

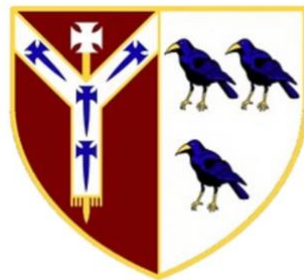


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# ST. THOMAS BECKET ACADEMY HANDBOOK

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2023 - 2024



**“The end of education is that the child come to prefer freely and forever the true over the false, good over evil, the just over the unjust, beauty over ugliness, and God over all.”**

***-Fr. Victor-Alain Berto,***

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# ST. THOMAS BECKET ACADEMY

## INTRODUCTION

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St. Thomas Becket Academy, a private Catholic school for grades K through 12<sup>th</sup>, and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference to school parents and students regarding school policy. St. Thomas Becket Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

## MISSION AND PHILOSOPHY

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Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional social and academic environment in which students pursue truth and develop virtue within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, St. Thomas Becket Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students *“To restore all things in Christ.”*

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than mechanistic, quantitative filling up. The school strives continuously to provide the best possible facilities, tools, and material resources, in terms of texts and an integrated curriculum, simultaneously recognizing that our teachers’ mastery of subject matter, ability to communicate, and, above all, love for our students, are what finally foster a desire for learning in those students. Our curriculum challenges minds and our teachers work with God to form souls.

## ADMISSIONS

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Admission packets are available through the school office. Kindergarten applicants must be 5 years old by the end of August of the year of enrollment.

School personnel will administer entrance exams to prospective students for grades 2-12 before initial grade placement. Kindergarten and 1<sup>st</sup> grade students are not tested. A review of academics, testing, and behavioral records from any previous school(s) is a part of the placement process for students applying for entrance into the Academy.

- Parents must notify the school of any learning, emotional, or behavioral disabilities prior to an applicant’s admission.

Religion is integral to the education offered at SSPX Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

### New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

- A letter of recommendation from student’s Pastor or from the most current classroom teacher. (Required for all new students entering grades 7-12.)
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school. (Private schools only.)
- All academic, standardized test, and behavioral records for students applying to enter grades 2-12.
- Individualized Education Program (IEP) for students with any documented learning disability.
- Completed registration forms.

- Advance payment of the application fee.
- A photocopy of the official state-issued birth certificate (A *certified* copy is not necessary.)
- Physical examination, including physician documentation of hearing and vision screening, for students younger than 9 years old at the time of enrollment.
- Copies of all sacramental certificates, including the sacramental marriage certificate of parents. For sacraments received at St. Thomas Becket the approximate dates of the reception of the sacrament may be provided instead of copies of sacramental certificates.
- Notarized copies of official custodial documents, when applicable.
- Vaccination records showing completion of required inoculations. Exemptions may be substituted in accordance with Oregon state law.
- Meeting with the Principal, as required.

### **Returning Students**

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms completed and turned in by deadline
- Currency in fee and tuition payments.
- Vaccination records, or current exemption forms.
- Registration and book fees, along with the first month's tuition
- Updated / completed immunization record or signed conscientious objection card, as mandated by state law
- Updated health records. Physicals, including hearing and vision screening, are strongly encouraged for students entering K, 4<sup>th</sup>, and 6<sup>th</sup> grades.
- Custodial / legal documents provided and up-to-date (as applicable)
- Meeting with the Principal (as applicable).

- **Note:** any prospective returning student who was previously encouraged to withdraw or was separated requires explicit permission for reenrollment from the Principal. A placement test is required in this circumstance, but only after the School Principal's approval.

## **COLLABORATION BETWEEN THE FAMILY AND SCHOOL**

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In the effort to provide a true Catholic formation, St. Thomas Becket Academy needs the cooperation of the parents of its students. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development of the student. Without parental reinforcement—initially entrusting the school with educable children and supporting school policy and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### **Paternal Participation – especially the Father**

As an extension of God's authority and Catholic hierarchy and as heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, *"It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child"* (IIa IIae q. 154, a. 2, c.). As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes.

### **Spiritual and Moral Formation**

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and for the Faith. A balanced and joyful home life, in which children may receive their first experiences of the nourishing authority and protective affection of their heavenly Father, will foster a respectful and affectionate docility in the children that is vital for their education and healthy

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development as human beings and children of God.

### **Regulation of Electronic Media**

Television, electronic games, social media, and recreational internet use not only impede the intellectual and spiritual progress of the student but pose potentially severe moral risks. By their nature, electronic media work directly against the goal of education, which is, in part, to draw the child into reality. Parents are urged to eliminate or at least minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and should generally be forbidden on school nights. The Academy asks parents **to forbid their children to access the internet without supervision or to create, host, or maintain personal websites or social media accounts, or to participate in online social networking.** Further, all infractions listed in this Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying or conduct or spirit prejudicial to the school online, for example, as they would for those same things in person. *Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist there, and they must assume that all postings are instantaneous, global, and permanent.*

**Use of cell or “smart” phones or watches requires specific mention. These now ubiquitous devices are often useful, especially as a means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. The smartphone, in particular, is not a passive, but rather an active tool that has the capacity, if not consciously and conscientiously restricted and regulated, to overcome its user. The Academy, therefore, asks parents not to allow their children to own a personal smartphone or internet capable device.** Further details follow in the “General Rules & Guidelines” of this handbook.

**Especially because of their capacity to distract, student cell or smart phones or watches (or any personal electronic devices) are not allowed on campus at any time or at any school sponsored events. If student drivers have phones, they must be left in the office with office personnel.** Further details follow in the “General Rules & Guidelines” section of this handbook.

For more guidance upon use of technology, please read carefully the Digital Safety appendix at the end of this handbook and attend school presentations about the dangers of technology.

### **Communication**

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personal is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on this unity among educators and so is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

### **Moral Formation**

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the child may receive his first experience of the nourishing authority and protective affection of his heavenly Father. The home environment should foster a respectful and affectionate docility in the child, based on his confidence in the love and wisdom of his parents. This docility is absolutely vital for his education and for his healthy development as a human being and a child of God.

**Conflict Resolution**

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that a problem could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the appropriate School Principal. Direct recourse to the Office Manager or even the Principal is justified when an issue relates directly to overall Academy policy, or to some matter difficult to present discreetly to the teacher or to the Principal. In any case, parents should ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is detrimental to the formation and healthy development of the child. Discretion As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff, with or in the presence of students. Beyond being an objective source of scandal, this spirit of morbid criticism severely undermines the operation of the school and destroys in the children their confidence in any authority.

**Discretion**

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with St. Thomas Becket Academy or its staff in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys the children’s respect and confidence in authority.

**Homework Supervision**

Parents are expected to supervise homework to ensure completion, accuracy, and neatness. This daily investment of the parents’ time is one of the strongest proofs they can give to children of their respect for and support of the school and of education generally.

