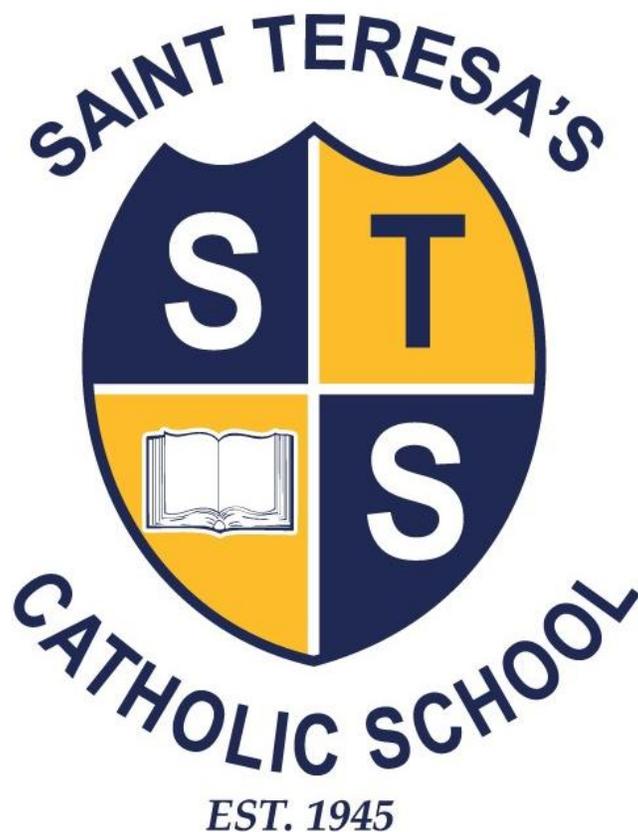


# St. Teresa's Catholic School

## Parent/Student Handbook



417 Edgewood Lane  
Albany, GA 31707  
229-436-0134  
[www.stteresas.org](http://www.stteresas.org)

Dear Parents and Students,

Welcome to St. Teresa's Catholic School! On Sept. 5, 1945, St. Teresa's Catholic School opened its doors with 33 students from kindergarten through sixth grade. It was staffed by four Adorers of the Blood of Christ, Sisters from Columbia, Pennsylvania. Our school currently is staffed by lay teachers.

In choosing St Teresa's Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child.

If at any time you have any questions, please feel free to contact the school office. We are delighted to have you as members of our school family. Outstanding communication is a goal of every school because it maximizes the educational benefits for its students. If we work together as partners, we will empower our children to reach their highest potential and take responsibility for their behavior and learning.

The students and staff at St. Teresa's Catholic School recognizes the need for order and discipline in the formation of responsible Christians; therefore, policies and rules have been established to create an atmosphere of respect for all members of the STS community.

This handbook is a reference, covering many of the philosophies, policies, and procedures of St. Teresa's Catholic School. Please read it and discuss the contents with your children. Your familiarity with this handbook greatly improves communication between the school and your family. Students and parents sign an acknowledgment form at registration that states they have read the handbook and follow the rules and policies.

A high value is placed on self-direction, personal responsibility and self-discipline as a means for developing the self. All members of the St. Teresa's Catholic School community are expected to reflect the ideals and standards of the school, both on and off campus.

Also, please keep in mind that this is a living document. The school reserves the right to change content procedures and policies in order to better serve the needs of our community.

In Christ,

Susie Hatcher  
Principal

O Christ, our Teacher,

You invite Your faithful people to make disciples in Your name and to announce good news to the poor. We thank You for the gift of Catholic schools, where

The message of Your life, death, and resurrection is proclaimed,  
Christian community is experienced,  
Service to our brothers and sisters is modeled,  
And worship of You is cultivated.

Increase our zeal for ensuring that all children and families can benefit from a high quality Catholic education, and that Catholic schools grow in their ability to nurture the soul of our nation.

We ask this through the intercession of Our Lady, Mother of Catholic Schools. Amen.

