

# Parent/Student Handbook

## Summer Academic Camp



## St. Thomas More School

# 2009

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## THE MISSION OF SAINT THOMAS MORE SCHOOL

**S**aint Thomas More School is an accredited college preparatory boarding school in the Catholic tradition for young men who have demonstrated intellectual ability yet have not realized their potential. Within a structured environment, we strive to motivate, nurture, and strengthen the intellectual, moral, physical, and social development of every student.



## INTRODUCTION

In signing the St. Thomas More Summer Academic Camp contract, parents and students agree to accept and comply with the School's rules and regulations. These rules and regulations, as well as other pertinent information, are stated in the Parent/Student Handbook. Parents and students also agree to abide by the findings of the Discipline Office and the Administration when decisions are taken to uphold the rules and regulations of this school.

This handbook is designed to help you adjust to life at St. Thomas More School. The goal of St. Thomas More School is to help prepare young adults for college. Regardless of your degree of success elsewhere, you will succeed at our school. We can say this with confidence because we have many years of experience, and because you come here with high motivation.

Our curriculum is strictly a college preparatory curriculum. The entire program is designed to aid in the growth of our students to prepare them for admission to excellent colleges and universities. Beyond the intellectual development of our students, we also expect our students to grow emotionally, physically, and morally.

Faculty members work with students on an individual basis to develop strong study habits and the ability to succeed. The curriculum is designed to give our students the tools needed to succeed.

Some of what we will ask you to do will be difficult, but success is very rewarding. To live in a community with other students, guidelines and rules are necessary. Understand that the rules we ask you to follow are all for a reason, even if it is not always apparent to you. Within this Handbook are the terms of the contract you and your parents agree to by enrolling in St. Thomas More School. Cooperate with us, and you will soon see their value.

The St. Thomas More student who internalizes our program will build a record of success. This record of success is the most important element to personal fulfillment and happiness.

Give this summer your best; expect teachers to help you give your best and to push you harder than you ever worked before. Together, we can make this a significant and worthwhile step in your future.

## CAMPUS LIFE

### BEACHFRONT RECREATION

Canoeing, sailing, ~~rowing~~, tubing and swimming will be offered daily. The school has licensed boat drivers on staff. The waterfront is open to students only when a lifeguard approved by the school is on duty. Reckless behavior will not be tolerated. Swimming during unauthorized hours, horse-play on the docks (dunking, etc.), will result in disciplinary action.

Each student will be required to take a swim test in order to receive permission to use the boats. This test will be conducted on the first afternoon of camp. If a student fails the swim test, he will be allowed to take the test at a later date. Until he passes, will not be able to use the boats unless accompanied by a staff member. All faculty, staff, and students must wear a personal flotation device at all times when using boats of any kind.

### BOOKSTORE/CLOTHING STORE

The Bookstore/Clothing Store sells a wide variety of school supplies, school clothing, stamps, and personal items such as shaving equipment, deodorant, soap, toothbrush, and shampoo. The store is open Monday through Friday from 12:30 p.m. to 1:00 p.m. for supplies, packages, and allowance.

### SKATEBOARDING/SCOOTERS/BICYCLING

Students are allowed to bring and use their boards or scooters on campus as long as they are used responsibly and stored properly. It is expected that the appropriate protective gear will be worn at all times while skating, biking or using a scooter. Bicycles must remain outside at all times and be properly locked. Students are urged to bring a strong lock with them. None of above is to be used inside any building, including the gym.

### CAMPUS BOUNDARIES

Our campus extends along the north side of the main driveway from the playing fields to the Kennedy Dorm, and along the lake front to the boathouse. We hope you enjoy our facilities for sports, walks, etc. Any student who abuses this privilege by attempting to break our rules out of sight of the staff will be subject to restriction to the more visible areas of the central campus.

Please respect the privacy of faculty housing. Also, remember that our neighbors do not want students trespassing on their property. Students are not allowed to leave school property except with explicit permission.

### LAUNDRY

Laundry is done once each week. Sheets and student clothing will be accepted. Students can drop their laundry off in the basement of the gym in the morning and pick it up after school that day. The School takes no responsibility for articles lost or damaged in the laundry room.

### LIBRARY

The library offers a wide variety of informational resources. The internet, books,

microfilm, microfiche, and current periodicals are all available for student use. The library hours are designed to give the interested student an opportunity to explore this information. Internet access is available. While the internet is a valuable tool, it should be used in pursuit of appropriate information. It is expected that all students will display appropriate behavior while in the library and follow the direction and discretion of the Librarian. Any student seeking to use the Library during the class day must receive a pass from his teacher.

Email: Students are encouraged to create and maintain a personal email account. This can be done at the library with the assistance of the Librarian.

Library Hours: Monday through Saturday: 8:30 a.m. - 1:00 p.m.

The Library will charge a late fee for books held past the due date. The student account will be charged the full cost of replacement of any book not returned by Wednesday, July 30, 2009.

### **COMPUTER USE POLICY**

St. Thomas More School is pleased to offer students expanded access to the Internet through a high-speed wide area network. To gain access to the internet, all students must obtain parental permission. Should a parent prefer that a student not have internet access, use of the computers is still possible for more traditional purposes such as word processing. We believe that the benefits to students from access to the internet - in the form of information resources and opportunities for collaboration - exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide.

The use of computers, technology, and the internet on the St. Thomas More School campus is to support educational activities. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his actions. The user is advised never to access, keep, or send anything that he would not want his parents or teachers to see.