**Financial Obligation**

Parents must fulfill to the best of their ability all points of the enrollment contract, including the support of official fundraisers. This is a matter of justice towards teachers and students alike—please see details in the “Tuition, Fundraising, & Readmission” section later in this handbook.

**SPIRITUAL FORMATION**

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All students (K-12) will assist at the Holy Sacrifice of the Mass twice a week as part of their regular schedule.

In addition to assisting at Mass, students will recite daily prayers before and after school, and at meal times. Students will observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession each month during school hours, and priests will be available for confession during morning Mass when possible.

**All students must have their own missals and rosaries.** Girls will be provided with a white chapel veil as part of their uniform.

**DAILY SCHEDULE**

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**General Schedule**

The school day for all grades consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 8:15 am. to 3:20 pm; Kindergarten is in session Monday through Friday 8:15 am to 12:00 pm.

**Hourly Schedule**

|                |   |
|----------------|---|
| <b>8:15 am</b> | Doors open; students may arrive at or after this time |
| <b>8:20 am</b> | Students should be at lineup at this time             |

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|                    |  |
|--------------------|--|
| <b>8:25 am</b>     | Morning Prayers                          |
| <b>8:35 am</b>     | Morning classes begin                    |
| <b>11:15 am</b>    | Mass                                     |
| <b>12:00-12:25</b> | Lunch - Grades K-12, then recess for K-8 |
| <b>12:30 pm</b>    | Afternoon classes begin (9-12)           |
| <b>12:50 pm</b>    | Afternoon classes begin (K-8)            |
| <b>3:10 pm</b>     | Afternoon classes end. Clean classrooms. |
| <b>3:15 pm</b>     | Dismissal                                |

## **ARRIVAL, DEPARTURE AND DISMISSAL POLICY**

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### **Hours of Operation**

Classes are considered in session from 8:25 am until 3:10 pm. The school remains open from 8:15 am until 4:00 pm. On early dismissal days, students will be dismissed at 12:00 pm unless otherwise noted.

### **Student Drivers**

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and parental permission. Parents, please be aware of who is riding with any of your student drivers and reinforce the importance of safety, especially on campus during the busy drop off and pick up times.

Students must park in the main parking lot in front of the school and not in front of the gymnasium.

### **Arrival**

On-time arrival at school is a matter of justice toward teachers and students. Students must arrive at school no later than 8:25 am. Students arriving after this time can be marked “tardy” for the day at the discretion of teachers and the principal. Students who come late to school must present a written excuse from their parents. Six tardies within an academic quarter will constitute an unexcused absence and will result in appropriate disciplinary action.

Students may not arrive before 8:15 a.m. The Academy is not responsible for students who arrive before this time.

### **Departure**

School dismissal is at 3:15 pm. Students will wait in a designated area for parents to pick them up. Parents must pick up students promptly, and in no event after 3:40 pm. Teachers will make every effort to ensure that children are ready for pickup at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent’s care and supervision. Students may not be left unsupervised in the school building or on school premises. The Academy will not accept responsibility for any student who remains on campus after the pick-up time, unless he or she is involved in a school extracurricular activity.

### **Early Departure**

Parents must inform the school office in advance—and in writing—of any instance when a student needs to leave the school premises before the usual dismissal time. This written notice must indicate the reason for dismissal (doctor or dentist appointment, etc). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

### **Early Dismissal**

Occasionally, we will have /a day of classes. Students will be dismissed at 12:00 pm on these days, clearly indicated in the school calendar. On-time pick up is especially important on these days, as faculty members will be unavailable.

## **ATTENDANCE POLICY**

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**Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic**

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**year may be retained in the same grade or denied a diploma for excessive absenteeism. The Principal will make the final decision in these cases.**

### **Absence**

In the case of an unforeseen absence, parents need to notify the school office by 9:00 am and provide an explanation. If an explanation is not received, the student will be counted as absent.

In the case of an extended absence, parents must make arrangements with the school secretary and/or teacher for schoolwork. It is up to the student to catch up with their schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the front office. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Principal's and teacher's discretion.

Students who are at school less than 2 hours on a given day will be marked "absent" for that full day. Students who must leave school before completing 4 hours will be marked absent for a half day. Students absent for 4 or more class periods in a day may not participate in any extracurricular activities (including practices) on that same day.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

### **Foreseen Absences**

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families must plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

### **General Rule for Foreseen and Unforeseen Absences**

It is up to the discretion of the homeroom teacher to reschedule tests and exams, and to provide extra homework in the case of a student's absence. Students and parents are asked to avoid excessive demands on a teacher's time and energy in order to accommodate their own private family schedules.

## **CALENDAR**

A new academic calendar will be made available before the beginning of each school year. School officials will notify parents of any changes after its publication, should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Student participation in functions noted on the school calendar is mandatory unless explicitly indicated otherwise.

## **MEAL POLICY**

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Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

### **Food Allergies**

Parents must notify the school of any and all food allergies, as well as their specific nature and severity.

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### Lunch

Students should bring lunch to school each day in containers marked with their names. The school expects students to use proper table manners, and parents should review etiquette with them. To ensure that students eat rather than socialize, they will eat silently during the first few minutes of lunch while listening either to classical music, or to a reading.

Students who forget their lunch should ask the office to contact their parents so as to bring the lunch as soon as possible.

The school will always try to provide a simple sandwich for children who forget to bring lunch.

## **HEALTH POLICY**

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### Communicable Disease

A student suffering from a contagious illness or a bad cold should not be sent to school. Should an outbreak of a communicable disease occur, children at risk for the disease should be removed from the school for a period of time determined prudent by medical professionals.

Parents must report all instances of communicable disease to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

### Illness and Injury

Parents will be notified in the case of serious illness or injury that occurs at the school. In such cases, the child(ren) will be sent home only in the care of a parent or person designated by the parent. If immediate notification is not possible due to the nature of the injury or circumstances, the school will act in compliance with the registration releases and permissions and will notify the parents/legal guardians in a timely manner. In emergency situations, the school will contact emergency medical services (911) and parents (or designated personnel) as expeditiously as possible.

Please keep all contact information up to date by way of the School Secretary.

### Immunizations

State law requires that children enrolled in an Oregon school be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. Parents must therefore submit applicable pupil vaccination documentation and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations

### SSPX Statement on Vaccinations

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified<sup>1</sup> the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice, in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according the guidelines prescribed by the governing authorities.

### Medications

**The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the office, must, in every applicable case, be completed, signed, and dated and kept in the medical files:**

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<sup>1</sup> Pontifical Academy for Life. Moral reflections on vaccines prepared from cells derived from human aborted fetuses. Cf/ The Angelus February 2006 vol 29, n.2.