Alliance for Catholic Education  
University of Notre Dame

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## **I. Introduction**

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

The mission of St. Teresa's Catholic School is to educate all students in a Catholic-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, our students are prepared to meet the challenges and opportunities of a changing multicultural society in the light of Christ's teachings.

### **Philosophy**

St. Teresa's Catholic School is a Catholic-Christian educational community. Our primary goal is to prepare our students spiritually, academically, physically, and socially for their mission in this complex world. As we achieve our educational goals, students will be primed for a kind of success that transcends this life, reaching even to that life of eternal happiness in heaven. At the same time, we strive to instill in all students a positive attitude toward learning, something which enables those students to strive for the excellence that is within their reach.

Our Beliefs:

#### **Spiritual Growth**

- We believe our Catholic faith and tradition of service are integral parts of the 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 who enriches our learning and teaching environment.
- We believe that students develop best in a physically, socially, intellectually, emotionally, and spiritually caring environment.

#### **Intellectual Growth**

- We believe that students from diverse backgrounds can learn, achieve, and succeed together 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 practical application of academic coursework.
- We believe that learning activities that directly reflect developmental stages enhance learning at all levels.
- We believe that exceptional students benefit from our special services and resources.
- We believe that the continuous development of our curriculum and instructional practices must take into account the various differences in our students' learning styles and the individual abilities.

#### **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 for 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 of exercise and nutrition that will help them develop into physically fit adults.

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

- making sure that prayer is a part of the total school program
- establishing 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 their efforts to guide their children to a mature faith.

St. Teresa's Catholic School places an emphasis on nurturing the Catholic-Christian faith, and it prepares its students for an ever changing 21<sup>st</sup> century society.

### **History of St. Teresa's Catholic 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 that was completed in 1957 and the other in 1965. Today, St. Teresa's Catholic School consists of twenty-one classrooms, a computer lab, a science lab, a media center, a cafeteria, and a gymnasium.

St. Teresa's Catholic School is staffed by credentialed, committed professionals who are qualified to teach in the state of Georgia and dedicated to the ideals of Catholic education. St. Teresa's Catholic School is accredited by AdvancEd.

As the only Catholic school in the area, St. Teresa' Catholic School maintains strong relationships with the broader community by offering educational programs which connect students with people in the city and even throughout the nation.

### **School Community**

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

### Pastor

The pastor is the spiritual leader of the school. As such, he offers counsel and leadership in the area of religious instruction. Importantly, he provides the opportunity for students to receive the sacraments along with his spiritual care on a regular basis. In consultation with the principal and other members of the school community, he works to promote a Catholic-Christian atmosphere and assists in carrying out the school's fundamental mission.

### Principal

The principal, as the administrator of the school, provides the professional leadership necessary to develop, maintain, and support the academic excellence and Catholic-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 at large.

### Teacher

The effectiveness of a school depends largely upon the dedication and the professional expertise of its teaching staff. Every teacher must be certified or working towards certification in the State of Georgia to teach in each specific academic subject. The Diocese of Savannah must approve each teacher of Religion. Above all, each teacher's primary responsibility lies in establishing a faith community where every child can achieve his or her academic and spiritual potential.

### School Board

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

St. Teresa's Catholic School Board consists of the pastor, principal, members appointed by the pastor, and assistant principal. The school board reports to the parish council and meets regularly throughout the year.

### Parents

The parents of our students have the privilege and solemn obligation of educating their children. In each family, children learn from their earliest years to develop a 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 in order to ensure that their children receive a quality Catholic 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. Additionally, the PTO helps raise funds for the operation of the school. Families are automatic members when they register their students at St. Teresa's Catholic School.

### Diocese of Savannah Non-Discrimination Policy

In student admissions, schools in the Diocese of Savannah do not discriminate on the basis of race, sex, national origin, or disability (except under those limited circumstance where a child's fundamental needs cannot be met with available resources). In admitting students where facilities are limited, Diocesan schools give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside parish boundaries, finally, to non-Catholic students.

