

Parent/Student Handbook 2010-2011



A+ For America
CATHOLIC SCHOOLS

August 2010

Dear Parents and Students;

We are extremely proud of our children's conduct and the exceptional learning programs we offer here at St. Teresa's School. As in the past we will continue to provide students with the highest standards of academic excellence in a Catholic, family friendly atmosphere. We encourage you to visit our school and experience for yourself our commitment to teaching minds, educating hearts and forming character.

We ask that you read this handbook carefully and familiarize yourself with its contents. Remember, effective instruction requires good order and discipline. Knowing and conforming to these policies is essential for the success of your child, our school and a requirement for attendance at St. Teresa's School.

St. Teresa's School enjoys a fine reputation in the diocese and in our local community. This is due, in large measure, to the bond that exists between our school and your family.

Parents and students should understand that this handbook is a guide; however, the administration reserves the right to interpret, amend, or alter this handbook at any time. All decisions by the administration are final.

We ask for your continued cooperation and assistance as we plan, pray, and work together for the future of our students, our community, and our country.

In Christ,

Mary Lou Gamache
Principal

Litany for Teachers and Parents

May love and understanding help me.....

To respect my children and in return to be worthy of their respect.

To praise much and blame little, to emphasize their successes and minimize their failures.

To make no promises to my children that I cannot keep.

To have unbounded faith in my children to be loyal to them both at home and abroad.

To allow them the dignity of their own personalities, not trying to make them over to my own desire, to care well for my children's bodies, but not at the expense of their minds and spirit.

To be cheerful and ready to laugh because children love laughter and they love sunshine.

To have infinite patience with my children, and make allowances for them, because they have so much to learn and I, myself am not so very wise.

To protect my children from my own nerves, ill temper, personal prejudice, pessimism, and fears.

To help them to choose the life work they are best fitted for instead of gratifying through them, my personal ambition.

-Gladys Huntington Dovans

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I. Introduction

St. Teresa's School, in Our Lord Jesus Christ, is dedicated to academic excellence in the Catholic tradition.

The mission of St. Teresa's Catholic School is to educate all students in a Christian environment. We promote the value of the individual as we encourage mutual respect through our Catholic Faith and Traditions. Through active learning techniques that include critical thinking, problem solving and decision-making skills, students will be prepared to meet the challenges and opportunities of a changing multicultural society in the light of Christ's teachings.

A. Philosophy

St. Teresa's School is a Christian educational community. Our primary goal is to prepare our students spiritually, academically, physically and socially for their mission in a complex world and beyond this life for happiness with God in Heaven. We strive to develop within each student positive attitudes toward learning, enabling him/her to strive for the excellence that is within his/her reach.

Our Beliefs:

Spiritual Growth

- We believe our Catholic faith and traditions of service are an integral part of our environment in which our students grow and learn.
- We believe that our faith community, teachers, parents, and students share the responsibility for the support of the school's mission.
- We believe that each student and teacher is a unique child of God that enriches the learning and teaching environment.
- We believe that students develop best in a physically, socially, intellectually, emotional, and spiritually caring environment.

Intellectual Growth

- We believe that students from diverse backgrounds can learn, achieve, and succeed in a faith-filled school environment.
- We believe that students learn best when they are challenged by a variety of learning techniques that include critical thinking, problem solving, decision-making skills, and application of learning.
- We believe that learning activities that directly reflect developmental stages enhance learning at all levels.
- We believe that exceptional students benefit from special services and resources.
- We believe that the continuous development of curriculum and instructional practices should take into account differences in learning styles and the individual abilities of each child.

Social Growth

- We believe that personal and community growth are fostered by cooperative attitudes, responsible decision making, and mutual respect among and between students and staff.
- We believe that multicultural awareness increases student respect of different peoples and cultures.

Physical Growth

- We believe that a safe and physically comfortable environment promotes student learning.
- We believe that it is the responsibility of all stakeholders to encourage students to maintain healthy habits, and exercise that will help them develop into physically fit adults.

As Christian educators, the Principal and faculty have committed themselves to Christian values, which include:

- making sure that prayer is a part of the total school program,
- helping to establish a community of faith in the school,
- creating an atmosphere enlivened by the spirit of freedom, justice and charity,
- leading students through a caring, loving discipline to the discipleship of Christ,
- supporting parents in guiding children to maturity in faith.

St. Teresa's places emphasis on faith, as it prepares students for the changing society of the twenty-first century.

B. History of St. Teresa's School

St. Teresa's Catholic School opened its doors on September 5, 1945, at Residence Avenue with 33 students from Kindergarten through Grade Six. Within a few years, seventh and eighth grade classes were added. By 1952, the school had outgrown its original home, and the present facility at Edgewood and Maryland was constructed to house 150 students.

Continuing growth over the years necessitated two additions, one was completed in 1957 and the other in 1965. Today St. Teresa's School is a modern air-conditioned facility consisting of eighteen classrooms, a Computer Science Lab, a well equipped Media/Library Center, a Cafeteria and a Gymnasium.

St. Teresa's School is staffed by degreed and certified professionals qualified to teach in the state of Georgia and dedicated to the ideals of Catholic education. St. Teresa's School holds a dual certification; one from SACS (renewed in 2009) and the other from the FCC (renewed in 2009).

As the only Catholic school in the area, the school maintains strong relationships with the broader community by offering educational programs, which connect students with the city and county, as well as with their friends in the classrooms.

C. School Community

The aim of St. Teresa's Catholic School is to cooperate with the Church and the parents in guiding and in instructing the development of the children's God-given talents and Christian ideals. To understand the Catholic philosophy of education is to understand the Catholic philosophy of life. St. Teresa's School serves the family, the Church, the parish, and the state by helping students realize their religious and educational potential.

Pastor

The pastor is the spiritual leader of the school. As such, he offers counsel and leadership in the area of religious instruction in the school and provides opportunities for the students to have regular reception of the sacraments and spiritual care. He works with the principal as well as with

other members of the school community in promoting a Christian atmosphere in the school and in carrying out the purpose of the school.

Principal

The principal, as the administrator of the school, provides the professional leadership necessary to develop, maintain, and support the academic excellence and Christian atmosphere for which the Catholic school exists. The principal, in exercising her duties, is aware that the administration of the school depends upon the cooperation of the teachers, parents, students and the community in which she works.

Teacher

The effectiveness of a school depends greatly upon the dedication and the professional expertise of the teaching staff. Every teacher must be certified by the state of Georgia to teach specific academic subjects, and the Diocese must approve the teachers of Religion.

The teacher's primary responsibility is to help establish a faith community where every child can achieve his/her academic and spiritual potential for learning and growing.

School Board

St. Teresa's School Board develops policies in accordance with the diocesan standards, which govern St. Teresa's School. These policies are the basis of rules and regulations, which are then implemented by the principal.

St. Teresa's School Board consists of the pastor, principal, members elected by the parishioners of St. Teresa's Parish and others appointed by the pastor and the school board chairman. The school board is responsible to the parish council and meets the 2nd Wednesday of each month unless designated otherwise.

Parents

The parents of our children have the privilege and solemn obligation of educating their children. In the family, children are taught from their earliest years to have knowledge of God, to worship Him, and to love their neighbor according to the faith received in Baptism. Parents are to be commended for the sacrifices that they make to provide a Christian education.

Parent-Teacher Organization

The Parent-Teacher Organization stresses strongly the need for cooperation between the home and the school in order to preserve the high ideals and objectives of Catholic education. The PTO helps raise funds for the operation of the school. Families are automatic members when they register their students.

