

# Family Handbook 2015-16



**ST. THERESA SCHOOL**

*Achieving Excellence in Faith, Academics and Service*



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*This handbook consists of guidelines which provide a framework for the school’s day-to-day practices. The administration reserves the right to vary these policies so that specific problems are treated on an individual basis. The policies are subject to amendment or discontinuation as the needs of the school requires with or without notice.*

*Updates to school policies since August 1, 2015 are indicated in red.*



<b>TEACHER</b>	<b>GRADE</b>	<b>ROOM</b>	<b>EMAIL</b>
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Murray, Mrs. Beth.....	Aide.....	P2 .....	bmurray@sttheresaschool.com
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Rosenkranz Ms Karen.....	Kindergarten.....	K1 .....	krosenkranz@sttheresaschool.com
Salvetti, Mrs. Lynn .....	Gr. 8 .....	110.....	lsalvetti@sttheresaschool.com
Slater, Mr. Rob.....	Band .....	Band .....	rslater@sttheresaschool.com
Smith, Mrs. Mary.....	Reading .....	R1 .....	msmith@sttheresaschool.com
Sobieszczyk, Mr. Nick.....	PE.....	Dolan.....	nsobieszczyk@sttheresaschool.com
Spotak, Mrs. Kelly .....	Gr. 8 .....	109.....	kspotak@sttheresaschool.com
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Tomei, Mrs. Kathy.....	Aide.....	101.....	ktomei@sttheresaschool.com
Trojan, Mrs. Patti .....	Preschool.....	P2 .....	ptrojan@sttheresaschool.com
Vogt, Mrs. Elizabeth.....	DRE.....	Parish.....	ElizabethV@sttheresachurch.org
Vollmert, Mrs. Diane .....	LRC.....	LRC.....	dvollmert@sttheresaschool.com
Wozniak, Miss Amanda.....	Gr. 4 .....	115.....	awozniak@sttheresaschool.com

## WHO DOES WHAT

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Academic Bowl.....	Laurie Harris .....	lah2661@comcast.net
Admissions and Marketing .....	Terri Kolbus .....	tkolbus@sttheresaschool.com
After School Art.....	Sharon Lewert .....	847-359-5846
All School Picnic .....	Parents Association	
Athletics .....	Nick Sobieszczyk.....	nsobieszczyk@sttheresaschool.com
Band .....	Rob Slater.....	rslater@sttheresaschool.com
Bonfire .....	Parents Association	
Book Fair .....	Parents Association	
Chess .....	Alice Holt/Chess-Ed .....	847-775-9906
Choirs.....	Joleen Kragt .....	music@sttheresaschool.com
Civil War Fair .....	Kelly Spotak.....	kspotak@sttheresaschool.com
Confirmation.....	Lynn Salvetti.....	lsalvetti@sttheresaschool.com
	Elizabeth Vogt .....	elizabethv@sttheresachurch.org
Dads ‘n Donuts .....	Parents Association	
Dances - 7th/8th .....	Student Council.....	lsalvetti@sttheresaschool.com
Family Movie Nights .....	Parents Association	
Financial Aid.....	Mary-Anne Zielinski.....	mzielinski@stthersachool.com
First Communion .....	Lisa DelGiudice .....	ldelgiudice@sttheresaschool.com
	Elizabeth Vogt .....	elizabethv@sttheresachurch.org
First Confession .....	Lisa DelGiudice .....	ldelgiudice@sttheresaschool.com
	Elizabeth Vogt .....	elizabethv@sttheresachurch.org
Hot Lunch (Gourmet Gorilla) ...	www.gourmetgorilla.com/school-order	
Girl Scouts .....	Margaret Brigham.....	margaret_brigham@yahoo.com
Graduation.....	Lynn Salvetti.....	lsalvetti@sttheresaschool.com
Green & Gold Dinner.....	Fr. Tim .....	ftim@sttheresachurch.org
Honors Day .....	Lynn Salvetti.....	lsalvetti@stthheresaschool.com
Intramurals .....	Nick Sobieszczyk.....	nsobieszczyk@sttheresaschool.com
Jr. High Play.....	Joleen Kragt .....	music@sttheresaschool.com
LIFT (Parish Youth Program) .....	LIFT.....	LIFT@sttheresachurch.org
Liturgy Prep .....	Elizabeth Vogt .....	elizabethv@sttheresachurch.org
	Marie Paul.....	mariep@sttheresachurch.org
Mad Science.....	Mad Science.....	847-374-1212
May Crowning .....	Lisa DelGiudice .....	ldelgiudice@sttheresaschool.com
	Elizabeth Vogt .....	elizabethv@sttheresachurch.org
Moms ‘n Muffins .....	Parents Association	
Newsletter .....	Kimberly DeVries.....	newsletter@sttheresaschool.com
PHD Walk.....	Parents Association	
Religious Education .....	Elizabeth Vogt .....	elizabethv@sttheresachurch.org



School Store .....	Parents Association	
Senior Luncheon .....	Mary Ellis.....	mellis@sttheresaschool.com
Special Lunches .....	Parents Association	
Spirit Wear .....	Parents Association	
Student Council.....	Lynn Salvetti .....	lsalvetti@sttheresaschool.com
	Darlene Strysik.....	dstrysik@sttheresaschool.com
Soups & Stews .....	Parents Association	
STEP .....	Val Banas .....	vbanas@sttheresaschool.com
Testing (Aspire) .....	Lisa DelGiudice .....	ldelgiudice@sttheresaschool.com
Tuition.....	Mary-Anne Zielinski.....	mzielinski@sttheresaschool.com
Uniforms .....	Dennis Uniform .....	www.dennisuniform.com (GTHEV)
Used Uniforms .....	Parents Association	
Veterans Day Ceremony .....	Dotty Burns .....	dburns@sttheresaschool.com
Virtus.....	Mary-Anne Zielinski.....	mzielinski@sttheresaschool.com
Wax Museum .....	Kelly Spotak.....	kspotak@sttheresaschool.com

## WHOM TO CONTACT

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General information .....	Mrs. Soby .....	esoby@sttheresaschool.com .....	x291
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Athletics .....	Nick Sobieszczyk.....	nsobieszczyk@sttheresaschool.com .....	x214
Band .....	Rob Slater.....	rslater@sttheresashool.com.....	x253
Building Reservations .....	Nicole Carlisle .....	scheduling@sttheresachurch.org	
Bulletin Submissions .....	Nicole Carlisle .....	bulletin@sttheresachurch.org	
Bus Information .....	District 15.....	847-963-3901	
Assignments .....	classroom teacher		
Activities, Class .....	classroom teacher		
Behavior .....	classroom teacher		
Calendar .....	Mrs. Soby .....	esoby@stthersaschoo.com .....	x291
Discipline .....	classroom teacher		
Field Trips .....	classroom teacher		
Health Records.....	Mrs. Montrie .....	mmontrie@sttheresaschool.com .....	x 212
Health & Wellness .....	Parents Association.....	healthwellness@sttheresaschool.com	
Hot Lunch .....	Ordering .....	www.gourmetgorilla.com/school-order	
		Code: K-5 - ST180 6-8 – STS181	
	Questions.....	info@gorillakids.com or 877-219-3663	
Immunizations .....	Mrs. Montrie .....	mmontrie@sttheresaschool.com .....	x 212
Intramurals .....	Nick Sobieszczyk.....	nsobieszczyk@sttheresaschool.com .....	x258
Learning Concerns .....	classroom teacher		
Mobile Therapy Center (MTC).....		asktheteam@mtcus.com	
Newsletter .....	Kim DeVries .....	newsletter@sttheresaschool.com	

Parents Association.....	Jennifer Dzierzak .....	stspa@sttheresaschool.com	
PowerSchool .....	Mrs. Soby .....	esoby@stthersaschool.com .....	x291
Reading Support.....	classroom teacher		
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Sacramental programs.....	Elizabeth Vogt .....	elizabethv@sttheresaschurch.org.....	x111
Schedules .....	Mrs. Soby .....	esoby@stthersaschool.com .....	x2 91
School Procedures.....	Mrs. Soby .....	esoby@stthersaschool.com .....	x291
Smart Tuition .....	Website .....	<a href="https://parent.smarttuition.com/">https://parent.smarttuition.com/</a>	
	General Questions.....	mzielinski@sttheresaschool.com.....	x203
Special Ed/504 Plans.....	Miss Keenley .....	mkeenley@sttheresaschool.com.....	x202
STEP .....	Mrs. Banas .....	224-425-3807	
Student Records .....	Mrs. Zielinski.....	mzielinski@sttheresaschool.com.....	x203
Tuition .....	Mrs. Zielinski.....	mzielinski@sttheresaschool.com.....	x 203
Virtus.....	Mrs. Zielinski.....	www.virtus.org .....	x 203
Website .....		webmaster@sttheresaschool.com	



## ST. THERESAISMS

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- Benton.....Benton Street – the street on which the school is technically located, although the main entrance is at the opposite side across from the playground.
- Birthday Book Club .....Each year children have the opportunity to donate a book to the school LRC in honor of their birthday. This book will be held in the school collection with a special book plate commemorating the child and his/her donation. Information on Birthday Book Club is disseminated at the start of the school year or by contacting the LRC aide.
- Bonfire .....cool family event held on Friday, August 28 – we have bonfires in the play area, eat hotdogs and roast marshmallows. An amazingly fun family event.
- Bozena.....our amazing maintenance woman!
- Change for Change .....monthly fundraiser for some notable charity. Students bring change they have earned doing chores and donate to the charity. A jeans day for students.
- Curriculum Night .....a parent event held on August 20, prior to the start of school, parents have the opportunity to meet their child’s teacher and learn about the curriculum and classroom expectations for the year.
- Dads n’ Donuts .....cool Parents Association event honoring dads and their kids. Dads and children have donuts together in O’Brien Hall before school. Usually in January during Catholic Schools Week.
- Dolan Center .....aka “the Dolan,” gym and multi-purpose building, kitty corner from school.
- Drill Day .....during the first week of school when we practice all our drills – fire, tornado, etc. Usually the first Friday of school.
- Drive Days .....Days on which the District 15 buses do not run and parents have to drive their children to and from school
- George.....actually, Jorge – our awesome maintenance guy
- Gourmet Gorilla.....our new hot lunch provider
- Green & Gold.....the major fundraiser for the school. A wonderful dinner auction held this year on April 30. Don’t miss it!
- LRC.....Learning Resource Center, i.e. our library.
- Pauline Center.....the parish offices – the building next to the school
- PowerSchool .....our administrative software
- Lower Dolan .....the meeting space below the gym
- Meet the Teacher.....the first official day of school on August 21, students come to school with their parents in the morning to meet their teacher, put away their school supplies and prepare for the start of the school year.

- Mitten Tree.....Student Council mitten and hat drive. Donate new mittens and hats and place them on the tree in the front hall during Advent.
- Molly.....Fr. Tim’s dog
- Moms and Muffins.....cool Parents Association event for Mother’s Day – moms and children have muffins together in O’Brien Hall before school. Usually held in May around Mothers Day.
- O’Brien Hall.....the lunchroom on the lower level of the school
- PHD Walk.....prior to Thanksgiving, students bring in baby items to support the Protection of Human Dignity Center in Palatine. Following a prayer service in the church, the students walk with their items to the collection spot at Ost Field and drop off their donations. Eighth graders assist with the collection and organization at Ost Field.
- Rose Room.....adult education classroom located on the first floor.
- Tech Crew.....the team of 8<sup>th</sup> graders who assist the staff and students with technology
- Trojans .....our school mascot
- School Rush .....our communication app – contains calendar, directory, and other important contact information. Be sure you download it right away!
- St. Theresa.....actually, St. Thérèse of Lisieux, our patroness. We celebrate her feast day on October 1.
- Upper Dolan.....the gym
- Weather Days.....days on which District 15 does not have school due to weather and we do. Follows the same procedures as a Drive Day.
- Veterans Day.....an annual prayer service held on November 11 to honor all Veterans. All are invited to come and pray for and honor our Veterans. Not to be missed!

**Prayer to St. Theresa:**

*All through this day Lord, let me gently touch the lives of others, through the power of the Holy Spirit, by the prayer I breathe, the words I speak, and the life I live. Amen.  
St. Theresa, pray for us.*



# MISSION AND PHILOSOPHY

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## MISSION

Bound together in our Roman Catholic faith, teachers and parents of St. Theresa Parish and School are committed to providing a superior quality education founded in love and Christian faith. We strive to nurture and develop students to become academically sound lifetime followers of Jesus Christ, in whom they will find purpose and joy.



## PHILOSOPHY

The primary purpose of St. Theresa School is to create a Catholic educational community where human culture and knowledge, enlightened and enlivened by faith, are shared among students, teachers and parents.

Working together, educators, students, and parents strive to create a warm, nurturing environment where students will emerge with a disciplined, positive image of themselves, respecting their own and others' uniqueness and developing a mature, active faith life.

The essence of our school is to encourage our children to embrace the values and traditions of the Catholic Faith and integrate them with the continued pursuit of academic excellence.

We at St. Theresa School have organized the curriculum, staff, and physical facilities to achieve this purpose of Catholic education in collaboration with the parents. Our goals are:

- To give students opportunities to develop moral and spiritual values, ethical standards of conduct and integrity.
- To help each student develop the power to think constructively, to solve problems, to reason independently, to be creative, and to accept responsibility for school, home, and community.
- To help students acquire a sense of responsibility for realistic self-evaluation and continuing self-instruction.
- To provide a variety of learning experiences which emphasize critical thinking skills, organization, cooperative learning, and individual instruction.
- To motivate students to reach their potential and pursue excellence academically, morally, spiritually, physically, and socially.
- To help students develop a positive self-image and faith in their accomplishments.

We at St. Theresa School strongly believe that consistent cooperation between parents, Teachers, and students is needed to reach our goals.

The foundation of our teaching is based on the lived practice of our Catholic faith. As parents and Teachers, we are responsible to be models for our children. Weekly Mass attendance with classes and with parents is only one small way of fulfilling this responsibility. Our Roman Catholic faith pervades our school day in prayer, teaching of the faith, and applying it as occasions arise.

Christian courtesy is emphasized at St. Theresa School, for without Christ-like care for ourselves and others, no real life-long learning can take place. We endeavor to provide an atmosphere where all feel welcome, respected, and safe.

## PARENTS

Parents have given their children the precious gift of life and are recognized as the primary and principal educators. They are the ones who create a family atmosphere enlivened by love and respect for God, which includes worship of God, weekly attendance at Mass, and love and respect for others.

We see the following as important areas:

- to foster Catholic-family living in the home
- to practice the faith openly together as a family
- to create a learning atmosphere in the house
- to encourage support of authority and the teacher's role in the school
- to participate in the activities of the school
- to support the school and parish financially

## STUDENTS

St. Theresa School exists for the sake of the students. The student not only learns within the confines of our school, but also shares all his/her talents with his/her fellow students. We believe that the student has certain responsibilities, primarily:

- to respect teachers, volunteers in the school, and neighbors in the community
- to respect fellow students and their ideas and help them feel welcome, respected, and safe
- to respect him/her self by taking responsibility for his/her action
- to work at his/her school subjects to the best of his/her ability
- to present a neat appearance
- to follow rules made to insure each person's safety and the learning environment

## TEACHERS

The faculty of St. Theresa School, in cooperation with the parents, is committed to creating a superior, faith-based education by creating a learning environment that encourages students to become lifelong learners and disciples of Jesus Christ in the world in which they live.

We believe that the faculty and staff of St. Theresa School have certain responsibilities:

- to be a presence of Jesus in the lives of our students and to create a safe learning environment guided by love and respect for God and for each other.
- to provide a quality faith based education.
- to encourage and provide opportunities for service at homes, school, parish, and community
- to foster communication between and among parents, faculty, and students.
- to continue to grow in our own faith and in our own professional education.

