarm clock issues
- b.** Car problems
- c.** Weather issues other than official delayed openings

3. Parent Notes: A parent note does not excuse a student's lateness

f. Procedure for Late Arrival

- i.** Students who arrive after the bell at 8:10 am are considered late.
- ii.** Late students must report to the main office to sign-in and receive a late pass to class.
- iii.** Students will not be admitted to class without a late pass.
- iv.** At the time of sign-in, students should present notification for valid excuses.

g. Consequences of Student Lateness

- i. First Three Unexcused Lateness.** No penalty will be given for the first three (3) cases of unexcused lateness for each semester.
- ii. Beyond the Third Lateness.** For subsequent unexcused lateness, an after-school detention will be assigned.
 - 1. Schedule.** These detentions may only be served on Tuesdays and Thursdays after school from 3:15-4:00pm.
 - 2. Extra-Curricular Activities.** Extra-curricular activities will be sacrificed to serve these detentions.
 - 3. Missing Detention.** Failure to report to an assigned detention will result in a parent conference and may lead to other disciplinary action.
 - 4. Repeat Offense.** Repeat offenders will face further disciplinary action.
- iii. Extra-Curricular Activities.** Students cannot attend or participate in any extra-curricular activities on the day of a late arrival at or after 11:30 am.
- iv. Make Up Work.** It is the responsibility of the student to secure and submit all missed make up work due to lateness.
- v. Excessive Lateness.** Excessive lateness will result in a parent conference and further disciplinary action may be taken.

h. Disciplinary Action. The following chart shall serve as a guide to manner in which instances of lateness are handled in the realm of discipline.

Instances of Lateness to School per semester	Excused	Unexcused
1-3	No disciplinary action	No disciplinary action
4-8*	No disciplinary action	Administrative Detentions
9-11*	No disciplinary action	Parent Conference
12-14*	Parent Conference (on 12 th lateness)	In-School Suspension (on 12 th lateness; detentions on 13-14 th)

15-18*	Student Contract (on 14 th lateness)	One day out-of-school suspension (on 15 th lateness; detentions on 16-17 th)
18* or more	Academic Failure subject to the Faculty Review Board	Academic Failure subject to Faculty Review Board

* A detention apply to each unexcused lateness above the 3rd

- i. **Early Dismissal Policies.** Once students arrive on campus, they may not leave the grounds until the scheduled dismissal time of 3:00 pm. In order to be dismissed early from school due to illness, permission of the school nurse is required. See Section entitled “Academic Policies” for more information.

i. Sign-Out Procedure

1. **Written Notice.** For a student to be dismissed early during the school day, a signed written notice of an early dismissal by a parent or guardian must be presented to the main office no later than 8:10 am on the day of the early dismissal.
 - a. This notification should reference student name, specific reason and time for the dismissal, and parent contact information.
 - b. If no notice is received, the student will not be permitted to leave school grounds.
2. **Student 18 Years of Age.** Parental notification for early dismissal is required of all students, including those aged 18 or older.
3. **Student Drivers.** Students who drive themselves to school, who have the aforementioned permission to be dismissed early, must report to the main office to sign-out for the day before leaving the premises.
4. **Students Non-Drivers.** Parents of non-drivers are expected to meet the student in the main office to sign out the student for the dismissal in the office sign-out book.

VI. DISCIPLINE POLICIES

- a. **Overview.** By enrolling at STM, students and parents agree to abide by the school’s philosophy and accept its mission, honor code, and standards for behavior that have been set for its students. When these regulations are broken, STM reserves the right to impose disciplinary measures as noted in this section. Regulations in this section apply to all behavior on and off campus.

b. Attendance at School Functions

i. Athletic and Spectator Events

1. **Inappropriate Conduct.** Any athlete or student participating in a school activity whose conduct is inappropriate in conjunction with that activity may be suspended from that activity for the duration of the season or semester as applicable. See the Athletic Code for further description of related regulations.
2. **Loss of Privileges.** Any spectator or audience member who demonstrates inappropriate behavior or disrespect for coaches, directors, staff or officials may lose the privilege of attending future events or social functions at or related to STM.

ii. School Social Events

1. **Arrival and Departure.** Students and their guests must arrive promptly and remain at the social event for the scheduled duration of the event.
 - a. No cases of late arrival or early dismissal will be permitted unless pre-approved with the Dean of Student Affairs.
2. **Guests.** STM students who bring guests to STM social functions must submit a “Guest Form” to the Dean of Student Affairs during the period of ticket sales.

