



ST. THOMAS THE APOSTLE CATHOLIC SCHOOL

Nascantur in Admirazione

"Let Them Be Born in Wonder."

2026–2027 School Year Family Handbook

All parents are required to review the enclosed information, policies, and procedures of St. Thomas the Apostle Catholic School and submit a signed confirmation of their awareness of and assent to the policies and procedures therein.

Table of Contents

<u>Faculty and Staff</u>	2-3	Code of Conduct	
		Households/Assemblies	
<u>School Identity</u>	4	Discipline Policy	
School Motto		Plagiarism	
School Mission Statement		Bullying	
School Commitment to the Faith		Sexual Harassment	
School Commitment to Classical Education		Harassment	
Student Pledge		Suspected Abuse/Neglect	
		Gun-Free Schools Act	
<u>The School Day</u>	5	Other Banned Items	
Arrival		Lockers/Cubbies	
Mass/Assembly			
Class Periods		<u>Dress Code</u>	22
Lunch/Recess		K-8 and 9-11 Policies	
Dismissal/Pick-up		General Rules	
ESP – Extended School Program		Non-Compliance	
Absences/Make-up Work			
Tardiness		<u>Health and Safety</u>	24
Medical/Dental Appointments		Building Hours/Entry	
Family Trips		Drills	
		Medical Conditions, Medication, Allergies,	
<u>School Community Culture</u>	7	Injuries, Insurance	
General Principles			
General Guide to Communication		<u>Parent Involvement & Extra-Curricular</u>	
Communication Procedures for Parents		<u>Activities</u>	25
School-Home Communications		Parent Association and Classroom Parents	
		Volunteers	
<u>Formation in Wisdom</u>	10	Field Trips	
Assigned Work Overview		Athletics	
Schoolwork Done at Home			
Grading		<u>Enrollment & Financial Policies</u>	27
Academic Accommodations		Enrollment	
Mid-Year Review, Credit Recovery, Grade		Tuition	
Promotion		Financial Assistance	
Graduation Requirements			
Academic Honors		<u>Appendix I: Diocese of Lansing Sexual Identity</u>	
Standardized Assessments		Policy—The Human Body and the Human	
Physical Education		Person	29
School Library			
Student Supplies /Textbooks		<u>Appendix II: Enrollment Commitments</u> ..	31
Technology Use at School and Home			
Family Education and Privacy Rights		<u>Declaration of Agreement</u>	32
<u>Formation in Virtue</u>	17		

Leadership, Faculty, and Staff

Leadership and Administration

Rev. William Ashbaugh	Pastor
Rev. Ryan Ferrigan	Parochial Vicar
Mr. Michael Sauter	Headmaster
Dr. Joey McCoy	Dean of Student Formation
Mrs. Jessica Graulich	School Secretary
Mrs. Carolyn Northrop	Bookkeeper
Mrs. Emily Hanley	Guidance Counselor

Preschool and After-School Care

Mrs. Carla Wood	Preschool Co-Director/Teacher
Mrs. Jill Gaylord	Preschool Co-Director/Teacher
Maria Humphreys	Preschool Aide
Kathleen Cavitt	Preschool Aide
Mrs. Gayle McNally	ESP Coordinator

Lower-School Faculty

Miss Hannah Hiester	Kindergarten/Mark House Head
Miss Celestine Kreifels	1 st Grade/John House Head
Miss Margaret Berger	2 nd Grade/Evangelist Houses Coordinator
Miss Lorraine Gordan	3 rd Grade/Matthew House Head
Mr. Michael Creaser	4 th Grade/Luke House Head
Miss Deirdre Cullen	5 th Grade/6-8 Girls' House

Middle- and Upper-School Faculty

Mrs. Grace Votel	6 th HR/6-8 Literature/6 History/6-8 Girls' House/Middle- and Upper-School Drama
Mr. Daniel Votel	7 th HR/7-8 Pre-Algebra/9 Algebra I/6, 8 Nature Studies/10 Biology/6-8 Boys' House/Liturgy Coordinator
Mr. Bryce Snyder	8 th HR/7 Religion/7-9 History/ 8-9 Logic/6-8 Boys' House
Mr. Robert Peters	9, 11, 12 Theology/9 Literature/Latin I/Upper-School Schola/Upper-School Boys' House

Mrs. Claire Jackowski	Algebra II/11 Pre-Calculus/Calculus/Intro to Physics/Chemistry/Science Capstone/Upper-School Girls' House
Miss Jessica Wood	6 Math/7 Nature Studies/ 8 Algebra/Geometry/12 Pre- Calculus/Upper-School Girls' Missions & House
Mr. Christopher Woods	10-11 Literature/10-11 History/10-11 Rhetoric/Upper-School Boys' House

Part-Time Faculty

Mrs. Denise DeRocher	5-7 Latin
Dr. Edward Peters	8 Latin/10 Latin II
Mrs. Angele van Diessen	11 Latin III, 12 Latin IV, 8 Religion
Mr. Conrad Miller	Athletic Director/K-8 Physical Education
Mrs. Erin Deemer	Librarian, 6 Religion
Mrs. Veva Lashaway	K-4 Spanish
Miss Madeline Gregor	K-8 Studio Arts; Upper-School Girls' Sacred Art Mission
Mrs. Jolene Pollard	K-8 Choral Music

School Motto

Nascantur in Admirazione: “Let them be born in wonder.”

School Mission Statement

St. Thomas the Apostle Catholic School exists to form disciples of Jesus Christ. Educated in the Eucharistic culture and classical intellectual tradition of the Catholic Church, students are led to encounters with the transcendental good, true, and beautiful. In wonder, confidence, and virtue, students are prepared to engage our broken world for the glory of God, the good of others, and for their own sanctification.

School Commitment to the Catholic Faith

St. Thomas the Apostle School is a Catholic school, meaning that it binds itself to the Word of God, contained and handed on in Sacred Scripture and Sacred Tradition and authoritatively, consistently, and universally declared, preserved, and interpreted by the Magisterium of the Catholic Church, the one, true Church of Christ. The fundamental truths of the Catholic Faith are clearly stated in the Apostles', Nicene, and Athanasian Creeds. Furthermore, this school holds fast to the Church's definitive and consistent teaching on faith and morals, recognizing the unique and penetrating light that the Catholic Faith sheds on reason and natural law. In the spirit of filial obedience to Christ, which is the obedience of faith, we will shun both deviations from and innovations to the Gospel, whether in its teachings or its most sacred traditions. We undertake the burden of transmitting this Gospel faithfully and without error under the authority of our bishop and the pope. We proceed with great fear, understanding the gravity of the work of forming young souls. This school therefore entrusts its entire enterprise to the mercy of God, without which all its endeavors, spiritual and temporal, would come to naught.

School Commitment to Classical Education

As a classical school, St. Thomas the Apostle seeks to root its students in the sources of the Western tradition, leading them to an integrated vision of what is true, good, and beautiful by way of the liberal arts. Grounded in faith and reason, this is both a humanizing and divinizing formation. Indeed, our classical identity is closely tied to our Catholic identity, since Western culture, the source of classical education, was developed and given a new unity in and through the Catholic Religion, such that Western thought, art, and ways of life were formed by or connected with a Catholic worship and worldview. In the context of American society, which is an inheritor of Western culture, we seek to pass on the worship, prayer, art, and ideas of a Catholic culture, a Catholic way of living that offers students a coherent heritage and identity, one not merely past, but alive and meaningful now and in the future.

