



St. Thomas the Apostle School

Parent/Student Handbook

2025-2026

*Right to Amend: Please be advised that the principal and/or Pastor of the school retain the right to amend this handbook for just cause.

If changes are made, parents/guardians will be notified in writing.

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School Mission Statement

St. Thomas the Apostle School: supporting parents/guardians in providing children with a quality Catholic education centered on the teachings of Jesus Christ.

School Philosophy

At St. Thomas the Apostle School, we believe that all children are unique and created in the image and likeness of God. Partnering with parents/guardians, the school offers a quality, Catholic education based on the values and teachings of the Gospel of Jesus Christ. Students strengthen their faith, sense of community, and commitment to social justice by participating in religion classes, prayer, social projects, and attending Mass. Students learn to be effective communicators by speaking, listening, and writing in various curriculums. At St. Thomas School we educate the whole child. The goals are for students to become lifelong learners, ambassadors of hope to the world, and to develop a love of faith and respect for all human life.

MESSAGE FROM THE PRINCIPAL

Dear St. Thomas Families,

Welcome! Thank you for choosing St. Thomas the Apostle School to provide your child with a Catholic education. This is the best gift you can give your child – a solid foundation that will serve them throughout their entire life. We are excited and honored to partner with you on this journey with your child.

This document is intended to enhance communication between home and school and to serve as a guide for parents/guardians, students, and teachers/staff. The school reserves the right, without prior notice, to change, delete, supplement, or otherwise amend the information contained in this handbook in the best interest of the students and the school.

As members of a Catholic School Community, we are committed to providing opportunities for children to assume their role in the Church Community. We do this by creating a Christ-centered environment for our classes. This is accomplished by engaging students in liturgies, special prayer services, and projects that foster a strong relationship with Christ.

In collaboration with you, the parents/guardians/guardians who are the primary educators of your children, we ask for your wholehearted cooperation, support, and effort to achieve the goals and objectives we have established. We believe that every family in the school community plays a vital role here at St. Thomas the Apostle School. We encourage your participation in all school events and invite you to join in your faith journey.

We look forward to working together to create a positive and successful learning experience for your child.

Blessings,
Jeanette Morrow, Principal

Schoolwide Learning Expectations (SLEs)

TK - 4th Grade

- A. To be Faith-Filled Catholics who:
 - a. Get to know God by praying every day and learning about the sacraments.
 - b. Know what the Catholic Church teaches.
 - c. Live like Jesus.
- B. To be Lifelong Learners who:
 - a. Love to learn and do new things.
 - b. Use thinking skills to make decisions.
 - c. Grow up to be what they want to become.
- C. To be Effective Communicators who:
 - a. Speak and write so others can understand.
 - b. Are good listeners.
 - c. Respect what others think and say.
- D. To be Responsible Citizens who:
 - a. Take responsibility for their actions.
 - b. Show respect for our world and take care of it.
 - c. Get along well with others.

5th- 8th Grade

- A. To be Faith-Filled Catholics who:
 - a. Develop a personal relationship with God through daily prayer and sacramental preparation.
 - b. Have knowledge of Catholic teachings and practices.
 - c. Live Gospel values.
- B. To be Lifelong Learners who:
 - a. Have a love for knowledge and apply it to future growth.
 - b. Use critical thinking skills in decision making.
 - c. Set practical goals for future development.
- C. To be Effective Communicators who:
 - a. Articulate ideas clearly in both written and oral forms.
 - b. Listen critically and compassionately.
 - c. Show respect for the opinion of others.
- D. To be Responsible Citizens who:
 - a. Take responsibility for their actions.
 - b. Show respect and appreciation for the world.
 - c. Collaborate well with others.

SCHOOL HISTORY

St. Thomas the Apostle School was established on September 12, 1946, staffed by the Sisters of St. Francis of Philadelphia. The first classrooms were located at Sherman Indian High School, where Saint Katherine Drexel also taught. The Sisters' leadership at the school lasted more than 50 years, and the school is currently staffed by dedicated lay teachers and administrators. The Franciscan order of priests led the parish until 2001, when St. Thomas the Apostle became staffed by Diocesan priests. Fr. Ted Drennan is the current Parochial Administrator, supported by Fr. Celestine Afugwobi, Parochial Vicar, and Deacon Raul Michel.

St. Thomas began as a first through eighth-grade school and has grown over the years. A portable building was added in 1981, which housed our first Kindergarten class. The campus continued to grow, and in 2002, additional portable buildings were installed to house a library, a bookkeeper's office, and additional classroom space. In 2013, the first Transitional Kindergarten (TK) program was launched using the new portable classrooms.

Over the years, there have been several improvements made to the campus: security fencing, a covered eating area, additional structures, an updated playground, a full basketball court, a large play structure and swing set, an updated permanent field building with restrooms for students, double-pane security classroom windows, and updated doors. In 2022, new A/C/Heating units were installed in the classrooms, and the school converted to LED lighting throughout. The school is wired with fiber optics, has acquired iPads and Chromebooks for all students, mobile charging carts, and laptops and iPads for all teachers. All classrooms are also equipped with large Interactive Mimeo boards to engage learners and streamline lessons. Technology supports students' learning and prepares them for the future.

In 2020, St. Thomas purchased several portable keyboards and converted the Computer Lab into a music room. The school now offers weekly lessons for all students, led by a dedicated music teacher. Student talents are showcased each spring at the annual Music Recital.

St. Thomas the Apostle School celebrates nearly 80 years as an educational cornerstone in the community. In 2025, the school was fully accredited for a six-year term, a testament to its ongoing commitment to excellence. The school continues to enjoy a close relationship with a very supportive parish.

We look forward to a bright future, continuing to provide a supportive, loving, and creative learning environment for many years to come.

St.Thomas the Apostle School
Master Calendar 2025-2026

Month	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Events/ Remarks
August							1 2	8/2 St. Thomas School Picnic 4-6pm
	3	4	5	6	7	8	9	8/12 Staff Returns
	10	11	12	13	14	15	16	8/18- School Office Closed
	17	18	19	20	21	22	23	8/19 First Day of School/ Half Day
	24	25	26	27	28	29	30	8/28- Cupcakes for the Homeless
	31							
September	1	2	3	4	5	6		9/1- Labor Day 9/19- Murder Mystery Dinner Fundraiser
	7	8	9	10	11	12	13	9/7- 1st Sun. Mass 9/25- Cupcakes for the Homeless
	14	15	16	17	18	19	20	9/8- Open House 5-7pm 9/26- Staff Inservice
	21	22	23	24	25	26	27	9/8-9/19- Star Testing
	28	29	30					9/12- St. Thomas School's 79th Birthday
October				1	2	3	4	10/1-3 Parent/ Teacher Conferences 10/17- Fiesta Set Up
	5	6	7	8	9	10	11	10/5- 1st Sun. Mass @9 am 10/18- Fiesta @12-9pm
	12	13	14	15	16	17	18	10/5 Recycle Day 9am-12pm 10/20- Faith Formation Day
	19	20	21	22	23	24	25	10/13- Indigenous People Day 10/23- Cupcakes for the Homeless
	26	27	28	29	30	31		10/31- Halloween
November							1	11/2- 1st Sun. Mass @9 am 11/24-28- Thanksgiving Break
	2	3	4	5	6	7	8	11/10- Veteran's Holiday Observed
	9	10	11	12	13	14	15	11/11- Veteran's Day
	16	17	18	19	20	21	22	11/12- End of 1st Trimester
	23	24	25	26	27	28	29	11/13- 2nd Trimester Begins
	30							
December		1	2	3	4	5	6	12/7- 1st Sun. Mass @9 am
	7	8	9	10	11	12	13	12/7- Recycle Day 9am-12pm
	14	15	16	17	18	19	20	12/18- Christmas Program @6pm
	21	22	23	24	25	26	27	12/19- No Extended Care
	28	29	30	31				12/22- 1/2- Christmas Break
January					1	2	3	1/4- 1st Sun. Mass @9 am 1/30- Fun Run
	4	5	6	7	8	9	10	1/7-23- Star Testing
	11	12	13	14	15	16	17	1/19- Martin Luther King Jr. Day
	18	19	20	21	22	23	24	1/22- Cupcakes for the Homeless
	25	26	27	28	29	30	31	1/25- 31- Catholic Schools Week
February	1	2	3	4	5	6	7	2/1-1st Sun. Mass @9 am 2/16- President's Day
	8	9	10	11	12	13	14	2/1 Recycle Day 9am-12pm 2/26- Cupcakes for the Homeless
	15	16	17	18	19	20	21	2/9- Staff PD 2/27- End of 2nd Trimester
	22	23	24	25	26	27	28	2/14- Valentine's Day
March	1	2	3	4	5	6	7	3/1-1st Sun. Mass @9 am 3/30- Easter Holiday
	8	9	10	11	12	13	14	3/1- Recycle Day 9am-12pm 3/31- Cesar Chavez Day
	15	16	17	18	19	20	21	3/2- 3rd Trimester Begins
	22	23	24	25	26	27	28	3/17- St. Patrick's Day
	29	30	31					3/26- Cupcakes for the Homeless