When using the local and wide-area network, any STM computer, the internet, and software, each student agrees to comply with the following:

- Do not use a computer or other technology to harm others or their work.
- Do not damage the computer, technological equipment or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware or freeware.
- Do not violate copyright laws.
- Do not view, send or display offensive, obscene or threatening messages or pictures. Do not waste limited resources such as disk space or printing capacity.
- Do not trespass (plagiarize) in another's folders, work or files. This includes the network and floppy disks.
- Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Computer Use Policy is violated.

### **MAIL DELIVERY/DISPATCH**

Each student will be issued a mailbox, which is located in the administration building. Students will receive a notice in their mailbox if they have received packages. Packages can be picked up at the student bookstore between 12:30 p.m. and 1 p.m., Monday through Friday. Mail to students may be addressed as follows:

Student Name  
St. Thomas More School  
45 Cottage Road  
Oakdale, CT 06370

### **MASS SCHEDULE**

All Christian students who attend the Summer Academic Camp are required to attend mass on the weekends. Parents may not excuse their children from this commitment. Weekend mass will be on Saturday at 4:30 p.m. in Our Lady's Chapel. Students are expected to be showered and dressed appropriately for mass.

### **MEAL SCHEDULE**

#### Weekday Schedule:

Breakfast.....7:20 a.m. to 7:55 a.m.

Lunch.....12:15 p.m. to 12:55 p.m.

Dinner.....5:00 p.m. to 6:00 p.m.

#### Saturday:

Breakfast.....7:20 a.m. to 7:55 a.m.

Lunch.....12:05 p.m. to 12:55 p.m.

Dinner.....5:00 p.m. to 5:45 p.m.

#### Sunday:

Breakfast.....Prior to trip departure

Dinner.....6:00 p.m. or upon return

### **STUDENT ACCOUNT**

A personal spending account is maintained by each student. This account is for use with weekly spending money, travel expenses, special events, and/or purchases such as jackets, clothing, and other items from the school store.

It is the parents' and the students' responsibility to maintain adequate funds in this personal account. *Money will not be loaned to students.*

### **SUMMER ACADEMIC CAMP COUNSELORS**

Each summer the Summer Academic Camp hires high school students and graduates to assist in the dormitories and during the activity periods. These counselors have all been trained in

CPR and serve as support staff for the faculty. These are older students who have excelled in all areas of life at St. Thomas More. They have been selected for their strong character and moral beliefs along with solid academic performance. It is expected that they will be treated with the same respect as the other faculty members. Counselors will be living on the dormitory floors to assist students during the night in case of an emergency.

### **SUPPLIES NEEDED**

Each dormitory room is furnished with a bed, mattress, closet, desk, chair, wastebasket, and shade. Each dormitory room has a separate lock and key. Students are responsible for the cleanliness and maintenance of their rooms. Morning room inspection will insure a safe and orderly environment.

Furnishings brought from home should include a desk lamp, alarm clock, 2 fitted twin sheets, 2 flat twin sheets, 2 pillowcases, 1 pillow, 1 extra blanket, 5-8 bath towels, washcloths, and approximately 20 clothes hangers. Students should also bring bathing suits, sun block, flashlight, and bug spray. Students are allowed to have tasteful posters and pictures hung in their rooms. Stereos and radios are allowed in the dormitory rooms, however, we recommend not bringing expensive equipment and minimizing the number of tapes and CD's brought onto campus. In the past, these items have been a source of problems. The school is not responsible for any student's articles that are lost, loaned, or stolen. *We strongly recommend that all personal belongings be marked!*

### **TELEPHONES**

There are pay telephones on campus for student use. They may only be used during students' free time and never during study hall, during or between classes, or after lights out. Students are not allowed to use the office phones except in the case of an emergency. Students will not be summoned to the office for phone calls during or after the class day. Telephone messages for the students may be left with the receptionist from 8:00 a.m. to 4:30 p.m. and will be delivered as soon as is practical. To leave a message after 4:30 p.m., dial the main number (860-859-1900) and use voice mail box 101. This mailbox is checked by the Administrator on Duty regularly and messages will be given to the students as soon as is practical. The voicemail system is turned on at 4:30 p.m. weekdays and remains on all weekend.

Emergency phone messages should be handled through the advisor's home phone, or through the Administrator on Duty's pager at 860-340-1248. To leave a message on this pager: At the beep, key in a phone number where you can be reached. This pager should be used for emergencies only.

**Cell phones are not allowed during the school day. Students who have cell phones are required to leave them in the dormitory between 8:15 a.m. and the end of the class day.**

*\*\*Please note that the school is not responsible for any misuse or abuse of phone cards. \*\**

### **VISITATION POLICY**

Visitors are welcome as long as they call the office during business hours to get permission from the Dean of Students. Before any student is taken off campus, the driver of the vehicle must personally speak with the Administrator on Duty. Visitors are not allowed in the

dormitories at any time. Female visitors are only allowed at the gym parking lot and on the first floor of the gym. Female visitors are prohibited from entering any other campus building.

### **FOOD DELIVERY**

Students, at times, have local food establishments deliver food to campus. The Dean of Students' Office must approve any business who wants to deliver to campus. Currently only Paisano's Pizza and Great Wall Chinese restaurant may deliver food. All deliveries must be picked up at the gym. Deliveries are not permitted anywhere else on campus. Food deliveries are allowed between 5:00-6:45 p.m. on any study hall night. Saturday, food deliveries are allowed between 1:00-5:00 p.m.

### **TRAVEL POLICIES**

Students are allowed to leave campus for the weekend only when properly signed out. However, the school will not provide any transportation. Friends and other family members may pick students up if cleared by a parent through the Dean of Students Office. Students are not allowed to take taxi's either to or from our campus.

