St. Thomas School
Newton, IL

Student-Parent Handbook

2026-2027

Mission Statement

St. Thomas School is a
faithful community of people
dedicated to communicating Gospel values,
educating and developing the whole person,
and providing opportunities for growth,
thus enabling the students and staff
to be of service to God,
to each other,
to the Church,
and to society.

St. Thomas the Apostle School
Newton, IL

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PHILOSOPHY OF ST. THOMAS SCHOOL

WE BELIEVE that Catholic Education centers on Jesus Christ. This educational ministry seeks to communicate Gospel values and provides for a Community of Faith which is living, conscious and active within a Christian Community.

WE BELIEVE in the integration of the Faith in the lives of our students so each can have the opportunity to develop the whole person; spiritually, morally, intellectually, emotionally, socially and physically. In building the Kingdom of God, we emphasize the great importance of each individual as loved and loving.

WE BELIEVE in fostering an environment in which each student is encouraged to accept responsibility for personal choices, to think critically and to acquire leadership skills.

WE BELIEVE that the mission of St. Thomas School is to enable the students to be of service to God, to each other, to the Church and to society.

ADMISSIONS: St. Thomas the Apostle School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

Certain programs and sports are designed and intended for participation by a single gender. School and parish programs are committed to providing opportunities for all students regardless of gender, within constraints of the school's resources. The appropriateness of educational programs and/or the availability of space may be legitimate factors affecting admissions. The personal situation of the parents/legal guardians, in the absence of public scandal, should not affect the current enrollment status of a student.

St. Thomas School gives preference in admission to Catholic students who are members of St. Thomas Parish; secondly, to Catholic students who are not members of St. Thomas Parish, thirdly, to students who are not Catholics.

Non-Catholics may be accepted into St. Thomas School, but the administration reserves the right to refuse them. If they are accepted into the school, they must meet certain requirements.

- They may not come as a temporary protest against public school policy.
- They must pay on the first day of school, part of the tuition and book fees set by the St. Thomas School Board.
- They must remain in the classroom during Religion exercises held during Religion periods, and they must attend any religious celebrations, functions, masses, etc., but are only required to participate as they are comfortable doing.

The administration reserves the right to test any student for grade placement who transfers to St. Thomas School.

Students may be admitted to first grade if they reach the age of six (6) on or before September 1 of that school year. To be admitted to kindergarten, students must reach the age of five (5) on or before that date. A certified copy of a student's birth certificate must be presented upon initial enrollment.

ACADEMIC POLICIES:

A. **HOMEWORK:** One of the chief means of communication between the parents and the school is homework. It provides the parents with an opportunity to follow what and how their children are doing in school. Cooperation of the parents in supervising homework is requested. No teacher should be burdened with careless and inaccurate homework. If a child finds it necessary to spend unreasonable amounts of time on homework, there is a problem; the teacher should be consulted.

   Homework is due and must be turned in at the period when it is due. Written work is not the only type of homework; study or oral assignments are also given. In all grades reading of library books is a must for every

child. Whatever type of work is assigned, the student should realize that homework is HIS/HER responsibility and must be done consistently with emphasis on COMPLETENESS, ACCURACY AND NEATNESS.

B. **GRADING SCALE:** Teachers of grades 1-8 at St. Thomas use the following grading scale. See the Kindergarten Handbook for kindergarten grading practices.

A+	100	B+	92-91		
A	99-95	B	90-88		
A-	94-93	B-	87-86		
C+	85-84	D+	74	F	69 or below
C	83-77	D	73-71		
C-	76-75	D-	70		

C. HONOR ROLL GRADES 6-8

A+ is 13 points	A is 12 points	A- is 11 points	
B+ is 10 points	B is 9 points	B- is 8 points	
C+ is 7 points	C is 6 points	C- is 5 points	
D+ is 4 points	D is 3 points	D- is 2 points	F is 1 point

A Honor Roll: 11 points or above

B Honor Roll: 9 to 10 points

Subjects that are averaged for Honor Roll include: Language Arts, Math, Science, Social Studies, and Religion. Honor Roll is figured in grades 5-8. The Honor Roll average is computed by the TeacherEase grade system. The average is not rounded.

D. **PROMOTION/RETENTION:** A student needs to demonstrate mastery of the subject matter to be promoted to the next grade level, because success at each grade level is important and affects progress at the next level. The minimum academic requirements for primary students are that they must have adequate social skills and maturity for that grade. Failure in reading or math may result in retention. For students in grades 3-8 a failure in two or more core subjects is grounds for retention. If a student is placed in the next grade because of parental wishes and over the objections of the school's professional staff, the parent(s) will be required to sign a statement that says they know the student is being moved to the next grade against professional advice. (This only applies to kindergarten students. Teachers have the final say after kindergarten.)

E. **TESTING:** As required by the Diocese of Springfield, the MAP Growth Assessment is administered every year to students in grades 3rd-8th. A religion assessment, using the program and grade levels specified by the Office for Catechesis, will also be administered in grades 5 and 8.

F. **GRADUATION:** Upon successful completion of 8th grade, students will be promoted to high school. Diplomas will be presented during graduation ceremonies held in May each year.

APPOINTMENTS: A written note or phone call to the office must be provided for a student's release from school for appointments scheduled during the school day. Parents/guardians should not come for their child without a previous note or call. Every effort should be made to schedule appointments for Saturday or after school. Students leaving for appointments during school hours must be picked up in the office and the parent/guardian must sign them out. Students will be considered absent during the time they are gone for appointments.

ATTENDANCE/ABSENCES/TRUANCY: Regular attendance at school contributes to a student's success. Excused absences include illness or death in the family only. Teachers may give work ahead of time if informed in advance that a student will be on an extended absence. Each situation will be dealt with on an individual basis. A student is responsible for making up any work for the day he/she was absent from school. A student is allowed one day for each day of absence to make up the work that was missed. When a student is absent for more than one day, it is helpful if any completed work is sent back to school with a sibling. Parents/guardians must call the office by 9:00

a.m. if their child will be absent from school, although earlier is preferred. If the parent does not call the school, the school will contact the parent. Medical, dental, orthodontist, and eye appointments are excused absences.

If a student is absent in excess of seven (7) days a quarter, the parents will be contacted for a conference. Any absences in excess of thirty (30) days for the entire year will require a doctor's statement before placement of the child will be made for the following year.

A student who is absent without a valid cause for a school day or portion of a school day is considered truant. Students missing more than 15 unexcused days of school will be reported to the truancy officer.

A student is marked tardy "T" when he/she arrives after the first bell. Every four tardies will result in a detention or some other consequence. If a student is absent 30 minutes or less at any time of the day, he/she will be marked as tardy. A student that is absent 31 minutes to 3 ½ hours will be marked as one-half day absent. A student that is absent more than 3 ½ hours will be marked as a full day absence.