## **GOVERNANCE**

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### **Administrative Council**

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The Administrative Council of St. Theresa School, composed of the Principal in collaboration with other staff, is responsible for the daily running of the school. Guided by the philosophy of the school and the policies enacted by the Archdiocese, the Administrative Council works

directly with the parents, faculty, and students in achieving the goals for which the school was founded. The Administrative Council makes decisions collegially.

The members of the Administrative Council for 2015-16 are:

Mary Keenley, Principal

Amanda Wozniak, Intermediate

Lisa DelGiudice, Primary

Darlene Strysik, Middle School

## **Board of Specified Jurisdiction (BSJ)**

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St. Theresa School has implemented a Board of Specified Jurisdiction. The pastor has established the BSJ to assist the school community in the governance in specified areas of the school, consistent with the policies, procedures, guidelines, regulations and best practices promulgated by the Archdiocese of Chicago and the Office of Catholic Schools.

A BSJ is composed of 11 to 21 members. An individual is appointed by the pastor and/or the superintendent of schools based upon a certain skill set and expertise for a specified term, usually 3 years. A maximum of twenty percent (20%) of the Board members may be non-Catholic.

Board members may be

- parishioners;
- alumni/alumnae and parents of alumni/alumnae;
- leaders within the neighborhood, business and professional communities;
- parents/guardians (up to 20% of membership).

The Archbishop empowers the members of the BSJ through the pastor or the superintendent of schools with specified responsibilities/powers. The following are the areas of responsibility of the BSJ:

- foster and promote a faith-based community
- support the ministry of Catholic school education
- set direction in finance, facilities, marketing, strategic planning, and development
- ensure financial stability
- increase transparency
- build trust and confidence in partnership with school, families, and parish
- focus on areas critical to short and long-term future

The board also has responsibilities for the following areas. The Executive Committee may decide the manner of implementation, either themselves or through an ad hoc committee of the board:

- ministry effectiveness (mission/vision/faith-based core values)
- member development (on-going professional development for board members)
- planning and policy (development of local policy as needed)

The commitment of board members is to prepare for and attend board meetings and actively participate in at least one of the committees of the BSJ which include: Executive, Fiscal Management, and Institutional Development, Marketing/Recruitment. The school community shall have an active and supportive Family and School Association; its president or designated representative sits on the Board of Specified Jurisdiction (BSJ).



The board uses a consensus model of decision-making; work is prepared in committee before presentation to the board membership. The Executive Committee includes the board chair, assistant chair, board secretary, the pastor (or superintendent's delegate) the principal, president (secondary school). The school administrator and the board chair set the board agenda and monitor the board calendar. An agenda packet, including the minutes from each current committee's work, is sent to board members in a timely manner so that board members may come to the meeting prepared.

Information regarding the approved bylaws, other supporting documents, and the process of establishing a BSJ is available from the Director of Board Development, Office of Catholic Schools.

The 2015-16 members of the St. Theresa School Board of Specified Jurisdiction are:

Thomas Paar, Chairman

Glenn Wagner, Vice Chairman

Michael Towle, Finance Chair

Elaine Deak

Frank DiVito

Kim Gryzlo

Joanne Ranallo

Fran Litchfield

Michael Thompson

Robert Wilmouth

Guy Youman

## **ADMISSIONS AND REGISTRATION**

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### **Admissions Policy**

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St. Theresa School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. St. Theresa School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

St. Theresa School admits students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at St. Theresa School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

Before accepting any child for admission, St. Theresa School will, without exception, verify that the person enrolling the child is the legal guardian of the child and possesses the legal right to enroll the child in St. Theresa School.

## **Admission and Registration of New Students**

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St. Theresa School begins to take registration for new students at the Sunday Open House which begins Catholic Schools Week (usually the last Sunday in January). From that Sunday on, registration for new families and current families who did not pre-register are filled on a first come, first served basis. A waiting list is created for new and current families once a grade level has reached capacity.

Families of new students receive acceptance letters by mid-May. The letter also gives information about academic testing for new, incoming students in grades kindergarten through 8.

### **Admission Guidelines**

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Students must be the following age on or before September 1 in order to enroll:

- Preschool 3.....3 years of age, born on or before September 1, 2012
- Preschool 4.....4 years of age, born on or before September 1, 2011
- Kindergarten .....5 years of age, born on or before September 1, 2010
- 1st Grade .....6 years of age or have successfully completed a certified kindergarten program

In addition, students attending preschool must be completely toilet trained. “Pull-ups” may not be worn. The School will, however, work with parents and allow slow or late entry to the pre-school program if it is in the best interest of the child.

St. Theresa School entertains no exceptions to the above stated policy.

Admissions Options for Pre-School and Kindergarten:

- Pre-School.....Full day 8:00 a.m.–2:00 p.m. or mornings 8:00 a.m.–11:00 a.m., 2-5 days/week
- Kindergarten .....Full day 7:40 a.m.– 2:20 p.m. or mornings 7:40 a.m. – 11:15 a.m.

### **Documents Required for Admission**

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The following documents are required for admission to St. Theresa School:

- Birth Certificate
- Verification of guardianship and right to enroll
- Baptismal Record (if applicable)
- Academic Records (if transferring from another school)
- Certificate of Child Health Examination
- Eye Examination Report
- Proof of School Dental Examination Form
- For students with allergies: the Food Allergy Emergency Action Plan and Treatment Authority including the student’s photo must be presented and approved by the school administration in order to and before the child is registered in the school

### **Financial Assistance**

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The Financial Assistance Program at St. Theresa School is intended to help currently enrolled active St. Theresa Parish families who are experiencing a financial setback that would cause them to withdraw their children from school.

Financial Assistance must be applied for through the Smart Tuition Management system. Financial Assistance is available for students in grades K-8 only. Financial Assistance is not available for pre-school.

To be eligible for Financial Assistance:

- the family must have a child/children enrolled in St. Theresa School;
- students must be in grades K-8 only; Financial Assistance is not available for pre-school;
- the family must be members of St. Theresa Parish, attend Mass, and contribute actively to the parish through their time, talent and treasure.

The amount of assistance is determined on a case-by-case basis based on family income, financial hardship, and other factors. The amount of assistance the parish provides families is limited and based on donations from the pastor’s Financial Assistance collection and other private donations.

St. Theresa Parish families who encounter an unexpected financial setback hardship which would threaten their continued attendance during the current school year may apply in writing to the Pastor for a special consideration.

Members of other parishes or faith traditions who would like to attend St. Theresa School are not eligible for Financial Assistance. If a Catholic out of parish family finds they need help paying their tuition due to a sudden financial hardship, they may bring a letter from their Pastor which identifies them as an active contributing family in their parish. The family can then make an appointment with the St. Theresa Parish Pastor to discuss the situation. Our Pastor can then assist them on a case by case basis.

## **Registration for Returning Students**

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In early January, St. Theresa School sends home a registration form for the next school year to all currently enrolled families. All families are encouraged to promptly return the form for the next school year if they intend to return to St. Theresa. The registration fee will be charged to their account in Smart Tuition. This registration form and fee reserves a guaranteed place for all students as well as new siblings of currently enrolled families.

## **Tuition**

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### ACTIVE PARISHIONER TUITION - Kindergarten All Day– 8<sup>th</sup> Grade

1 child.....	\$5,694
2 children.....	\$8,949
3 children.....	\$11,268
4+ children .....	\$12,092

### ACTIVE PARISHIONER TUITION - Kindergarten Morning– 8<sup>th</sup> Grade

1 child.....	\$4,555
2 children.....	\$8,949
3 children.....	\$11,268
4+ children .....	\$12,092

### NON-PARISHIONER TUITION - Kindergarten – 8<sup>th</sup> Grade

Grades K-8 per child .....	\$7,402
K 1/2 Day per child .....	\$5,921

PRE-SCHOOL

Morning Preschool 2 Days .....	\$1,968
Morning Preschool 3 Days .....	\$2,688
Morning Preschool 5 Days .....	\$4,650
All Day Pre School 2 Days .....	\$2,900
All Day Pre School 3 Days .....	\$3,900
All Day Pre School 5 Days .....	\$5,694

OTHER FEES

First Communion .....Grade 2 .....	\$55
Confirmation .....Grade 8 .....	\$75
Graduation.....Grade 8 .....	\$70

**Tuition Payment and Smart Tuition**

St. Theresa School collects tuition through the Smart Tuition program. Regardless of how payment is made, all families are required to register in Smart Tuition to manage tuition and billing. The school’s Smart Tuition ID is: 12867.

St. Theresa School offers four interest-free tuition payment plans. Families can select the plan that is most appropriate for their respective situation.

- Plan I: Annual - One-time, full payment for the entire school year due on or before August 1
- Plan II: Semi-Annual - Two equal payments for the entire school year due on August 1 and December 1
- Plan III: Monthly - Ten (10) monthly payments made by automatic withdrawal from a checking account on the 17th of each month, beginning August 17 and ending May 17
- Plan IV: Monthly - Twelve (12) monthly payments made by automatic withdrawal from a checking account on the 17th of each month, beginning July 17 and ending June 17.  
*Note: this payment plan is not available to families whose youngest or only student is in grade 8.*

Late or non-payment:

Under Plan III, if your account is NSF, you will be charged a \$20.00 penalty for processing on the following month’s automatic withdrawal.

Students may not be allowed to participate in major educational field trips or school activities including graduation if payments are delinquent unless prior arrangements have been made with the administration.

In order to participate in the middle school field experiences, tuition must be current as follows:

- 6<sup>th</sup> Grade TimberLee = 50%
- 7<sup>th</sup> Grade Springfield = 90%
- 8<sup>th</sup> Grade Washington D.C. = 90%

If a family selects Plan I and does not pay by August 1, the family may choose to pay a \$100 late fee to remain on the full payment plan or switch to Plan III without penalty.

If a family selects Plan II and does not meet either the August 1 or the December 1 deadline, or both, the family may choose to pay a \$50 late fee for each deadline missed and remain on the plan at each deadline or go on the automatic withdrawal plan without penalty.

## Transfer Procedures

Parents must notify St. Theresa School in advance of the transfer to another school and give the following information: the reason for the transfer, name and address of the new school, place of residence, and the final date the child will attend St. Theresa School. Parents must sign a release of records form so that the cumulative file information may be sent to the new school.

# CURRICULUM AND INSTRUCTION

## Academic Program

\* instruction is daily

■ instruction throughout the year

Number=class days/week

	K	1	2	3	4	5	6	7	8
English and the Language Arts									
Phonics	*	*	*						
Reading/Literature	*	*	*	*	*	*	*	*	*
English and Language Arts	*	*	*	*	*	*	*	*	*
Spelling		*	*	*	*	*			
Vocabulary						*	*	*	*
Penmanship	*	*	*	*	■	■			
Math	*	*	*	*	*	*	*	*	*
Religion	*	*	*	*	*	*	*	*	*
Science	■	■	■	■	■	*	*	*	*
Social Studies	■	■	■	■	■	*	*	*	*
Art	■	■	■	■	■	■	1 T	1 T	1 T
Technology	1	1	1	1	1	1	1	1	1
Library	1	1	1	1	1				
Music	2	2	2	2	2	2	2 T	2 T	1 T
Physical Education	2	2	2	2	2	2	2	2	2
Spanish							4	4	4

**Preschool:** In an atmosphere of caring and love for each child and his/her individual needs, the preschool curriculum for the 3 and 4 year olds (half day or full day) is developmental integrated. It includes spiritual, social, emotional, physical, and academic areas. There is special emphasis on peer relationships, motor skill development, language development, math experiences, and Handwriting without Tears.

**Kindergarten:** The kindergarten curriculum includes spiritual, social, emotional, and academic areas. Students study math, phonics, reading, English and the language arts including Handwriting without Tears, as well as the Catholic faith. They are also introduced to science and the social studies and receive instruction in art, music, physical education, and library. They also receive direct and integrated instruction in technology.

**Grades 1-8:** The school offers instruction in religion; reading, English and the language arts (ELA); mathematics, social studies; science; physical education, visual art and music. All grades

also receive direct and integrated instruction in technology. Middle School also receives foreign language (Spanish) instruction. Beginning in grade 4 instruction is departmentalized.

## **Accelerated Grouping**

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**Mathematics:** Students in the accelerated level math may complete a high school freshman algebra course in the two years of grades 7 and 8. Placement in this class at St. Theresa does not guarantee placement in advanced/higher level high school math classes.

Placement in an accelerated group depends on:

- Aspire test results: 90% or above in math.
- End of book test and trimester averages of chapter test grades: generally 90% or above.
- Math facts mastered before entering grade 5.
- Addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions mastered before entering grade 7.

Report card grades in mathematics:

- If a student is previously in an accelerated grouping, s/he must receive at least a “B” for each trimester grade.
- If a student is in an on-level grouping, s/he must have an “A” average to be considered for placement.

Teacher recommendation considers, but is not limited to, the following:

- Student demonstrates academic knowledge based on chapter and cumulative tests and oral responses.
- Student consistently demonstrates above average mathematical reasoning ability.
- Student shows initiative in math, desires to work at a higher level and is motivated to succeed.
- Student takes an active part in his/her educational growth.
- Student attends school regularly.
- Student demonstrates strong and efficient work habits.
- Student consistently completes assignments successfully and on time.
- Student demonstrates the ability to be successful with minimal teacher support.

In addition:

- Missing or late assignments may result in probation.
- All required work must be shown; answers or partial work is not accepted.
- Listening, paying attention, and focusing during class must be consistently demonstrated.
- Student performance/placement is reviewed at midterm and at the end of the trimester.
- Students must maintain a “B” or “A” grade to continue in the accelerated grouping.
- Probationary notes are sent if the student is performing at a “C+” or lower level. A student is given the opportunity to achieve before the next review period.
- A student may be on probation only one time during a school year. In the event his/her grade drops to a “C” a second time, the student will be placed in an on-level grouping.

A student who has been moved in a different grouping may not move back to the accelerated group during that school year.

**English and the Language Arts:** Students in the accelerated level English and the language arts (ELA) will develop interpretive and analytical skills through a variety of literary genre. Placement in this class at St. Theresa does not guarantee placement in advanced/higher level high school language arts classes.

Placement in an accelerated group depends on:

- Aspire test results: 90% or above in reading.
- Writing samples from the previous grade must be above average.

Report card grades in English and reading:

- If a student is previously in an accelerated grouping, s/he must receive at least a “B” each trimester.
- If a student is currently in an on-level grouping, s/he must have an “A” average in all trimesters to be considered for placement.

Teacher recommendation including:

- Student demonstrates academic knowledge based on chapter and cumulative tests and oral responses.
- Student consistently demonstrates above average reading comprehension and thinking skills.
- Student shows initiative in English and the language arts, desires to work at a higher level and is motivated to succeed.
- Student takes an active part in his/her educational growth.
- Student attends school regularly.
- Student demonstrates strong and efficient work habits.
- Student consistently completes assignments successfully and on time.
- Student demonstrates the ability to be successful with minimal teacher support.

In addition:

- Student performance is reviewed at midterm and at the end of each trimester.
- Students must maintain a “B” or “A” grade to continue in the accelerated grouping.
- Probationary notes are sent home if the student is performing at a B- or lower level. A student is given the opportunity to improve achievement before the next review.
- A student may be on probation only one time during a school year. In the event his/her grade drops to a B- a second time, the student will be placed in an on-level reading group.
- A student who has been placed in an on-level grouping may not be moved back to the accelerated ELA group during that school year.
- Placement of new students or students who enroll during the year will be fluid.