II. Admissions

A. Policy

St. Teresa's School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of educational policies, admissions policies, athletics, and other school administered programs.

Students entering St. Teresa's School must meet certain minimum scholastic requirements, which are established by the school administration. They must have an acceptable character, a recommendation from their previous school, and a willingness to conform to St. Teresa's philosophy of education.

New students registering will be given a placement test for Grades 2-8 and a readiness test for Grade 1. Students must also present recent grades, test scores, and two (2) letters of recommendation from their previous school before they are accepted. We will accept fax copies of records until permanent records are received.

Students entering Grade 1 must be 6 years old by September 1 of the year in which they are entering. Students requesting admission into PreK3 must be 3 years old by September 1 of the year they are entering, students requesting admission into PreK4 must be 4 years old by September 1 of the year they are entering, and students entering Kindergarten must be 5 years old by September 1 of the year they are entering. In addition, each student entering St. Teresa's School for the first time must present a Baptismal Certificate if Catholic, Birth Certificate, Immunization Certificate (GA State form #3032) and an Eye, Ear and Dental (GA State form #3300). These certificates become a part of the student's permanent record.

The order of admissions to St. Teresa's School is as follows:

1. Catholics
2. Non-Catholics

Students are admitted in order of registration within each of the above categories. Those families with other children in the school are given first preference.

Catholic classification:

1. A valid Catholic Baptismal Certificate
2. Parish registration and participation in the Parish.
3. Financial support of St. Teresa's Church on a regular basis by contributing to the Church through the weekly envelope or check in the offertory system. Special consideration may be given by the pastor to those who for some valid reason are unable to contribute financial support or service to the parish.
4. New Catholic families must be registered in the parish for a minimum of three months or must have a letter of reference from their previous pastor/church to be eligible for the Catholic tuition rate.

B. Registration Procedure

1. Students presently attending St. Teresa's School will register in January. Registrants will be required to pay a non-refundable registration fee.
2. New students (PreK3-8) will register in February. Registration will be open to Catholic families first; Non-Catholic families will register after Catholic families register.
3. Class openings will be filled at registration time on a first come and first serve basis. All registered students will have a space in the school if they meet the academic and testing requirements and adhere to the school philosophy and policies stated in the handbook. The school, through its administration, reserves the right to request that a student or parent who finds the philosophy and policies of the school unacceptable should pursue their educational needs elsewhere. When classes are filled, additional students will be placed on a waiting list.
4. Openings in classes will be filled from the waiting list according to the order of registration.
5. Students on the waiting list will be required to pay a testing fee (if applicable) and an application fee. These fees are non-refundable. The application fee of \$25.00 will be applied to the registration fee upon acceptance.

C. Fees

Tuition Payment Options

Option #1-100% Prepayment. If you satisfy 100% of your tuition obligation for the coming school year by July 1, you will be given a 3% discount off of the total tuition amount.

Option #2-50/50 Prepayment. Two payments of 50% of the total tuition amount. No discount will be given with this option. 50% payments are due July 1 and December 1.

Option #3-Monthly Payment (FACTS program). Monthly tuition payments will be automatically drafted from your checking or savings account (your choice) beginning in August. There is a \$20 annual fee per family to enroll in this program. An enrollment form and fee must be returned by June 1 to the school office. After July 1, the initial tuition payment must accompany all enrollments.

Enrollment Fees

All students in Grades PreK3-8 pay a specified enrollment fee. The enrollment fee is due on or before June 30.

7th Grade is required an additional fee for the end of the year dance.

Entering or Withdrawing During the School Year

1. Students entering school after classes begin will be charged;
 - 1) The enrollment fee and 2) the tuition for the remaining months of the school year.
2. Students withdrawing from school will be charged tuition up through the month in which they withdraw. The advanced payments are designed to hold the place for your student in St. Teresa's School and are **non-refundable**. This would include the enrollment fee. Students withdrawing prior to the end of the school year will be charged 10% of the total yearly tuition.
3. Tuition, minus the 10% withdrawal fee, will be refunded for the months remaining in the school year.

Delinquency Procedure

If all fees/tuition payments are not paid in full, records will be withheld. This applies to both transferring and withdrawing students. All tuition/fees must be paid to receive a student's report card and progress report each marking period.

D. Scholarships

1. Parish-There are several scholarships available for parish families who have demonstrated a need for financial help. A written application must be made to the pastor. Scholarships are not automatically renewed from year to year. They must be applied for annually. The deadline to apply for a scholarship is June 1.
2. Diocesan-Financial aid is available through the Diocesan school office for eligible African American and American Indian students (Catholic or non-Catholic). Notification of this assistance is given to all families who qualify by the end of the calendar year. Application must be made by the deadline the Diocesan office sets.

III. Attendance

A. General Statement

St. Teresa's School, in accordance with diocesan regulations, complies with attendance requirements established by the State of Georgia.

School hours for all grades (PreK3-8) are 7:45 A.M. to 2:45 P.M.

B. Tardiness

Students are considered tardy if they are not in their classrooms by **7:55 A.M.** If a student arrives after 7:55 A.M. he/she must enter the building through the main entrance, report to the office, and sign in. A student who arrives at least 3 hours late during one marking period will be marked absent one-half day and is not eligible for a perfect attendance certificate. A note explaining the tardiness is required from the parent. A student receiving 5 tardies in any one marking period will not receive perfect attendance for that period. Students in Grades 6, 7 and 8 who come in late, must report to the homeroom teacher before going to their assigned class.

Habitual tardiness disturbs the daily routine of the school and must be corrected by the parents. This does not include doctor or dentist appointments with an official form from the doctor or dentist office. All time missed in school due to tardies will be accumulated and counted towards absences. After 5 tardies within a marking period, a parent-student conference with the administration and teachers will be required. This policy will start over with each new marking period.

All students should be in their classroom before 7:55. Students are marked tardy if they arrive at school after 7:55. Please be aware of the importance of students arriving to school on time. Students may enter the classrooms at 7:45 and begin their morning work. Classes begin promptly after prayer at 8:00. It is difficult for students to catch up with the class or receive missed instruction if they are late to school. We respectfully request that all parents ensure that their children arrive to school in a timely manner.

C. Absences

If a child is absent, the parent or guardian must report the absence by calling the school office before 10:00 A.M. The day the child returns to school, he/she must present a note signed by the parent or guardian explaining the reason for the absence and indicating the day(s) and date(s) the child was absent. If a note is not sent in, the teacher will send home a form for the parents to sign and return.

Excused absences are the result of a student's illness, illness in the family, or a death in the family. All other absences are considered unexcused. It is the child's responsibility to find out what work was missed and make it up within 3 days.

A child must be fever free for 24 hours before returning to school. We discourage a child being brought to school who has had active nausea or diarrhea the night before or the morning of a school day.

A student absent on the day of a school dance, sport activity, or general school function, or goes home early that day due to illness, will not be allowed to attend that evening's activity.

Chronic illness and/or extended absence will require a note from a physician stating the reason or reasons for such absence.

Dental and doctor appointments during class hours are discouraged. If an appointment can only be made during school hours, a written note signed by the parent is necessary. The note must be submitted one day prior to the appointment and the child must be called for at the office and signed out. Parents may not go to the classroom for the child. All students with doctor appointments need to be picked up 30 minutes prior to dismissal.

The time that a child is absent from class due to various appointments is recorded by the classroom teacher and totaled at the end of the marking period. If the total equals one-half or a full day, it is noted as an absence on the child's report card for that period. This totaled absence is not carried over from one marking period to the next. If all totaled absences /tardies for the entire year equal three hours or more, the student will not receive a perfect attendance certificate. Student absences should not exceed 10 per semester or 20 per year.