NOTE: Deer hunting, fishing, shopping, vacations, farm work, farm progress show, or babysitting should be approved and pre-arranged with the teacher and office. Work will be required to be made up. These will be handled on a case-by-case basis.

ASBESTOS: "Notification of School Asbestos Management Plan. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual reinspection has been completed and is on file in the School Management Plan. Six-month periodic surveillance requirements and additional reinspections will be completed as required by Federal regulations."

BOOKS, CARE OF: Each child is responsible for the care of his/her books. He/she must pay for any serious damage to books or for any lost books. If a book is lost, payment must be made for it.

BOOSTER CLUB: All parents are urged to take an active part in the St. Thomas Booster Club which meets once a month. This group provides the means for many of our extra-curricular and co-curricular activities and without this help, our non-tax-supported school would necessarily have to curtail many worthwhile programs.

BULLYING and HARASSMENT: St. Thomas School is committed to providing a caring, friendly, and safe environment for all students so they can learn in a secure atmosphere. All individuals at St. Thomas respect the dignity of others. Bullying and harassment of any kind by anyone associated with the school will not be tolerated. Bullying and harassment is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations; and/or social isolation.

Cyberbullying is an act performed by technical application methods such as blogging, texting, and instant messaging. Engagement in cyberbullying such as, but not limited to, blogging and texting, may result in disciplinary action if the content of the student's verbiage includes defamatory comments regarding the school faculty, students, or the parish. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student without permission.

No one deserves to be the victim of bullying and harassment. If bullying and harassment does occur, students should report the incident to a teacher or the principal. The incident will be dealt with promptly. Anyone who knows that bullying and harassment is occurring is expected to report the incident to the staff or principal.

CELL PHONES and OTHER ELECTRONIC DEVICES (not including eBook readers): Electronic devices, including but not limited to, cell phones, Apple watches (when used for anything other than a watch), pagers, PDAs, laser pointers, MP3 players and/or headsets, handheld video games, and portable DVD players, disrupt the learning environment. Unless specifically authorized by the principal, electronic devices are not allowed during school hours or school programs. Violation of this policy will result in confiscation of the item and may result in additional discipline to the student. When any device is confiscated, it may be retrieved from the principal by the parent or legal guardian. If at the end of the year a confiscated device has not been picked up by the parent or legal guardian, it becomes the property of the school.

The following rules apply specifically to cell phones:

- A student may bring a cell phone to facilitate transportation, etc. The phone must be kept in the OFF position during school hours or school programs.
- Phones may not be used at any time to harass, threaten, humiliate, or intimidate students, employees, or visitors, or be used in a manner that otherwise violates local, state, or federal laws.
- St. Thomas School is not responsible for the security of any phone and is not responsible for lost or damaged phones.
- Violation of the rules regarding cell phone usage may result in the revocation of permission to bring a cell phone to school or to programs and may result in discipline and/or confiscation of cellular telephones in the same manner as other electronic devices noted above.

CHAIN OF COMMAND/GRIEVANCE PROCEDURE: In order for matters to be dealt with directly and openly, it is necessary to follow the proper Chain of Command. If a parent/student has a concern, they need to talk directly to the person involved. If the issue involves a teacher, the parent/student should first talk to the teacher. If a parent/student is not satisfied that the matter has been taken care of, the parent/student should talk with the principal. If after discussion with the principal, the parent/student is still dissatisfied with the results, then and only then, should they contact the pastor to discuss the issue, including complaints of discrimination and harassment. It may be necessary for a conference of parent, student, teacher, principal, and pastor, to discuss the issue. In the best interests of all concerned, appointments with a teacher, principal, or the pastor to discuss the matter must be set up in advance.

COMMUNICATION: Every week, the youngest child in the family will receive an envelope from school. This envelope will contain a letter about school events and happenings. The envelope is to be returned to school the following school day. Parents may receive school materials electronically in order to reduce expenses. In order for communication to be timely and effective, please check any emails provided each week.

Teachers are available from 3:10 – 3:30 pm if parents need to contact them regarding their child's academic progress, behavior, etc. Parents may also call and leave a message for the teacher to call during his or her preparation period. If a teacher feels it is necessary to contact a parent regarding student progress, behavior, etc., he/she will do so in a timely fashion so that we can best serve the student involved. Parents may contact the principal during the school day to discuss situations, problems, etc. as the need arises. The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult's version will be taken as normative.

Parents are invited and welcome to visit the classrooms if previous arrangements have been made with the teacher and/or principal.

CONFLICT RESOLUTION: When students are having trouble getting along, the students will be brought together to find a means to tolerate one another respectfully. If a problem continues, a meeting may be held between both students and their parents to arrive at a plan to help the students resolve the conflict.

CRISIS PLAN: The school has an active crisis management plan and crisis kits located throughout the school building. Drills are held periodically throughout the year to keep the students and staff in practice of what to do in case of a crisis.

DAILY SCHEDULE:	First Bell	8:00 a.m.
(subject to change)	Lunch/Recess for Gr. K-2	11:30-12:20
	Lunch/Recess for Gr. 3-5	11:00-11:50
	Lunch/Recess for Gr. 6-8	12:00-12:30
	Dismissal	3:00 p.m.

DISCIPLINE: Helping a child to grow in self-discipline and to have a respectful attitude toward authority should be the constant aim of parents and teachers. The discipline in the school can only be maintained effectively if there is full cooperation and support from the parents.

When parents choose to send their children to St. Thomas, they also choose to accept the rules and regulations of the school. If parents fail to abide by school policy, we will ask them to choose alternative means of education for their child.

The goal of our behavior curriculum is to teach appropriate behavior skills to enable students to live in a positive, productive, successful environment, not only in school, but throughout their lives. In a cooperative effort, teachers need to help students learn how and why to behave appropriately and students must learn to accept responsibility for their own behavior by accepting the consequences of their inappropriate behavior.

We have identified the following seven consistent expectations for students of St. Thomas School:

BE PROMPT AND PREPARED

- Come on time.
- Come with needed materials.
- Come with assignments complete.
- Be ready to start class.

RESPECT AUTHORITY

- Listen to the person in charge.
- Follow directions promptly.
- Accept responsibility for your behavior.

RESPECT THE RIGHTS OF OTHERS

- Use appropriate voice and language.
- Listen while others are speaking.
- Respect the opinion of others.
- Treat others kindly.
- Be patient – wait your turn.
- Respect the personal space of others

RESPECT PROPERTY

- Respect property of others.
- Take care of your own property.
- Use materials and equipment appropriately.

SHOW AN INTEREST IN LEARNING

- Stay on task.
- Allow others to do their work.
- Participate in class.
- Do your best.
- Do your work neatly.

