



**REDMOND, OREGON**

# Parent/Student Handbook

2024-2025



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## **Letter of Welcome**

Dear Parents:

St. Thomas Academy Handbook provides important information about our school, its mission, programs, policies, and parent organizations. It is our hope that you will keep it in a safe place and use it often as a source of information during the coming school year.

The faculty and staff of St. Thomas Academy are pleased to be able to work with you and teach your children in this special faith based community. By saying, “Yes” to Catholic education you have made a commitment which will be one of the most important gifts you give your child. We, as educators, will work to provide your child with a challenging and exciting educational program which is infused with the teachings of the Gospel and Christian values.

We encourage you to carefully read the mission statement and philosophy as it contains the beliefs and goals which empower us, both parents and educators, to become actively involved in the Catholic education of our children.

Sincerely,

St. Thomas Academy Administration, Faculty, and Staff

## **GENERAL INFORMATION**

### **History of the School**

St. Thomas Academy was established on September 2, 2004 with the intent of providing core religious values, small class sizes, and all day kindergarten to the children of Redmond and the surrounding areas. In the first year of operation, St. Thomas Academy opened its doors providing only preschool and kindergarten but due to our success and demand for higher education, we added one grade level each year and currently offer Preschool through eighth grade. When opening a school it takes an enormous amount of effort and commitment from parents, staff, and community, which we experienced through an outpouring of support from our Priests, parents, and parish organizations such as the Knights of Columbus and Altar Society. St. Thomas Academy continues to thrive, in part, because of its strong sense of community between school, parents, and parish.

### **Mission Statement**

St. Thomas Academy provides a safe community for students, focused on academic excellence infused with Catholic beliefs

### **Teaching Philosophy**

Our goal is to create an environment where Catholic beliefs and academic excellence come together for the best learning experience for each child. We will maintain a learning atmosphere where students feel welcome, safe, and motivated to learn. Our students thrive in a challenging instructional environment and develop into curious, imaginative, lifelong learners. Our teachers provide intellectual, social, emotional, and spiritual development, challenging our students every day.



## **PARENTS/GUARDIANS ARE OUR PARTNERS**

As partners in the educational process at ST. THOMAS ACADEMY, we ask parents:

To set rules, times, and limits so that your child:

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time
- Has a nutritional sack lunch every day.
- Actively participates in school activities;

Parents are expected to:

- Notify the school with a phone call, email, or written note when the student has been absent or tardy
- Notify the school office of any changes of address or important phone numbers;
- Meet all financial obligations to the school, or make arrangements for financial aid;
- Inform the school of any special situation regarding the student's well-being, safety, and health;
- Complete and return to school any requested information promptly;
- Read school notes and newsletters and to show interest in the student's total education;
- Support the religious and educational goals of the school;
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy in discussing student problems;
- Not post negative comments about students, teachers or the administration on social media

## **ACADEMIC INFORMATION**

### **Academic Honesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying, or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Academic dishonesty may lead to other disciplinary procedures.

### **Conferences**

#### **Scheduled by School**

Parent/Teacher Conferences are held during the fall and the spring. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

#### **Requested by Parent**

Parents desiring extended conferences in addition to those scheduled by the school are encouraged to call the class teacher to arrange an appointment.

#### **Guidelines**

- a) Please be courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request a meeting with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontation with the teacher and unwise decisions.
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

## **Philosophy, Goals, and Objectives**

- a) It is the responsibility of the Principal to see that the goals and objectives of the school are effectively developed and implemented by the staff through the organization of the curriculum, the learning climate, and the learning experiences that provide for the development of each student.
- b) The staff must give particular attention to the scope, sequence, continuity and integration of learning experiences in the basic learning skills, and the skills appropriate for each subject and each student.
- c) The educational mission of the Church requires that the Catholic school be distinguished by an atmosphere and a formal program which relates religious belief and practice, constructively and integrally, with the normal development of children. The religious character and goals of the school are clearly reflected in the statement of the school philosophy.
- d) Teacher applicants shall be informed concerning the school's philosophy as well as the instructional program. Through discussion, the Principal shall ascertain that an applicant is prepared to serve within this mode of Catholic education.

## **Daily Schedule**

- a) For grades K - 8, the school day begins at 8:30 a.m. and ends at 3:30 p.m.
- b) Preschool and Prek begin school at 8:45 a.m. and ends at 3:15 p.m.
- c) Professional Development days usually occur once a month. Students do not attend school on these days.
- d) Students may be dropped off no earlier than 8:15 a.m. unless they attend the Before School Program
- e) If your child is not picked up by 3:40 p.m. they will be put in our After School Program and your family will be charged a "drop in" rate of \$8.
- f) The Before School Program runs from 6:45 a.m. to 8:15 a.m. for school age students and from 7:00 a.m to 8:30 a.m. for Preschool/PreK. The After School Program runs from 3:30 p.m. to 5:30 p.m. and is available to our preschool-sixth grade students.

## **Electronic Information/Communication**

(Also see Electronic Policy under Discipline)

St. Thomas Academy strives to educate students to become self-directed continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, St. Thomas Academy is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards. The school believes that the benefit to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

## **ADMISSIONS AND WITHDRAWAL**

Catholic schools are a primary means of Catholic education. St. Thomas Academy aims to assist Catholic families in the formation and education of their children in the Catholic faith, gospel values and traditions.

The educational goals of Catholic education always look to develop the whole person: body, mind, and spirit. As stated in Canon 795:

“Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time toward the common good of societies, children and young people are to be so reared that they can develop harmoniously their physical, moral, and intellectual talents, that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life.”

### **Admissions Policy**

St. Thomas Academy shall admit students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. We do not discriminate on the basis of race, religion, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **Special Needs Policy**

If St. Thomas Academy determines that it is not able to meet the learning needs of all students, or where a child's special educational or learning needs are beyond the available resources and/or the special professional training of the school personnel, a decision may be made not to admit the student in question.

### **Post Enrollment Issues**

If a question arises as to a student's specific learning needs after enrollment, St. Thomas Academy will contact the parents and an appropriate assessment will be made.

If the principal and the pastor determine that the school program cannot provide the best education for the special needs of a student, St. Thomas Academy will assist the parents in locating a school with trained teachers and academic programs better able to serve the student's special needs.

If it is discovered after enrollment that information about a student that would affect his/her learning has been omitted or misrepresented, and St. Thomas Academy discovers that it cannot meet the student's needs, the parents may be asked to withdraw the student and place him/her in another school better equipped to meet the student's needs.

Likewise, if St. Thomas Academy determines that a student's behavior is such that his/her education or the education of other students is jeopardized, the parents may be asked to withdraw the student from the school after consultation with the pastor, principal, teacher, and parents.

If the principal or pastor becomes aware of any other information that negatively affects the life of the school, the student may be asked to withdraw. It is at the sole discretion of the school to dismiss students at any time.

### **Transfer Student Process and Requirements**

Transfer students must present official certification of grade level. This is usually a transfer slip and a report card from the former school. Records for transfer students should be requested from the school the student previously attended.

Ordinarily, it is recommended that any new child applying be evaluated for appropriate grade placement. A student should not be required to repeat a year unless there is a good reason based on previous academic record, recommendation of the previous school, test data, or parental request.

### **Withdrawal Process**

Student education records (permanent and cumulative records), including the original permanent record, will be sent to officials of other schools, school systems, or educational institutions upon request of the enrolling school. A copy of the permanent record will be retained by St. Thomas Academy.

## **ATTENDANCE**

Regular attendance is required of all students in order to support the academic climate at school.

### **Reporting Process**

Parents must notify the school by 8:45 a.m. if their child will be tardy or absent from the school that day.

### **Excused Absences**

The following reasons are considered excused absences.

- a) Student illness
- b) Illness at home requiring the student's assistance
- c) Family emergency
- d) Court appearance

- e) Funeral
- f) Medical need
- g) Other reasons with prearranged administrative approval

Parents are requested to schedule any appointments outside regular school hours, if at all possible.