St.Thomas the Apostle School
Master Calendar 2025-2026

April				1	2	3	4	4/2- Holy Thursday	4/27-5/8- Star Testing
	5	6	7	8	9	10	11	4/3- Good Friday	
	12	13	14	15	16	17	18	4/5- Easter Sunday	
	19	20	21	22	23	24	25	4/5- 1st Sun. Mass @9 am	
	26	27	28	29	30			4/23- Cupcakes for the Homeless	
May							1	2	5/3- 1st Sun. Mass @9 am
	3	4	5	6	7	8	9	5/8 Staff Inservice	
	10	11	12	13	14	15	16	5/15- Casino Night	
	17	18	19	20	21	22	23	5/25- Memorial Day	
	24	25	26	27	28	29	30	5/28- Cupcakes for the Homeless	
	31								
June		1	2	3	4	5	6	6/5- 8th gr. Graduation @10am	6/12- School Office Closed
	7	8	9	10	11	12	13	6/7 1st Sunday Mass	6/15 Summer Office Hours Begin
	14	15	16	17	18	19	20	6/10- End of the Year Picnic	
	21	22	23	24	25	26	27	6/11- Last Day of School, No Extended Care	
	28	29	30					6/11- Kindergarten Promotion @10am	

All dates, times, and events subject to change. Watch for monthly school calendars for updated information.

Office Hours

Monday-Friday · 7:30am-3:30pm

Scrip Sales

Tuesday 8:00-8:30am

Thursday 2:30-3:30pm

Half Days · 8:00-11:45am

Gate opens @11:30

Regular Days · 8:00am-2:50pm




Gate opens @2:30

AM Extended Care · 7:00-7:45am

PM Extended Care · 3:00-6:00pm

Summer Office Hours

Monday-Thursday · 8:00am-12:00pm

-  Denotes Half Day
-  Denotes No School
-  Denotes Mass Day

Revised 2/2/2026

St. Thomas the Apostle School

PERSONNEL

Director	Sister Cecilia Duran	cduran@sbdiocese.org
Parochial Administrator	Fr. Theodore Drennan	tdrennan@sbdiocese.org
Parochial Vicar	Fr. Celestine Afugwobi	cafugwobi@sbdiocese.org
Principal	Mrs. Jeanette Morrow	jmorrow@sbdiocese.org
Vice Principal	Ms. Valerie López	vlopez@sbdiocese.org
Bookkeeper	Mrs. Patty Hinojos	phinojos@sbdiocese.org
Custodian	Mrs. Coralía Ortega	
Transitional Kindergarten	Mrs. Raquel Alexander	ravilaalexander@sbdiocese.org
Kindergarten	Mrs. Glenda Sanchez	gl.sanchez@sbdiocese.org
Grade 1	Ms. Yvette Hasty	yhasty@sbdiocese.org
Grade 2	Mrs. Isabelle Krupp	itrlowery@sbdiocese.org
Grade 3	Mrs. Tracy Tune	ttune@sbdiocese.org
Grade 4	Mrs. Julie Einck	jeinck@sbdiocese.org
Grade 5	Mr. Marco Juarez	mjuarez@sbdiocese.org
Grade 6	Ms. Janette Peña	jpena@sbdiocese.org
Grade 7	Ms. Diana Valencia	dvalencia@sbdiocese.org
Grade 8	Ms. Gabriela Muñoz	g.munoz@sbdiocese.org
Resource/Substitute Teacher	Mr. Adrian Sabalones	asabalones@sbdiocese.org
Instructional Aide	Mrs. Elizabeth Cabrera	ecabrera@sbdiocese.org
Instructional Aide	Mrs. Sandra Baquedano	sbaquedano@sbdiocese.org
Instructional Aide	Ms. Mariela Límon	mlimon@sbdiocese.org
Instructional Aide	Ms. Leny Muñoz	lmunoz@sbdiocese.org
Extended Care Supervisor	Ms. Janina Vargas	

Administration and Acceptance/Admission of Students

Administration

Administrative Officers

Pastor: The pastor is the ex officio chief officer of the parish school. In consultation with the principal and the Board of Education, he establishes school policies in conformity with the diocesan policies and regulations.

The ordinary administration and supervision of the school program is the responsibility of the principal, not the pastor or the board.

The pastor is responsible for the school's financial administration. They may delegate some of these responsibilities to the principal.

Principal: The principal is the school's immediate administrative officer. As the administrator, the principal is responsible for the effective operation of the school and for making day-to-day decisions in accordance with policies formulated by the Diocese of San Bernardino.

Administration/Nondiscrimination Policy

The Catholic School in the Diocese of San Bernardino, which includes both Riverside and San Bernardino Counties, admits students of any sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of their educational policies, admission policies, financial assistance, and athletic and other administered programs.

Order of Acceptance

New students will be accepted in the following order and as openings occur:

1. St. Thomas the Apostle School registered, supportive parishioners with children currently enrolled at St. Thomas the Apostle School.
2. St. Thomas the Apostle School parishioners are enrolling children for the first time.
3. Catholic, non-parishioners
4. Non-Catholics

Students must provide required records, including a Baptismal certificate, birth certificate, and immunization records. Transcripts are requested by schools previously attended by transferring students. No students will be allowed to enter class until the immunization record is complete and on file at the school.

Transfer Students

All newly accepted students are probationary. During the probationary period, the student must demonstrate successful performance in both coursework and classroom behavior.

Age Requirements

Students entering Transitional Kindergarten must be four years of age by September 1st. Exceptions will be decided by the principal.

Students must be five years of age by September 1st to enter Kindergarten.

A pupil entering first grade must be six years of age by December 1st of that year.

Acceptance of Students with Disabilities/Exceptional Needs

Policy: A Catholic school will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child's admission and continued enrollment in a diocesan school should be based upon the emotional, academic, and physical needs of a child, and the resources available to the school in meeting those needs. The final decision in this matter is made on the local side. Enrollment is on a one-year probationary period to be reviewed after every 6–8-week period or at the discretion of the Student Success Team for up to 6 times a year, at which time the case will be reviewed to see if the student's needs are being met. The Student Success Team can be composed of, but not limited to, administrators, teachers, counselors, parents/guardians, and possibly the Pastor.

Identifying and Planning for Students with Exceptional Needs

Each school needs to have a process in place to identify incoming and existing students with exceptional needs (i.e., the Student Success Team).

The school may request additional diagnostic information (e.g., a psychoeducational assessment) at any time to better develop an appropriate program for the student.

Entrance Assessment and Acceptance of New Students

Entrance assessments should be used for diagnostic purposes only to identify a student's learning strengths and needs and to help the school determine whether an appropriate program can be developed. Schools should use a holistic approach to this assessment by reviewing prior documentation, conducting academic screenings, interviewing parents/guardians and students, and considering parish affiliation.

Upon enrollment, parents/guardians must report and provide documentation of their child's special education needs. Failure to do so could jeopardize the probationary period.

Assessment/Grading of Inclusion Students

Grading practices must be consistent with the guidelines of the Diocesan Student Learning Assessment system. A student identified as needing assistance in any subject must have an accompanying adapted curriculum supplement (such as a Modified Instruction Plan or a modification document). The marking of code CP (Continued Progress) or a 3 (Adapted Curriculum) from the comment code on the Standards-Based Report Card may be used to indicate that inclusive measures were taken to achieve student success.

Retention of Identified Inclusion Students

An identified student with an IEP may be retained if the administration, teachers, and parents/guardians determine that the student would benefit from repeating the current grade level.