Vacations taken during the school year are discouraged. If an emergency trip becomes necessary, a child may be taken from school provided work is made up after the student returns to school. No textbooks may be taken on trips. Upon returning to school, it is the child's responsibility to find out what work has been missed. The student must make arrangements with all teachers for the completion of missed assignments and tests within three (3) days.

D. Arrival and Dismissal Procedures - Please do not use cell phones during arrival and dismissal. This is imperative for the safety of our students.

Arrivals

All parking on the school side of Edgewood Lane will be prohibited between 7:00 A.M. and 8:15 A.M. on school mornings. All drivers dropping students (PreK4-8th grade) at St. Teresa School will approach the school by way of Gillionville Road and proceed north on Edgewood Lane. They will enter the drop-off lane (the parking area in front of the school) and proceed as far as possible before stopping to unload students. All students should exit the vehicle only on the school (right) side as quickly and orderly as possible to prevent delays. Drivers will proceed to the corner of Edgewood Lane and Maryland Drive and resume normal traffic procedures. U-turns on Edgewood Lane are prohibited. Students from grades PrK4 – 8th grade are to be unloaded by the main entrance of the school. PrK3 students are to be unloaded at the Kindergarten entrance. All parents will be directed by the designated school patrols and teachers.

After 7:55 A.M. all latecomers are to be dropped off at the main entrance only and must sign in at the school office. All students must be escorted into the office by a parent for check-in if they are tardy. Any driver with business in the school building must first drop off student passengers in the drop-off lane. They may then park on Maryland Drive and come into the school to transact their business.

In the morning, the north side parking lot entrance will be reserved for teachers, staff, and PrK3 drop off. Parents may not park in this lot in the mornings, including conference days, please park across the street. Drivers should yield the right of way to the faculty/staff vehicles entering the parking lot area. The north side parking lot is reserved for faculty and staff parking only, with the exception of PrK3 students. Students are not permitted to walk through the Teacher's Parking Lot at any time.

On mornings when it is raining heavily, drivers should continue through the drop off zone turning into the teacher's parking lot and stop at the kindergarten entrance to let children off under the covered walkway. Student patrols and teachers will direct parents.

Dismissal

All parking on the school side of Edgewood Lane is prohibited between 2:00 and 3:15 P.M. on school days. All drivers picking up students (PreK-8th grade) at St. Teresa's School will approach the school by way of Gillionville Road, and proceed north on Edgewood Lane. They will enter the drop-off lane (the parking area in front of the school), turn right into the north side parking lot, and proceed as far as possible before they stop to receive students.

All cars must have the last name and grade prominently displayed on the right (passenger side) front windshield of the vehicle.

All parents must pick up their child or children in the afternoon using the car dismissal line unless your child is a walker, bike rider, Y walker, or attends Extended Day. Parents may not walk up to the cafeteria door or PrK /Kindergarten door to pick up their children unless there is a special need that has been approved by the principal. Also, parents may no longer enter the dismissal line from Maryland Ave. Please enter Edgewood Lane from Gillionville Rd. or Parker Ave. only. This policy is in effect for the safety of your children.

Students will be dismissed from the cafeteria exit on the north side of the school. The person picking up the student(s) will follow the directions of the teachers, assistants, and school patrols that supervise the pick-up process. Students should enter the vehicles on the school (right) side as quickly and orderly as possible to prevent delays. When all students are seated with seatbelts fastened and the doors closed, the driver will exit the parking lot onto Maryland Drive and resume normal traffic procedures.

Students will be dismissed in the following order:

1. Walkers
2. Bike Riders
3. Car Riders

Please allow sufficient time for this dismissal process to take place safely. If a student goes home a different way, please notify the YMCA, Day Care, or Extended Day and his/her teacher. It is the responsibility of the parent to notify caretakers of early dismissals. Students are not permitted to ask for rides from drivers if they are walkers.

The safety of children is our main priority. All students must be off the school grounds by 3:00 P.M. unless they are involved in a club or academic function. Students not picked up by 3:00 P.M. will stay in the cafeteria. Parents must come into the cafeteria to get their child/children. Parents will be charged a \$5.00 fee for the first 15 minutes and an additional \$5.00 fee for each additional 15 minutes thereafter for supervising your child/children after dismissal. Late fee statements will be given at time of pick-up. A delay pickup will be honored only if there is an emergency and the school office is notified to that effect prior to regular dismissal time.

Students may not return to the school after 2:45 unless it is an evening function.

E. School Closing

Sometimes unusual weather conditions may cause school to be closed. Announcements of closing will be broadcast via local news media. The basic premise to be observed is that school IS open and WILL remain open unless it is specifically announced otherwise. Time missed for emergency closing may need to be made up.

NOTE: St. Teresa's School does not necessarily follow Dougherty County with regard to school closing.

IV. Code of Conduct

“Part of living involves following rules and regulations. Discipline continues to be strength of Catholic Schools. Discipline that has self-control, harmony, order, and a sense of purpose as goals for acceptable behavior described the code of conduct for the Catholic Schools” (Sparks, 1988)

A. General Statement

St. Teresa’s School expects all students and parents to conduct themselves according to standards reflected in the teachings of Jesus Christ. Consequently, it is expected that all students and parents exhibit good taste and manners in their relations with other members of the St. Teresa’s School community and St. Teresa’s guests. All students and parents must respect the rights and possessions of other persons. Students and parents are expected to maintain personal integrity and a high standard of honor. They are expected to know the regulations of the school.

St. Teresa’s students should realize that their behavior has consequences and that they must accept responsibility for that behavior. Discipline is taught in the home and carried over into the school. Without discipline, learning cannot take place. Therefore, it is important for children to know that parental authority and school authority is one. They must respect their teachers as they respect their parents, and realize the essence of Christian discipline is self-discipline.

Discipline problems can be solved through proper communications between parent and teacher. Disapproval of the child’s actions is not the absence of love: it is the strengthening of love. School discipline can be undermined when parents criticize school authority. Therefore, parents should consult the teacher about all the facts before making any hasty decisions or commenting on a discipline problem in the presence of their children.

Verbal abuse or harassment of any school employee, on or off school property, will not be tolerated. Failure of parents to cooperate with this regulation is grounds for a student’s dismissal from school.

B. Regulations and Disciplinary Actions

1. Regulations

It is necessary that administrators, teachers, student and parents understand, accept, and support the discipline policies of the school. To further this four-way communication, the following regulations define and clarify the students’ responsibilities:

In the Classroom, students will:

- stand and greet visitors who come into the classroom
- be recognized before speaking
- remain in their desks during instruction
- work quietly with a group or by themselves, as the teacher requests
- speak courteously to others
- bring necessary materials to class and respect the property of others
- assume individual responsibility for personal and school property
- concentrate on class activities
- stay in the room unless permission is given to leave
- refrain from chewing gum or eating candy or snacks unless given permission by the teacher.
- follow dress code requirements

In the Restroom, students will:

- practice safety and good hygiene habits/flush toilets/urinals, wash hands
- keep the restroom clean and respect school property
- be quiet and orderly in the restroom and in the school hallways

In the Lunchroom, students will:

- enter and leave quietly and in single file
- practice courtesy and good manners while eating
- speak in a low conversational tone
- remain seated with good posture until dismissed
- help keep the lunchroom neat and clean

In the Hallways, students will:

- walk at all times, in single file lines, with good posture
- be quiet and orderly
- keep to the right
- respect all school property and help keep it attractive

During Physical Education and Recess, students will:

- dress according to PE requirements for physical education activities
- practice good sportsmanship
- practice safety
- remain in the area designated for play
- follow the instructions of the teacher
- participate in all PE activities unless excused by a physician or a note from home
- provide a physician's statement for prolonged absence from PE activities (2 or more weeks)

During Assembly, students will:

- walk to their seats quietly and quickly with their teacher
- listen attentively
- show proper respect and appreciation for the persons providing the program
- refrain from any talking during the program

At Dismissal, students will:

- follow the procedure set by the classroom teacher
- walk out of the building quietly and in an orderly manner
- leave the school grounds as soon as possible

C. Methods of Discipline

PrK3 - Kindergarten-The Stop Light System is used at the Kindergarten level. Children are exposed to the rules of the classroom on a regular basis in order to familiarize them with what is expected of them. Every child starts his/her day with a his/her marker on the green light.