## **Grade Reporting**

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A student’s academic progress is documented at mid-trimester and at the trimester. In grades 1-4, Progress Reports are sent out mid-trimester all three trimesters. In grade 5, Progress Reports are sent at mid-trimester 1 only because parents have access to PowerSchool in trimesters 2-3. Progress reports are not sent in middle school because parents have access to PowerSchool all year.

Report Cards are sent home at the end of each trimester in grades 1-8. Kindergarten report cards are sent home in January and June.

## Grading System

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Grades reflect a student’s academic progress and achievement for the trimester. Grades are based on an appropriate weighting of tests, quizzes, class work, homework, and participation.

Grades are defined as follows:

Letter	Percentage	GPA Equivalent
A+	99-100	4.50
A	95-98	4.00
A-	93-94	3.75
B+	91-92	3.50
B	87-90	3.00
B-	85-86	2.75
C+	83-84	2.50
C	79-82	2.00
C-	77-78	1.75
D+	75-76	1.50
D	71-74	1.00
D-	69-70	0.75
F	Below 69	0

### Other Grading Scales

Art ..... all levels                      Computers .....Grades K-4  
 Music.....All levels                      PE.....Grades K-5

S	Satisfactory
I	Improving
N	Needs Improvement
U	Unsatisfactory

## Extracurricular Activities

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**Athletics:** St. Theresa School provides our students athletes with an opportunity to develop athletic skills and sportsmanship in a competitive program and/or in intramural sports. Each type of experience is conducted in a manner which respects the teachings of the Catholic Church and the importance of health and scholastic requirements.

St. Theresa School is a member of the Northwest Suburban Catholic Conference. Our students in grades 5-8 compete with neighboring schools in a variety of sports. (See accompanying chart) Students participating in these programs are required to have a parent release form, a current physical, and insurance (an inexpensive policy can be purchased through a school insurance program at the beginning of the school year). Expectations of parents and students are distributed through the Athletic Director before tryouts for each sport held. In addition to paying fees, parents are asked to assist with the program.



Effective this school year (2015-16) all athletes must have a current physical on file in order to participate in organized sports at St. Theresa School. The physical must be less than one year old. The physical form must note any preexisting conditions or other potential health problems and indicate that the athlete is cleared to participate in organized sports.

Boys and girls in grades 1-4 may participate in intramural sports. These are held once a week after school until 3:30 p.m.. Participating students must have a parent release form and a medical release form on file prior to participation. There is a fee involved. There are two intramural sessions during the year.

Students excused from PE for physical or health reasons are ineligible for participation in any athletic activities. They are required to have a physician's release to return to a team or activity.

Athletics	Grade level(s) Eligible									Time of Year	Fee	Note
	K	1	2	3	4	5	6	7	8			
Basketball						B/G	B/G	B/G	B/G	Winter	Yes	Tryouts
Cheerleading						G	G	G	G	Fall - March	Yes	Tryouts
Cross Country					B/G	B/G	B/G	B/G	B/G	Fall	Yes	Open
Intramurals		B/G	B/G	B/G	B/G					Year	Yes	Open
Softball						G	G	G	G	Spring	Yes	Tryouts
Track & Field					B/G	B/G	B/G	B/G	B/G	Spring	Yes	Open
Volleyball						B/G	B/G	B/G	B/G	G -Fall B-Spring	Yes	Tryouts

**Other Activities:** Several other enrichment activities are available as extracurricular activities at various grade levels. Information about these activities are published in the weekly newsletter or by a flyer sent home. Other activities may be introduced during the year according to student interest.

Activity	Grade level(s) Eligible									Time of Year	Fee	Note
	K	1	2	3	4	5	6	7	8			
Art After School		*	*	*	*	*	*	*	*	All year	Yes	
Band					*	*	*	*	*	All year	Yes	
Chess		*	*	*	*	*	*	*	*	All year	Yes	
Church Choir					*	*	*	*	*	All year	No	
Concert Choir					*	*	*	*	*	All year	No	
Show Choir					*	*	*	*	*	Aug-Feb	Yes	Audition
Mad Science		*	*	*	*	*				All year	Yes	
Musical							*	*	*	Jan-April	Yes	Audition
Scouts	*	*	*	*	*	*	*	*	*	All year	Yes	
Student Council					*	*	*	*	*	All year	No	Election

**Academic Eligibility:** When a student (grade 5-8) receives two Ds or one F on his/her report card, s/he may become ineligible for participation in all sports programs and extracurricular activities for a period of time determined by the administration. Teachers will issue mid-

trimester grades as scheduled and remind students verbally of the consequences for report cards containing Ds or Fs. By report card day, each homeroom teacher will submit to administration the names of children who may be ineligible for sports. Administration will notify the Athletic Director who will notify the coaches. S/he will also notify the sponsors of other activities.

**Conduct:** Administration may suspend students from the extracurricular activities on conduct, as well as scholastic performance, at any time.

## **Field Trips**

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Field trips are a regular part of the curriculum and offer the student a unique way to learn a particular subject and master particular learning objectives.

Participation in a field trip is a privilege and is earned by a student through appropriate study and behavior. Teachers will explain these expectations to students so each student may earn the right to attend the field trip.

Appropriate behavior is expected and all school rules remain in effect during the field trip. Inappropriate behavior will result in disciplinary measures, which may include the possible loss of future trip privileges.

Fees for field trips are determined by the cost of each particular trip. Fees must be paid by the date designated in order for a student to participate in an event.

Students may not be allowed to participate in major educational field trips if payments are delinquent unless prior arrangements have been made with the administration. In order to participate in the middle school field experiences, tuition must be current as follows:

6<sup>th</sup> Grade TimberLee = 50%    7<sup>th</sup> Grade Springfield = 90%    8<sup>th</sup> Grade Washington D.C. = 90%

(See also: Tuition Payment and Smart Tuition)

If a student is ill on the day of the trip, return of transportation costs or other fees cannot be guaranteed.

Only a copy of the official field trip form signed by the parent is acceptable permission. We regret that we cannot accept handwritten notes or phone calls as permission. Please fill out the field trip permission form with all the information pertaining to the trip and return it to school.

The school dress code applies to all school activities, including field trips. The specific dress for the day will be determined by the teacher coordinating the field trip.

Parents are encouraged to participate on field trips with their child's class. Chaperoning not only helps keep the field experience safe and well organized, but allows a parent to share in their child's learning. **All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations.** Because of the seriousness of this regulation, there can be no exceptions to this policy. (See also: Volunteers)

## **Homework**

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Homework is assigned as a means to help pupils review, comprehend, and enrich subject matter taught in the classroom. Children have homework regularly. Assignments are clearly given in class and should be written down by the student.

In the upper grades, organizational skills become very important as students change classes and have several teachers. Homework includes reviewing the day's material as well as completing

written work. Especially in 5th and 6th grades, parents may need to help students learn to plan their available time for completing their homework and break down long-term assignments which generally begin at this level and cannot be completed in one night.

It is understandable that, as a child progresses in the grades, his/her workload increases. As a general rule, for the average performing student, the quantity of homework assigned is equal to the child's grade level time ten (10). For example, a 2nd grader will have 20 minutes of homework, plus independent reading.

If you have any questions or concerns about your child's homework, please contact the teacher.

**Vacation Homework:** Students need to be in school daily for the best possible educational experience. There is no way to duplicate the classroom experience after a child has been absent. For that reason, parents are urged not to schedule vacations when classes are in session and to schedule appointments outside of school hours if at all possible. Absences for vacations, sports events, or other lessons, etc., are discouraged.

If absence during school time is unavoidable, the student is responsible for any work and tests that s/he misses. This is to be made up after the absence in a reasonable amount of time (one day absent equals one day of make-up time) not to exceed 10 school days.

The student will contact each teacher when s/he returns to school. When a considerable amount of classroom instruction and/or activities/assignments that require lengthy teacher preparation and/or supervision have been missed, a parent may need to arrange for paid tutorial services.

Excessive absences affecting progress may lead to a recommendation for retention or withdrawal.

## **Honor Roll**

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Students in grades 6-8 can work to be placed on the St. Theresa School Honor roll. All courses receiving standard grades (A/B/C/D/F) are included in the calculation of the honor roll.

A trimester grade average of 3.5 or better is required for the St. Theresa School Honor Roll; a grade of D or F in any subject will keep a child off the Honor Roll.

## **Individualized Instruction**

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Teachers at St. Theresa School provide for individual needs and differences as much as possible in the classroom because, at the same time, some students are in need of more assistance or more challenge.

**Grouping by Achievement:** Beginning in Grade 4, students are grouped by a combination of ability, achievement, and work habits for instruction in math and English and the language arts. (see also: Accelerated Grouping)

**Reading Resource Teacher:** This teacher assists students in grades 1-5 whose reading skills may be below those of their peers. Instruction is generally individual and conducted for half an hour several times a week to help the student catch up to or keep up with his/her class.

**Mobile Therapy Center (MTC):** Parents have access to Mobile Therapy Center for evaluation and service of developmental concerns in speech and language, attention and emotional concerns, and other learning issues. St. Theresa School families can contact Mobile Therapy Center directly by emailing [asktheteam@mtcus.com](mailto:asktheteam@mtcus.com) or through their child's teacher.

## **PowerSchool**

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PowerSchool is the Archdiocesan administrative software that manages all student data.

At St. Theresa School, parents and students in grades 6-8 have access to real time grade reporting through the PowerSchool parent portal starting the third week of school. Parents and students in grade 5 have access to real time grade reporting in PowerSchool starting at mid-trimester 2.

Parents are reminded that having such open access to data can be a blessing and a curse. Real time access to data is a wonderful tool for helping your child learn how to track his/her grades in a class - s/he will have the capability in high school. Your child will be able to see missing work as well as see the impact of tests and quizzes and homework on his/her overall grades. This will help your child manage his/her time and become more accountable for his/her grades.

On the downside, data can be easily misread and misinterpreted. For example, if your child receives a 3/5 on a quiz the first day of a trimester, his/her grade will show up as an F in the class. To read this correctly, we need to remember that grades are cumulative and that this is one quiz of perhaps 20 that are given throughout the trimester and that the final grade also will include homework, tests, etc. Another possible misread is with missing work - all missing work shows up as a 0 (we do this on purpose.) If your child is absent and has missed an assignment, it will show up as a 0. Don't panic - when your child turns it in, the grade will be remedied. By the same token, if your child was not absent and simply didn't turn in the assignment, that 0 is a good reminder of why s/he needs to turn in his/her work.

Data can also feed your or your child's tendency to become a "grade grubber." Teachers will gladly engage in conversation about an assignment, your child's progress and work in a class: I will not permit them to spend time discussing why a grade was a 93, not a 94. We trust the teachers to generate solid data and we are trusting you to be good consumers of the data we are providing.

The data you will access is real time; remember, however, that work needs to be graded by hand and is not instantaneously recorded in PowerSchool. Some work will be inputted very quickly by a teacher, other work takes more time. If your child takes a test at school, please do not expect the grade to be recorded that evening.

We are all excited about this development and look forward to giving you real time access to your child's progress. We hope it encourages greater accountability and independence in your child's academic life as we prepare them to move on to high school.

## **Religious Formation**

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The heart of the educational program is the formation of students in the Roman Catholic faith. This is carried out through direct instruction, liturgical experiences, sacramental preparation, and service activities.

**Liturgical Experiences:** Students in grades K-8 participate in a variety of prayer and worship experiences including daily prayer, weekly attendance at morning Mass, and special all-school liturgies or prayer services.

**Sacramental Preparation and Reception:** Students prepare during school for the initial participation in the Sacrament of Reconciliation and for the reception of First Eucharist and Confirmation. Since parents are the primary educators of their children, parent meetings are

conducted by the Director of Religious Education to assist with this preparation. Students share the celebration of these sacraments with students in the Religious Education program.

- First Reconciliation.....Grade 2
- First Communion .....Grade 2
- Confirmation.....Grade 8

**Religious Instruction:** Students receive daily academic instruction in the Catholic faith. One day a week, the students attend Holy Mass and receive their formation from the priest.

**Service Traditions:** True faith reaches beyond the self and the family. The loving relationship between a community and its God is expressed through the way its members treat each other. While carrying out the corporal and spiritual Works of Mercy, the community also works to promote social justice, especially caring for the poor and respect for all life.

St. Theresa School has several traditions which help form this attitude of service and generosity in students. Some of these are specific to certain grades as part of the sacramental preparation. Others are whole-school activities.

- Grade 2.....earning money and shopping for the Thanksgiving baskets for the poor
- Grades 5-6.....preparing for and conducting the Senior Luncheon in spring
- Grade 8.....service participation in preparation for Confirmation
- All grades .....Thanksgiving collection of baby items to assist those in need of support through pregnancy and birth, Christmas Mitten Tree, Change for Change

## **Report Cards**

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See Grade Reporting.

## **Retention**

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Promotion is based on the total adjustment of the child. Archdiocesan policy states that the final decision to promote or retain a student lies with the parents. Our aim is that decisions to retain students are reached cooperatively by the principal, teachers, and parents. If parents do decide against the recommendation of staff that the child is to be retained, the school will have to evaluate whether we can, with our available resources, provide an adequate education for the child. Parents will be notified no later than the beginning of the third marking period if a promotion is in question.

Students who are failing in any areas will be told, along with their parents, at a conference time no later than the beginning of the third trimester that promotion is in question. Students who have an accumulated failing grade at the end of the year will not be officially promoted unless satisfactory summer school and/or tutoring has taken place in the failing subjects before the new school year.

## **Standardized Testing Program**

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In grades 1-2 students reading is assessed using the Gates-McGinnitie Reading Assessment in mid-May. This test measures primary students' level of reading achievement.

During April, the Aspire test is administered to students in grades 3-8. These assessments enable the school personnel to determine the academic achievement of each student in reading, math,

language arts, social studies, and science. The school test results are also made available to the parents (see “Student Records” also).

High schools may require additional placement testing including the Catholic High School placement test administered at the Catholic high schools in January.

## **Summer Study**

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Starting the summer of 2015, St. Theresa School requires summer study of all students. The purpose of Summer Study is to help keep the students’ minds sharp during the summer months and to return to school ready to learn. It also offers us opportunity to improve students’ skills – for example, in keyboarding – and making their learning more efficient.

For 2015-16, Summer Study expectations are as follows:

- Preschool: Students should read or be read to at least three (3) texts a week throughout the summer from this list and openly from the library.
- Kindergarten: Students should read or be read to at least one (2) texts a week throughout the summer from this list and openly from the library. They should read the August book right before coming back to school!
- 1<sup>st</sup>-3<sup>rd</sup> Grades: Students should read at least one (1) text a week in June and July and the assigned August texts prior to returning to school in August. The August text will be used during the first days of class in August. Students should complete *Mathletics* targets and earn one (1) certificate per month.
- 4<sup>th</sup>-8<sup>th</sup> Grades: Students complete one (1) text from the list in June, one text from the list in July, and the assigned test in August. The August text will be used during the first days of class in August. Students should complete *Mathletics* targets and earn one (1) certificate per month. Students are also expected to practice on *Typing.com* for 10 minutes a day, 5 days a week.

Teachers are expected to prepare the summer study packets as requested by the principal and to follow up and assess summer study expectations in their curriculum.

## **Virtual Learning**

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On days on which school is cancelled due to weather or other emergencies, teachers will assign a virtual lesson to be completed and turned in on the day school reopens. The purpose of these activities is to continue learning consistent during a time of year when learning can experience interruptions due to weather. More on this will be presented during the school year.

# **CODE OF CONDUCT**

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## **Behavior Expectations**

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A student of St. Theresa School is expected to act at all times in a manner consistent with his/her dignity as young man or woman and as a son or daughter of God.