### Wellness Policy

St. Teresa's Catholic School has a Wellness Policy to encourage a multifaceted appreciation for health. As such, we encourage healthy habits across three domains: nutrition, academics, and physical activity. In service to these ends, our School Nutrition Program not only prohibits the sale of unhealthy foods in our lunchroom, but it also excludes "fast food" items from being brought in to the lunchroom by our students or individuals visiting the school.

## **II. Admissions**

### **Policy**

Students entering St. Teresa's Catholic School must meet certain minimum scholastic requirements, which are established by the school's administration. They must have an acceptable character, a recommendation from their previous school (when applicable), 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 and test scores from their previous school before they are accepted. We will accept fax copies of records from a student's previous school, when they come directly from that institution.

Students requesting admission into PreK3 must be three years old and toilet trained by September 1st of the year they begin. Age requirements progress accordingly, such that those entering PreK4 and those entering Kindergarten must be four and five, respectively. Additionally, each new student must present a baptismal certificate, if Catholic, along with a birth certificate, social security card, immunization certificate (GA State form #3231) and an eye, ear and dental certificate (GA State form #3300). These documents become a part of the student's permanent record.

The order of admissions to St. Teresa's Catholic 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.

### **Registration Procedure**

1. Students presently attending St. Teresa's Catholic School will re-register during the second semester. Registrants will be required to pay a non-refundable registration fee. If this fee is not paid by the deadline placement in the class will be lost if there is a waiting list.
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. 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. 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 pursue their educational needs elsewhere.

## Fees

### Payment Options

- A. **Option #1 – 100% Pre-payment** – One payment of 100% of the total tuition by July 1<sup>st</sup>.
- B. **Option #2 – 50/50 Pre-payment** - Two payments of 50% each of the total tuition amount. Payments due **July 1st** and **January 1st**.
- C. **Option #3 – 10 Monthly Payments (FACTS Program)** - Monthly tuition payments will be automatically drafted from your checking or savings account (your choice) beginning July 5 or 20 through April 5 or 20 (10 months). There is a **processing fee** per family **each year** to enroll in this program. You must complete the FACTS enrollment form and return it by **June 1** to the school office.
- D. **Option #4 – 12 Monthly Payments (FACTS Program)** - Monthly tuition payments will be automatically drafted from your checking or savings account (your choice) beginning July 5 or 20 through June 5 or 20 (12 months). There is a **processing fee** per family **each year** to enroll in this program. You must complete the FACTS enrollment form and return it by **June 1** to the school office.

### Enrollment Fees

All students in Grades PreK3-12 pay a specified enrollment fee. The enrollment fee is due on or before Spring Break to obtain the reduced rate.

In addition, a Student Activity Fee is due before the start of the school year for all students in Grades 9-12. This Fee includes student insurance, book fee, testing fee, and yearbook.

### Entering or Withdrawing During the School Year

1. Students entering school after classes begin will be charged the enrollment fee and 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 an additional 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. All school account balances from the previous school year must be ZERO, before the student can begin the next school year.**

### Scholarships

1. Parish- There is scholarship money available for families who have demonstrated a need for financial help with preference given to parish families. Families must apply through FACTS online and then meet with 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 April 1 for the upcoming school year.

2. Diocesan- Financial aid is available through the Diocesan scholarship fund. Financial assistance is for eligible for African American and American Indian students (Catholic or non-Catholic), Hispanic students (Catholic or non-Catholic), Catholic students of all races/ethnicities, and non-Catholic students of all races/ethnicities. Families must apply through FACTS online. Scholarships are not automatically renewed from year to year. They must be applied for annually. The deadline to apply for a scholarship is April 1 for the upcoming school year.
3. GRACE Scholars- Applications are available in the school office for obtaining a GRACE Scholarship. The state of Georgia allows Georgia tax payers to give a portion of their GA tax dollars to the private school of their choice. Funds are dependent upon the number of people/amount of money donated each year, scholarship money is available for new families coming from public schools or entering school for the first time. To apply for this scholarship an application must be completed before March 1<sup>st</sup> with both a GRACE application and a school application (both through FACTS).