#### Trips Off Campus

Students may not leave campus unless authorized by a parent and an administrator. The Summer Academic Camp Staff makes every effort to accommodate the students' needs by taking trips to the local grocery store or convenience mart after Evening Muster. Walks to Getty Mart or any other off-campus site are not allowed.

#### Travel Money

The school covers the cost of entrance for all of the events that the Summer Academic Camp schedules. Any additional purchases are the responsibility of the student. Students with insufficient funds in their spending account will not be allowed to overdraw. Do not expect the school to advance you money -- it is your responsibility to keep sufficient funds in the student account.

#### Field Trips to and from School

It is understood that Summer Academic Camp students must adhere to our rules and regulations while representing St. Thomas More School on field trips, or at any time while traveling to and/or from school. Students must remember to follow the rules and regulations whether on or off campus. Students who fail to act in a responsible manner may be excluded from future off-campus trips. Smoking is not permitted on any school trip.

#### Leaving for the Weekend

Students are welcome to travel home or to a friend's house on the weekend. Transportation is not provided by St. Thomas More School and is the responsibility of parents. Any student who plans to travel must have his parents call the Dean of Students for approval of travel plans. Students should plan on traveling after classes on Saturdays and returning between 6:00 p.m. and 7:00 p.m. on Sunday.

***Please Note: The entire Summer Academic Camp is off campus on Sundays, therefore no one can return before 6:00 p.m.***

## **AUTOMOBILE POLICY**

Students are not allowed to have a car on the St. Thomas More campus at any time. If a student should return to campus after a weekend with a car, they will be sent home immediately. Students are not allowed to return to campus during the weekend with a car for any reason. If your child should need something from campus while at home, please drive him to pick it up.

## **DAY STUDENTS**

Day students take part in the camp's entire program, with the exception of the nightly study hall. Day students are expected to be dropped off at school by 8:15am and picked up by 6:00pm. Please note that day students may not drive themselves to school. Day students are eligible to attend Wednesday and Sunday field trips, but must notify the Dean of Students in advance if they will not be attending.

## **DRESS CODE**

### Academic Day

During the Academic day, students may wear t-shirts and shorts, but the t-shirts must not contain any inappropriate subject matter. No tank top shirts are allowed. Hats may not be worn inside any campus building.

### General Guidelines

Appropriate clothing must be worn at all times. Conservative clothing is required on school grounds at all times. Oversized, excessively baggy, or excessively revealing clothes are not acceptable at any time. No heavy chains may be used for keys, wallets, or watches. Students may not wear alcohol, sex or drug themed t-shirts at any time.

### Haircuts

All students must have a conservative hairstyle. Hair must be above the eyebrows, above the ears, and above the dress shirt collar. No shaved or partially shaved hairstyles are allowed. Students may not use hair color. Students with unacceptable hair will be sent home.

### Jewelry

Students may not wear tongue rings, body jewelry, nose rings, studded necklaces or bracelets at any time when at St. Thomas More School. Students may not wear earrings. This includes all school sponsored activities and travel on vans during weekend transportation.

Note: The Dean of Students' Office ultimately determines what is and what is not appropriate in matters concerning the general regulations. Failure to comply is grounds for disciplinary action.

## HEALTH SERVICES

The School Nurse is on campus from 7:00 a.m. to 3:00 p.m., Monday through Friday. The Health Office is located above the Dining Hall. Students who wish to see the Nurse should do so before room inspection, at lunchtime, or after classes are over for the day. Students who wish to visit the Nurse during school hours must have a pass from the Dean of Students' Office. Students who need to see the Nurse during activity period will need to see the director of their activity to get permission to go. After school hours, the School Nurse is on call until the next morning. In her absence, the Administrator on Duty is responsible for making all medical decisions. In instances after 11:00 p.m., students must contact the Dorm Parent or counselor who lives at the end of their dorm floor for medical emergencies.

The Nurse may be reached by phone at 860-859-1900 x 136, by fax at 860-885-2954 or by email at [mgayda@stmct.org](mailto:mgayda@stmct.org).

### Medical Forms

There are several medical forms that MUST be completed prior to a student's enrollment at St. Thomas More School, in order to comply with Connecticut State Regulations and school policy. Please plan ahead.

1. A complete physical examination that was completed within the last year.
2. An updated copy of the immunization record with all required immunizations completed or a signed Religious/ Medical Exemption form.
3. An updated Health History Form.
4. An updated Medical Treatment Form.
5. A photocopy of the student's health insurance card (front and back).
6. A signed Authorization for Medication Administration Form.
7. A signed Authorization for Self-Administration of Medication Form.
8. The Pharmacy Billing Information Form.
9. A completed and signed HIPAA form. (Do not fill out the provider section as this is filled out by the treating MD or facility.)

### Prescription Medication

Any medication prescribed for a student must be reported to and dispensed by the Nurse or in her absence by the teacher or administrator on duty. This policy is strictly enforced at the school and students who fail to regularly obtain their medication or who self-administer scheduled medication (i.e. Concerta, Adderall) may jeopardize their status at school. The school will not dispense any medication until the two forms (#6 and #7) have been completed and signed. Written prescriptions should be mailed to the School Nurse at St. Thomas More School. The prescribing physician may also call non-narcotic prescriptions directly to the pharmacy. In most cases, the School Nurse will be able to contact the doctor directly for refills. St. Thomas More School has a working relationship with both:

1. Rite-Aid in Colchester, CT (860-537-9034)
2. Stop & Shop Pharmacy in Colchester, CT (860-537-2570).

The School Nurse can mail non-narcotic medications to the home for weekend use. Please contact the Nurse at least one week before the medication will be needed. Non-narcotic medications not picked up by a parent/guardian at the conclusion of the school year will be mailed

home. All medications that are scheduled narcotics (Concerta, Adderall, etc.) cannot be mailed and must be picked up by an adult. Any of these medications that are not picked up on the last day of school will be destroyed.