## **Truancy**

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted. Truancy is considered a disciplinary matter and should be handled as such by the Principal. For the protection of the children and for parental assurance, children are not dismissed from school without permission from parents and the knowledge of the office.

## **BEHAVIOR EXPECTATIONS**

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. In order for learning to take place, the school must be a controlled, safe place where children can achieve their full potential. The discipline philosophy of St. Thomas Academy aims to increase self-control, build self-esteem and foster appropriate social skills. The following rules are to be interpreted as general guidelines, allowing a reasonable degree of individual flexibility.

Our aim is to show the child we care about him/her and will help him/her to grow responsibly. We love the students enough to protect their rights to learn and be safe in school.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

## **Behavioral Expectations of St. Thomas Academy**

All the individuals of the St. Thomas Academy community should exhibit an attitude of respect. Each individual will follow the Golden Rule. "Do unto others as you would have them do unto you." Everyone is to be shown courtesy and Christ-like care and concern.

**Our three main rules are: Be Respectful, Be Responsible, Be Safe.**

Everyone at St. Thomas Academy is expected to demonstrate respect towards all members of school staff, parents, volunteers and other students.

Everyone at St. Thomas Academy is expected to treat school property and equipment and the personal property of others with care.

## **Consequences**

If a student does not meet the behavioral expectations, the student may be sent to discuss their actions with the Principal. The parent may be contacted and informed of the student's conduct. If a student becomes excessively disruptive the student's parents/guardians will be contacted and a parent/guardian may need to come pick up the student.

Consequences may be based upon several factors, including but not limited to:

- a) The severity of the act;
- b) The situation in which it occurred;

- c) The frequency of behavior problems.

We, at no time, condone physical punishment, ridicule or humiliation. As in all phases of education, good parent-school communication is essential to an effective disciplinary policy. A step procedure of warnings, incident report, principal referral, and parent contact is followed. In- school and out of school suspension may be imposed.

Procedures can include, but are not limited to;

- a) Problem is discussed with the student(s) and if warranted, parents are informed and it will be documented for the school files.
- b) Student(s) meets with principal to discuss problem and if warranted parents are informed;
- c) A conference with the student(s), parent(s), teacher/staff member and principal is scheduled;
- d) The principal reserves the right to suspend any student whose actions warrant such consequences.

## **Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal.

Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

### **Causes for Suspension**

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

### **Class Exclusion**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

## **Expulsion**

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- a) Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- b) Prolonged and open disregard for school authority;
- c) Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are pursued.

## **St. Thomas Academy Anti-Bullying and Anti-Harassment Policy**

### **School Diversity**

St. Thomas Academy is enriched by the diversity of its members. The school recognizes and respects individual differences with regard to race, color, nationality and ethnic origin. St. Thomas Academy strives to be a safe and welcoming place for all. Bullying and harassment will not be accepted or tolerated. In order to provide an environment of mutual respect, tolerance, and sensitivity, it is important that everyone follows the Golden Rule. Inappropriate behavior, either verbal or physical, that disregards the self-esteem and dignity of others is unacceptable and will not be tolerated. This includes physical contact, disrespectful, derogatory statements or discriminatory comments. Listed below are some specific examples of inappropriate behavior:

- a) Verbal abuse, insults, intimidation, threats;
- b) Leaving someone out of activities on purpose;
- c) Spreading rumors;
- d) Damaging, removing, or hiding others' belongings;
- e) Telephone, text, social media or e-mail harassment;
- f) Obscene, racist, sexist, or suggestive remarks, jokes, or gestures;
- g) The writing, e-mailing, posting or passing of demeaning notes, letters, or graffiti;
- h) Display of explicit, offensive or demeaning materials;
- i) Invasion of personal space;
- j) Pressuring someone to do something they do not want to do;
- k) Humiliating or ridiculing another;
- l) Hazing, threats, name-calling, unwarranted physical contact;
- m) Verbal "put-downs" demeaning race, color, national and ethnic origin;
- n) Pressure to use tobacco, alcohol, or drugs;
- o) The use of the Internet to send or re-route hate messages, inappropriate materials, etc. (St. Thomas Academy reserves the right to impose consequences for inappropriate behavior that takes place off school grounds and outside school hours. Thus, inappropriate use of technology for example, on a home computer, may subject the student to consequences).

### **St. Thomas Academy Response to harassment or bullying:**

- a) The principal and/or appropriate staff will investigate thoroughly.
- b) Teachers and/or appropriate staff will carefully document the incident.
- c) Parents of the aggressor may be called each and every time.
- d) A second offense may result in the parents being called to come and pick up the child.
- e) A third offense may result in office referral and student detention.
- f) A fourth offense may result in suspension.
- g) Fifth offense may result in expulsion or disenrollment from St. Thomas Academy.

### **St. Thomas Academy Students' Response**

What students should do if they are being bullied or harassed:

- a) If bullied or harassed, tell the aggressor(s) that you want the behavior to stop. Look directly at them to give a clear message.
- b) If bullied or harassed, promptly contact an adult at school: a teacher, an instructional assistant, the principal, or the pastor. Tell them what was said, who said it, and who else heard it. Give them any notes, drawings, or e-mail you may have.
- c) If a bystander sees bullying or harassment taking place, tell an adult immediately.

- d) As a bystander, use your voice to let the aggressor know that his/her actions are not OK and try to problem solve.

#### **St. Thomas Academy Parents' Response:**

- a) Get the story. Discuss the incident with your child. Listen to your child's opinions and feelings.
- b) Talk through the situation with your child and agree upon what action will be taken. Assure him/her that s/he has done the right thing in reporting the incident.
- c) Make an appointment with the teacher and/or principal.
- d) At the meeting, calmly present the concern and explain what you hope will happen.
- e) All parties should work together to problem solve. The goal of this document is to outline procedures to be followed in the event of student conflict. By promoting the Golden Rule, teaching anti-bullying curriculum, reviewing how the students should use that information, and putting in place a zero tolerance for aggression and unkindness toward anyone, St. Thomas Academy can continue to support and educate students in a Christ-like atmosphere.

#### **School Boundaries**

Students are expected to stay on the school grounds at all times during the school day. Out of bounds areas include behind the St. Thomas Catholic Church, behind the storage building, and beyond the fence unless chaperoned by staff.

#### **Cell Phones/Tablet/and other Personal Electronic Equipment**

Elementary students are not to use cell phones and tablets at St Thomas Academy during school hours. If a cell phone or tablet or other personal electronic equipment is seen or heard during school hours it will be held at the school office and parents/or guardians may be required to pick it up.

Middle School students may use personal electronic devices during specified breaks and at the discretion of the teacher.

#### **Dangerous Items**

Items such as knives, axes, sling shots, caps and cap guns, water guns, guns, ammunition and like items are not allowed on the school grounds.

#### **Illegal Substances**

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, various types of inhalants, including but not limited to look alike contraband is prohibited and is grounds for disciplinary action up to and including expulsion.

#### **Leaving School Grounds During School Day**

No student may leave the school grounds during school hours without the permission of parents or guardian

#### **Littering and Chewing Gum**

Littering is not allowed at any time or under any circumstances in the school building or on school grounds. Gum chewing is only permitted at the discretion of the teacher.



### **Valuables – (including cell phones, electronic equipment, etc.)**

Personal items of value, including money, should not be brought to school. **Teachers and the school will not be responsible for students' personal valuables.** Tablets, toys, collectables, electronic games, phones, jewelry, and other unnecessary items should be left at home. Parents are encouraged to mark all students' clothing, lunch boxes and backpacks. Unmarked articles will be placed in the Lost and Found. Parents and children are encouraged to check Lost and Found for missing articles.

### **Vandalism/Property Damage**

Students and their parents/guardians are liable for all damage to equipment or school property.

