



2020-2021 STUDENT – PARENT HANDBOOK

REFER TO HEALTH AND WELLNESS COVID-19 DOCUMENTS
FOR ADDENDUM TO REGULAR PROCEDURES ON OUR WEBSITE

MISSION, PHILOSOPHY AND GOALS

MISSION STATEMENT

THE MISSION OF SAINT THERESA CATHOLIC SCHOOL, A MINISTRY OF SAINT THERESA PARISH, IS TO HELP PREPARE STUDENTS SPIRITUALLY, ACADEMICALLY, AND SOCIALLY TO ASSUME RESPONSIBLE AND PRODUCTIVE ROLES IN SOCIETY WHILE LIVING OUT THE VALUES OF THE GOSPEL.

WE ACHIEVE THIS MISSION THROUGH THE APPLICATION OF SOUND EDUCATIONAL PRACTICES WITHIN THE FRAMEWORK OF CATHOLIC CHRISTIAN VALUES:

- We are strengthened by the Holy Spirit.
- We give witness to the Commandments of God in all that we do.
- We integrate the values and example of Jesus Christ into our daily living.
- We articulate the truths of the Catholic Church which enlighten us and shape our freedom.
- We acknowledge that Jesus Christ is the decisive answer to our many questions.
- We provide programs which are progressive and Christ-centered.
- We embrace spiritual and moral formation in the Roman Catholic tradition as the foundation for academic excellence.
- We foster collaboration between the teacher and the parent as vital to student development.
- We encourage self-discipline, self-esteem and self-motivation as key components of spiritual and academic excellence.
- We commit to the formation of a community of faith among students, faculty and parents.

PHILOSOPHY

The Community of Saint Theresa Catholic School, with the parent as primary educator, is dedicated to providing an educational process devoted to the School of the whole child in a Christ-centered, Catholic environment. This process provides opportunities for students to become motivated and disciplined in the pursuit of academic excellence according to their individual potential. Saint Theresa Catholic School encourages spiritual and moral formation, as well as encouraging an appreciation for the arts, promoting physical well-being, respect for each member of the school community, and recognizing the dignity of all human life. Our goal, as facilitators of learning, is to nurture, educate, and prepare students who can assume responsible roles in a global society while living out the values of the Gospel.

MASS

The Eucharist is the “source and summit” of all that we are. It is the focal point of our Christian community and our weekly opportunity to be renewed by the Word of God and the Body and Blood of Christ in union with the Church throughout the world.

Participation in the weekly all-school Mass on Wednesdays does not dispense from the obligation of celebrating the Sunday Mass with the wider Catholic community. Please take this obligation seriously, since you have chosen to be part of a Catholic School. May God bless us as we grow together in faith, hope and love!

STUDENT LEARNING EXPECTATIONS

A Saint Theresa Catholic School Student is:

An active Catholic Witness who:

- participates reverently at liturgies and prayer services
- demonstrates basic knowledge of the foundations of the faith, Church teachings and traditions
- exhibits gospel values by showing respect for God, self, others and all creation
- demonstrates a spirit of stewardship within church, school, and community.

A responsible citizen who:

- accepts responsibility for his or her actions
- practices cooperation, courtesy, and respect
- demonstrates respect for self, others, and the environment.
- works cooperatively with others to reach a common goal
- expresses personal opinions in a respectful manner.

An active learner who:

- demonstrates active listening skills
- practices self-discipline skills as developed through DWP
- shows proficiency in essential skills as defined in the diocesan and state standards
- demonstrates the ability to use a variety of tools for learning in an ethical and appropriate manner
- participates in physical education and the fine arts.

ADMISSIONS TO SAINT THERESA CATHOLIC SCHOOL

Admission to Saint Theresa Catholic School is for students aged 3 through completion of 8th grade.

Application to Saint Theresa Catholic School should be preceded by careful consideration of the best possible “match” between family values and school programming. Saint Theresa Catholic School encourages questions and discussions as the decision to apply is discerned. Tours are offered during the school year, and may be arranged through the admissions office. Once an informed decision to apply is made, the admissions office can assist in completing the online application process.

Those not of the Catholic faith must understand that the traditions, church teachings, and beliefs of the Roman Catholic Church are espoused, practiced and taught throughout the day.

Admission decisions are made by Saint Theresa Catholic School on a case-by-case basis after review of

- the student’s academic record
- disciplinary record, applicable
- interviews, and admission screening (testing).

The sole criteria for acceptance is a high probability of the student’s success in acclimating to the rigors of Saint Theresa Catholic School’s educational environment and conforming to the mission of the school.

When faced with more applicants than openings at each grade level, applications are considered utilizing the following priorities:

- Out of area families transferring from Catholic Schools
- Siblings of currently enrolled students
- Children of Saint Theresa Parish families
- Children of families practicing the Catholic faith

Students applying to Saint Theresa Catholic School with identified or suspected learning disabilities must arrange through the admissions office an evaluation of the specific circumstances. Saint Theresa Catholic School welcomes the opportunity to serve all students who, with proper support, can be successful.

After services are identified, a Student support Plan (SSP) will be written that clearly identifies the responsibilities of the student, parents and school to provide the support needed. If testing and evaluation services are required to fully understand the student’s abilities and needs, either a public school “Child Find” evaluation or a private neuro-psychological evaluation may be required for admission consideration. School administration and admissions office will advise parents regarding the process and procedures of the evaluation process with the goal of best preparing an enrolled student for success at Saint Theresa Catholic School.

A request for a review of the decision may be made to the Principal with a follow up meeting to discuss the review. The Principal is responsible for making final admission decisions. Appeal of the Principal’s decision should be directed to the Pastor of Saint Theresa Catholic Church.

ACADEMIC POLICIES

DISCLOSURE AND ACKNOWLEDGMENT OF RISKS OF SCHOOL PARTICIPATION

All parents and guardians must understand that there is always some potential for injury and illness inherent in such all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing the recommendations of the Centers for Disease Control and Prevention (CDC), Arizona Department of Education, and state and local health authorities in light of the unique needs and circumstances of the School community, and in order to allow for in-person learning while protecting students, teachers, administrators, and staff and helping slow the spread of COVID-19. While the CDC and health authorities state that these efforts help lower the risk of COVID-19 exposure and spread during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School in person, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards associated with their children's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. All parents and guardians understand that their children will be associating with, teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through their children's participation in activities at school. By allowing their children to attend the School in person, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire COVID-19, and that COVID-19 may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School in person, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of illness or tests positive for COVID-19. Furthermore, parents and guardians will not send a child to School or School functions if the child is sick, has COVID-19 symptoms, or has been in close contact with someone who shows symptoms of or has been diagnosed with COVID-19 until after a 14 day exposure period has been exhausted for the child with no symptoms. By allowing their children to attend the School in person, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff and help slow the spread of COVID-19.

**OUR HEALTH AND WELLNESS IN CHRIST COVID-19 DOCUMENTS FOR
ADDENDUM TO REGULAR PROCEDURES CAN BE FOUND ON OUR
WEBSITE. PLEASE REFER FOR UPDATED PROTOCOLS.**

DISTANCE LEARNING PROTOCOL

OBJECTIVE

This Distance Learning Protocol (DLP) is an expansion from our original DLP, launched last spring 2020, in response to the COVID pandemic and Arizona school closures. The DLP will be utilized in August for the **2020-2021 school year**.

We seek to provide our students with as much **developmentally appropriate live instruction** as possible, while also providing students the **opportunity to connect with their teacher and school community**, virtually.

- We received valuable input and suggestions from our families, faculty, administration, and staff and was considered in this update.
- We have given much consideration to our varying grade levels, K- 8th, with an intentional focus on various age group's individual needs, ability, and stamina.
- We have built-in timeframes for our younger learners to rotate into small live learning groups, while other students work on a task independently at home or view recorded instructional videos.
- Our older students will transition virtually throughout the day to each class period.
- Additionally, we believe this model will keep our students engaged academically as well as continue to support their spiritual, social, and emotional needs. We hope that you see our commitment to your child's formation, spiritually, and academically.

LEARNING PLATFORMS

All classroom teachers will post weekly information pertaining to their class on their classroom website for a one-stop information hub and minimize the number of emails to parents.

- ❖ **Grades 4-8 will continue to utilize Google Classroom as their primary instructional platform**
- ❖ **Grades K-3 will use age-appropriate applications**
 - **Including but not limited to Seesaw, Flipgrid, and Zoom, to name a few.**

FOR ALL STUDENTS

Prayer, pledge, and morning announcements will be held virtually every morning. Attendance will be taken during this time, followed by "Live Homeroom" instruction.

- Weekly school Mass will be held virtually every *Wednesday at 8:30*. Attendance will be taken on Wednesdays after Mass at the start of the first "Live Homeroom" instruction.
- A lunch break is scheduled each day.
- Teachers will establish daily, live virtual office hours for 30 minutes during the afternoons.

INSTRUCTIONAL DAY SCHEDULES

We have scheduled the instructional day and created schedules for the following:

- Kindergarten through Third Grade
- Fourth through Sixth Grade
- Seventh and Eighth Grade

CURRICULUM

Saint Theresa Catholic School and Little Flower Early Childhood Center have a solid basic academic program including instruction in religion, English, mathematics, reading, spelling, science, social studies, computer literacy, physical education, Spanish, and fine arts. Diocesan Curriculum Standards are met and/or exceeded in academic areas.

ACADEMIC STANDARDS

HOMEWORK

One of the basic skills a student must acquire is the ability to study. Suggested daily homework time:

K-3	15 to 45 minutes
4-6	45 to 90 minutes
7-8	1 to 2 hours

Homework is an essential part of the Saint Theresa Catholic School academic program. A reasonable amount of homework, according to grade level, is assigned every day. These assignments are not always written. Study, reading, and memory work are frequently assigned. It is advisable that parents look over their children's written work to see that it is completed neatly and legibly and to assess their knowledge of "study" assignments.

In grades K-8, students are responsible for recording assignments in their school provided agendas and parents are encouraged to review them nightly.

Students need to contribute to the learning environment by being prepared for class. Parents will be informed if students are not prepared. Beginning in third grade a Classroom Participation Notice (CPN) will be sent electronically to parent email addresses. Teachers may elect to also send a duplicate hard copy to provide additional notice through the student. Homework faxed to the school office will not be accepted.