### Non-Prescription Medication

Non-prescription medications (such as Tylenol or Motrin) can be kept in dorm rooms as long as the Authorization for Self-Medication Form is completed by the student's physician and signed by his parent. The health office requires these medications be in their original containers and have no more than 100 tablets. The School Nurse will initial all medications. Any medication that is found in a student's possession that has not been initialed by the School Nurse will be collected and will not be dispensed until appropriate paperwork is completed.

### Compliance Policy

Students who are on prescription medication(s) must report to the Nurse to receive their medicine at the assigned time. Failure to report will result in disciplinary consequences. Students may be dismissed for chronic non-compliance. A student is required to remain on the medication until the Nurse communicates with the prescribing physician, the exception to this being antibiotics or other medication with a prescribed ending date. If a student who has a standing medication ordered runs out of medication, he will be required to leave school until another prescription is obtained and filled.

### Nutritional and Vitamin Supplements

Your son is allowed to have certain nutritional, protein or vitamin supplement(s) in his room. However, St. Thomas More School considers these types of supplements medication and the following protocol must be followed if your son has your permission to use such supplements

- Your son MUST have the Authorization for Self-Administration of Medication form signed by his physician.
- The name of the supplement, dosing information and adverse side effects to watch for must be on file in the health office.
- In order to possess the supplements, a member of the Health Office must initial the container.
- A verified MD order must be on file in the Health Office.

If these requirements are not met, the supplements will be removed from the student's room. The Health Office has the final say on whether or not a supplement will be approved. *Please note that Creatine is not allowed under any circumstances.*

### Vaccine Information

In addition to the vaccines required by the State of Connecticut, the Health Office recommends vaccination for meningitis. The school physician strongly recommends the meningitis vaccine be given to all students who attend St. Thomas More School. This immunization is required by most college and university programs and provides protection from the disease for up to five years.

### FERPA Policy

In accordance with the Family Education Rights and Privacy Act, the school, upon written request to the Registrar, will provide a photocopy or facsimile of all documents in a

student's official record for a parent to review. Parents may request an amendment to the record by addressing the Headmaster's office in writing.

The school will not release information to third parties without written permission from the parents with the exception of: school honor rolls (containing student name and class year); interscholastic athletic rosters (containing name, hometown, height and weight, age and class year); or award recipients (containing name, hometown, age and class year). The school will provide name, date of birth, address and parent contact information to police and emergency service personnel as needed, at the school's discretion.

### HIPAA

The school requires a completed and signed Health Insurance Portability and Accountability Act Form. This form allows the School Nurse, school counselor, or their representatives to communicate health information with physicians, therapists or other health care providers outside of the school community. The health team makes every effort to restrict the unnecessary exchange of students' health care information.

## **DORMITORY REGULATIONS**

The dormitories offer each student a safe and orderly environment for living and working. Your assistance is appreciated in the following areas of concern:

Money or articles of value should be left in the school safe. *The School assumes no responsibility for valuables or articles not left with the office.* We will attempt to recover property, but we do not hold ourselves liable for losses. Please do not create temptation for others by leaving valuables around. The best prevention is to keep your doors and windows locked at all times.

Respect for Others' Privacy and Property: Every student is entitled to a safe haven in his dorm. You may not enter another student's room without consent. Violation of this will result in severe disciplinary action.

Radios and Stereos should never be played loudly enough to interfere with your neighbor's right to peace and quiet. If you like loud music, you should use headphones. Students who insist on blaring music will have their stereos sent home.

Televisions, VCRs, DVD Players and Game Systems are not allowed at any time.

Furniture may not be moved from one room to another. Each student is responsible for the condition of the furniture in his room and students will be charged for anything other than normal wear and tear. Beds must remain bunked at all times.

Wall Hangings: Fabric of any kind cannot be hung from walls or ceilings. Posters are expected to be in good taste and will be removed if inappropriate.

Possession or Use of illegal drugs, knives, firecrackers, cooling or heating devices, firearms, etc., is not allowed on campus.

Room Search Policy: St. Thomas More School feels that stealing, drugs, alcohol, or related paraphernalia are all negative influences in society. It is the responsibility of our student body and staff to take preventative measures against these issues to maintain a safe campus environment. To this end, St. Thomas More School reserves the right to search the belongings, vehicles, rooms, bags, trunks and person of any student. Students receiving questionable mail will be required to open it in front of the Administrator on Duty.

### **FIRE HAZARDS**

As per requirements of the Fire Marshall, students are not allowed to have the following items in the dormitory rooms: hot plates, hot pots, popcorn makers, electric irons, any kind of heaters, coffee makers, hot water heaters, refrigerators, air conditioners, toaster ovens or toasters, and electric frying pans. If these items are found in a room, they will be confiscated until the student can bring them home.

Fire escape routes are posted on the back of each dorm room door. Students must familiarize themselves with the escape routes applicable to them. Fire alarms, fire extinguishers, and smoke detectors are present for the safety of all residents. Misuse of these items will result in disciplinary action and fines.

### **DORM DAMAGE**

In the course of a summer, it is expected that some damage to the facilities will occur. It is the school's sincere hope that any student who breaks something will come forward and accept responsibility. If this is the case, the student will simply be billed for replacement plus the cost of labor. Every effort will be made to keep costs as reasonable as possible. The Business Office will handle the billing.

In the event that something is broken and the responsible party does not come forward, St. Thomas More School preserves the right to bill all members of the dormitory evenly. If the Dean of Students' Office is made aware of the student responsible, the billing will be corrected.