- Request for Prescription Medication to be Administered During School Attendance;
- Request for Non-Prescription Medication to be Administered During School Attendance;
- Severe Diabetic Plan;
- Asthma Action Plan;
- Allergy Action Plan.

If your child has any condition that may require immediate or emergent medical attention, such as severe allergy, asthma, diabetes, or seizures, an action plan must be completed and signed by a licensed physician. The plan should include the nature of the condition, and steps to be taken should the need arise. This information is part of your child's file and needs to be sent to the Registrar who will ensure necessary (and only necessary) personnel have it.

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

## **CURRICULUM - GENERAL**

### **Religious Instruction**

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian doctrine, the life of Christ, the Mass, the liturgical year, Bible history, and the lives of the saints. Children are taught to memorize the catechism, and at the same time to see behind these truths the face of Our Lord, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

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### **Literature and Language Arts**

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord demonstrated when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience — vicariously yet profoundly — circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

### **Other Subjects**

The other classroom subjects likewise harness the curiosity and strengthen the nature of the students. Math teaches accuracy, order, and logic; science explores the beauty of God's plan in the natural world; history reinforces the study of human nature and the world, bringing to life real heroes and important events and connecting causes and effects; geography integrated with history broadens students' cultural awareness and helps to develop a truly Catholic perspective.

## **GRADE SCHOOL CURRICULUM**

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The curriculum for kindergarten through eighth grade includes the following subjects: Religion, Language Arts (Learning to Read and Write, English Grammar, Dictation, Literature, Composition), Latin, History, Geography, Mathematics, Nature Study and Science, Music, and Physical Education. These will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations in all subjects.

## **HIGH SCHOOL CURRICULUM**

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At the foundation of the education offered at SSPX Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, to speak and write as clearly as they think, and ultimately to judge with wisdom and prudence.

At St. Thomas Becket Academy, students learn from the saints, ancients, and secular masters through literature, history, Latin, math, science, and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that thought into their own actions, a SSPX Academy education prepares students both to face the concrete conditions in the world and to embrace supernatural as well as natural happiness.

Depending upon academic capacity, some students may transition to a less rigorous curriculum starting in the 7th grade. All students will be assessed in accordance with the grading scale of this handbook and will be eligible for the semi-annual honor rolls based upon their achievement level, regardless of curricular track. Eligibility for overall academic distinction upon graduation (e.g. valedictorian,

salutatorian, academic distinction) will depend upon academic performance, course selection, and conduct.

### **Graduation Requirements**

To be eligible to graduate from St. Thomas Becket Academy, a student must complete, at a minimum, the following number of credits of study in the required high school subjects listed below:

- Religion – 4
- English – 4
- History / Social Sciences– 4
- Latin – 3
- Math – 3
- Science – 3
- PE – 2
- Music – 2
- Art - 1

Graduation eligibility ultimately will be determined by the School Principal, based on academic performance, effort, and conduct.

Seniors who fail any required courses during their final year in high school may be denied graduation; those who fail Religion will be denied graduation. In such cases, parents will be notified during the final quarter, except when students have jeopardized their graduation by poor results at the end of the final quarter or on final exams.

### **Commencement Honors**

The School Principal determines the valedictorian, salutatorian, and those to graduate with academic distinction in each school.

### **Exclusion from Commencement**

A student whose account is not current will not be admitted to the commencement ceremonies and his or her high school diploma will be retained, as stipulated in the contract.

## **GRADING AND ACADEMIC DISCIPLINE**

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### **Grading Scale**

| <i>Letter Grade</i> | <i>Grade Points</i> | <i>Numerical Range</i> |
|---------------------|---------------------|------------------------|
| A+                  | 4.00                | 100-97                 |
| A                   | 4.00                | 96-94                  |
| A-                  | 3.67                | 93-90                  |
| B+                  | 3.33                | 89-87                  |
| B                   | 3.00                | 86-83                  |
| B-                  | 2.67                | 82-80                  |
| C+                  | 2.33                | 79-77                  |
| C                   | 2.00                | 76-73                  |
| C-                  | 1.67                | 72-70                  |
| D                   | 1.00                | 69-65                  |
| F                   | 0.00                | 64-0                   |

### **Academic Discipline/Probation**

The school will issue report cards at the end of each quarter. Parents must sign and return report cards to the Academy as quickly as possible.

Students earn grades based on the percentage scale posted above. 65% or higher constitutes a passing grade.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will result in student retention in grade or separation.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the School Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the School Principal or his designated representative to determine a proper course of action, which may include expulsion.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

### **Plagiarism**

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will inform the Principal of suspected plagiarism. In confirmed cases, the Principal will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the School Principal.

### **Progress / Deficiency Reports**

The school will issue progress or deficiency reports at the midpoint of each quarter—deficiency reports apply to all students maintaining a D or F average in any subject. The school may also issue deficiency reports when a pattern of poor conduct exists. The report will include comments and recommendations from the teacher. **St. Thomas Becket Academy** encourages parents with concerns to communicate with teachers about their children's performance.

Students who are academically deficient at the end of the year will be retained in grade, remediated over the summer, or separated from the Academy by the School Principal. High School Religion cannot be remediated over the summer. Therefore, 9-11th grade high school students who fail Religion will be stay in that grade and, as noted above, seniors who fail Religion will be denied graduation.

### **Parent-Teacher Conferences**

At least one parent per family is required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

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## **HONOR ROLL**

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The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of D or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will be ineligible for the Honor Roll.

From the 4<sup>th</sup> grade on, students are eligible for the Honor Roll as follows:

### **Summa cum Laude**

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

### **Magna cum Laude**

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

### **Cum Laude**

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

## **HOMEWORK AND HOMEWORK POLICIES**

### **Homework, general**

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time, and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and seriously impedes the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

### **Homework Time Guidelines**

Kindergarten – 2<sup>nd</sup> grade: No assigned homework. It is highly recommended that parents read to their children and review catechism as often as possible—time recommendations below—to get them into the habit of doing some schoolwork at home each day. Once the child begins to read it is beneficial to have him/her read aloud to someone every night. Below is a list of other activities to do with children after school:

- Kindergarten: read to children.
- 1st grade: review catechism questions, read aloud, review poetry, practice math flash cards (10 minutes).
- 2nd grade: review catechism questions, read aloud, review auto-dictation and poetry, review grammar definitions, practice math flash cards (10 minutes).

**Homework is routinely assigned to students in grades 3–12. Reasonable expectations of daily homework requirements:**

- 3rd grade: 20 minutes
- 4th grade: 30 minutes
- 5th grade: 45 minutes
- 6th grade: 1 hour

- 7th through 8th grades: 1 ½ hours
- 9<sup>th</sup> – 12<sup>th</sup> grades: 2 hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work. In order to facilitate this, parents shall strive to remove all possible distractions such as television, personal computers (outside of writing assignments) and cell phones. Time used texting does not count towards the fulfillment of the homework requirement.