CLASS PREPARATION NOTIFICATION (CPN) CYCLE

A Class Preparation Notification (CPN) is a means of communication from the teacher to the parents.

1. Student is not prepared for class:

- Student is assigned a CPN identifying the lack of preparation and communication to the parent(s) is prepared.
- Students should note missing work in their agenda.
- Student returns the missing assignment the next day. Full credit will not be given for late work. To prevent an overwhelming accumulation of late assignments, no credit may be given for work

not received by the second day. However, the need to practice skills by completing assignments continues and parents should insure the student is proficient in the skills originally assigned.

2. Student will meet with the teacher to fill out a Student Action Plan after 4 (on the 5th) CPNs per quarter.

- Student will follow an action plan.

After 7 CPN's (on the 8th) in a quarter, the administration will be notified of the serious lack of preparation by the student. Additional measures will be imposed to assist parents with ensuring work is completed as assigned, including but not limited to restrictions from participating in extracurricular activities and mandated participation in after school study programs at an additional fee.

Excessive homework deficiencies may place students on Academic Probation.

REPORTING STUDENTS' PROGRESS

Report cards are issued 4 times a year to those who are current with tuition payments and fees. Parent conferences are held with all parents who are current with tuition payments and fees at the end of the first quarter. Further conferences are held as needed. Parents who wish a conference at any time should send a note directly to the teacher(s) concerned, or e-mail the teacher(s) to schedule a conference time. K-8 teachers will post grades online for parents to review. Grades will be posted every two weeks. Long term assignments or projects may take longer to post.

Each student earns the recorded grade. Teachers however, will give of their time to help students be successful.

The grading scales used at Saint Theresa Catholic School for grades K - 8 are:

Grades 1-8

Grades K

94-100%	A	Excellent		O	Outstanding
85-93%	B	Above Average		S	Satisfactory
75-84%	C	Average		I	Improving
65-74%	D	Below Average		N	Needs Improvement
Below 65%	F	Not Passing		U	Unsatisfactory
				BL	Below Grade Level
				T	Taught

Note: Alphabetic grades are noted on report cards for all subjects / classes in grades 1 – 6 and all resource subjects in grades 6-8. Numeric percentage grades are noted on report cards for all major subjects in grades 7 & 8.

Preschool is not graded on the above scales. Instead, the following marks are used:

C	Consistent
I	Improving
B	Beginning
S	Satisfactory (Specials Only)

The religion grade reflects the knowledge and skills mastered by the student in this subject. Participation in prayers and Mass will affect the final religion grade.

HONOR ROLL AND AWARDS

An Honor Roll is assembled at the end of each quarter.

- **First Honors** are awarded to students in grades 3-8 who have earned an A in each core subject, as well as, an A or a B in each non-core area or elective classes.
- **Honors** are awarded to students in grades 3-8 who have earned a B or better in all core, non-core, and elective classes.
- Students may be removed from the honor roll as a consequence of cheating or plagiarism.

The Saint Theresa Award is earned annually by students in grades K-8. This award will be given to two students per homeroom who have met the following criteria **STUDENT LEARNING EXPECTATIONS** (PG.2).

Students who have received Office Referrals for any of the “Big Three Serious Behaviors” are not eligible to receive the St. Theresa Award for that quarter or at the end of the year. Additional awards are given to graduating eighth graders at the end of the school year.

REPORTING TO NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the student.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a current copy of the court order. If no court order is available, a copy of the custody section of the divorce decree will suffice.

The school asks that non-custodial parents who wish to attend parent-teacher conferences do so at the same time as the custodial parent. Two separate conferences put an added burden on the teacher and the student.

STANDARDIZED TESTING

Grades 2-8 students are given the Iowa Test of Basic Skills. In addition, students in grades 4 and 7 take the Cognitive Abilities Test. ITBS results are given to parents/guardians.

The ITBS is given each year in the fall semester per Diocesan testing window to assess where a student is at in his/her learning, in comparison with other students in the school and across the country, who are at the same age. The Diocese of Phoenix administers this test in all of its elementary schools to enable teachers to understand the individual learning of each child. A general expectation is that every year, each child would grow in his/her knowledge by one year, in each area tested. However, teachers at St. Theresa Catholic School teaches students at a higher academic level than the individual grade level. Therefore, our goal is to expect all students to test above grade level.

ACADEMIC PROBATION

A student who does not maintain a minimum standard of 1.8 GPA in core subjects and a grade of “C” or better in all other classes, or has a failing grade (F) in any subject will be referred to the office to be placed on Academic Probation. Excessive homework deficiencies may place students on Academic Probation.

If a student is placed on Academic Probation, parents will be notified, and he/she is not eligible for extracurricular activities – including Student Council, NJHS, sports, and field trips, which include CIMI and Sky-Y (unless permission is granted by the teacher and administration for a specific trip). A conference may be held with student, parent(s), teacher(s), and an administrator to determine appropriate interventions.

ACADEMIC PROMOTION

A student is promoted each year, based on the recommendation of the teacher, the principal, student's earned grades, behavior, and readiness for the next grade level. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical and moral, as well as academic development of the student.

RETENTION OF STUDENTS

Students with an end-of-year final grade below passing for core subjects will not be promoted to the next grade level without a Student Support Plan (SSP) prior to promotion to the next grade level. An indication of performance in the skill area being remediated must be presented a week before the start of the new year. If the student does not present this evidence, retention will be assumed and the student will repeat the grade level.

Students with an end-of-year final grade below passing in two major subjects or a major subject plus two non-major subjects will not be promoted to the next grade. An educational evaluation is required, as well as agreement on a Student Support Plan that addresses the issues identified for poor performance. Retention in the same grade is not to be considered a student failure, as there are many reasons for non-mastery of grade level skills. It is the purpose of the educational evaluation and student support plan (SSP) to identify and address those reasons to better prepare students for future academic success.

A child may be retained if the school believes it is in the best interest of that student. If the teacher and principal believe that retention is a possibility, the case is discussed with parents by the beginning of the second semester. A student may only be retained once.

SPECIAL EDUCATION

As a Catholic Institution, we believe that every child who wants a Catholic Education deserves a Christ-centered, Catholic environment in which to learn.

The issues and needs of a Special Education student are brought to the principal and the team of parents, teachers, administration, public school interventionists, and at times the pastor to make decisions about the placement of the child in the school.

If STCS does not have the identified resources to maximize the academic and social success of a student, STCS will recommend that parents take advantage of the many special educational services offered by the public schools or more specialized private schools.

GRADUATION REQUIREMENTS

Students must meet attendance requirements and earn passing grades in each core subject to receive a diploma.

Diplomas/records may be withheld until students or their parents satisfy their educational, financial and disciplinary obligations to the school. Participation in graduation exercises is a privilege, not a right.

- A. Graduation Exercises – Graduation exercises should be kept appropriately simple and shall take place preferably no earlier than one week preceding the closure of the school year.
- B. Obligations –Educational, financial and disciplinary obligations should be met prior to graduation
- C. Students Not Graduating – Parents of a student who is in danger of not graduating are to be notified in writing as soon as reasonably possible, but at least prior to final examinations. In some circumstances a certificate of attendance may be given in lieu of a diploma.
- D. Exclusion From Graduation Exercises – A student may be excluded from participation in the graduation exercises for reasonable cause even if he/she is not denied a diploma. This decision is determined by the administrator in consultation with the pastor and/or the superintendent of schools.

TRANSPORTATION PROCEDURES

BUS SERVICE

Due to state regulations, only students in Kindergarten through eighth grade who are registered bus riders may ride the bus.

- Bus service is available at an additional cost.
- As in the case of tuition, bus payments must be current in order to receive report cards.
- Bus service is provided at centrally located stops.
- Any questions/problems related to the bus service should be directed to the School Office
- Riders are picked-up on the morning routes so all students can arrive at school before 7:55 am.
- Each bus leaves school grounds at 3:05pm.
- This allows for the safety of students during busy parking lot times of the day.
- Students are to remain seated at all times when the bus is in motion.
- The students are under the authority of and directly responsible to the bus driver.
- The bus rider regulations are provided at the beginning of the year.
- If a student who ordinarily rides the bus home plans to leave school by another means, he/she must have written permission from the parent or guardian advising the teacher and the School Office of the change.
- Bus riders are to bring written permission if they are to remain on campus after dismissal. Following Safe Environment guidelines, all students are to be under the care of an adult while on campus.

BUS PROTOCOL FOR STUDENT BEHAVIOR

If students behave inappropriately while riding the bus the following will occur:

Bus Driver will:

1. **First Offense:** Issue the student a “red” slip and have the student sign the log book. If the occurrence happens on the morning route, the bus driver has the option of giving the “red” slip to the student when he/she returns for the afternoon ride. A “red” slip must go home to parents the day of the incident. The “red” slip should be returned to the bus driver the next day with the parent’s signature. The “red” slip will be filed and kept by the bus driver.

2. **Second Offense:** Issue the student a “red” slip which must be signed by the parents and returned to the bus driver the next day, and have the student sign the log book. The bus driver will write an Office Referral slip and submit it and both “red” slips to the Office. Administration will be informed of bus misconduct and temporary or permanent loss of bus privileges could be administered as a consequence.

PEDESTRIAN AND VEHICULAR TRAFFIC ON CAMPUS

Drivers of vehicles near our campus are to respect the school zone speed limit of 15 mph. **The entire campus is a “NO CELL PHONE ZONE” for drivers of moving vehicles.** Extra caution and reduced speed is required in the parking areas, particularly at drop-off and pick-up times. Observe all restrictions for fire lane, no parking and handicap parking zones. Remember, the parking areas are used by parishioners, non-school staff and visitors as well as school families during the school day. Do not block the rectory driveway (southwest of the central gate) as this would block priests having to exit for emergency hospital calls, etc. Please be considerate and courteous at all times when driving on campus – remember, you are setting an example for your child(ren).