Student Pledge

Today, I will remember the example of St. Thomas, an Apostle of Jesus. Guided by the Holy Spirit, I will strive to do my best and to glorify God the Father in all I do— In my school work, in the choices I make, and how I treat others.

The School Day

Arrival

K-12 students may only be dropped off on Elizabeth Street in front of the main school entrance. Adult supervision will be available beginning at 7:45 a.m., when the doors to the school open. Students must be in their homeroom by 7:55 a.m., after which they will be marked tardy. Parents are asked to be familiar with the school calendar (available on the school website) and have their children at school on time daily.

All-School Mass and Assembly

All-school Mass (K-12) is scheduled each week Tuesday-Friday at 8:00 a.m. in the church. If students arrive between 8:00 and 8:30 a.m. on a Mass day, instead of entering the school, they should be escorted by their parents directly to the church so they can join their class.

On Mondays at 8:00 a.m., K-8 students gather for an assembly in the parish hall, while 9th-12th graders have household time.

Parents are always welcome to attend school masses and assemblies.

Class Periods

For K-5 students, the school day broken up into 30-45 minute chunks based on the teacher's classroom schedule.

For 6-12 students, we follow a mixed block schedule, roughly according to following blueprint:

	Mon	Tues-Fri
7:45-7:57	Homeroom	Homeroom
8:00-8:45	Assembly	Mass
8:55-10:05	Class	Class
10:05-11:15	Class	Class
11:15-11:40	Recess	Recess
11:40-12:05	Lunch	Lunch
12:05-12:50	Class	Class
12:50-1:35	Class	Class
1:35-2:20	Class	Class
2:20-3:05	Class	Class
3:05-3:15	Homeroom	Homeroom

Lunch and Recess

Students should be provided with a balanced, healthy lunch, with an amount appropriate to their needs. Students will be directed, when possible, not to throw away leftover food, both to avoid waste and to show parents what they are and are not actually eating at school.

Hot lunch is provided three days per week, October through May. When ordering,

parents are asked to be aware of what amount of food is reasonable for their child.

Students are to obey instructions from the lunch supervisor and from lunchroom aides.

Recess will be indoors when the wind-chill temperature is below 10 degrees Fahrenheit.

Students should play in a manner that maintains the safety of others and themselves. Throwing ice, rocks, or sticks is not permitted. Teachers monitoring recess will determine when play is dangerous or excessively rough and immediately intervene to stop it. Students will stay within the designated playground area and respond respectfully and immediately to directions from the adults who are supervising.

Dismissal and Pick-Up

The last period ends at 3:05, after which students return to their homerooms for packing and cleaning up and all-school prayers. Students are dismissed at 3:15, at which point K-8 students will be walked to the parking lot by their homeroom teacher. Upper Schoolers will also head to the parking lot.

Parents should park in the parking lot in non-numbered spots only and walk to the area where students are gathered to pick up their child. Teachers will verify that a parent is present to take his or her children and assume responsibility for them, until which time students are to remain in the gathering area with their teacher. Students not picked up by 3:20 will be sent to after-school care (the Extended School Program—ESP) after checking in with the office. Parents will be billed accordingly. Students participating in an after-school school-sponsored and/or supervised activity should proceed directly to the appropriate location at dismissal; otherwise, no student may wait in the building after dismissal.

For K-8 students attending ESP or an after-school sport or club, their parents are asked to notify the homeroom teacher of this fact ahead of time. This provides teachers with a verification to release the student after school.

Extended School Program

This program is offered to any school parents who need care for their children after school. ESP is open from 3:10– 5:30 p.m. on all full school days beginning after Labor Day. No ESP is offered on half days. More information is available in the school office.

Absences and Make-Up Work

On a day a student is absent, parents should notify the school before 8:15 a.m. to report the absence.

A child who misses half the morning or afternoon classes shall be considered absent for a half day. The mid-point of the day is 11:30 a.m. while 9:30 a.m. is the midpoint of the morning and 1:30 p.m. is the midpoint of the afternoon.

In case of absence, the parent should inform the school so that arrangements may be made for make-up work. Requested homework may be picked up at the office after 3:05 p.m. Middle- and upper-school students (grades 6-12) who have been absent are

responsible for organizing the make-up work material and schedule with their teachers, including making arrangements for taking missed tests or quizzes.

Normally, any missing assignments and/or tests are to be completed within 2-3 days after returning from an absence. The specific timeline for make-up work must be arranged with the relevant teacher(s).

Any student who has been taken from school for an appointment of any kind and then returns is ordinarily responsible, the next day, for any tests or assignments missed.

Tardiness

Students will be marked tardy at 7:55 a.m. Those who come to school after 7:55 a.m. must report to the office and obtain a tardy slip before going to class.

Medical/Dental Appointments

If it is necessary to schedule an appointment with medical doctors, dentists, etc., during school hours, then a note from home requesting the student be excused should be presented in the office before 8:00 a.m.

Family Trips & Vacations

The normal school schedule provides time for vacations during various breaks, especially Christmas, Easter, and summer. Parents are requested to plan vacations during these periods of time. The interruption of academic studies for lengthy vacations during the school year can be detrimental to the child. Teachers are not required to prepare work ahead of time for the student. Because of the importance of the material missed, parents become responsible for preparing the student for any missed tests.

School Community Culture: Decorum and Communication

Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony (Col. 3:12-14).

General Principles of Our Community Culture

Making the above passage from Colossians our fundamental guide for acting and speaking in a Christian community, everyone in the school community is called to use the following guiding principles:

- We are working together towards a **common goal**: growth in the love of God and helping each other become more like Christ, with eternal life as our aim.
- **Forgiveness** and **charity** govern all else; justice is pursued always in conjunction with these.

- A school community is not merely transactional, but a **partnership** requiring reciprocal trust, mutual respect, and patient listening.
- We follow the principle of **subsidiarity**, seeking to address concerns at the lowest/most immediate level capable of addressing them.
- We will work together to seek **wisdom** and **prudence**, which will govern our decisions, rather than fear and anxiety.
- Any human community is by its nature a **messy** and **imperfect** enterprise, made up of imperfect individuals, and our school community is no exception!

General Guide to Communication

At St. Thomas, we strive to engage in communication that is respectful, solution-seeking, and rooted in charity and truth. All gossip, slander, and factionalism have no place in the school community. We welcome conversation, dialogue, feedback, questions, constructive criticism, and encouragement as helpful ways of communicating, and emphasize the preeminent place face-to-face communication holds over other means.

- Email should be used for objective, fact-based communication, questions, or follow-up rather than conveying a deeply felt emotion. Longer explanations, concerns, or thoughts are better suited for a phone call or in-person meeting.
- Parents should not call or text teachers on their cell phone or at home unless invited to do so. When appropriate, teachers will contact parents by phone using numbers provided by parents at the time of registration.
- Teachers are instructed not to communicate directly with students via email, phone call, text, chat, or similar private means. Emails and phone calls should come from parents.
- Teachers are expected to reply to email within 24 hours, weekends and holidays excepted.
- Each family's concern will be treated separately, even if their concern is similar to that of another family. One reason for this is to respect the confidentiality of all parties involved in a given conflict.
- Please note that middle- and upper-school students are expected to advocate for themselves with their teachers (in person), and that, often, this should be the first step in raising a concern before a parent communication.