### **III. Attendance**

#### **General Statement**

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

School hours for all grades (PreK3-12) are 7:50 a.m. to 3:15 p.m.

#### **Tardiness**

Students are considered tardy if they are not in the cafeteria by **7:50 a.m.** If a student arrives after 7:50 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 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. Habitual tardiness will result in a letter sent home and possible loss of scholarship/financial aid and in extreme cases retention in current grade level.

Students may enter the cafeteria at 7:45. 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.

#### **Absences**

If a child is absent, the parent or guardian must report the absence by calling the school office before 9:00 A.M.

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 school 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 who 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 affirming the need to miss school.

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 near the end of the school day 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. 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.

Absences of more than 20 days may result in retention. According to the Georgia Department of Education State Law, students in grades K-8 who are absent from the same class more than (10) times in a semester for any reason may risk being retained when attendance is considered with other factors outlined in school policy. Schools in the Diocese of Savannah must comply with attendance requirements established by the State of Georgia in accordance with Diocesan Regulations (Policy 5060 – Diocesan Handbook).

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 school days.

**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 (PreK3-8<sup>th</sup> grade) at St. Teresa's Catholic 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 PK3 – 12<sup>th</sup> grade are to be unloaded by the main entrance of the school. All parents will be directed by the designated school patrols and teachers.

After 7:50 A.M. all latecomers are to be dropped off at the main entrance only and must sign in at the school office. Any driver with business in the school building must first drop off student passengers

in the drop-off lane. Please 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 and staff. Parents (or High School students) may not park in this lot in the mornings, including conference days, please park across the street in front of the church. 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. Students are not permitted to walk through the Teachers' Parking Lot at any time.

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

### Dismissal

Students may not be picked up between the hours of 2:45 pm and 3:15 pm. If your child has a doctor's appt., please pick them up before 2:30 pm. Many parents try to beat the rush and create a disturbance in the office (and the classroom) by picking up five or ten minutes before dismissal. This is not allowed.

All parking on the school side of Edgewood Lane is prohibited between 2:45 and 3:15 P.M. on school days. All drivers picking up students (PreK-12<sup>th</sup> grade) at St. Teresa's Catholic School will approach the school by way of Gillionville Road or Parker Avenue 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 (forming 2 lanes), and proceed as far as possible before they stop to receive students.

All parents must pick up their child or children in the afternoon using the car dismissal lines unless your child attends extended day. Parents may not walk up to the cafeteria door to pick up their children unless there is a special need that has been approved by the principal. If your child is being picked up by someone different than usual, please send a note to the teacher or call the front office. 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.

Please allow sufficient time for this dismissal process to take place safely. It is the responsibility of the parent to notify caretakers of early dismissals.

The safety of children is our main priority. All students must be off the school grounds by 3:45 P.M. unless they are involved in a club, academic function, or extended day. Students not picked up by 3:45 P.M. will be sent to extended day. Parents will be charged a \$15.00 fee for extended day. A delayed 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 3:45 unless it is for an evening function.

## **School Closing**

Sometimes unusual weather conditions may cause school to be closed. Announcements of closing will be broadcast via local news media, email, and Facebook. 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 Catholic School does not necessarily follow Dougherty or Lee County with regard to school closing or reopening.

## **IV. Code of Conduct**

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

### **General Statement**

St. Teresa's Catholic 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 Catholic 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 are one. They must respect their teachers as they respect their parents and realize the essence of Catholic discipline is self-discipline.