During the school day, visitors to the school park in the north (Thomas Road) parking lot come to the school pedestrian gate, where they contact the school office by intercom and are given access through the security gate. Visitors then proceed to the north breezeway entrance to the school offices, where they check in with the school receptionist. **FOR THE SAFETY AND WELFARE OF OUR STUDENTS, ALL VISITORS ARE TO SIGN-IN AT THE SCHOOL OFFICE.**

Students at drop-off use the southeast breezeway entrance to the school Quad. When moving about campus, students are to stay in designated walk areas (breezeways, sidewalks or “blue zones”) or follow specific directions of their teacher. Students and families are not to use the sidewalks or ramp near the rectory garage (north of the junior high wing), as this is an active driveway for priests and maintenance vehicles.

Parents will park and pick-up students at their classroom door, at the dismissal bell.

BICYCLES

All bicycles must be locked while parked on the school grounds. The school strongly discourages parents from allowing students under third grade to ride bikes to school. The use of bicycle helmets is required.

- Students are expected to walk, not to ride, any form of transportation on campus including but not limited to bicycles, skateboards, roller-blades, or scooters.
- The use of helmets is required.
- No gasoline powered motorized student transportation is allowed on campus.

STUDENT DROP-OFF AND PICK-UP

DROP-OFF

Parents bringing children to Extended Care, Preschool, Pre-Kindergarten, or Kindergarten should park in the north parking lot. The pedestrian gate will be open at 7:00 a.m.

Hold your child’s hand at all times while walking through the parking lot and be sure to walk within the “blue line” at all times during the school day to avoid vehicles in the area.

Cars dropping off in the East parking lot should pull as far forward as possible. Students will exit the vehicle from the right side into the safety zone area, and then proceed to their classrooms through the Southeast gate entrance.

If parents have older siblings in school, they may also park in the north parking lot and walk all children to their classrooms and Early Childhood Center area.

PICK-UP

Parents picking up their children from Extended Care, Preschool, Pre-Kindergarten, or Kindergarten may park in the north parking lot and proceed through the school pedestrian gate which will be unlocked from 2:55 p.m. until 6:00 p.m. **Parents/Guardians must sign their child out before leaving the Preschool or Extended Care.**

Use caution while walking through the area. Hold your child’s hand at all times and be sure to walk within the “blue line” at all times for safety reasons.

If preschool students have older siblings in school, parents may park in the north parking lot and pick-up their preschool child(ren) first from the classroom at dismissal time, then proceed using the “blue line” to the sibling pick-up area outside the school office to pick-up their older sibling(s). **No students will walk unattended to/from the Preschool and Extended Care area and the classroom/ramada area.**

COMMUNICATION PROCEDURES WITH SCHOOL AND TEACHERS

The school does 95% of its communication using the RenWeb Program. Weekly newsletters, emails, Parent Alert phone calls, and text messages are sent through this system. Teachers do not have a voice mailbox. Telephone messages will be given to teachers the same day they are received.

You will find that the teachers prefer for you to contact them by email, which allows them to return your email through email or a telephone call. Please allow the teacher 48 hours to respond.

If you believe that your situation has not been resolved after speaking with that teacher and/or staff member, then take your concern to the principal. If you find that there continues to be an issue after talking with the principal, then it is time to take your concern to the pastor. Through the use of these steps, issues can be addressed in the most effective and respectful manner.

DISCIPLINE

RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> ● Be courteous and responsive to faculty, staff members, visitors, and each other. ● Listen to and follow directions of teachers, staff, and supervisors. ● Respect school property, others’ property, and your own. ● Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ● Be rude. Ignore people. ● Ignore the requests of supervisors. ● Damaging or vandalizing objects, stealing, gum chewing ● Use normal objects in harmful ways. ● Touching others in inappropriate ways. ● Copy other’s work. Give your work to

<ul style="list-style-type: none"> ● Do your own work. ● Own up to your mistakes. Be truthful. ● Use kind words. 	<p>another to copy..</p> <ul style="list-style-type: none"> ● Blame others. Lie. ● Use inappropriate language. Gossip.
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RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> ● Arrive at school promptly. ● Be prepared to learn. ● Return school communications promptly ● Use a quiet/classroom voice in school. ● Walk quietly in the halls. ● Respond appropriately. ● Be helpful to teachers and peers. ● Hand in carefully done assignments on time. ● Participate in class. ● Display a positive attitude. 	<ul style="list-style-type: none"> ● Come to school late. ● Forget your supplies, books, etc. ● Turn in school communications late and/or incomplete. ● Use a loud/disruptive voice. ● Run or be disruptive in the hallway. ● Be disrespectful. ● Ignore needs of others. ● Incomplete, messy and/or late work. ● Refuse to participate. ● Be negative, grumpy or moody.

RULE #3: FOLLOW ALL SCHOOL AND CLASSROOM PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> ● Always be courteous, respectful and use manners. ● Follow the uniform policy. ● Take care of your school uniform. ● Use playground equipment appropriately. ● No use of electronic devices during school hours and activities without permission. ● Leave toys at home. ● Keep desk/locker clean and organized. 	<ul style="list-style-type: none"> ● Use a loud voice, being out of your seat, and leaving a mess. ● Be out of uniform. ● Dirty clothing or clothing in need of repair. ● Use playground equipment in an unsafe manner. ● Use electronic devices during school hours and activities without permission. ● Have toys at school.(i.e., Laser pens) ● Have a messy, unorganized desk/locker.

These rules apply to all school activities on school property including Extended Care and the busses. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules. The school will not be responsible for lost, stolen, or damaged personal items.

CLASSROOM DISCIPLINE CYCLE

MINOR INCIDENTS are addressed in the classroom whenever possible. Each teacher has established a classroom management plan to assist students to follow the rules on a daily basis. The classroom management plan will be presented to students and parents at the start of the school year.

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

Is in physical or psychological danger or puts another in danger.

Is abusive in tone, gesture, or word.

Displays out of control behavior.

Has exhausted all possible attempts by the teacher to help the student become a productive member. Documentation indicates more help is needed.

“The Big Three” Serious Behaviors (Not Inclusive)

<i>Physical/psychological danger</i>	<i>Severe disrespectful/abusive</i>	<i>Out of control/unreasonable</i>
<ul style="list-style-type: none"> ● Fighting, rough play and/or throwing objects that could harm self, others, or property ● Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property ● Physical or psychological threats, intimidation, force or injury ● Leaving the grounds without permission ● Gang mentality/affiliation ● Using normal objects in a dangerous way 	<ul style="list-style-type: none"> ● Harassment of any kind ● Any unwanted behavior that makes others feel unsafe or uncomfortable ● Intimidation/bullying ● Disrespect after repeated correction ● Profanity/unkind language ● Vandalism ● Invasion of privacy ● Forgery/falsification of records ● Stealing ● Cheating,(a “0” will be given, they may not receive Honors, they may be removed from NJHS, Student Council, any extra-curricular activities, etc. and/or suspension or expulsion. ● Plagiarism- same as for cheating ● Illegal/harassing use of email, photo, text messages or internet in or out of school 	<ul style="list-style-type: none"> ● Willful misbehavior toward a teacher, school personnel or volunteer ● Unable, incapable or unwilling to listen or follow instructions ● Repeated violations of classroom rules ● Repeated violation of dress code ● Use of electronic equipment, including cell phones, during the school day or during school activities without permission of the teacher, supervisor, or coach.

Immediate action – Adult-imposed consequence – No debate

- a) Immediate removal from the group
- b) Guidance: One-to-one conversation between student and adult at designated time
- c) Conference: Meeting of student’s legal guardian(s) and school personnel
- d) Special attention time: Extended conference with teacher/student or administrator to make a plan to do restitution and remediation
- e) Rearrangement of school schedule: In-school suspension or time-out
- f) Restriction of activities: Privileges may be taken away. Extracurricular or normal activities may be restricted for a period of time.
- g) Legal or criminal action: Depending upon the nature of the infraction.
- h) Fine imposed: See section “Vandalism.”
- i) Cheating: the act of deceiving somebody for personal advantage; breaking the rules in a game, examination, or contest, in an attempt to gain an unfair advantage.
- j) Plagiarism: the process of copying another person's idea or written work and claiming it as original or as your own.
- k) Students who have received Office Referrals for any of the Big Three Serious Behaviors are not eligible to receive academic awards for that quarter or at the end of the year.

If possible, the adult who removed the student will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal’s office and a four step discipline cycle will be set in motion. Actions that can be considered bullying behavior will be kept on file to help determine appropriate consequences for any repeated incidents.

SCHOOLWIDE DISCIPLINE CYCLE

A student may be placed at any step at the principal’s discretion depending upon the seriousness of the situation.

STEP ONE

The student will be sent to the office with a referral form. The top part of the form will be completed by the adult who is sending the student to the office.

- 1) The student will meet with a school administrator or designee.
- 2) Together they will complete the bottom half of the referral form.
- 3) The student will inform the parent of the incident by phone or note. The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency MOVE?
- 4) The student will be held accountable for the plan developed.
- 5) The school administrator or designee will confer with the referring staff member.

If a school administrator is not available in the office at the time of the incident, 1) a designee will be informed of the incident; 2) a copy of the referral form will be made for a school administrator; and 3) a school administrator will carry out the above procedures as soon as possible.

STEP TWO

If a student is sent to an administrator a second time within a designated time period or in a case where the administrator determines the action warrants starting at step two:

- 1) The student will meet again with the school administrator or designee.
- 2) The student will again notify their parent(s) by phone or note. The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.
- 3) A conference with the teacher, parent, student, and school administrator will be scheduled.
- 4) A contract will be drawn up listing actions that will be taken by each participant in the conference.
- 5) A date to review the contract will be determined.
- 6) The School Wide Discipline Cycle will be reviewed with the parent(s).

While on Step Two or Step Three, students will not be eligible for extracurricular activities—including Student Council, NJHS, sports and field trips including CIMI and Sky-Y (unless permission is granted by the teacher and administration for a specific trip). Depending on the seriousness of these issues the student may be removed from any of these organizations permanently.

STEP THREE

If a student is sent to a school administrator a third time within the designated time period or in extreme cases when the administrator determines the seriousness of the action warrants starting at Step Three:

- 1) The student will meet again with the school administrator or designee.
- 2) The student notifies his/her parent by phone or note that a suspension of up to three days has been earned. The length, type (in-school or out-of-school) will be determined by the administrator.
- 3) A conference with the teacher(s), parent(s), student, and the administrator, or designee, to write a plan with measurement for progress to assist the student in developing self-control.
- 4) A recommendation may be made to have the family visit with a counselor or other specialist.
- 5) The student will be responsible to complete school work missed including alternative assignments, during the period of suspension, to the satisfaction of the teacher. The privilege of making up a test, lab, or quiz may be denied, by an administrator, if it is given during the suspension. Grades may be affected. Full credit may not be given for all assignments.
- 6) A probationary time period to monitor and review progress will be set once he/she is ready to return to class.

