



2022-2023 STUDENT/PARENT HANDBOOK

# TABLE OF CONTENTS

I.	Disclosure and Acknowledgement of Risks.....	Page 4
II.	Mission & Philosophy.....	Page 5
	a. Family, Faith, Formation	
	b. GRACE	
III.	Admissions Process.....	Page 5
IV.	Financial Obligations.....	Page 6
	a. Tuition and Fees	
	b. Enrollment Fee	
	c. Financial Aid	
	d. Payment Procedures	
	e. Late Charges/Returned Check	
V.	Attendance.....	Page 7
	a. School Hours	
	b. Absences	
	c. Tardiness	
	d. Leaving Campus During the School Day	
	e. Transfers	
	f. Arrival/Dismissal for Little Flower Preschool	
VI.	Student Learning Expectations.....	Page 9
	a. Responsible Citizens	
	b. Active Catholic Witnesses	
	c. Active Learners	
VII.	Academic Polices/Standards.....	Page 10
	a. Homework	
	b. Class Preparations Notification (CPN) Cycle	
	c. Reporting Students' Progress	
	d. Honor Roll and Awards	
	e. First Honors, Honors, The Saint Theresa Award	
	f. Reporting to Non-Custodial Parents	
	g. Standardized Testing	
	h. Academic Probation	
	i. Retention of Students	
	j. Special Education	
	k. Academic Promotion	
	l. Graduation Requirements	
	m. Graduation Exercises	
	n. Obligations	
	o. Students Not Graduating	
	p. Exclusion from Graduation Exercises	
VIII.	Communication.....	Page 13
IX.	Technology/Internet Use.....	Page 13
	a. No Right of Privacy or Confidentiality	
	b. Student Access to Internet	
	c. Computer Policy, Procedures, and Information	

X.	Student Code of Conduct.....	Page 14
	a. Harassment	
	b. Harassment Defined	
	c. Anti-Bullying Policy	
	d. Teachers and Staff	
	e. Parents	
	f. Students	
	g. Social Media	
	h. Child Abuse Policy	
XI.	Discipline.....	Page 17
	a. Rule #1 Respect Yourself, Others, and Your School	
	b. Rule #2 Contribute to the Learning Environment	
	c. Rule #3 Follow All School and Classroom Procedures	
	d. “The Big Three” Serious Behaviors (Not Inclusive)	
XII.	Dress Code.....	Page 20
	a. Preschool, Pre-K, Transitional Kindergarten	
	b. Kindergarten	
	c. First Grade – Second Grade	
	d. Third Grade – Eighth Grade	
	e. Related Dress Code Issues	
	f. Formal and Semi-Formal Events	
	g. Free Dress Day	
XIII.	Pedestrian and Vehicular Traffic on Campus.....	Page 23
	Bicycles	
XIV.	Student Drop-Off and Pick-Up.....	Page 24
	a. Drop-Off	
	b. Pick-Up	
XV.	Extended Care.....	Page 25
	a. After School Care Program	
	b. Before School Care	
XVI.	Student Activities.....	Page 25
	a. Student Council (Grades 4-8)	
	b. National Junior Honor Society (Grades 6-8)	
	c. Religious Activities	
	d. Community Outreach	
	e. Direct Service to the School	
	f. Extra-Curricular Activities	
	g. Sports Programs/Athletics (Gr. 5-8)	
	h. Extra-Curricular Eligibility	
	i. Field Trips	
XVII.	Health/Medical Regulations.....	Page 29
	a. Health Services	
	b. Wellness Policy	
	c. Health Records	
	d. Medical Administration Procedures	
	e. Medications	

	f. Illness or Accident	
	g. Emergencies	
	h. Health Screening and Assessment	
	i. Human Reproduction	
XVIII.	Liability/Accident Insurance Information.....	Page 32
XIX.	Child Abuse Reporting.....	Page 32
XX.	Safety Procedures.....	Page 33
	a. Sexual Misconduct Session Requirement for Volunteers	
	b. Visitor Policy	
	c. Loitering	
	d. Secured Hallways and Playground	
	e. Vandalism	
	f. Tobacco, Alcohol, and Other Drugs	
	g. Required and Random Drug Testing	
	h. Alcohol	
	i. Locker, Desk, and Backpack Checks	
	j. Weapons	
	k. Verbal or Written Threats	
	l. Emergency & Crisis Procedures	
XXI.	School Policies.....	Page 36
	a. Parent Expectations	
	b. Safe Environment Training	
	c. Parent Supervision	
	d. Birthdays or Special Occasions	
	e. Lunch	
	f. Snacks	
	g. Library	
	h. School Publicity Guidelines	
	i. Student Directory/Picture Information	
	j. Telephone Use	
	k. Cell Phones	
	l. Use of School Grounds/Facilities	
	m. Statement of Accreditation and Licensure	
	n. Statement of Inspection Reports Available	
XXII.	School Advisory Board/Parent Organizations.....	Page 39
	a. Fundraisers and Sales	
	b. Fundraisers and Donation Guidelines	
	c. PTO	
	d. School Advisory Board	
XXIII.	Appendix Forms and Other Requirements for Schools.....	Page 40
	a. Diocese Of Phoenix Transportation Policy	
	b. Driver Information Form	
	c. Transportation of Minor Person to/from School Campus	
XXIV.	Principal's Right to Amend.....	Page 41