A student of St. Theresa School is expected to behave as an emissary of the school and to demonstrate sound character values. It is expected that all students of St. Theresa School and members of St. Theresa School community act in a respectful and responsible manner at all times during the school day, while on school property, on school transportation, or at any school-

sponsored activity. A student of St. Theresa School, being of strong mind and sound character, and full of integrity is also expected to behave respectfully and kindly when not in school both virtually and in real time.

The faculty and administration of St. Theresa School firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established based on consideration for the rights of others, the safety and welfare of all, and respect for the property of others. School policies and classroom rules are designed to promote learning and a school climate in which all may take pride.

It is the responsibility of all students and members of the St. Theresa School community to conduct themselves in a respectable manner. A student must govern his/her behavior so as to promote his/her own excellence and prevent him/herself from infringing on the rights and personal freedoms of others. This includes the equal treatment of all students and members of the school community regardless of race, color, national origin, religion, age, gender, or ability.

It is the responsibility of each student and member of the St. Theresa School community to maintain a safe environment at St. Theresa School. This includes following all safety and emergency procedures. If a student becomes aware that a fellow student is in possession of illegal substances, weapons, or any items that could endanger his/her safety or the safety of others, the student must immediately inform an adult, such as a parent, teacher, administrator, or staff member. This information will be used to insure the safety of the student(s).

The students of St. Theresa School are further expected to defend the safety of their own and their classmates' moral and social emotional well being. If a student becomes aware that the moral or social emotional well being of a fellow student is in danger the student is expected to immediately inform an adult, such as a parent, teacher, administrator, or staff member. This information will be used to insure the safety of the student(s).

Any behavior – either virtually or in real time, during the school day or otherwise - which disrupts the educational process or jeopardizes the safety and welfare of any member of the St. Theresa School community will be appropriately dealt with by the staff of the school.

## **Unacceptable Behaviors**

The following behaviors are considered unacceptable by St. Theresa School. Failure to behave responsibly in these areas – whether virtually or in real time - during the school day, while on school property, on school transportation, or at any school-sponsored activity are considered serious violations of conduct and will lead to disciplinary action such but not limited to as removal from class or activity, detention, suspension, or dismissal from St. Theresa School.

Failure to behave responsibly – whether virtually or in real time – in online school-related activities at any time (during school day or otherwise) will similarly lead to disciplinary action.

The School encourages the promotion of positive interpersonal relations between members of the school community. St. Theresa School will not tolerate any speech or actions – whether virtually or in real time - which cause or threaten to cause bodily harm or personal degradation and impact the moral or social emotional well being of another individual at school whether they occur during the school day or not.

**Behavior endangering persons:** threatening to cause, causing, or attempting to cause physical, moral, or social emotional harm to another student or staff member virtually or in real time including but not limited to: verbal or physical threats; fighting; “hit lists;” bullying; hazing;

sexual harassment; use of profane, vulgar, or abusive language and slurs with regard to race, color, national origin, religion, age, gender, or disability against students, staff, or members of the community.

**Conduct endangering property:** threatening to cause, causing, or attempting to cause virtually or in real time damage to school or private property; vandalism, theft, tampering with padlocks or lockers, improper release of a school fire alarm, or tampering with fire extinguishers.

**Purchase (including exchange of money for such purchase), possession, transmission, use or the arranging for such purchase, possession, transmission or use, virtually or in real time of drugs or alcohol, fireworks, weapons, and ammunition** will result in immediate suspension from school pending further disciplinary action (see below) and referral to the proper authorities.

**Smoking or possession of smoking materials** including matches or lighters will result in suspension from school.

**Possession, use, or display of an actual or reasonable facsimile of a firearm or weapon or the indication either virtually or in real time to possess, use, or display an actual or reasonable facsimile of a firearm or weapon** will result in notification of the police and disciplinary action such as removal from class or activity, detention, seclusion, suspension, expulsion, and/or referral to the proper authorities dependent upon the circumstances of the incident.

**Truancy:** Regardless of a student's age, if a student is absent from school without prior parental knowledge and notification of the school or if a student leaves school without proper permission, the parents will be contacted and appropriate disciplinary measures will be taken by the administration of the school. In addition, no credit will be given for assignments, tests, and quizzes missed due to truancy. Truancy is a violation of State and local law. The School does not accept responsibility for a student who is absent from school or a class without appropriate permission whether she is on or off school property. Repeated truancy may result in dismissal from St. Theresa School and referral to local authorities.

## **Academic Honesty**

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Academic dishonesty by a student degrades his/her character and reputation, impedes the teaching-learning process, and is in opposition to the values inherent in the philosophy of St. Theresa School.

**Cheating:** Cheating is a serious offence. Cheating is personal dishonesty and is an injustice to others. Cheating will be dealt with in a swift and formative manner as is appropriate for the age and experience of the student involved. Continued or profound acts of cheating may result in dismissal from St. Theresa School.

Cheating includes the sharing of any class work including, but not limited to, homework, papers, and projects is considered cheating. In addition, sharing information, transmitting answers to a test, possessing testing materials, removing or sharing any testing material in any way is cheating. Coding answers or using technology in a way not sanctioned by the classroom teacher is also cheating.

**Plagiarism:** To copy the ideas or words of another person and to present the work as one's own constitutes plagiarism. Whether intentional or unintentional (for example, because of improper



citation) plagiarism is a serious offense and detrimental to one's moral and educational development and must, therefore, be avoided at all times.

Because it does not represent one's own personal work, work that is plagiarized cannot be accepted for credit.

Consequences for plagiarism will be decided on a case-by-case basis by the teacher, in consultation with the school administration, dependent on the nature of the plagiarism and the experience of the student.

## **Bullying/Harassment Policy**

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated. St. Theresa School does not tolerate the harassment of students by other students or members of the community. This policy is in effect while students are on school grounds, church property, school buses, or engaging in school-sponsored activities. It also is in effect outside of school hours when the impact of the bullying is brought back into the school.

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically which can occur on or off campus during non-school time and is directed toward another student or students, that has or can be reasonably predicted to:

- place a student in an unreasonable fear of harm to the student or his/her person or property;
- cause a substantially detrimental effect on the student's physical or mental health or interfere with the student's academic performance; or
- interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided

Bullying takes many forms, and is not limited to violence, harassment, intimidation, stalking, public humiliation, threats, retaliation for alleging an act of bullying, sexual harassment, sexual violence, theft, and destruction of property.

- Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media, blogs, websites, electronic text, photos, videos/digital images, text messages, voice messages, and Instant Messages to harm a student or students.
- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;

- Sexual which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school-sponsored/sanctioned events and activities or through the transmission of information from a school, home, or public computer network, or other similar electronic school, home, or public equipment.

The principal's determination of a harassment situation may result in suspension or expulsion of the student responsible for the harassment as well as notification of police authorities.

Retaliation against a student who has filed a harassment complaint or has assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another student has violated this policy and is subject to disciplinary action up to and including suspension and expulsion.

Each case of harassment will be handled on an individual basis; teachers will make anecdotal records of reported incidents, speak privately to the students, and will contact parents of both students. The administration and teachers will determine the level of consequence. Unlike other disciplinary records, records of incidents of harassment or bullying will be kept throughout the period of the student's enrollment at St. Theresa School.

## **Bus Expectations**

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Students on the bus are under the jurisdiction of the driver. The same discipline is expected on the bus as in the classroom. For the safety of all bus passengers and drivers, and the reputation of oneself, family and school, the following regulations will be enforced:

- All students are to be seated at all times.
- Eating, drinking, spitting, throwing things, yelling, using foul language, damaging property or any similar actions are not permitted.
- When the bus windows are open, arms, hands, and heads are to be kept inside. Nothing is ever to be thrown from or at the bus.
- When entering or leaving the bus, courtesy is required.

If a student violates the bus rules, the driver will issue a notice. The first and second notices are warnings. On the third notice, the student will be suspended from the bus for a minimum of two days. Further offenses will result in more serious action. Depending upon the severity of the problem, a student could be removed from the bus permanently, even upon the first offense.

Parents are sent the first and second bus notices to sign and return to school. Parents are called by administration if a bus suspension is to go into effect.

## **Child Abuse**

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The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect.

## **Disciplinary Consequences**

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The goal of discipline at St. Theresa School is to help a student act responsibly, accept responsibility for his/her actions, and maintain an atmosphere conducive to learning and the effective operation of the many activities of the school day.

A student is expected to behave as a well-educated, well-formed young man or woman at all times. As such, s/he is expected to:

- treat everyone in the school community with care and respect;
- understand and follow all school and classroom rules;
- be on time for school as well as for each class;
- use elevated and appropriate language at all times;
- participate actively in class in order to make the class profitable and enjoyable;
- demonstrate care and respect for the physical environment of the school;
- demonstrate care and respect for all members of St. Theresa School community;
- wear the school uniform in an appropriate manner.

Because children grow and learn, except when mandated by law or Archdiocesan policy, there is no “permanent record” of discipline at St. Theresa School and, in most cases, discipline has very limited consequence.

**Docs:** Docs are used in the Middle School only. Docs are warnings to the student that s/he is acting in a way contrary to school rules and in a way opposed to his/her growth and development.

A doc is given at the teacher’s discretion in the best interest of the student for behaviors including tardiness and failure to complete homework as assigned.

After a series of docs the teacher may at his/her discretion choose to begin giving a student a detention rather than a doc as the doc does not appear to be helping the student alter his/her behavior.

A copy of the doc will be given to the student to be signed by the parent and returned to the issuing teacher. Parents are encouraged to meet with their child and to discuss the action and ways to make better choices in the future.

**Detentions:** A detention is a warning to the student that s/he is acting in a way contrary to school rules and in a way opposed to his/her growth and development. This warning carries with it a consequence of spending time with the teacher in order to help the student understand the seriousness of his/her choice and the need to revise his/her decision making.

A teacher or administrator may also judge a situation serious enough to issue an automatic detention not requiring repeated offenses. Students may be removed from any extracurricular activities, including athletics, for any serious or habitual infractions.

A copy of the detention will be given to the student to be signed by the parent and returned to the issuing teacher. Parents are encouraged to meet with their child and to discuss the action and ways to make better choices in the future.

It is a student's responsibility to make any necessary arrangements to serve the detention on the assigned day and time. Detentions are scheduled by the teachers and are typically served before and after school. A student may not miss serving a detention because of an extracurricular activity.

**Infractions:** An infraction occurs when the disrespect or behavior of a student is such that learning in the classroom/activity is no longer possible. At such time the student is sent to the principal. At a later time, the teacher and the principal will confer and decide on the appropriate action to follow.

**Suspensions:** A suspension is warranted when a student has acted in a way that is unsafe for him/herself or for others, or has made learning or any other activity impossible by disrespectful or other inappropriate behavior.

Suspensions are warranted for, but not limited to, those actions listed in the Behavior Policy as well as unexcused absences from school or from a chronic inability to comply with school rules. The Administration, in a conference with the student's parents, will designate the day(s) on which the suspension is to be served.

The status of work required during the suspension will be decided on a case-by-case basis by the Principal with the input of the student's teacher and based on the student's age, the infraction, and the impact of missed work on the student's academic future. A student is ineligible to participate in any extracurricular activities while on suspension. This includes but is not limited to athletic events, field trips and overnights, and mixers.

**Dismissal for Behavior:** Any serious violation of school policy or continuous infractions can be grounds for immediate dismissal from St. Theresa School. Dismissal can also occur if it becomes apparent after a series of incidents that the student does not possess the ability or desire to positively participate in the life of St. Theresa School.

**Dismissal for Academics:** If, after consultation with parents and attempts by the faculty team at differentiation and remediation, it becomes apparent that a student does not possess the ability or desire to succeed academically in St. Theresa School program, the student can be dismissed from St. Theresa School. This action occurs in collaboration with the student, parents, and teachers, and with the best interest of the child in mind.

## **Gangs and Graffiti**

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Gang-related activities have no place in a Catholic School which is fostering a Gospel-based spirit. If the administration suspects gang activities, clothing, and/or conduct are taking place during the school day or at extracurricular activities, it will investigate the incident and determine whether suspension and/or expulsion may occur. Graffiti has no place in the school and carries the probability of a suspension or expulsion and notification of local police authorities.

## **Mutual Respect**

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At St. Theresa School, education is a joint endeavor between a student's parents and his/her teachers. Mutual respect and cooperation is essential to this partnership. To promote this partnership, the administration expects parents to act courteously and respectfully toward staff at all times, as parents should expect staff to act toward them. The administration reserves the right to refuse attendance to a child whose parents continually engage in disruptive, intimidating, or threatening behavior.

## **Non-Discrimination in Schools**

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St. Theresa School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

St. Theresa School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs.

It is the policy of St. Theresa School to provide equal opportunity in employment. No person shall be discriminated against in employment by reason of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

## **Off Limits Areas**

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Certain areas of the school building and grounds are “off-limits” for everyday school activities.

Off-Limits areas:

- All areas outside of the building except designated recreation areas
- All exits except the main entrance area (Door 1)
- Front Office
- Faculty Room
- Custodian’s rooms
- Storage Closets and Rooms
- Teachers desks, closets, and filing cabinets

For Use with Faculty Supervision Only:

- Dolan Center
- Playground
- O’Brien Hall
- Computer Room
- Conference Room

## **Substance Abuse Policy**

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St. Theresa School believes that respect for the law and good health are prerequisites to success in any endeavor. It is our responsibility, therefore, to promote a respect for law and a healthy lifestyle among students both through educational programs and by providing a safe, positive learning environment.

Toward this end, the school curriculum and instructional delivery shall explain and reinforce the health and safety risks associated with controlled substances; inform students of the laws related to controlled substances; and encourage positive alternatives to the use of controlled substances.

The following policy prohibits certain conduct on school property, on school-sponsored transportation, or at school-related events. This policy is related to illegal substance use and defines disciplinary consequences for such conduct. The provisions of this policy shall be in

force at all school-sponsored events whether on campus, off campus, or on school-sponsored transportation.

**Illegal Substances:** The following are defined as illegal substances and warrant disciplinary consequences for their use on school property or school-sponsored events:

- all alcoholic liquor
- all controlled substances except when prescribed by a licensed physician
- all prescription drugs, when sold, distributed, purchased, possessed, and/or consumed in a manner inconsistent with the prescription and/or the prescribed purpose - including situations where a student sells or distributes his/her prescription drugs to another and/or where a student sells, distributes, possesses, or consumes another's prescription drugs
- cannabis (marijuana)
- any "look-alike" substance
- any drug paraphernalia
- any anabolic steroid

**Prohibited Conduct:** The school Administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct, including, but not limited to, the sale of, the distribution of, the purchase of, the possession of, the consumption of, or the exhibiting of evidence or any indications of having consumed (whether consumed on or off school property), or participation in a plan to sell, distribute, purchase, possess, or consume any illegal substances.

The policy also applies to students who choose to remain in the company of those committing an act of gross disobedience or misconduct without seeking the assistance of an adult or legal authority.

"Possession" is defined to include the use of the student's person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

"Possession" is also defined as the presence of an illegal substance in any amount in or on the student's person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

**Consequences:** Each case will be reviewed to determine past history, the harm incurred by the school community or its reputation, extenuating circumstances, and the most appropriate and timely manner of assigning consequences. When it has been determined that disciplinary consequences are necessary, the student(s) involved may be subject to some or all of the actions listed below:

- referral to legal authorities;
- temporary suspension or permanent dismissal from school;
- referral for parental or professional counseling;
- community service;
- temporary or permanent ineligibility to participate in student government, athletics, theatrical productions, and other cocurricular activities

A student is strongly advised to remove him/herself as quickly as possible from the company of anyone (other than a parent or other responsible adult) who is using alcohol, and they should avoid patronizing establishments that are oriented primarily to the selling of alcohol.