While on Step Two or Step Three, students will not be eligible for extracurricular activities – including Student Council, NJHS, sports and field trips including CIMI and Sky-Y (unless permission is granted by the teacher and administration for a specific trip). Depending on the seriousness of these issues the student may be removed from any of these organizations permanently.

When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR

The principal will recommend an alternative school.

- 1) The decision for required withdrawal rests with the principal.
- 2) If required withdrawal is the decision, the student's parent will be notified in writing. The reason(s) for the dismissal will be given, and the right to request a hearing will be explained. The student will not attend school or school functions during the appeal process.
- 3) The required withdrawal may be reconsidered by the principal when a written request for a special hearing is made by the parent.

Serious infractions such as possession of drugs or weapons, or severe physical or moral conduct could result in an immediate move to Step Four of this cycle.

Please see the DWP Framework and Chart at the end of this Handbook.

STUDENT CODE OF CONDUCT

St. Theresa students are expected to be an Active Catholic Witness who exhibits gospel values by showing respect for God and all creation.

As a Responsible Citizen they should accept responsibility for their actions. It is expected that they will practice cooperation, courtesy and respect in the classroom, the lunchroom, the playground, the hallways, when at home and in their words, action and use of technology.

HARASSMENT

Saint Theresa Catholic School and the Diocese of Phoenix will not tolerate and prohibits harassment (physical, verbal – spoken or written – emotional, or sexual) of its students, teachers, and staff by any person and in any form. This includes but is not limited to bullying, cyber-bullying, violence or threats of violence. These are serious matters, and when known, will be dealt with immediately.

St. Theresa School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy is as follows:

1. To promote a Catholic educational environment in which harassment is not tolerated.
2. To take positive action to prevent harassment from occurring through a well communicated and clear policy.
3. To inform students, parents, faculty, staff and of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

HARASSMENT DEFINED

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality. Harassment can occur any time during school or during school-related activities, or at home. It can be initiated at home and impact the school environment. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- *Verbal Harassment:* Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
- *Visual Harassment:* Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- *Physical Harassment:* Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play.
- *Sexual Harassment:* Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. She or he should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

St. Theresa Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

Saint Theresa Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual, whether at school or from home, are taken very seriously. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal, or designee, investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or withdrawal.

ANTI-BULLYING POLICY

Definition (updated August, 2016): Any aggressive and unwanted behavior by a student or group of students that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict. {adapted from Va. Code Ann. 22.1-276.01}

The goal of our anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. Bullying prevention begins with the willingness to communicate clearly about the concerns and issues. We also must learn to distinguish the difference between normal social ups and downs, negative behaviors such as meanness and rudeness, and actual bullying as defined above. Together, we can maintain a safe environment for all and practice the skills necessary for positive relationships within our school community.

The following steps will be taken when dealing with bullying incidents:

1. Whenever possible, any incidents which may constitute bullying should be immediately reported to the teacher/staff member in charge at the time of the incident. The teacher/staff member in charge at the time of the incident will deal with those involved.
2. Other teachers that deal with the same students will be made aware of any bullying incidents.
3. Continued and continual harassment or bullying may result in expulsion from school.

In addition to the above steps, our anti-bullying policy depends on the following:

Teachers and Staff:

1. Remain alert to signs of bullying and act promptly and firmly against it.
2. **Report incidents of bullying** to the principal, or designee, or teacher(s) in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
3. Offer support and encouragement to students being bullied, including notifying parents, principal and/or support staff as needed.
4. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Parents:

1. Should report concerns of bullying behavior to their child/ren's teacher(s) as soon as possible following the incident(s). **If concerns are not handled sufficiently a report should be made to the principal** or designee.
2. Should support the school's anti-bullying policy and actively encourage their child/ren to avoid bullying behavior.

Students:

1. Are to report incidents of bullying, which they witness, to the teacher in charge at the time of the incident, or to another staff member as soon as possible after the incident(s).
2. Whenever possible, should stand up for the student(s) being bullied and should refrain from joining in the bullying behavior.
3. Treat all people with respect and dignity as expected of each of our students.

All reports of bullying concerns will be handled seriously and promptly by the teachers, staff and/or administration. Records will be filed of all reports received during the school year. Appropriate confidentiality will be maintained in order to protect all individuals involved in the matter.

Suggested Ways of Reporting Bullying:

Students:

- Tell the teacher, Aide, or another adult that you have something to tell them that you don't want any friends to hear.
- Walk with the person to an area where you can talk privately.
- Write a note to your teacher and drop it on her desk, for her to look at later.
- Ask your teacher to let you go to the office to talk with an administrator.
- Students who are older might want to send an email to the teacher.

Parents:

- Make your child(ren)'s teacher aware of what is happening each time it happens.
- Document each incident.
- If the bullying continues, make the principal aware of what is happening.
- Do it now! Do not wait until the end of the year.

SOCIAL MEDIA

Engagement in any and all social media may result in disciplinary action if the content of the student's account includes defamatory comments regarding the school, faculty, other students or the parish.

Parents are cautioned to be aware of the online sites visited by their children. Predators make contact with their victims via computer.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

Saint Theresa Catholic School reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

CHILD ABUSE POLICY

Any school official or employee who has cause to know or suspect that a child has been subjected to abuse or neglect will immediately report it to the principal or designee. The employee will report or cause a report to be made to Child Protective Services. Law enforcement will also be notified if the alleged abuse is physical or sexual, as required by law.

It is not the responsibility of the school official or employee to prove abuse or neglect. The reporting person is immune from liability that might otherwise be incurred.

DRESS CODE

Preschool and Pre-Kindergarten

GIRLS

<i>Saint Theresa Unisex Polo [Red] Short/Long Sleeve with school crest/logo</i>	<i>Saint Theresa Plaid Jumper or Skirt *Shorts are required underneath</i>	<i>Saint Theresa Girls Bike Shorts OR Saint Theresa Black Mesh Gym Shorts</i>	<i>Girls Tights [Black or White] OR Girls Socks [Black or White]</i>	<i>All black, white or grey sneakers.</i>
	<i>Unisex Youth Elastic Short [Navy]</i>		<i>Girls Socks [Black or White]</i>	<i>All black, white or grey sneakers.</i>
<i>Saint Theresa Jersey Polo Dress [red] with school crest/logo</i>		<i>Saint Theresa Girls Bike Shorts OR Saint Theresa Black Mesh Gym Shorts</i>	<i>Girls Tights [Black or White] OR Girls Socks [Black or White]</i>	<i>All black, white or grey sneakers.</i>

BOYS

<i>Saint Theresa Unisex Polo [Red] Short/Long Sleeve with school crest/logo</i>	<i>Elastic or Flat Front [Navy] Shorts or Pants</i>	<i>Boys Socks [Black or White]</i>	<i>All black, white or grey sneakers.</i>
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Kindergarten

GIRLS

<i>Saint Theresa Unisex Polo [Red] Short/Long Sleeve with school crest/logo</i>	<i>Saint Theresa Plaid Jumper or Skirt *Shorts are required underneath OR Unisex Youth Elastic Short [Navy]</i>	<i>Saint Theresa Girls Bike Shorts OR Saint Theresa Black Mesh Gym Shorts</i>	<i>Girls Tights [Black or White] OR Girls Socks [Black or White]</i>	<i>All black, white or grey sneakers.</i>
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BOYS

Saint Theresa Unisex Polo
[Red] Short/Long Sleeve
with school crest/logo

Flat Front Pants/Shorts
[Navy] Twill

Boys Socks [Black or
White]

All black, white or grey
sneakers.

First Grade - Second Grade

GIRLS

Saint Theresa Unisex
Polo [Red]
Short/Long Sleeve
*with school crest/
logo*

Saint Theresa Plaid
Jumper or Skirt
*Shorts are required
underneath
OR
Saint Theresa Girls
Flat Front Shorts
Navy Twill

Saint Theresa Girls
Bike Shorts
OR
Saint Theresa Black
Mesh Gym Shorts

Girls Tights [Black or
White] **OR**
Girls Socks [Black or
White]

All black, white or
grey sneakers.

BOYS

Saint Theresa Unisex Polo
[Red] Short/Long Sleeve
with school crest/logo

Flat Front Pants/Shorts
[Navy] Twill

Boys Socks [Black or
White]

All black, white or grey
sneakers.

Third Grade - Eighth Grade

GIRLS

Saint Theresa Unisex
Polo [Red]
Short/Long Sleeve
*with school crest/
logo*

Saint Theresa Plaid
Skirt
*Shorts are required
underneath
OR
Saint Theresa Girls
Flat Front Shorts
Navy Twill

Saint Theresa Girls
Bike Shorts
OR
Saint Theresa Black
Mesh Gym Shorts

Girls Tights [Black or
White]
OR
Girls Socks [Black or
White]

All black, white or
grey sneakers.

BOYS

Saint Theresa Unisex Polo
 [Red] Short /Long Sleeve
 with school crest/logo

Flat Front Pants/Shorts
 [Navy] Twill

Boys Socks [Black or
 White]

All black, white or grey
 sneakers.

Notes:

- Any over garment sold by Anton Uniforms with the Saint Theresa Logo [Navy] may be worn with the above options: cardigans, fleece, sweatshirts.
 - Only these over garments may be worn during class as uniform items.
- Any STCS red shirt or navy jacket from past years is acceptable.
- Footwear must be all **black, white or grey sneakers**. Small manufacturers logos are permitted, however, no contrasting stripes, laces, eyelets or other adornments. Soles may be of another neutral color, i.e., white soles on a black sneaker.
- In addition to the permitted uniforms, a dress code is in force.