Eighth Grade High School Diploma

A student who has received instructional accommodations or curricular modifications within the school may receive an official Diocesan Diploma, Certification of Completion, or Letter of Attendance, depending on the student's achievements. If the Eighth Grade/High School standards have been achieved, then a Diocesan Diploma may be issued. If the student improved yet remained at a lower grade level of standard achievement, a Certificate of Completion would be appropriate. If the student did not significantly improve, but faithfully attempted and attended the academic program, a Letter of Attendance could be considered.

Alternative Educational Placement

If, in consultation with the Student Success Team, the administration determines that the school cannot continue to meet a child's needs, an alternative educational placement should be recommended. Alternative educational placement will be recommended after every possible school and outside intervention, as well as support resources, have been exhausted without success. It would be unjust to continue to attempt to serve a child when it is evident that the school is unable to do so.

General Administrative Policies and Procedures

Accreditation

All Diocesan schools are accredited through the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC).

Attendance Policy

Legal Requirement

California law requires compulsory school attendance for all children ages six through eighteen unless legally exempt. Parents/guardians are responsible for compliance. The school maintains accurate daily attendance records.

Reporting Absences

Parents/guardians must notify the school office of an absence before 9:00 a.m. A written excuse, dated and signed by a parent/guardian or physician, is required upon the student's return to school. Homework requests must be submitted by 10:00 a.m. and will be available for pickup at dismissal on the same day.

Work missed due to absence must be submitted within a week of the absence to receive credit. Any submission after that week will result in a zero for that assignment.

Absence Limits

Students who are absent for 13 or more days per trimester without verified medical or professional documentation may be subject to withdrawal, failure in affected classes, or retention. Final decisions are made by the administration.

With approval of the Office of Catholic Schools, stricter limits may be established.

Excused Absences

Excused absences include illness, medical or dental appointments (with verification), accidents, quarantine, and bereavement or serious illness of an immediate family member. Students attending medical or dental appointments are legally credited as present when documentation is provided.

Parents are encouraged to schedule after-school appointments when possible.

Unexcused Absences

Unexcused absences include family vacations, personal or family business, and truancy. The school is not obligated to provide tutoring, make-up work, or alternative testing for unexcused absences.

Absences for Other Reasons

When parents request absences for personal reasons, the principal will review the student's progress and advise parents of the academic impact.

The final decision rests with the parents.

Leaving school before or during lunch results in an afternoon absence. Leaving one hour or less before dismissal for co-curricular activities is not considered an absence if logged in the office.

Partial Absences

Students arriving more than 30 minutes late or leaving more than 30 minutes early will be marked as partially absent. Arrival after morning recess constitutes a half-day absence.

Tardiness

Students arriving after 8:00 a.m. are tardy and must report to the office. Students arriving after morning prayer assembly (8:05 a.m.) must be signed in by a parent or guardian.

Records of tardiness are maintained.

Truancy

A student is truant if absent without a valid excuse for three consecutive days or tardy 30 minutes or more on three consecutive days.

Disciplinary action may be taken in accordance with school and diocesan policy.

Physical Education

A parent note is required for PE non-participation. A physician's note is required if non-participation exceeds one day.

Before School Supervision and Extended Care

Before-school care is provided from 7:00 am to 8:00 am.

After school, extended care is provided from 3:00 pm-6:00 pm.

Fees will be determined each year. Any parent who does not pick up their child by 6:00 pm will be billed \$3 for each minute after 6:00 pm.

The school reserves the right to deny this service to any family that is delinquent in payment or whose children do not follow the established rules and regulations. All extended care programs are billed and paid monthly through Facts.

Birthday Privileges

St. Thomas the Apostle School students may wear free dress on their birthday. Arrangements will be made if birthdays fall on school days or on Mass days.

While we encourage celebrating our students, we ask that special treats be limited to a snack, a cupcake, or a small item for each student in the class.

Cell Phones/Electronic Devices

All cell phones must be turned off and left in backpacks during school hours and extended care.

The school accepts no responsibility for any lost or broken cell phones. If a student has their cell phone out during the school day, St. Thomas the Apostle School staff may confiscate it and store it in the school office until a parent or legal guardian picks it up.

Communication/Conferences

Any business conducted with a teacher or child must be handled on school premises.

At no time should a parent/guardian go directly to the classroom.

Parent-Teacher conferences take place during the 1st Trimester. Grades 6, 7, and 8 have “Student-Led Conferences.” In addition to these conference times, parents/guardians are encouraged to check with the teacher periodically throughout the school year.

If a child is having difficulties in school, parents/guardians should first contact the teacher to schedule a conference at a time convenient for both parties. Teachers should be given sufficient time to prepare for the meeting and should not be expected to meet with parents/guardians during morning assembly or dismissal time. If a student is at risk of failing, the teacher will contact parents/guardians in advance to discuss the possible outcome and develop a support plan.

At St. Thomas the Apostle School, the classroom teacher is the main point of contact for all student matters. To ensure clear and consistent communication, instructional aides and other staff should not speak with parents/guardians about students unless the teacher is present.

In keeping with our communication protocol, we ask that parents/guardians first speak with the classroom teacher before requesting a meeting with the principal. This approach ensures clarity, respect for roles, and the best outcomes for our students.

Formal communication with the school should be done through email. All staff email addresses are listed in this handbook and available on the school website.

A newsletter/memo is sent home with each student at the end of each week. Parents/guardians need to read school news memos and stay informed. These newsletters provide important information about school activities, upcoming events, and notifications.

The BAND app is an informal communication tool for general reminders.

The school also uses additional information sources: memos, monthly calendars, and general office announcements.

We encourage families to check email regularly, ask their child/children if they have received any information from the school, and call the school office with any specific questions.

Confidentiality

We are committed to keeping the child's best interests our top priority. When acting as a representative of the school, all information will be kept strictly confidential. Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at risk. Teachers will always make it clear to students that they will keep confidences unless health, life, or safety is in jeopardy. This applies to journal writing and conversation. Faculty/staff members are required to report to the administration immediately if someone's health, life, or safety is in jeopardy.

Counseling

Catholic Charities, which operates within the diocese, provides team crisis and grief counseling for the school as needed.

Parents/guardians/Guardians can also contact Catholic Charities for counseling at 909.763.4970.

Curriculum

Curriculum may be defined as all the guided experiences of the child under the school's direction. It includes the content of courses of study and the learning environment. It also embraces the development of the whole child, which is within the school's scope. The school will assist the child in developing sound understandings, attitudes, and habits throughout every school experience, fostering not only academic growth but also moral, spiritual, and personal development beyond the textbook.

Daily religion classes are an integral part of the education program for all students at every grade level. Students are taught memorized and spontaneous prayers. They also assist in the planning and preparation of daily prayer assembly, school liturgies, and prayer services throughout the year.

The students plan and attend Mass together once a week and on Holy Days of Obligation.

Parents/guardians are urged to fulfill their responsibility as primary educators of their children's religious experience by participating in the religious formation process. This can be done by taking time to talk with their children about the activities of their religious classes and deepening their faith. Parents/guardians are encouraged to be supportive and involved members of the Parish. This is especially important as children prepare to receive the Sacraments of Eucharist and Reconciliation.

St. Thomas the Apostle School is committed to providing students with the tools to build a strong foundation in basic academic skills. The habit of regular attendance is a prerequisite to a successful school life and sets the framework for a positive, successful career. Students should be absent from school only in cases of illness or emergency. All other absences should be avoided as they interfere with the student's academic progress. (Refer to Attendance Policy).

Custody Issues

The school understands that parents/guardians who do not have custody of their children still have the right to access information and speak with school officials, unless the school has on file a certified copy of a court order to the contrary. Teachers will be informed of custody arrangements affecting their students. Custody issues must remain confidential and not be discussed in front of students, parents/guardians, or staff members who are not involved. St. Thomas the Apostle School will never, and cannot legally, release student records, letters, attendance sheets, extended care forms, or other records in response to a verbal request, or attend a court hearing upon verbal request. We can only respond to the above if we are served with a written court subpoena.

Diocesan Policy 5445 States: Custody of Minors

No unauthorized organization, agency or person may be allowed to assume custody of any student on school premises before, during or after school hours unless explicitly authorized by the parent or guardian.