## **ROOM INSPECTION**

All students are expected to have their rooms arranged in the appropriate manner by 8:05 a.m. each morning. All students are expected to keep their rooms in such shape all day. Each occupant of the room will be in attendance at room inspection until dismissal by the teacher who inspects the room. After inspection, students will proceed to their first period classroom. Throughout the day, teachers will check the cleanliness of the rooms.

There is no formal room inspection on Sundays, but it is expected that rooms will remain in decent condition. Students whose rooms are not clean during the weekend will not participate in off-campus activities. At any time, a faculty member may ask a student to clean his room. On Sunday nights, the Duty team will oversee a dorm cleanup that will get the rooms clean and orderly for the week.

Teachers who inspect rooms will look closely at the following items:

- Beds are to be made neatly.
- The floor is to be vacuumed and free of clutter.
- The wastepaper basket must be emptied daily in the dumpster outside the dorms.
- Clothing is to be folded neatly on the shelves with the rounded edge out.
- All school materials for morning classes should be ready to go. Other school materials should be arranged neatly on the desk and shelf.
- Posters and pictures should be in good taste and placed on the wall with the window.
- Each student must be showered, groomed, and dressed appropriately.
- All lights, stereos, and computers must be turned off.
- Windows should be closed and locked and the shade should be drawn halfway down.
- All books must go on the shelf above the desk.
- All toiletries must be stored in the closet, not on the desk.
- The area under the bed must be orderly and neat.

## **KEYS**

Each student is given a key, attached to a lanyard, to the door of his room on the first day of school. If you lose a key, you may request a replacement by completing a form in the receptionist's office. Each replacement costs \$5.00, which is billed to your account. It will be ready by that afternoon. If student requests that the entire tumbler be changed the cost is \$25.00.

## **DORM ROOM SECURITY TIPS**

Please Note: St. Thomas More School assumes no responsibility for any lost, misplaced, or stolen

items. However, there are many proactive measures you can take to protect and secure your valuables.

The following are simple, yet effective, tips which will minimize the likelihood of an item(s) going missing from a dorm room:

1. Always lock your dorm room. Whenever you leave your dorm room unattended, even if it's only for a few moments, always lock your dorm room door behind you and ensure that you have your key.
2. Close and lock your window. Just as you secure your door when you are not in your room, you should always secure your window. This is especially true if you live on the first floor.
3. Secure your valuables. If you do not have a lockable trunk, get one. You should always lock your valuables in your trunk (money, IPOD's, PSP's, laptops, credit cards, and identification cards). Keep these items locked away whenever you are not using them. It is a smart idea to keep these items locked away whenever you have guests in your room.
4. Respect your roommate's belongings. The roommate relationship is a relationship built on trust. While you are out of your room, you trust that your roommate will keep a 'watchful' eye on your belongings. As a roommate, you should do the same. Be aware of students who are sitting near your roommate's belongings. Ask students to move away if you feel uncomfortable.
5. Do not bring your valuables to the gym, weight room or any other common area where you would leave them unattended. Unattended belongings are often the most reported missing items.

#### **The Do's and Do Not's:**

<b>Do</b>	<b>Do Not</b>
Do lock your wallet and valuables in your trunk.	Do not hide your wallet or other belongings and assume no one will find it.
Do go with your friend to your room together.	Do not lend out your key to a friend so he can get something from your room.
Do get a replacement key from the Receptionist's desk.	Do not leave your door unlocked because you lost your key.
Do leave your cell phone, wallet, or other valuables secured in your room.	Do not bring them to the gym.

### ACADEMICS

#### ACADEMIC INTEGRITY AND HONESTY POLICY

Academic integrity and honesty should be foremost in every student's decision-making process. It is expected that all students will take pride in their academic performance by completing their own

assignments and by recognizing the contributions of others in any academic submission. Acts of academic dishonesty at the post-secondary level result in severe penalties up to and including expulsion. Educating students on academic honesty is an important part of our program. Acts of academic dishonesty include both cheating and plagiarism. Examples of cheating include but are not limited to copying another student's homework, sharing your work with others without the teacher's consent, submitting the same assignment in multiple classes, or providing or receiving assistance on graded assignments. Plagiarism is using someone else's ideas or work without proper or complete acknowledgement, such as copying a passage from a book or article without citing the source, or rewording someone else's idea and using it as one's own. Students found in violation of our expectations with regard to academic honesty are subject to the following consequences. Please note that the Director of the Summer Academic Camp determines what violates the Academic Honesty Policy.

### **Consequences for Violating the Academic Honesty Policy:**

#### **1st Offense: (involving less egregious acts of dishonesty)**

Teachers will handle the discipline on their own but it will be reported to both the Director of the Summer Academic Camp and the Dean of Students and it will be recorded in the student's disciplinary record.. A letter will be sent to the parent/guardian detailing the violation.

#### **2nd Offense or Major Offense:**

These offenses may result in a grade of 0%. Upon retaking/redoing the task the highest grade the student can earn is a 59%. The student may also be assigned Discipline on Campus and may be assigned an Academic Campus to complete an assignment focusing on Academic Honesty. A letter will be sent home detailing the infraction and consequences.

#### **Repeated Offenses:**

Students who repeatedly violate the policy will be placed on disciplinary probation and will not be permitted to repeat or redo the task.

### **ACADEMIC HONORS**

The following honors are based on marking period averages.

DEAN'S LIST:	All grades are 90 percent or higher.
HIGH HONORS:	The average of all courses is 90 percent or higher.
HONORS:	The average of all courses must be between 85 percent and 90 percent.
EFFORT HONORS:	All effort grades must be B or better.