<i>Looks Like</i>	<i>Doesn't Look Like</i>
<ul style="list-style-type: none"> ● Uniform – clean and in good condition ● Uniform – appropriate size ● Shirts fully tucked in ● Skirts/skorts/shorts – 3 inches or less from the middle of the knee to the hem line ● Shorts/pants/skirts worn at waist ● Uniform sweatshirts only ● Socks – plain, white or black above the shoe line ● Shoes – enclosing entire foot, laces tightly tied ● Hair – natural, not colored or highlighted, no extensions ● Hair neatly combed ● Boys – hair no longer than top of collar, cut above ears and eyebrows ● Girls - no nail polish (colored, natural, clear, etc.) ● Clean and healthy appearance 	<ul style="list-style-type: none"> ● Dirty, worn, torn, faded ● Too big, too small ● Hanging out or folded under ● Too short, rolled up ● Worn below the waist or at the hips. ● Backless/toeless shoes, loose shoes ● Wearing non-uniform sweatshirts ● Colored, highlighted or extensions hair ● Tousled, unkempt, spiked hair ● Hair below collar, over ears and in eyes, extreme styles ● Makeup and fingernail polish (includes all, clear, natural or color polishes) ● Dirty hair, dirty face, body, markings on skin, body odor ● Bringing or using sprays of any kind

FREE DRESS DAY

Non-uniform (free dress) days are a privilege for our school students.

On non-uniform days, students must remember that they must still follow a dress code. As always, modesty is mandatory. The administration and faculty reserve the right to judge what is appropriate and safe. If non-uniform dress is considered inappropriate, infractions will result in loss of the non-uniform privilege for a specified period of time and a parent/guardian will be called to bring in a uniform. The student will not be allowed in class until in compliance with the code.

The following are non-uniform day regulations:

- Jeans, slacks, shorts, capri pants, and dresses must be clean and with no holes.
- Pants may not be over-sized or baggy.
- All shorts and dresses must conform to uniform length.
- Students are not to wear biker shorts, cut-offs/frayed edge clothing, clothing with inappropriate slogans, etc., tank tops, midriff shirts, spaghetti strap tops, tube tops, clothing which exposes undergarments, hip hugging pants (leggings/yoga pants) and sandals—strapless or otherwise.
- Athletic shoes are to be worn always.
- On campus after school hours, the non-uniform dress code still applies.
- A shirt with logos that portrays material that is considered unacceptable by the staff is not allowed.

EXTENDED CARE

Extended Care and Preschool services are licensed by, and meet all standards established by the State of Arizona Health Services, Bureau of Child Care Licensure and the Child Care Facility Rules and Regulations Bureau of Health Services, Child Care Facilities.

After School Care Program

Serving students from Pre-School - Eighth Grade. The program includes:

Bridge Hour – 3:00 pm – 4:00 pm

PM Program – 3:00 pm – 6:00 pm

Early Dismissal Fridays – 1:20 pm – 6:00 pm

Saint Theresa after school care is provided by Innovation Learning. A parent link to online registration is found on the school's website.

Before School Care

Morning care is offered at an additional charge from 7:00 AM to 7:45 AM. Students may be dropped off at 7:00 AM and will be dismissed to classes at 7:45 AM. Parents may enroll students in the morning care program on the first day of use.

Due to the increase in minimum wage requirements, the morning care program will follow the following fee schedule:

Daily rate (any part of the time from 7:00 AM to 7:45 AM) is \$3.00.

Weekly rate (for any 5 day week) is \$12.00.

Signing in students to morning care will result in a charge billed through the student's FACTS agreement and account.

STUDENT ACTIVITIES

All students participating in co-curricular activities and community outreach must follow the guidelines set forth by the moderator in consultation with the Principal.

STUDENT COUNCIL (GRADES 4 THROUGH 8)

The purpose of the Saint Theresa Catholic School Student council is

1. To improve the school, school programs and student life.
2. To provide democratic school government through representation and participation of the student body in school affairs.
3. To establish standards of leadership, citizenship, school spirit, and honor based on school pride and service to others.
4. All Council activities must be approved by the school administration.

Qualifications for candidates for office include:

1. Must have a 2.8 or better GPA
2. Must have no Level 2 disciplinary Actions in 7th grade
3. Must have no excessive absences or tardies
4. Must have no Office Referrals due to excessive lunch detentions, CPN's or Dress Code Violations.

Eighth grade Representatives may choose to serve. Qualifications are:

1. Must have a 2.5 GPA average (Report Card/Progress Report)
2. Must have a C or better in all subjects
3. Must have no excessive absences or tardies
4. Must have no Office Referrals due to excessive lunch detentions, CPN's or Dress Code Violations

Classroom representatives are elected by home room election in August. Qualifications are the same as those for eighth grade representatives. Candidates will complete a permission slip and parents, homeroom teacher and candidate will sign the slip.

Removal from Office

A. Reasons for removal

1. No participation as listed in Section III of the Constitution and By-Laws
2. Suspension or expulsion from school
3. Required GPA for any quarter is not met
4. Required Satisfactory marking in conduct in each quarter

B. Removal process

1. One 5-week probation period will be given by advisors to improve grades or conduct. Homeroom teacher will be notified.
2. Advisors will re-evaluate at the end of probation period
3. Student, homeroom teacher, and principal will be notified if student has not improved after probation period
4. Alternate will be notified if replacement is necessary

C. Absences

1. A member is allowed a maximum of three unexcused absences
2. All excused absences must be approved by an advisor prior to the absence
3. When more than three absences have been accumulated, he/she will be removed from his/her position, and the alternate shall assume duties.

The entire copy of the Student Council constitution and By –Laws may be attained from the advisors.

NATIONAL JUNIOR HONOR SOCIETY (GRADES 6 THROUGH 8)

Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, citizenship and character.

Students in grades 6, 7 and 8 are considered for membership after the first semester based on their grade point average. Students in 6th grade must have a GPA of 3.8 or higher; students in 7th grade must have a cumulative GPA of 3.65 or higher, and students in 8th grade must have a cumulative GPA of 3.5 or higher to be eligible for membership. Students must fill out an application and be approved by the faculty council. Once selected, all members must maintain a GPA of 3.5 or higher and follow all by laws.

The National Junior Honor Society offers tutoring for Saint Theresa Catholic School students once a week after school for all grade levels. Proceeds from the tutoring are donated to charity.

RELIGIOUS ACTIVITIES

- Prepare for Mass, lectoring, greeting, writing and reading petitions
- Advent Prayer Service
- Devotional Activities such as the Rosary, May Crowning, Stations of the Cross
- Lenten observances
- Opportunities to receive the Sacrament of Reconciliation (Confession)
- Meditations
- Participation in daily classroom prayers
- Grade level retreats
- Daily religious education
- School-wide morning prayer and Friday closing prayer
- Assisting Catholic charitable organizations

All students of Saint Theresa Catholic School, regardless of religious affiliation, participate in the religious life of our Catholic School community according to the guidelines of the Roman Catholic Church.

COMMUNITY OUTREACH

- Collections for the needy
- Saint Vincent de Paul
- Verde Villas Outreach
- Adopt-A-Family
- Nursing Home or homebound Outreach
- School Sponsored Outreach

DIRECT SERVICE TO THE SCHOOL

- Student service projects
- Helping at the Fall Festival or other PTO-sponsored events
- Classroom partnering

EXTRA-CURRICULAR ACTIVITIES

(Fees may be charged to participate in extra-curricular activities)

- Study Hall
- Spelling Bees in English and Spanish
- National Geographic Bee
- National Junior Honor Society (Gr. 6-8)
- Scouts
- Catalina Island Marine Institute (Gr. 7)
- Sky-Y (Grade 8)
- Enrichment Activities
- Trip to Washington D.C. (Gr. 7-8)
- Choir
- Sports
- Student Council (Gr. 4-8)
- Spring Musical

SPORTS PROGRAM / ATHLETICS (GR. 5-8)

- Girls' sports: Grades 5, 6, 7, and 8 may include volleyball, basketball, softball, and track.
- Boys' sports: Grades 5, 6, 7, and 8 may include football, basketball, baseball, and track.

A fee will be charged to participate in extracurricular sports programs. PE uniforms must be worn for all practices. Students, coaches, and parents must abide by Saint Theresa Catholic School policies.

EXTRA CURRICULAR ELIGIBILITY

- Any student participating in any extracurricular activity must maintain a minimum grade of a "C" in all subjects that receive a letter grade.

- If a student receives 3 lunch detentions in one sports' season, the athlete will be suspended for two games, including tournament play.
- If a student receives 5 lunch detentions in one sports' season, the athlete will be dismissed from the team.

Any student who is not participating, but is attending an after-school sporting event, must be in the direct supervision of an adult. Unsupervised students at games or practices will be sent to Extended Care and parents will be charged accordingly.

FIELD TRIPS

The school-provided form for written permission in advance, signed by the parent or guardian is required for all students attending a field trip. A student who has not demonstrated responsible behavior may not be allowed to participate on a field trip. When the school bus is used for transportation, students will be charged a nominal fee to cover the expense of running the bus. Field Trip forms may be found on the Parents' Web of the RenWeb Program.

Students who are not participating in field trips (either voluntarily or as a consequence of behavior) are not to attend school for the period of time the other students are on the field trip.

Preschool and Pre-Kindergarten students do not take off campus field trips. Visits to other parts of the campus that are outside the Preschool's licensed area require field trip permission forms to be initiated and signed by each child's parent/guardian.

HEALTH / MEDICAL REGULATIONS

HEALTH SERVICES

The school health care office hours are Monday through Friday from 7:30 a.m. to 3:30 p.m. The school health care assistant is not available during holidays or summer weeks.

WELLNESS POLICY

Saint Theresa Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve full academic potential, physical and mental growth, lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The Diocese of Phoenix Catholic Schools Office has established a School Health Advisory Committee to address nutrition and physical activity issues. The committee will develop and evaluate guidelines that support a healthy school and will offer revisions to these guidelines as needed.

HEALTH RECORDS

A “Health and Emergency Information” form must be completed for each student and submitted the first week of school. Online enrollment through RenWeb includes an emergency contact and authorized pick up section that should be updated each year and as needed. The school health care assistant must have on record any chronic medical conditions of a child such as: asthma, ADD, ADHD, allergies, diabetes, epilepsy, seizures of any type, etc. All changes need to be reported immediately to the school health care assistant. If this information is accurate and up-to-date, the school staff will be better prepared to deal with any emergencies that may arise.