When custody is court-ordered, the school must request, and parents/guardians must provide, a copy of the court order for the student's file to verify the custody terms. The school will comply with the court-ordered custody conditions on file.

Daily Schedule

7:00-7:45	Morning Extended Care
7:30	Office Opens
7:45-8:00	Student Drop Off
8:00	School/Instruction Begins
8:05	Morning Prayer Assembly
10:00-10:15	Recess TK-3
10:15-10:30	Recess 4-8
11:15-11:55	Lunch TK-3
12:00-12:40	Lunch 4-8
2:50	Dismissal
3:30	School Office Closed
3:00-6:00	After School Extended Care

ON HALF DAYS

11:45	Dismissal
12:00-6:00	Extended Care

Department of Education Policies

*All school policies and regulations are contingent upon diocesan policies and regulations.

DISCIPLINE POLICIES & PROCEDURES

Each teacher will develop a policy that conforms to the general guidelines and philosophy of St. Thomas the Apostle School. Consequences for inappropriate behavior will be explained in the teacher's classroom policy and procedure handout. This policy will be sent home at the beginning of the school year. Students and parents/guardians must sign the policy confirming their understanding and acceptance of the classroom discipline procedures and return the signed form to the school by the designated deadline.

The principal has the right to suspend a student immediately for any of the following infractions or any other behavior that is harmful to others or the school's reputation:

Harassment	Bullying
Fighting	Inappropriate Behavior
Use of foul language	Destruction of property
Disrespect	Stealing
Refusal to obey a teacher	Leaving the school grounds
Repeated failure to observe school rules	Cheating

The above continued negative behavior can result in expulsion. The school reserves the right to require counseling before readmitting a student to class or to suspend a student if behavior becomes disruptive or threatening to the school environment.

Suspension will be in writing to the parents/guardians. A parent/guardian and principal conference must be held before the student is admitted back to school.

The Principal Has the Right to Expel a Student Immediately for the Following Reasons:

1. Smoking/Vaping
2. Possession of/or being under the influence of illegal substances
3. Bringing a weapon of any kind to school
4. Continued harassment of any kind toward a student and/or staff member
5. Continued bullying or threatening another student.

Guided by the Philosophy, it is the purpose of St. Thomas the Apostle School to:

1. Provide a safe classroom environment conducive to learning.
2. Help the students develop and appreciate the importance of responsibility.
3. Build Catholic Christian values and respect for others.
4. Make sure each student feels safe and secure at school and at all school activities.

Discipline/Behavioral Expectations

It is expected that St. Thomas the Apostle School students and families will be living examples of SLEs at all times, whether on or off campus. Each student will sign the St. Thomas the Apostle School Code of Conduct (see Code of Conduct).

Expected behavior while on campus:

1. Students are to be in proper uniform every day except on free dress days.

2. Respect school property.
3. All trash/recyclables should be properly disposed of in appropriate containers.
4. Classroom and desks should be kept orderly and clean.
5. Students use only the student bathrooms in the school breezeway.
6. Walk quietly in the patio/breezeway area to avoid disturbing classes.
7. Show proper respect at Mass or any function of the Church.
8. Gum is not allowed on school grounds.
9. Students are expected to follow all directions given by any faculty or staff member of the school.
10. Students are responsible for cleaning their lunch area before leaving the eating area.
11. Students enter classrooms only when the teacher/staff is present.
12. Students are expected to be consistently respectful.

The following are some examples of unacceptable behavior:

1. Disrupting class while the teacher is teaching
2. Refusing to accept correction
3. Showing a negative attitude
4. Arguing disrespectfully
5. Open, persistent defiance of authority
6. Cheating on class work, homework, or tests
7. Use of offensive language
8. Harassment or bullying
9. Fighting/physical encounters
10. Failure to follow the dress code
11. Inappropriate use of technology/internet

Unacceptable behavior may result in the following consequences:

- Assignment of special tasks within a written behavior plan
- Teacher conference with the student
- Principal conference with the student
- The teacher and/or principal confer with the parent
- Denial of privileges
- On-campus suspension
- Warning
- Time-outs
- Detention
- Suspension
- Expulsion

After School Detention

For students who repeatedly demonstrate behavioral infractions.

Held Monday through Friday from 3:15–3:45 PM and supervised by teachers on a rotating basis. Detentions will be assigned on the school day following the infraction.

Attendance at the assigned detention is mandatory. The only acceptable excuse for absence is a doctor's note. In such cases, the detention will be rescheduled for the following school day.

The purpose of this policy is to provide students with a clear, consistent consequence and to help curb ongoing behavior issues while supporting a positive learning environment for all.

Dress Code

All uniform items must be purchased through School Uniforms by Tommy Hilfiger

The dress code for St. Thomas the Apostle School will be enforced. Students who violate the dress code will not be permitted into the classroom. Parents/guardians will be contacted, and students will be allowed back in the classroom once they comply with the dress code.

Girls Daily Uniform

- Solid gray, plaid, or solid black skort
- Grades TK- 5: plaid jumper or skort
- Grades 5- 8: plaid skirt or skort
- Solid white, maroon, gray, or black short-sleeve polo shirt with collar
- Black or gray shorts or pants
- Leggings: black or white. Must go to the ankles and can be worn under jumpers or skirts

Boy's Daily Uniform

- Solid white, maroon, gray, or black short-sleeve polo shirt with collar
- Black or gray pants
- Black or gray shorts

Dress Code Requirements for All Students

- Shorts, skirts, and dresses must be fingertip length.
 - Hands held at sides with the end of the material reaching the fingertips.
- Belts are optional
- School Uniforms by Tommy Hilfiger indicates required and approved dress code items

Socks and Shoes

- Athletic, canvas, or leather shoes that lace up or have a Velcro strap.
- Shoes must have rubber bottoms, no hard soles
- Socks are required

- No sandals
- No slip-on shoes
- Rainboots are only allowed during inclement weather
- At the discretion of school staff

Outerwear

- Gray zip-up hoodie sweatshirt
- Gray crew neck sweatshirt
- Black or Maroon hooded microfiber zip-up jacket
- Black sweater vest
- Black cardigan sweater
- In cold weather, coats/jackets may be worn over the STAS sweatshirt/ jacket and can only be worn outside
 - We highly recommend monogramming or writing the students' names on the inside of their jackets.

Hair

- Hair must be clean and always groomed
- No bleached, colored, or dyed hair allowed
- Hair cannot be covering the face or eyes
- At the discretion of school staff

Liturgy Days

- TK-3 girls Blouses, jumper, skort, or pants, ties are encouraged
- 4-8 girls Oxford shirt, skirt, skort, or pants, ties are encouraged
- TK-8 boys Oxford shirt, pants, ties are encouraged
- Sweater vest, Cardigan sweater, or Microfiber jacket
- No PE clothes, shorts, or free dress
- Dress shirts must be tucked in at Mass
- Liturgy Uniform must be worn on Liturgy Days
 - Liturgy Uniform may be requested for special occasions: visitors on campus, special field trips, special events, etc.

PE Uniform

- Students wear PE uniform on assigned PE days
- PE shirt and shorts
- Solid black sweatpants may be worn during cold weather
- Athletic shoes

Free Dress Days

- Must be appropriate at the discretion of school staff
- No immodest clothing

- No hats

Jewelry

- No smart watches
- Girls may wear one earring in each ear lobe, studs only
- Nothing excessive and is at the discretion of school staff

Makeup (for Girls in 7th & 8th gr. Only)

- Light mascara
- Light facial foundation or powder
- Lip gloss: clear, nude, or light pink only
- Nail polish: clear, nude, or light pink only
- No tattoos, fake or otherwise allowed.

Failure to follow the Dress Code may result in the following:

1. Student will not be admitted to class
2. Parents/guardians will be called to pick up their child and cannot bring them back until their child is compliant with the Dress Code.

Emergency Procedures

Earthquake Plan

All faculty and staff will be informed to help organize the following jobs in case of an emergency:

Command Post

Give direction and guidance, and assign job duties.

Attendance and Release

Verify all students' releases; record the time and the name of the person who picked up (must be on the emergency contact list).

First Aid

Faculty and staff trained and certified in First Aid and CPR will administer medical attention when needed until patients can be moved to the nearest hospital.

Communication

Check local news for emergency directions and contact information.