## **UNIFORM POLICY**

The decision to implement a uniform is about equity and high standards of achievement. In order for our students to reach the high standards we have set for them, we must create environments where they receive challenging instruction and are held accountable for their dress, behavior, and personal success. The uniform policy is designed to assist students in making decisions about appropriate dress, personal responsibility, and self-discipline. *Parents are expected to ensure their child is in compliance with the uniform policy.*

#### **School uniforms:**

- enhance school safety
- improve the learning environment
- bridged socioeconomic differences between children
- promoted good behavior
- improved children's self-respect and self-esteem
- produced cost savings for participating families

Students should be in full uniform when entering the school building each day.

#### **Elementary Uniform Standards:**

- Make-up should not be worn to school. Pastel nail polish is permitted. Temporary tattoos should not be visible.
- Earrings should be small. Small bracelets and necklaces are allowed.
- Hair should be well-groomed, conservatively styled, and appropriate for academic purposes. Hair color or dyes are not permitted at any time.
- Clothing should be clean, fit well (neither too big nor small), and be free of wrinkles.
- Any issue related to the cleanliness or neatness of the uniform, hairstyles, or general appearance of the students not specifically addressed in the school dress code can be judged appropriate or inappropriate by the administration.

- If the administration determines that a student is not in uniform or their appearance is distracting to the educational process or diminishes the reputation of the school, they will request that the student make modifications.

### **Middle School Uniform Standards:**

- Middle school girls are permitted to wear light makeup and/or nail polish.
- Earrings should be small. Small bracelets and necklaces are allowed.
- Hair should be well-groomed, conservatively styled, and appropriate for academic purposes.
- Uniforms should fit students (neither too big nor small) and be free of wrinkles and dirt.
- Any issue related to the cleanliness or neatness of the uniform, hairstyles, or general appearance of the students not specifically addressed in the school dress code can be judged appropriate or inappropriate by the administration.
- If the administration determines that a student is not in uniform or their appearance is distracting to the educational process or diminishes the reputation of the school, they will request that the student make modifications.

### **Free Dress/Out of Uniform Day Guidelines (All Grades)**

- Modest and appropriate attire.
- No flip-flops or open-toed shoes
- No spaghetti-strapped tops
- No t-shirts with inappropriate logos/words
- No tops that reveal the midriff
- No bike shorts.

### **Consequences for Students Not in Uniform**

1. First Offense - The student will be told what is inappropriate and asked to correct the mistake.
2. Second Offense - A note will be sent home to the parent/guardian indicating the child is out of uniform.
3. Third Offense - Parent/guardian will be called to bring a change of clothing. In-school suspension may be assigned.

### **School Logos:**

Lands' End Preferred School 900120288 [www.landsend.com/school](http://www.landsend.com/school) Phone: 800-469-2222

Our Personal Touch\_ [www.digitalthreadart.com](http://www.digitalthreadart.com) Phone: 541-548-2615

## Elementary Uniform Options

### Elementary Mass Uniform (required on Wednesdays, School Mass, and other specified events)

- White button down dress shirt (no logos of any kind)
- Pants/skirts - All pants/ **must** have a button and zipper (K-5th)
  - Plain khaki/beige dress pants (no cargo pockets)
  - Jumper/skirt with school plaid pattern (Lands end WHITE PLAID)(girls)
- School sweater
  - Navy blue Kids Cotton Modal Sweater Vest with school logo (boys)
  - Navy blue button-up Modal Cardigan Sweater/vest with school logo (girls)
- Socks (Tights/leggings for girls) (No accents or embellishments)
  - White, Navy, or black (boys)
  - White or Navy (girls)
- Shoes (Non-Marking Soles). No open toe shoes allowed.
  - Athletic, Oxfords, Loafers, or Boat/Deck style in one of the following colors
    - Black, Brown, Tan, Navy, Grey, White

### Elementary Standard Uniform (to be worn when Mass Uniform is not required)

- Polo (no logos of any kind)
  - White
  - Navy Blue
- Pants/Skirts - All pants/shorts **must** have a button and zipper (K-5th)
  - Plain khaki/beige dress pants (no cargo pockets or patterns of any kind) (boys & girls)
  - Plain khaki/beige shorts (no cargo pockets or patterns of any kind) (boys & girls)
  - Lands End White Plaid Jumper or skirt, khaki and navy jumpers/skirts or polo dresses)(girls)
- Optional Outerwear (allowed in the classroom)
  - Navy blue Kids Cotton Modal Sweater Vest (boys)
  - Navy blue button-up Modal Cardigan Sweater (girls)
  - Zip-up or pullover hoodie with school logo (boys and girls)
  - Navy blue plain zip-up/pullover hoodie or light jacket (no designs of any kind)(boys and girls)
  - White plain zip-up/pullover hoodie or light jacket (no designs of any kind) (boys and girls)
  - Grey plain zip-up/pullover hoodie or light jacket (no designs of any kind) (boys and girls)
- Socks (Tights/leggings for girls) (No accents or embellishments)
  - White, Gray, Navy, or black (boys & girls)
- Shoes (Non-Marking Soles) No open toe shoes allowed
  - Athletic, Oxfords, Loafers, or Boat/Deck style in one of the following colors *\*limited accent colors allowed*
    - Black, Brown, Tan, Navy, Grey, White

## Middle School Uniform Options

### Middle School Mass Uniform (required on Wednesdays, School Mass, and other specified events)

- Light blue button down dress shirt (no logos of any kind)
- Pants/skirts - All pants/shorts **must** have a button and zipper
  - Plain khaki/beige dress pants (no cargo pockets) (boys or girls)
  - Lands End White Plaid OR Khaki Skirt (girls)
- School sweater
  - Navy blue Kids Cotton Modal Sweater Vest with school logo (boys)
  - Navy blue button-up Modal Cardigan Sweater with school logo (girls)
- Socks (Tights/leggings for girls) (No accents or embellishments)
  - White, Navy, or black (boys)
  - White or Navy (girls)
- Shoes (Non-Marking Soles) No open toe shoes allowed
  - Athletic, Oxfords, Loafers, or Boat/Deck style in one of the following colors
    - Black, Brown, Tan, Navy, Grey, White

### Middle School Standard Uniform (to be worn when Mass Uniform is not required)

- Polo (no logos of any kind)
  - White
  - Light blue
  - Navy
- Pants - All pants/shorts **must** have a button and zipper
  - Plain khaki/beige/navy dress pants (no cargo pockets or patterns of any kind) (boys & girls)
  - Plain khaki/beige/navy shorts (no cargo pockets or patterns of any kind) (boys & girls)
  - Lands End White plaid skirt, navy or Khaki skirt (girls)
- Optional Outerwear (allowed in the classroom)
  - Navy blue vest Cotton Modal Sweater Vest (boys)
  - Navy blue button-up Modal Cardigan Sweater (girls)
  - Zip-up or pullover hoodie with school logo (boys and girls)
  - Navy blue plain zip-up/pullover hoodie or light jacket (no designs of any kind)(boys and girls)
  - White plain zip-up/pullover hoodie or light jacket (no designs of any kind) (boys and girls)
  - Grey plain zip-up/pullover hoodie or light jacket (no designs of any kind) (boys and girls)
- Socks (Tights/leggings for girls) (No accents or embellishments)
  - White, Navy, or black (boys)
  - White or Navy (girls)
- Shoes (Non-Marking Soles) No open toe shoes allowed
  - Athletic, Oxfords, Loafers, or Boat/Deck style in one of the following colors
    - \*limited accent colors allowed*
    - Black, Brown, Tan, Navy, Grey, White

### Electronic Information/Communication Policy/Agreement

With the intense interest of digital media in education including the limitless potentials for research, information and communication provided by the Internet, appropriate safeguards must be put in place to protect the students from internet threats.

## **Children's Online Privacy Protection Act (COPPA)**

The Children's Online Privacy Protection Act (COPPA) gives parents control over what information websites can collect from their children. St. Thomas Academy requests parental consent for utilization of the Google Apps for Education Collaboration Suite including, but not limited to, Google Mail, Calendaring, Documents, Video and Sites.