- a. This form requires contact information and parent approval via signature.
- b. Guests will be turned away unless there is a "Guest Form" on file.
- c. Inappropriate behavior of any guest will result in an immediate dismissal of both the guest and STM host without refund.

c. **Uniform Policies.** See section VIII for policies relating to dress code.

d. **School Facilities**

i. **Unauthorized Areas**

1. **Definition.** An unauthorized area shall be defined as any area designated for administrative, faculty or staff use or otherwise designated as off-limits to students. These areas shall be considered unauthorized unless given specific and verifiable access by an STM faculty member or administrator.
2. **Student Access.** Students may not possess or use keys or access cards of any sort that provide access to school buildings or property.

e. **Vandalism/ Damage**

- i. **Definition.** Vandalism shall be defined as the defacing, damaging, destroying, or showing reckless disregard for school property.
- ii. **Reparation for Property Damage.** Property damage, including accidental damage, to school property will be repaired or replaced at the cost of the student.

f. **Prohibited Articles**

- i. **Definition.** Items which are not conducive to an academic environment or which are hazardous to the safety of others are not permitted in or on school grounds at any time. These items are as listed below, but not limited to:
 1. **Weapons.** Possession of a weapon in or on school grounds is not permitted. A weapon shall be defined as an item designed and/or used for inflicting bodily harm.
 2. **Tobacco.** The possession or use of tobacco in or on school grounds is not permitted.
 3. **Alcohol and Illicit Drugs.** The possession or use of alcohol or illicit drugs or associated paraphernalia in or on school grounds is not permitted.
 4. **Cell Phone Limitations.** Cell phones cannot be used for calls, text messages, or retrieval of messages during instructional time.
 - a. Parents are asked to refrain from calling or text messaging students during school hours. Instead, parents should call the main office to notify their student of an emergency message.
 5. **Electronic Device Limitations.** Cameras and MP3 Players are not permitted during instructional time unless given express permission by a teacher. Items such as tablet PC (e.g., iPad) and laptops may only be used in class with the permission of the teacher.

g. **Prohibited Actions**

- i. **Gambling.** Gambling is not permitted in or on school grounds.
- ii. **Displays of Affection.** Public displays of affection are not permitted in or on school grounds.
- iii. **Peddling for Personal Profit.** Peddling of merchandise or solicitations for personal profit are not permitted in or on school grounds.

1. Peddling or solicitations for a charitable cause may be permitted with the approval of the Dean of Student Affairs.
- iv. **Profane Language.** Use of profanity is not permitted.
 1. Profanity towards school administration, faculty or staff, or any other form of disrespect is not permitted.
- v. **Insubordination.** Insubordination is not permitted. Insubordination shall be defined as showing defiant behavior toward authority or refusing to follow orders.
- vi. **Cutting Class.** Cutting class is not permitted
- vii. **Leaving School.** Leaving school grounds or being out of the school building without permission during school hours is not permitted.
- viii. **Theft.** Theft of property is not permitted.
- ix. **Cheating.** Cheating and/or theft of intellectual property through plagiarism is prohibited. See section IV for further regulations on plagiarism.
- x. **Aggravating Behavior.** Harassment, hazing, or bullying of any kind is prohibited.
 1. Harassment shall be defined as a pattern of subjecting another to aggressive pressure or intimidation. This shall include stalking.
 2. Hazing shall be defined as the imposition of strenuous, humiliating tasks as part of a program of initiation.
 3. Bullying shall be defined as using superior strength or influence to intimidate another into doing something the bully demands. See section IX for further regulations on cyber-bullying.
- xi. **Fighting.** Fighting in or on school grounds is not permitted.
- xii. **Driving Violations.** Reckless or irresponsible driving on school grounds is not permitted.
- xiii. **Threats.** Threatening the safety of the school community is not permitted.

VII. DISCIPLINARY MEASURES

a. Administrative Detention

- i. **Serving Detention.** Detentions are to be served on the assigned Tuesday or Thursday from 3:15-4:00 pm. and shall supersede all extracurricular responsibilities.
- ii. **Missing an Assigned Detention.** Failure to serve detention will result in a parent conference and possible further disciplinary action.

b. Initial Probation.

A written notice of potential suspension to be sent to parents and students.

c. In-School Suspension

- i. **Duration.** May not exceed one (1) day in length.
- ii. **Notification.** Parents will be notified in written form to outline the reason for the suspension and this letter will be filed in the student's disciplinary record.
- iii. **Time.** Suspension is to be served from 8:10-3 pm in the main office. Make-up work may be provided on the basis of teacher approval.
- iv. **Exclusions from Student Life.** Student is not permitted to take part in school lunch in the cafeteria or flex activities. Student may not participate in extra-curricular activities and must leave the premises promptly at 3pm.

d. Out-of-School Suspension

i. Duration. Depending on the severity of the offense, the suspension may be short or long-term.