Teachers will strive to respect the above schedule, and the school in no way obliges or encourages giving unnecessary homework - merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### **Homework and Class Work Expectations**

St. Thomas Becket Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

### **Late Work**

Students are responsible for obtaining missed assignments from their classmates or teachers. Ignorance is not an excuse. Parents of K-6 students may call the school office for assignments no later than the morning of the due date, and may either pick up assignments at the end of the school day, or have them sent home with siblings.

Long-term projects and assignments given prior to a student's absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school. All make up tests or quizzes will be administered after school, so no further classes are missed.

## **UNIFORM POLICY**

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A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic "letter of the law," but students aided by their parents should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials, but synchronize with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### **Hygiene and Appearance**

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, *even before or after school.*

### **Make-up**

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases, students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

### **Jewelry**

Jewelry is forbidden, with the exception of a fine-gauge necklace with a single religious medal. Girls with pierced ears may

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wear a single stud earring in each ear. No rings or bracelets allowed. Boys may not wear earrings.

### **Hair**

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears. Girls are to keep their hair pulled back and out of their eyes and faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (gray, maroon, navy, white, or black). Bright colors and/or big bows and flowers are not allowed.

### **School Uniform for St. Thomas Becket Academy – PLEASE SEE ATTACHMENT 1 to this Handbook**

#### **Boys (K-8<sup>th</sup>):**

1. Navy blue twill pants. A black belt is required.
2. White short sleeve dress shirt. (Long sleeves permitted in cooler weather.) With white short sleeve t-shirt Solid navy blue ties.
3. Long sleeve V-neck burgundy pullover sweater.
4. Black dress shoes. Tennis shoes may be worn at recess or P.E.
5. Socks: navy or black over the ankle. No white socks allowed.
6. Hair length off the ears, off the collar, off the forehead. No fad haircuts or styles allowed.
7. Jean jackets or oversized jackets (except normal rain coats) should not be worn to Mass or school.

#### **Recreation (P.E.) Uniform, Boys Grades 5-12**

1. Sweatpants. Shorts are not permitted.
2. Clean & simple t-shirt, no questionable logos
3. Athletic shoes
4. Socks

#### **Girls (K-6<sup>th</sup>):**

1. Jumper: V-neck bib, blue and gray plaid. They are to extend 2-3 inches below the knee.
2. Blouse: white peter pan, short or long sleeve.
3. Sweater: cardigan; crew neck, cardinal color, button front.
4. Shoes: black, low-cut; no boots or athletic shoes. Tennis shoes for recess or P.E.
5. Socks: Plain, white, over the ankle socks. Navy knee-high socks may be worn in cool weather.
6. White veil for Church provided by Academy.
7. Tie: Navy, continental bow (crossover).
8. No make-up, no nail polish. No hair spray or mousse may be brought to school.
9. Simple stud earrings and a necklace with a single religious medal may be worn. No bracelets or rings. Watches at the discretion of the Principal.
10. Long hair must be kept out of the eyes and face, tied or held back by simple white, navy, black or brown scrunchies, or hair bands.
11. Jean jackets or oversized jackets (other than normal raincoats) should *not* be worn to Mass or at school.
12. Girls are not allowed to change into shorts, jeans or slacks on school or church property after school.

#### **Recreation (P.E.) Uniform, Girls**

1. Dark skirt, mid-calf length, with shorts underneath
2. Dark, loose fitting, t shirt, no secular logos
3. Athletic shoes.
4. Socks.

#### **\*\*\*High School Boys & 7/8 & High School Girls – Please see the uniform guideline attachment.**

*NOTE: Girls are to wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are also expected to follow these guidelines and expectations whenever on campus.*

## **GENERAL SCHOOL RULES AND GUIDELINES**

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Character training is an important element of the education at St. Thomas Becket Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

### **Forbidden Items**

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones or devices, including smart watches. (These may not be brought on campus at all)
- Electronic devices including but not limited to radios, CD players, I-pods, headphones, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages.
- Any tobacco or smoking paraphernalia, including matches, lighters, and “e-cigarettes” or other non-medical vapor emitting devices, etc.;
- Weapons of any kind

\* Students are never allowed to have phones in the school. Students may take parent approved phones on school trips for communication purposes only, but must hand them over, at the beginning of the trip, to a school trip supervisor, who will give them to students only for necessary calls home.

Confiscated phones or other items will be returned to parents of violators of these rules at the discretion of the Principal.

### **General Classroom Behavior**

- Students will raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.
- Food is not allowed in the classroom though edible prizes may occasionally be awarded for behavior or certain achievements.

### **Lunchroom Behavior**

- Students need to bring a bag lunch. Soda is not allowed, and desserts should be minimal and infrequent.
- Students may not use the microwave or any other kitchen appliances.
- There will be assigned tables and seating
- Classical or liturgical music or a reading will begin each lunch period to help keep a calm atmosphere and help the children finish their lunches in a timely manner.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

### **Playground Expectations**

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
  - **K-8<sup>th</sup> grade boys and girls are to take off their nice sweaters and ties, hang them up on their personal hooks, and put on their navy blue recess sweatshirts so as to protect their uniforms. This is to teach them respect for their clothes and belongings. Students should also change out of their dress shoes into play shoes.**
  - Students must have appropriate cold weather clothing and footwear for recess.
  - For safety reasons, the school does not allow rough play or tackle football.
  - Students are to stay off the grassy areas and to avoid falling on the ground.
  - Children must remain within established boundaries.
  - During inclement weather, recess will take place in the gym.
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- Running and horseplay are forbidden inside the school.

### **Parties and Gift Deliveries**

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.



- **Birthday Parties:** While recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. Subject to the Principal's discretion, however, students may bring snacks on their birthday to share with fellow classmates during lunch.
- **Feast Day and Holiday Parties:** Teachers, parents and students will not arrange classroom parties other than those scheduled by the school Principal.

### **Respect for School Property**

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should be plain and display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parents' expense.
- Parents will be charged for lost textbooks and for textbooks returned more than a week after the close of school.
- All property brought into the school or maintained by the school including school lockers, desks, and any other temporary or permanent storage areas on the grounds of the Academy are subject to searches which may be carried out with or without cause or suspicion and may be preventative in nature. By bringing items onto Academy grounds, each student and his/her parent(s) consent to searches of desks and lockers provided by the school for student use, at any time school authorities determine such searches necessary.

### **Restroom Use**

- Students will use only designated restrooms.
- Barring legitimate emergency, high school students may not take restroom breaks during class time.
- Barring legitimate emergency, students grades 5 and up may not take restroom breaks during Mass.