Discipline problems can be solved through proper communication 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 are asked to 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.*

### **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.

## **Regulations and Disciplinary Actions**

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:

### At Morning and Afternoon Prayer and in the Classroom, students will:

- stand and greet visitors who come into the classroom
- be recognized before speaking
- remain at 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
- remain seated until dismissed
- help keep the lunchroom neat and clean
- observe the first 10 minutes in silence to concentrate on eating lunch
- talk softly for the remaining minutes of lunch

### In the Hallways, students will:

- walk in single file lines
- be quiet and orderly
- keep to the right
- respect all school property and help keep it free of trash

### 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
- not return to the classroom

## **Methods of Discipline**

### St. Teresa's Catholic School Responsible Behavior Policy

St. Teresa's Catholic School is dedicated to the spiritual formation of each student. Therefore, in the spirit of Jesus, St. Teresa's Catholic 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 Catholic School based on the circumstances of each situation.*

PreK3 - Kindergarten- The Stop Light System is used at the PreK and 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 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 will require a parent-teacher conference.

Grades 1-3 - Students in Grades 1-3 will continue to use a leveled consequence 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 Demerit system. Demerits can be issued by any staff member.

### **Infractions - Demerit Slip**

Infractions will be addressed using a demerit-based system. Minor infractions committed by students in Grades 4-8 are to be recorded on demerit slips by the supervising teacher/staff member and submitted to the homeroom teacher.

Consequences will be imposed based on the number of demerit slips issued to a student in a nine-week period. At the end of a nine-week period, the number of accumulated demerits returns to zero.

With each demerit issued, a lunch detention will be served the following day by the student.

<u># of Demerits</u>	<u>Consequences</u>
1 – 2	Student notified by supervising teacher of rule violation.
3	1 <sup>st</sup> After School “silent” detention issued to student.
4 – 5	Lunch detentions continued, Phone conference with homeroom teacher and parent
6	2 <sup>nd</sup> After School “silent” detention issued to student.
7 – 8	Lunch detentions continued, Meeting with Middle School teachers, student and parent.
9	3 <sup>rd</sup> After School “silent” detention issued to student.
10	Saturday Detention, 8:00am until noon (parents must be on campus and pay for the services of a staff member, \$50.00).
11	Half-day In-School suspension.
12	Full-day In-School suspension.
over 12	Evaluation of continued enrollment in St. Teresa’s School.

Detention will be held Monday, Tuesday, and Thursday from 3:30-4:00 pm.

The following scale will be used to determine a student’s conduct grade for a nine-week period in grades 4-8.

- Excellent: 0 demerits
- Good: 1 demerits
- Satisfactory: 2-3 demerits
- Needs Improvement: 3-5 demerits
- Unsatisfactory: 5 and greater demerits

**Major Behavior Infractions** - Certain behaviors are totally unacceptable and strictly forbidden. These behaviors will result in immediate consequences and could result in suspension or expulsion. When prohibited behaviors occur, the administration, faculty, and parents will be expected to resolve the situation in a firm, fair, and consistent manner.

**St. Teresa’s Catholic School**  
**Diocese of Savannah**  
**Anti-Bullying Policy**

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 subtler 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 Catholic 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.

## **V. Curriculum**

### **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.

Catholic parents are expected to see that their children (PreK-HS) 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 each year. This program teaches the skills and knowledge of family living and helps students to develop respect for

all life, especially human life. With this program, the students are helped to form specific values toward which the Catholic person strives.

### Academic

Our academic program places an emphasis on mathematics and language arts (which includes reading, phonics, grammar, spelling, penmanship, and composition skills). A solid curriculum in religion, science, social studies, Spanish, computer science, physical education, music, art and media are also part of the school program.

Computer – Internet use agreement for 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 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 checkout one book at each visit.
2. Books may be kept for two weeks 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 vacation. 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 will be charged to 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. The Media Center is fully automated.

