



SAINT THOMAS THE APOSTLE SCHOOL

The Catholic School of Bloomfield

October 16, 2020

Memo: **Face Mask Disciplinary Suspension Notice**

Dear Parents/Guardians:

As of today, October 14, 2020, Saint Thomas the Apostle School will be enforcing a face mask disciplinary suspension policy. All students, faculty, and staff must wear their masks properly while on school grounds. This means the mask must be worn covering face and nose, must be worn entering school, during school, and exiting the building. We ask both students and parents/guardians to have properly fitting masks. Masks are not to be removed until **ALL** individuals are in their vehicles at drop off and pick up.

The faculty/staff will issue a verbal warning to any student not following the face mask policy. If a student is advised a second time of the policy, they will receive a written disciplinary notice to be signed by the parents/guardians. If a student is warned a **third** time, the student will receive an out-of-school suspension for five days. During this time of suspension, we ask the parents/guardians to enforce wearing a face mask properly and explain the importance of wearing a mask.

This new policy is for the safety of **ALL** the students, faculty, and staff. I thank you for your cooperation in advance.

Please sign below that you have read and understand the new policy and return it by Monday, October 19, 2020.

Sincerely,

Mr. Michael Petrillo, M.Ed.
Principal

Face Mask Disciplinary Suspension Policy (Please return by Monday, October 19, 2020)

Parent/Guardian Signature

Date

Name of Student/Students

Grade/Grades