Granting permission simply confirms that your child(ren) have permission to hold an active account (with standard restrictions in place).

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. St. Thomas Academy requests parental consent for utilization of Student First Names (exclusive) for student publications, works and other material created that may be shared internally as well as externally.

We have this agreement as part of our registration.

Granting permission simply confirms that your child(ren) have permission to use their first name on selective materials (pre-screened) instead of their student ID in order to provide ownership for their work

## **Media Waiver and Internet Publishing**

In the interest of promoting the successful programs and activities (including student creations), the school is increasing the use and distribution of photographs and video footage of students. St. Thomas Academy requests parental consent for the utilization of all photographs and video footage of the children named in presentations and publications which may be distributed by St. Thomas Academy.

Granting permission simply confirms that St. Thomas Academy may freely utilize any media in both online and offline media and publishing. At no time will the child's name be associated with photographs or video footage to protect the identity of the child(ren) in question.

## **Vandalism**

Computer vandalism is the intentional harming or destruction of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

## **EMERGENCIES**

### **Emergency Information**

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

### **Emergency Information Sheet**

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information:

- a) The name of the student, his/her home address, telephone number and birth date;
- b) The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
- c) The date of the latest tetanus immunization/booster;
- d) The name of the family physician and other emergency contact information;
- e) Name of medical insurance company and identification number;
- f) Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
- g) The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
- h) The names of the persons to whom the student may be released;
- i) The signature of the responsible parent(s) or legal guardian.

### **School Lockdown**

In some situations, it may be necessary to have a school lockdown. The school will have 2-3 lockdown drills per year. As per police recommendations, the following procedures will be implemented for a school lockdown:

- a) Doors will be locked;
- b) Drapes and/or blinds will be closed;
- c) No one will be permitted to enter or leave the building;
- d) Lockdown will continue until the school receives an "all clear" signal from emergency personnel.
- e) Parents should not call the school so the phone will be available to emergency personnel.

### **Fire and Other Emergency Alarms**

When the alarms are sounded, evacuation by everyone is required. Students are to follow their drill routine and to follow the teacher's direction. The school will have one fire drill each month.

### **Emergency Evacuations and Disasters**

Emergency evacuation and disaster plans are posted in each classroom. All posted procedures are followed by school staff. Should an emergency situation call for the evacuation of children from the school building, they will be taken outside until the school is deemed safe by appropriate authorities. Parents may contact the Parish Center at 541.923.3390 in the event that no one can be reached in the school building. Parents or other family members may not interfere with emergency or rescue personnel or equipment in an emergency but should wait patiently until the child is accounted for in the proper safe location and can be released.

## **BEFORE and AFTER SCHOOL PROGRAM (BASP)**

### **Eligibility**

BASP is available for STA students ages 3-12 for an additional fee. The school age program opens at 6:45am and the Preschool/PreK program opens at 7am. The after school program closes at 5:30pm.

### **Enrollment**

Parents may enroll a child in BASP anytime after turning in registration. The enrollment is considered complete upon return of all registration materials through Brightwheel. Additionally, before enrollment can be complete the school must verify that a seat for your child in the program is available. All payments must be received through Brightwheel.

### **Late Pick Up**

A late fee will be charged if children are picked up after the 5:30 p.m. deadline. The late fee is **\$5.00 for the first five (10) minutes that you are late, then \$1.00 per minute thereafter.** Three late pick-ups may be cause for termination of your child's participation in the program

### **Program Withdrawal**

You must communicate your intent to release your child's seat in the program **at least four weeks in advance of the last day of attendance.**

## **MEDICAL**

### **Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictive diseases or conditions in students are chickenpox, mumps, and measles.

Students who have school restrictive diseases or conditions must be excluded from school. If students are feeling unwell and/or are running a fever of 100.4 or greater, they should not attend school until they are feeling better and/or have been fever and symptom free for 24 hours.

### **Immunizations**

The state requires full immunization for all children ages 3-14 who enter school for the first time. Verification of all immunizations required by Oregon law must be presented before entrance to school. Shot records must be brought to school on or before the first day of school.

## **Medication**

Any student who is required to take medication at school must comply with the following State laws:

- a) All medication, prescribed and otherwise, including ALL cough drops, cough syrup and Tylenol, etc., (chapstick and lotion are OK) must come to school in the original container, in a zip-lock bag, with the child's name on the outside of the bag. The sealed container must be brought to the school secretary/teacher immediately upon arrival at the school. They may not be kept in the child's backpack or desk.
- b) Each bag must be clearly marked with the student's name and the dosage directions written on the "Authorization to Administer Medication" form available in the office. A signed consent form is to be kept with the medication in the zip-lock bag, giving the designated personnel permission to assist the student taking any medication.
- c) A storage area will be provided in the office.
- d) A designated staff member will assist the student in taking medication.
- e) Notify the teacher of necessary medication when going on field trips.
- f) Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

## **PARENTS**

### **Classroom Interruptions**

All visitors including parents must sign in at the office during school hours. Classroom disruptions are to be kept to a minimum and learning time to a maximum. During school hours (between 8:30-3:30) parents and visitors must prearrange visitation with the classroom teacher before entering the classroom to verify that the observation or visit will not disrupt learning time. If a parent is dropping off items (lunch, backpack, etc) for a student, it is to be left in the school office and staff will deliver it when it will not disrupt learning time. In the event that a student is being picked up prior to the end of school, a staff person will notify the classroom teacher that the parent/guardian is waiting in the office. All students must be signed out (and in) in the office when leaving (or returning to) school at times other than normal bell times.

### **Complaint/Issue Resolution**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved, the pastor should be contacted.

### **Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

### **Messages to Students**

Messages from parents or guardians will be taken by the office staff and given to students at such time as it is not a disturbance to the classroom. Balloons and flower deliveries will be held in the office until the end of the day to minimize classroom disruption.



## **T.E.A.M. Program/Family Involvement and Volunteer Requirements**

St. Thomas Academy has adopted a TEAM Program (Together Everyone Achieves More). The TEAM program is to unify those families involved with our school and to provide supplemental economic support toward the continuation and enhancement of our education and spiritual programs. *Each family is required to participate in our TEAM Program by contributing a minimum of 20 volunteer hours during each school year or use the buyout option at a cost of \$500.00. If you receive financial assistance, you are required to contribute 40 volunteer hours.*

This program has been designed to help keep tuition as affordable as possible, while creating fairness to all families. Also, to acknowledge the value of time and talent needed for the continuing success of our school. Each of us takes on an important responsibility when we choose to send our child(ren) to a Catholic school. Parents are considered an integral part of our school; without them, much of our individual help and the enrichment of our programs cannot be offered to our students. The success of our school is in large measure due to the partnership we have between parents and teachers. This TEAM Program is an expression of that partnership. Each volunteer is required to have completed “Darkness to Light” training and to have a background check on file with the Diocese of Baker. Each family is also responsible for procuring and recording their own volunteer hours with the school office. Family members other than immediate parent/guardian may help fulfill this requirement.

In addition to assisting at the events, families are also expected to support the fundraising events according to their means and talents.

If a family has difficulty meeting their TEAM Program requirements, they should contact the principal to discuss their situation. Families who have not completed the required amount of hours will be billed on July 31st according to hours completed and involvement in fundraisers and activities.

We as parents need to set a Christian example for our children by giving of ourselves and to help form a school community that works together. All parents are encouraged to look beyond the “requirement” factor of how we can work together for the benefit of our children.

**Please refer to the VOLUNTEER section for STA Volunteer opportunities**

## **Parties**

- a) **In school:** Celebrations must be approved by the principal and upon approval, arranged with individual teachers.
- b) **Out of School Party Invitations:** Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school. We are mindful that being left out is very hurtful.
- c) **End of the Year Party:** School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

## **Releasing Students during the School Day**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian’s authorization to release a student to a non-parent/guardian should be in writing or listed on the Emergency Information Sheet.

An ill student will be released only to a parent or authorized person as listed on the Emergency

Information Form. Please sign your child(ren) out at the main office.