Communication Procedures: Parents Raising a Concern

It is important that a parent's concern be adequately heard and addressed. To that end, and for the general good of the community, we ask parents to observe the principle of subsidiarity and respect the process and time needed to sift concerns and arrive at a prudential, truth-based solution. This is especially the case in dealing with relational dynamics among students. Attempting to circumvent the steps below will typically cause more confusion and delay in actually addressing the concern raised.

- Classroom-related concerns

- According to the principle of subsidiarity (see above), please first contact the teacher/staff member most directly related to the concern you have.
- If, after talking with the teacher, you feel the need for further discussion and/or appeal, please let the teacher know and arrange a meeting with the dean or headmaster present along with the teacher.
- School-related concerns
 - According to the principle of subsidiarity, please first contact the dean or headmaster to talk about your concern.
 - If you feel the need for further discussion and/or appeal, please let the headmaster know and arrange a meeting with him and the pastor.

School-Home Communication Logistics

- General Communication
 - Weekly, school-wide communication will be sent via email containing current notifications, upcoming school events, summaries of past events, and other pertinent information. Classroom teachers will regularly communicate, depending on their grade-level, regarding either general class updates or issues relating to specific students.
- Office-Home Communication
 - Students are not allowed to call home, or request that the office do so, during the school day (between 7:45 and 3:15) except in cases of a forgotten lunch, sickness, injury, emergency, or other pre-arranged needs. Unless otherwise directed, students are only allowed to go to the office for these cases. Any backpacks, supplies, homework, P.E. or sports uniforms, etc. that a parent drops off at the office can be picked up by the student only after 3:15.
 - During the school day, all parent messages to be delivered to a student must be sent through the office and before 2:30 p.m. Messages will be delivered by the office to students at the appropriate time.
- Notifications for Emergencies and Weather-Related Events
 - All parents are asked to participate in receiving notification via text concerning snow days, other weather-related closings, and/or other extraordinary, pressing situations.
 - For all weather-related closings, notice will also be given via email, over radio stations WAAM/AM-1600 and WJR/AM-760, and television stations WDIV/TV Channel 4, Fox 2, and WXYZ TV-Channel 7. School closings will be determined no later than 6:30 a.m.
 - If the National Weather Service posts a tornado warning, a tornado has been sighted. Under these conditions, students must remain at school in the safest place. Parents will be notified by text with updates about when it is safe to come to pick up their children.

Formation in Wisdom

Assigned Work – General Overview

- General approach: “Less is more.” “Depth over breadth.”
- Assignment types:
 - Grammar Stage (K-5): Memorization and recitation, narration, listening, reading (both silent and out-loud), verbal question-and-answer, written response/creative writing, conversation, drilling for basic facts, copy work, observation and exploration, physical coordination, singing, and art/drawing.
 - Screen/Technology use: Testing for 2-5. Limited use for instruction (e.g. a short video clip, playing music, or projecting things). No at-home or in-class assignments with screens, except diocesan testing.
 - Logic Stage (6-8): Continuing those from the Grammar Stage at a deeper and more intensive level, while focusing on logical thinking in mathematics, writing, and speaking. Beginnings in research work and student-driven discussion.
 - Screen/Technology use: Testing. Limited use for instruction (as above). No at-home assigned screen time except longer writing assignments. Most screen time needed should be in class. Research should be as much as possible from books.
 - Rhetoric Stage (9-12): Continuing those from the previous two stages at a deeper and more intensive level, while focusing on a synthesis of reasoning and artful expression. More advanced research work and more demanding student discussion – moving towards a philosophical and poetic cast of mind.
 - Screen/Technology use: Testing. Limited use for instruction (as above). Limited at-home assigned screen time – research and longer writing assignments. Research still mostly from books.

General Expectations:

- Beginning in 4th grade, students are expected to write in cursive on all significant handwritten work (spelling words, short-answer, essay, etc.) across subjects, assignments, and assessments, excepting those in mathematics. This expectation carries through the upper-school grades.
- Teachers will hold students to clear standards for their work, which should be neat, accurate, and completed on time according to directions.

Schoolwork Done at Home

Homework is generally comprised of three elements:

- **Assigned homework** supports work and teaching done in class on a daily basis. Teachers will assign work that is meaningful and that can be done in a reasonable amount of time with respect to grade level. This work includes memorization work.
- **Studying and preparing for tests and quizzes**, especially for middle and upper

grades, will increasingly require multiple-day preparation as students get older.

- **Long-term assignments** will be broken down into meaningful parts with a clear timeline.

The time it takes for a student to complete homework will vary from student to student based on such factors as ability, reading speed, and diligence. Our goal for all grades is to keep homework time limited. Please contact the teacher if you have further questions or concerns.

Homework will be corrected and returned to the student in a timely fashion and before the assessment for that material.

Parents will be informed when a student repeatedly fails to complete homework assignments or is not doing satisfactory work. This can be done via phone, progress reports, e-mail, or other written communication.

Grading

Parents of 4th-12th graders can access current grades through their FACTS account.

Kindergarten-3rd-grade students are provided a skill rating following the rating scale:

- 1 – Beginning
- 2 – Developing
- 3 – Proficient
- 4 – Mastery
- Blank – Not Yet Assessed

4th-8th-grade students receive grades calculated based on percentage weights or point totals determined by the teacher for different categories of student work in each subject.

- A: 92-100% (Excellent)
- B: 82-91% (Good to Very Good)
- C: 72-81% (Average)
- D: 62-71% (Below Average)
- E: Below 62% (Unsatisfactory)

9th-12th grade students receive overall grades according to the following scale:

Grade Scale and GPA

- A+: 97-100% (4.00 GPA)
- A: 93-96% (4.00 GPA)
- A-: 90-92% (3.67 GPA)
- B+: 87-89% (3.33 GPA)
- B: 83-86% (3.00 GPA)
- B-: 80-82% (2.67 GPA)
- C+: 77-79% (2.33 GPA)
- C: 73-76% (2.00 GPA)
- C-: 70-72% (1.67 GPA)
- D+: 67-69% (1.33 GPA)

- D: 63-66% (1.00 GPA)
- D-: 60-62% (0.67 GPA)
- F: Below 60% (0.00 GPA)

Term and Exam Weights

- 1st term: 20%
- 2nd term: 20%
- Midterm Exam: 10%
- 3rd term: 20%
- 4th term: 20%
- Final Exam: 10%

Note that a “C” is considered average and a “B” good to very good. It is in the teacher’s judgment to determine what constitutes average, good, and excellent work, particularly for written work with no narrowly defined answer.

Report cards are published approximately a week after a term ends. Mandatory Parent Teacher Conferences are held following the first term, and optional conferences will be held at the end of third term.

Academic Accommodations

St. Thomas School endeavors to serve students with a wide range of academic and artistic abilities. Our small size enables teachers and staff to address individual needs and offer tailored support. However, the school does not have a learning resource center or staff member specifically dedicated to students with special needs.

In addition to limited resources available through the public schools, St. Thomas is typically able to offer tutoring support, either during or after school. Additionally, teachers are *typically* able to offer *accommodations* but not curriculum *modifications*.

Accommodations can include, but are not limited to, the following:

- Longer time for tests
- Preferential seating
- Corrections or re-takes for assessments to raise a grade
- Reduced assignment load when the same content can be conveyed with a reduced quantity of work.
- One-on-one check-ins and support

Curriculum modifications, which are typically not used at St. Thomas, might include:

- Changing assignment requirements or instructions (beyond the mere quantity of work involved)
- Giving an assessment with reduced content/difficulty
- Grading using a different set of criteria

Any long-term support must be accompanied by a plan agreed to in conference with the parents and school.