### **CLASS ATTENDANCE**

Each student attends St. Thomas More School Summer Academic Camp with the intention of improving his grades and readiness for college. Consequently, it makes no sense to skip a class. Remember that attendance at every class is mandatory. Any unexcused absence is a major offense.

### **REPORT CARDS**

Report cards are issued at the conclusion of the program, with a brief progress report issued at the mid-point. Students receive a numerical average, a letter effort grade and a written comment from each of their teachers. The student's advisor also provides a written comment at the conclusion of the program.

## **SCHEDULE CHANGES**

A student may make changes to his schedule only after consultation with the Director of the Summer Academic Camp. These changes will be made only after the academic day is completed.

## **AFTERNOON STUDY HALL**

Afternoon study hall is assigned daily to those students who do not complete their assignments that day. These students are expected to report to the Loyola classroom building at 2:30 p.m. The study hall will last for the first 45 minutes of the second activity period. Students may be required to stay longer than 45 minutes if they are behind in more than one class.

Once progress reports are distributed, students in academic jeopardy will be assigned to Afternoon Study Hall for the remainder of the summer session. This is done to insure that every effort is made by the school and the student to succeed.

## **QUIET TIME**

Quiet time occurs weeknights after study hall from 9:45 p.m. until 10:15 p.m. This is time for the students to relax, eat, listen to their music and prepare for bed. Students are required to remain on their own dorm floor during this time. It is during this time that each student must take care of all bathroom needs in preparation for lights out. Students will not be allowed to use the bathroom after Quiet Time, as by this time the students should already be in their rooms getting ready for bed.

## **STUDY HALL**

One of the most important parts of the academic program at St. Thomas More School is the evening study hall. It is an organized and disciplined time period that allows students to prepare homework assignments and school reports. It is meant to insure that students are always prepared academically. To this end, there are several rules that students must follow:

- All students must be in the dormitory by 7:00 p.m. so that you may get all of the necessary materials by the time study begins. This includes books, assignments, and supplies. Students should also use the bathrooms prior to 7:15 p.m.
- Students are not allowed to leave their floor once study hall begins. Study starts at 7:15 p.m. promptly, and is in session until 9:45 p.m. The only valid reason for leaving study hall is a pass received beforehand for individual work with a teacher. Parents and students should not plan phone calls during study hall.
- Students must sit at their desks involved with serious academic work. This is not a time for writing letters, reading magazines, etc. Radios and stereos are not allowed once study has begun. Any disturbance is a serious offense.
- Students are monitored for positive behavior during study hall, including punctuality, effective use of time, consistent effort, and controlled behavior.
- Students may not work in groups during study hall. It is recommended that the students use the Quiet Time as a time to accomplish any group tasks.

## **STUDY HALL SUGGESTIONS**

Teachers are on duty during study hall to help you. As long as the floor is functioning in a

library-like state of quiet, they can move from room to room helping you with your assignments. Take advantage of this opportunity to work with your teachers. And remember, disruptive behavior makes it harder for the teacher to continue helping students.

Prior to study hall, you must have taken care of the following:

- All study items must be at your immediate disposal, such as pens, pencils, rulers, calculators, etc.
- Know what assignments have to be completed and have an assignment book prepared to keep track of the work.
- Budget your time so that you know how much time you need to devote to each task.
- Remove all external distractions from the desk top. The only materials on the desk should be those for studying.
- Make sure that ventilation and lighting are adequate.
- Take care of all personal hygiene needs.
- Mentally prepare yourself for study hall. Know your attention span and plan to work within it. Work hard within your attention span and then rest briefly for one or two minutes before resuming study. Continue this ritual throughout the entire period.
- When your assignments are completed, review the work you have done, even when you are an "A" student. You can also use the time to preview the next day's work.

Students are not allowed to stay up after Lights Out to complete assignments. Eventually you will learn to estimate the amount of homework you have, and realize that you sometimes have to start earlier. But when you find yourself out of time, the solution is to set your alarm earlier, and get back to work when your mind is fresh.

Our final goal is to get our students to be organized and responsible and to utilize those study habits necessary for success. Students who internalize these skills now will have academic success in the future.

## **DISCIPLINARY REGULATIONS**

Most Summer Academic Camp students are quick to adjust to the way of life demanded of them and to their new responsibilities to themselves and their community. They understand the importance of leading a legal, moral, and ethical life. Hopefully, the following information will be unnecessary to you. But if a student breaks our rules, he will be subject to definite consequences. This section outlines the consequences of failing to act responsibly.

### **HONESTY AND INTEGRITY**

Stealing and vandalism are dishonest and immoral behaviors which our students and staff must work together to eliminate in our community. This behavior is not tolerated at St. Thomas More School. We expect our students to show complete respect for themselves, others, and the facility. It is our goal to eliminate these issues in the community. We look to the cooperation and leadership of our students to be examples for each other.

### **LIGHTS OUT POLICY**

Lights out begins at 10:30 p.m. Sunday through Friday and at 11:00 p.m. on Saturday. This is in effect until 6:00 a.m. the next morning. Any student found in violation of this policy for the first time will receive on-campus community service (for hours to be determined by the Dean of Students) and placed on probation for the remainder of the Summer Academic Camp. Subsequent violations of this policy will receive escalated consequences up to external suspension from school. The following are considered violations of the Lights Out Policy:

- Being off the floor where the student lives.
- Being in another student's room, or hosting a student from another room. Both the resident and the visitor will be held in violation.
- Gathering in the hallway or bathroom with other students.
- Using the phone after lights out.
- Being found in the hallway fully clothed after lights out.
- Being up and out of the dorm.