### **General Items**

- Students must generally maintain a moderate silence in the school. Moderate noise is permitted during recess and The breaks between classes.
- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school hours and off-campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students may not run, jump, or roughhouse in any part of the school building. There is always and everywhere the "hands off" policy.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies, and only with permission from the front office.
- Students may not leave school premises during the school day without written permission.
- Students may never spread indecent jokes or material.
- **For 7-12<sup>th</sup> graders:** There will always be a bell at the end of class, then a 5 minute break when students are able to use the restroom with the teacher's permission, and then a bell to start the next class.

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## **DISCIPLINE POLICY – please also see the “Guidelines for Discipline and Punishment”**

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*St. Thomas Becket Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.*

St. Thomas Becket Academy does not use corporal punishment. Disciplinary measures consist chiefly in minor warnings, Serious Warnings, Demerits, and restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### **Minor Infractions**

Incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniforms (5 infractions = detention)
- Excessive tardiness (3 infractions = detention)
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom by minor warnings and or Serious Warnings and may choose to require in-school detention, study hall or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

### **Major Infractions**

Incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience. The first instance of this infraction will be treated as though it were a minor infraction. The second instance will be treated as a major infraction. A third instance will be treated as a grave infraction.
- Unexcused absence
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention or minor (in-school) detention
- Possession of a cell phone
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above.

The School principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extra-curricular activities.

### **Grave Infractions**

Incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization (including but not limited to: dating, courting, letter/note writing, giving of gifts, obsessive pursuing)
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsions, once imposed, are final. A student may only be readmitted in exceptional cases with the explicit permission of the school Principal.

### **Notice of Disciplinary Action**

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principle may request a meeting with parents.

### **Miscellaneous Rules & Consequences**

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- Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students.
- Immature or uncivilized behavior will not be tolerated.
- All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the chapel. The library building is only to be accessed during library hours and during scheduled class hours.
- Students may enter the gymnasium and auditorium only during times when events, practices, or games are scheduled, or when the students have specific permission from a campus authority to make use of the facilities.
- **Fraternization (“dating”):** The Catholic Church has traditionally rejected co-education for what should be obvious reasons. Although St. Thomas Becket is generally a co-ed school, we do ensure that in the upper years and high school that the boys and girls study and learn separately with minimal and controlled interaction for certain events (concerts, fundraising, major ceremonies, etc.) as necessitated by time and other resource constraints.
- Should Academy activities require interaction between boys and girls, students of the two schools are expected to display proper, courteous behavior toward each other. Inappropriate, unnecessary interaction will result in suspension or expulsion. Some further guidance applies:

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  - The Academy encourages parents to teach their children how to behave with members of the opposite sex in a family environment.
  - Since dating is a preparation for marriage it is inappropriate for high school students and is, therefore, forbidden.
  - There should be no unsupervised interaction between unrelated boys and girls whether on school property or not. Unrelated students of the opposite sex should not, for example, walk to school together or attend events together.
  - Because violations of these fraternization guidelines constitute behavior and a spirit prejudicial to the Academy, they will be treated as grave infractions whether they occur at school or elsewhere.
  - A chaperone, at least one parent or another adult designated by the parent, must accompany any daughter, grades K-12 or son grades K-8 who chooses to attend an extracurricular event.

### **Disciplinary Probation**

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extracurricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the School Principal to determine a proper course of action, which may include expulsion.

## **EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY**

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Students who participate in extracurricular activities should not jeopardize their grades by sacrificing too much study time to non-academic functions. Good grades and good conduct are always expected as prerequisites for participation in any extracurricular activity.

Requirements:

- The Principal must be informed about all students' extra-curricular activities
- An overall grade average of 70% or above, AND
- No more than one failing grade, AND
- No failing conduct grade in any subject.

Eligibility for a given activity will be established, subject to final determination by the Principal, for that entire activity (e.g. sport season) based upon grades from the most recently completed academic quarter. For example, eligibility for football (a fall sport) will be determined based upon the fourth quarter grades of the previous academic year.

A student's eligibility status (eligible or ineligible) will remain unchanged for the season unless the Principal changes a student's status based upon poor or commendatory performance in any area. Coaches are a critical source of input for such eligibility considerations and must provide input to the School Principal about students if matters of concern arise.

### **Additional Considerations**

- Students on disciplinary probation are ineligible to participate in any extracurricular activities.
- Students can be suspended from extracurricular activities for a minimum of one week for certain serious misbehavior.
- Students are ineligible to participate in extracurricular activities on any day they are absent from school. This includes students who are absent for morning classes and arrive at school after lunch.
- Students who are on the ineligible list are encouraged to utilize their time studying in order to regain eligibility. Ineligible students are, therefore, not permitted to remain at school to watch any extracurricular activity or practice.
- Students who violate any Academy rule, regulation, or policy may be declared ineligible at the discretion of the School Principal.
- The School Principal reserves the right to waive these restrictions on a case-by-case basis.

St. Thomas Becket Academy is a member of the OSAA (Oregon State Athletic Association). This enables our students to play sports for a local (public) school team, since our school does not offer (at this time) team sports, provided they are students in good-standing at our Academy. This means that they are maintain an overall grade point average of 2.5 (or above), have no failing grades, and do not have any grave or major infractions.

Eligibility will be determined every two weeks. Student's eligibility status (eligible or ineligible) will remain unchanged until the next assessment point. Questions about status should be directed to the appropriate Academy staff member or to the Vice Principal.

## STUDENT SAFETY

Student safety, moral and physical, is a primary concern. Our wide-ranging activities are important for student formation but carry some risks. At the district level, all SSPX USA schools are governed by a robust **Abuse Prevention and Response program** together with **Plan to Protect**, and they are put in place to ensure student safety, which includes screening of all employees in positions of trust with students and annual faculty training.

### *Privacy and Use of School Facilities*

All campus restrooms, locker rooms, bedrooms, changing or shower rooms, or any other private areas are designated for either men or women, and use of these facilities is restricted to individuals of the designated sex based upon the information given on their original birth certificates. Any entrance by members of the opposite sex for custodial/maintenance or emergency purposes is allowed only with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and to maintain an environment conducive to a proper Catholic formation.

### *Activities*

There are a range of school-sponsored activities that contribute to our students' broader development, from field trips, sporting events, and retreats during the school year to camps over mid-year or summer breaks. Detailed policies and procedures for higher risk and more elaborate activities like camps are covered in other district documents. Field trips are covered in this handbook because they affect all parents and students.

## FIELD TRIPS

Field trips provide meaningful and enjoyable learning experiences for students and are mandatory academic events when scheduled. Parents agree to and sign the "Permission to Transport," "Release of Liability Agreement," and "Permission to Treat" during on-line enrollment. The school will inform parents of each field trip (or other activity) throughout the year.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically or behaviorally. Students denied field trip privileges for any reason must still attend school on field trip days.

## APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

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### **Appointments with Teachers or Administration**

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone, through the school office.