Search and Rescue

After the roll is taken, begin searching for all missing people in pairs.

Safety

Secure food containers from classrooms, set up a safe area for students, remove necessary supplies from the earthquake shed, and designate an area away from students for the deceased. Turn off gas valves.

Food and Water

In charge of dispersing and monitoring the food and water.

Sanitation

Set up the portable toilets, drape canvas around for privacy, and dispose of waste/lime when needed.

Preliminary Planning

Southern California is an integral part of the San Andreas Fault System. Earthquakes can occur at any time, and while history does not record this valley having suffered a serious earthquake, the risk remains. Earthquakes occur without warning and are of the magnitude of one and up on the Richter Scale. Their duration may range from seconds to minutes.

Preliminary planning is as important as knowing survival techniques. The shaking of the ground is not generally the direct cause of death and injury. The high casualty count is usually the result of falling objects, broken wires, dam failures, carelessness with broken gas lines, and panic. Preparation and understanding will help eliminate many of these causes of casualties. Knowing where to go, what to do, and what not to do will help to control a major emergency panic.

The following information is designed to prepare for a disaster and to provide instructions on what to do before, during, and after one. In the event of an earthquake, there may be 72 hours or more of isolation; this makes self-help necessary.

Site Preliminary Planning

School Staff

Evacuation Routes

Each classroom, office, and room in use must have a route for personnel to evacuate the building. When designating these routes, be aware that any overhang on the building will likely fall, thereby blocking the exit. Any object located overhead will be a hazard. Furniture or files near a door will block it. Indicate evacuation routes and alternative routes using available site plans. Indicate each individual area evacuation and alternative route in red. Site maps must be posted in each individual classroom or office showing these routes.

***Assembly Areas**

After evacuation, all classes and other personnel must assemble in assigned areas. These areas should be located in open space, well away from buildings, trees, power or other poles, wires, etc. An administrator or designee will have a predetermined list of classes and/or personnel who will be reporting to them.

Student Preparation

For the safety and security of staff and students, the school grounds will be closed in the event of an emergency or disaster. Students will remain at school sites until a parent or authorized individual assumes custody.

- A. Students will be retained by their teachers at designated assembly areas. They will be kept together and not permitted to leave the group.
- B. Teachers will take roll periodically. Any missing student will be reported to the command center, giving their last known whereabouts.

In The Event of An Earthquake

- A. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- B. No child will be allowed to leave with another person unless there is written permission or that particular person is listed on the student's emergency contact list.
- C. All parents/guardians or designated parties who come for students must sign them out at the school office or the temporary Student Release Station.
- D. We are prepared to care for the children in times of critical situations. If a parent cannot reach the school, we will care for the child here. Staff have been trained in first aid and will coordinate with local emergency services.

During an earthquake, students and personnel will follow the procedures practiced during our drills. That is, they will drop, turn away from the window, cover their heads with a jacket or sweater if available, or with their arm if nothing else is close by, and hold on.

Once the quaking has stopped, everyone who is able will proceed to the assembly area; someone will return for the injured.

Once all students are in the assembly area, work will begin. Teachers will take attendance and send a list of missing students to the command post.

Office personnel will set up the command post and take with them all emergency contacts. The principal/maintenance will turn off electricity, gas, and water as needed. The command post will assign staff to begin search-and-rescue operations. They will bring injured students, if they can be moved, to the first aid area.

The food and water team will procure first-aid supplies and water for the first-aid team. They will then return for other stored items on an as-needed basis, as determined by them. These items include large trash bags (raincoats, body bags, etc.), toilet paper, blankets, plates, forks, food, water, buckets, and small trash bags (portable latrines). If the team can enter any rooms, they will look for sweaters, crayons, and other items to keep students comfortable and occupied.

The search and rescue team, in the meantime, will use the attendance list provided by the command post and begin the search and rescue. They will bring injured students, if they can be moved, to the first aid area.

The sanitation team will begin to set up restroom areas.

The search and rescue team will secure the fatalities in body bags and stay in the morgue area to be of support to families. We can use bulletin board paper to block off the morgue area.

No personnel may leave until released by the principal or her/his representative. The priests have committed themselves to coming directly to our assistance if able. They will help to comfort and reassure the children.

The supervisor will always remain with the assembled students and ensure that no student leaves the area unless properly signed out through the command post. All personnel will remain with the students when not engaged in other duties.

Drop Drill for Earthquake or Emergency

The signal for an earthquake drill is the fire bell or intercom announcement by the principal. The earthquake DROP DRILL should be conducted by the individual teacher. The command is "Drop". An emergency drop drill will be conducted at least once per trimester by the office and once per month by the classroom teacher.

Inside the school building, the students will:

- A. Get under the desk or table if possible.
- B. Kneel with your back to the windows and knees together.
- C. Cover the head and neck as much as possible and hold onto the desk leg.
- D. Bury face in arms to protect the head.
- E. Close eyes tightly

Remain under the desk until instructed to leave. Evacuation will be approximately five minutes after the initial quake and will depend on the circumstances, the extent of the tremors, and/or damage to the building. Once instructed to evacuate, all students will proceed to the Assembly Area. If the Assembly Area is deemed unsafe, each teacher is responsible for making the best possible decision to ensure the safe assembly of their group.

Students will not return to the building for any reason until the buildings have been declared safe.

The teacher shall remain with their class until all students are settled, and then each teacher shall assume their specific duties as directed by disaster procedures.

911 Is Used for Emergencies Only

Immediately advise the dispatcher if anyone is injured and needs paramedics. We all become excited and sometimes upset during an emergency. Remember to stay calm. The calmer you are, the faster help will arrive. Sometimes you will be kept on the phone with the dispatcher. Be cooperative. Be assured that help is on the way.

After 911 is called, all efforts will be made to contact the parents/guardians if a student is injured. A copy of the students' emergency contact list must be provided to emergency personnel upon arrival. A school employee will follow the student to the hospital and remain with them until parents/guardians arrive (This is directed by the administration only).

Securing School Grounds

The following procedure applies to securing the grounds when needed. The code phrase "Lock Down" alerts all staff that students must be secured in their classrooms or in the safest, closest building. The above announcement will be made through the intercom system. Students who are playing outside on the field will immediately return to their classrooms if it is safe to do so. If not, students with staff will go to the closest building. All doors are locked, and blinds are closed.

All students/staff in the hall will remain in the hall, locked in; no one leaves any rooms until the proper authority says it is safe. Faculty/staff will notify the office when a child needs to use the restroom and cannot wait. Someone from the office will come to the classroom to escort the child if it is determined to be safe. Faculty/staff are notified through the P.A. system when they can exit the rooms.

Bomb Threats

If the school receives a bomb threat, the following procedures will be implemented, with children's safety as the highest priority.

1. While talking with the threatener, find a way to have someone else notify the Administrator, who will use another phone to call authorities, the Police Department, and the Office of Catholic Schools at the Diocese.
2. The person receiving the call is to use the "threatening call checklist" and make every attempt to:
 - a. Determine the caller's knowledge of the school building.
 - b. Keep the caller talking as long as possible.
 - c. Notice noises in the background.
 - d. Ask the caller for a description of the bomb, when and where it is expected to detonate.
 - e. Listen for distinguishing voice characteristics.
 - f. Do not hang up on the phone if the person continues to give information.
3. The administrator/staff will ring the bell used in a fire drill.
4. Proceed immediately to the top church parking lot and/or field where the students are to sit. Look for any unusual articles, such as items that do not belong, as you

Parents/guardians/chaperones must be live-scanned before approval. Chaperones should serve as role models and set a good example for students by adhering to school policies and avoiding smoking, drinking, and inappropriate behavior. Chaperones should help support the teachers with students and activities. Have fun, but be mindful of your role - create a safe and productive learning environment for everyone.

Parental permission is required for all field trips and must be obtained in writing. Teachers will provide parents/guardians with the necessary details, such as what their child needs to wear and whether food will be provided. Without this signed permission, a student may not leave the school grounds. Students must return the permission slip before the scheduled event.

Financial/Fee Policy

Tuition and fees are listed in the registration contract for each school year. Registration, sports, and graduation fees are non-refundable.

Tuition is refundable only if paid in advance, and the student was unenrolled from school at any time during the month the refund is requested.