Immunization records are kept in the students’ permanent health files in the health care office. If a returning student did not receive any new vaccines since a copy of this record was last submitted, there is no need to include a copy of the immunization record at the time of registration. The health care assistant must have a copy of the immunization record anytime the student receives a new vaccine, regardless of the time of year. **Arizona Law (Arizona Administrative Code, Title 9, Chapter 6, Article 7, Vaccine Preventable Disease) requires that all students be immunized against certain diseases before entering school.** If your child is to be exempt from the immunization requirements, a form must be signed and returned to the school. A doctor’s signature is required if the exemption is for medical reasons. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. Parents will be responsible for any outside tutoring needed to ensure the student does not fall behind academically during this period.

MEDICAL ADMINISTRATION PROCEDURES

The Preschool and Extended Care follow the guidelines for the administration of medications as directed by the State of Arizona Health Services, Bureau of Child Care Licensure and the Child Care Facility Rules and Regulations in addition to the guidelines mentioned in this handbook. It is required that a student of the Preschool or Extended Care complete a state required medication consent form that gives permission for an authorized staff member to administer medications to students, including a signed doctor’s authorization for injections. In the case of rescue medications, i.e., Epi-pens, inhalers, antihistamines, left in the school health care office, parents will be required to supply a second set for Preschool and Extended Care students. All medication, which includes but is not limited to sunscreen, lotions, antibiotic or anti-itch cream are administered by the authorized staff member. During Extended Care hours, the Program Director or Designee will administer medications. All medications (prescription and over-the-counter) must be in their original container with the child’s name on the packaging.

Please refer to CDC #14970 (St. Theresa Roman Catholic Parish Phoenix, Saint Theresa Little Flower Preschool)

MEDICATIONS

All medications must be kept in the health care office. The following requirements apply to over-the-counter-drugs as well as prescription drugs. (Ruling: Attorney General's Office, 1977) **The school will not give medications if all requirements are not met.**

1. All medications (prescription or over-the-counter) must be provided and delivered by the parents. **Students are never to carry any medication to school.**
2. All medications (prescription or over-the-counter) must be in their original container, with pharmacy label if a prescription. Medications must not be expired.
3. There must be written permission from the parent/guardian for school personnel to administer any medication (prescription or over-the-counter). The following data must be included in this written permission statement:
 - the child's full name
 - date or dates to be given
 - time to be administered
 - instruction of dosage
 - signature of the parent/guardian.

Verbal permission to administer medications is acceptable for one day only. Signed permission must be obtained at a later time with all required data listed above. Permission forms can be found on the school website, www.stcs.us, and in the health care office.

4. In the absence of the school health care assistant, including field trips, the school administrator will designate other school personnel to administer medications to the student.
5. **Students' medications are not accessible from the health care office before 7:30 a.m. and after 3:30 p.m. Therefore, parents are responsible to provide emergency rescue medications (inhalers, EpiPens, etc.) for any before, after school activities held on campus (Extended Care, sports, Scouts, etc.) and/or any school sponsored field trips.**

HB 2229, Asthma Rescue Medication Bill allows for a pupil **who has written parental consent** to possess and self-administer handheld inhaler devices for breathing disorders and establishes exemption from civil liability for school districts and employees who, in good faith, make decisions or take actions to implement these provisions.

SB 1309, Pupils With Anaphylaxis Carry and Self-Administer Emergency Medications Bill requires school districts to adopt and enforce policies and procedures to allow pupils who have been diagnosed with anaphylaxis to carry and self-administer emergency medications while at school and school sponsored activities. Additionally, school districts and employees are immune from civil liability for all decisions made and actions taken in good faith to implement these provisions.

At the end of the year, all medications (prescription or over-the-counter) must be picked up by the parent or guardian. Any medications not picked up by the last day of school will be destroyed.

ILLNESS OR ACCIDENT

The health care office is **not equipped or properly licensed to fully evaluate and/or diagnose** ear infections, strep throat, broken bones or similar conditions. When such problems occur, the nursing staff will err on the side of safety and recommend that the student be taken for further evaluation to a facility capable of diagnosing the problem, but the final decision for further treatment will be the sole responsibility of the parents. **Injuries that require special accommodations to the dress code (i.e. flip-flops) need to be assessed by the health care assistant.**

Parents must keep their child home when sick or has any of the following conditions:

- If your child has a fever of 100 degrees F or above. A student must be fever-free without use of over-the-counter medications for 24 hours before returning to school
- Vomiting
- Diarrhea
- Redness or drainage from eye(s)
- An undiagnosed rash
- Drainage from sores
- Persistent itching of body or scalp.

Should a student become ill or have an accident at school, the following procedure will be followed:

1. The health care assistant will assess the illness or injury.
2. If necessary, the parent or legal guardian will be notified by phone.
3. If parents cannot be reached by phone, the emergency contact person will be called.
4. If parents or emergency contact person cannot be reached, the student will wait in the health care office.

If a student has any physical restrictions, he or she will sit outside in their designated lunch recess area. The teacher/aide will supervise the student during classroom recess(es). The PE teacher or classroom teacher will supervise the student during PE class.

EMERGENCIES

The health care assistant's actions are not limited by the above regulations. Students will be taken care of based on their individual assessment. In case of emergency, students should not be moved until the school health care assistant or principal, or designee, makes an assessment of the injury. Paramedics may be called and a parent/legal guardian or emergency contact person will be notified.

HEALTH SCREENING AND ASSESSMENT

Health screenings are performed by grade level based on Arizona Department of Health Services requirements and/or recommendations. **School-based health screenings are a systematic approach for identifying students with potential health problems, and do not take the place of a complete examination by a medical doctor.** If you prefer that your child not participate in a screening, please notify the health care assistant in writing prior to the month of the screening.

HUMAN REPRODUCTION

Every spring a qualified instructor presents a lesson on human reproduction to the 5th grade students. The presentation is given to boys and girls separately and parents are required to give written permission for their son or daughter to attend. Information is sent home approximately two weeks prior, and parents are welcome and encouraged to review the material before to help prepare their child. Questions regarding this lesson may be addressed to the school health care assistant.

COUNSELING

The school counselor provides individual counseling, small group counseling and classroom guidance to students enrolled at St. Theresa Catholic School. The classroom teacher can make a one-time referral to

the school counselor if there is a significant concern. The counselor is also available to meet with parents to consult and assess issues that may be affecting their child.

ATTENDANCE

ABSENCES/TARDIES

Students of compulsory school age are required to be present for daily classes. Any time a student is not in attendance, a tardy or absence will be officially documented and must be confirmed in writing by a parent or guardian.

A parent/guardian must notify the School Office if their child will be absent or tardy. If a message is not received by 9:00 a.m., the school is required to contact a parent/guardian by phone to confirm the student is safe. Parents or legal guardians of students must provide a written explanation of any absences or tardiness.

The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.

- **Teachers are not required to give assignments in advance of absences (such as vacations or trips). Teachers appropriately adjust instruction to meet classroom circumstances frequently and it is only upon return of the absent student that missed instruction and assignments can be accurately determined.**
- Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section AZ Rev15-802, subsection B, paragraph 1.
- If a student is absent ½ day or more of a school day, the student may lose the privilege to try-out for, or participate in, any extra-curricular activity that day.
- In case of an absence, a student is responsible to make up the work missed to the satisfaction of the teacher. Based on the circumstances of the absence the teacher will assign due dates and times for the missed work. Students who are absent on test days must assume the responsibility to take any missed test on the day they return to school. Only with teacher approval and a set date may test preparation time be extended. **The privilege of making up a test can be denied if a student is repeatedly absent when tests are given. Full credit may not be earned.**
- Excessive absences or tardies may have a direct effect on a student's academic performances or awards. Parents of students absent or tardy 5 or more days per quarter will be notified through email. Any student absent more than 8 school days during any quarter may not receive a grade for that quarter. The words "no grade due to absence" will be inserted in the column in place of a grade. Documented medical exceptions may be made. Students with prolonged absences may require outside academic tutoring to meet curricular requirements.
- Students will be put on a contract when they have reached 15 absences or tardies for the school year. In the case of an absence of more than one day, a student is responsible to make arrangements with the teacher to complete missed assignments in a timely manner.
- The privilege of making up a test, in-class assignments, or passing in late homework can be denied if a student is repeatedly absent. Full credit may not be earned.
- No student will be permitted to be excused from their class to attend functions of other classrooms within the school.

- Students should check RenWeb for homework, and if not posted should then contact the teacher.

TARDINESS / LEAVING EARLY

- **Seeing that all children arrive on time for school is the responsibility of each parent.**
- As an Active Catholic Witness students are expected to attend Mass with the school community, each week.
- All students should report to their classrooms no later than 7:55 a.m. and be prepared to begin when the class is scheduled to start. They will be sent to the School Office for a Late Pass and marked tardy at 8:00 AM. **Students in preschool are signed in by their parent/guardian before 7:55 a.m. each morning. They will be marked tardy at 8:00 a.m. and anytime thereafter, must obtain a Late Pass from the office.**
- For the safety of our students **ALL** students arriving before 7:40 a.m. must be dropped off at Extended Care
- School dismissal will be staggered for the 2020-2021 school year. See COVID-19 Documents for further information. This may be subject to change according to state/diocesan regulations.

LEAVING CAMPUS DURING THE SCHOOL DAY

Physician and dentist appointments should be made outside of school hours. It is recommended that parents take advantage of early dismissal time on Fridays for these appointments. If a doctor's appointment is necessary, all assigned work missed during the absence must be satisfactorily completed by the next day. **The student is responsible for seeing each teacher about work missed.**

The following procedures must be observed if a student is to leave campus during the day:

A note dated and with the student's full name, must be sent to the homeroom teacher that morning.

No student will be permitted to leave the campus alone. **An authorized adult must come to the office and sign out the child. Any person picking up the child will be expected to show a picture ID.** If the staff has any questions, they reserve the right to contact the primary guardian for verification. Please notify the school immediately if any of this information changes.

The office will contact the classroom teacher who will send the child to the office. **The student will not leave the classroom until the parent has arrived in the school office and asked for the student's release.** The adult must accompany the student off the school grounds.

Upon returning, the adult must sign the student back in at the office. An official written excuse should be provided at that time. The student must contact the teacher of each class missed to get his/her work when they return.