When a child is on the red light, a note is sent home to alert parents to the fact that the child is having difficulty that day. Repeated offenses would require a parent-teacher conference.

Grades 1-3 - Students in Grades 1-3 will continue to use the red light system. Consequences are at the discretion of the teacher, depending on the severity of the infraction. Parents may be notified immediately in the instance of a severe behavior problem.

Grades 4-8- Students in Grades 4 -8 will use a Log system.

Minor Behavior Infractions - Conduct LOG Slip

Minor behavior infractions will be addressed using an infraction based system. Minor infractions committed by students in Grades 4-8 are to be recorded on LOG slips by the supervising teacher/staff member and submitted to the administration. A list of these minor infractions is included on the sample LOG slip at end of the handbook. LOG slips can be found on the server, under public.

Consequences will be imposed based on the number of LOG slips issued to a student in a nine-week period (per quarter).

<u># of LOGS</u>	<u>Consequences</u>
1 - 2	Student notified by supervising teacher of rule violation.
3	Letter sent to student's parents
4	Lunch detention issued to student
5	Administration meeting with student
6	After school "silent" detention issued to student
7	Administration meets with student and issues a conduct referral citing prohibited behavior.
8	Two after school "silent" detentions are issued to student
9	Phone conference will take place between administration, student, and parents
10	Saturday detention, 8:00am until noon (parents must be on campus and pay for the services of a staff member, \$50.00)
11	½ day in-school suspension
12	½ day out-of-school suspension
over 12	Evaluation of continued enrollment in St. Teresa's School

Gum chewing and cell phone use receive an automatic after school "silent" detention.

Detention will be held Monday through Thursday from 3:00-3:30.

Students receiving NO LOGS in a nine-week period will receive a free dress day and a treat.

Major Behavior Infractions - Conduct Referral

Certain behaviors are totally unacceptable and strictly forbidden. These behaviors will result in immediate consequences. When prohibited behaviors occur, the administration, faculty, and parents will be expected to resolve the situation in a firm, fair, and consistent manner. The following behaviors will be brought to the immediate attention of the parents and could result in suspension or expulsion:

1. Disrespect to others - students, teachers, staff, and visitors
2. Bullying, to include: name calling, cyber bullying, hurtful sarcasm, invading personal space, belittling, put downs, lying about another, retaliating, spreading rumors, physical threats, or intimidation.
3. Fighting among students
4. Stealing, cheating, or plagiarism
5. Vandalism or willful destruction of school or personal property

6. Truancy, leaving school grounds, or skipping class without permission
7. Consistent and flagrant violation of school rules
8. Possession of firearms or other weapons/objects that could endanger the safety of students or staff
9. Any other behaviors deemed serious by the school administration and faculty.

Consequences –

Violation of all prohibited behaviors will be brought to the immediate attention of the administration. The supervising staff member will use a conduct referral to identify the prohibited behavior and the circumstances surrounding the event. A sample of the Conduct Referral can be found at end of handbook. Conduct Referral notices can be found on the server, under public.

Before meeting with the student(s) involved, the administration will confer with the staff member in order to ascertain the situation. Depending on the severity and circumstances of the misbehavior, plus a consideration of the student's overall conduct record, the following consequences may be imposed:

1. Immediate phone call by the student and administration to parent
2. Issuance of after school "silent" detention(s)
3. Conference between parent, student, and administration
4. Issuance of a Saturday morning detention (8:00am to noon)
5. Suspension
6. Expulsion

A student receiving 3 conduct referrals in a nine-week period (per quarter), will receive a ½ day in-school suspension. The parents will be notified and class work may be made up. Students receiving subsequent suspensions may not make up class work.

A conduct referral will be issued if a student is sent to the office 3 times for disrupting the learning environment. Consequences will be reported throughout the entire year.

St. Teresa's School
Diocese of Savannah
Policy on Bullying

What is bullying?

Bullying is comprised of direct behaviors such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. Bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. While boys typically engage in direct bullying methods, girls who bully are more apt to utilize these more subtle indirect strategies, such as spreading rumors and enforcing social isolation. The key component of bullying is that the physical or psychological intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying usually has three common features:

- It is deliberate, hurtful behavior
- It is repeated often over a period of time
- It is difficult for those being bullied to defend themselves

Bullying can mean many different things. Some ways children and young people have described bullying:

- Being called names

- Being teased
- Being pushed or pulled about
- Being hit or attacked
- Having your book bag, lunch bag, and/or other possession taken and thrown around
- Having rumors spread about you
- Being ignored and left out
- Being forced to hand over money or possessions
- Taking possessions when others are not looking

Children get bullied in a variety of places – on the playground, in the lunchroom, in the classroom, in the restroom, and over the internet.

A recent study in the Journal of American Medical Association reported that 29.9% of students self-reported frequent involvement in bullying at school, with 13% participating as a bully, 10.9% as a victim, and 6% as both.

Research Data

- Students bully to gain status or power within a group.
- Bullies often have high self-images and believe that their peer group finds their behavior attractive and exciting.
- They minimize the impact of their behavior on others, or refuse to take the feelings of others into account.
- The active collusion of a minority and the silent acquiescence of others reinforce the experience that bullying behavior is a useful strategy to maintain power and influence.
- The bully may interpret teacher intervention as a direct challenge to their status. They may seek to reassert their power by seeking retribution on their victims.
- Victims of bullying are often very confused by the attentions of the bully.
- Victims will initially keep a low profile in a hope the abuse will stop.
- The lack of support from classmates is interpreted as hostility.
- The inability to stand up for themselves can lead to feelings of helplessness, self-doubt, and self-blame.
- Long term victims of bullying may become confrontational victims, acting out as a defense mechanism, and thereby alienating themselves even further.
- Victims often have low status within the group and are often perceived as not helping themselves.

Peer Acceptance and Status

An interesting note is the role that peers play in promoting bullying and victimization by either reinforcing the aggressor, failing to intervene to stop the victimization, or affiliating with students who bully. During early adolescence, the function and importance of the peer group change dramatically. Adolescents, seeking independence from their parents, turn to their peers to discuss problems, feelings, fears, and doubts, thereby increasing the time spent with friends. However, this reliance on peers for social support is coupled with increasing pressures to attain social status. It is during adolescence that peer groups become stratified and issues of acceptance and popularity become increasingly important. Research indicates that toughness and aggressiveness are important status considerations for boys, while appearance is a central determinant of social status among girls. Some believe that the pressure to gain peer acceptance and status may be related to an increase in teasing and bullying.

What does it feel like to be bullied?