Forgotten Items

If you wish to drop off forgotten lunches, books, or other items, please leave them in the school office for delivery.

Gradelink

St. Thomas the Apostle School uses Gradelink as the student information system.

Students and parents/guardians receive individual login credentials to access grades, class assignments, service-hour totals, unofficial transcripts, and classroom information. Parents/guardians are encouraged to log in to Gradelink regularly to stay informed about student progress.

Grading and Reporting System

Report cards are issued at the end of each trimester and are designed to inform parents/guardians of their child's scholastic and behavioral progress. Any questions concerning a report card grade should be directed to the classroom teacher.

All Catholic schools in the diocese are required to use the Standards-Based Diocesan Report cards. The final grades are based on weekly tests, class participation, and completion of class and homework assignments.

Student involvement and cooperation are key components of their grades. Both parents/guardians and teachers are encouraged to contact one another when questions or concerns arise regarding a child's progress.

Progress Reports are sent home midway through each trimester.

If at any time during the school year a student drops below a C in any subject, the teacher will notify the parents/guardians.

4th– 8th Grade Honor Roll Requirements:

- 1st Honors: A’s – In all subjects and conduct
- 2nd Honors: A’s or B’s- In all subjects and conduct
- Citizenship: Outstanding Conduct

Graduation

Eighth-grade graduation will be no earlier than one week before the school closure.

All accounts, including scrip and service hours, must be current before the student can participate in any graduation activities.

Students will be invited to participate in graduation activities, which may include: breakfast with the principal, an amusement park trip, a retreat, painting the 8th-grade mural wall, and planning and rehearsals for graduation mass.

Homework

Homework is assigned each night for grades TK–8. Weekends are free from regular homework assignments except for long-term assignments and special projects.

All students will be given ample time to complete long-term and special projects.

The purpose of homework:

1. Reinforce concepts and skills that have been presented in class.
2. Foster student creativity and discipline through enrichment projects or research
3. Train the student to work independently and accept responsibility for completing a task.

Suggested homework times for grade levels are as follows:

Grades	TK – 1	10 – 20 Minutes
Grades	2 – 3	20 – 30 Minutes
Grades	4 – 5	40 – 50 Minutes
Grades	6 – 8	60 – 70 Minutes

Illness/Injury

If a student is injured or becomes ill, the parents/guardians will be contacted. No student may leave the school premises unless they are picked up at the school office and signed out by a person listed on the emergency contact list.

If the parent cannot be reached and the illness or injury is serious enough to require medical attention, the principal will refer to the student's emergency contacts.

This authorization must be updated regularly. People listed on the emergency contact list, other than parents/guardians, must reside within the city boundaries and be able to pick up students promptly (Refer to Emergency Contacts).

Immunization Records

A California Immunization Record is kept in the school office for every student. Every child entering first grade must present proof of a physical examination. TK/Kindergarten and new students must have a current immunization record on file. All students entering seventh grade must provide proof of completion of the hepatitis immunization series.

From the California Department of Public Health:

Students Admitted at TK/K-12 Need:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td)
 - 5 doses
 - 4 doses OK if one was given on or after the 4th birthday.
 - 3 doses OK if one was given on or after the 7th birthday.
 - For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after the 7th birthday.
- Polio (OPV or IPV)
 - 4 doses
 - 3 doses OK if one was given on or after the 4th birthday)
- Hepatitis B
 - 3 doses
- Measles, Mumps, and Rubella (MMR)
 - 2 doses (Both given on or after the 1st birthday)
- Varicella (Chickenpox)
 - 2 doses

Students Starting 7th Grade Need:

- Tetanus, Diphtheria, Pertussis (Tdap)
 - 1 dose
 - Whooping cough booster is usually given at 11 years and up
- Varicella (Chickenpox)
 - 2 doses (Usually given at ages 12 months and 4-6 years)

If updated immunizations are not provided by the first day of school, the student will not be admitted.

Instructional Program

Courses taught to all students in Transitional Kindergarten through Eighth Grade

- Religion
- Language Arts (reading, grammar, spelling, composition)

- Mathematics
- Social Studies
- Science, Music
- Art
- Physical Education.

In conformity with the state law, the students are also taught the following at the appropriate grade level:

- Public Safety and Accident Prevention,
- The nature and effects of alcohol, narcotics, restricted dangerous drugs, and tobacco
- Fire prevention and protection
- Conservation of resources.

Library

The library provides materials for students to obtain information, do research, and enjoy reading. Library access will be denied to students who do not abide by the rules and guidelines. Library books that are lost or severely damaged must be paid for or replaced.

Students are asked to conduct themselves quietly and orderly in the library. Students may not check out additional books if they have an overdue or lost library book.

Lost and Found

The lost-and-found bin is in the school breezeway and is emptied several times throughout the year.

Please permanently label all items, such as sweatshirts, lunch boxes, and personal supplies, with the child's family name.

Lunch Program

Hot lunch days are Tuesdays and Thursdays. A Hot Lunch Menu is sent home monthly with prices.

It is the parents'/guardians' responsibility to ensure their child has lunch or lunch money.

Subway is offered on Mondays, Wednesdays, and Fridays. Subway forms are available in the office and must be submitted by morning. Subway is not offered on ½ days.

Medication Policy

1. The school does not supply medication.
2. All medications require physician and/or parent/guardian authorization. This includes cough drops, lip balm, lotion, etc. Parents/guardians are responsible for ensuring that medication has not expired or requires replacement.

3. All medications must be secured in the school office, and proper forms must be filled out.

Parents/guardians should inform teachers, at the beginning of each year, of any chronic medical or physical condition or impairment that may affect their child's performance in school. These conditions include, but are not limited to, vision, diabetes, cardiac conditions, diagnosed ADD or ADHD (which is being treated), migraines, epilepsy, sleep or eating disorders, need for frequent trips to the restroom, etc.

All medications must be picked up by a parent/guardian on the last day of the school year. Any medication not picked up will be thrown out.

Minimum Days/Half Days

Minimum day dismissal is at 11:45 am.

The first Friday of each month is a minimum day. Please refer to your monthly school calendar for additional minimum days throughout the school year.

No child should be picked up before 11:45 am on minimum days, except in an emergency.

Office Hours

The school office is open from 7:30 am until 3:30 pm Monday through Friday, when school is in session.

On half days, the office is open from 7:30 am to 12:30 pm.

Special summer hours will be announced.

Orientation Meetings

At the Back-to-School event, families receive important information about school events and have the opportunity to meet school staff, the School Advisory Board, PTG members, and other families.

Throughout the year, we offer various meetings and events that parents/guardians and families are encouraged to attend to stay informed and observe student growth.

Parent/Community Involvement

The school community comprises parents/guardians, teachers, and students, all of whom support and benefit from one another's involvement. Parent volunteers are highly valued and encouraged to contribute based on their abilities and availability.

All volunteers at the school must follow the safety guidelines, which include undergoing a background check and being fingerprinted via Live Scan using the school's fingerprint form.

This ensures the safety of everyone on campus and that all volunteers have the appropriate qualifications.

St. Thomas the Apostle School is a collaborative effort in which every family in the school community plays a vital role.

Parents/guardians can help in the religious formation of their children by:

1. Taking time to talk to their children about God and their faith.
2. Taking time to pray together.
3. Giving examples of the living of faith in speech, action, and attitude
4. Taking time to celebrate Mass together on Sundays and special days.
5. Taking time to be informed about the religious concepts the children are learning.
6. Continually reaching out to develop their own faith life.
7. Participating in the Sacramental preparation programs, attending bible study, and faith-sharing groups.
8. Be a registered, supportive parishioner.

Tuition and fees do not cover the total cost of education here at St. Thomas the Apostle School. The difference between our tuition and fee revenue and the school's operating expenses is considerable. This difference is offset by fundraising.

All parents/guardians are encouraged to participate in Service Hours, Fundraising, and the Scrip Program to help build a strong school and parish community. It is hoped that everyone will take an active interest and demonstrate a willingness to volunteer their time, effort, and resources to this cause. Together, we can achieve even greater things!

Parking Lot Protocol

We encourage all families to join us for Morning Assembly. This is a meaningful way to start the day together as a school community. Once announcements are complete and students return to class, all parents/guardians must exit the campus.

Live-scanned volunteers may check in at the office and offer their help where needed, but may not remain in the parking lot.