### **Contact with Teachers**

Parents should contact teachers regarding school matters at the school number during regular school hours. The school will not call teachers out of the classroom, or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

## **VISITOR POLICY**

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### **Visitors**

Visitors, including parents, must enter the building through the main school doors and check in at the school office.

### **Classroom Visitation**

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits in writing, and at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the Vice Principal.

A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

## **EMERGENCY PROCEDURES AND SCHOOL CLOSINGS**

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In case of severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. Parents should not attempt to pick up children during emergency conditions prior to dismissal time.

During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

### **Fire Drills**

Fire drills are mandatory and the school conducts them throughout the year. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

### **Inclement Weather and School Closings**

School will close at times due to inclement weather or during other serious dangers. These closings will coincide with those of the Fern Ridge School District: in the event of a public school closing, the Academy will close also, though the Academy may choose to close even if the local school district remains open. Parents will be notified via telephone tree of school closings.

If severe storms begin after the school has begun, parents may pick up students and form carpools at their discretion. The school will contact parents in the event of an early closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

## **TUITION, FUNDRAISING, AND FINANCIAL AID**

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### **Tuition**

As it is a matter of justice, contractual obligation, and the financial stability of the school, parents must take their tuition obligations seriously. During FACTS enrollment/re-enrollment, parents are required to select a tuition payment plan with automatic tuition payments. Options for weekly, bi-weekly, semi-monthly, monthly, semi-annual and annual payments are available.

Parents, who for valid reasons cannot meet their obligation as agreed upon during enrollment, must contact Accounting for modification to the timing of payment or contact the Financial Aid Department regarding an application for financial assistance.

Late fees are applied to payments that are not made in accordance with the tuition payment plan. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Students will not receive their report cards at the end of the year unless tuition is paid in full before June 15<sup>th</sup>, unless other arrangements have been made with the principal.

Each family enrolled in St. Thomas Becket Academy is expected to participate in cleaning the school and yard, to provide

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assistance with fund-raisers, school programs and projects.

A schedule will be made each year listing the duties and dates for each family assignment. It will involve approximately 2.5 hours of service per month.

Families not participating in the school cleaning program will be required to pay an additional amount per month, due with their tuition payment. It is imperative that each family do their share of keeping the cleaning schedule. When necessary, they may exchange their scheduled day with another family on the list.

### **Fundraising Obligations**

Fundraising provides necessary operating income, and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility. Participation in official school fundraisers is mandatory for all families.

### **Financial Aid**

Parents in need of financial aid may request a private interview with the principal. All financial aid decisions will be assessed and handled by an outside organization.

## **VOLUNTEERING**

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Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers may be asked to complete a routine background check release.

### **Confidentiality Agreement**

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

### **Parent Volunteers**

The school understands that parents, due to jobs and family responsibilities, can provide only limited volunteer service, and has established a minimum participation level of twenty hours of annual service for a two-parent family. Certain activities will be assigned to families, if a family cannot participate in an assigned volunteer activity, the family must either find or fund their replacements.

Volunteers will:

- Respect the confidentiality of all faculty, staff, and students
- Remain in designated work areas
- Dress appropriately for activities
- Know and adhere to Academy rules and expectations
- Notify the school office and the appropriate teacher if they cannot come when expected

Volunteers will not:

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children unannounced
- Bring their own children other than those directly involved to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties

## **WITHDRAWAL, TRANSFER, AND READMISSION**

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Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and reenrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

### **Withdrawal Guidelines**

In the event of withdrawal from the Academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

### **Transfer**

St. Thomas Becket Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records from the Academy in writing with a transcript release form.

St. Thomas Becket Academy reserves the right to withhold all records until all financial obligations have been met.

### **Readmission after Withdrawal**

The school will not guarantee readmission to students withdrawn from the academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.

For readmission into the Academy parents must provide certain information. Firstly, proper documentation of grades and accomplishments from an accepted school curriculum and/or transcript showing the success or failure of the student in each course studied. Secondly, a letter from the parents must be provided stating why the student(s) left the Academy and why they wish to be re-enrolled at the Academy (per the SSPX Superintendent of Schools).

### **Post-Secondary Enrollment Options (PSEO) for students in SSPX US District Schools**

Our schools are in place to provide a true Catholic formation within an increasingly non and even anti-Catholic world. We must remember that formation is much greater than curriculum; educating is much more than teaching. The Church's approach to education is more than utilitarian.

If there are classes—in particular, upper-level college preparatory math and science classes—that a District school is simply unable to offer, external resources may be a good option, but the real goal is to make our schools what they need to be rather than to outsource things we can't yet do well. Hence, PSEO could be acceptable, but should not be exercised simply as a “jump-start” to college or as a practical expedient; nor can it be considered if the college courses are not compatible qualitatively and quantitatively with the SSPX school's mission or curriculum.

Dual enrollment should not even be considered except in rare cases to avoid giving the impression that students have to go elsewhere to do serious work. It seems unavoidable— however unintentional—that use of dual enrollment programs will signal a lack of confidence in our own programs that can very easily lead students to neglect their Catholic school work in favor of their more “advanced” or “important” or “complete” postsecondary work.

Policy:

- Dual enrollment may be used only as a temporary measure, by exception, and with the written permission of the District Superintendent of Schools.
- Principals should advise parents that summer courses are preferable to dual enrollment during the school year.
- Only sufficiently mature students—as assessed by the Principal—can be eligible.
- Only classes not offered in the SSPX school can be considered.
- No humanities classes are allowed.



- Other classes must be consistent with a standard Catholic high school curriculum—e.g. Chemistry can be considered, but not a class on social media, etc.
- A review of course material must be completed by the SSPX School Principal.
- The Principal should attend some classes prior to approval if at all possible.
- Students must complete all work assigned for their SSPX school courses and abide by their SSPX school attendance policies.
- Postsecondary classes must not interfere with the student’s attendance at the SSPX school.
- The Principal will demand withdrawal from postsecondary courses if he notes student negligence in academics, conduct, or any other area.
- Failure to comply will result in separation from the SSPX school.

End.

# Appendix 1: School Uniforms

## 9th to 12th Grade Boys



## St. Thomas Becket Academy

## K to 6th Grade Boys



Men's Blazer \$57.00/\$67.00 ★



Boys Oxford shirt \$22.00 ★



Pullover Sweater \$37.00 ★



Boys Oxford shirt \$22.00 ★



Navy Blue Pants \$20.00 ★



★ Navy Blue Pants \$19.00



Black Belt



Men's Tie \$8.50 ★



Black Socks



Black Dress Shoes



Black Socks



Black Dress Shoes



Navy blue tie \$10.50 ★



Black Belt



Recess Sweatshirt Navy Blue

Items marked by a star are to be purchased thru the school store.