USE APPROPRIATE SOCIAL SKILLS

- Deal with problems appropriately.
- Be courteous.
- Get along with others.

BE A GOOD CHRISTIAN CITIZEN

- Be a good example for others.
- Contribute your time and talent.

The following progressive consequences apply and are assessed on a WEEKLY basis: (Teachers may refer to them as something different than a check mark)

A. First Offense – Check mark
   - Name on board or sheet.

B. Second Offense – Second check mark
   - Name on the board or sheet.
   - Student will stay in for recess. An additional check mark will be earned if student does not stay.

C. Third Offense – Third check mark
   - Name on the board or sheet
   - Parent will be contacted.
   - The student may be required to complete a behavior plan.

D. Fourth Offense – Fourth check mark
   - Student will be assigned an after-school detention to be served on a day determined by a teacher or administrator. (60 minutes for grades 5-8 and 30 minutes for grades K-4)
   - Student will meet with the principal and will discuss a behavior plan during the assigned detention or soon thereafter.

E. Offenses beyond four
   - Student will be assigned consequences accordingly including, but not limited to, a detention for each additional check mark.
   - Parents will be contacted

Additional Academic Consequences:

Work assigned for 3 or more days previous to the due date must be completed by that day. Incomplete work will result in a zero for that assignment.

Grades will be lowered 10% for each day late for the first three days. Additional check marks will be earned for every day an assignment is late. Assignments four days late will result in a zero.

The following rules apply to all students:

- If it is impossible for your child to serve a detention on the day assigned, the parent/guardian MUST call the school. However, only a serious reason will warrant an excuse. (Extra-curriculars are not considered a serious reason)
- Students are responsible for delivering a notice to their parents informing them that a detention has been assigned.
- Detentions will not be served on the day that the notice is given.
- The school is not obligated to provide transportation following an after-school detention.
- The student will report to the detention area at the assigned time.
- A parent signature on a detention form, due back to the teacher the school day after assigned, indicates only that a parent has been informed of the detention. **It does not indicate agreement with or lack of agreement** with the detention. Lack of parent signature does not void the detention.

In accordance with state law and Diocesan policy, administrators, teachers, or other staff members will not employ corporal punishment as a remedy for any kind of misbehavior.

Severe Clause: Severe infractions include, but may not be limited to fighting, stealing, cheating, use of profanity, belligerence, insubordination, harassment, misbehavior in Church, leaving school grounds without permission, abuse of school property, or any other action that is deemed severe. Consequences will be determined by administration.

Because our students ride J.C.C.U. #1 school buses, St. Thomas will abide by any decisions of bus drivers or other Unit #1 personnel regarding misbehavior on the bus. If a bus driver writes up a student for poor conduct on the bus, the student may serve a detention as a consequence for the misbehavior.

Possession and/or use of tobacco, drugs, alcohol, firearms, explosives, lighters, weapons or any other objects that may cause bodily injury or endangerment to others are strictly forbidden to all students on school property or at school functions. Offenders will receive an automatic suspension or expulsion determined by the seriousness of the offense. Students in possession of any type of drug may be required to receive an assessment and/or to enroll in an approved drug-counseling program at the expense of the student.

A student found to be in possession of a knife or any instrument that is perceived to be a weapon*(see explanation below), or who is verified to have threatened to perpetrate a violent act against another student, an employee of St. Thomas School, or any other person present at the school or a school activity/event will be immediately suspended from school for a term of up to ten days. Additionally, any student who is verified to have threatened to perpetrate a violent act against another student or an employee of St. Thomas School at an off-campus site will be immediately suspended from school for a term of up to ten days. The student will not be readmitted to school until the parents have provided certification from a counselor or psychiatrist that the student is not a potential threat to others. A second violation will result in immediate expulsion. A police report will be filed on all incidents of violation of this policy.

*For purposes of this section: The term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined by Section 1.1 of the Firearm Owners Identification Act; use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or 'look-alikes' thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

According to the Handbook of Policies for the Ministries of the Office for Catechesis, a student should not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The time period of suspension may not exceed five (5) school days. The date of suspension and a summation of the parent conference shall be kept on file. Any appeal must be made to the pastor.

The expulsion of a student from a Catholic school is so serious that it is invoked rarely and then only as a last resort. The fact that a student presents serious problems is not in itself sufficient reason for expelling him/her. The principal will use various means to discover the cause of the problem and utilize appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor.

The general situations which demand removal of a student from the school can be reduced to two:

- delinquency and immorality which pose a risk of injury to the student, other students, or staff, or which could be considered a violation of law or a serious violation of the rules of the school; or
- chronic or incorrigible misbehavior which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures will be followed:

- the student will be suspended for a period not to exceed one school week
- the parents or legal guardian of the student will be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion
- the pastor, in consultation with the principal, will make the final decision and communicate this decision to the parents. If expulsion is necessary, the principal will make an effort to help the parents make arrangements for the further education/formation of their child.
- If expulsion is necessary, the date of withdrawal and the word "misconduct" will be annotated on the student's school records. At the option of the school, if the reason for the expulsion is possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record.

DISMISSAL: All bus riders and parent pick-ups are dismissed on the school parking lot. Staff members escort bus riders to the buses, and they also escort all students that are to be picked up to the parent pick up area. No children are to be picked up along the highway. (See Appendix A for a map of dismissal.) Dismissal is at 3:00, and all students are expected to be picked up no later than 3:15 p.m. Students who walk to and from school by crossing the highway or Washington Street will be crossed by an adult at the pedestrian crossing. Walkers are crossed in the morning from 7:45 to 8:00. Please contact the school if your student will need to be crossed in the morning.

DRESS CODE: The School Board believes that there is a strong correlation between proper dress and good education. The school has a dress code that reflects this belief. As a private school, St. Thomas is proud to be different. Boys and girls may wear blue jeans or other long pants which are clean, hemmed, and in good repair, have no rips, and fit modestly. Tank tops, mesh shirts, objectionable screen-print shirts, t-shirts that display alcohol or tobacco may not be worn. Long bib overalls are not permitted.

Only students in grades K-4 are permitted to wear sundresses or dresses with spaghetti straps. Girls may not wear halter or tank tops, objectionable screen-print shirts, t-shirts that display alcohol or tobacco, tight jeans, or sheer blouses. Skirts and dresses, when worn, should be of decent length, right above the knee. Mini-skirts may not be worn. All clothes should fit modestly and contain nothing which can be destructive to desks.

All students are required to wear a royal blue St. Thomas polo shirt for

The following rules apply:

- The wearing of shorts, culottes, skorts or bib shorts is a decision between the parents and the child. Please keep in mind that the children are outside as much as possible before school, during noon time and during recess time. Dress according to the weather, since we are outside daily.

  Proper length will be determined in this manner – when arms are rested at the side, hands may not touch skin.