Mid-Year Review, Credit Recovery, and Grade Promotion

Students struggling to maintain an adequate standard of work will be closely tracked. If a pattern of failing or serious struggles persists through the first half of the year, the

headmaster, dean, and teachers will sit down with the parents to review where their child stands and establish a plan for successfully completing the school year.

Students in grades 6-12 who fail an academic subject will be required to recover credit for the class by doing summer work. 4th and 5th graders who fail key subjects will also be given summer work. This work is determined by the teacher(s) and headmaster and will be required for grade promotion the following fall. The school retains the right to determine whether a student is ready to be promoted to the next grade.

Graduation Requirements

Upper-school students take a predefined track of coursework with no electives. Subject to some modification based on personnel and logistics, the following summarizes the current required coursework for graduation from the upper school:

- Theology: 4 credits
- History: 4 credits
- Literature: 4 credits
- Mathematics: 4 credits
- Nature Studies: 4 credits
- Logic: ½ credit (Logic is also taken in 8th grade)
- Language: 4 credits
- Schola: 2 credits (½ credit per school year)
- Fine Arts: 2 credits (½ credit per school year)
- Intramural Sports: 2 credits (½ credit per school year)
- Immersive Missions: 2 credits (½ credit per school year)

	9 th	10 th	11 th	12 th
History	Foundations of Western Culture	Formation and Height of Christendom	Dividing of Christendom (Integrates Early American History)	Secularization of Christendom (Integrates American History, Civics)
Literature	Ancient Literature	Medieval Literature	Early Modern Literature	Literature of Catholic Culture
Theology	Intro to the Creed and Faith	Scripture	Sacraments and the Church	Christian Life and Thought
Mathematics	Algebra/Geometry	Geometry/Algebra II	Algebra II/Pre-Calculus	Pre-Calculus/Calculus
Nature Studies	Intro to Physics	Biology	Chemistry	Capstone Natural Science
Trivium	Composition & Logic	Rhetoric	Rhetoric	Intro to Philosophy
Language	Latin I	Latin II	Latin III	Latin IV
Music/Arts	Schola/Studio & Performing Arts	Schola/Studio & Performing Arts	Schola/Studio & Performing Arts	Schola/Studio & Performing Arts
Physical Education	Intramural sports	Intramural sports	Intramural sports	Intramural sports
Immersive Missions	Selected missions	Selected missions	Selected missions	Selected missions

Academic Honors

Each term academic honors are issued to 6th through 12th-grade students based on the subjects of Religion, English (an average of Writing and Literature), Latin, Math, History, and Nature Studies according to the following levels:

Cum Laude 'With Praise':

6th-8th: 3-4 B's and 2-3 A's, no C's
9th-12th: 3.33-3.66 GPA for the term

Magna Cum Laude 'With Great Praise':

6th-8th: 1-2 B's and 4-5 A's, no C's
9th-12th: 3.67-3.99 GPA for the term

Summa Cum Laude 'With Highest Praise':

6th-8th: 6 A's
9th-12th: 4.00 GPA for the term

Standardized Assessments

- The NWEA Measures of Academic Progress (MAP Growth) assessment will be administered to 3rd through 5th-grade students in the fall, winter, and spring. This is a diocesan-mandated assessment. Parents are sent a report providing current and past student performance results.
- The 6th-8th graders will, in place of the NWEA, take the CLT 3-8 in April.
- The Diocese of Lansing uses the ARK (Assessment of Religious Knowledge) Test for grades 2nd-12th annually.
- 9th-10th graders will take the CLT-10 in February. 11th graders will take the PSAT in the fall. The CLT will be taken by 11th graders in the spring. The SAT and ACT can be taken by 11th-12th grade students at times and locations of their own choosing.

Student Supplies & Textbooks

All students are expected to be prepared for all classes by having the necessary supplies every day. A list of needed supplies is sent out in June. Non-consumable textbooks are to be covered and used properly, i.e., not written in, treated neglectfully, or intentionally destroyed. Parents are responsible for paying the replacement cost of damaged textbooks.

Physical Education

- All students in grades PK-8 are required to wear gym shoes. These shoes are to remain at school for the express purpose of physical education.
- All students in grades 6-8 are required to wear a St. Thomas gym uniform purchased through the Physical Education Office.
- For safety reasons, students must remove all jewelry during physical education classes.
- Glass containers are forbidden in the locker rooms, the shower rooms, the drying rooms and the restrooms.

- Food, beverages, and gum are not permitted in the gym or locker room areas.
- A note from the parent should be on file in the office describing why a student should not fully participate in all gym activities. A note from the family doctor is required for an extended excuse from gym.

School Library

The purpose of the school library is to provide a rich array of reading that will serve the mission of the school. Thus, it is not intended to be a miniature version of a public library or to pursue having “up-to-date” selections. All decisions concerning the collection are made by the school, though parent input is welcome.

The library is located on the third floor of the south building and is available to all grades, all of whom have regularly scheduled library times to check out books and/or do research. Please consult the librarian about specific rules for checking out books. Lost or damaged books must be paid for by the student’s family.

The library is also open to parents to check out books. Please contact our librarian further information.

Technology Use at School and Home

In keeping with the classical Catholic culture of the school, we will pursue a *disciplined* and *limited* approach to the use of technology. In order for students to pursue wisdom in love, they need a slowness and patience of thought, a habituation to silence, and an ability to focus for extended periods of time. Insofar as technology can serve this pursuit, we will find ways to use it. However, we recognize that, in many ways, it works against these necessary qualities. In the midst of a society increasingly dependent on screens and the internet, we recognize that we have to make conscious and clear choices about technology use.

- **Devices from Home at School**

Students are not to bring cell phones, smart watches, gaming or audio devices, Kindles, iPads, tablets, or similar devices to school or on campus. **Banned items include any devices with access to the internet, games, messaging, or calling, even if only with a limited list of recipients.** If one of these devices is found with a student, among his or her belongings, or in his or her locker, the device will be confiscated and brought to the office, to be picked up by a parent. This ban applies both during the school day and drop-off and pick-up procedures, as well as at all events, functions, and trips hosted or led by the school, whether off-campus, after school, or during the evening. The headmaster and/or dean will be responsible for determining the consequences, which may vary with circumstances and age. However, a 5th-12th grade student is liable to receive a detention or suspension for the first offense, dependent on the circumstances of the violation.

Parents are asked to participate in this school policy by ensuring that their children are not bringing banned devices to or using them at school-hosted events.

One exception to the ban described above is when a student requires a watch or phone to be used as a medical device for a serious medical condition. This is allowed so long as the parents notify the school office and provide any necessary medical documentation.

If for logistical reasons a student who is providing his or her own transportation or using public transportation needs a cell phone or watch for before and after school and cannot leave it in his or her car, the parents are required to notify the school in writing, indicating the reason for having the phone or watch and days when the student will bring it. The student must leave the phone or watch with the office immediately when he or she enters school. The student may pick it up at the end of the school day; however, while at an after-school event, he or she may only use the cell phone or watch to make necessary communications related to transportation.

To be clear, in general, any student who does not fit the description in the previous two paragraphs will not be allowed to bring a banned device to school, even to drop it off at the office for pick-up at the end of the day. All students participating in after-school activities will be monitored by an adult with the means of contacting parents when necessary.