1. Short-term Suspension: 1-5 Days
2. Long-term Suspension: 5-10 Days
3. Suspensions may not exceed 10 days

ii. Notification. Parents will be notified in written form to outline the reason for suspension; this notification will be filed in the student's disciplinary record.

iii. Exclusions from Student Life. Students placed on suspension are not permitted on campus and therefore may not attend school or any STM related extracurricular activities during the suspension period.

iv. School Work. Students will not be permitted to make up missed school work.

e. Post-Suspension Probation

i. Definition. This shall be the status of a student returning from an Out-of-School Suspension.

ii. Duration. Students will remain on Post-Suspension Probation until a meeting with the Principal is held to determine terms of the student's return.

iii. Further Review. At the discretion of the Principal, the student may be referred to the Faculty Review Board for further disciplinary consideration.

f. Dismissal

i. Dismissal from STM means that a student is being discharged from the school.

ii. A student dismissed from STM is no longer permitted the rights or privileges of an STM student. Further, they may not attend any student activities for the duration of the school, or for a period defined by the Principal at the time of dismissal.

VIII. DISCIPLINARY ACTION

a. Consequences. Listed in Appendix B are the potential consequences for infractions of the disciplinary policies of STM. Infractions may be listed under more than one category of Disciplinary Action with discretion for severity of the offense.

IX. OPERATING PROCEDURES

a. Hours of Operation.

i. Open. Doors open at 7:15 am.

ii. School Day Begins. The school day begins at 8:10 am, thus all students are expected to arrive on campus by 8:00 am to be fully prepared for first period.

iii. Uniform. Students must be in complete uniform when entering the school building.

iv. Dismissal. The bell to dismiss students in the afternoon rings at 3 pm, thus ending the school day.

v. Time at Which to Leave Campus. Unless a student is involved in a structured after school activity with a teacher/counselor, or supervised extra-curricular activity, students should leave campus by 4:00 pm.

vi. School Closing Time. Campus facilities will be closed at 6:00 pm daily with the departure of the late bus.

vii. Pick Up. Parents should pick up students promptly after a scheduled activity.

- b. **After-Hours.** Students are not permitted to remain in the building, on school grounds, or to use school facilities after school or on days when school is not in session unless under the direct supervision of a member of the administration, faculty or staff, who is present during the time a school-sponsored activity is taking place.
- c. **Prayers and Announcements.**
 - i. **Respectful Manner.** Students are to stand in an orderly and respectful manner for the prayer and pledge at the start of each day.
 - ii. **Silence during Announcements and Attendance.** Students are expected to remain silent during announcements made over the public address system or by broadcast; likewise they are to remain silent while attendance is being taken.
 - iii. **Behavior for Prayer in Class.** Students are to be respectful for the recitation of prayer at the beginning of each class and at the end of the day.
 - iv. **Dismissal after Prayer.** Students are dismissed only after the afternoon prayer has concluded.
- d. **Class Change.** Between the end of one class and the start of the next, students are permitted to go to their lockers or use the restroom. Book bags are not permitted in the classrooms.
- e. **Agenda Book.** Students are issued an agenda book which must be carried at all times. Students are to use this book to record all assignments that will take place outside the classroom, such as homework and future projects or test preparation.
- f. **Hall Passes.**
 - i. **Agenda Book System.** Teachers may use the aforementioned agenda books as the Hall Pass for students leaving the classroom for matters such as bathroom use.
 - ii. **Alternate Systems.** A teacher may adapt a different system than stated above with the approval of the Dean of Academic Affairs.
 - iii. **Passes to the Nurse's Office.** A written pass from the teacher is required for a student's admittance to the Nurse's Office.
- g. **Lockers.**
 - i. **Assigned.** Students may only use the lockers to which they are assigned.
 - ii. **Must Use Built-In Lock.** Only combination locks built into lockers are permitted on school lockers.
 - iii. **Combination.** Students who divulge their combination to others, and/or "rig" their locker, do so at their own risk. STM is not responsible for unsecured property that is lost or stolen.
 - iv. **Use of Lockers Recommended.** Personal property should not be left unattended and lockers should be securely closed after each use.
 - v. **Valuables.** Personal property of value is best kept at home.
 - vi. **Inspection.** The lockers are the property of STM and may be inspected any time.
- h. **Food & Drink**
 - i. **Cafeteria.**
 - 1. **Food Only in Cafeteria.** The cafeteria is the only room in the school wherein food may be eaten.

a. **Exception.** The exception for the above stated rule is: Students attending a lunch time/flex-scheduled meeting with a teacher may bring lunch to that meeting.

2. **Violations.** Violations of this regulation can lead to detention.

3. **Cafeteria Behavior.** Students are to maintain proper behavior in the cafeteria and are to observe proper forms of etiquette.

4. **Clean Up.** After finishing lunch, the student must clear his/her section of the table, and deposit all waste materials in the trashcans provided.

5. **Snack Bar.** Students who choose to purchase food and/or drinks before or after school via the Snack Bar must consume them in the cafeteria.

ii. **Other Areas.** Students are not to eat or drink beyond the cafeteria.

1. **Exception.** The only exception the above stated rule is the use of water bottles when permitted by the respective teacher in his or her classroom.