Pastor

The pastor's ultimate responsibility toward the school is to ensure that a Catholic Christian atmosphere is established and maintained and to guarantee the school's compliance with all Diocesan policies and regulations. He has the right to be consulted before the school undertakes any activity that may involve publicity or fundraising. He has the right to serve as a member of the School Advisory Board and be consulted on all related matters.

Personal and School Property

Any student who intentionally destroys school property will be held financially responsible.

Chromebooks, iPads, and textbooks are the property of the school. Lost or damaged property must be reported and paid for immediately.

No child will be re-registered if these fees have not been paid.

Physical Education Procedures

1. On P.E. days, the P.E. uniform will be worn to school, unless otherwise noted. Everyone must purchase P.E. uniforms from Tommy Hilfiger. All students must wear athletic/tennis shoes and socks (see Dress Code). Black sweatpants are permitted during cold weather.
2. If a student cannot participate in P.E., the student must have a written, valid doctor's excuse for non-participation. This also applies to recess participation.

Promotion/Retention

Students who complete the necessary work of a particular grade in the basic skill areas will be promoted to the next grade. Students who are unable to complete the coursework or are progressing more slowly may be placed in the next grade.

In cases of slow progress, each student will be considered on an individual basis. Any decision regarding non-promotion must consider multiple factors related to the student's development, including emotional, physical, social, intellectual, and academic.

Registration/Acceptance

1. Open enrollment usually begins in March of each year and continues until all classes are full.
2. If a parent is unable to register a child, an adult bearing verification of intent can register for the parent of the child.

Students entering St. Thomas the Apostle School for the first time will be accepted conditionally for their first 3 months of school. The probationary period of 3 months will conclude if:

1. This student receives passing grades in major subjects, as well as conduct.
2. All accounts are current, such as tuition, fundraising, etc.
3. There is evidence of parental support and cooperation with the school.

It is also required that all regulations and rules as specified in the St. Thomas the Apostle School Parent/Student Handbook be adhered to and understood. If a child is experiencing academic/social difficulties, a conference will be held to determine whether the child may continue attending St. Thomas the Apostle School.

Religious Activities

Ongoing instruction and religious formation are reflected in the class liturgies, paraliturgical services, and sacramental preparations that are integrated into the curriculum of each grade. Because of the importance of the sacramental preparation program, parents/guardians are required to attend meetings and retreats prior to their child receiving the Sacraments of Reconciliation and First Communion.

Restroom Accidents

In the event of a restroom accident at school, the following procedures will be followed to ensure the health, safety, and dignity of the student:

- If a student has a urine (pee) accident, they may change into a clean set of clothes brought from home and kept at school. All affected clothing must be changed.
- If a student has a bowel movement (poop) accident, a parent or guardian will be called to pick up the child as soon as possible. The student will not be readmitted to class until they are fully cleaned.
- During any clothing change, a staff member will remain outside the restroom to ensure the student's safety and well-being.

We encourage all TK families to keep a full extra set of clothes at school for their child. Persistent problems will be addressed individually.

Room Parents/Guardians

Each year, room parents/guardians will be asked to assist in classroom functions. Meetings will be held at the beginning of the year to determine how best to assist teachers. Room parents/guardians must contact the classroom teachers before planning or conducting any activities.

School Advisory Board and Parent Teacher Group

See School Advisory Board Constitution, pgs. 44-46

School Calendar

Please note that the master calendar is subject to change. We recommend that parents/guardians consult the monthly calendar for updates on announcements and events.

School Pictures

Pictures are taken twice during the school year. Fall pictures are taken in the school Liturgy uniform, and Spring pictures are free dress. Information concerning prices and packages will be sent home before picture day.

School Visits

Upon arrival at the school, visitors must sign in at the school office. This includes all volunteers.

Permission to visit classrooms may be approved only by the Principal or Vice Principal, and visits will be scheduled by appointment.

Service Hours Policy

Every family whose children attend St. Thomas the Apostle School is asked to give a designated amount of time to fundraising events of their choice.

There is a 30-hour requirement for two-parent/guardian families and a 15-hour requirement for single active-parent families.

If you have any questions about the service hour policy, contact the Vice Principal first. There is no carry-over of hours between school years. Hours may not be donated or accepted from another family.

Families must earn hours between June 1st and May 28th. Unearned hours must be paid at registration for the following school year at \$50 per unearned hour. Unearned hours will be treated as tuition delinquency and handled in accordance with the Tuition Policy.

Each adult volunteer will be responsible for signing in and out on the service hour forms. Forms are available to all volunteer activity chairpersons. The work is to be recorded when performed. The completed forms are turned in to the school office and documented.

Service Hour status can be checked in Gradelink, which is updated throughout the year.

Sports Program

St. Thomas the Apostle School participates in the Inland Catholic Sports League (ICSL) for all students. Eligibility requires all students to have a "C" average, no "Fs", and a satisfactory grade in conduct to participate.

Student Drop Off and Pick Up

Parents/guardians/drivers are asked to follow the instructions of the school Safety Patrol when driving automobiles in the parking lot.

1. Parking lot speed cannot exceed 5 mph.
2. All students are to be picked up and dropped off in designated areas. Students may not cross the safety cones at any time except under the supervision of a parent.
3. Pull your car as far up as possible to enable more cars to pick up and drop off students.
4. St. Thomas the Apostle School is not responsible for children being picked up or dropped off outside of school property.
5. On rainy days or extremely hot days, parents/guardians may park in the parking lot and pick the students up from the classrooms.
6. Students will only be released to persons listed as authorized for pick up on the emergency contact list.

Student Records

Each student must have an up-to-date emergency contact list in Gradelink. Changes to the emergency contact list can be made by contacting the school office.

The student's parents or legal guardians have the right to inspect the student's records in the presence of the principal or a designated employee. The school has 45 days to comply with requests to review student records, which can be arranged by appointment.

Official transcripts must be mailed to the receiving school or delivered by a school official. Transcripts are never given to a parent or student for delivery to another school. Unofficial copies of the student's records can be obtained by parents/guardians through the Gradelink system.

Student Release/Doctor or Dental Appointments

Doctor or dental appointments should be made after school. If the child is to be taken off campus during school hours, they must be signed out from the school office. By law, students must have a note from a doctor/dental office to return to school; otherwise, the child is not legally excused. If a student returns from an appointment during the school day, they must check in at the office before returning to the classroom.

Testing

The Star Test will be administered to the students three times throughout each academic year. Parents/guardians will receive a copy of each student's testing report and an explanation. This test helps the school evaluate where students and the school stand academically and set up an improvement program.

Tuition/Tuition Agreement

Each parent or guardian who enrolls a student in school signs a written agreement to pay specified tuition and fees and to comply with all diocesan and school policies and regulations.

Each family must register with FACTS Management Company to establish a tuition payment plan. Automatic payments can be made from a checking or savings account. Each family is responsible for paying tuition and any other fees on time. In addition to FACTS Management Company policy, the school will also assess \$50 late fees and \$40 NSF fees.

10-Month Plan: First payment due August 1. Last payment due May 1.

11-Month Plan: First payment due August 1. Last payment due June 1.

12-Month Plan: First payment due July 1. Last payment due June 1.

Tuition accounts that become one month delinquent will be referred to the principal for collection. Student(s) will not be admitted to school or extended care if fees are not current.

Tuition Refund-Addendum

Tuition is paid in advance on a ten-, eleven-, or twelve-month schedule. If a student must withdraw from school, a partial refund of tuition may be granted upon approval by the principal. If a withdrawal occurs during the first 2 weeks of a school month, a prorated refund of tuition may be issued for that month. Under no circumstances will a tuition refund be issued unless all payments are current and complete.

Registration, sports, and graduation fees are non-refundable.

Volunteers

All school volunteers must undergo a background check and be fingerprinted via Live Scan using the school's fingerprint form. This ensures the safety of everyone on campus and that all volunteers have the appropriate qualifications.

Volunteers may directly assist teachers in their work with students, assist with extracurricular activities, and/or perform office work. The principal has the right to screen and select all volunteers. Each volunteer will be under the direct supervision of a specified member of the school staff.