- **School Technology Use**

Always prioritizing person-to-person interaction, any classroom technology use will only ever be a small part of the overall formation. Students may use Chromebooks for testing, typing, and researching, but always while monitored. Students are never allowed to access the internet at school without supervision, and they are only to use the internet or school devices for school-approved research or learning. Any other purpose is considered a violation of proper internet/device use at school.

Serious violations include, but are not limited to: sending threats or pornographic or obscene material, engaging in any kind of harassment, bullying, or slander via social media, or vandalizing school computers by destroying data or uploading or creating computer viruses. Students are reminded that online exchanges, such as those just listed, outside of the school can still be subject to disciplinary action by the school, in addition to potential legal repercussions.

All students are assigned an “sta2.org” account when they enter the K-12 school. This account is solely for the purposes of using the Chromebook and accessing Google docs and drive. No other applications, including Gmail, will be accessible to students under their sta2.org accounts.

- **Technology Use at Home**

Recognizing the vital role that parents and home culture play in the students’ formation, we highly encourage parents to carefully weigh their children’s access to screens and the internet at home, and particularly to social media. *It is possible for*

technology use at home to undermine the patience, slowness, silence, and focus that the school is seeking to inculcate. Just as we seek a “match” between the family’s and school’s commitments to the Faith, so also we depend on a “match” between home and school in a commitment to a strictly limited and disciplined approach to technology.

As a note, teachers will generally not require computer-use at home for homework. An exception to this can occur for longer writing and research assignments in the middle and upper grades. Unless directed otherwise by their teacher, students are never to use information from the internet as a study or reading aid. See the section on plagiarism for further restrictions.

Family Education and Privacy Rights

In accordance with Public Law 93-380 regarding Protection of Rights and Privacy of Parents and Students, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child. If a parent wishes to examine his/her child's record, he/she should make this request through the school office. In turn, the headmaster will make an appointment with the parent. The records will then be examined in the office with the headmaster and the parent. Written consent from the student's parent will be required when specific records are to be released to judicial or counseling agencies with any subpoenas or orders from any educational institution or agency.

Formation in Virtue

Code of Conduct

Parents who enroll their children at St. Thomas the Apostle School are partners with the school in their children's education. Your role as primary educator is of vital importance to your child’s formation at school. We welcome your feedback, constructive communication, and ongoing support for the teachers, and we encourage you to work with us to develop a close match between the culture and discipline of the home and the culture and discipline of the school. The enrollment commitments, signed with your registration packet and included at the end of this handbook, list specific expectations for parents in the school community.

Students are called at this time in their lives to a high endeavor: the pursuit of truth. This pursuit demands a student who is not merely a passive consumer of useful knowledge, but a focused and proactive lover of what is worthwhile for its own sake. In keeping with this great calling, students are expected, in age-appropriate ways, to learn how to be responsible for their own work, treating it with the gravity and respect it deserves. Students will dress, act, and speak in ways that contribute to a culture of obedience, respect, honesty, and cheerfulness. Above all, students will seek Our Lord throughout the day with an open mind and heart.

The teachers and staff are committed to serving the parents and students in conformity with the mission of the school. Called to bind themselves to Christ and His Church, they

undertake a work of great importance, namely, the formation of minds and hearts in truth, both natural and supernatural. In service to this work, teachers and staff will cooperate to form a culture of peace, respect, cheerfulness, and discipline. They will aim to implement rules fairly and consistently, with firmness and gentleness, openly communicating, as necessary, with parents, each other, and the headmaster. Teachers and staff will strive to be examples of Christian virtue.

Households and Assemblies

K-5 students are organized in one of four Evangelist Houses – Matthew, Mark, Luke, or John. 6th-8th-grade students and 9th-12th grade students are respectively organized into boys' and girls' households. These households provide students the opportunity to interact across grades and pray, play, compete, work, and learn together in the pursuit of virtue.

Every Monday, K-8 students assemble for schoolwide formation with the headmaster. Each term, these grades focus on a particular virtue, which is explained at assembly and reinforced at the classroom level.

Discipline Policy

At St. Thomas, we hold to a firm and gentle approach, one that truly seeks to “discipline” students, that is, to form them according to good habits of living, speaking, and thinking. This holistic approach requires patience, the use of measured and just consequences, and constant attention to cultivating student improvement in love. We never discipline merely in order to humiliate, and we strive never to allow anger to guide our decision-making.

In lower-school classrooms (K-5), discipline will ordinarily be handled according to the teacher's own system. More serious offenses than ordinarily occur in a classroom can merit a parent conference and/or recess and lunch detention in the classroom.

Among middle- and upper-school grades (6-12), the mark system will ordinarily be used, which is as follows:

A student receives a discipline mark (recorded by the teacher or staff issuing it), categorized according to whether the student was unprepared for class, misbehaving, late to class, or out of dress code. Parents are notified via email when a mark is given for their son or daughter. Three marks in one category within a given term constitutes an after-school or lunch/recess detention. Marks are for ordinary, minor offenses.

Minor offenses include, but are not limited to, talking out of turn, failing to follow instructions, minor conflicts with classmates, forgetting a textbook for class, or being out of dress code.

More serious offenses will automatically place the student beyond the mark system. These can include, but are not limited to, the following:

- Pattern of receiving marks without apparent effort to improve.
- Blatant disrespect towards an adult in the school.
- Defiant disobedience.
- Threatening, bullying, or showing a concerted effort to humiliate a classmate.
- Fighting or other physical violence, with clear intention to hurt another, on or near the school premises.
- Lying about, slandering, or cursing another student.
- Being disrespectful towards persons or things of the Faith in speech or behavior.
- Unwanted sexual touching of any kind, sexually implicit or explicit references or jokes, particularly those directed at others.
- Leaving school grounds without permission, truancy, or cutting class.
- Defacing or destroying property. In the case of destruction of school property, the offending student's family is responsible for costs incurred.
- Use of tobacco, alcoholic beverages, or drugs on school property or at school events.

These and other serious offenses will ordinarily require a conference with the parents, along with the following levels of consequences, to be determined by the headmaster and/or dean according to the gravity of the misconduct:

- Automatic after-school or lunch/recess **detention(s)**
- In- or out-of-school **suspension**, for a time frame determined by the headmaster. Ordinarily, all work missed (tests, quizzes, etc.) due to a suspension from class or school may not be made up by the student resulting in a "0" for those assignments. A suspension will also ordinarily be coupled with a behavior plan, spelling out what the student must do in order to remain at St. Thomas.
- Other, comparable consequence, as determined by the headmaster and/or dean.
- **Expulsion**, typically after multiple suspensions/serious offenses or clear lack of interest in fulfilling a behavior plan. Automatic expulsion for the most serious offenses, as determined by the headmaster, in consultation with the dean and pastor, is also possible. Expulsion is always considered a last resort and will include the following:
 - Notice to parent/guardian of the general nature of the punishable offense and of the specific violation.
 - Referral to the Diocesan Superintendent or his/her delegate.
 - Notification of an appeals process.
 - Notification of authorities, if serious or required by law.

Plagiarism

Plagiarism is defined as a student representing work as their own that is in fact not their own. It is a form of lying. It is important to further define what this means in the

internet age. The following are considered plagiarism, unless explicitly directed otherwise by a teacher:

- Looking up answers on the internet for a school assignment.
- Using ChatGPT or other AI software to help, *in any way*, complete an assignment.