## St. Thomas Becket Academy

### 7th and 8th Grade Girls



Girls Oxford Blouse \$19.99 ★



Girls Dominique Skirt \$45 ★



Girls Sweater \$37 ★



### 9th to 12th Grade Girls



Girls Oxford Blouse \$19.99 ★



Girls undershirts \$21.00 ★



Girls Burgundy Blazer \$57.00 /67.00★



Girls Navy Modesty Shorts \$9.99★



Navy blue recess sweater or sweatshirt



Girls undershirts \$21.00 ★



Blue Knee High \$11.99 ★



Girls cotton Tights \$11.99 ★



Girls Dominique Skirt \$45 ★



Girls navy blue tie \$8.50 ★



Girls cotton Tights \$11.99 ★



Blue Knee High \$11.99 ★



Girls navy Tie \$8.50 ★



Girls Navy Modesty Shorts \$9.99 ★

Items marked by a star are to be purchased thru the school store.



**St. Thomas Becket Academy**

**K to 6th Grade Girls**



Girls Peter Pan Blouse \$15.55 ★



Girls Plaid Jumper



Girls navy Tie \$8.50 ★



Girls Sweater \$37 ★



Blue Knee High \$11.99 ★

Girls cotton Tights \$11.99 ★



Girls white crew socks \$10.99 ★



Girls Navy Modesty Shorts \$9.99 ★

Items marked by a star are to be purchased thru the school store.



Navy blue recess sweater or sweatshirt

## Appendix 2: Guidelines for Discipline and Punishment For: (1.) behavior problems, (2.) academic negligence, and (3.) uniform infractions - *For Parents*

### 1. PLEASE READ THE PARENT-STUDENT HANDBOOK TOGETHER WITH YOUR CHILDREN

Parents, teachers, and the principal collaborate at St. Thomas Becket in the delicate work of educating and forming our children into responsible and intelligent Catholics. We cannot form, discipline, or punish our students according to justice without FIRST having clearly explained the rules and expectations of conduct and behavior to them. In order for us to hold students accountable they need to know the school rules very well. This is the both the responsibility of the school and the parents. Therefore, parents and teachers must repeatedly explain what is expected at school. It should not be done in a “nagging style” but in serious presentations and talks to them. Kids need boundaries and guidelines. They need law and order, and all law must be clearly “promulgated” or communicated to them.

- Please be sure therefore to READ the updated St. Thomas Becket Parent-Student Handbook which contains the Academy’s rules & guidelines. Please see pg. 16 – 18.
- Also, it is very important to talk to your children in a constructive way about the definition of “justice”: Justice is to give to each what they deserve – good behavior and choices are rewarded, and bad behavior and choices are punished. God is infinitely just and always rewards good and punishes evil. This is a necessary and lifelong principle.

### 2. STEP 1: 3 SERIOUS WARNINGS & WARNING SLIPS

At School, teachers will try with mercy and goodness to correct the misbehavior, academic negligence, or other problems of students who are breaking the rules. This is left to the discretion and prudence of each teacher. First and foremost, they encourage the students to improve by giving verbal “**minor warnings**”. For example, *“I am giving you a minor warning. Now, stop that.”*

- However, if the bad behavior or problem continues, then the teachers can begin to formally punish the student by issuing a “**Serious Warning**” to them for a particular incident. These “Serious Warnings” will be clearly made known to the student (“This is your 1<sup>st</sup> Serious Warning.”), together with a “Warning slip” and this Serious Warning is to be recorded in an “incident logbook” for behavioral recordkeeping and filed with the office. It will be kept in the student’s file and in the principal’s files.
- The **Warning slip** should be taken home by the student and signed by the parents and brought back to the teacher. Students will receive 3 Serious Warnings (and Warning slips) before going to the next level of punishment. The Warning Slips can be written for various problems (misbehavior, academic negligence, uniforms, etc.) The teacher is free to also other give “minor warnings” between the 3 Warning Slips to try to reform the student. The teacher is also able to punish the student by taking away privileges etc. after a Warning Slip has been given.
- These Warning Slips will force the student to be accountable to parents and the teacher. This is why the school really needs the help of parents after issuing a Warning Slip. Parents are asked to support the teacher and speak seriously with their child about improving.

### 2. STEP 2: “WRITE-UPS”, DEMERITS”, & DEMERIT SLIPS

*After a teacher has given 3 “Serious Warnings” together with 3 Warning slips in 1 academic Semester (2 quarters) they will punish the student by a “Demerit”.* This, again, is left up to the teacher’s discretion and prudence. The teacher, if prudence dictates, could give the student some more verbal minor warnings. This is up to the teacher. However, if the teacher chooses to give a “Demerit” after the already issued 3 Serious Warnings and Warning Slips, then the student should clearly understand what the Write-Up and Demerit is for.

- Each **“Write up” and Demerit slip** must be signed by the teacher, taken by the student to: (1.) The Dean of discipline to be signed by him (2.) the principal to be signed by him, and then it should be taken home by the student (3.) to be signed by parents and returned to the teacher.
  - For every issued Demerit, the Dean of Discipline and the Principal will impose punishments as needed.
  - Parents should also be called by the teacher.
  - Parents should help the teacher rectify the behavior or problem. They should make sure the child knows that this Demerit is very serious. The school and the teachers really need the parents’ help in this. This “Write up” or “Demerit” should then be kept in the teacher’s “incident logbook”, in the student’s file, and in the principal’s file.
3. **STEP 3: LOSS OF PRIVILEGES** – after 2 “Write-ups” or “Demerits” teachers will try to rectify the problem by punishing the student. They will do this by taking away privileges (recess, fun activities, sports (ineligibility) field trips etc.). The principal should be informed about this, and it is to be entered into the logbook. Parents are needed to reinforce these punishments as far as possible at home.
4. **STEP 4: DETENTIONS & DETENTION SLIPS** – after students are punished with 3 Demerits, and further punishment is needed, teachers should punish the children with a detention. This is again up to the prudence and discretion of the teacher. A **Detention Slip** should be issued to the student and is to be brought by the student to: (1.) The Dean of discipline to be signed (2.) the principal to be signed and then it is to be brought home and (3.) signed by the parents and returned to the teacher. Teachers must call the parents and ensure they know what is going on and to sign the detention slip and organize the detention.
- For every issued Detention Slip, the Dean of Discipline and the Principal will impose punishments as needed.
5. **STEP 5: SUSPENSIONS** – After a 3<sup>rd</sup> Detention Slip is issued to a student, the Dean of discipline and the principal are to be notified by the teacher, as well as the parents, that a suspension is now possible. The principal will work with the Dean of discipline to make the next steps about the decision for a suspension. If yes, he will issue a suspension document to be signed by the parents and he will contact the parents.
- Students must understand that it is a privilege to be with the other children in school, community, and society. When they are suspended from school, they are losing this great privilege to be together with the others. It is a serious punishment.
  - Parents are asked to support the school in helping their children understand the seriousness of a suspension.
6. **STEP 6: EXPULSION** – after 2 suspensions in 1 year the Dean of discipline and the principal and the parents are to be notified by the teacher that an expulsion is now possible. The principal will make the final decision about an expulsion for the common good of the school.
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7. With this system of **Warning Slips, Demerits, and Detention Slips** our goal is to inculcate in the child **ACCOUNTABILITY** for his or her actions. Actions have good or bad consequences. To receive these punishment slips, and to be forced to have them signed, will begin to help students become accustomed in life to be accountable for their own choices and decisions to both justice and authority.
8. With the advent of each Academic Semester (1<sup>st</sup> quarter & 3<sup>rd</sup> quarter) the child starts anew as regards this disciplinary system, meaning they start again with a clean slate. However, everything remains in the student’s permanent file, and only 2 suspensions are allowed per year before expulsion. Also, for excessive Demerits and Detention slips over the course of 1 year the Principal may be forced to utilize a suspension
-

or expulsion outside of these general guidelines.