2. **No Food/Drink around STM Technology.** There is no food or drink of any kind when around STM technology, such as in the library. This includes during Lunch/Flex times and before and after school.

i. **Medical Concerns**

i. **Illness.** If a student becomes ill during school, he/she must request a pass from his/her teacher to the Nurse's Office; he/she is expected to report to the Nurse's Office immediately. Upon being discharged from the health office, the nurse will issue a return pass for the student to be used for prompt return to class.

ii. **Dismissal for Illness.** In a case of serious illness, a student may be dismissed from school only after the Nurse's Office has contacted a parent and transportation has been arranged. Students are not permitted to call home to request parents pick them up; the school is to make all dismissals of students who are ill. Parents must report to the main office before taking a sick student from school. Any student who fails to adhere to these procedures may be considered truant from school.

iii. **Medications.** Prescription drugs are medications prescribed by a physician. The medicine must be in the original container from the pharmacy (state law) and have the label with directions for administration.

iv. **Role of the School Nurse.**

1. **Prescription Medication.** The school nurse must administer any medication that has been prescribed by a physician.

2. **Non-Prescription Medication.** The school nurse may also give non-prescription medications with parental permission.

3. **Notification of Allergies.** The school nurse must be notified of any allergies the child may have, especially those to medication.

4. **No Student Possession of Medication.** Students must not be in possession of their own prescription medicines. With the exception of an inhaler, these medicines are to be kept in the Nurse's Office.

5. **Record of Medication.** The school nurse will maintain a record of the medication administered.

6. **Other Health Accommodations.** Students who may require special accommodations resulting from health concerns will take such recommendations to the school nurse who will determine the appropriate accommodations needed.

v. **Accident (Injury) Report.**

1. **Accident in School.** Any student who sustains an injury while in school must notify an adult on the scene of the incident or nearest to the scene of the incident (e.g., teacher, coach, etc.).
2. **Accident Off-Campus.** If an injury is sustained while away from campus, students are to notify the supervising administration, faculty or staff.
3. **Accident Report.** In the case of both #1 and #2 above, an accident form needs to be completed and submitted documenting the entire incident to the school nurse.

j. Transportation.

i. Automobiles.

1. **Licensure Requirement.** Only properly licensed persons are permitted to drive themselves to school.
2. **Parking Permit.** All students using STM parking facilities must obtain a parking permit that requires a fee.
 - a. **Alternate Vehicle.** Students who, on occasion, may drive a different car must move the parking permit to the new vehicle.
 - b. **No Parking without Permit.** Students without a permit will not be allowed to park on school grounds.
 - c. **Numbered Spaces.** All cars must be parked in the designated numbered space, as per the permit of the student.
3. **Special Parking Spaces.** Handicapped and visitor parking spaces are designated.
4. **Speed Limit.** The speed limit on the school grounds is 15 mph.
5. **Penalty for Speed Limit Violation.** Any student exceeding this safe speed will face disciplinary actions. Repeat offenders, (defined as three (3) or more violations) will lose their parking privilege without obtaining a refund of the parking permit fee.

ii. Busses. School buses are considered an extension of STM, which carries application of all policies and procedures.

1. **Student Responsibility.** Students who ride the bus either to or from school or during school-sponsored trips are responsible for their own behavior.
2. **Improper Behavior.** Improper behavior which may be distracting to the driver, which may jeopardize the safety of others, or which may damage the bus, will result in disciplinary actions that may include the removal of the student from the bus for a specified period of time.
3. **Prohibition on Food and Beverage.** Eating or drinking is not permitted on the bus. Any violation of bus regulations will result in disciplinary actions that may include the removal of the student from the bus for a specified period of time.
4. **Boarding Time.** Busses should be boarded at the conclusion of the school day, and not before this time. The busses will be dismissed promptly at 3:20 pm.

k. Field Trips.

- i. Approval of Trips.** The Principal must approve all school-sponsored field trips.
- ii. Parental Consent.** In order to participate in any field trip, students must have submitted a completed Parental Consent Form.

- r. **Student Activities.** A student clubs exists at STM only with the express permission of the school administration. Establishment of any club requires following policies and procedures set forth by Dean of Student Affairs.

X. STUDENT UNIFORM POLICY

- a. **General Policies.** All students are required to wear the official STM uniform. Students must be in proper uniform attire at all times in the building – before, during and after school. Any inappropriately dressed students will not be permitted to attend classes. Violation of this policy will result in disciplinary actions, as spelled out in the Discipline section of this handbook. All uniforms must be purchased through Saint Thomas More’s uniform supplier:

RUSH Uniform Inc.
101 West Harrison Ave.
New Castle, DE 19720
(302) 328-5444

- b. **Spring Uniform.** The Spring Uniform is worn from the first day of classes through October 31st and after April 1st to the last day of school.
- c. **Winter Uniform.** The Winter Uniform is worn between November 1st and March 31st.
- d. **Academic Uniform.**

- i. **Female Students**

- 1. **Year Round**

- a. Skirt length must be no more than two inches above the knee and not rolled at the waist.
 - b. Black or navy solid tights or plain knee-high socks
 - c. Shirts must be properly buttons and tucked in at all times and properly buttoned. If an undershirt is chosen, it must be white in color
 - d. Willits Navy Semester shoe or Navy Sperry Top-Sider Women’s Bluefish 2-eye Boat Shoe.