Bullying hurts. It makes you scared and upset. It can make you so worried that you can't work well in school. Some children skip school to get away from it. It can make you feel that you are not good, that there is something wrong with you. Bullies can make you feel that it's your fault.

Why do bullies do it?

- They have their own problems – they may feel upset or angry or feel that they don't fit in – perhaps they have a problem at home.
- Maybe they get bullied themselves, perhaps by someone in their own family or other adults.
- They're scared of getting picked on so they do it first.
- They want to show off, seem tough, and get attention.
- Many don't like themselves and so take it out on someone else.

St. Teresa's School Student Expectations

My behavior towards others will reflect the Gospel values that I am being taught as a student at St. Teresa's School. Therefore,

- I will not interfere with the learning of others.
- I will not harm others physically, verbally, or emotionally.
- I will not interfere with other students' possessions.
- I will care for my school and its environment.
- I will follow school policies and procedures.

St. Teresa's School Responsible Behavior Policy

St. Teresa's School is dedicated to the spiritual formation of each student. Therefore, in the spirit of Jesus, St. Teresa's School will provide a safe, supportive learning environment for each individual student that is free from all forms of intimidation and harassment.

Possible Consequences

- Counseled by teacher or faculty member and notification to parent with explanation of offenses
- Counseled by the school counselor and phone call to parent with explanation of offenses.
- Student, Parents, and Teachers will write a corrective plan.

*The possible consequences are at the discretion of the administration and faculty of St. Teresa's School based on the circumstances of each situation.

V. Curriculum

A. School Program

Religion

The first and most important function of a Catholic education is to develop the child's relationship with God. Religion, as taught in the school, is a way of life, not merely another subject. The religion class lays the foundation for the formation of attitudes and the building of principles upon which the child will base his/her life. This way of life must be supplemented in the home. If the child's actual living world at home is in contradiction with what is taught at school, the child will never be able to correlate the two.

The Catholic students in the second grade receive instructions for receiving the Sacraments of First Penance and First Eucharist during the school year. Parental meetings are held several times prior to reception of these Sacraments. All Catholic parents are expected to attend these meetings

except in the case of family emergency. Parents of children who have missed receiving sacraments are asked to contact the school office.

Catholic parents are expected to see that their children (PreK-8) attend Sunday Mass regularly. Students who have received the Sacraments of Holy Eucharist and Reconciliation are encouraged to participate in the Mass.

The Family Life Program is taught in Grades PreK-8 during the second semester. This program teaches the skills and knowledge of family living and helps students to develop a respect for all life, especially human life. With this program, the students are helped to form specific values toward which the Christian person strives.

Academic

In addition to Religion, emphasis is placed upon reading with Phonics, Mathematics, and Language Arts (which includes grammar, spelling, penmanship, and composition skills). A solid curriculum in Science, Social Studies, Spanish, Computer Science, Physical Education, Music, Art and Media are also part of the school program.

Computer – Internet use agreement for PreK-8 Students, Diocese of Savannah School System, will be sent home to be signed and returned before the student may use the school computers.

The Media/Library Center is an important part of our school. The Open Media concept enables students to come to the library to work on reports, research, and computers. Students are asked to observe the following rules:

1. Students may check one book out at each visit.
2. Books may be kept for one week and then renewed.
3. The fine for any overdue book is \$.05 per school day. Fines are not charged for days students are absent.
4. Students may not check out another book if they owe a fine or have an overdue book.
5. All books are to be returned prior to Christmas and Easter vacations. All books are returned at the end of the school year before report cards are issued.
6. Torn books are not repaired by the student or parents but are repaired by the librarian.
7. Any damaged or lost books are paid for by the student.
8. Report cards may be withheld until all books are returned and all fines are paid.
9. Students are expected to behave in a quiet, mannerly way at all times in the library.
10. Accelerated Reader is available to enrich and enhance reading comprehension skills.
11. The Media Center is fully automated.

B. Academic Evaluation

Grading System

1. Report cards are distributed quarterly (9 weeks). Parents must pick up report cards at parent/student/teacher conferences. Parents must return reservation forms for conference times. These cards are a means of informing parents of the student's progress. They are to be signed and returned to the school within three days after they are received.
2. Pre-K4 – uses a number scale: 1, 2, 3. 1 – beginning; 2- developing; 3 – proficient. PreKindergarten report cards are sent home starting the 2nd making period.
3. Kindergarten - uses letters: S-Satisfactory; N-Needs Improvement; I-Improving, and NT – Needs Time.
4. Grades 1 - uses letters: E - Excellent; G - Good; S - Satisfactory; and N - Needs Improvement.

5. Numerical grades are used for all subjects in Grades 2-8. Daily marks, homework, class participation, and weekly test grades are averaged for the nine weeks grade. During the fifth week of each quarter, progress reports for each subject are sent home in Grades 6, 7, and 8. Progress reports will be sent home for Grades 1-8 in their weekly folders. Students are graded on the following scale:

A= 94-100 B= 86-93 C= 77-85 D= 70-76 F= Below 70

In Kindergarten an evaluation report is given to parents in the fall following the Metropolitan Readiness Test and report cards are issued every nine weeks.

5. Parent communication regarding grades is as follows:

Prek3 – Grade 2 - Daily folders will be sent home with each student. These will contain papers (tests or other) and a form to be signed by the parent and returned the following day. This procedure will enable the parents to be aware of their child's progress in academics and behavior. Please be aware that the papers included in the folders will not indicate the *exact* grade your son/daughter is earning in a subject.

Grades 3 – 8 - Friday Folders will be sent home with each student every Friday. These will contain papers (tests or other) and a form to be signed by the parent and returned the following Monday. This procedure will enable the parents to be aware of their child's progress in academics and behavior. Please be aware that the papers included in the folders will not indicate the *exact* grade your son/daughter is earning in a subject.

6. Open House, classroom visitations, and parent/teacher/student conferences are held during the year to provide parents with the opportunity to discuss student progress. The report cards will be given to the parents at the Parent/Teacher/Student Conferences held at the end of each marking period. Parents or teachers may make an appointment for a conference at any time during the year.

Honor Roll

St. Teresa's School has an Honor Roll for Grades 3-8.

Honor Roll for Grades 3-8 is as follows:

Distinguished-A's in all subjects;

Honor Roll-A's and B's in all subjects;

Commended-A's and B's and not more than one C in all subjects.

Students must maintain a Satisfactory grade (S) in all subjects (except handwriting) in which grades of S, NI, or U are given. Beta Club Requirements will adhere to this policy.

Students must maintain a Satisfactory in Conduct for Grades 3-8

The Honor Roll students will be rewarded with a special treat at the end of each marking period. The names of the Honor Roll students will be published at the end of each marking period.

Standardized Testing Program

A readiness test is given to Kindergarten students at the beginning of the year for instructional purposes and again at the end of the year to determine the student's readiness for entering the first grade. Notices are sent to the parents stating the date and time of the test.

In the spring of the year a standardized test is given to students in Grades 1-8. A Cognitive test is given in Grades 3, 5 and 7. Results of these tests are given to the parents.

Promotion/Retention

Promotion

A student may be considered for promotion if the student has met the following standards:

Kindergarten-promotion to the 1st Grade

1. Mastery of Reading Readiness Skills
2. Mastery of Kindergarten level math skills
3. Regular attendance-less than 10 absences per semester

Primary Grades-promotion to 2nd – 4th Grades

1. Mastery of the appropriate level in the math series
2. First grade students must master at least Level 1:1 in the reading series; Second grade students must master at least Level 2:1 in the reading series; Third grade students must master at least Level 3:1 in the reading series.
3. A passing grade in reading and math
4. Regular attendance-less than 10 absences per semester

Upper Grades-Promotion to the next grade

1. Mastery of the grade level in the Math and Reading series
2. A passing grade in all but one major subject (Reading/language Arts, Math, Science, Social Studies)
3. Regular attendance-less than 10 absences per semester

Note: It is expected that all students have an understanding and knowledge of the religious content, which is appropriate for the grade level.