  The principal reserves the right to amend or discontinue the policy on shorts, culottes, and skorts if infractions occur.
- Shorts, culottes, skorts, jeans, sweats, and t-shirts may not be worn on any school mass days, except boys may wear appropriate dress shorts during warmer weather.
- Spandex and/or biker shorts are not permitted.
- Leggings may be worn only with skirts of appropriate length.
- Shorts must be hemmed and in good repair. Cut-offs of any kind are not permitted.
- Tops that are see-through must have a shirt underneath that covers shoulders to pants. Shoulder cut outs are not permitted.
- The teacher and/or principal will determine if an outfit is inappropriate. If an outfit is deemed inappropriate, the parents will be called to bring a change of clothes as soon as possible.
- Students are not to wear backless shoes or shoes with heels more than 1.5" high. Socks are to be worn at all times with the exception when wearing sandals. Sandals must have a back strap. (This is due to safety.) In the winter, rubber boots may be worn to school, but once the student is in the classroom, he/she should change into other shoes.
- No visible tattoos or body piercing other than the traditional earrings for girls.
- Hair should be clean, neatly groomed, without drastically affecting the natural color.

Consequences for breaking dress code: 1) One warning and parent contact 2) Detention and parent brings change of clothes.

EBOOK READERS: Students may bring personal dedicated ebook readers to be used during the school day. These include Kindles and Nooks, but DO NOT include tablets such as Kindle Fires, iPads, Nexus, or other such devices. Students are not allowed to access the school wireless network on personal devices.

EXTRACURRICULAR ACTIVITIES: Information regarding extracurricular activities provided at St. Thomas School can be found in the Extracurricular Handbook.

FAITH'S LAW: Guidance for pupils, parents/guardians, and teachers about sexual abuse responses and prevention resources are available in our community. St. Thomas the Apostle School located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to St. Thomas the Apostle and to the Diocese of Springfield in Illinois. Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of St. Thomas the Apostle School will not knowingly misrepresent the school and will not speak on behalf of it unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about St. Thomas the Apostle School or operations, or that of its members is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

FIELD TRIPS: According to The Handbook of Policies for the Ministries of the Office for Catechesis for the Diocese of Springfield, field trips are an extension of the learning process. The principal will encourage only those field trips that are appropriate educational experiences.

Field trips are privileges afforded to students; no student has an absolute right to go on a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Standard permission slips must be completed by parents/guardians in order for a child to participate. Telephone calls will NOT be accepted in lieu of proper forms.

Parents have a right to refuse to allow their child to participate in a field trip.

Every precaution will be taken to ensure student safety. When parents give their child permission to participate in a field trip, they also agree not to hold the school (or its employees) liable for any accident that may occur as a result of the field trip.

A copy of the field trip permission slip is at the back of this handbook.

FINANCIAL POLICIES:

A. **TUITION:** Tuition for registered St. Thomas parish members is: 1 child $2648; 2 children $3684; 3 or more children $4933. Tuition for students who are members of another parish is: 1 child $3566; 2 children $5925; 3 or more children $8307. Tuition for Non-Catholics is: 1 child $4472; 2 children $8172; 3 or more children $11,680. Payment in full may be made on Registration Day **or** 10 equal monthly installments (beginning in August) **or** 12 equal monthly installments (beginning in June) may be made with payment due by the 10th of each month. If other payment schedules need to be made, please contact the pastor at St. Thomas Church. **Tuition Checks should be made payable to St. Thomas Church**.

   If a student leaves St. Thomas before the end of the school year, and the tuition has been paid in full for the year, a refund will be given depending on the number of full months left in the school year. If tuition is not currently paid up, the balance is due in full before records are transferred. Book fees are not refundable, and all books, including workbooks, remain the property of St. Thomas School.

B. **BOOK/ART FEE:** The Book/Art fee is $165 per child for all grades. This fee may be paid in full on Registration Day or may be paid in ten monthly installments (beginning in August). The payment must be made by the 10th of each month. **Checks should be made payable to St. Thomas School**. The book fee includes rental on all supplemental materials and texts.

C. **BOOSTER CLUB FEE:** The Booster Club Fee is $200 per family. This amount is automatically added to the Book/Art Fee and can be paid in installments along with that fee. This fee is non-refundable.

D. **BAND/FINE ARTS FEE:** The band fee is $12 per month. Students in grades 6-8 pay August-May, while grade 5 students only pay from September-May.

GUM: Students are not allowed to chew gum or eat candy anywhere on Church or school property without permission from the teacher. This includes the time during noon hour.

HEALTH POLICIES:

A. **MEDICATION:** As a general principle, medications will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain home until the need for medication no longer exists. Medication shall be administered only with a direct order signed by a licensed physician and the student's parent or legal guardian.

Students are not allowed to have any drugs in their possession on school grounds, except asthma medication and epipen medication providing the proper forms have been completed and are on file in the school office. *(See Appendix B1)*

Special circumstances exist for a health problem that can be expected to be for a long duration. When such a condition exists, the following policy will be adhered to:

Prescription Medication**:**

To assure school attendance for students who must use medication during the regular school day, the family must comply with school regulations. These regulations require the following:

- Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken. ***(Must complete Appendix B, Permit to Give Medication in School)***
- Written permission from the parent or guardian of the student for the school to comply with the physician's order.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- Each medication given will be recorded on a medication log which includes dates, time, dosage and signature of person giving medications.
- The administrator can administer medical cannabis infused products to a student who is a registered qualifying patient. No self-administration will be allowed.

Non-Prescription Medication

- Any non-prescription medication dispensed in our school must also have ***written*** authorization from the parent/guardian and the student's physician. *(Must complete Appendix B, Permit to Give Medication in School)*
- Any topical application of alcohol, peroxide, or calamine lotion or any other medication must have ***written*** authorization from parent/guardian.
- If an injury occurs, St. Thomas staff will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
- If a child needs medication, the parent will be called and he/she must assume the responsibility of bringing the child medication or taking the child home.

Communication

Opportunities must be provided for communication with the student, parent and physician regarding the efficacy of the medication administered during school hours. School staff will:

- observe, evaluate and report to the student's parent, the student's health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications
- report to the parents those factors in the school that might seriously impede the child's recovery.

B. **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:** All kindergarteners and sixth graders are required by state law to have a physical examination. Students must have a physical examination and comply with state immunization regulations or they will be suspended from school until the requirements are met. The deadline for compliance with state law is October 15. All athletes are also required to have physical examinations before their first practice. A dental examination is required by law for all students entering kindergarten, second grade, and sixth grade. This examination must be completed by May 15. Vision examinations are required by law for all students entering kindergarten and for any student enrolling for the first time in a public or parochial school in Illinois. For these students, proof of having been examined by a physician who performs eye examinations or an optometrist within the previous year (within one year prior to the date of entering school) must be provided by October 15.