A plagiarized assignment will receive a “0.” Further disciplinary action, particularly for repeat offenses, can occur, including failing the class for the year or expulsion.

Bullying

St. Thomas School seeks to be a place where students, parents, teachers, staff, administrators, and others live ever more fully in conformity with Jesus Christ. Bullying is incompatible with the Gospel and therefore will not be tolerated in any form.

Typically, bullying involves one or more students intentionally subjecting another student to *repeated* degrading actions, words, or social interactions. Individual incidents of unkindness, such as a fight or an insult, are improper, but might not constitute bullying. Bullying goes further, with actions or speech that are *deliberate* and *sustained*, and are intended to isolate, hurt, or humiliate. Bullying speech could occur in the victim’s hearing or elsewhere, and could be oral, written, or electronic. This includes all forms of social media.

Any student, parent, teacher, or other person who is aware of a bullying situation should immediately notify the headmaster or dean. Upon such a report, the headmaster or dean will determine the facts and take appropriate action, on a case-by-case basis. Action could include (but is not limited to) oral caution, detention, suspension and behavior plan, expulsion, or referral to civil authorities.

Sexual Harassment

Sexual Harassment is forbidden in any school or parish in the Diocese of Lansing. It includes unwelcome actions that create discomfort for the victim. It can be verbal, including suggestive comments, lewd jokes and slurs or physical (unwanted touching or contact) or known possession of sexually explicit material. Every adult working in school and each student of the age to understand the meaning of sexual harassment has the responsibility to be aware of and understand the school’s policy forbidding sexual harassment.

If a child feels he or she is the victim of sexual harassment, he or she should notify an adult immediately. St. Thomas School will investigate and act upon such claims and will punish the offender severely, up to and including termination or expulsion.

An offense is handled on an individual basis and generally will follow these consequences for students: first minor offense will ordinarily be dealt with by conference and/or suspension; repeat minor offenses or a case of major sexual harassment may result in expulsion.

Harassment

It is the policy of St. Thomas Catholic School that every effort is made to provide an

environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students, as well as others who may be in a working relationship with the school. St. Thomas School will neither tolerate harassment, nor will it tolerate reprisals against any student who makes a complaint. Such behavior will warrant disciplinary action according to the disciplinary policies of the school or the discretion of the headmaster.

Suspected Child Abuse/Neglect

State law requires designated persons in a supervisory role having reason to believe that a child under the age of eighteen years has had physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of physical abuse or neglect, must report the matter promptly to the State of Michigan Department of Human Services in the county where the suspected injury occurred. Any school employee considering making this report must also notify the headmaster and consult with him regarding this intention, since the report will come through as "from the school." Parents need not be notified of such a report.

Revised School Code (1976) Section 380.1311

Michigan law generally calls for the suspension or expulsion of students who carry dangerous weapons on campus, commit physical or sexual assault, make bomb threats, or commit arson.

Other Banned Items

In keeping with the contemplative focus of the school, students should only bring what serves their classroom work. In addition to those listed under our technology policy, the items below are banned not because they are deemed "evil," but because they generally do not serve the students' formation at school. The following are typically not allowed at school:

- Toys, fidgets, stuffed animals, figurines, etc.
- Game or collector cards
- Comic books, graphic novels, books drawn directly from gaming, TV series, or movies
- Chewing gum

Students may have key chains that remain attached to their personal belongings.

Teachers may make temporary exceptions to the above, and always retain the right to temporarily confiscate any banned or otherwise distracting item, or to prohibit other items, food, or drink not listed above.

Lockers/Cubbies

Lockers and cubbies are the property of St. Thomas School and we reserve the right to search them if necessary. No stickers are allowed on lockers unless they are magnetic. All items must be completely removed at the end of the school year.

Uniform Student Dress Code

Kindergarten – 4th Grade:

Pants (for boys or girls): Khaki polyester, twill or dress corduroy; plain or pleated front. All pants must fit waist and inseam. Skin-tight, designer, elastic ankle, oversized, cargo, or carpenter pants are not dress-code compliant.

Jumpers/Skirts: Plaid jumper or skirt purchased from Flynn O'Hara, or standard khaki jumper or skirt. Jumper or skirt length must reach the top of the kneecap or below, whether or not tights are worn underneath.

Shirts: Hunter green polo, long or short sleeves (no cap sleeves). Girls' jumpers or skirts may be worn with a white Peter Pan collar blouse.

5th – 8th Grades:

Pants (for boys or girls): Navy polyester, twill or dress corduroy; plain or pleated front. All pants must fit waist and inseam. Skin-tight, designer, elastic ankle, oversized, cargo, or carpenter pants are not dress-code compliant.

Skirts/Jumpers: Plaid skirt or jumper purchased from Flynn O'Hara, or standard navy skirt or jumper. Skirt and jumper length must reach the top of the kneecap or below, whether or not tights are worn underneath.

Shirts: White polo, long or short sleeves (no cap sleeves).

Grades K-8:

Sweaters: White, navy or hunter green; crew, cardigan, or vest; no designs, monograms, or decorative buttons. No hoods/hoodies or sweatshirts. A dress-code-compliant shirt must be worn with all sweaters.

Socks: All K-8 students must wear socks. Boys: Solid blue- or black-colored crew socks. Girls: Solid-color knee or crew socks, leggings, or tights in white, black, navy; also hunter green for lower-school girls only. Boys and Girls: No socks fitting below the ankle bone.

Spirit Wear: Hunter-green official school spirit-wear pull-overs. A dress code compliant shirt must be worn beneath spirit wear. St. Thomas School athletic jerseys may only be worn on game days during the corresponding sports season. Sweatshirts, hoodies, non-St. Thomas pull-overs are not dress-code compliant.

Shoes: K-8 Boys/Girls: Solid black or brown dress or tennis shoes. Dress shoes, **but not tennis shoes**, may have a different-colored sole, such as grey/rubber, black, or white. K-8 girls may wear all-white sneakers or flats with foot covering. All shoes must fit at or below the ankle bone. Boots, slippers, sandals, clogs, roller shoes, light-up shoes, high heels, or platforms are not dress-code compliant. All shoes must have backs and toes, and tie shoes must be tied at all times. PE Class Only: Tennis shoes.

Shorts (August, September, May, and June only): Walking shorts (boys and girls) -- khaki for lower school, navy for upper school, reaching the top of the kneecap or just above. No cargo, carpenter, oversized or designer shorts regardless of color.

Upper School (9th-12th Grades)

Boys Uniform:

The following may be purchased from Flynn O'Hara or from another source:

- Navy Blazer (need exact match)
- Hunter-green tie (need exact match)
- Khaki pants (match coloring of those on Flynn O'Hara)
- White, button-down Oxford shirt (either short- or long-sleeve)
- Black leather belt
- All-black, leather (or leather-look) dress shoes (no suede)
- Socks – solid black or dark blue

Girls Uniform:

- Navy dress (source TBD)
- Optional green Land's End cardigan
- Tan dress shoes, fitting at or below the ankle
- Nylons (nude) or no-show socks
- Tan belt (matching shoes), to be worn around the waist

All Grades (K-12):

Monthly All-School Dress-Down Day: Last Friday of the month—participation optional for K-12. Appropriate wear only: Jeans or khaki-style pants without holes, non-dress code shirts or t-shirts with appropriate printing and sleeves permitted. Girls may wear skirts of appropriate length—reaching the top of the kneecap or below. No sportswear—i.e. caps, jerseys, sweatpants, warm-up pants, sport shorts. No pajamas, sleeveless shirts, tank-tops, yoga pants, spandex, etc. Tennis or dress-code shoes allowed, but no other type—i.e. not sandals, slippers, clogs, etc. Jean or khaki-style shorts, reaching the top of the kneecap or just above, allowed only in August, September, May, and June.