All students are expected to cooperate in the process of gathering accurate information, even though this may be a difficult task. If a student is found to have deliberately misled or excessively obstructed this process, his/her consequences may be more severe than those assigned to students who are forthcoming with relevant information.

All parents and students are encouraged to inform the necessary persons when they become aware of concrete information regarding a student's behavior that presents potential harm to self or others. Common sense should be utilized anytime an immediate health risk is involved (i.e. signs of alcohol poisoning or drug overdose), by calling for immediate parental and medical attention. Seeking immediate help and putting someone's health or safety ahead of personal repercussions will be considered an extenuating circumstance when evaluating appropriate consequences.

## **Sexual Harassment**

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Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct as set forth above.

Procedure: The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

## **POLICIES AND PROCEDURES**

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### **Absence/Tardiness of Students**

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Absence from school is defined as not physically present on a required attendance day. Tardy is defined as not physically present at the posted opening of a regular required student attendance day. In grades K-3, a student is considered tardy if s/he is not through the school doors by the 2<sup>nd</sup> bell at 7:40 a.m. In grades 4-8, a student is considered tardy if s/he is not in his/her seat in his/her homeroom by the 2<sup>nd</sup> bell at 7:40 a.m.

**Absence from School:** Parents must call in an absence before 8:00 a.m.. Please leave the child's name, homeroom, and the reason for being absent on the voice mail (299). Requests for homework to be picked up after 2:20 p.m. (1:30 on Fridays) or sent home with another child are to be made at this time.

Students who are absent from school for any part of the day due to illness will not be allowed to practice for, play in, or attend any event which takes place in the evening of the day of absence. Some situations may call for administrative consideration such as absence due to a doctor's appointment or a death in the family.

On the day a student returns to school after an absence, a note is required telling the reason for his/her absence. A doctor's permit is required upon the child's return after a contagious disease or a lengthy absence (5 days).

**Delayed Attendance:** From time to time, families, despite their best efforts, are not able to safely deliver their children to school on time due to weather or traffic anomalies. On such days, the principal reserves the right to delay attendance until an appropriate time. Parents are not generally notified of the delayed attendance, but can rely on it using a common sense approach.

**Tardiness to School:** A student is expected to be on time for school each day. Students who arrive late to school or class are to report directly to the school office for a tardy slip.

For grades 1-8, four tardies in one trimester will result in a detention. During this detention time, a student will discuss with his/her teacher the reasons for his/her tardiness and what s/he can do to grow in the virtue of punctuality.

Tardies will be forgiven each trimester and tardy detentions will be separated from behavior detentions.

**Doctor, Ortho, and Dental Appointments:** Please arrange for doctor, orthodontic, and dental appointments outside of school hours whenever possible. A note is necessary to excuse a child for these appointments and it should state the time when leaving the school and returning to school.

**Early Dismissal:** No student is ever to leave school early without the permission of his/her parents. Students leaving the building for any reason during school hours must have a note from the parent, and the parent is required to come into the school and sign the student out at the school secretary's desk, and sign him/her back in when returning.

If it becomes necessary for a student to be dismissed early from school, the parents should send their child to school with a written note explaining the reason for the early dismissal and the time they will be picking up their child or the time the child is allowed to leave. The student should bring this note to the Front Office prior to the start of the school day; the Front Office will give the student a pass to be excused from class at the required time.

If a student requires early dismissal due to an illness or injury at school, the student's parents will be contacted directly by the Front Office.

**Excused from Gym or Recess:** If, on rare occasions, a child must be excused from gym class and/or any outdoor recess, a written note from the parents and/or physician is required. With few exceptions, the child who is well enough to be in school is well enough to participate in physical education and outdoor recess.

**Extended Absence:** In order to accommodate the student's learning and to ensure continuity of learning, a parent must contact their child's teacher immediately upon realization of an extended absence from school. The parent should be prepared to provide the teacher with all pertinent information regarding the absence, including the instructions from physicians or other qualified practitioners regarding the student's ability to continue course work during his/her absence. The school will do its best to accommodate the student's learning needs during this time.

**Vacation Absence:** There is no way to duplicate the classroom experience after a child has been absent. For this reason, vacations are strongly discouraged during the school term. School work that is missed is the responsibility of the parents and the student. Such work will be made up after the vacation. (See also: Homework)



## **Accident Insurance**

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Voluntary student accident insurance is provided by the Gerber Life insurance Co. at nominal rates. A parent may choose to enroll in the plan by registering at [www.k12specialmarkets.com](http://www.k12specialmarkets.com).

Insurance coverage is mandatory for all students who wish to participate in athletics. Proof of insurance must be shown to the Athletic Director.

## **Advertising Policy**

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It is the policy of the school to refuse acceptance for distribution to students, parents, or teachers any item which is primarily produced for advertising purposes, unless such items have been produced by St. Theresa Parish or its companion organizations. The school may cooperate, at the discretion of the principal, with community or other organizations in publicizing projects or activities, not of a business or political nature, that directly benefit the immediate student body. No free materials, circulars, or flyers of any kind shall be distributed to students, parents, or teachers without the explicit permission of the principal.

## **Attendance**

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Students are expected to attend school each day. Students are expected to arrive punctually to school and to avoid any unnecessary absence from school.

## **Before/After School Care (STEP)**

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See STEP.

## **Bus**

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Students who live 1½ miles or more from school may be eligible for free bus service from District 15. For those who are less than 1½ miles away or those who live out of the district, may also be eligible under certain conditions.

Per District bus regulations, no student may ride a bus other than the one s/he rides regularly to and from school. If parents are planning to be away and the children are to stay with another family, transportation must be provided.

Application for bus service is made in the spring. Students are assigned a bus route by the District in August.

On days that District 15 does not have school, no bus service is available. On these Drive Days, parents are responsible for transporting their children to school. See also: Drive Days and Weather Days.

## **Calendar**

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A master calendar of school activities is published on the school website. The calendar includes activities that are organized in conjunction with the school including: Parents Association, Marketing, Development/Public Relations, Athletics, and individual class activities. When planning a school-related function, please call the Front Office to check dates in order to avoid conflicts in dates and to help assure the activity's success.

## **Cameras, Video Cameras, and Other Image Recording Devices**

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Because of the disruption they cause to the social setting of the school and the impact they have on an individual's privacy, cameras, video cameras, and other image recording devices are not

allowed to be used for personal or social reasons during the school day or during school sponsored activities.

Students may use cameras, video cameras, and other image recording devices for class projects and other assigned activities as assigned and supervised by the classroom teacher. When using a camera, video camera, or other image recording device a student is reminded to act with integrity and to respect the privacy of others who may or may not want to be photographed.

## **Cell Phones**

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Cell phones are not required for St. Theresa School students. The decision to provide a child with a cell phone is a parental one. The school is not responsible for the loss of any cell phone brought to school. The school maintains a telephone in the front office and in the classrooms that a student is able to access – free of charge - with the permission of the classroom teacher or the receptionist.

Cell phones must be kept off and in the student’s backpack from the start of the school day at 7:20 a.m. until the student leaves the campus. Cell phones must be kept off and in the student’s backpack during STEP, athletic, and other after school activities. Except for students in STEP, students may use their phones to make transportation arrangements from after school activities.

Violations of the above guidelines will result in the following:

**First Offense:** The phone will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will be issued a detention for violating the policy and assessed a fine of \$10.

**Second Offense:** The phone will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will be issued a detention for violating the policy and assessed a fine of \$20. The student will also be notified that further violation of the policy will result in loss of his/her cell phone privileges in school for the remainder of the school year.

**Third Offense:** The phone will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will lose his/her cell phone privileges in school for the remainder of the school year and assessed a fine of \$30.

**Cell Phone Cameras:** It is not acceptable to use a cell phone camera during the school day, after school, or during school sponsored activities for personal or social reasons. (See also: Cameras, Video Cameras, and other Image Recording Devices)

## **Change for Change**

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Once each month students have the opportunity to donate change they have earned doing chores or other work to a designated charity. Students who chose to donate may wear jeans according to the specified jeans day dress code.

Students who are involved in a charity outside of school are encouraged to recommend their charity for a “Change for Change” collection.

## **Changing After School Plans**

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Parents are expected to communicate any changes to after school plans directly to the classroom teacher via email or paper note prior to the start of the school day on which the change will occur.

From time to time, a parent needs to change plans unexpectedly. In this case, a parent may call the front office prior to 11:30 a.m. and the change will be communicated to the classroom teacher.

In the case of an emergency, parents may call at any time to effect the change.

If a parent calls to change after school plans after 11:30 a.m. more than twice in a semester, the school may charge the parents \$20 per instance to cover the cost of the inconvenience incurred by the late notification. The decision to lay the fee is made at the discretion of the principal.

## **Communication**

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St. Theresa School regularly communicates with parents predominantly via email.

**Parent Newsletter:** this weekly newsletter is distributed via email on Thursdays. It contains the schools calendar and highlights important information and events occurring in the school. School groups may publish information in the newsletter by sending the complete text of the article/advertisement to [newsletter@sttheresaschool.com](mailto:newsletter@sttheresaschool.com) by Tuesday evenings.

**SchoolRush:** the SchoolRush app is used by teachers to communicate class calendar, homework, and other activities as well as reminders about upcoming events. The school administration uses SchoolRush to create emergency notifications and reminders about upcoming school events.

**Paper Flyers:** On rare occasions the school will send home information on paper. These will be distributed in class by a child's teacher and can be found in a child's backpack. St. Theresa school rarely accepts requests to distribute information via flyer.

**Website:** St. Theresa School hosts a school website. This website contains the school calendar, contact information, admissions information, and other important information regarding the school. The website can be reached at [www.sttheresaschool.com](http://www.sttheresaschool.com)

## **Directory**

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Contact information for students is provided through SchoolRush. Information secured through SchoolRush may not be used for solicitation purposes. The school no longer publishes a paper directory.

## **Dismissal**

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Grades KAD and 1-8 are dismissed at 2:20 p.m. on Monday-Thursday, and at 1:30 p.m. on Fridays.

Parents are requested to wait inside their cars when picking up at dismissal time at 2:20 p.m.

Students who are not going home after school must attend STEP or be in an assigned activity after school. Any student not picked up by parents by 2:20 p.m. will be placed in STEP and charged at the current STEP rates.

Students will leave the building in their regular school uniforms and change into cheerleading or other types of sport or exercise clothes when they arrive at the sport locker rooms with the permission of their coaches.

Information for each after school activity will contain the time and location of dismissal for students. Since the sponsors, instructors, and coaches often have other obligations after these events, parents are to pick up students within 10 minutes of the stated dismissal time. Remaining students will be sent to STEP, the extended day program, at the stated rates since the school is responsible for their supervision. Students may not remain by themselves at doorways or on school grounds to wait for parents.

## **Drive Days**

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From time to time, St. Theresa School is in attendance on a day that the District 15 buses do not run. These days are called “Drive Days” because all parents must drive their children to school and pick them up.

To drop off your child in the morning:

- Busers.....drop off at Door 4 in the Benton Lot
- All others.....as normal at Doors 1-2

To pick up your child in the afternoon:

Pick up points are determined by the grade of your *youngest child*. All children in the family will be at the door of the *youngest child*. If your *youngest child* is:

- PS busers and Kindergarten .....pick up at Door 2
- Grades 1-2.....pick up at Door 1
- Grades 3, 4, 5 .....pick up in front of church (children will be waiting in the church gathering space)
- Grades 6,7,8 .....pick up in the Dolan parking lot at the side door to the Dolan (children will be waiting in the Dolan)

## **Electronic Devices**

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St. Theresa School provides electronic devices to students for their use in the classroom and does not expect nor require a student to bring any personal electronic device to school. The decision to allow a child to have an electronic device belongs to the parent. A student is personally responsible for the care and security of his/her electronic devices at school. The school assumes no responsibility for electronic devices. A student is encouraged to permanently label his/her device and any device covers with his/her first and last name. St. Theresa School is not responsible for the loss, theft, or damage of any electronic device brought to school.

Electronic devices may only be used with the express permission of the classroom teacher for a specific instructional purpose. Other than this, electronic devices must be kept off and in a student’s backpack until the end of the school day. At no time is a student allowed to use any form of social media. It is further unacceptable to use the gaming functions of this technology during the school day. A student is expected to follow all acceptable use guidelines appropriate to school computers (See also: Technology.)

iPods, hand-held electronic games, and other such devices have no instructional value and should not be brought to school. Students are not allowed to use iPods, hand-held electronic games, and other such devices at any time during the school day, nor during STEP or other after school activities.

A teacher reserves the right to confiscate any technology that is being used improperly. Violations of the above guidelines will result in the following:

**First Offense:** The device will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will be issued a detention for violating the policy and assessed a fine of \$10.

**Second Offense:** The device will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will be issued a detention for violating the policy and assessed a fine of \$20. The student will also be notified that further violation of the policy will result in loss of his/her electronic device privileges in school for the remainder of the school year.

**Third Offense:** The device will be confiscated, given to the principal, and returned to the student at the end of the school day and only after the parent has been contacted. The student will lose his/her electronic device privileges in school for the remainder of the school year and assessed a fine of \$30.

## **Forgotten Work**

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To help students establish and build a sense of responsibility, students will not be given permission to call home from the classroom or the front office for work or articles which they have forgotten.

If a student forgets an item, s/he may check in the homework drop off in at the front office to see if a parent has dropped the item off. This check should be done on a student's free time such as recess or lunch, and not during instructional time.

Students who forget items and return to school after dismissal to pick up forgotten materials are allowed to return to their classrooms to pick up the items they need. If forgetting items becomes a habit, an alternate plan will be established in order to help the child learn responsibility.

## **Fundraising**

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While tuition, fees, and the subsidies from the parish provide the majority of funds needed to operate the school, additional funds are essential. Some are raised to provide direct support for the school budget. Other funds go to the supportive services, student activity support, and Parents Association activities. We appreciate 100% family participation.

Fundraiser	Date of Event	Sponsoring Group
Trot for Theresa	September 26	Parish
Wrapping Paper Sale	September	Parents Association
Casino Night	November 7	BSJ
AFC/NFC Championship	January 24	BSJ
Book Fair	Catholic Schools Week	Parents Association
Green & Gold	April 30	Parents Association and BSJ

Other ways to provide for contributions to the school:

- Direct contributions to the St. Theresa School Endowment Fund
- Direct contributions to St. Theresa School
- Matching gifts through employers

- Campbell’s Labels for Education program
- Box Tops for Education program
- MANNA Certificate program - gift cards and coupons from common vendors return a percentage to the school: dollar purchased is equal to dollar spent

## **Identification of Personal Items**

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All clothing (uniforms, sweaters, coats, boots, caps, mittens, etc.) as well as lunch boxes and lunch bags must be clearly marked with your child’s name. The school is not responsible for lost items. Lost and found items are placed in the “Lost and Found” closet near the office.

## **Lockers and Desks**

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Lockers and desks are school property and may be searched by the school administration and its agents at the discretion of the administration.

## **Library Resource Center (LRC)**

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Students are encouraged to use the Library Resource Center. Books may be checked out for one week and renewed. Fines on overdue books are 5¢ per day. Lost or damaged books must be paid for. Our card catalog and charging system are computerized. Some reference materials are available on the computer.

## **Lunch**

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A student may choose to either bring his/her own lunch to school or to order hot lunch here at school. See also: Hot Lunch

Students may go home for lunch on a special occasion. A note from home is necessary to leave at lunch time and the parent must sign the student out at the office.