- 2. **Spring Variation**

- a. Navy polo shirt with STM insignia

- 3. **Winter Variation**

- a. Blue oxford button-down long-sleeve shirt
 - b. Navy long-sleeve or vest sweater with STM insignia (optional in the Spring)

- ii. **Male Students**

- 1. **Year Round**

- a. Shirts must be properly buttoned and tucked in at all times.
 - b. Khaki pants are to be worn above the hips with a black or brown belt.
 - c. If an undershirt is chosen, it must be white in color
 - d. Black, navy, or dark brown socks
 - e. Sperry Top-Sider Men’s Mako 2-eye Canoe Moc Boat Shoe-(Color: Amaretto).

2. **Spring Variation**
 - a. Navy blue polo shirt with STM insignia
3. **Winter Variation**
 - a. Blue oxford button-down long-sleeve shirt
 - b. School tie knotted firmly up to the neck
 - c. Navy long-sleeve or vest sweater with STM insignia (optional in the spring)
- iii. **STM Gear.** Unless otherwise noted, every Friday, students are permitted to wear their STM outerwear in lieu of the sweater.
- iv. **P.E. Uniform.** Students who are enrolled in Physical Education class must wear a P.E. uniform for the duration of the class.
 1. **Purchase.** Uniforms must be purchased through the school office.
 2. **Uniform Parts.** P.E. Uniforms consists of black shorts and heather grey t-shirt, both containing the STM insignia.
 3. **P.E. Uniform in P.E. Class.** Students must wear their P.E. uniform to P.E. classes during Tag Days.
- v. **Hair & Makeup.**
 1. **Natural Hair Colors.** Hair color must be worn in natural colors (e.g., no purple hair, or green tips).
 2. **Hair in General.** All students' hair will be clean and neatly cut.
 - a. **For gentlemen:** hair must not fall an inch below the ears and sideburns must be neatly trimmed and cut to the middle of the ear. Overall, hair must not exceed three inches in total length from the scalp. Moreover, gentlemen must be clean-shaven at all times – no elements of a beard or moustache can show.
 - b. **For ladies:** makeup styles of an extreme nature are not permitted.
- vi. **Accessories.**
 1. **Hat.** Students will not wear hats in the building.
 2. **Tattoos.** Displaying of tattoos is not permitted.
 3. **Piercings.** Piercings of any sort except on the ear lobes of female students are not permitted.
 - a. Female students may wear two pairs of earrings.
 - b. Earrings longer than one inch are not permitted.
 4. **Jewelry.** Excessive or distasteful jewelry is not permitted.
 5. **No Earrings on Men.** Male students may never wear an earring on campus or when representing the school.
- vii. **Tag Days.** At various times on the school calendar, students will be allowed to dress down on "Tag Days".

1. **Appropriate Clothing.** Students are expected to be in appropriate clothing adhering to the basic dress code rules.
 2. **Non-Permitted Items.** The following items are not permitted:
 - a. Tee shirts with inappropriate writing or graphics
 - b. See-through clothing
 - c. Spaghetti straps, halter tops, bare midriffs
 - d. Exposed undergarments, pajamas, cut-offs
 - e. Shorts above mid-thigh (fingertip policy),
 - f. Revealing or inappropriate clothing items.
 - g. Additionally, for male students: No sleeveless shirts or hats
 3. **School Determines Appropriateness.** STM's administration reserves the right to determine clothing appropriateness.
 4. **A Tag Day is attached to the Day.** If a student is absent on a given tag day, he or she cannot make it up on another day.
- viii. **Special Events.** Students are expected to dress modestly at school dances or other special functions.