A medical attendance waiver, beyond the ten days per semester, will be reviewed by the school principal.

Retention

A student may be retained once in Kindergarten through 3rd grade, and once in 4th through 7th grade. The principal, teacher(s), and parent may agree to retain a student for horizontal development and/or maturation needs.

An 8th grade student cannot repeat Grade 8 at St. Teresa's School.

C. Homework

Homework is an integral part of the school program and every teacher is at liberty to give homework to aid the students in advancing their studies. Since individual differences cause children to vary greatly, it is impossible to set strict time limits on the amount of homework given. If a child, working steadily, cannot complete the work in a reasonable amount of time, the parent and the teacher should meet to discuss the problem.

Parents are encouraged to take an interest in homework assignments in order to detect problems in understanding. It should be checked by parents for neatness and accuracy and a student should never be allowed to turn in homework that is incomplete or slovenly done. Parents must refrain from excusing the child from homework in order that he/she may attend a party, a ballgame, or any other social events. Homework is given for drill and practice, for remedial activity, and for special projects. Parents should not do the homework for their children. In grades 1-8, parents are requested to sign the student agendas on a daily basis.

If a student is absent, parents must call by 12:00 to request homework assignments for the evening. Assignments must be picked up at the office by 3:30.

D. Fast Direct

Fast Direct is a whole computer system used at St. Teresa's school for attendance, grades, homework listings, calendar of classroom projects and events. Each teacher uses Fast Direct to communicate with parents. Homework is posted on Fast Direct as a back up to the student agenda. Parents and students can check homework and grades from their computer at home or at work.

VI. Dress Code

A. General Statement

Research has indicated that there is a distinct relationship between the student's attire and his/her classroom behavior, attitudes, and achievement. Uniforms are worn at St. Teresa School to create an atmosphere conducive to learning; an atmosphere in which students are viewed as equals and treated fairly. St. Teresa School seeks to avoid the pressures of peer groups to conform to the latest fads. Each student should take pride in his/her personal appearance. Students are expected to arrive at school neat and presentable.

B. Uniforms (SHORTS/SKORTS OR ATHLETIC SWEATSHIRTS MAY NOT BE WORN TO MASS ON MASS DAYS)

Grades PreK-5

Girls: Plaid jumper w/Peter Pan Collar blouse (school emblem sewn on left side of jumper top)

Plaid or navy shorts w/white knit shirt

Navy slacks w/white knit shirt

Navy or brown belt

Plain white or navy socks (4 inches above the ankle)

Navy cardigan/pullover sweater or sweatshirt w/emblem

Navy or plaid skort w/white knit shirt

Boys: Navy blue pants w/light blue knit shirt

Navy blue shorts w/light blue knit shirt

Navy or brown belt

Plain white or navy socks (4 inches above the ankle)

Navy cardigan/pullover sweater or sweatshirt w/emblem

Grade 6-8

Girls: **Full Dress Uniform for Girls (required on Mass days and some field trips)**

Plaid skirt w/yellow oxford blouse, navy vest (school emblem sewn on left side of vest) plaid tie.

Uniform for all other days

Plaid or Khaki shorts w/yellow knit shirt, or yellow oxford shirt

Khaki slacks w/yellow knit shirt, or yellow oxford shirt

Khaki or brown belt

Yellow or plain white socks (4 inches above the ankle)

Navy cardigan/pullover sweater or sweatshirt w/emblem

Khaki skort w/yellow knit shirt

Boys: **Full Dress Uniform Boys (required on Mass days and some field trips)**

Khaki pants w/yellow oxford shirt, navy vest (school emblem sewn on the left side of the vest), striped tie

Uniform for all other days

Khaki shorts w/yellow knit shirt

Khaki or brown belt

Plain white socks (4 inches above the ankle)

Navy cardigan/pullover sweater or sweatshirt w/emblem

In cool weather-Girls and boys may wear a plain white T-shirt under uniform shirts. T-shirt sleeve must **NOT** be longer than uniform sleeve. All girls should wear solid color shorts under their uniforms.

ALL UNIFORMS MUST HAVE THE CHILD'S NAME MARKED WITH AN INDELIBLE BLACK MARKER.

NOTE: ALL uniforms must be purchased at a uniform supplier. Uniforms may be ordered from Buckhead Uniforms or Uniform Depot.

Shoes-“Buck” shoes are recommended, but boys and girls in all grades may wear full tennis shoes/sneakers – no sling backs or slide tennis shoes. They must be white, dark blue, dark green, grey, black, brown or a combination of these colors. Leather oxfords or loafers, Bucks, Sebagos and Nu-bucks may also be worn. The following shoes are NOT permitted: crocks, wheeled shoes, sandals, boots, “fad” shoes, light up shoes, high top (basketball), or ¾ style tennis shoes. All socks must be above the ankle -no footies, tennis or soccer socks.

C. Physical Education Uniforms

P.E. Uniforms are required for all students in grades 4-8. This uniform consists of shorts and T-shirt purchased through the school office. Warm-up suits, purchased from a uniform supplier, may also be worn in cold weather. Girls in grades K-5 are asked to wear solid, dark colored shorts under their jumpers. Tennis shoes must be worn by all grades. P.E. Uniforms must have the child's name on both pieces marked with an indelible black marker.

D. Grooming, Accessories, and Uniform Fit

Grooming - Neatness and cleanliness are encouraged and expected at all times. Each student should take pride in his/her personal appearance. Students are expected to wear traditional hairstyles:

Girls' hair should be clean and neatly trimmed. Bangs should not come below the eyebrows. Small barrettes, ponytail bands, or bows (1 1½”width and matching the uniform, white, navy, yellow, green, or red) may be worn to hold the hair back and away from the face. However, large bows, and hair accessories that are worn for decorative purposes are a distraction and may not be worn to school. Make-up of any kind, nail polish, artificial nails, and chapstick with lip color are not permitted.

No tattoos or body paint of any kind.

Boy's hair must be worn neat and short and close to the head. All boys' hair, regardless of style, must be cut above the collar. The maximum acceptable length for boy's hair is above the eyebrow, the top of the shirt collar, and above the ears, regardless of hair type, curly or straight. Fad haircuts, designs, styles, artificial colors, or hairpieces are not allowed. In cases of haircut violations, the

student will receive a warning and a written parent notification form that must be signed and returned the next day. The student has one week to correct the violation.

Accessories-The only accessories permitted with the uniform are:

1. one ring
2. one pair of earrings-Girls' only (small stud type)
3. a watch
4. a thin chain with a small Christian symbol for religious significance and not as a decoration is permitted. Bracelets and other necklaces are not allowed.

Uniform Fit-The uniform should fit the child properly. It must be clean, neat and in good condition. Missing buttons, torn hems and zippers should be repaired or replaced promptly. Girls' skirts must be knee length. Parents are asked to check periodically for needed adjustments. Girls in Grades 6, 7 & 8 may not roll their skirts. Long sleeve shirts and blouses are not to be rolled up. (Uniform sweaters, uniform sweatshirts or uniform jackets are permitted in the classroom but non-uniform jackets must be removed during homeroom. Sweaters or sweatshirts may not be worn around the waist. Please note; boys' and girls' shirts are to be tucked in at all times.) We do have a girls hemmed yellow shirt that may be worn untucked. This is the only exception.