### **Academic Evaluation**

#### **Grading System**

1. Report cards are distributed quarterly (9 weeks). Report card conferences will be held after the 1<sup>st</sup> and 3<sup>rd</sup> nine-week periods. Parents will receive report cards at the conferences or copies will be sent home in the event of a phone conference. Parents must return reservation forms for conference times. These cards are a means of informing parents of the student's progress. Report cards will be sent home after the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks. Parents are also able to check grades on RenWeb/FACTS on a weekly basis.
2. PreK and Kindergarten - uses letter grades: S-Satisfactory; N-Needs Improvement; I-Improving, and NT –Needs Time.
3. Grades 1 - uses letter grades: E - Excellent; G - Good; S - Satisfactory; and N - Needs Improvement.
4. 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. At the halfway mark for each quarter, progress reports are available for parents to view on Fast Direct. Students are graded on the following scale:

A= 94-100

B= 86-93

C= 77-85

D= 70-76

F= Below 70

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 - Tuesday Folders will be sent home with each student every Tuesday. 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 may be viewed by parents on RenWeb/FACTS.

5. Open House, classroom visitations, and parent/teacher/student conferences are held during the year to provide parents with the opportunity to discuss student progress. Parents or teachers may make an appointment for a conference at any time during the year.

### **Honor Roll**

St. Teresa's Catholic School has an Honor Roll for Grades 3-12.

Honor Roll for Grades 3-12 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 3-12.

### **Standardized Testing Program**

In the spring of the year the Terra Nova, a standardized test, is given to students in Grades 1-8. The Terra Nova is a norm reference test and compares student's scores with those across the nation. Within the Terra Nova, A cognitive test is given in Grades 3, 5 and 7. Results of these tests are given to the parents.

### **Promotion/Retention**

#### **Promotion**

Promotion, retention, and summer school policies are determined by the Diocese of Savannah.

A student shall be considered for promotion if the following standards are met (Policy 6130- Diocesan Handbook):

#### **Kindergarten**

- Mastery of reading readiness skills and math skills.
- Regular attendance/less than fifteen absences per year.

#### **Primary (1-3)**

- Mastery of reading and math skills at the assigned grade level.
- Regular attendance/less than fifteen absences per year.

#### **Intermediate/Middle (4-8)**

- A passing final grade in all major subjects.
- Regular attendance/less than fifteen absences per year.

A student may be retained once in kindergarten through third grade and once in fourth through eighth grade.

*Guidelines:*

For medical reasons, an attendance waiver by a doctor beyond the fifteen days for the year shall be reviewed by the principal.

The principal, teacher, and parent(s) may agree to retain a student for maturational needs.

Major subjects include Religion, Math, Language Arts, Science, and Social Studies. If a student fails one or two major subjects and wishes to be promoted to the next grade level, successful completion of an approved summer school program, which includes sixty hours of instruction per subject, shall be required. Documentation of successful completion must be given to the school prior to the start of the next school year.

**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. Homework 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. 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.

**RenWeb/FACTS**

Fast Direct is a software platform used at St. Teresa's Catholic School for attendance, grades, homework listings, calendar of classroom projects and events. Each teacher uses RenWeb/FACTS to communicate with parents. Homework is posted on RenWeb/FACTS as a back up to the student agenda. Parents and students can check homework and grades from their computer at home or at work, but please see the student agenda for recent changes.

**Plagiarism**

Students are expected to give credit for all work directly copied from any source. Failure to do so will result in a zero for work turn in that is not cited.

**Classroom Observations**

Parents are welcome to visit our classrooms. To minimize disruption, these observations must be planned in advance and they shall not last more than 30 minutes.

## **VI. Dress Code**

### **General Statement**

Research has indicated that there is a distinct relationship between the student's attire and his/her classroom behavior, attitude and achievement. Uniforms are worn at St. Teresa's Catholic School to create an atmosphere conducive to learning; one in which students are viewed as equals and treated fairly. St. Teresa's Catholic 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, presentable and in uniform.