XI. TECHNOLOGY

- a. **Network Policies.** The use of the STM's computers, wired and wireless network, printers, and server capacities are a privilege.
 - i. **Destructive Behaviors.** Any student who deliberately attempts to maliciously deface, damage, or destroy any STM technology will not only face possible dismissal, but also civil and/or criminal penalties with law enforcement.
 - ii. **Malicious Behaviors.** In addition, any student who chooses to maliciously deface, damage, or destroy the intellectual property of any STM community member – administration, faculty, staff, student, or parent – will face similar punishments.
 - iii. **Cyber Bullying.** Cyber bullying of any STM community member, no matter when the offense occurred – whether during school hours or not – is not tolerated, and thus may face similar punishments.
- b. **Firewall and Restrictions.** STM secures the services of a firewall to assist in screening out undesirable data such as viruses, worms, trojans, etc., as well as immoral and improper websites such as those promulgating sex, hate, violence – including guns and bombs – and other unacceptable content.
 - i. **Attempts to Circumvent.** Any malicious attempt to circumvent STM's firewall, such as a proxy server or any such similar usage to obtain data fitting into the above descriptions, will be subject to disciplinary actions that could lead to dismissal, depending upon the severity and the number of times accessed.
- c. **Student Logins.** Every student has an individual username (first initial, last name, all lowercase, without spaces) with an initial default password of 123. This log-in entitles students to access STM computers and network – including personal storage space on a STM server.
 - i. **Initial Log-in.** Upon initial log-in, students are required to create their own password. Only the student will know this password – STM does not track passwords.
 - ii. **Password to be Held Privately.** Students are to treat this password as they would their locker combination – they should not divulge their password to anyone.
 - iii. **Logging Out.** Upon completing their work on the STM network, students must log-out of their settings.
 - iv. **Misuse of Account.** Students who misuse their account by setting improper backgrounds or screen savers, who fail to log off, or who divulge their password resulting in their username

appearing on multiple logins, will lose access to their account on a temporary basis. Repeat offenders will lose access for longer periods of time.

- d. **Diocese of Wilmington Technology Policies.** All schools under the auspice of the Catholic Diocese of Wilmington, including STM, will adhere to all guidelines and policies identified in the Diocesan Technology Policy – this includes the language on social networking usage. A copy of this policy can be viewed at www.cdow.org.

XII. SEXUAL HARASSMENT

- a. Matters regarding sexual harassment are covered by the Diocesan policy from its “For the Sake of God’s Children Program.” See Appendix D.

XIII. GENERAL ATHLETIC POLICIES. See the Athletic Handbook.

XIV. APPLICATION. This Handbook and its policies and its procedures shall be implemented under the auspices of the Principal who shall interpret and apply such policies and procedures as well as provide policy and take action in matters not addressed in this handbook.

XV. AMENDMENTS. The contents of this handbook, as written, have been presented to and placed on file by the Diocese of Wilmington’s Catholic Schools’ Office. Further changes to this Handbook may be made by the Principal, on consultation with his administrative team, and submission and approval by the Diocese of Wilmington’s Catholic Schools’ Office.

APPENDIX A
Fee Schedule

STM Fee Schedule for 2011-12

Expense	Amount
Application.....	\$75
Registration	
New Student.....	\$300
Returning Student	\$300
Bus Deposit.....	\$200
Tuition (Financial Assistance Available*)	\$9,225
Transportation – Bus.....	\$1400 or \$1500 depending on distance Included on TMS
Parking Fee	\$50 if driving to school
Fee & Schedule Day	
Books	Varying amt. depending on courses (On-Line)
Gym Uniform	\$25 if applicable
Art Fee	\$75 per credit
Lab Fee	\$40 per credit
Tech Fee.....	\$100 all grades
Retreat.....	\$150 all grades
Testing	\$25 excluding seniors
AP Exam.....	\$85 each
Senior Fee	\$350 seniors only

APPENDIX B
Disciplinary Guidelines

<p align="center">Guidelines for Dealing with Infraction (see note 2)</p> <p align="center">-----</p> <p align="center">Type of Infraction</p>	Categories of Penalties Include but are not limited to...												
	Written Warning see NOTE 1	Confiscation	Admin. Detention	Initial Probation	Driving Suspension	Removal of Parking Permit	Activity Suspension	In-School Suspension	Short-term Suspension	Long-term Suspension	Post-Suspension Probation	Dismissal	Police
1 Inappropriate Student Conduct at Athletic Event													
2 Inappropriate Spectator Conduct at Athletic Event													
3 Inappropriate Student Conduct at Social Event													
4 Three (3) or more Unexcused Lateness	1-3		4-8										
5 --> Six (6) or more Unexcused Lateness				9th				15th					
6 Eating in Unauthorized Areas			1-4	5th									
7 Three (3) or more Behavioral Detentions				3rd									
8 Uniform Infraction	1-2		3-7										
9 --> Repeat Uniform Infractions				8th									
10 Use of Unauthorized Areas													
11 Vandalism/ Damage													
12 Unauthorized use of Cell Phone, Camera, MP3													
13 --> Repeated Unauthorized Use													
14 Possession/Use of a Weapon													
15 Possession/Use of Tobacco													
16 Possession/ Use of Alcohol, Drugs or Paraphernalia													
17 Sale of Alcohol, Drugs, or Paraphernalia													
18 Gambling													
19 Public Displays of Affection													
20 Unauthorized Peddling or Solicitation													
21 Profanity													
22 --> Use of Profanity/ Disrespect for Faculty													
23 Insubordination													
24 Cutting Class or Leaving School Grounds													
25 Theft													
26 Cheating Plagiarism													
27 Harassment/ Hazing/ Bullying/ Cyber-bullying													
28 Fighting													
29 Reckless or Irresponsible Driving													
30 --> Repeated Reckless Driving													
31 Threatening the Safety of STM Community													

NOTE1: Infractions #1-3,6, 8,10,12,18-22, 24-29 may be address with a witten "Warning" or "Detention" depending on severity or intention of perpetrator.