Excuses such as being unable to use the bathroom on your own floor, getting fresh air, or using the phone for an important call or any other reasons are violations. Asking someone a question, getting a CD, stopping by a room, or coming into the hall to see what is going on also violates the policy.

### **EARLY BED**

Students may receive Early Bed during the week for certain rule violations. When a student receives Early Bed, he will have five minutes at the end of nightly study hall to prepare for bed and he forfeits the remainder of his quiet time. At 9:50 p.m., the student must be in his own dorm room with the lights out and in bed for the night. Students may receive Early Bed for the following infractions:

- Late to Class: First Period.
- Disruptive Behavior During Study Hall.
- Late to Morning Medication.
- Room Unprepared for Room Inspection (Note: Must Clean Room First, then Complete Early Bed).
- Poorly Completed Dorm Job (Note: Must Complete Dorm Job First, then Complete Early Bed).

## **DISCIPLINARY HOURS**

Students may receive Detention Hours during the week for certain rule infractions. Infractions that are more serious will result in multiple Hours. Any faculty member can recommend the assignment of Hours; however, all decisions are ultimately made by the Dean of Students. ***HOURS WILL BE SERVED FROM 2:30 TO 3:30 P.M. DAILY. ONCE COMPLETED, STUDENTS MUST ATTEND THEIR CHOICE ACTIVITY.*** DETENTION will be served at 3:30 if the student is assigned to afternoon study hall. Students may receive detention hours for the following:

- Dress code violation.
- Misconduct in the dormitory.
- Improper judgment (discourteous, belligerent, or thoughtless behavior).
- Inappropriate behavior.
- Any action that the administration deems not conforming to the St. Thomas More School way of life.

## **MAJOR INFRACTIONS**

The St. Thomas More School norms of conduct are based on two premises: First, that every student has the right to protection of his personal property, the physical integrity of the facilities and the right to live in an atmosphere that is conducive to personal growth and development. Second, that every student has the responsibility to protect and preserve these rights for others. Since no list of norms can cover every situation, the administration of St. Thomas More School presumes that common sense, mature judgment, and fundamental Christian charity are the guides by which every St. Thomas More student should measure his actions.

The following is a list of major infractions. Note that any major infraction will be dealt with seriously, potentially resulting in dismissal.

- Possession or use of drugs and related paraphernalia or alcohol.
- Hazing or bullying.
- Theft, vandalism, and destruction of personal property.
- Gaining unauthorized access to another student's dormitory room or school building.
- Gross insubordination.
- Leaving campus without permission.
- Smoking in the dormitory.
- Cheating, plagiarism.
- Lying.
- Any action deemed serious enough or chronic enough by the Dean of Students.

## **CAFETERIA DUTY**

Students may receive work detail in the cafeteria for certain rule infractions. Students who receive this detail must work one hour in the cafeteria and must first check in with the Administrator on Duty.

## **ON-CAMPUS COMMUNITY SERVICE**

Students may receive on-campus community service for more serious rule infractions. Community service is typically served from 2:30 to 4:00 p.m. daily. Hours can range from one to six,

depending on the severity of the infraction. The community service project will be assigned by the Dean of Students, the Director of the Summer Academic Camp and/or the Administrator on Duty.

### **TOBACCO POLICY**

Smoking is allowed on campus for students in grades 10 and above, but only in the smoking area and only with written permission from his parents. The smoking area is clearly marked behind the Benedict's dormitory. **Smoking in the dormitories or any other school building is grounds for SEVERE disciplinary action.** Students with smoking permission will be issued a smoking card. This card must be with you in the smoking area. In the event a student loses his card, another one will be issued at a cost of \$5.00.

The hours the smoking area is open are:

Monday-Friday	7:00 to 7:55 a.m. 12:05 to 12:55 p.m. 4:00 to 6:55 p.m.
Saturday	12:05 to 10:25 p.m.
Sunday	8:00 a.m. to 6:45 p.m.

- Any student in the smoking area without smoking permission is in violation of the tobacco policy, whether the student is smoking or not.
- At no time is chewing tobacco or dip allowed on campus.
- For students who violate the smoking policy, the following are the consequences:
  1. First Offense: Six hours of on-campus community service.
  2. Second Offense: Possible Suspension.
  3. Third Offense: The student may be asked to leave school.

### **DRUG AND ALCOHOL POLICY**

St. Thomas More School recognizes the health risks and dangers associated with the use of unlawful and illicit drugs, mind-altering substances, and/or alcohol. The school also recognizes that the misuse of over-the-counter medications endangers the health and safety of the students. The abuse of unlawful and illicit drugs, mind-altering substances, and/or alcohol is a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency and the quality of our educational program. The risks associated with drug and/or alcohol abuse include impaired judgment, deterioration of the organs of the body and addiction. These conditions subsequently inhibit students from performing to their fullest natural ability.

The primary purpose of the St. Thomas More Drug and Alcohol Policy is to protect the welfare of our students, faculty and staff and to ensure a safe educational environment.

While not mandatory, the School Counselor is available for any student who is interested in addressing his substance abuse issue. For any student who proactively seeks help for a substance abuse issue, the school will work (within its capabilities) to help the student address his concern.

St. Thomas More School reserves the right to test any student for the presence of drugs and/or alcohol while enrolled in the Summer Academic Camp. Further, it is expected that our students refrain from using drugs and/or alcohol while school is not in session. The school considers the following to be violations of our Drug and Alcohol Policy:

- Possession of drugs and/or alcohol.

- Possession of drug paraphernalia (including packaging materials), regardless of a drug test.
- Being in the presence of others who are abusing drugs and/or alcohol.
- A positive test is considered a violation of the Drug and Alcohol Policy.
- Refusal to submit to a drug and/or alcohol test.