Parents must send a written note to their child's homeroom teacher if there is a change in that student's afternoon transportation. Please do not call the School Office as the official notification of this **change. This notification must be in writing directly from the parent to the homeroom teacher.**

ARRIVAL / DISMISSAL FOR LITTLE FLOWER PRESCHOOL

Upon arrival, parent or responsible adult will walk the child to their classroom and sign-in their child on the attendance page. The signature needs to be the **first initial and full last name** of the person checking in the student. Time of check-in is required.

At dismissal, the parent or responsible adult must come to the classroom and sign the child out on the attendance page. If someone other than the parent is picking up the child, a dated and signed note, phone call or email from the parent must be received by the teacher before dismissal, giving the name of the person picking up the child. This person should be listed on the Emergency Information and Immunization Record Card in the section labeled: authorized individuals to collect a child if the parent cannot be contacted. Preschool staff will not allow a child to go home with any person other than parent or the adult that has been authorized by parents. ID will be required to show at the door before the child is dismissed. Parents must be on time to pick the children up at the end of class.

WITHDRAWAL

Parents of students transferring to another school are to notify the school of their child's withdrawal. Before records will be forwarded to a new school, the school requests the parent to:

- Return any school property
- Pay all fees and tuition, if there is a balance due
- Complete a withdrawal form
- Complete a form for the release of records

We reserve the right to ask a student to leave the school if the requirements for academic and behavioral performance are not met. If the school were to make such a request the procedures would be the same as listed above

Liability/accident insurance information

Online Form available at:

https://www.kandkinsurance.com/sites/KKCommon/Documents/1029_KK_PA_MEDICAL_CLAIM_12-16.pdf

Note: Insured Name is Diocese of Phoenix

Policy Number FPX0000026451600/FPX0000026451700

School Advisory Board/ Parent Organizations

FUNDRAISERS AND SALES

All fundraising activities, donations, and sales by parents and/or students must have prior written approval. Prior approval by the Principal or Principal's delegate is required on any handout/publicity to be disseminated through the school community. Approval of the Pastor or Pastor's delegate is required

for any handout/publicity to be disseminated to St. Theresa parishioners apart from the school community.

FUNDRAISING AND DONATION GUIDELINES

All fundraising activities associated with, or for, the school must be submitted to the School Office no later than one month prior to the beginning of your event and are subject to approval. Further, the School Office welcomes grants, matching gifts, and donations referrals. Contact the School Office at 602.840.0010 x 205 for details.

SAFE ENVIRONMENT TRAINING

In order to participate in school activities, attend events on campus, or be in your child's classroom you are required to annually participate in Safe Environment Training. All parents **MUST** participate annually in the mandatory Safe Environment Training (SET) Seminar provided by the Roman Catholic Diocese of Phoenix.

PTO

The Parent Teacher Organization is a volunteer organization of all parents of those children registered in our school. PTO provides opportunities for parents to socialize while fundraising for the school. The members support the school. Meetings are held every other month beginning in September and are open to everyone. You will find further information about PTO activities and events in the weekly newsletter.

SCHOOL ADVISORY BOARD

The mission of the Board is to help Saint Theresa Catholic School in forming students spiritually, academically, and socially to assume responsible and productive roles in society while living out the values of the Gospel. The purpose of the Board is to advise the pastor and the Principal in matters relating to the school. The Board helps promote understanding and communication of the school's mission. They give advice on financial matters and any other matters requested by the principal or the pastor, and they form policies to further the goals of the school. Parents or parishioners who show a deep interest in and commitment to Catholic education and are willing to give of the time and energy for the betterment of Catholic Education are eligible to be Board members. The Board is composed of 7-12 members.

SAFETY PROCEDURES

DESKS AND BACKPACKS

Desks are the property of the school and may be checked for contents by authorized personnel, including the principal and teachers. They may also ask students to empty the contents of backpacks and other personal handbags when deemed necessary. The parental signature on the Family/Student Handbook Signature Page indicates permission for this to occur.

EMERGENCY DRILLS

Fire drills, lock-downs and other emergency drills are scheduled throughout the school year to provide practice and promote safety in emergency situations. Students will learn emergency procedures at the start of the school year.

LOITERING

Persons with no legitimate reason or written authorization to be on school grounds will be asked by school personnel to leave. If the person does not comply with the request, the police will be called.

SECURED HALLWAYS AND PLAYGROUND

The school gates will be secured and locked at the start of each day to help ensure the safety of our students during school hours. If your child arrives late to school, you must sign him/her in, entering the school by way of the main school office.

SECURITY

Parents and visitors are required to sign in at the Office before visiting staff or children with prior approval. Meetings must be scheduled with at least one day prior to conferencing with teachers. Whenever adults intend to go beyond the school office for volunteer work, they are asked to sign in at the Office and pick up a visitor badge/sticker. When leaving, they are to exit through the main office and sign out. **If you as a parent notice anything suspicious in the neighborhood or a dangerous situation on the campus, please bring it to the attention of a staff person.**

Students are expected to behave in a safe and orderly manner and are expected to help maintain a safe campus. Many safety procedures can be taught and reinforced at home, including safety to and from school, bicycle safety, playground safety, and procedures to follow or persons to contact in unsafe situations.

SCHOOL SAFETY

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, whether face-to face, in online chat rooms, by phone or texting, will face serious consequences. Harassment of any type is not tolerated. The principal will investigate all complaints of harassment.

Engagement in online blogs or social network sites will result in consequences if the content includes defamatory comments regarding, but not limited to, the parish, the school, staff, or families / students of Saint Theresa Catholic School.

Parents are asked to regularly review the history of the Internet sites visited by their children, as well as the text messages sent and received on cell phones. We recommend that cell phones be given to parents each evening at bedtime (and TVs removed from bedrooms) to assure that students get the amount of rest they need.

SEXUAL MISCONDUCT SESSION REQUIREMENT FOR VOLUNTEERS

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, emotional abuse of a minor is not acceptable and will not be tolerated.

Employees and volunteers while working in their scope of ministry shall:

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix Policy and Procedure for the Protection of Minors.

A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

SCHOOL POLICIES

TUITION AND FEES

In keeping with well-established tradition within the Diocese of Phoenix, discounted tuition rates are available to active, registered and participating members of Saint Theresa Parish – while another level of tuition discount is offered to active, registered and participating members of other Roman Catholic parishes. The criteria used to determine “active, registered and participating Catholic” status may vary from parish to parish.

FINANCIAL AID

Requests for tuition assistance should be made at the time of registration or re-registration for the following school year. Since financial circumstances often are unpredictable, families should not hesitate to complete all forms possible for financial aid each year. Whenever the need arises during the year, please do not hesitate to contact the admissions office.

BIRTHDAYS OR SPECIAL OCCASIONS

Birthdays or special occasion gifts for students (flowers, balloons, etc.) are not to be delivered or brought to school.

If the students (or parents) wish to provide a gift commemorating their birthday, a book donated to the class or school library, or a donation to a charity of the student's choice would be welcomed. **(No edible food treats and no lunches for the entire class.)**

Saint Theresa Catholic School requests that private party invitations are not to be distributed at school.

Children at all grade levels are deeply hurt when they are excluded from a party. Thus, party invitations may be distributed only when given to each member of a class, or to all girls or all boys of the class.

LUNCH

Optional meal service, per the nutritional guidelines of the Diocese of Phoenix Catholic Schools Office, is provided at nominal cost to students of Saint Theresa Catholic School.

Lunches are served in the outdoor school lunch area adjacent to the playing field during the moderate temperature times of the year. School Lunch is scheduled inside Father Feeney Hall when the weather is inclement or temperatures are extreme, potentially the first full day of school through October, and again in mid April through the last day of school. Because Father Feeney Hall is a shared-use facility for all ministries of Saint Theresa Parish, there will be times when other events (e.g. funeral receptions, Diocesan meetings) will take precedence over school lunch scheduled in the Hall. In those instances, appropriate alternate arrangements will be made for that day's school lunch.

Saint Theresa Catholic School and Little Flower Preschool abide by the Wellness Policy of the Diocese of Phoenix and the Arizona Department of Health Services. We are a licensed child care center that is enrolled in the Empower Program implemented by the State. If sending juice in your child's lunch, it is imperative that parents send 100% fruit juice.

SNACKS

A healthy snack which includes two of the following: protein, dairy, grain and fruit or vegetable should be sent to school daily. Water fountains provide filtered drinking water, students need to bring water bottles. Parents are asked to follow the instructions of the homeroom teacher as restrictions may be imposed in response to allergies and sensitivities.

LIBRARY

Students are assessed a daily late fine of \$0.10 per day for all overdue books to help teach responsibility for the care of library materials. Late fines accrue over weekends, holidays and vacations. Students are charged a replacement cost for damaged or lost materials. Fines are collected from the student by the librarian to reinforce the lesson of responsibility.

SUPERVISION

When parents are on campus with their child prior to or after school, the parents are responsible for their child. Children at any or all after school activities are the sole responsibility of the parents or by another adult designated by the parents. Children should not be allowed to roam the campus or to be in any unauthorized/unsupervised areas, including unsupervised classrooms. Students are expected to obey school policies while on school grounds whether under the supervision of a parent or a member of the school staff. Parents who volunteer for lunch and recess duty must uphold all school procedures.

SCHOOL PUBLICITY GUIDELINES

All publicity opportunities and inquiries are to be submitted to the School Office for approval and scheduling. All suggested publicity (print, radio, internet) is to be arranged through the School Office for media coordination.

STUDENT DIRECTORY / PICTURE INFORMATION

Before the publication of student directories by the school, permission must be secured from the parent and kept on file for the length of time the student is at the school. Directory information and permission to share directory information is self-managed through RenWeb's ParentWeb. Families are encouraged to access their family information and manage as they wish.

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information will be secured from the parents by use of a general media release.

Student pictures and information will be used in the official school yearbook. It is the parent's responsibility to notify STCS in writing if the parents wish to exclude the student's picture and information from the yearbook. For the protection of the child it is requested that homeroom teacher, yearbook advisor and office staff each receive this written notice to exclude the child's picture when publishing the school yearbook.

The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.