### **St. Thomas Academy School Advisory Council**

The Advisory Council operates under the direction of the Pastor and Principal. The Council meets every first Monday of the month. A list of council members is posted on the school website.

Maximum council size (STA constitution, Art. 3, Sec. 1) 7 members

Pastor & Principal are permanent Ex-officio members

Terms (STA constitution, Art. 3, Sec. 3(A))

Chairman - Term 2 years

Vice Chairman - Term 2 years

Treasurer - Term 3 years

Secretary - Term 3 years

General members - Term 3 years

### **Verification of Compliance**

The registration packet requires initials signed by the parent and is due prior to the start of the current school year. The initialed statement verifies that the parent is aware of and will comply with all regulations as written in the handbook.

### **Scrip Program**

This program is a year round fundraiser for our school. Scrip refers to gift cards or gift certificates. St. Thomas Academy supplies gift cards from almost one hundred retailers nationwide. We sell them at face value to you and your friends and family. The retailers give the school a percentage back. Each family is required to purchase a minimum of \$1500.00 worth of scrip during the school year. Since we carry gift cards for all the local grocery stores, most families find it easy to fulfill this requirement in the first few months of school. If a family chooses not to participate in the Scrip Program, they will be charged a fee of \$225.00. A current list of available retailers is available in the office.

### **Tuition Assistance**

Tuition assistance is available to qualifying families through the St. Thomas Parish for the **following** school year. Families needing information or with extraordinary circumstances are encouraged to contact the principal or pastor at any time throughout the year. The need of the family receiving financial aid shall be reviewed annually.

### **Tuition/Fees - Non-Payment**

The timely collection of school tuition is necessary to adequately operate St. Thomas Academy. Tuition delinquencies jeopardize the financial soundness of the school and thus need to be dealt with in a business like manner.

St. Thomas Academy uses a company called "Smart Tuition" to collect tuition. You will receive an email in August or early September from them with an explanation of how to submit tuition payments. There is a late fee if you do not pay on time.

The school reserves the right at its sole discretion, to deny admission or dismiss from school any students whose tuition payments are not current.

## **SAFETY**

### **Bicycles**

Bicycles may be ridden to school only with a letter granting permission signed by parents. Bicycles are to be parked in the bike rack and may not be ridden during school hours.

### **Safety Drills**

- Earthquake drills are conducted twice a year.
- Fire drills are conducted monthly.
- Lock Down Drills are conducted twice a year.

### **Inclement Weather**

- We have outdoor recess weather permitting throughout the school year.
- Children are expected to participate in outdoor recess.
- In extremely cold weather (under 20 degrees) or during rain or snow, recess will be indoors.
- In the event of serious illness, when a physician advises the child against outdoor play, please send a note of explanation with the anticipated time your child should stay indoors.
- If you have a situation not covered by these statements, please contact your child's teacher to explain your problem so that the best arrangements can be made.

### **Transportation**

If someone other than a parent is to pick up a student at or before regular dismissal time, parents are asked to inform the school of this arrangement in writing. If a student is going home with another student, a note from both families is needed.

Parents should notify the school if their child is walking to/from school.

### **Drop Off / Pick-up of Students**

Students should not arrive on the school grounds before 8:15 a.m. unless participating in BASP

All students shall leave the building by 3:30 p.m. unless they are under direct supervision of a teacher, coach, or parent.

Parents who are working in the building after school hours are responsible for the supervision of their children. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR CHILDREN AFTER SCHOOL HOURS.**

Those who remain after school should have prior arrangements made with a teacher or be in the After School Program.

### **Visitors**

All visitors must sign in at the main office.

Student visitors must have permission from the principal and teacher before coming to school.

Prospective students may not be dropped off without prior permission.

## Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife – which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon, or similar instrument, or a deadly or dangerous item.

## DELAYS AND CLOSURES

St. Thomas Academy follows delayed starts based on Redmond School District's information. On delayed start days please follow Redmond School District and/or KTVZ.

If the Redmond School District closes, St. Thomas Academy will be closed (including BASP).

If the Redmond School District has a late opening of two hours, St. Thomas Academy will open two hours late (no morning BASP).

If weather causes a school closure on a day Redmond Public Schools are not in session please check our Facebook page, Sycamore, TV stations, or radio stations for STA closure information.

In case of early closure or evacuation, parents will be notified by telephone.

## STUDENT ACTIVITIES

### Assemblies

Parents are welcome to attend assemblies.

### Field Trip Procedures

Field trips are privileges that are offered to the students and the participation in such trips can be denied if a student fails to meet academic or behavioral requirements. Permission slips will be sent home prior to the trip. The mode of transportation should also be noted and parents must sign that they accept that decision. Parent and teacher drivers are asked to provide proof of insurance. **The following requirements must be verified by the driver or chaperone:**

- A. A chaperone is required to complete a parish background check. All chaperones must also complete "DARKNESS TO LIGHT" training.
- B. The driver must complete the Driver Safety Course through Catholic Mutual.
- C. The driver must be 21 years of age or older, must have a valid, non-probationary license.
- D. The vehicle must have a valid registration.
- E. The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
- F. All children must be individually buckled into a seat belt during transportation.
- G. All children who require a booster seat by law must be buckled into one during transportation.
- H. No child shall sit directly in front of an airbag.
- I. The driver shall not partake in any activity while driving that would jeopardize the safety of the children.

- J. The majority of field trips are class specific. Siblings from a different class or from a different school are not allowed to attend.
- K. All rules that apply at school for children apply during the field trip.

## **STUDENT INFORMATION DISCLOSURE**

### **Student Records**

Student records shall be established and maintained by schools for each student. Such records shall provide accurate and pertinent information:

- a) to professional staff members for diagnosing the student's educational needs;
- b) to parents and special agencies which may be called upon by the school to work for the educational benefit and welfare of the student;
- c) to other institutions of learning or prospective employers to which the student has made an application for enrollment or employment.

In maintaining, using, and transmitting records, school personnel shall follow all requirements of federal and state laws and guidelines.

This policy applies to all records produced by a school, which are specific to a student. Other materials received by the school for confidential handling must be retained or destroyed in accordance with the rules of federal and state government laws as they apply to catholic schools.

The school may not withhold student transcripts for non-payment of tuition and/or fees. The most legally acceptable consequence of non-payment of tuition and fees is to cease services to the student.

### **Directory Information**

St. Thomas Academy has designated the following as directory information which the school may disclose based on your preferences in the registration packet: the family and student's name, address, telephone number, and email address.

A parent is entitled to refuse to let the school designate any or all of these items as directory information. Notice from a parent that he or she does not want any or all of these types of information designated as directory information must be made in the registration packet at the beginning of the year.

### **Emergency Disclosure of Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **STUDENT SERVICES**

### **Lunch - No lunch service is provided at this time.**

Students bring their lunch from home. Sack lunches should not require the use of a refrigerator. Each classroom will have a microwave for student use. Students should bring a mid-morning and mid-afternoon snack to eat.

### **Telephone**

Students may use the phone only with permission and supervision from the office and/or teacher.

## **VOLUNTEERS**

### **Volunteer Background Checks and Abuse Prevention Training**

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

- All volunteers who work alone with or are in direct contact with children at St. Thomas Academy are required to have a current background check.
- All volunteers are required to take the “Safe Environment Training” course.
- All volunteers must read the Diocese of Baker’s Code of Conduct.
- All volunteer drivers must complete the Defensive Driving Safety Course through Catholic Mutual.
- Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school.
- Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.
- Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.
- Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.
- Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or the pastor of the parish.
- Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

### **Volunteer Opportunities**

Volunteer opportunities will be shared throughout the school year through emails, teacher communications, and social media.

## **COMMUNICATION**

### **Home/School Communication**

Most communications coming from the office are sent via email. It is important that you keep your email information up to date with the office. If you do not have an email account please let the office know and a hard copy will be provided.