An administrative decision will be made for any violation of the school's Drug and Alcohol Policy. At the very minimum, the student will be suspended for a period of time (to be determined by the Dean of Students). Students who violate this policy during the summer and return in the fall will be mandated to attend the Drug and Alcohol Program.

Dealing, distributing and/or selling drugs and/or alcohol is considered a major violation of the disciplinary code and will be dealt with swiftly and decisively. Consequences for this type of behavior may include dismissal from school and involvement of the local authorities.

### **SUSPENSION FROM SUMMER ACADEMIC CAMP**

Suspension from school is a very serious form of disciplinary action. Students are responsible for getting the work made up, but they will be allowed to make up any tests or quizzes that were given during their suspension, at the discretion of the teacher and Dean of Students. All suspensions include an at-home community service requirement, with the total hours to be determined by the Dean of Students' office.

### **DISCIPLINARY PROBATION**

A student may be placed on disciplinary probation for the violation of a major infraction or a series of minor infractions. The probation is a self-explanatory contractual agreement that is signed by the student, the parent, and a school official. It represents an attempt to modify a particular aspect of a student's behavior. Should a student or parent refuse to agree to the terms of the probation, or fail to abide by them, St. Thomas More School reserves the right to deny that student continued enrollment, as that refusal constitutes an unwillingness to recognize and abide by the stated disciplinary policies of the school.

### **EXPULSION FROM SUMMER ACADEMIC CAMP**

A student who is expelled from school loses the right for further academic evaluation effective the day of expulsion. The school assumes no responsibility, moral, ethical, religious or academic, for further evaluation once a student is expelled from school. Expulsions are noted on the permanent transcript.

NOTE: For those infractions or offenses that are of such a nature that they cannot be classified, the school administration reserves the right, the authority and the responsibility to discipline any student whose behavior interferes with the instructional program, fellow students and/or the routine operation of St. Thomas More School.

### **APPEALS**

Students or families seeking reconsideration of a disciplinary decision must do so in writing to the Director of the Summer Academic Camp. Your appeal must be received by the School within one

week of the decision. The letter should state reasons for requesting an appeal. Students and/or parents may appeal a decision only under the most compelling circumstances. (For example: New information is brought forward that was not available during the hearing or decision, or a gross procedural error has occurred.)

### **ST. THOMAS MORE SCHOOL AND THE LAW**

Any unlawful act taking place on school grounds or off campus on a school sponsored trip not only makes the student subject to the penalties the legal authorities impose but also makes the student subject to immediate expulsion from St. Thomas More School. The school's disciplinary procedures are not contingent upon the response of the legal authorities. The school will accept no responsibility for a student who becomes involved with the legal authorities. It is understood that all communications, correspondence, and dealings with the authorities will take place between the parent or guardian and the authorities.

### **MANDATORY REPORTING STATUS**

Connecticut State Law requires educators to report any instances where the school has reasonable cause to believe that child abuse or child neglect is occurring. The school will comply with all laws governing the welfare of children.

## SUMMER ACADEMIC CAMP DAILY

### **MONDAY THROUGH FRIDAY**

7:20 a.m. - 8:00 a.m.	Breakfast
8:05 a.m. - 8:25 a.m.	Room Inspection
8:25 a.m. - 9:35 a.m.	Period 1
9:40 a.m. - 10:50 a.m.	Period 2
10:55 a.m.- 12:05 p.m.	Period 3
12:05 p.m. - 12:25 p.m.	Extra Help Period (Advisors on Wednesday)
12:30 p.m.- 12:55 p.m.	Bookstore Open
12:15 p.m. - 12:55 p.m.	Lunch
1:05 p.m.	Afternoon Muster
1:20 p.m. - 2:20 p.m.	Intramural League
2:30 p.m. - 4:00 p.m.	Choice Activity Period / <b>Afternoon Study Hall ./ Detention</b>
5:00 p.m. - 6:00 p.m.	Dinner
7:00 p.m.	On Floors for Study
7:15 p.m. - 9:45 p.m.	Study Hall
9:45 p.m. - 10:15 p.m.	Quiet Time on Floors
10:30 p.m.	Lights Out

*Wednesdays follow the same schedule except that the trips will leave after Afternoon Muster.*

### **SATURDAY SCHEDULE**

7:20 a.m. - 8:00 a.m.	Breakfast
8:05 a.m. - 8:25 a.m.	Room Inspection
8:25 a.m. - 9:35 a.m.	Period 1
9:40 a.m. - 10:50 a.m.	Period 2
10:55 a.m.- 12:05 p.m.	Period 3
12:05 p.m. - 12:45 p.m.	Lunch
1:00 p.m.	Afternoon Muster
4:30 p.m.	Mass
5:00 p.m.- 5:45 p.m.	Dinner
6:00 p.m.	Depart to Movies
11:00 p.m.	Lights Out

*Note: The entire Summer Academic Camp is off campus on Sundays, therefore no one can return before 6:00 p.m.*

## HANDBOOK AGREEMENT FORM

**St. Thomas More School  
Summer Academic Camp 2009**

- **In signing this form, you agree to the terms, conditions, and policies of the St. Thomas More Academic Camp.**
- **You also agree to abide by all school rules and polices stated in the Parent/Student Handbook, and all other implicit rules and regulations.**
- **You agree to, and understand, the St. Thomas More School Academic Honesty Policy.**
- **You acknowledge that you have gone over all the information in the Parent/Student Handbook with your advisor.**

**Student's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attention: Advisors**

**Please collect this form from your advisees and return it to the Summer Camp Director's office as soon as possible.**