Parent(s) or legal guardians who object to health examinations or to immunizations on religious grounds shall not be required to submit their children to them. They shall, however, present to the principal a signed statement of their objection, detailing the grounds for such objection. In the event of an outbreak, students who are not adequately immunized (and have a parent objection letter on file) will be removed from school for their own safety.

C. **SCREENINGS AND PREVENTION PROGRAMS:** Children in grades K, 2, 4, and 8 have their vision screened at school each year. Hearing screenings are done in grades K, 1, 2, and 3 each year. Other children will be tested upon referral by a teacher or parent. The screenings are conducted by the Jasper County Health Department.

Head lice checks are done periodically or when deemed necessary by the school or by Jasper County Health Department staff.

D. **COMMUNICABLE DISEASES:** The principal will notify the Jasper County Health Department when a student is sent home because of suspected communicable disease. "The Jasper County Health Department will be available at the request of the school principal to examine a student when the school is in concern of the child's health and request advice of a health professional. This includes a child who becomes injured at school, develops a rash, etc. The school principal and the registered nurse shall decide at that time the seriousness of the problem and contact the parent. It is then the responsibility of the parent to seek medical attention." ***Students should be fever free for 24 hours, without the use of fever reducing medication, before returning to school. A fever is 100.1 or above.***

In case of absence due to communicable disease, a release card from the Jasper County Health Department or a letter from the family physician indicating that the Health Department regulations have been fulfilled must be presented when the student returns to school.

Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend St. Thomas School. Students who are known to have AIDS will be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition pose a high risk of spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

St. Thomas School will respect the right to privacy of the individual. Knowledge that a student/teacher has AIDS will be confined to those persons with a direct need to know. Those persons will be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons will also be made aware of the confidentiality requirements.

E. **PREGNANCY:** Each student involved in a pregnancy will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parents, the principal, and the pastor to determine the arrangements for the student's completion of his/her education.

INSURANCE: Diocesan policy requires that all students have accident insurance coverage. The school will provide information about student accident insurance available for purchase by parents. If parents do not purchase the student accident insurance offered by the school, they must sign a waiver declining coverage and releasing the school and staff of any liability. Parents must also provide proof of other health insurance coverage.

INTERNET AUTHORIZATION:

Terms and Conditions –

A. The use of the internet is a privilege, and inappropriate use of the internet will result in a cancellation of that privilege. The principal will make all decisions regarding whether a user has violated this policy. The principal may deny, revoke or suspend access to the internet. That decision is final.

B. Acceptable use of the internet is for education and/or research and it must be consistent with the educational objectives of St. Thomas School. Unacceptable uses of the internet include but are not limited to: accessing any type of "chat" room; using another person's account number or password; invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph; accessing, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; downloading copyrighted material without permission; using the internet for any illegal activity; posting anonymous messages; and accessing any type of social media site.

C. Users of the internet are to be polite and to use appropriate language. They are not to reveal personal addresses or telephone numbers for anyone under any conditions. E-mail is not private on the internet. People operating the system have access to all mail. Inappropriate mail will be reported.

D. St. Thomas School makes no warranties of any kind for the service it is providing. St. Thomas will not be responsible for the loss of data or other such damages for any reason. Use of any information off the internet is at your own risk.

E. Any vandalism to any computer or component, to the internal working of a computer or to the data of another user or network will result in cancellation of internet privileges and/or legal action.

F. St. Thomas School assumes no responsibility for any unauthorized charges for long distance telephone connections, per-minute surcharges and/or equipment costs.

G. The user agrees to indemnify St. Thomas School for any losses, costs, damages or attorney fees relating to or arising out of any breach of this authorization.

INVITATIONS: If a student brings invitations to school for a party at home, all students in the class must be invited. Otherwise, other arrangements for distribution must be made.

LEAVING SCHOOL GROUNDS: Students are not allowed to go downtown or to any restaurant for lunch, unless with their parents. Students cannot miss any academic time due to leaving school for lunch. Students who stay for extra-curricular activities ARE NOT allowed to leave the school grounds for any purpose. The school is not responsible for any student who leaves the school grounds.

LOCAL WELLNESS: This state-required policy addressing physical fitness and nutrition is available for review in the school office.

LUNCH: A lunch is served every full day of school. Due to the school's wellness plan, seconds will not be served. School lunch count is taken each morning. The charge is $2.45 per lunch. Monthly menus are included in the weekly envelope. If a student does not like what is being offered that day, he/she should bring a lunch from home to avoid

wasting food. A carton of milk may be purchased to drink with a sack lunch, but no other school menu item will be served. No student is allowed to drink soda with lunch.

LUNCH PAYMENTS: Lunch accounts can have money applied to them at any time for any amount. An account balance will be sent home in the parent packet on a monthly basis. The forms for free and reduced priced lunches are provided to all families.

MAINTENANCE: Students are expected to take an interest in their classroom and in their school. They are to respect school property as they would care for the furnishings in their own homes.

MASSES: Students will have the opportunity to prepare for Masses each week. We will have Mass each Friday in Church with the entire school. Class masses occur on Wednesdays with K-2 going the 1st Wednesday of the month, 3-4 going the 2nd Wednesday of the month and 5-8 going the 3rd Wednesday of the month. On occasion these days could change, but parents will be notified.

For our kindergarten and new students we have a buddy system for Friday masses. Our upper grade students are paired with the kindergarten students for the first semester of school to help them learn proper mass behavior. New students in other grades are paired with a classmate to help them if needed.

MISSIONS: Through the year, students are encouraged to make small donations to the missions. Our annual mission party raises money for our own parish mission trip.

PARENT ROLES and RESPONSIBILITIES: We, at St. Thomas the Apostle School, consider it a privilege to work with parents in the education of children because we believe parents are the primary role models for their children. Therefore, during these formative years, children need constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good behavior and relationships. Any speech or action that diminishes the reputation of St. Thomas will not be tolerated and could result in disciplinary actions. (See discipline policy.)

A. **FAIR SHARE:** St. Thomas School depends on volunteers to provide services for students while keeping costs down. All parents are required to work a specified number of hours at school activities and school fundraisers – to contribute their *fair share* as volunteers.

B. **NON-CUSTODIAL PARENT:** St. Thomas School abides by the provisions of state law and the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information about his/her child. If there is a court order, it is the responsibility of the custodial parent to provide the school with an official copy of the order. It is the responsibility of the legal guardians to provide the school office with any legal paperwork regarding custodial issues and/or orders of protection that the school needs to be aware of. The school is not responsible for seeking these documents.

C. **STUDENT SAFETY AND SECURITY:** The Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, or other similar acts in regard to minors. Protecting God's Children (PGC) is a diocese mandated program designed to teach awareness of child sexual abuse. All parents and/or guardians are required to participate in a PGC session. They must also provide information and consent for a Criminal History Background Search.