Forgotten lunches that are brought in by parents during school are to be deposited on the “lunch table” in the office waiting area. Please have your child’s name and room number visible. These lunches will be distributed to your child by the lunch volunteers. Parents are discouraged from bringing fast food lunches due to limited eating time and the distraction this may cause other children.

**Lunchtime Code of Conduct:** St. Theresa Lunchtime Code of Conduct is discussed with and given to each student in grades 1-8 at the beginning of the school year. The code of conduct includes:

- Students must listen to and cooperate with the adult monitors in the lunchroom or classroom.
- While eating, students are required to stay in their assigned places and are expected to clean up their places after eating.
- Students will go outside at recess unless the weather is inclement. This necessitates the proper wearing apparel, especially in colder weather.
- Any child who stays in at recess must have a note from home asking to do so. Frequent requests will require a doctor’s note.

**Hot Dog Lunch and Special Lunch Days:** One day each month we have Hot Dog Day at school sponsored by the Parents Association. Orders for Hot Dog Day and special lunches are placed and paid for on Curriculum Night. Cupcakes or dessert is included on Hot Dog Day.

Other special lunches may be offered during the school year. Information will be available at Curriculum Night.

**Hot Lunch:** Students may choose to purchase hot lunch Gourmet Gorilla. Hot lunch must be pre-ordered and is available every day but Wednesday. There is no hot lunch offered or served on special lunch days or hot dog day. Hot lunch must be ordered in advance through Gourmet Gorilla at [www.gourmetgorilla.com/school-order](http://www.gourmetgorilla.com/school-order).

## **Non-Custodial Parents**

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Non-custodial parents have the right to information about their children unless the school has a copy of a court decree specifying otherwise. The law generally allows student records to be released to either parent, to both parents, or to legal guardians. In addition, both parents have equal access to PowerSchool. The school mails copies of the report cards to a non-custodial parent unless indicated otherwise by a current court decree.

In general, it is the responsibility of the custodial parent to keep the non-custodial parent informed of school events involving the children.

Please file a copy of any court decree prohibiting access to your child or information about his/her progress if you have not already filed one with the school.

## **Parents Association**

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The St. Theresa School Parents Association is open to all parents or guardians of students of St. Theresa School. Its main functions are to support and promote the school, to provide a channel of communication, to provide enrichment through active participation, to foster a sense of Christian community spirit, and to provide assistance as needed. This group of volunteer parents is considered the heart of St. Theresa School. These parents work throughout the school year daily helping our children and faculty in many areas.

### Executive Board:

President .....	Jennifer Dzierzak
VP Fundraising .....	Nicole Miller
VP School Support - & Enrichment .....	Christina Pfaller
VP Communications .....	Kimberly DeVries
Treasurer .....	Sarah D'Amico
Secretary .....	Mary Stupen

### Committee Chairpersons:

Bake Sales .....	Tina Serpico, Lisa Rams, Sarah D'Amico
Book Fair .....	Mike & Maria Goins
Box Tops/Labels .....	Renee Glass
Catholic Schools Week Coordinator.....	Barbara Weiss
Christmas Baskets .....	Nicole Carlisle
Christmas Musical Assistants .....	Natalia Kopacz, Sue Adams
Community Service .....	Mike Marshall
Curriculum Night/Meet the Teacher .....	Mary Stupen, Sheila Byrne
Dine N Share .....	Jen Lang
Dads and Donuts .....	Sarah D'Amico , Christina Pfaller
Environmental Education.....	Mary Stupen
Grandparents' Day.....	Missy Drake, Mary Beth Keane

Health & Wellness .....	Anne-Marie Houser, Megan Towle
Helping Hands .....	Jen Lang
Hospitality.....	Sue Adams, Tiffany Heinlein-Boscolo
Hot Dog Day.....	Sue Herbst
Junior Achievement .....	Tom Attak
Membership .....	Nicole Carlisle
Moms and Muffins.....	Fred Stupen, Steve Amidei, Tom Attak
Movie Night .....	Mary Stupen
Partner Families .....	Amy Wiltgen, Lara Postiglione
PHD Walk.....	Sue Adams
Publicity .....	Terri Kolbus
Room Parent Coordinator .....	Sheila Byrne, Tina Serpico
Reading Enrichment.....	Mary Stupen
Santa's Secret Shop .....	Missy Drake
School Picnic .....	Lynn Klein
School Store .....	
Special Lunches .....	Kelly Schieler
Spirit wear .....	Diane Schmidt
Sports Liaison .....	Janine Nicolas, Tiffany Heinlein-Boscolo
Supply Kits.....	Lisa Amidei
Story Time with Santa .....	Lisa Rams
Teacher Appreciation.....	Trish Abbey, Angela Sisk
Technology .....	
Used Uniform Sale.....	Jeri Olis
Wrapping Paper .....	Sara D'Amico
8th Grade Graduation.....	Barbara Weiss

## **Parental Involvement**

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Parent involvement is vital to the success of a child's education. Parents are the most influential educators of their children and the key to the success of the St. Theresa School program. To promote the child's success, parents are expected to:

- be knowledgeable about St. Theresa School, their child's activities, and the range of academic, extra-curricular, and social options available;
- attend Curriculum Night and Parent-Teacher Conferences, communicate with their child's teachers, read the weekly parent newsletter and any other communication from the teacher;
- being an active member of the Parents Association and involved in their activities;
- supporting the schooling process by communicating concerns, ideas, and suggestions with the administration;
- support the St. Theresa School focus on respect for oneself, others, and the school facilities;
- demonstrate concern for the total environment – including the physical, emotional, and social well-being of their child - and provide the appropriate support for the learning process and academic success;
- support school rules such as the uniform and dress code and technology safety guidelines;



- demonstrate respect for faculty and staff.

## **Parent-Teacher Communication**

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If a parent has a serious concern about his/her child in the classroom, the parent is asked to set up a time (voice mail, note, or email) to meet first with the teacher involved in order to solve the difficulty. If, after such a meeting, there is still dissatisfaction, the parent should arrange to discuss the problem with the school administration. Parents are asked not to stop a teacher in the hall, etc., to discuss concerns. Your concern deserves the teacher's undivided attention.

Since teachers are to be supervising students before school begins, St. Theresa School would prefer that parents call or leave a note rather than stopping by the room in the morning to talk to a teacher.

## **Parent-Teacher Conferences**

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Formal parent-teacher conferences are held at mid-trimester 1. Other conferences may be scheduled when necessary upon parent or teacher request. All parents are strongly encouraged to attend parent-teacher conferences.

Teachers are always glad to meet with parents. If any question arises during the school year, please do not hesitate to contact your child's teacher at once. The most effective way to schedule an appointment with your child's teacher is to contact the teacher directly via email.

## **Parking**

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Parents and visitors may park in the Benton Street lot, the playground lot, and the north edge of the Dolan Center lot at any time of the day. There is no parking in the rest of the Dolan lot after 1:00 p.m. since buses fill the lot at dismissal time.

## **Parties**

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Classroom parties are held to a minimum. Please consult with your child's teacher about the dates and opportunities for parties.

Birthdays are special in everyone's life. Children in the lower grades especially enjoy bringing something for their class on their birthdays. Instead of bringing a sweet treat, parents may wish to donate a favorite book or game to the classroom in the child's name, or perhaps provide a pencil for each student, etc. This way, those children who cannot eat certain foods due to allergies will not be left out.

## **Pictures**

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Pictures are taken during the first week of school for all students. Graduation pictures for 8th graders are taken after January 1. Watch for these dates in our weekly newsletter or on the calendar.

Occasionally pictures of students may be reproduced in newspapers, school publications, or brochures unless a parent requests in writing that this not occur. Letters requesting that a student's picture not be reproduced in the media are to be sent directly to the administration.

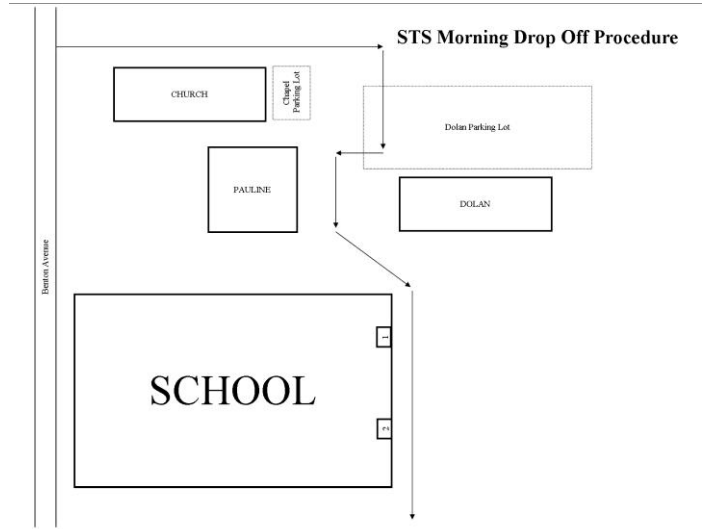
## **Pickup and Drop Off**

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Parents are reminded to follow all pick up and drop off procedures. They are also reminded that in order to maintain a safe environment for the children, cell phone use – including hands free use – is not allowed during pick up and drop off.

**Morning Drop Off:** Morning Drop off starts at 7:20 a.m. To drop off students in the morning:

- Enter off of Benton Street.
- Pass the entrance to the church lot, then turn right into Dolan lot
- Drive straight through Dolan lot turn right to exit, the left in front of Dolan toward the school.
- Drop off students between Doors 1 and 2, pulling up as far as you can go before stopping to drop off your child.
- Exit straight to Freemont Avenue.



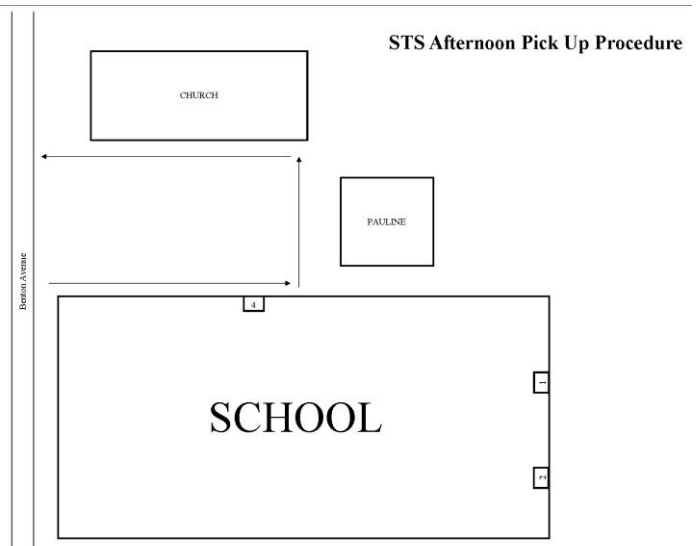
Reminders:

- Please do not drop off students until after you have crossed the first speed bump in front of the school.
- Please be patient and wait in line until the traffic moves forward—please do not pull out of the line to exit
- Please exit only through Freemont so traffic is only going south out of the drop off area.
- Please be patient, do not honk for people to move forward.
- Please do not use cell phones – including hands free – while dropping off.

**Afternoon Pick Up:** Afternoon pick up begins at 2:20 p.m. Students can be picked up in front of the church. You can either park in the Dolan lot and walk to pick up your child or pick your child up by following the car line. Please remember that in order to keep everyone safe, the pick up can be slow.

To pick up students in the afternoon:

- Enter off of Benton Street.
- Circle around the parking area to the front of the church.
- Pick up your child in front of the church.
- Exit back to Benton Street.



Reminders:

- If you would like to get out of your car while you wait for your child, please park in the center of the parking lot and walk to the sidewalk; please do not park in pick up line.
- Please pick up only at the curb. Please do not ask your child to walk through cars to get to you. Once you pick up, you may carefully pull to the left, out of the line, to exit.
- Please be patient, do not honk for people to move forward.
- Please do not use cell phones – including hands free – while dropping off.

## **Release of Student from School**

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**Parent or Guardian:** Parents or guardians picking up students during the school day for emergencies or illness are to sign out the student at the reception desk. If a student is brought to school more than 10 minutes after the start of school or is returning from a doctor's appointment, the parent is to sign the student in.

**Non-Custodial Parent:** A non-custodial parent may pick up his/her child unless there is a copy of a court order decree specifying otherwise on file in the school.

## **School Grounds**

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During the school day, St. Theresa School grounds are for use by St. Theresa School only. The use of school/parish grounds outside of the school day is regulated by St. Theresa Parish.

## **School Store**

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The School Store has been a huge success in helping students have a handy source for their school needs throughout the year. Spirit Wear is also available at the School Store.

## **STEP – St. Theresa Extended Day Program**

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STEP provides professional care, supervision, recreation, and enrichment activities for your child. STEP services the parents who desire both Catholic School education and supplementary day care in a Christian environment. This program is open only to students enrolled at St. Theresa School in preschool through 8th grade.

STEP will offer before school care, starting at 6:30 a.m. and after school care from 2:20 to 6:00 p.m., for all students on Monday-Thursday and 1:30-6:00 p.m. on Fridays.

Registration for the STEP program must initially take place at the start of the school year if parents plan to use this service at any time during the year. For registration forms and fees, please see the Extended Day (STEP) brochure in your Curriculum Night information packet or obtain one at the front desk. Discipline rules and program policies will be found in the brochure.

Parents pick up students using the main office front entrance between 3:00-6:00 p.m. Ring the doorbell for admittance at the entrance. When entering, proceed to the nearest stairway, descend to the lower level, and make a right, following all the way around to the STEP classroom.

## **Student Records**

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A parent may inspect his/her student's educational records upon formal written request to the principal. The school will respond within 45 days. The principal or testing coordinator will be available to discuss educational records when the parent inspects or copies them. Parents have a right to have a copy of anything in the permanent file. There will be a separate copying fee per page.

## **Supervision of Students**

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The school is responsible for adult supervision of students (KAD, 1-8) from 7:20 a.m.- 2:20 p.m. Monday-Thursday and 7:20 a.m. – 1:30 p.m. on Fridays. At lunch, parents supervise students under the direction of the school administration. Supervisory expectations are explained to all staff and to all parents. There is no supervision before 7:20 a.m. After 2:20 p.m. or 1:30 on Fridays, students who are waiting for cars or those not picked up shortly after their after-school activities will be taken to the extended day program, STEP.

## Visitors

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Visitors are buzzed in at the main entrance and report to the office upon entering the school.

All visitors, even those we recognize, must register at the reception desk. All visitors must submit a valid driver's license or State ID and wear the STS Visitors badge on the yellow lanyard while in the school building.

No parent or visitor may go directly to a classroom during school hours. Forgotten books, homework, etc., should be brought to the reception desk and the child will be notified.

## Volunteers

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We welcome volunteer help in various areas of the school. We encourage anyone who would like to initiate a new program or idea to discuss them with administration.

**All volunteers who have contact with students at school or at school-related activities, including off-campus field trips, must complete Virtus certification and a criminal background check. No adults will be allowed contact with students unless both of the above programs are completed.** This requirement is strictly enforced at St. Theresa School and, because of the seriousness of this issue, exceptions cannot be made. Parents are encouraged to complete their certification.

## Walkers and Car Riders

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A "walker" is a student who does not take the school bus home and walks home. A "car rider" is a student who does not take the bus home and has a parent driving him/her home. Should a child need to wait for a ride home and is not to take the bus on a certain day, a note must be sent to the office that morning so the teacher knows that the student will not take a bus home that one day. This applies to all grades, kindergarten through eighth grade students.

If a bus student does not have a note or we have not received a call from a parent or guardian, s/he will be told to take the bus home. We cannot honor a "word of mouth" permission to be a walker or car rider for one day.