## **DISCLOSURE AND ACKNOWLEDGMENT OF RISKS OF SCHOOL PARTICIPATION SAINT THERESA PARISH/SCHOOL**

All parents and guardians must understand that there is always some potential for injury and illness inherent in all School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing such recommendations of federal, state and local health authorities as the School administration determines appropriate in light of the unique needs and circumstances of the School community. While these efforts may help lower the risk of exposure and spread of certain diseases during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards inherent in their children's participation in all school activities. All parents and guardians understand that their children will be associating with teachers, administrators, staff, and other children and may be exposed to or contract viruses and diseases through their children's participation in activities at school. By allowing their children to attend the School, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire a virus or disease despite the good faith, reasonable efforts of the School administration, and that virus or disease may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of a transmissible illness. By allowing their children to attend the School, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff from illness and injury

## MISSION & PHILOSOPHY

Saint Theresa Catholic Parish and School exists to form missionary disciples through the three pillars of **FAMILY, FAITH, and FORMATION**.

- **FAMILY:** We desire to have a school that is an extension of the child's home. A sense of community is valued on campus, not just in individual classes, but through our interactions with one another. We offer opportunities for parents to be on campus throughout the year at school events, volunteer opportunities, and parent lectures series.
- **FAITH:** God is the center of our lives as Catholics. Not only is our faith a common thread throughout our curriculum, but we also offer opportunities to be an active Catholic, attending Mass twice a week, weekly adoration, frequent opportunities to receive reconciliation, grade level retreats, opening and closing prayers, as well as opportunities to celebrate the liturgical year, pray the Rosary, and celebrate Saint Feast Days.
- **FORMATION:** As a Catholic community, we seek to form students spiritually, academically, and socially. We aim to guide students to be self-aware, self-disciplined, and responsible. We want to impart to them a Catholic worldview through a love of learning. All our formation is done through God on behalf of parents.

## GRACE

As a Catholic we are called to help form our students and model a strong relationship with Christ. These simple yet meaningful habits help to strengthen our faith as Catholics and our relationship with God. We invite our families to participate in these activities together:

**G**o to Mass as a family each weekend.

**R**eceive the Sacrament of Reconciliation.

**A**sk Mother Mary for her intercession by praying the Rosary.

(Pray a decade each day or the whole Rosary once a week as a family.)

**C**apture the ends of the day with a morning offering and closing prayer.

**E**xpect great things!

## ADMISSIONS PROCESS

Admission to Saint Theresa Catholic School is available to families seeking a Catholic education for their child(ren). The success of each individual student is a priority when it comes to acceptance. Saint Theresa Catholic School strives to welcome all students.

Careful consideration is given when admitting students to Saint Theresa Catholic School to ensure a “match” between family and school values. Families are invited to contact the Admissions Office where they can begin the inquiry process. Next steps include meeting with the principal, school tour, application, transcript request, teacher recommendation, placement assessment, Shadow Day (upon request), and student interview (as needed).

The same process will occur for exceptional learners. Any medical or educational evaluations will also be included in the student's file for review by the teachers and Student Service Plan coordinator before determining acceptance. After services are identified, a Student Support Plan (SSP) will be drafted to clearly identify the responsibilities of the student, parents, and school. Recurring meetings will be scheduled to ensure the student's ongoing success.

Students and families of all faiths are welcome to enroll upon acceptance. Those not of the Catholic faith must understand that the traditions, church teachings, and beliefs of the Roman Catholic Church are present and practiced throughout each day. (See *Mission & Philosophy* above.)

Admission decisions are made on a case-by-case basis after careful review of the student's academic transcripts, teacher recommendation, placement assessment, Shadow Day experience (upon request) and student interview. Acceptance is based on the probability of the student's success at Saint Theresa Catholic School and their ability to embrace our vision.

New students will enter a probationary period to ensure their success and compliance with the expectations of our school.

## **FINANCIAL OBLIGATIONS**

### **TUITION AND FEES**

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

### **ENROLLMENT FEE**

This fee is collected at the time of enrollment or re-enrollment and is non-refundable.

### **FINANCIAL AID**

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

### **PAYMENT PROCEDURES**

The financial obligation to the school consists of a student enrollment/re-enrollment fee and the yearly tuition. Additional fees that can be charged include, but are not limited to field trip fees, sports fees per season, lost book fees, and returned check fees.

Families who enroll a new student mid-month are responsible for the full month of tuition. Tuition for new students accepted after the August start of school is prorated by the number of months that the student will be in attendance. At the time of enrollment, a new family/student is required to pay a registration fee.

### **LATE CHARGES/RETURNED CHECK**

Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution. The school office may call families with past due tuition accounts.

Tuition for the current school year must be paid in full prior to the end of that school year. Failure to pay tuition on time may result in a student not being placed in a homeroom for the following year until the financial obligation has been met. If there is a graduating eighth grader with unpaid tuition, diocesan requirements state that the Catholic high school that the student is planning to attend be notified of the outstanding balance.