PHYSICAL EDUCATION: All students are required to actively participate in PE class. Tennis shoes need to be worn during PE. If a student cannot participate in PE due to an injury, a parent note will be accepted for three days. For a longer period of time, a note from a doctor is required. All unexcused absences will result in an unsatisfactory mark for the day.

POLICE QUESTIONING AND APPREHENSION: When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged.

The following steps shall be taken to cooperate with the authorities.

- the officer shall properly identify him/herself
- the parent(s) or guardian(s) shall be notified immediately and informed of the intent of the law enforcement authorities.
- the student's parent(s) or guardian(s) have a right to be present if the conference is held in the school.
- if the student's parent(s) or guardian(s) cannot be located, authorities are not to confer with student unless they produce a warrant.
- if there is a warrant or if it is impossible for the parent(s) or legal guardian to be present, the principal or designee may be a witness to the conference held in the school at the request of the parent(s) or legal guardian.

PRAYER: Student-led prayer takes place at the beginning of the school day, at noon, and at dismissal time each day. Good examples at home in praying before and after meals, in the morning, and before retiring at night will make the practice of prayer a lifetime habit.

REPORT CARDS AND CONFERENCES: Report cards are given out quarterly. The card shows the progress made scholastically and also the progress, or lack of it, in the character formation of your child.

There will be one scheduled parent-teacher conference in the fall that all parents are expected to attend. A spring conference may be requested if a teacher or parent has concerns for a student's progress.

Mid-terms are sent home in grades 2-8 each quarter.

RESPONSE TO INTERVENTION (RtI): In accordance with the RtI program, each child's reading and math ability is tested three times per year – fall, winter, and spring. If a child is either at benchmark or above, no further testing above the three times per year is done. However, if a child scores below benchmark, supplemental reading, and/or math sessions will be given to help improve those skills. Assessment/progress monitoring will be given periodically to monitor a child's progress. A group of educators, our school's RtI team, monitors the progress of each child. Parents are informed in writing of the results of the benchmark and progress monitoring results.

SACRAMENTS: First Reconciliation is celebrated in second grade and First Communion and Confirmation are celebrated in third grade. A student retreat as well as parent meetings are included as part of the preparation for these sacraments.

SANITARY NEEDS: Free sanitary supplies for young ladies are provided in each stall of the girls' restroom.

SCHOOL BOARD: The school board serves as an advisory committee and meets monthly, except in June and July. The meetings are open to all parents of students at St. Thomas School. Anyone wishing to address the school board must contact the President in writing seven days before the meeting and be approved for the agenda. The oral presentation of the matter is limited to two minutes unless this rule is suspended by majority vote of the school board members present. This is in accordance with Article Six – Meetings of the School Board Constitution.

SCHOOL CALENDAR: Because many St. Thomas students ride public school buses, the school follows the public school's calendar with very few exceptions. Thus, if the Unit is not in session due to road conditions and weather, St. Thomas will not have school.

SEARCH/SEIZURE: The principal and/or teacher may inspect and search school property and equipment owned or controlled by the school (such as lockers and desks), as well as personal effects left there by a student, without notice to or the consent of the students. Students have no reasonable expectation of privacy in these places or in their personal effects left there.

With reasonable suspicion, the principal and/or teacher may search a student and/or personal effects in the student's possession for tobacco, drugs, alcohol, firearms, explosives, lighters, weapons, illegal or dangerous materials, or any

other object that may cause bodily injury or endangerment to others. Objects found will be seized and turned over to the proper authorities as determined by the situation.

SERVICE PROJECTS: St. Thomas students participate in a variety of service projects that they work on throughout the year. All of our students are educated about and encouraged to serve others whether at school, at home, at church or in the community.

SEX OFFENDER REGISTRY: Parents may access information regarding registered sex offenders by visiting the Illinois Sex Offender Registry. This is available for free through a link on the Illinois State Police website at http://www.isp.state.il.us/. Individuals may search the database by name, zip code, or county.

SPECIAL EDUCATION: Jasper County Unit #1 provides a part-time learning disabilities teacher and a speech teacher. Only students who have qualified through a special testing program under the auspices of South Eastern Special Education and Jasper County School District receive this special help. Parents who believe their child may need special education services are requested to contact the school office.

The principal shall meet with the parents or legal guardian and the teacher to develop a modification or service plan for the student whenever a student is in need of special services. A record of the recommendation shall be kept by the principal.

STUDENT PHOTOS AND VIDEOS: Students may occasionally appear in photos and videos taken by school staff members, other students, or other individuals authorized by the Principal. The school may use these pictures, without identifying the students, in various publications, including on the school website. No consent or notice is needed, or will be sought or given, before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign the *Consent to Use a Student Photo or Video* form on the last page of this handbook to allow the school to publish and otherwise use photos and videos, with your child or ward identified, while he or she is enrolled at St. Thomas.

A student's last name will not be used on the school website. Additionally, while the school may display individual and group pictures of students on the website, students are never identified by name in these pictures.

STUDENT RECORDS: Student records will be collected and released in accordance with state and federal law and diocese policies. Except as set forth below or with the permission of the parent or legal guardian, names and addresses of students and their parent(s) or legal guardian and other information will not be released to unauthorized persons. The parent or legal guardian has the right to access his/her child's records. Parents should call the principal to arrange a meeting time so records can be reviewed and/or copies made.

Student records will not be released without the prior written consent of the parent(s) or legal guardian except in the following cases:

- to other school officials, including teachers and counselors within the school who have legitimate interest;
- to officials of other schools in which the student intends to enroll, provided that the parent(s) or legal guardian are notified of the release of the records, are provided a copy of the record if requested, and are given an opportunity to challenge the record if necessary;
- to government auditors who are auditing a performance of government funded programs; or
- a court order or a proper subpoena.

Records of students leaving St. Thomas School shall be sent to the new school in one of two ways: 1) For graduating Eighth Graders attending Newton Community High School or any other high school, the whole permanent file and health file are copied and sent automatically at the conclusion of eighth grade. 2) For students going to any other school, or transferring at any other time, a properly signed Student Transfer form is required for student records to be

forwarded. A copy of the records will be sent to the new school within ten days after receiving the Student Transfer form. St. Thomas will retain the original records. Official records will be sent after all fees and other obligations are satisfied.

If the Illinois State Police notify St. Thomas of a current or former student's disappearance, the school will flag the student's record so that whenever information regarding the record is requested, the school can immediately notify local law enforcement and the Illinois State Police of the request.