## **Sycamore Education Student Information System**

The Catholic Schools of the Diocese of Baker use the Sycamore Student Information System for operations in each school and to enhance communication between each school and their parents. It is the expectation of St. Thomas Academy that each parent will utilize this system to view report cards and the school calendar. Upcoming events can also be accessed through this system.

## **Website**

Information regarding the yearly calendar, newsletters, Parent/Student Handbook and additional school information is available on the website. Contact information for teachers/staff can be found on the website.

## **Staff Emails**

Staff members can be reached via email. A list of e-mails is on the website and on the Sycamore Student Information System.

# **TECHNOLOGY RIGHTS, RESPONSIBILITIES, AND CONTRACT**

Technology at St Thomas Academy is a learning tool and information resource. Privileges beyond those uses are extra and revocable. This guide is provided to inform all users of the responsibilities associated with the efficient, ethical, and lawful use of technology resources provided by STA. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated and appropriate disciplinary action will be taken. Violations may also result in fines. When applicable, law enforcement agencies may be involved.

## **School Responsibilities**

- Provide Internet to students at school.
- Provide Internet filtering of inappropriate materials. Filtering is primarily done with the Content Filter feature included as part of Apple's iPad operating system. No filter is perfect and student's iPad use will be monitored in classrooms by the teacher.
- Provide network data storage areas. These will be treated similarly to school lockers. St Thomas Academy reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Guide and aid students in the appropriate use of school-provided technology in compliance with the Technology Rights, Responsibilities, and Contract.

## **Parent/Guardian Responsibilities**

- Talk to your children about the appropriate and responsible use of the Internet.
- It is not the policy for students in grades 2-5 to bring iPads home, however, some exceptions may be made. Should an iPad be sent home with a student:
- It is expected to be used for school-related activities only.
- Outside of school, parents will be responsible for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school's hardware and of the Internet. No filter is perfect and student's iPad use should be monitored.
- Should you want your student to opt out of taking an iPad home, your student is still responsible for meeting course requirements.

## **Student Responsibilities**

- Use iPads in a safe, respectful, and responsible manner.
- Obey general school rules concerning behavior and communication that apply to the use of school-provided technology.
- Use all technology resources in an appropriate manner so as not to damage school-provided technology. This “damage” includes, but is not limited to:
  - the physical harm resulting in the reduction of value, usefulness, or normal function.
  - the loss of data resulting from the student’s own willful behavior, negligence, errors or omissions.
  - the purposeful deletion or changing of anyone else’s work.
  - block or interfere with school communications.
- Students will use their Internet access, through a web browser or any other app, in a safe, respectful, and responsible manner. For example, but not limited to:
  - Students will use the Internet only in the ways the teacher has approved.
  - Students will not give their password to anyone else, and will not ask for or use anyone else’s password.
  - Students will not share addresses, telephone numbers, or any other personal information about them or anyone else.
  - If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to a staff person immediately.
  - Students will not upload, link, embed, or share in any way an image of themselves or others to unsecured, public sites.
  - Students will not use games or other electronic resources that have objectionable content.
  - Students will be polite and considerate when using the computer. They will not use it to annoy, be mean to, frighten, tease, bully, threaten, or poke fun at anyone, including teachers, schoolmates, or other children.
- Students will use the school-provided technology and services only to do schoolwork, as explained by the teacher, and not for any other reason. The student will not use a school computer for personal or illegal purposes.
- Student’s computer use is not private; classroom teachers may look at the iPad to be sure that the student is following the rules.
- Students will not break copyright rules or take credit for anyone else’s work.
- Students know that the conduct that is forbidden in school is also forbidden when the computers are used outside of school and violations of the rules will have consequences in school.
- Help St Thomas Academy protect our computer system/ devices by contacting a staff person about any security problems they may encounter. If there is a problem, the student will not try to fix it but will tell the teacher.
- Return the iPad and accessories to the school at the end of each school year. Students who transfer to another school, withdraw, are suspended or expelled, or terminate enrollment at St Thomas Academy for any other reason must return the iPad and accessories on the termination date.





**DIOCESE OF BAKER**

Office of the Bishop  
641 SW Umatilla Ave. • Redmond, Oregon 97756  
Phone (541) 388-4004 • FAX (541) 388-2566  
[www.dioceseofbaker.org](http://www.dioceseofbaker.org)

## **“A Body You Prepared for Me”**

### **Transgender Policy for the Diocese of Baker**

In a remarkably short time, the radical transgender agenda has swept all before it, rapidly expanding its bureaucratic dominance in government, education, and medicine through a deluge of liberty-constricting regulations. Caught unprepared by this sudden onslaught, Catholic parents, pastors, principals, and administrators need clear, consistent standards to navigate these turbulent societal waters and guide those in their care to safe harbor.

This statement of policy applies Catholic teaching on human sexuality and morality to the challenges gender theory presents to Catholic organizations and institutions in the Diocese of Baker, especially to Catholic parishes and schools. The policy provides authoritative guidance for handbooks, employee agreements, and training for key employees throughout the diocese. Under its guidance the policy gathers church employees, volunteers, and people young or old who carry on the work of the Church. It also includes all contracted vendors in their on-site contact with people in the care of the Church.

### **The Challenge to Faith**

Scripture teaches that when the Son of God came into the world, He said to His Father, “a body You prepared for Me” (Heb 10:5). Centuries before, a similar moment of self-recognition had provoked awe-filled praise from the Psalmist: “My bones are not hidden

from You,” the God Who “formed my inmost being . . . in my mother’s womb. . . . I am wonderfully made” (Ps 139: 15, 13, 14).

In the drama of the Gospels the human body of the Word Made Flesh takes center stage: the tiny body of the baby, the transfigured body of the Beloved Son, the crucified body of the King of the Jews, the risen body of the Victor over death. The Son of God took flesh of the Virgin Mary and gave His body over to death to destroy death and raise our bodies to life. In the words of St. Paul, the Savior of the world came to be “the Savior of the body” (Eph 5:23).

As He set about healing and teaching and casting out demons, Jesus made the Psalmist’s amazement His own. “Let the children come to Me and do not prevent them,” He told His disciples; “for the Kingdom of Heaven belongs to such as these” (Mt 19:14).

Mindful of their Savior’s command, parents entrust their children to Catholic parishes and schools for formation in Christian teaching on the dignity of human life, the goodness of the human body, the sanctity of marriage, and the indispensable centrality of the family. They do not send their sons and daughters for indoctrination in radical transgender ideology that will prevent them from coming to the Lord. It is therefore necessary to draw distinctions.

Catholics believe that our identity as male or female is an essential part of the divine plan for the human race to “increase and multiply” by the bodily coupling of men and women in marriage. From this one-flesh union of husband and wife come forth their children, creatures of their Creator’s love for them *exactly as they are*. The sooner children come to know that God loved them into existence to share His love forever, the more confidently will they accept and care for their body as the unrepeatable, irreplaceable gift it is—wonderfully, intricately made in God’s mysterious design.

Nonetheless, in the aftermath of original sin growing up is hard to do. To wrestle with our sexual identity, to wonder about the meaning of our maleness and femaleness, is an indispensable part of learning who we are as persons. For a statistically miniscule but deeply afflicted segment of the population, however, the uniquely personal experience of gender identification is soul-wrenchingly difficult to integrate with biological sex.

In the face of such painful confusion, Christians recall the suffering embodied in Jesus. In His last hours the body prepared for Him was plunged into a bottomless abyss of public rejection—physical, emotional, political. Pilate condemned Him; soldiers stripped him, crowned Him with thorns, spat upon Him. Onlookers mocked Him; passers-by reviled Him. God seemed to have abandoned Him (cf. Mt 27: 29-30, 39, 46).

But the Abandoned One does not abandon us. Penetrating the darkest recesses of human loneliness, fear, and shame, the Eternal Son stays true to His name: “Emmanuel.” When we are most alone, He is always “God with us.” He *identifies Himself* with every human being as someone for whom He endured the deadly darkness of the Cross.