Monthly All-School Dress-Up Day: First Wednesday of the month—participation required for K-8, optional for 9-12. Boys/Men in oxford-style dress shirt with tie or bow tie, dress code or better pants, dress shoes; Girls/Women in dresses, skirt and blouse, or dress slacks, dress shoes. All dresses and skirts must reach the top of the kneecap or below. 9-12 boys participating must include a sports jacket or better in addition to the above.

General:

Belt-looped pants must be worn with a brown or black belt with metal buckle only. All shirts and blouses must be tucked into pants or skirts. Girls only - one pair post/small hoop earrings; no large-hoop or dangling earrings. Polish/Make-up: None for lower school, minimal for middle- and upper-school girls. No distracting haircuts or hairstyles or dyed or bleached hair. Minimal jewelry; no hats or tattoos. Headmaster reserves the right to make final decisions in regard to interpreting and applying the dress code.

Non-Compliance Procedure:

Depending on the severity of non-compliance, the following may happen:

- Email or call home from the classroom teacher, identifying change needed.

- Student provided with a new clothing item to wear at school for the day, or sent to the office to call home for new wear to be brought to school immediately.
- Middle/Upper: Discipline mark followed by email or call home.
- Repeated, unexcused offenses: Call home from the dean or headmaster; detention or other more serious disciplinary action possible.

Health and Safety

Building Hours/Entry

The office is open from 7:30 a.m. until 3:30 p.m. on school days. The building is locked at all times. Any visitor or guest entering must identify themselves at one of the school buzzers located at the main entrances and then proceed to the main office to sign in. Students are instructed not to open doors for visitors.

All visitors to the school, including parents and volunteers, must report to the school office. Your name on our sign-in sheet will help us determine the number of adults in the building during safety drills.

During school masses, all church doors will be locked and/or monitored.

Drills

During the year, the school has fire and severe weather alert drills to help students practice safe ways to evacuate the building or move to the most protected areas. The school also carries out lockdown and evacuation drills in response to a potential threat on campus. In collaboration with professionals as needed, the school reviews its emergency response protocols in light of various contingencies, such as building layout, student age, and insights from threats on other campuses.

Medical Conditions, Medication, Allergies, and Injuries/Insurance

At the beginning of the school year or immediately when you receive a diagnosis, please notify the school office of any medical condition that your child may have. This could include diabetes, asthma, allergies, ADHD, anxiety, depression, hemophilia, migraines, etc.

For serious medical conditions, please collaborate with your child's doctor to develop a medical action plan, a copy of which will be kept at the office. The school and parents will work to maintain a consistent and open line of communication to ensure the safety of a child with a serious medical condition, both at school and on field trips.

All medication to be given during the school day, unless otherwise noted, must be brought to the office in its original labeled container. Additionally, you must give your authorization to the school to administer this medicine, including non-prescription medicine. For prescription medicine, you must fill out and turn in a medical authorization form and ensure that a signed and dated set of instructions from the child's physician accompanies the medication. Medical authorization forms are

available at the office and on FACTS, and they must be renewed each school year.

As needed, the school is prepared to provide safeguards in the classroom and in the lunch room for students with severe food **allergies**. We will develop appropriate policies that are specific to the child, such as nut-free spaces or classroom snack policies. All teachers and staff will be given a list of students with a known serious allergy. Asthma inhalers and EpiPens may be kept on the child's person, in addition to those kept at the office. Instructions must be given to the child's teacher.

All teachers and staff are trained regularly by professionals to respond to serious medical conditions and emergencies. Such training includes, but is not limited to, EpiPen use, general first aid, and food allergy response.

In the event of serious **injury**, parents will be notified immediately and appropriate action taken. To help manage any medical bills incurred as a result of such injury, the Bishops of Michigan have approved the placement of a statewide student accident insurance policy effective July 1, 1993. This policy is provided at no cost to the students' families, extending to all students enrolled in a diocesan school and covering school-related activities, including interscholastic sports. Claim payments for student accident medical expenses will be made after the primary carrier has paid. Contact the office for more information.

Parent Involvement and Extra-Curricular Activities

Parent Association and Class Coordinators

The parent association will convene periodically throughout the school year to help organize various school events already approved and scheduled with the headmaster. The association also provides a forum for parents to offer feedback and ideas on those school events, new opportunities, or on parent involvement in the school.

Each classroom is assigned 1-2 class coordinators. These parents look to build relationships among class parents and help the teacher organize various class events and field trips throughout the school year.

Volunteers

As required by the Bishop of the Diocese of Lansing, all regular volunteers and paid workers who deal directly with children must attend the program Virtus, Protecting God's Children, and give permission for a background check before they can hold the position. The three-hour class is held throughout the Diocese during the school year and is also available online. See the office for more information. Any person regularly volunteering or working with children must have this training or they will not be allowed to help in our school. This applies to lunch aides as well as others who get paid for their time.

Volunteers are asked to give the school fair notice if they are not able to make a scheduled commitment. They are also asked to excuse themselves if they have a fever

or other more serious illness.

Required School Events

The school holds all-school events to promote its culture and give students a chance to show the excellence they have achieved in class. We have two Art and Poetry Nights, one in November and one in April, and two Choral Concerts, one in December and one in May. These are mandatory events for students, as part of their work at St. Thomas. We understand that potential conflicts may arise, but we ask that you make every effort to prioritize these times, which are sent to parents well in advance. If an unavoidable commitment arises that will not allow your child(ren) to attend, please let the classroom or choral teacher know. Students in grades 4-12, at teacher discretion, may be graded for their participation in these events, but they will not be penalized when parents supply a valid excuse for their absence, such as sickness or important family commitment.

Field Trips

Field trips are considered an extension of classroom activities. They are undertaken with the approval of the school administrator for the purpose of cultural, religious, and/or educational enrichment.

No student may participate in a field trip unless a signed parent permission slip for the specific event is on file with the school. The permission slip designated by the Diocese of Lansing shall be used.

Whenever it is necessary to use private passenger vehicles, a Volunteer Driver Information sheet must be completed and placed on file with the administrator. This must be renewed and/or updated every six months.

Parent chaperones are expected to secure each child with a seat belt. Parents are asked to closely follow the directions of the teacher by staying with the group and supervising the children assigned to them at all times. Parents may not leave the group and take students to other places without teacher approval. Parents are also asked, as much as possible, not to bring siblings on field trips, since they can divert a chaperone's attention.

Athletics

The St. Thomas Athletics Program provides a variety of fourth through eighth grade programs to help students to develop physically and emotionally. This program is part of the Michigan High School Athletic Association.

- A current MHSAA athletic physical form must be on file with the athletic director before an individual is allowed to participate in any form of athletic activity -- practice or games. A current physical is one completed on or after April 15 of the previous school year. The form can be obtained from your child's doctor. It must be filled out and signed by the examining physician, a parent/guardian, and the student. It will be kept on file in the office. After any injury requiring medical care

by a doctor or hospital, a doctor's release must be given to the athletic director before that student may again participate.