### **Uniforms**

#### **Grades PreK-5**

Girls: Plaid jumper with Peter Pan Collar blouse (school logo on left side of jumper)

Plaid or navy shorts with white knit shirt

Navy slacks with white knit shirt

Navy or brown belt

White, navy, gray, or black socks

Navy cardigan sweater, fleece, sweatshirt, or jacket with logo

Boys: Navy blue pants with light blue knit shirt

Navy blue shorts with light blue knit shirt

Navy or brown belt

White, navy, gray, or black socks

Navy cardigan sweater, fleece, sweatshirt, or jacket with logo

#### **Grade 6-8**

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

Plaid skirt with white oxford blouse, navy vest or cardigan (with school logo), & plaid tie.

**Uniform for all other days**

Plaid or Khaki shorts with navy knit shirt

Khaki slacks with navy knit shirt

Khaki or brown belt

White, navy, gray, or black socks

Navy cardigan sweater, fleece, sweatshirt, or jacket with logo

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

Khaki pants with white oxford shirt, navy vest (with school logo) or blazer, & striped tie

**Uniform for all other days**

Khaki shorts with navy knit shirt

Khaki or brown belt

White, navy, gray, or black socks (above the ankle)

Navy cardigan sweater, fleece, sweatshirt, or jacket with logo

***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 must wear shorts under their uniforms.

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

NOTE: Uniforms may be ordered from Land's End or can be purchased locally.

**Shoes-** Boys and girls in all grades may wear full tennis shoes/sneakers in any color – no sling backs or slide tennis shoes. Leather oxfords or loafers (dress shoes) are required on Mass days. The following shoes are NOT permitted: wheeled shoes, sandals, boots, or light up shoes.

### **Physical Education Uniforms**

P.E. Uniforms are required for all students in grades 4-8. This uniform consists of navy, black or gray, shorts and an STS T-shirt. Girls in grades PK-5 will wear 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.

### **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 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 is 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 – NO HOOP earrings)
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 outerwear are permitted in the classroom but non-uniform jackets must be removed during homeroom. Uniform outerwear 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 girl's hemmed shirt that may be worn untucked. This is the only exception. Please send your gently used clothing to our uniform closet.

### **Special Occasions**

#### Free Dress

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

Ragged, worn, or tight jeans (even if purchased torn or ripped)

Sweatpants  
Shirts with writing or pictures related to alcohol, drugs, gangs, weapons or inappropriate language (may be left to discretion of staff)  
Flip flops or any open toed shoes  
Tank tops  
Low cut blouses  
Halters or cut-off tops  
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.

Middle School Dances – 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.

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 must be to the knee
- No cut-offs
- STS-shirts may be worn (no tanks)
- Socks and sneakers must be worn at all times (no bare feet) for safety reasons. NO crocs or flip flops
- Students are not permitted to write on or cut their Field Day shirts

Boy Scouts and Girl Scouts - may wear their uniforms on meeting days.

## **VII. Student Activities**

### **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. cannot be accepted at school for delivery to students.

Gifts may not be exchanged at school in any grade.

### **Field Trips**

Any adult wishing to supervise children both in school and on field trips must complete the Virtus "Protecting God's Children" class before volunteering. These classes are offered multiple times throughout the year. The purpose of this is to ensure the safety of our students and is a requirement of the Diocese of Savannah.

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 8:00 am so that teachers may park in the parking lot.

All drivers must complete the Virtus “Protecting God’s Children” class before driving and present 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. When we return to the teachers’ parking lot, keep the students in your vehicle until the teachers are present to direct the students. All children under the age of eight are required to be properly restrained in an appropriate child passenger safety seat or booster seat.

### **Student Council**

The Student Council offers the students 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 on the council.

### **Community Projects**

St. Teresa’s Catholic 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.

### **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 3:15 P.M. to 3:45 P.M. All students and parents are expected to respect the patrol persons.

### **National History Day Fair**

Every year the middle grades students participate in National History Day Fair within the school. Winners from St. Teresa’s Catholic School go on to participate in regional and state fairs.

### **Athletics**

The St. Teresa’s Sports Program is an extracurricular activity. When properly used as a teaching tool, the sports program will add to the education of a child. 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.