SUPERVISION: The buses start bringing students to school at 7:30 a.m. Playground supervision is provided from that time until the first bell rings at 8:00 a.m. Please do not leave your student without a supervisor present. The school is not responsible for students who arrive before 7:30 a.m. In case of bad weather, the students go directly to the Parish Center upon arrival. Parent signatures on the last page of this handbook indicate agreement with the following:

As parents of St. Thomas students, we will not hold the school or its employees responsible for any injury or problem our child(ren) might sustain on school property when there is no adult supervision. We are aware that students arriving before 7:30 a.m. will not be supervised. We, as parents, accept responsibility for our child(ren) if they are present on school property during unsupervised hours.

TORNADO and OTHER SAFETY DRILLS: Procedures for safety drills are communicated to students at the beginning of the school year. Drills are held periodically throughout the year to keep students in practice of what to do in case of a real emergency. Absolute silence and good order are necessary during these circumstances. Procedures are also posted in all rooms.

TRANSFER STUDENTS: Students who wish to transfer to our school may be evaluated prior to their admittance to ascertain proper placement and to predict academic success. New students will then be screened by the teachers, principal, and/or pastor at 3 weeks, 6 weeks, and 9 weeks, with the typical trial period ending after one quarter. This provides time for the student to adjust to a new school setting and to demonstrate academic commitment and responsible behavior consistent with St. Thomas standards. In the event that a student does not demonstrate satisfactory academic commitment and responsible behavior during this trial period, the student may be required to withdraw from the school.

VISITORS: All school doors are locked during the school day. Visitors must sign in at the office upon arrival to the school and receive a visitor's pass to wear while on the school grounds.

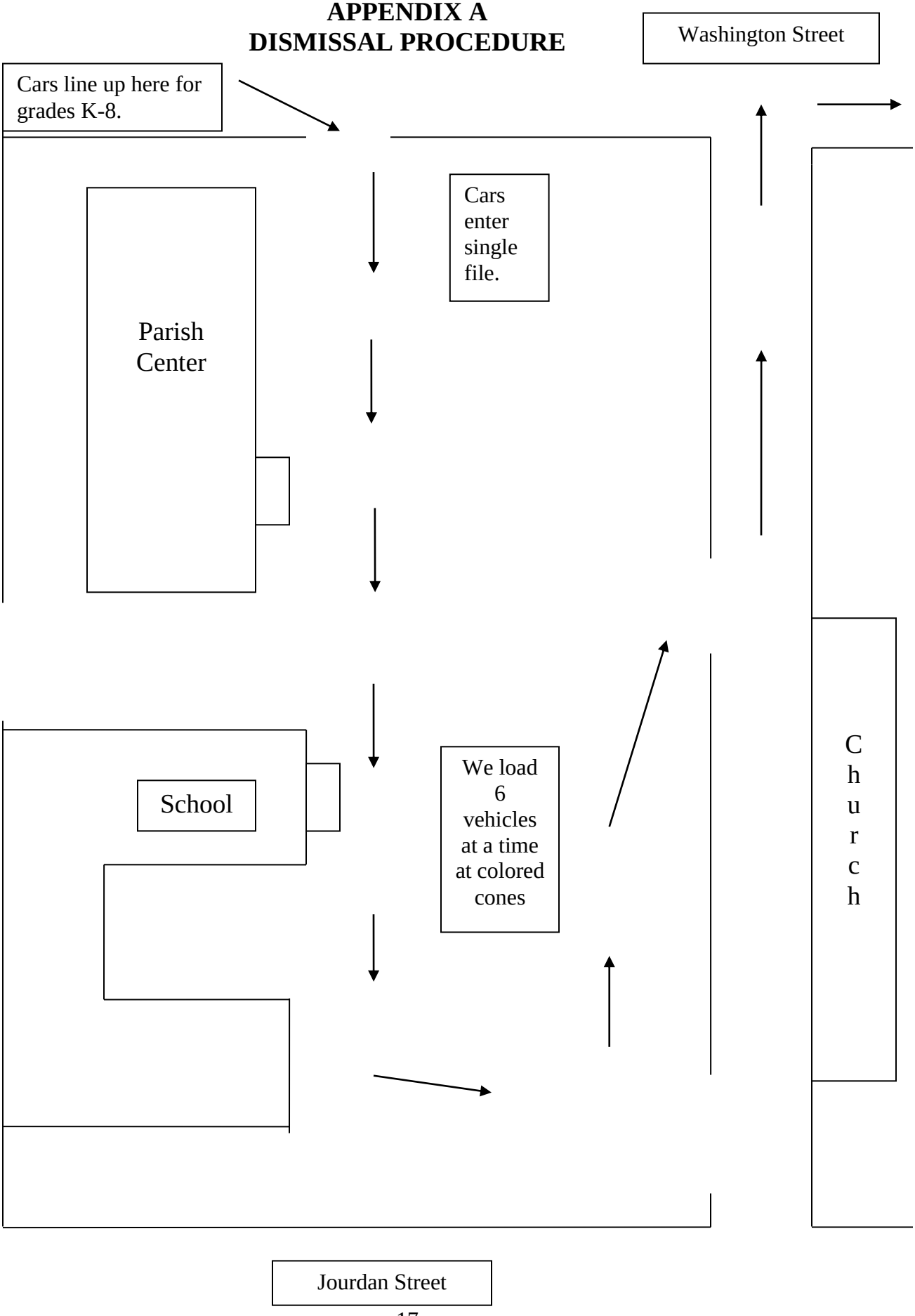
VOLUNTEERS: Much necessary and time consuming work is done in our school by volunteers who freely give of their time. Students are to show them the same courtesy and respect that they show any other school personnel. All volunteers are required to attend the Protecting God's Children workshop and to fill out a form for a background check to be conducted. See Volunteer Handbook for specific information related to volunteering in our school.

WEATHER CLOSINGS: In case of inclement weather, announcements regarding school cancellations or early dismissals will be broadcast on these radio stations WIKK, WCRC, WVLN, WCBH and WXEF. Announcements are also on WTAY, WTHI, and WTWO television. In the case of weather related cancellation, we are included in Jasper Unit #1. The Blackboard Connect phone system is activated when possible. Parents should not contact the school, but rather, listen to the radio or television.

WEBSITE: www.stthomassaints.com is a source of valuable information for parents, students, and other interested parties. St. Thomas School's website includes announcements, lunch menu, calendar, and the parent letter along with other information.

RIGHT TO AMEND: The administration/principal retains the right to make exceptions and/or to amend any policies in the St. Thomas School Student Handbook for cause. The administration/principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for cause at his/her discretion. Parents will be notified if changes are made.

APPENDIX A
DISMISSAL PROCEDURE



APPENDIX B

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND RELEASE FROM LIABILITY

This form must be returned to school when a student requires medication.