NOTE2: A combination of **multiple infractions can result in a suspension** or dismissal issued by the Principal or Faculty Review Board. Fox example: A student behaving improperly at a social event (#3) whose improper behavior involved fighting (#28), may face a higher penalty even in the first instance of such a violation.

NOTE3: Issues involving absences are not reflected on this chart, but will be dealt with as per the appropriate section of this handbook. Also some details of penalties do not appear on the chart, but rather in the discipline section of this handbook.

APPENDIX C
Honor Societies

I. National Honor Society

a. Membership Process.

- i. The National Honor Society is a society that invites membership to first-semester seniors and second semester sophomores and juniors based on scholarship, leadership, service, and character. The Chancellor Chapter at STM is comprised of students who excel in all four of these areas.
- ii. Students who qualify academically will receive a letter of invitation. Students who have a cumulative average of 90% are notified of their scholastic eligibility and are invited to complete and submit the Student Information Form.
- iii. Faculty members are invited to evaluate the scholastically eligible students on the basis of leadership, service, and character.
- iv. The Academic Affairs Committee of STM serves as the NHS Screening Committee. It meets and reviews the following items in evaluating the applicants:
 1. Student Information Forms
 2. Faculty evaluations
 3. Other verifiable information about each candidate.
- v. Candidates receiving a majority vote of the NHS Screening Committee will be inducted into the chapter.

b. Membership Requirements. A student inducted into the Chancellor Chapter of the National Honor Society must:

- i. Maintain academic standing (at least 90% academic average per quarter).
- ii. Present a verified service sheet indicating at least 10 hours of service per semester. These hours may be used mutually in fulfilling both the NHS service requirement and the STM service requirement.
- iii. Attend regularly scheduled NHS meetings.
- iv. Participate in all activities sponsored by the Chapter and fulfill all responsibilities assigned to the Chancellor Chapter of the NHS.
- v. Conduct oneself in a manner befitting an outstanding member of the student body.

II. The International Thespian Society

- a. **Overview.** The International Thespian Society is an honorary organization for high-school and middle-school theatre students located at more than 3,900 affiliated secondary schools across the United States, Canada, and abroad. The Society recently inducted its two millionth Thespian.
- b. **Mission.** The mission of ITS is to honor student excellence in the theater arts; its motto is, "Act well thy part; there all the honor lies." Students earn an invitation to Thespian Society membership on the basis of their achievements in the school's theatre program.
- c. **Affiliation.** The International Thespian Society is a division of the Educational Theatre Association.

APPENDIX D
SEXUAL HARASSMENT
(For the Sake of God's Children)

The Catholic schools in the Diocese of Wilmington, in accordance with Title VII of the Civil Rights Act of 1964 and "For the Sake of God's Children" standards of ethical behavior, will not tolerate acts of harassment of its employees or students on the basis of age, ethnicity, color, national origin, sex, religion or disability. All employees and students are responsible for ensuring that all schools are free from all forms of harassment.

1. **Harassment Defined.** Harassment is unwelcome verbal or physical conduct directed at an individual because of age, ethnicity, color, national origin, sex, religion, or disability, which unreasonably disrupts or interferes with that individual's work or school activities, or which creates an intimidating, offensive, or hostile environment.
2. **Sexual Harassment.** Sexual harassment is a type of harassment which refers to unwelcome conduct based on an individual's gender or which is of a sexual nature. This includes unwelcome sexual attention, sexual advances, and requests for sexual favors. It also includes unwelcome verbal, visual, or physical conduct directed at an individual because of gender.
 - a. Examples of sexual harassment include conditioning employment actions or student grades upon the grants of sexual favors or submission to sexual conduct; unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; and the display of sexually suggestive pictures or objects. The above examples do not constitute all types of conduct which could violate this policy.

Persons Covered. This policy applies to all members of the STM community - male and female students, employees, coaches, volunteers, and administrators.

3. Procedure for Complaint and Investigation

- a. **Complaint.** Any employee, volunteer, or student, who believes that he or she has been subjected to harassment, as described in above, has a responsibility to report the harassment as soon as possible to the principal. All employees, volunteers, and students are responsible for ensuring that all schools are free from all forms of harassment.
- b. **Investigation.** The administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a "need to know" basis only. As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer, or student who brought the harassment complaint of the findings and conclusions of the investigation.
- c. **Action.** Any employee, volunteer, or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of the above will be subject to appropriate disciplinary and legal action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. In cases requiring disciplinary action, the administrator will consult with the superintendent of schools before any disciplinary action is taken in the matter.
- d. **Retaliation Prohibited.** Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment is strictly prohibited. Any employee, volunteer, or student who retaliates against another employee, volunteer, or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment in the case of an employee or suspension or dismissal from school in the case of a volunteer or student.