### **Extracurricular Activities**

#### School Activities and Clubs

Jr. Beta Club (6-8)	Safety Patrols (5-8)
Altar Servers (4-8)	Student Council (4-8)
Science Fair	Choir (2-8)
Spelling Bee (4-8)	Kiwanis Art Fair
National History Day (6-8)	Duke University Talent Search (5-7)
Drama	Tutoring (3-8)
Running Club (4-8)	Cheerleading (6-8)

### Scouts

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

## **VIII. Miscellaneous**

### **School Supplies**

At the end of the school year, students in PreK3-5 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. Supply Lists will also be posted online.

Textbooks are the property of the school. Students are cautioned to take good care of all textbooks. 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.

### **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 Catholic 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 7:30 A.M. and 3:15 P.M. Students arriving before 7:30 A.M. must enroll in Before School Care. Teachers should be notified in writing if the child does not ride home with his/her parents. Students remaining in the cafeteria after 3:45 P.M. will be sent to Extended Day and parents will be charged the drop-in rate of \$15 per child per day.

Parents who come for their child/children during school hours must pick them up and sign them out at the school office. No student 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 parent/administration conference is held.

Periodic fire drills, tornado drills, and lock-down 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 and proceed to designated areas immediately without running, shoving or talking in order to insure an orderly and safe evacuation.

### **Cafeteria**

Students may purchase a hot lunch at school or bring their own lunch and buy milk. The FACTS prepay system is designed as a PREPAY system for parents to put money in their child's lunch account, so that no student runs up a large balance. Parents are notified when the account gets low, so they can transfer funds into the account. It is the policy of the school that all lunches should be **prepaid**; however, no child will go unserved if they have a balance-due.

Our School Food Service program at St. Teresa's serves nutritious meals that 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.

Students bringing their own lunches may bring their own drink or buy milk or orange juice. No pop-top cans or glass containers are permitted. No soft drinks are permitted. Children are encouraged to eat nutritionally balanced meals. When parents want to eat lunch with their children they are always welcome to do so; however, **do not bring in food from the outside (fast food)**. **Parents are encouraged to purchase a tray**. If your child has an allergy to milk or other foods, a doctor's note must be sent to the school office. This must be renewed annually.

### **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.

#### 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 every Tuesday at 8:15 A.M. (unless otherwise announced). Parents are invited to join with the students during Liturgies. Full uniforms are required when students attend Mass.

### **Notices**

School communications, notices, etc. will be put into your child's Tuesday folder. A weekly newsletter is emailed to parents. Lunch Menus are available on RenWeb/FACTS. Parents should also get in the habit of checking their personal email and RenWeb/FACTS frequently for messages from the office staff, teachers, lunch menus, and grades.

### **Transfer Students**

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 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 child's new school by mail.

### **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 advance 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 sign the Visitors Log. 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 students need to the school office, not to the child's classroom.

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

### **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 meetings and there are opportunities for the free exchange of ideas concerning St. Teresa's Catholic 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 events.

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 20 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. Parents are encouraged to update their service hours in the RenWeb/FACTS system throughout the year.

### **Telephone**

Students may use the school office telephone with a permission from a school staff member. 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 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 principal's office until a parent comes in to retrieve them. Repeated violations will result in the electronic items being held in the vault until the end of the marking period. Electronics used for learning in the classroom must be approved by the teacher.

### **Extended Day Program**

Before and after school care is provided for working parents. Early morning care is from 6:30 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. All students not picked up by 3:45, will automatically be placed in Extended Day, and billed at the end of the month. Cost for Extended Day is \$15/day with a MAXIMUM of \$60/week. Early Morning Care is billed at \$5 per day.

**Animals**

Animals 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 Catholic School is part of the Diocesan Family of Schools. We reserve the right to change or alter any current rules or to make additional rules when it is to conform to Diocesan rules and guidelines.*

*Revised June 2019.*