E. Special Occasions

Free Dress

Some days in the year are declared Dress-up Days. On these occasions the students are expected to dress neatly and in good taste. The following may not be worn:

Ragged and worn jeans

Sweatpants

Shirts with writing or pictures related to alcohol, drugs, gangs, weapons,
inappropriate language (may be left to discretion of staff)

Make-up

Flip flops

Tank tops

Low cut blouses

Halters or cut-off tops

Umbro type shorts (except on Field Day)

Spaghetti strap tops (straps must be two inches wide)

Riding pants, leggings, sweats or pajama bottoms

Inappropriately short clothing (shorts must be to the knee)

Short skirt/dress (must be to the knee)

Students may not wear any outfits that show skin around the middle or back, this includes shirts that show middle when arms are raised.

Canteen Night – The students are to dress casually, or wear costumes for the Halloween dance. Boys: slacks or jeans, sport shirt or pullover, NO T-shirts. Girls: slacks, jeans, or skirts and blouses or sweaters, dresses. Boys and girls may not have skin showing around the middle or back.

8th Grade Graduation Dance – More formal wear may be worn – no jeans. The length of girl's dresses or skirts must be to the knee. Boys and girls may not have skin showing around the middle. The student's outfits should be in good taste. Parents, please remember this is just a middle school (6th, 7th and 8th) dance.

8th Grade Graduation Processional - The students will wear navy blue graduation robes that we will order from Josten's. The robes, which cost \$15.00 each, will be the student's to keep. The girls' dresses should not be longer than the robe and their shoes should be black. Please use good judgment in choice of shoes; we don't want the students to have any problem walking gracefully in them.

The boys should wear khaki slacks, a white dress shirt and appropriate tie, and dress shoes and socks. Appropriate haircuts are necessary for this occasion.

Field Day-Field day is an outdoor fun day for all students. The non-uniform dress code is in effect except for the following changes:

- Shorts may be worn but they may not be too short, split up the side or too tight
- No cut-offs
- T-shirts may be worn (no muscle shirts)
- Socks and sneakers must be worn at all times (no bare feet) for safety reasons
- Students are not permitted to write or cut their Field Day shirts

Brownies and Scouts- may wear their uniforms on meeting days.

VII. Due Process

All matters must be discussed in the following order:

1. Communicate with your child's teacher through notes and conferences.
2. If the concern remains unresolved, talk with the principal.
3. If the concern is still unresolved-talk to the Pastor.

VIII. Student Activities

A. School Parties

Birthday parties are not permitted during school hours; however; parents may send a simple treat for their child's class on his/her birthday. Individually wrapped treats are acceptable. Parents should consult with the teacher in advance. No party invitations may be given during class time or on the school premises unless everyone in the class is invited. Flowers, balloons, etc. can not be accepted at school for delivery to students.

The P.T.O sponsors treats for the entire school on special occasions throughout the year, such as Halloween, Christmas, Valentine's Day, and St. Patrick's Day.

Gifts may not be exchanged at school in any grade.

B. Field Trips

Field trips are educational.

All students will wear their school uniforms on field trips unless the administration grants permission to do otherwise.

Field trips are planned throughout the year by various classes to complement or reinforce learning activities. Permission slips will be sent home to inform parents of the nature of the trip. Permission slips must be signed and returned to the school. Permission cannot be granted by means of the telephone.

Teachers will assign transportation for students using parent volunteers. Parents who are not drivers cannot take their child unless prearranged with teachers ahead of time. If the field trip is first thing in the morning, parents should park across the street until 8:00am so that teachers may park in the parking lot.

All drivers must have a criminal background check and proof of up-to-date driver insurance coverage of \$100,000/\$300,000 liability and a valid driver's license. Chaperones are required to drive directly to and from the location. No side trips or stops at stores or fast food are allowed. Please do not give gum, candy, or food to the children riding in your vehicle (food allergies may be involved). Students will remain with their drivers and chaperones at all times. Please chaperone the children riding in your vehicle. Drivers will park and line up in the teacher's parking lot. Please wait in your vehicle for the students to come out to you. When we return to the teacher's parking lot, keep the students in your vehicle until the teachers are present to direct the students. Students in PreK and Kindergarten must be transported in car seats.

C. Student Council

The Student Council offers the student the opportunity to experience self-government and to have a voice in establishing the goals and objectives of the school. It is composed of officers and representatives in grades 4-8. The council operates according to its own constitution, which is approved by the school administration. The Student Council helps to plan special events for the students during the school year and helps with community projects. Students must maintain a C average and S in conduct to remain in the council.

D. Community Projects

St. Teresa's School is involved in many community projects such as donating baskets for the poor at Thanksgiving and Christmas, Neighbors in Need, The American Cancer Society, The American Heart Association, The Easter Seals Society, St. Jude's Hospital, United Way and many more. Students are encouraged to be aware of the needs of their community and experience the joy of sharing with those less fortunate.

E. Safety Patrol

An organized safety patrol consisting of students makes every effort to protect St. Teresa's students. The patrols are on duty each day from 7:35 A.M. to 7:55 A.M. and 2:45 P.M. to 3:00 P.M. All students and parents are expected to respect the patrol persons. Patrol members must be motivated by a spirit of service and dependability.

F. Science/Social Science Fair

Every year the 6th and 7th grades participate in a Science Fair (7th) or Social Science (6th) Fair within the school. Winners participate in regional fairs.

G. Athletics

In conjunction with our local YMCA and Church League, the St. Teresa Sports Program is an extracurricular activity. When properly used as a teaching tool, the sports program will add to the education of a child. The Athletic Board is responsible for planning, organizing, and maintaining the sports program. Athletic letters are awarded to the Middle School athletes, and certificates are given to the lower school students. When a student is suspended he/she will not be able to participate in any activities. He/she must also maintain a passing grade in all major subjects

Parents who serve as coaches must complete the Virtus training "Protecting God's Children" program and complete a background check prior to coaching.

H. Extracurricular Activities

School Activities and Clubs

Jr. Beta Club (7-8) *	Safety Patrols (5-8)
Altar Servers (5-8)	Student Council (4-8)
Science Fair (7)	Choir

Spelling Bee (5-8)
Social Science Fair (6)
Reading Club (1-3)
Cheerleading (6-8)

Kiwanis Art Fair
Duke University Talent Search (5-7) Drama
K4J (Kids for Jesus)
Young Children's Book Club (1-3)

Scouts

Boy Scout, Cub Scout, Brownie and Girl Scout troops are available for after school participation.

IX. Miscellaneous

A. School Supplies

At the end of the school year, students in PreK3 - 7 are given supply lists for the following year. Students are expected to have these supplies on hand. Parents should check with their child/children to see that they have all the supplies they need for the school day. A school store will be available to purchase as needed classroom supplies during the school year.

Textbooks are rented and are the property of the school. Students are cautioned to take good care of all rented texts. The students are permitted to take textbooks home for study with the exception of the basic readers. All books must be covered and carried in book bags. Every student is required to have a book bag. Lost textbooks must be paid for before any grades are given.

B. Health Insurance and Safety

Parents will be notified when their child becomes ill at school, and it may be necessary for the parent to take the child home. At the beginning of each school year or when child/children enter St. Teresa's School, parents are asked to fill out an emergency health form and return it to the school immediately.

Each student is covered by accident insurance that is included in the enrollment fee. In case of an accident requiring medical attention, an accident form must be filled out and filed within 60 days.