APPENDIX E
**GENERAL INTERNAL STRUCTURE OF THE
ADMINISTRATION, FACULTY AND STAFF AT SCHOOL**

Principal

- a. Dean of Academic Affairs
 - i. Faculty
 - ii. Department Chairman
 - iii. Director of Guidance (Guidance Counselor)
- b. Dean of Student Affairs
 - i. Director of Health Services (Nurse)
 - ii. Director of Athletics
 - 1. Assistant Director of Athletics
 - 2. Coaches
 - 3. Assistant Coaches
 - iii. Student Activities Director
 - 1. Club Moderators
 - iv. Director of Discipline
- c. Director of Admissions
- d. Director of Campus Ministry
(If this person is a priest he is appointed by the Bishop and would carry the title of Chaplain [Canon 564], other than that circumstance the person would carry the title of Director of Campus Ministry)
- e. Business Manager
 - i. Food Services

APPENDIX E
ALMA MATER AND PRAYERS

Alma Mater

Hail to you, dear alma mater
Cradle of respect and truth
Lamp of wisdom, font of rev'rence
Dowered with eternal youth

Let your spirit born in us
Soar as ravens soar
God preserve your hallowed hall
Long live Saint Thomas More

Prayer at the End of the Day

All: Our Lady of the Highway
Be with us on our journey
For all your ways are beautiful
And all your paths are peace.

Leader: St. Thomas More

Response: Prayer for us.

Leader: Live Jesus in our hearts

Response: Forever

The St. Thomas More Prayer

Father, you confirm the true faith with the crown of martyrdom. May the prayers of Saint Thomas More give us the courage to proclaim our faith by the witness of our lives. Grant this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.

Common Catholic Prayers

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses, as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners now and at the hour of our death. Amen.

Glory Be...

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen

Prayer before meals

Bless us, O Lord, and these thy gifts which we are about to receive from thy bounty through Christ our Lord. Amen.

Prayer After Mass (Anima Christi)

Soul of Christ, sanctify me.
Body of Christ, save me.
Blood of Christ, inebriate me.
Water from Christ's side, wash me.
Passion of Christ, strengthen me.
O Good Jesus, hear me.
Within your wounds, hide me.
Separated from you let me never be.
From the malignant enemy, defend me.
At my time of death, call me,
Close to you bid me
That with your saints I may be
Praising you for all eternity. Amen.

Prayer to the Holy Spirit

Come, O Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created. And you shall renew the face of the earth. Let us pray: O God, who has taught the hearts of the faithful by the light of the Holy Spirit, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation, through Christ our Lord. Amen.

Apostles Creed

I believe in God, the Father almighty, creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day he rose again from the dead; he ascended into heaven and is seated at the right hand of the Father; from thence he shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your sacred heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month.

Evening Offering

O my God, at the end of this day I thank you most heartily for all the graces I have received from you. I am sorry that I have not made a better use of them. I am sorry for all the sins I have committed against you. Forgive me, O my God, and graciously protect me this night. Blessed Virgin Mary, my dear heavenly mother, take me under your protection. St. Joseph, my dear guardian angel, and all you saints of God, pray for me. Sweet Jesus, have pity on all poor sinners, and save them from hell. Have mercy on the suffering souls in purgatory.

Prayer to St. Michael the Archangel

St. Michael the Archangel, defend us in battle; be our defense against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the heavenly host, by the power of God, thrust into hell Satan and all the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

Guardian Angel Prayer

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light and guard, to rule and guide. Amen

The Rosary

The rosary consists of fifteen decades. Each decade focuses upon a particular mystery in the life of Jesus Christ our Lord and Savior. It is customary to say five decades at a time, while meditating upon one set of mysteries.

Begin the rosary with the Apostles Creed, one Our Father, three Hail Marys, and Glory Be.

Then ponder one of the three sets of mystery in the life of Christ. Start each meditation with one Our Father, then 10 Hail Mary's and a Glory Be (then move on to the next mystery in that section)

Joyful Mysteries

- I. The Annunciation
- II. The Visitation
- III. The Birth of our Lord
- IV. The Presentation of our Lord
- V. The Finding of our Lord in the Temple

Sorrowful Mysteries

- I. The Agony in the Garden
- II. The Scourging at the Pillar
- III. The Crowning with Thorns
- IV. The Carrying of the Cross
- V. The Crucifixion and Death of our Lord

Glorious Mysteries

- I. The Resurrection
- II. The Ascension
- III. The Descent of the Holy Spirit
- IV. The Assumption of our Blessed Mother into Heaven
- V. The Coronation of Mary as Queen of Heaven and Earth

Conclude with:

Hail, Holy Queen, Mother of mercy, our light, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate, thine eyes of mercy towards us and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

- V. Pray for us, O holy Mother of God.
- R. That we may be made worthy of the promises of Christ.