If a student always is a walker on a Wednesday, for example, because s/he always has practice or Scouts on a certain day every week, then one letter for the time needed should be given to the homeroom teacher and kept on file until the event is over. If a child will not be going to Scouts (for example) as usual, a note to the teacher is necessary to send the student home on the bus.

If there is a change in who will meet your child as a walker or car rider, please let the office know for the safety of your child.

## Weather Days

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St. Theresa School makes its decisions to keep school open during inclement weather independent of the school district. From time to time, we will have school when District 15 does not. These days are called Weather Days.

On Weather Days there is no bus service and you are responsible for transporting your child to school. The pick up and drop off procedure is the same as for Drive Days (see Drive Days.) If your child is doing something other than what s/he normally does after school on a drive day, you must send a note indicating the afternoon plans. Similarly, if you – or the person who normally picks up your child - are not picking up your child, please send a note indicated who should be allowed to take your child.

To drop off your child:

Busers.....drop off at Door 4 in the Benton Lot

All others.....as normal at Doors 1-2

To pick up your child:

Pick up points are determined by the grade of your *youngest child*. All children in the family will be at the door of the *youngest child*. If your *youngest child* is:

PS busers and Kindergarten .....pick up at Door 2

Grades 1-2 .....pick up at Door 1

Grades 3, 4, 5 .....pick up in front of church (children will be waiting in the church gathering space)

Grades 6,7,8 .....pick up in the Dolan parking lot at the side door to the Dolan (children will be waiting in the Dolan)

## **LIFE SAFETY AND SECURITY**

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### **Allergies**

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For students with allergies: the Food Allergy Emergency Action Plan and Treatment Authority including the student's photo must be presented and approved by the school administration in order to and before the child is registered in the school.

Any reasonable accommodation by the school is initiated by a parent/guardian request which must include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid reaction.

All students with severe allergies that have been prescribed epinephrine auto injectors (EpiPens) and other emergency medication are allowed to carry them in metal-lined pouches or 'fanny packs' while in school and there should be an understanding between the parents/guardians with the school administration on who has consent to use the EpiPen if the child is incapable. It is strongly recommended to have a general authorization so any trained school personnel could act in an emergency. It is considered a reasonable accommodation to have trained staff willing to use an EpiPen in an emergency, as long as a physician's report states that it is a medical necessity and cannot be self-administered.

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school nurse or trained personnel acted in good faith when administering the EpiPen to a student whom he or she believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

If a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of the Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

## **Asbestos Hazard Emergency Response Act (AHERA)**

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In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire-retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fire-proofing. We, too, have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

St. Theresa School has been inspected and some asbestos-containing materials were identified in the building. The materials are distributed in various locations and include floor tile, pipe insulations and mechanical areas not readily accessible to building occupants or students. The school's inspection Report and Management Plan outlines in detail the methods we will use to maintain the materials in a safe manner. The staff is properly trained to successfully administer this program. A copy of the management plan is on file at the Administration Office, 835 N. Rush Street, Chicago, Illinois, and at the school for your review if you so desire.

## **Concealed Carry**

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According to federal law individuals are prohibited from carrying any type of weapon into schools and childcare facilities such as St. Theresa School. Please note: the school consists of both the school building, the Dolan Center, and the playground.

It is our preference that you choose not to bring a weapon onto the campus ever. However, if you choose to carry your firearm in your car, we cannot prevent you from bringing it into our school parking lot. If you carry your firearm in the car, the law requires firearms be secured in a locked vehicle or a locked compartment within the vehicle. If you choose to exercise your right to carry a concealed weapon, we urge you to exercise utmost prudence around our children and properly secure your firearm(s).

Please remember you are not allowed under any circumstance to bring a firearm or any type of weapon into our school building, the Dolan Center, and the playground.

If you chose to violate the law by bringing a weapon into our school or the Dolan Center, procedure requires we immediately lock down the buildings and the police will be contacted. Because of the danger and liability pose to our students, there can be no exceptions to this policy.

If you have any questions about this new law, please consult your Firearm Owner Identification (FOID) and Concealed Carry License (CCL) manual or the principal.

## **Concussions**

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During any activity, any student or student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared to an appropriate health care professional.

## **Drills**

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As part of the school's overall emergency preparedness plan, St. Theresa School holds safety drills throughout the year. Three types of drills - fire, tornado, and lock down - are held at regular intervals throughout the school year.

For everyone's safety, all people in the building are expected to participate in all safety drills whether they are supervising students or not.

During a drill, everyone in the building is expected to follow the established procedures and all directions given by the staff.

Absolute quiet is essential during all drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill.

Compliance with behavioral expectations during a drill is a serious obligation for each student. Failure to fulfill this obligation, therefore, is a very serious matter. Tampering with fire alarms or fire-fighting equipment will result in suspension from school. Students are expected to maintain silence during drills so any instructions being given can be heard. Students have a serious obligation to participate in safety drills, and will be held accountable for this responsibility.

Under no circumstances are cell phones allowed to be used during a drill or actual emergency without the expressed permission of the Administration. In addition to causing a distraction, they present the danger of relaying inaccurate information to parents causing undue concern for them.

## **Emergency Closing**

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St. Theresa School rarely closes for weather. St. Theresa makes decisions about whether it is appropriate to hold school or not *independent* of District 15. Be sure to listen specifically for St. Theresa School. In inclement weather, we will post the status of school on the homepage of the website, send a SchoolRush notification, and post emergency closing at [www.emergencyclosings.com](http://www.emergencyclosings.com). Please note: if District 15 is closed and we are open, there is no bus service (see also: Weather Days)

On Emergency Days teachers will assign a virtual lesson for students to complete and hand in on the day we return to school. (See also: Virtual Learning)

## **Evacuation Procedures**

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In the event of a local disaster and the building needs to be evacuated for an extended period of time, students will be evacuated to the main gymnasium of Quest Academy at 500 N. Benton Street. School personnel will remain with the students until it is possible to return to the school – or- parents are notified of the cessation of school and pick up their own children.

In the event a parent cannot be contacted, the emergency contact list will be used to contact an approved guardian. In the event an emergency contact cannot be made, the school will take temporary custody of the child until contact can be made with a parent or guardian. A child will not be handed off to a friend or another family in the school unless explicitly directed to do so by the parent.

In the event of a wide spread disaster that makes our own building and our evacuation site uninhabitable, students and staff will be evacuated to the approved Village of Palatine evacuation sites. With the assistance of local life/safety faculty will walk the students to the site at which

time the same procedures as above would apply. Parents will be notified how to proceed by whatever means are available.

## **Injuries, Accidents, Illness at School**

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There is a registered nurse on duty every day between 8:00 a.m. and 2:20 p.m.. She will contact you if she needs to inform you of any condition or illness. For serious concerns, phone calls will be made immediately. She is on duty for illness or injury acquired during the school day. Parents are asked to refrain from seeking a diagnosis of injury acquired elsewhere.

## **Safety**

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Safety of the students depends on safety consciousness as well as a safe environment. Parents are asked to review good safety practices with their children. The following rules have been established in order to provide the safest possible environment for our children.

Bicycles are not ridden to school unless the office has a permission letter from the parents stating that their child will be riding his/her bike to and from school and the dates this will occur. This includes the last day of school.

Playground: Students are to stay in their assigned areas of the playground. There is never any throwing of stones, snow, mud, ice, or any other potentially dangerous object. Playground balls are provided.

After school hours: There is no playing on the school grounds or around the parish building after school unless one is supervised by an adult.

## **School Security**

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All the doors of the school are locked throughout the day. Visitors are to use the main entrance at Door 1 which has a buzzer system for admittance.

All volunteers must complete safety screening before they can help with the students. The administrative assistant can provide the information that needs to be completed to anyone who is interested in volunteering.

Parents may not bring other guests into the school without the permission of the administration.

## **Search and Seizure**

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School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of the larger school community in protecting students against disruptive or illegal conduct.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

## **Visitors**

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St. Theresa School welcomes parents and other visitors. In order to insure the safety of the students and the continuity of the school program, however, we reserve the right to refuse



visitation if it is perceived to be contrary to the best interest of the child and/or disruptive to the ordinary operation of the school. Parents are not allowed free access to the main part of the school building, and all visitors – parents as well as others - are required to sign-in at the school Front Office and to wear a visitor’s badge on the official school lanyard.

Because of the disruption it causes in the learning environment, students are not allowed to bring other children as visitors to school except as shadow students or in circumstances approved by the Principal. This is not only for classroom activities, but also activities such as field trips, pep rallies, and other activities.

Faculty members are expected to question any adult they do not recognize and who is not to wearing a visitor’s badge on the official school lanyard. This policy helps us maintain building security by making us aware of people who do not belong in the building.

Visitor Procedures:

- All visitors to the building are required to enter through the main entrance (Door 1.) No one will be admitted through any other door.
- All visitors to the school are required to stop in the Front Office.
- If an item is being dropped off for a student, it should be left in the office and a message will be left for the student.
- If a parent or visitor needs to speak with a child, the child will be brought to the office.
- If a parent or visitor needs to speak with the teacher, the visitor will be instructed to leave a note for the teacher in the office and the teacher will respond to the note as appropriate.
- Any visitor – parent or other – who enters the main part of the building is required to submit a valid driver’s license or State ID, sign in, and wear a visitor’s badge on the official school lanyard.

## **UNIFORM AND DRESS CODE**

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St. Theresa School has a standard uniform and is conscious that the clothing and shoes children wear has a bearing on the students’ lives, their external conduct, and the learning environment. Parents are asked to cooperate with the school in ensuring their children follow this code. The administration makes final decisions on interpreting the code as well as individual compliance.

### **School Uniform**

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School uniforms are worn in grades K-8. Pre-school students do not wear a uniform. Uniform items for both boys and girls may be purchased from Dennis Uniform. Used uniforms may be obtained and worn as long as they are in good repair.

School Uniform Violation Procedure

- student will be given a verbal reminder of uniform code violation and required to change into the proper uniform
- student will receive written notification of uniform violation
- faculty member will call parents to clarify St. Theresa School dress code

- continued non-compliance may result in an in-school lunch detention
- repeated uniform violations may result in loss of privilege to participate in an “out-of-uniform” day

<b>Girls’ Dress Code</b>	<b>Kindergarten</b>	<b>Grades 1-3</b>	<b>Grades 4-5</b>	<b>Grades 6, 7, 8</b>
Tops may be long or short sleeve and are to be tucked in during the school day	<ul style="list-style-type: none"> <li>• Plain white, red, hunter green, or navy polo shirt</li> <li>• Polo shirt with STS crest from School Store</li> <li>• Plain white t-shirts may be worn under the uniform shirt.</li> </ul>		<ul style="list-style-type: none"> <li>• Plain white, red, hunter green, or navy polo shirt</li> <li>• Polo shirt with STS crest from School Store</li> <li>• Plain white t-shirts or turtlenecks may be worn under the uniform shirt.</li> </ul>	<ul style="list-style-type: none"> <li>• Plain white, red, or hunter green polo shirt</li> <li>• Polo shirt with STS crest (School Store)</li> <li>• Plain white t-shirts or turtlenecks may be worn under the uniform shirt.</li> </ul>
Skirts or jumpers, must come at least to the top of the knee	Plaid jumper or shift		Plaid skirt	Navy skirt
Slacks and Shorts	<ul style="list-style-type: none"> <li>• STS sweats</li> <li>• Uniform shorts</li> </ul>	Neither slacks nor visible shorts may be worn during the school day.		
Sweaters/Sweat shirts/ Fleece worn over uniform shirt	Navy school logo sweatshirt or fleece; navy shawl sweater			Green school logo sweatshirt or fleece; navy shawl sweater
Socks	White, navy or black crew cuffed socks, knee socks, or tights. Socks must come up past the ankle and be able to be cuffed. Athletic socks are no longer part of the uniform.			
Shoes	<ul style="list-style-type: none"> <li>• Black, dark brown, or navy dress shoes (not gym shoes)</li> <li>• Separate pair of gym shoes for PE; no black soles or lights</li> </ul>			<ul style="list-style-type: none"> <li>• Plain black or white low top gym shoes or dark brown, or navy dress shoes</li> <li>• Separate pair of gym shoes for PE</li> </ul>
Hair	Hairstyle appropriate to uniform and non-distracting: natural shade, no tails, no striped sides, shaved sides, etc. Hair should be above eyebrows and not interfere with eyesight posing a hazard to students and others.			

Boys' Dress Code	Kindergarten	Grades 1-5	Grades 6, 7, 8
Tops may be long or short sleeve and are to be tucked in during the school day	<ul style="list-style-type: none"> <li>• Plain white, red, or hunter green, polo shirt</li> <li>• Polo shirt with STS crest from School Store</li> <li>• Plain white t-shirts or turtlenecks may be worn under the uniform shirt.</li> </ul>		<ul style="list-style-type: none"> <li>• Plain white, red, hunter green, or navy polo shirt</li> <li>• Polo shirt with STS crest from School Store</li> <li>• Plain white t-shirts or turtlenecks may be worn under the uniform shirt.</li> </ul>
Slacks/Shorts	<ul style="list-style-type: none"> <li>• Navy slacks</li> <li>• STS sweats</li> <li>• Uniform shorts (May 1-Nov. 1)</li> <li>• <u>No</u> belts</li> </ul>	<ul style="list-style-type: none"> <li>• Navy blue twill or corduroy dress pants with belt if belt loops on pants; no patch pockets, trim, stripes, contrast stitching</li> <li>• Uniform shorts no shorter than 2" above knees (May 1-Nov. 1)</li> <li>• Dark, solid-colored belt tucked into belt loops</li> </ul>	<ul style="list-style-type: none"> <li>• Khaki slacks from Dennis Uniform</li> <li>• Uniform shorts no shorter than 2" above knees (May 1-Nov. 1)</li> <li>• Dark, solid-colored belt tucked into belt loops</li> </ul>
Sweater/Sweatshirt/Fleece, worn over uniform shirt	Navy school logo sweatshirt or fleece; navy shawl sweater		Green school logo sweatshirt or fleece; navy shawl sweater
Socks	White, navy, or black crew cuffed socks. Socks must come up past the ankle and be able to be cuffed. Socks must be plain and not contain logos or designs. Athletic socks are no longer part of the uniform.		
Shoes	<ul style="list-style-type: none"> <li>• Black, dark brown, or navy dress shoes (not gym shoes)</li> <li>• Separate pair of gym shoes for PE; no black soles or lights</li> </ul>		<ul style="list-style-type: none"> <li>• Plain black or white low top gym shoes or dark brown, or navy dress shoes</li> <li>• Separate pair of gym shoes for PE</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Hairstyle appropriate to uniform and non-distracting: natural shade, no striped sides, shaved sides, etc. Hair should be no longer than collar length in the back and to the top of the ears on the sides; hair should be above eyebrows and not interfere with eyesight; no facial hair or sideburns below bottom lobe of ear.</li> </ul>		

## Gym Uniforms

Gym uniforms are purchased through school on Curriculum Night and at any time of the year through the School Store. When students have PE outside and the weather is cold, they are allowed to wear sweatshirts over their gym uniforms. If students do not have a St. Theresa sweatshirt but do have another pullover sweatshirt, they may wear it only for the outside gym class. Students may not wear sweatshirts other than St. Theresa ones inside the gym or school building.

	<b>Kindergarten</b>	<b>Grades 1-3</b>	<b>Grades 4-8</b>
PE Uniform	No uniform required Separate pair of gym shoes	Regular shirt or blouse STS yellow and green PE shorts White socks PE gym shoes	STS yellow and green PE shirt STS yellow and green PE shorts White, blue, or black socks PE gym shoes

## **Dress Up Days**

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On dress up days or special field trips, students may wear their full school uniform or neat, clean, modest:

- dresses, skirts, blouses, or dress slacks for girls
- dress slacks and shirt with a collar for boys
- no jeans, sweatpants, transparent clothing

## **Out of Uniform Days and Activities**

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Students may wear neat, clean, modest clothing including jeans or dress shorts (May 1-November 1 only).