- Eligibility
 - a. Academic eligibility will usually be checked on Fridays. If students are determined to be ineligible, they may not play the following week (Monday through Sunday). If students are ineligible two consecutive weeks, they are no longer on that team.
 - b. Students can be ineligible if they have:
 - i. Grade averages in two classes less than 72%.
 - ii. Grade average in one class less than 62%.
 - iii. Demonstrated consistent or serious misbehavior determined by the headmaster or athletic director.
 - c. Exception: Sometimes a student may not be able to keep up with the work of a class. The student may not have academic accommodations but may still struggle academically. The headmaster and the athletic director will review each case and decide on eligibility based on such factors as work-completion, effort, behavior, and attendance.
 - d. **Except to fulfill scheduled appointments, a student must be present at school at least half a day in order to participate in the game or practice that day.**

Enrollment and Financial Policies

Enrollment

In November, the school will initiate the re-enrollment process for current families. After the registration due date, students, whether new or returning, will be received on a first-come-first-served basis.

Kindergartners must attain 5 years of age by September first of the year in which they enroll and successfully complete the kindergarten readiness evaluation.

New students and all kindergartners must have a current physical dated after May 1 of the year in which the child enrolls.

Grade School & Preschool Tuition

Tuition payments can be divided into 10 monthly installments or into larger payments of either once per year, twice per year, or quarterly. Tuition payments are due beginning in August and end in May. Tuition and fees for PK-12 are collected and managed by FACTS Tuition Management Services. Installment and late fees are charged.

The tuition amount is determined by the number of children attending St. Thomas School. Current tuition figures can be obtained from the office or the school website.

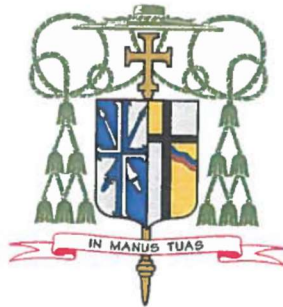
Extended School Day (ESP) charges or additional preschool hours will be tallied, reported, and billed at the end of each month.

Financial Assistance

St. Thomas School has scholarship money through various sources. At the time of registration, a family that requests financial assistance must complete the FACTS form that is available on the school's web site. The amount of financial assistance that can be awarded is determined by the pastor, the parish business manager, and headmaster based on the results provided from the information provided by FACTS and the number of families requesting assistance.

Those families that need additional assistance over and above what can be provided from the sources listed above must contact the parish business manager or the pastor.

Appendix I: Diocese of Lansing Sexual Identity Policy—The Human Body and the Human Person



EARL BOYEA

EPISCOPUS LANSINGENSIS

Divina Miseratione et Apostolicæ Sedis Gratia

POLICY ON THE HUMAN BODY AS A CONSTITUTIVE ASPECT OF THE HUMAN PERSON

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies—including our sexuality—are gifts from God, and that we should accept and care for our bodies as they were created. In fact, "'being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body—created male or female—is a constitutive aspect of the human person. Therefore, the Catholic Church teaches that the removal or destruction of healthy sexual and reproductive organs is a type of mutilation and thus, intrinsically evil. Procedures, surgeries, and therapies designed to assist a person in "transitioning" his or her sex are morally prohibited. "Everyone, man and woman, should acknowledge and accept his or her God-given biological sex and the sexual identity that corresponds with that gift. Physical, moral, and spiritual difference and complementarity are oriented toward the goods of marriage and the flourishing of family life. The harmony of the couple and of society depends in part on the way in which the complementarity, needs, and mutual support between the sexes are lived out." See Catechism of the Catholic Church ("CCC"), 2333. "Each of the two sexes is an image of the power and tenderness of God, with equal dignity though in a different way." See CCC, 2335. Having a proper understanding of the human body—and more generally, of the moral law—enhances, rather than restricts, man's freedom. As St. John Paul II stated in his encyclical Veritatis Splendor, "[T]here can be no freedom apart from or in opposition to the truth." (Veritatis Splendor, 96.)

- 1. It is the policy of the Diocese of Lansing that all Catholic parishes, schools, institutions, departments, entities, charities agencies, juridic persons, or other**

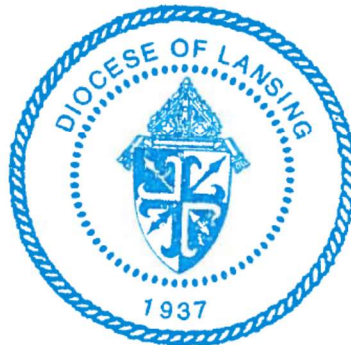
affiliated entities, and any subdivision thereof, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.

2. All clergy, employees, and volunteers shall conduct themselves in accord with their God-given biological sex.¹
3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Anything to the contrary notwithstanding.

Given at the Curia at Lansing on this, the fifteenth day of January, in the year of our Lord 2021.

Michael Andrews
Mr. Michael Andrews
Chancellor



Earl Boyea

Most Reverend Earl Boyea
Bishop of Lansing

Appendix II: Enrollment Commitments



ST. THOMAS THE APOSTLE CATHOLIC SCHOOL

*Nascantur in Admirazione**"Let Them Be Born in Wonder."*

Enrollment Commitments: 2026-2027 School Year

I hereby enroll my child(ren) in St. Thomas the Apostle School and agree to the following terms:

- Parents take responsibility as the primary spiritual formators of their child, grounded in total adherence to and practice of the Catholic Faith as handed on in Christ's Church, including attendance at Mass on all Sundays and Holy Days of Obligation.
- Parents take responsibility as the primary educators of their child by monitoring the completion of all assigned homework in a timely manner and participating in parent-teacher conferences.
- All adults take responsibility for developing a culture of charity and respect among St. Thomas families, faculty, and staff by avoiding all gossip, divisiveness, or disrespectful communication. Concerns are brought to the teacher or administration with a problem-solving mindset.
- Parents are ready to support the St. Thomas School educational mission by volunteering both time and talent in the classroom, the school, and sponsored school-wide events.
- St. Thomas Catholic School required a non-refundable registration fee of \$250.00 for new families and \$150.00 for returning families to be paid at the time the enrollment commitment is signed.
- Tuition payments are made through the FACTS system and parents will fulfill the payment schedule selected. Unless paying annually or semi-annually, parents are required to pay by automatic withdrawal. Exceptions to this rule due to special circumstances will be considered on a case-by-case basis. All previous school year financial obligations must be paid in full before the start of the school year. One-tenth of the yearly tuition is due in August by the date parents choose for their plan, and the final payment needs to be paid by that same date in May. A FACTS annual enrollment fee will be added (see the FACTS information sheet for numbers).
- Students remaining after dismissal will be supervised by the Extended School Program. Parents will pay for the ESP Registration fee and any incurred ESP services, which are billed on a monthly basis at a rate listed in the ESP informational sheet.

(These commitments were already agreed to via signature with your registration packet submission)



ST. THOMAS THE APOSTLE CATHOLIC SCHOOL

Nascantur in Admirazione

"Let Them Be Born in Wonder."

Declaration of Agreement

We ask that parents sign and return this Declaration of Agreement to the office by Friday, September 26th. Parents are responsible for ensuring that their child(ren) is/are aware of the relevant contents and for supporting, from home, the school in their enactment.

1. We have received and read the St. Thomas Parent Handbook.
2. We agree to support the Handbook's policies, procedures, and rules.

Parent/Guardian signature

Parent/Guardian signature

_____ **Please Print Last Name** _____