- The principal always reserves the right to punish, suspend, or even expel students outside of these normal guidelines when he sees that this is necessary for the common good of the school

9. **HOMEWORK**: Teachers are also able to give “Late Homework” Slips. They are to be taken home to the parents, signed, and returned to the teacher. Several Late Homework Slips can also cause the teacher to give Warning Slips and Demerits. Again, accountability is our goal.
10. **UNIFORMS**: Teacher will also give verbal “minor warnings”, Warning Slips etc. for constant uniform violations.

## Appendix 3: Digital Safety Guide

### *General Observations*

Although we are created by God in His own image, our wounded nature makes us prone to make mistakes, a tendency only enhanced by advances in technology. Most of us now routinely use devices that are capable of instantly putting before our eyes anything and everything—information, music, pictures, and videos.

### *Primary Reasons to Beware of the Internet:*

- It is a resource, easily accessible anywhere on a smartphone, designed and controlled by people who want to make money and who are very good at captivating our attention.
- It is the provider of social media platforms: Instagram, Snapchat, Tumblr, TikTok, Facebook, WhatsApp, Pinterest, etc., widely considered to be quick and easy means for friends to stay in touch. Most platforms provide open access to anyone, however, and have frequently been used maliciously to promote pornography and subject users to extreme social pressure.

It is the predominant source of pornography, which comprises one-third of the billions of gigabyte data freely available worldwide. Pornography is not only morally reprehensible but also neurologically dangerous, eliciting responses in the brain that resemble the addictive reaction to hard drug use. Addiction to pornography has nothing to do with a person's moral

### *General Rules for Parents:*

- Recognize that no one is immune to the challenges imposed by the ascendancy of technology. Guard against naivete on the one hand and overreaction to problems on the other.
- Using smartphones, laptops, or any computer with access to **unprotected** internet is an irresponsible use of technology, not unlike leaving loaded guns on the table in a houseful of curious children.
- It is **immoral** to allow children to use the internet unsupervised.

### *General Guidance:*

- Lead by example: start by examining and restricting your own internet use.
- Open and maintain lines of communication with your children. Conversations about sensitive topics are difficult but necessary. Initiate discussions with them about the internet and social media. Focus on positive education rather than mere, unexplained prohibition. The goal is responsible use of technology in the context of building virtue.
- Having explained the challenges of using technology, establish clear limits, rules, and accountability for screen time that apply to all internet users in the household. For example, no use behind closed doors, or in the bedrooms, or during family gatherings, meals, or outings.
- Encourage transparency. Reassure your children that they can and should come to you for advice about anything. If they are ever troubled by something they see or experience online, they should stop what they are doing and tell you right away.
- Learn about resources for parents, such as filtering apps and secure Wi-Fi routers, to protect everyone in the home from the dangers of the internet.
- Provide for and encourage healthy screen-free recreation and activities such as sports and hobbies.

- Spend quality screen-free time with each child often and avoid using technology as a babysitter—the youngest are most susceptible to becoming captivated and addicted to the screen.
- Postpone providing personal smartphones for older children until the final year of high school or later.

### Resources

**ProtectYoungEyes.com (PYE).** PYE is currently one of the best resources available. Dedicated to raising awareness of digital safety threats and to providing practical instructions for device protection from inappropriate internet material and social media abuse, they offer:

- a free website and weekly email that include thorough up-to-date information regarding the latest apps and games that parents should be concerned about.
- an app with easy-to-follow instructions and information for digital protection.

The SSPX does not have any official affiliation with PYE, and we might not agree with everything that they present regarding parenting, in general. Nevertheless, PYE is a very valuable resource for internet safeguards.

### FightTheNewDrug.org; TruthAboutPorn.org

**Books.** *Digital Minimalism* by Cal Newport is an excellent book about healthy tech use. A more complete list of reading resources will be published soon.

**Safe routers.** Phone and home internet protection begins with a safe router that filters the internet at the source (Wi-Fi), therefore protecting all devices with access to home Wi-Fi. Recommendations:

- **OpenDNS,**
- **CleanBrowsing.org**
- **Gryphon**

### Layered Protection

- Provide multiple layers of protection with accountability apps, which are the best for developing good habits of responsible phone use and for preventing overuse, escapism, and occasions of sin. A good combination would include:
  - **Covenant Eyes** a safe internet source (VPN) and a monitor of everything on the screen, making “loopholes” impossible, and provides an accountability partner.
  - **Bark** which monitors social media and texting at a parent-set level, including everything that is sent in communications as well as apps downloaded.

**THE BEST PLAN** for developing good phone habits and avoiding occasions of sin or threats to privacy is to use cell **phones without internet capacity.** Here are our recommended devices in order of preference:

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### 1. Wisephone

- It looks like a smart phone but has no internet or social media capability.
- It has a basic maps/navigation app.
- It can be used with your family network provider.
- It has a **family portal for accountability**.
- Techless.com

### 2. Lightphone

- It is extremely simple, with no internet or social media capability.
- It has a basic maps/navigation app.
- It can be used with your family network provider.
- Thelightphone.com

### 3. Gabb

- It looks like a smart phone but has no internet or social media capability.
- **It has no maps/navigation.**
- **It has no parental control.**
- **It needs its own network provider.**
- It is a less expensive option than others listed.
- Gabbwireless.com

### 4. Pinwheel

- It looks like a smart phone but has no internet or social media capability.
- **It has no maps/navigation.**
- **It has a very thorough parental control system—so thorough that this is not really recommended for adults.**
- It can be used with your family network provider.
- It is a less expensive option than others listed.
- Pinwheel.com

Setting up a safe internet connection can be confusing and time consuming but considering the risks of real inevitable threats to our souls and to those entrusted to us, establishing preventative measures is well worth the effort.

*Let us support each other in the quest for digital safety for the sake of souls. Please talk about it and share information. Thank you.*