The misery gender dysphoria provokes leads transgender activists to draw the hard and

fast conclusion that gender is a purely personal choice, intrinsically unconnected to biological sex. They emphatically insist on a single solution to the problem: unqualified “affirmation” of a person’s “experienced gender” over and against his or her biological sex, along with active encouragement for the process of gender transition to its surgical conclusion. Those who hasten to disrupt natural sexual development pay no heed to the life-long, life-limiting consequences medical mutilation sets in motion, and they are keen to deny parents any say in withholding it from their children.

Such hyper-urgency greatly exaggerates the frequency of deep-seated gender confusion in the population and ignores its preponderantly transient nature in those adolescents it afflicts. In the years before gender theory came to prominence, children who firmly believed themselves to be in the “wrong sex” were a rarity—two-tenths of one percent by one estimate.

They are a rarity still, but their suffering is grievous and merits our compassion. To our great misfortune, however, we find ourselves in sharp disagreement over what true compassion calls for in their condition. Over 80% of children with severe gender identity distress resolve it in the course of puberty with psychological treatment or no treatment at all; they then resume normal development. In stark contrast, of children who receive gender affirmative care, only 3% see a positive outcome.

Such evidence goes against the grain of gender theory’s prescription of unprecedented social experimentation on children. As additional information emerges that further erodes its revolutionary rationale, Christians should not be surprised. For cellular-level science confirms what Scripture teaches: the biological basis of our sexual identity is beyond the reach of human ingenuity to alter. We have no power to undo God’s original

creative design when He made us in His image, for our sexual identity is not *assigned* to us at birth; it is *given* to us by God in the womb.

Subsequent hormonal interventions alter nothing of a person's chromosomal-based sexual identity, nor can so-called "sex-change" surgeries undo the sexuality of a

person created male or female. Directly intending to change one's given bodily sex into a "new" one means intending to alter the unalterable. For while it is possible to *distinguish* sex from gender, it is not possible to *separate* gender from sex. "What God has joined together," Jesus says in another context, "man must not divide."

## **Going Forward in Faith: Rules for the Road Ahead**

Human sexuality comes as gift from the Creator—"male and female He created them"—and the gift brings to light a clear behavioral norm: the biological sex of a person should provide the basis for all our interactions in Catholic parishes, organizations, and institutions.

- Public Witness

Catholic institutions should not publicly call in question their Catholic identity by posting signage or symbols or by adopting programs, texts, or practices that promote transgender ideology.

- The Role of Parents

As the primary educators of their children, parents have a right to information about curricular materials and programmatic events that affect the sexual development of their children.

- Pronouns

Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation or use the plural *they/them/their* instead of the singular *she/her/hers* or *he/him/his*.

Public speakers at church or school events should address people and refer to them with pronouns that are consistent with their biological sex.

- Bathrooms and Locker Rooms

All persons must use the bathroom or locker room that corresponds to their biological sex.

- Attire

All persons are to follow sex-specific dress codes in accord with their biological sex.

- Sports/Extra-curricular Activities

Participation in sex-specific extra-curricular activities at church or school must conform to the biological sex of the participants. Organizers will arrange overnight housing at camps, retreats, and young adult and youth gatherings in accord with the biological sex of attendees.

- Medication

A young person who takes puberty-blocking drugs chooses a path at odds with integral human development, because the process of gender transition entails the rejection of the body as God's gift. The vast majority of children who artificially pause natural pubertal development in this way go on to take cross-sex hormones. Since this is a result we cannot support, neither can we approve the path

that leads to it nor the surgeries that follow from it.

Therefore, young people entrusted to the care of the church may not take puberty-

blocking drugs, even if self-administered, on parish property or at an off-campus parish activity, with the purpose of potential or actual gender re-assignment.

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We welcome non-Catholics to participate actively in our parish life, especially in Catholic schools. As experience elsewhere demonstrates, however, open hostility towards this policy or public defiance of Church teachings that support it undermine our Catholic identity and contradict our institutional mission. Therefore, students and parents who profess or promote the transgender agenda in effect make the choice not to enroll in or to withdraw from a Catholic school. The school will

respect their decision: they will not be offered admission, or they will be asked to withdraw if they are already enrolled.

We do not expect everyone to agree with this policy, but we do count on our fellow citizens to respect our right to establish it in accord with our fundamental Catholic beliefs. It is important for all of us to remember that respect is a two-way street—a street that leads to peace in the city.

Seal



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Most Reverend Liam Cary  
Bishop of Baker  
7 March 2023



**DIOCESE OF BAKER**

Office of the Bishop  
641 SW Umatilla Ave. • Redmond, Oregon 97756  
Phone (541) 388-4004 • FAX (541) 388-2566  
[www.dioceseofbaker.org](http://www.dioceseofbaker.org)

## **“Un Cuerpo Que Preparaste Para Mi”**

### **Política Transgénero para la Diócesis de Baker**

En un tiempo notablemente corto, la agenda transgénero radical ha arrasado con todo, expandiendo rápidamente su dominio burocrático en el gobierno, la educación y la medicina a través de una avalancha de regulaciones que restringen la libertad. Atrapados desprevenidos por este ataque repentino, los padres, pastores, directores y administradores católicos necesitan normas claras y coherentes para navegar en estas aguas turbulentas de la sociedad y guiar a quienes están bajo su cuidado a un puerto seguro.

Esta declaración de política aplica la enseñanza Católica sobre la sexualidad humana y la moralidad a los desafíos que presenta la teoría de género a las organizaciones e instituciones Católicas en la Diócesis de Baker, especialmente a las parroquias y escuelas Católicas. La política proporciona orientación autorizada para manuales, acuerdos de empleados y capacitación para empleados clave en toda la diócesis. Bajo su guía, la política reúne a empleados de la iglesia, voluntarios y personas jóvenes o mayores que llevan a cabo el trabajo de la Iglesia. También incluye a todos los proveedores contratados en su contacto en el sitio con las personas al cuidado de la Iglesia.

### **El Desafío a la Fe**

Las Escrituras enseñan que cuando el Hijo de Dios vino al mundo, le dijo a su Padre: “Me formaste un cuerpo” (Hebreos 10:5). Siglos antes, un momento similar de auto-reconocimiento había provocado elogios llenos de asombro del Salmista: “Mis huesos no Te estaban ocultos”, Quien “formó lo más

íntimo de mi ser . . . en el seno de mi madre. Estoy maravillosamente hecho” (Sal 139: 15, 13, 14).

En el drama de los Evangelios el cuerpo humano del Verbo Hecho Carne ocupa un lugar central: el cuerpo diminuto del Niño, el cuerpo transfigurado del Hijo Amado, el cuerpo crucificado del Rey de los Judíos, el cuerpo resucitado del Vencedor de la muerte. El Hijo de Dios tomó carne de la Virgen María y entregó su cuerpo a la muerte para destruir la muerte y resucitar nuestros cuerpos a la vida. En palabras de San Pablo, el Salvador del mundo vino a ser “el Salvador del cuerpo” (Ef 5,23).

Mientras se disponía a sanar, enseñar y expulsar demonios, Jesús hizo suyo el asombro del Salmista. “Dejen que los niños vengan a mí y no se lo impidan”, dijo a sus discípulos; “porque el Reino de los Cielos pertenece a los que son como ellos” (Mt 19,14).

Conscientes del mandato de su Salvador, los padres encomiendan a sus hijos a las parroquias y escuelas Católicas para su formación en la enseñanza Cristiana sobre la dignidad de la vida humana, el bien del cuerpo humano, la santidad del matrimonio y la centralidad indispensable de la familia. No envían a sus hijos e hijas para ser adoctrinados en la ideología transgénero radical que les impedirá venir al Señor. Por lo tanto, es necesario establecer distinciones.

Los Católicos creen que nuestra identidad como hombre o mujer es una parte esencial del plan divino para que la raza humana “crezca y se multiplique” mediante la unión

corporal de hombres y mujeres en matrimonio. De esta unión de una sola carne de marido y mujer nacen sus hijos, criaturas del amor de su Creador por ellos *exactamente como son*.