- dresses and skirts must come at least to the top of the knee in length
- shorts may be no more than 2" above the knee
- students must be covered from the neck to the knees - shoulders, midriffs, backs, thighs, cleavage must be covered
- no skin tight or transparent clothing
- no yoga or Spandex pants or athletic shorts or pants; shorts must be golf (fabric) shorts, cargo shorts, or denim/jean shorts. Students may not wear athletic shorts or stretch fabric.
- any insignia or printed material must not have inappropriate advertisements or endorsements for products, rock groups, etc., behaviors which are inconsistent with human dignity

Students in violation of the dress code may remain at school on field trip days and/or phone home for appropriate clothing.

## **Pre-School**

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Pre-School does not wear a school uniform. Parents are asked to avoid open shoes (sandals, flip flops), Crocs, and boots.

## **Spirit Wear Guidelines**

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The purpose of a Spirit Wear Day is to promote school spirit. Spirit Wear Days follow Out of Uniform Day guidelines. Appropriate spirit wear shirts includes items with the St. Theresa School logo on it.

# HEALTH AND WELLNESS

	PS	K	2	6	State of Illinois Form Required
<b>Examinations:</b>					
Physical Exam		X		X	Certificate of Child Health Examination
Dental Exam		X	X	X	Proof of School Dental Examination Form
Vision Exam		X			Eye Examination Report
<b>Evidence of Immunity:</b>					
Hepatitis B		X		X	
RV		X		X	
DPT		X		X	
DTAp		X		X	
Hib		X		X	
PCV 3		X		X	
Polio		X		X	
MMR		X		X	
Varicella		X		X	
Meningitis		X		X	

## Health Records and Procedures

St. Theresa School maintains the health records of each student until graduation or withdrawal.

**Physical Exams:** The Illinois School Code requires a physical examination of all pupils entering school for the first time (preschool, kindergarten, or first grade), those entering sixth grade, and any pupil transferring into the school without a current physical examination, or from out of state. The State Certificate of Child Health Examination needs to be on file prior to the start of the school year and no later than October 1 of the school year. The Certification should include evidence of immunity to those diseases specified in the recommendations of the Illinois Department of Health as indicated above. Additional examinations of pupils may be required when deemed necessary.

Parents of all children entering St. Theresa School for the first time must arrange for transfer of all records, including a physical examination stated above, from the previous school attended. If physical examinations and complete up-to-date immunization records are not on file in school by October 1, the child will be excluded from school until such time as complete records are presented as directed by state law.

**Dental Exams:** The State of Illinois requires students entering kindergarten, grade 2, and grade 6 to have a dental exam. Dental Inspection Forms should be completed and returned prior to the start of the school year and no later than October 1. Although the State only requires periodic examinations, St. Theresa School strongly recommends each child have a yearly dental examination.

**Screenings:** Hearing and Vision screenings are administered each year at school by private, certified screeners.

The following grade levels are screened:

<b>Grade</b>	<b>Screening</b>
PS 4	Vision and Hearing
K	Hearing
1st	Hearing
2nd	Vision, Hearing, Color Blindness
3rd	Hearing
4th	Vision
5th	By referral
6th	Vision
8th	Vision (BRL)

**Vision Exams:** The State of Illinois requires comprehensive eye exams for children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools in Illinois. Children are required to have the eye exam performed only by qualified eye doctors, such as optometrists or ophthalmologists, prior to kindergarteners starting school or for students who are entering school for the first time in Illinois. Vision screening is administered each year at school by private, certified screeners. Hearing is tested at the following grade levels:

### **Accidents at School**

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If a student is injured at school, s/he will be sent to the nurse's office for treatment. If the injury is severe, the school nurse will make every effort to contact the parent, guardian, or emergency contact listed. If contact cannot be made or emergency assistance is required, the school contacts the paramedics who normally transport the student to the nearest hospital along with a copy of the signed emergency form.

### **Asthma Exemption**

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A student with asthma may possess and use his/her medication while in school or at school-sponsored activities while under the supervision of school personnel or before/after normal school activities. Completed parent and physical authorization forms must be completed and on file in the Front Office.

### **Communicable Diseases**

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In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, notification is sent to parents in each homeroom or grade when a student contracts the following:

Chicken Pox	Strep	Fifth Disease
Pink Eye	Hand, Foot, Mouth Disease	Impetigo
Scabies	Measles	

### **Diabetes Care Plan**

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To receive assistance with diabetes management at school, the student's parent/guardian must submit a "Diabetes Care Plan" to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The parent/guardian must include the following information in the Diabetes Care Plan, including:

- the treating health care provider's instructions concerning the student's diabetes management during the school day;
- a copy of the signed prescription and the methods of insulin administration;
- appropriate safeguards to ensure that syringes and lancets are disposed of properly;
- requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations;
- procedures regarding when a delegated care aide (defined below) must consult with the parent or guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate; and
- the signature of the student's parent/guardian.

Students must be allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student's self-management and may include: allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink.

## **Illness**

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When students become ill at school, s/he is directed to come to the nurse's office.

If the illness is deemed severe, the school nurse will make every effort to contact the parent, guardian, or emergency contact listed. If contact cannot be made or emergency assistance is required, the school contacts the paramedics who normally transport the student to the nearest hospital along with a copy of the signed emergency form.

## **Medication Policy**

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By state law and Diocesan policy, only with the proper school medical authorization form filled out will the school dispense any medication to a student. This includes medicine prescribed by a doctor, which must be in a prescription container, as well as over-the-counter medication such as pain relievers. Any medication, prescription or non-prescription, is to be dropped off by parents. Parents may come in at lunch time to dispense medication if it is absolutely necessary. Students may not bring any medication to school to be self-administered unless prior physician authorization is on file with the school.

## **Smoke Free Environment**

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For the health and safety of our children, St. Theresa School maintains a smoke free environment. To protect the health of staff and students, the premises of St. Theresa School is tobacco free at all times, 24 hours a day, in school buildings, school vehicles and school grounds. No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time, including non-school hours:

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots

## **Wellness Policy**

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St. Theresa School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

St. Theresa School:

- complies with all applicable federal, state, and local laws that are in place to ensure the wellness of students
- complies with all goals established by the Office of Catholic Schools to ensure nutrition education, physical activity, and other school-based activities that promote student wellness
- follows established nutrition guidelines in the school's food service program
- sponsors a Health and Wellness committee which consults in developing, reviewing, and revising St. Theresa School wellness policies and procedures

St. Theresa School also complies with all Archdiocesan programs including:

- goals for Nutrition Education
- goals for Physical Activity
- goals for other School-Based Activities Designed to Promote Student Wellness
- guidelines for School Meals

## **TECHNOLOGY**

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At St. Theresa School, students learn to use and master technology they will need in high school and beyond. The students of St. Theresa School have liberal access to technology to engage in educational projects that will benefit their school work and their personal and social development.

All users are expected to follow the school's Acceptable Usage Policy at all times.

### **Student Access**

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To obtain access to the school's computer network, a student must submit properly signed copies of the Student's Authorization for Computer Network Access and the Parental Authorization for Student's Computer Network Access. Unless a student's computer network privileges have been suspended or revoked, the student and parental authorizations and student ability to access the network will be valid so long as the student attends the school. If a student's computer network privileges are suspended or revoked, newly signed copies of the student and parental authorizations must be submitted before the student's access privileges are restored. Any violation of the terms of these Authorizations, of the Policy, of these Rules and Regulations, or of additional rules, regulations, or other terms and conditions of computer network access promulgated by St. Theresa School will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.



## **Parental Responsibility**

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Parents/Guardians are solely responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action at the discretion of the administration. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

## **Acceptable Use**

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Access to the school computer network must be for bona fide educational or research purposes consistent with the school's educational mission. Use of technology for non-school related or entertainment purposes is strictly forbidden. Access also must comply with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by St. Theresa School, and all other disciplinary policies and regulations necessary for the safety and pedagogical concerns of the school.

## **Unacceptable Use**

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Any use which disrupts the proper and orderly operation and discipline in the school; threatens the integrity or efficient operation of the school computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or used for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the school computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Unacceptable uses of the school's computer network specifically include, but are not limited to, the following:

- taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
- using cyberspace to threaten, harass, offend, or defame another student or community member, regardless of user's intent;
- compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information;
- accessing, using, or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right;
- using the computer network for commercial, private, or personal financial gain, including gambling;
- deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions;
- creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;

- creating or sending email or other communications which purport to come from another individual (commonly known as “spoofing”), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
- modifying, disabling, compromising, or otherwise circumventing any antivirus, user authentication, or other security feature maintained on the school network or on any external computer, computer system, or computer account;
- using or accessing another user’s computer network account or password, without consent from that user;
- downloading or installing text files, images, or other files to the school’s computer network without prior permission from the technology facilitator;
- downloading, installing, or updating software to the school’s computer network without prior permission from the technology facilitator;
- creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
- participating in, or subscribing to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of emails or other electronic messages to be sent to the school’s computer network;
- using encryption software or otherwise encoding or password-protecting any file which is created with, sent to, received by, or stored on the school’s computer network;
- any student use of the Internet which is not stated as an intended use on the Internet Use Form submitted by the student; and
- attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

## **8th Grade iPads**

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In 2015-16 the 8<sup>th</sup> grade students will be assigned iPads to use in their daily instruction and for their home study. The purpose of this iPad is to offer enhanced instruction in the subject matter through the technology. In addition, use of the iPad and its apps will help the students develop skill in managing the iPad and its apps which they will need to be successful in the local high schools.

Each 8th grader will be assigned an iPad that will be theirs to use - at home and at school - throughout the year. These iPads will contain the applications required for their classes here at school. The students will have the opportunity to learn to use the iPads the way they will use them in high school and teachers will have the opportunity to use this technology to support their instruction.

Students are expected to return the iPad in the condition in which it was assigned by May 15, 2016. Failure to return the iPad or return of the iPad in a damaged condition will result in a \$500 charge payable prior to graduation.

The objectives of the program are as follows:

- students will be able to properly and routinely manage and care for the iPad including proper charging, carrying, and care for the iPad

- students will be able to operate and manage school standard applications such as Notability, GoogleClassroom and GoogleDrive, Desmos, calendar, etc. in an efficient manner
- students will be able to independently exercise the proper focus and self discipline while using the iPads and refrain from surfing, game playing, etc.
- students will be able to access, consume, and manipulate electronic text in an efficient manner.

Students will be required to provide the following for their iPads:

- cover
- stylus (if they want to use one)
- keyboard (if they want to use one)

Students assigned an iPad are expected to:

- retain control of the iPad at all time; the iPad may not be shared or used by any other student in the building;
- abide by all technology policies and safe and acceptable use procedures defined by the school;
- report any unacceptable or unsafe behavior or communications immediately;
- have the iPad in an approved cover at all times;
- have the iPad fully charged at 7:20 a.m.;
- have the iPad with them each day to use in class; a student will not be allowed to borrow an iPad or other device because s/he forgot the device, nor will a student be allowed to use his/her own private technology.

Students assigned an iPad are responsible for:

- any damage to the iPad whether the student is responsible for the damage or not;
- any data, media, or communication received and/or stored on the iPad and any communication emanating from the device whether they are responsible for the data, media, or communication or not.

Students assigned an iPad are forbidden to:

- download any apps, video, music, or other electronic media not specifically assigned by the teacher;
- use social media of any type on the iPad, on or off campus;
- use any email other than their assigned St. Theresa School email;
- take photographs or video except when specifically assigned by the teacher on or off campus;
- use private technology belonging to themselves or anyone else during the school day.

The School reserves the right to randomly collect and or spot check the iPads. The student has no expectation of privacy for anything on or communicated by the iPad. The student is fully responsible for anything on the iPad whether s/he put it there or not.

Failure to follow these guidelines will result in the loss of the iPad for a specified period of time in addition to other consequences relative to the offense. During that time, the student is on his/her own to complete the assignments given by the teacher. Neither accommodations nor exceptions will be made to facilitate the student learning during this time. This includes access to the computer lab outside of normal computer lab times.

## **Student EMail and Social Media**

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Students may only use their assigned @sttheresaschool.com email addresses during the school day and on school technology.

Students may not use outside email, FaceBook, YouTube, Twitter or other similar sites on school computers without the expressed permission of their teacher. Students using these services improperly will be subject to appropriate consequences based on their age and experience.

## **Student Use of the Internet**

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The school's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. The school expects students to follow the guidelines below while on the internet:

- Students should never give out such personal information as their name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through email. Students should never give out such personal information about other individuals over the Internet or through email.
- Students should immediately inform their parents, guardians, or a member of the school staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message which makes them feel uncomfortable.
- Students should never agree to meet someone in person whom they have "met" online.
- Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision.
- Students should never use a proxy server to avoid internet security.

Students who fail to abide by these safety guidelines will be subject to appropriate consequences based on their age and experience.

## **Downloads**

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Users may only download text files, images, apps, or other files or software obtained through the Internet, email, file transfer protocol (ftp), or other means of file-sharing with the permission of the school. Users must scan all such files with virus detection software before installing, executing, or copying such files onto a school computer.

## **Privacy**

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Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the school. Users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account. The school may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by St. Theresa School Academy; and to further all other educational, safety, and pedagogical concerns of the

school. The school also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the school's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the school to access and review such files consistent with this paragraph.

## **Technology Protection Measures**

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Consistent with the school's educational and pedagogical concerns, the school shall implement technology protection measures, which may include filtering and/or blocking software, on every school computer which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The school may disable the technology protection measure on an individual computer during use by non-student adults to enable access to material needed for bona fide research or other lawful purpose. The school shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by the school, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the school.

## **Security**

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The security and integrity of the school's computer network is a high priority. Users are to keep their accounts and passwords secure and confidential at all times. If a user believes at any time that he or she has identified a security gap, weakness, or breach on the school's computer network or on the Internet, the user must notify a school staff member immediately. The user may not exploit the gap, weakness, or breach, and the user may not inform any other individuals of it. Any user who violates this security policy may be subject to a suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

## **COPPA (Children's On-line Privacy Protection Act)**

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**VERIFIABLE PARENTAL CONSENT:** In order for St. Theresa School to continue to be able to provide students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parent signature as outlined below. St. Theresa School utilizes several computer software applications and web-based services, operated not by St. Theresa School, but by third parties. These include Dropbox, Evernote, Google Apps for Education, and similar educational programs. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school email address(if applicable) must be provided to the web site operator. Under federal law, these web sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as St. Theresa School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. This form will constitute consent for St. Theresa School to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google Apps for Education, Dropbox, Mathletics,

Schoology, Notability, and Evernote and to the operators of any additional web-based educational programs and services which St. Theresa School may add during the 2015-16 academic year.

**COPPA and PRIVACY POLICY:** COPPA requires that web site operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. Pursuant to COPPA, St. Theresa may collect personally identifiable information from students under the age of thirteen when such students use their St. Theresa e-mail accounts to communicate with School. A parent or legal guardian's consent is required for the School to collect any personal information that may be contained in the e-mail transmission.

Please see the School's Privacy Policy for further information on COPPA, the School's privacy practices, and for parent or legal guardian's options with respect to consent.

## **Gaming**

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Students are reminded again that use of all technology during the school day is exclusively for academic purposes. Use of technology – either personal or that belonging to the school, is not to be used for gaming, socialization, and general entertainment during the regular school day.

## **Enforcement**

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The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations, or other terms or conditions of computer network access promulgated by the school will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action.