Withdrawal On Grounds of Parental Behavior - Diocesan Policy 5220

Normally, a student is not allowed to be deprived of a Catholic education or otherwise penalized for the actions of parents/guardians. However, the principal may recommend withdrawal of a student when parents/guardians have been persistently and/or overly uncooperative with school personnel, policies, regulations, or programs, have damaged the reputation of the school, or have interfered in matters of the school, administration, or discipline to the detriment of the school's ability to serve their own or other children.

After a reasonable effort to obtain the minimum parental cooperation, the principal may recommend the student's withdrawal. Documentation for this action and all the consultations with parents/guardians on the matter must be retained on file.



St. Thomas the Apostle School

CODE OF CONDUCT 4th-8th Grade

As a student St. Thomas the Apostle School, I understand that I am called to live as Jesus taught—showing love, respect, and responsibility in all that I do. I agree to follow the expectations below and do my best to represent my school, my family, and my faith with pride.

As a Faith-Filled Catholic, I will:

- Treat others with respect, compassion, and forgiveness, living out the values of the Gospel.
 - Participate in daily prayer and the Pledge of Allegiance with reverence.
 - Attend and participate respectfully in Mass and other religious activities.
! There is no tolerance for disrespect toward others, staff, or faith-based practices.
-

As a Lifelong Learner, I will:

- Come to school prepared and ready to learn each day.
 - Complete my assignments on time and give my best effort.
 - Be honest in all my work.
 - Use school technology and online resources safely and respectfully.
! There is no tolerance for cheating, plagiarism, or dishonesty.
-

As an Effective Communicator, I will:

- Speak kindly and respectfully to everyone.
 - Avoid using hurtful language, gossip, or threats.
 - Solve problems peacefully and ask an adult for help when needed.
 - Use social media and other digital platforms responsibly.
! There is no tolerance for bullying, cyberbullying, harassment, threats, or behavior that causes harm to others.
-

As a Responsible Citizen, I will:

- Follow school rules and directions from teachers and staff.
- Care for school property, including classrooms, technology, and shared spaces.

- Keep myself and my uniform clean and presentable, following the school dress code.
 - Help keep the campus clean and be a good steward of God’s creation.
 - Look for ways to serve others at school and in the community.
 - Represent the school positively—on and off campus—especially when wearing the school uniform.
 - ! There is no tolerance for vandalism, theft, repeated rule-breaking, or unsafe behavior.
-

Consequences for Unacceptable Behavior May Include:

- Verbal warning or reminder
 - Time-out or temporary removal from activity
 - Written reflection or apology
 - Assignment of special tasks or a behavior improvement plan
 - Meeting with the teacher, principal, or pastor
 - Parent/guardian conference
 - Loss of privileges (e.g., recess, extracurriculars)
 - Detention
 - On-campus suspension
 - Out-of-school suspension
 - Expulsion (in cases of serious or repeated misconduct)
-

Student Commitment

I understand what is expected of me as a student at St. Thomas the Apostle School.
I promise to do my best to follow these expectations and represent my school and my faith with pride and respect.

Student Name (print): _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____




St. Thomas the Apostle School


CODE OF CONDUCT TK-3rd Grade

At our school, we try our best to follow Jesus and treat others with kindness and respect. These are the rules that help us learn, grow, and stay safe together.


I Will Be a FAITH-FILLED CATHOLIC By:

- Being kind, loving, and forgiving—just like Jesus.
 - Praying with my class and showing respect during prayers.
 - Paying attention and being respectful during Mass.
 -  *It's never okay to be mean or rude to others, teachers, or during church time.*
-


I Will Be a LIFELONG LEARNER By:

- Coming to school ready to listen and learn.
 - Finishing my work and trying my best.
 - Telling the truth and doing my own work.
 - Using computers, tablets, and the internet safely and kindly.
 -  *It's not okay to copy, cheat, or lie.*
-

I Will Be an EFFECTIVE COMMUNICATOR By:

- Using kind words and speaking nicely to everyone.
 - Never saying mean things, teasing, or spreading rumors.
 - Asking an adult for help if I have a problem.
 - Being careful and kind when using the internet.
 -  *It's never okay to bully, be mean, or hurt someone with words.*
-

I Will Be a RESPONSIBLE CITIZEN By:

- Listening to my teachers and following the rules.
 - Taking care of school property and keeping things clean.
 - Wearing my uniform the right way and looking neat.
 - Helping others and being a good helper in the classroom and outside.
 - Being proud to show good behavior in and out of school.
 -  *It's not okay to break things, take things that aren't mine, or keep making the same bad choices.*
-

If I Don't Follow the Rules:

- I might get a warning or a reminder.
 - I might take a short break to calm down.
 - I might need to write or talk about what I did.
 - I might miss a fun activity or talk with the principal.
 - My teacher might call my parents/guardians.
 - I might need to stay after school or take a break from class.
-

I Promise:

I promise to follow these rules and try my best every day. I want to be like Jesus and make my school a happy, safe place for everyone.

My Name: _____

My Signature: _____

Date: _____

Parent's Signature: _____

Date: _____



St. Thomas the Apostle School
SCHOOL ADVISORY BOARD

SCHOOL MISSION STATEMENT

St. Thomas the Apostle School: supporting parents/guardians in providing children with a quality Catholic education centered on the teachings of Jesus Christ.

PURPOSE

The purpose of this Advisory Board is to provide an appropriate representative body for identifying and articulating the educational needs and aspirations of the school community. Efforts will be toward policy formation, school development, and program review.

The Board is “advisory” and does not have the authority to monitor the implementation of policies and evaluate all educational efforts of St. Thomas the Apostle School in terms of objectives and specified by policies.

All policies formulated will be consistent with the policies of the Bishop and Office of the Diocese of San Bernardino.

The Advisory Board is responsible for working with the principal and pastor in helping to formulate and approve the annual school budget.

The Advisory Board is to ensure that due process is observed in the governance of the school. In this capacity the Advisory Board will serve as a mediator in events referred to by the administrator of St. Thomas the Apostle School and/or pastor of St. Thomas the Apostle School Parish.

MEMBERSHIP

The St. Thomas the Apostle School Advisory Board will consist of members of the school and/or parish. The board members must be eighteen (18) years of age or older and must be a registered member in good standing of St. Thomas the Apostle School Parish. The member must be a parent/guardian of a student enrolled at St. Thomas the Apostle School or a St. Thomas the Apostle School parishioner for one year and must be approved by the pastor and principal. These positions are appointed.

Salaried or paid employees of the parish and/or school and immediate family members are ineligible.

The pastor and the administrator will be nonvoting ex-officio members and share the responsibilities of an executive office. The Principal, Pastor, or Leadership Team Member must be present at all general meetings/executive meetings.

There will be three executive officers: President, Vice President, and Secretary. The Board will elect its officers from among its members.

The voting membership of the Advisory Board will be composed of no more than 9 elected or appointed members. Voting members are active members of the board.

MEETINGS

The board will meet once a month at a designated time, except for December, July, and August, with an agenda prepared and distributed/displayed at the meeting. Special meetings may be called by the president as needed or requested by the board or administration.

Section I

The principal will prepare the agenda for all meetings with the input from the President of the School Advisory Board. The administrator and board president will affix their position on each agenda item.

Section II

Quorum. For the purpose of transacting business, a majority of the members of the Board will constitute a quorum.

Section III

All meetings of the Advisory Board are open unless designated as executive meetings. Mediation and financial decisions made in executive sessions must be presented and voted upon at a session to become official.

Section IV

The right of nonmembers to address the School Advisory Board will be limited to those whose written petitions have been submitted to the Board president prior to the next

School Advisory Board meeting and approved by the administration in advance of the meeting.

Section V

A review board, consisting of three board members, will be established to meet with parent/guardian concerning school policy or procedure if requested by the principal and/or pastor.

COMMITTEES

The Advisory Board may provide for standing a temporary committee drawn from its own membership or from the community at large to prepare studies and bodies which will permit the board to make informed judgments. Committees may not become directly involved in the administration and the operation of the educational programs.

AMENDMENTS

Section I

This Constitution may be amended by a majority vote of the Advisory Board at regularly scheduled meetings. The amendment must be submitted in writing at a preceding meeting and be approved by the pastor and/or principal.

Section II

By-laws may be added or amended by a majority of the members present at any regular meeting providing there is a quorum and providing the amendment has been presented at the previous meeting of the School Advisory Board and approved by the pastor and/or principal.