Lo más pronto que los niños lleguen a saber que Dios los amó a la existencia para compartir Su amor para siempre, con más confianza aceptarán y cuidarán su cuerpo como el regalo irrepetible e irremplazable que es—hecho de manera maravillosa e intrínseca en el diseño misterioso de Dios.

Sin embargo, como resultado del pecado original, es bien difícil crecer y madurar. Luchar con nuestra identidad sexual, preguntarnos sobre el significado de nuestra masculinidad y feminidad, es una parte indispensable para aprender quiénes somos como personas. Sin embargo, para un segmento estadísticamente minúsculo de la población, la experiencia personal única de identificación de género es desgarradoramente difícil de integrar con el sexo biológico.

Ante tan dolorosa confusión, los Cristianos recuerdan el sufrimiento encarnado en Jesús. En Sus últimas horas el cuerpo preparado para Él fue sumergido en un abismo sin fondo de rechazo público—físico, emocional, político. Pilato lo condenó; los soldados lo desnudaron, lo coronaron de espinas, lo escupieron. Los espectadores se burlaron de Él; los transeúntes lo injuriaban. Aun Dios parecía haberlo abandonado (cf. Mt 27, 29-30, 39, 46).

Pero el Abandonado no nos abandona a nosotros. Penetrando en los rincones más oscuros de la soledad, el miedo, y la vergüenza, el Hijo Eterno permanece fiel a Su nombre: “Emmanuel”. Cuando estamos más solos, Él siempre es “Dios con nosotros”. Él *se identifica* con cada ser humano como alguien por quien soportó la oscuridad mortal de la cruz.

La miseria que provoca la disforia de género lleva a los activistas transgénero a sacar la dura y rápida conclusión de que el género es una elección puramente personal, intrínsecamente desconectada del sexo biológico. Insisten enfáticamente en una solución única al problema: la “afirmación” incondicional del “género experimentado” de una persona por encima y en contra de su sexo biológico, junto con el estímulo activo para el proceso de transición de género hasta su conclusión quirúrgica. Aquellos que se apresuran a interrumpir el desarrollo sexual natural no prestan atención a las consecuencias que por vida limitan la vida y que la mutilación médica pone en marcha, y están ansiosos por negarles a los padres cualquier voz en retenerlo de sus hijos.

Tal hiperurgencia exagera en gran medida la frecuencia de la confusión de género profundamente arraigada en la población e ignora su naturaleza preponderantemente transitoria en los adolescentes a quienes aflige. En los años antes que la teoría de género viniera en prominencia, los niños que creían firmemente que estaban en el “sexo equivocado” eran una rareza—dos décimos del uno por ciento según una estimación.

Todavía son una rareza, pero su sufrimiento es grave y merece nuestra compasión. Sin embargo, para nuestra gran desgracia, nos encontramos en agudo desacuerdo sobre lo que la verdadera compasión exige en su condición. Más del 80 % de los niños con problemas severos de identidad de género lo resuelven durante la pubertad con tratamiento psicológico o sin tratamiento alguno; luego reanudan el desarrollo normal. En marcado contraste, de los niños que reciben cuidado afirmativo de género, solo el 3% ve tal resultado.

Tal evidencia va en contra de la prescripción de la teoría de género para la experimentación social sin precedentes en los niños. A medida que surge información adicional que corroe aún más su fundamento revoluciona-

rio, los Cristianos no deberían sorprenderse. Porque la ciencia a nivel celular confirma lo que enseñan las Escrituras: la base biológica de nuestra identidad sexual está más allá del alcance del ingenio humano para alterarla. No tenemos poder para deshacer el diseño creativo original de Dios cuando nos hizo a Su imagen, porque nuestra identidad sexual no se nos *asigna* al nacer; *nos lo da* Dios en el vientre.

Las intervenciones hormonales subsecuentes no alteran nada de la identidad sexual

### **Avanzando en la Fe: Reglas para el Camino Adelante**

La sexualidad humana viene como un regalo del Creador—"varón y hembra los creó"—y el regalo saca a la luz una clara norma de comportamiento: el sexo biológico de una persona debe proporcionar la base para todas nuestras interacciones en las parroquias Católicas, organizaciones e instituciones

- Testimonio Público

Las instituciones Católicas no deben cuestionar públicamente su identidad Católica mediante la publicación de carteles o símbolos o la adopción de programas, textos o prácticas que promuevan la ideología transgénero.

- El Papel de los Padres

Como principales educadores de sus hijos, los padres tienen derecho a la información sobre los materiales curriculares y los eventos programáticos que afectan el desarrollo sexual de sus hijos.

- Pronombres

Cualquier documentación parroquial, organizacional o institucional que requiera la designación del sexo de una persona debe reflejar el sexo biológico de esa persona. Ninguna persona puede designar un "pronombre preferido" en el habla o por escrito,

cromosómica de una persona, ni las llamadas cirugías de "cambio de sexo" pueden deshacer la sexualidad de una persona creada como hombre o mujer. Tener la intención directa de cambiar el sexo corporal dado a uno en uno "nuevo" significa tener la intención de alterar lo inalterable. Porque si bien es posible *distinguir* el sexo del género, no es posible *separar* el género del sexo. "Lo que Dios ha unido", dice Jesús en otro contexto, "no lo separe el hombre".

ni las parroquias, organizaciones o instituciones deben permitir tal designación o usar el plural *ellos/sus* en lugar del singular *ella/su* o *él/su*.

Los oradores públicos en eventos de la iglesia o la escuela deben dirigirse a las personas y referirse a ellas con pronombres que sean consistentes con su sexo biológico.

- Baños y Vestidores

Todas las personas deben utilizar el baño o vestuario que corresponda a su sexo biológico.

- Atuendo/vestimenta

Todas las personas deben seguir códigos de vestimenta específicos para su sexo de acuerdo con su sexo biológico.

- Deportes/Actividades Extracurriculares

La participación en actividades extracurriculares específicas del sexo en la iglesia o la escuela debe ajustarse al sexo biológico de los participantes. Los organizadores coordinarán alojamiento durante la noche en campamentos, retiros y reuniones de adultos jóvenes y jóvenes de acuerdo con el sexo biológico de los asistentes.



- Medicamento

Un joven que toma medicamentos bloqueadores de la pubertad elige un camino reñido con el desarrollo humano integral, porque el proceso de transición de género implica el rechazo del cuerpo como regalo de Dios. La gran mayoría de los niños que detienen artificialmente el desarrollo puberal natural de esta manera continúan tomando hormonas del sexo opuesto. Siendo este un resultado

que no podemos apoyar, tampoco podemos aprobar el camino que conduce a él y las cirugías que de él se derivan.

Por lo tanto, los jóvenes confiados al cuidado de la iglesia no pueden tomar drogas que bloquean la pubertad, incluso si se las administran ellos mismos, en la propiedad de la parroquia o en una actividad parroquial fuera de las instalaciones, con el propósito de reasignación de género real o potencial.

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Damos la bienvenida a los no Católicos a participar activamente en nuestra vida parroquial, especialmente en las escuelas Católicas. Sin embargo, la experiencia de otras partes muestra que la hostilidad abierta hacia esta política o el desafío público a las enseñanzas de la Iglesia que la apoyan socavan nuestra identidad Católica y contradicen nuestra misión institucional. Los estudiantes y los padres que profesan o promueven la agenda transgénero en efecto toman la decisión de no inscribirse o de retirarse de

una escuela Católica. La escuela respetará su decisión: no se les ofrecerá la admisión, o se les pedirá que se den de baja si ya están matriculados.

No esperamos que todos estén de acuerdo con esta política, pero sí contamos con que respeten nuestro derecho a establecerla de acuerdo con nuestras creencias católicas fundamentales. Es importante recordar que el respeto es una calle de doble sentido—una calle que nos guía a la paz en el pueblo.

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Reverendísimo Liam Cary  
Obispo de Baker  
7 March 2023

Sello