No medication of any kind will be dispensed at school without a medication form (available in the school office) filled out by the parent or guardian. When requested in writing by parents to dispense medicine to a student, the medication must be sent to the school in the prescription safety bottle clearly marked and identified, non-prescription medication must be sent in a safety container.

The safety of each child is the utmost concern to the school. Supervision will be provided between the hours of 7:40am. and 3:00pm. Students arriving before 7:30am must enroll in Before School Care. Teachers should be notified in writing if the child does not ride home with his/her parents. The school is not responsible for children left on the school grounds after 3:00pm unless they are engaged in a school activity. .

Parents who come for their child/children during school hours must pick them up and sign them out at the school office. No child/children may leave the grounds during school, school activities, or Extended Day without permission from the school administration. Any child who does so will be suspended until the parents are interviewed.

Periodic fire and tornado drills are conducted during the school year to acquaint the students with the proper emergency procedures. After the emergency signal is sounded, the students are to leave all classrooms immediately without running, shoving or talking in order to insure an orderly and safe evacuation.

C. Cafeteria

Students may purchase a hot lunch at school or bring their own lunch and buy milk. NO CHARGED LUNCHES ARE ALLOWED. Every student is to bring his/her money in an envelope marked with his/her name, grade, and the amount designating tray, milk, etc. Any student who buys his/her lunch or milk for the week, and is absent or leaves the school before lunchtime may receive credit for that lunch or milk the following week. Money for a hot lunch or for milk is payable every Monday morning for the entire week. The Cafeteria manager will send notes home in Friday Folders if money is due.

Students in Grades 5-8 have the option of choosing the salad bar. Students in Grades 5-8 who choose the salad bar as their lunch can only go through the salad line once. NO sharing food with other students - only two packs of crackers. Students in grades PrK3 - 4th will not be allowed to purchase anything from the salad bar. If a student buys a tray, they cannot get extras from salad bar such as crackers, dessert, chips, etc.

Our School Food Service program at St. Teresa's serves nutritious meals that meet at least one-third the student dietary allowances recommended by the U.S. Department of Agriculture (USDA) school lunch program. We also strive to keep the price of meals as low as possible. Free and reduced-price meals are available for families who qualify.

Students bringing their own lunch may bring their own drink or buy milk. No pop-top cans or glass containers are permitted. No soft drinks are permitted. Children are encouraged to eat nutritionally balanced meals. Discuss the menu with your child each week; it is better to pack their own lunch than waste food served in our cafeteria. Do not bring in food from the outside (fast food restaurant food). When parents want to eat lunch with their children they are always welcome to do so. We have a special lunch room designated for this purpose. Parents must follow the silent lunch rules if they choose to remain in the cafeteria instead of using the special dining room. If your child has an allergy to milk or other food, a doctor's note must be sent to the school office. This must be renewed annually.

D. Spiritual Growth

Mission Donations

Helping others and being conscious of poverty in the world can help your child grow spiritually. St. Teresa's students are encouraged to pray daily for the well being of children around the world and to make small personal sacrifices to help feed, clothe and educate needy youngsters around the world. The monetary contribution is entirely voluntary.

Sacrament Preparation

Catholic students are prepared for the reception of the sacraments of Holy Eucharist and Reconciliation during the second grade

School Liturgies

During the first weeks of school, the entire school attends Mass to pray for God's blessing for the school year. The children also attend Mass in a group on the First Friday of each month at 8:30am. and on Holy days that fall during the school year. Parents are invited to join with the students during Liturgies. Full uniforms are required when students attend Mass (girls-jumpers/skirts or pants and boys - pants).

E. Notices

School communications, notices, etc. will be put into your child's Friday folder. The monthly Calendar of Events and monthly Lunch Menu will come to you in the Friday folder around the first

of each month. A weekly newsletter will be posted on our website (www.stteresas.org), and sent home to families requesting this service. Read the notices carefully and keep them posted in order for you to be informed of school events during the month.

F. Transfer Students

Any child transferring into the school during the year must have a current report card and test scores from the previous school, 2 letters of recommendation, an Immunization Form, and an Eye, Ear & Dental Form to enroll and before entering the classroom. Testing for placement will be required.

The school office handles all withdrawals from the school. Parents must inform the office in writing of their child's withdrawal from school. A five-day notice must be given in order to complete records. No transfers or records will be given or released until all textbooks and library books are returned to the school and all financial obligations are met. Permanent transcripts are sent directly to the school by mail.

G. Visitors

We welcome parents into our school. Parents should contact their child's teacher in advance to set up a time to visit the classroom. Teachers need advanced notice so that students will not be distracted if a test is taking place. Upon entering the school building, ALL Visitors/Parents are requested to report to the school office and obtain a badge. For the safety of our students no one is allowed to go directly to a classroom. Adult and young visitors should be properly attired.

Parents are asked to bring lunches or items left at home by students to the office.

Conferences must be scheduled in advance. A teacher's time before class is used for immediate class preparation, organization, and prayer.

H. Parent/Teacher Organization and Volunteers

St. Teresa's Parent/Teacher Organization promotes a close working relationship among parents, teachers, the principal, and the pastor. The P.T.O. provides opportunities for parent and teacher enrichment at the regular meetings. There is a planned program for speakers, and there are opportunities for the free exchange of ideas concerning St. Teresa's School programs.

The P.T.O. further supports the school by planning and conducting events to raise funds for school related projects and encourages parents to voluntarily assist the school in a variety of capacities.

The school uses parents to volunteer in assisting with its various programs. Parents are asked to support all school Fund Raisers and to volunteer their services for the special Fund Raiser assigned to their child's class.

Fundraisers – students are encouraged to ask family and friends to help with fundraisers, going door to door is not recommended.

Service Hours – Parental involvement is a key component of student success. Many Catholic schools in our diocese and across the country are implementing a parent involvement program in order to promote student and school growth. At the time of registration, each family agrees to contribute a minimum of 10 hours of service by the end of the school year. Hours served on PTO, school, and athletic boards will apply towards the service requirement. A list of service hour activities will be distributed at the time of orientation. During the month of May, families who

have not fulfilled the parental involvement requirement will be notified. Families will be assessed at a rate of \$20.00 per hour for any service hours not completed by the end of the school year. Seventh grade parents must contribute a minimum of five service hours towards graduation dinner/dance/reception.

I. Telephone

Students may use the school office telephone with a signed pass from their teacher. Students will be called out of class to the phone only for emergency calls from parents. The school office will make every effort to cooperate in getting messages to the students. Requests for such messages should be kept to essential or unusual circumstances, and sufficient time should be given to get the message to the students. Such calls from parents should be received before 2:00 P.M. All necessary arrangements with your child/children should be made at home before school to help limit the number of calls and the number of messages coming into the school office.

Students may not use the telephones in the Offices or Media Center unless there is an emergency.

Students may not have cell phones or electronic equipment at school or extended day. If these items are seen by teachers or staff they will be placed in the safe until a parent comes in to retrieve them.

J. Extended Day Program

Before and after school care is provided for working parents. Early morning care is from 6:45 A.M. until 7:40 A.M. on school days. After school care is from dismissal until 6:00 P.M. every day school is open. Applications for the Extended Day program are available in the office.

K. Animals

Animals being brought to school must be in cages. You must have the administration's and teacher's permission the day before to bring your animal.

St. Teresa's School is part of the Diocesan Family of Schools. We reserve the right to change or alter any present rules or to make additional rules when it is necessary conform to Diocesan rules and guidelines. Revised August 2009.