I/We, the undersigned parents/guardians of the minor child, _____, a student at St. Thomas School, hereby request St. Thomas School to allow said child to attend school in spite of his/her special health problem to be given medications prescribed by _____ from _____ to _____ under the supervision of school personnel. The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor, and drug store, name of drug, and the specific time it is to be given at school. I/We assume all responsibility for any mistake in furnishing an incorrect dosage. For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release, relieve, and discharge St. Thomas School and/or any of its agents or employees, from any and all liability for any injury or damage to the health of said child arising out of, or resulting from the necessity of said child having to take medication during school hours. I/We have read, understand, and agree to the school's regulations concerning giving medication at school.

Signature _____ Date _____

Address _____ Phone _____

STATEMENT OF PHYSICIAN

Date _____

_____	St. Thomas School	_____
Name of Student	School	Child's Date of Birth
_____	_____	_____
Diagnosis	Name of Medication	Dosage
_____	_____	_____
Time Administered	Method of Administration	Discontinue Date

_____ _____

Predictable Side Effects Contraindications

_____ _____

Physician's Signature Physician's Phone

_____

Physician's Address

All medications will be kept in a locked drawer. The principal will administer, or designate an appropriate person to administer, the medication.

APPENDIX B1, Information

AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA OR EPIPEN MEDICINE

Dear Parents or Guardians,

You may request and authorize St. Thomas School to permit a student in your care and custody to self-administer asthma medication or epipen medication prescribed by the student's physician. If this is allowed, you must understand that the School, the parish of which it is a part, the employees and agents of the school, the Diocese of Springfield in Illinois, and the bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

In order to allow this, the school, in accord with the state statute, requires all of the following before it can give effect to your request and authorization:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, that the parents or guardians:

   acknowledge that School, the parish of which it is a part, the employees and agents of the School, the Diocese of Springfield in Illinois, and the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student; and

   agree to indemnify and hold harmless School, the parish of which it is a part, the employees and agents of the School, the Diocese of Springfield in Illinois, and the Bishop of Springfield in Illinois.
3. A written statement from the physician, physician assistant, or advanced practice registered nurse must contain the following information:

   the name of the student/patient;

   the name and purpose of the medication;

   the prescribed dosage; and

   the time or times at which, or the special circumstances under which, the medication is to be administered.

Parents and guardians also must understand that, as a matter of our discipline policy, any abuse of this statutory right by a student and/or any endangerment of other students as a result of a student possessing this medication may result in appropriate disciplinary action by the School.

If you have any questions about this, do not hesitate to contact me. If you wish to see a copy of the statute, please contact me.

Sincerely,

Mrs. Jill Bierman, Principal

APPENDIX B1a

AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA MEDICINE

I, _____ or we, _____ and

_____, parents or guardians of _____
(hereinafter "Student"), a student at St. Thomas School (hereinafter School), hereby request and authorize School to permit Student to self-administer asthma medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to the School. We (I) understand that this authorization will not be effective and the School cannot act upon it until the School has received the above-described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by Student.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

This authorization is effective only for the School Year 2026-2027

Date: _____

_____
Signature of Parent or Guardian

_____
Signature of Parent or Guardian

APPENDIX B1b

AUTHORIZATION FOR SELF-ADMINISTRATION OF EPIPENS

I, _____ or we, _____ and

_____, parents or guardians of _____ (hereinafter "Student"), a student at St. Thomas School (hereinafter School) hereby request and authorize School to permit Student to self-administer epipen medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to the School. We (I) understand that this authorization will not be effective and the School cannot act upon it until the School has received the above-described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by Student.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their agents and employees, the Diocese of Springfield in Illinois, the Bishop of Springfield in Illinois against any and all claims, except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

This authorization is effective only for the School Year 2026-2027.

Date: _____

_____
Signature of Parent or Guardian

_____
Signature of Parent or Guardian

APPENDIX C

INTERNET POLICY

Dear Parent/Guardian(s):

St. Thomas School now has the ability to enhance your child's education through the use of the internet. Our goal in providing this service is to promote educational excellence by sharing resources, innovations and communications. Your authorization is needed before your child may use this resource.

The internet connects thousands of computers throughout the world. Students and teachers have access to limited e-mail communication, information from government sources, research institutions and many libraries.

This educational opportunity brings responsibility to the user. You and your child should read the authorization on page 13 of the handbook and discuss it together. You are legally responsible for your child's actions.

St. Thomas School takes precautions to prevent access to materials that are defamatory, offensive, vulgar or inaccurate. All material cannot be controlled so a user may discover inappropriate material. The user shall inform the teacher immediately about the inappropriate material.

All users, adults and students, must sign the authorization form to use the internet. If a parent/guardian does not want their child to use the internet, write that on the form so that the teacher knows to give the child other work to do when the classes uses the internet.

I understand and will abide by the Internet Authorization on page 12 of the handbook. I understand that if I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken against me. In consideration for using St. Thomas's internet connection, I hereby release St. Thomas and its board members, employees and agents from any claims and damages arising from my use or inability to use the internet.

_____ _____

student user signature date

_____ _____

student user signature date

_____ _____

student user signature date

_____ _____

student user signature date

(to be signed by the parent/guardian of a student user)

I have read this Internet Authorization. I understand that access is designed for educational purposes and that St. Thomas has taken precautions to eliminate controversial material. I also recognize that it is impossible for St. Thomas to restrict access to all materials. I will hold harmless St. Thomas, its employees, agents and board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Internet Authorization with my child(ren). I hereby request that my child(ren) be allowed access to St. Thomas' internet.

_____ _____

parent/guardian signature date

STUDENT HANDBOOK

I/We have read and discussed the 2026-2027 St. Thomas School Handbook with our child/children found on the school website, and we agree to accept the provisions and regulations of St. Thomas School.

I/We agree to be governed by the rules of this handbook.

_____ _____

Date Signature of Mother/Guardian

_____

Signature of Father/Guardian

1. _____ 2. _____

Signature of Student Signature of Student

3. _____ 4. _____

Signature of Student Signature of Student

5._____

Signature of Student

<u>This form must be signed by both</u> <u>parents</u> or guardians unless the child lives in a single-parent/ guardian home. **<u>St. Thomas students must also sign</u>**. If you have any questions, please contact the principal.

In order for a student to be enrolled at St. Thomas School, this form must be signed and returned to the school with the other registration materials.

<u>Consent to Use a Student Photo or Video</u>

I grant consent to St. Thomas the Apostle School to identify a picture of my child or ward, by full name and/or the school he or she attends, in any school-sponsored material, publication, or video. I understand that the school will not identify my child or ward by last name on the school website, nor will it identify him or her by name in any picture on the site.

This consent is valid for the entire time my child or ward is enrolled in St. Thomas the Apostle School. I may revoke this consent any time by notifying the Building Principal.

_____ _____

Parent/Guardian Signature **Print** Parent/Guardian Name