VANDALISM

All school facilities and equipment (including buses) are the property of Saint Theresa Roman Catholic Parish Phoenix, and have been provided for the use of all members of our parish and school communities. Respectful treatment of campus property is expected. In addition to appropriate

disciplinary action as outlined in the following sections of this Handbook, a vandalism fee of \$75.00 will be assessed to the family of any student involved in destruction or defacement of any property on the parish campus. This assessment is in addition to the actual cost to replace or repair the damage, which will be borne by the vandal's family.

TELEPHONE USE

Teachers and children may not be called from their classes to receive telephone calls. Students must have written permission from a staff person to use any phone. In case of emergency, a message may be left with the school receptionist.

Student cell phone use is forbidden during **school hours and school activities**. All cell phones must be turned off and in backpacks at all times. Individual permission may be granted for a student to use their cell phone in the presence of the teacher or staff member. At the teacher's discretion cell phones may be collected at the beginning of the day and returned at the close of the school day. Failure to comply will result in an Office Referral and the confiscation of the cell phone, which can only be retrieved by the parent.

TOBACCO, ALCOHOL AND OTHER DRUGS

All diocesan and parish schools shall promote and maintain a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in school personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, peyote, prescription, dangerous or narcotic drugs, to the principal or preschool director. The principal or preschool director shall in turn report the incident to local law enforcement. (Diocesan Policy 3-1.4.25)

REQUIRED DRUG TESTING

Diocesan and parish schools reserve the right to require drug testing of any student who is reasonably suspected of possessing or using or selling illicit drugs on or off campus, whether at a school-sponsored activity or not. (Diocesan Policy 3-1.4.26)

RANDOM DRUG TESTING

Diocesan and parish schools reserve the right to randomly test all students for the presence of illicit drugs. (Diocesan Policy 3-1.4.27)

ALCOHOL

School personnel shall not serve or consume or be under the influence of alcohol while on school premises, during the workday, while students are present. Students shall not serve alcohol on the

school campus or in connection with any school sponsored activity at any time for any reason. Schools shall not store alcohol, other than wine for sacramental purposes, on school premises. School personnel shall not permit alcohol to be served or consumed by school personnel, students, or volunteers during any school-sponsored field trip. (Diocesan Policy 3-1.4.28)

EMERGENCY PROCEDURES

Emergency drills (fire drills, lock-down drills, etc.) are practiced at Saint Theresa Catholic School on a regular basis in accordance with State of Arizona guidelines, so that our students may be reasonably prepared to respond to campus emergencies in a calm and orderly fashion.

Saint Theresa Catholic School has a Crisis Plan under separate cover that dictates procedures followed in emergencies. In case of an evacuation from campus, parents will be notified through the school "all call" system.

STUDENT ACCIDENT INSURANCE

Any student enrolled in a Diocese of Phoenix Nursery, PreSchool, Pre-Kindergarten, Kindergarten, Elementary, or Secondary School, will be provided accident insurance; while on school grounds when school is in session; while taking part in a school sponsored and supervised activity; or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the health care office.

LOCKER, DESK, AND BACKPACK CHECKS

Lockers and desks are the property of the school. Periodic checks of lockers, desks, and their contents, may be made by authorized personnel. Backpacks may also be examined by the school administrators or staff for reasonable cause. No toys may be attached to backpacks. They can be dangerous to others, may be noisy, stolen or lost, and can get tangled up with other backpacks. The school administration or staff reserves the right to examine backpacks and cell phones, as well as any other technology devices if they are on campus.

VISITORS

All school **visitors must sign in and receive a visitor tag** at the school office before proceeding to the classroom(s) or anywhere on campus. It is strongly stated that you do not enter a classroom until you have signed in at the school office and have been given permission to go to a classroom by the Administrative Assistant. **Please do not enter a room if the teacher/staff member is not present.**

WEAPONS

No person other than a law enforcement officer shall be permitted to bring a weapon of any kind onto a school campus or to any school-sponsored activity. The possession or use or threatened use of a weapon by a student on campus or at any school-sponsored activity may result in the required withdrawal of the student from the school. School personnel shall immediately report any incident involving the possession or use or threatened use of a weapon on school campus or at any school-

sponsored activity to the principal or preschool director. The principal or preschool director shall in turn report the incident to local law enforcement. (Diocesan Policy 3-1.4.29)

STATEMENT OF ACCREDITATION AND LICENSURE

Saint Theresa Catholic School is accredited by the western catholic education association (WCEA).

STATEMENT OF INSPECTION REPORTS AVAILABLE

Saint Theresa Catholic School complies with all appropriate safety inspections. Records of safety inspections are maintained in the school office.

APPENDIX FORMS AND OTHER REQUIREMENTS FOR SCHOOLS

Transportation documents are located in the Diocese of Phoenix Policies and Procedures Manual, Book 3 (Teaching Office of the Church). The Diocese of Phoenix Transportation Policy (3-1.5.04 TRANSPORTATION) can be found in the Finance section: http://dphx.org/wp-content/uploads/2016/01/Policy_3-1.5_Finance.pdf

Appendix G.5: Driver Information Form

This form is required of all volunteers and employees who will drive for any reason in association with a Catholic School (whether driving students or themselves for school related business)

Appendix G.6 Transportation of Minor Person To/From School Campus [exception form]

This form is used by parents who consent to allowing their child to be transported by a single adult driver, who do not consent to allowing their child to be transported by a single driver, or who will transport their child themselves to all activities outside of the school.

Other transportation requirements:

Each driver must completion the “**Be Smart – Drive Safe**” defensive driving online course located on the Catholic Mutual risk management website: Phoenix.CMGConnect.org

If you are a school employee and will transport any student other than your own child to or from the school campus, you must complete **Personnel Form QQ**.

Refer to the Roman Catholic Diocese of Phoenix **Norms for Driving and Transporting Passengers** documents for full details.

USE OF SCHOOL GROUNDS/FACILITIES

Any use of the school or parish facilities not regularly scheduled for school use must be approved by the Pastor. Requests for facility use by the school should be submitted to the Principal for consideration and upon acceptance will be submitted to the Pastor for approval.

CRISIS PROCEDURES

This PreSchool / Elementary School Crisis Management Plan includes identification of the Rapid Response Team, Crisis Command Center Designations, Location of all Crisis Related Records, Procedures for Initiating Crisis Response, An Evacuation Plan, A Communications Plan, and Identification of Key Personnel and Crisis Resources.

A crisis response manual is prepared and updated annually and placed in each classroom for immediate reference by adults in the classroom.

Classrooms are equipped with emergency supplies, including appropriate first aid kits.

Saint Theresa School has engaged the services of the Helios Group, a security consulting company, to coordinate the emergency planning and security reviews.

The school regularly participates in practice drills, including Fire Drills, Lock Down Drills and Emergency Response Drills to ensure that faculty, staff and students are prepared to respond to situations as announced.

In the event of an emergency response, parents are notified by email. In the very unlikely event of an emergency response, parents are asked to carefully follow instructions on how to retrieve students and respond to the emergency. Every precaution must be taken to prevent further delay of emergency services caused by well-meaning but disruptive responses by parents. Parents are asked to follow the instructions of on-site law enforcement officials. Please refrain from proceeding to school and contributing to congestion, confusion and the need for additional crowd control resources so that the safety and welfare of students can be the first priority.

PARENT EXPECTATIONS

The Catholic Church recognizes parents as the primary and principal educators of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As a foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy. Parents are encouraged to participate in the programs, which are developed for the education of their children.

CHILD ABUSE REPORTING

Procedures to Report Suspected and Alleged Abuse of a minor

- Immediately report the allegations by phone or in person to law enforcement and the Department of Child Safety, (DCS). Non-emergency reports can be made to DCS online by going to <https://dcs.az.gov/report-child-abuse>
- If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354- 2396.

When a minor discloses sexual abuse

- Listen attentively to the minor.
- Stay calm and keep the minor in a safe environment.
- Leave questioning of the child for the trained interviewer.
- Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
- When the minor is stable and secure with another adult, immediately report the allegations by phone or in person, to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://dcs.az.gov/report-child-abuse>
- If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354- 2396.

The diocese is committed to working in good faith with law enforcement and the Department of Child Safety. So as not to compromise an investigation, those who make the report shall not discuss the incident with anyone unless required to do so in conjunction with the investigation.

Updated information can be found on the Diocese of Phoenix Website.

Reporting Child Abuse information can be found at: <https://dphx.org/youth-protection/make-a-report/>

WELLNESS POLICY

Saint Theresa Catholic School strives to insure an environment conducive to wellness. Guidelines and policy followed by the school are provided as follows by the Diocese of Phoenix.

TECHNOLOGY / INTERNET USE

CELL PHONES AND OTHER COMMUNICATIONS TECHNOLOGY

THERE IS NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS.

Catholic Schools do not grant any school employee or student any right of privacy or confidentiality regarding the use of all electronic mail or messaging systems (“E-mail Systems”), all computer systems (“Computer Systems”), to include but not be limited to desktop computers, laptop or tablet computers, iPads, PDA’s, computer network, software programs and connections to the World Wide Web (“Internet”), and all telecommunications systems (“Telecom Systems”), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Communications Technology (which is defined as but is not limited to any E-mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory toward a person’s age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal law.

The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent or received on, or otherwise communication in any manner over employee-owned, student-owned, or school-owned Communications Technology operated at school or at any school-sponsored activity. (The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures. Pgs. 78-79, 11/11/2011)

STUDENT ACCESS TO INTERNET

Saint Theresa Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Theresa Catholic School owned equipment and to investigate inappropriate use of resources.

Computer Policy, Procedures, and Information

The policies, procedures and information apply to all computers used at St. Theresa Catholic School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom. Parents and students with school issued Chromebooks or iPads adhere to these procedures and review and sign a separate Acceptable Use Policy for Chromebook / iPads.

Parents and students must sign and return the Computer Participation Agreement and Student Pledge documents before access can be given on the school computers.

PRINCIPAL'S RIGHT TO AMEND

The school will notify parents/guardians of these amendments either by special letter, e-mail or by notice in the parent newsletter distributed by email. Amendments carry the same weight and importance, as does the original handbook.

The Principal of Saint Theresa Catholic School reserves the right to amend the handbook or waive a disciplinary regulation at her/his discretion in consultation with the Pastor.

Teachers, coaches, moderators, and other school officials set policies regarding their courses and activities. These policies and procedures are communicated to parents by email or letter throughout the year and are specific to the program.