## **ATTENDANCE**

### **SCHOOL HOURS**

School hours are from 8 a.m.-3 p.m. Monday through Thursday and 8 a.m.-12:30 p.m. on Fridays.

### **ABSENCES**

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

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

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

Teachers are not required to give assignments in advance of absences (such as vacations or trips). Teachers appropriately adjust instruction to meet classroom circumstances frequently and it is only upon return of the absent student that missed instruction and assignments can be accurately determined.

Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section AZ Rev15-802, subsection B, paragraph 1.

If a student is absent half a day or more, the student may lose the privilege to try-out for, or participate in, any extra-curricular activity that day.

In case of an absence, a student is responsible to make up the work missed to the satisfaction of the teacher. Based on the circumstances of the absence the teacher will assign due dates and times for the missed work. Students who are absent on test days must assume the responsibility to take any missed test on the day they return to school. Only with teacher approval and a set date may test preparation time be extended. The privilege of making up a test can be denied if a student is repeatedly absent when tests are given. Full credit may not be earned.

Excessive absences or tardiness may have a direct effect on a student's academic performances or awards. Parents of students absent or tardy five (5) or more days per quarter will be notified through email. Any student absent more than eight (8) school days during any quarter may not receive a grade for that quarter. The words "no grade due to absence" will be inserted in the column in place of a grade. Documented medical exceptions may be made. Students with prolonged absences may require outside academic tutoring to meet curricular requirements.

Students will be put on a contract when they have reached fifteen (15) absences or tardies for the school year. In the case of an absence of more than one day, a student is responsible to make arrangements with the teacher to complete missed assignments in a timely manner.

The privilege of making up a test, in-class assignments, or passing in late homework can be denied if a student is repeatedly absent. Full credit may not be earned.

No student will be permitted to be excused from their class to attend functions of other classrooms within the school.

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

## **TARDINESS**

Seeing that all children arrive on time for school is the responsibility of each parent.

All students should report to their classrooms no later than 7:55 a.m. Students will be sent to the school office for a Late Pass and marked tardy after 8 a.m. Preschool students should be signed in by their parent/guardian before 7:55 a.m. each morning. They will also be marked tardy at 8 a.m.

For the safety of our students, all students arriving before 7:40 a.m. must be dropped off at Extended Care.

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

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

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

- A note dated and with the student's full name, must be sent to the homeroom teacher that morning.
- No student will be permitted to leave the campus alone. An authorized adult must come to the office and sign out the child. Any person picking up the child will be expected to show a picture ID. If the staff has any questions, they reserve the right to contact the primary guardian for verification. Please notify the school immediately if any of this information changes.
- If a child cannot be released to a parent or relative because of legal custody, a legal statement must be on file in the school office.
- Students will not be released to someone other than their parent or guardian unless the child has a signed note from the parent/guardian designating the change and the individual who will be picking them up. We cannot accept a phone call in lieu of a parent/guardian signed note. These directives are for the safety of your child(ren).

- The office will contact the classroom teacher who will send the child to the office. The student will not leave the classroom until the parent has arrived in the school office and asked for the student's release. The adult must accompany the student off the school grounds.
- Upon returning, the adult must sign the student back in at the office. An official written excuse should be provided at that time.
- The student must contact the teacher of each class missed to get his/her work when they return.

## **TRANSFERS**

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

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

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

## **ARRIVAL/DISMISSAL FOR LITTLE FLOWER PRESCHOOL**

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

At dismissal, the parent or responsible adult must come to the classroom and sign the child out on the attendance page. If someone other than the parent is picking up the child, a dated and signed note from the parent must be received by the teacher before dismissal, giving the name of the person picking up the child. This person should be listed on the Emergency Information and Immunization Record Card in the section labeled: authorized individuals to collect a child if the parent cannot be contacted.

Preschool staff will not allow a child to go home with any person other than the parent or the adult that has been authorized by parents. ID will be required to show at the door before the child is dismissed. Parents must be on time to pick the children up at the end of class.

## **STUDENT LEARNING EXPECTATIONS**

Through **FAMILY, FAITH and FORMATION** Saint Theresa Catholic School students strive to be:

### ***Responsible Citizens (Family) who:***

- accept responsibility for his or her actions.
- practice cooperation, courtesy, and respect.
- demonstrate respect for self, others, and the environment.
- work cooperatively with others to reach a common goal.

### ***Active Catholic Witnesses (Faith) through:***

- participation at liturgies and prayer services.

- demonstration of basic knowledge of the foundations of the faith, church teachings and traditions.
- exhibiting Gospel values by showing respect for God, self, others, and all creation.
- demonstration of a spirit of stewardship within church, school, and community.

**Active Learners (Formation) by:**

- demonstrating active listening skills.
- practicing self-discipline skills.
- showing proficiency in essential skills as defined in the diocesan and state standards.
- demonstrating the ability to use a variety of tools for learning in an appropriate manner.
- participating in physical education and the fine arts.

## **ACADEMIC POLICIES/STANDARDS**

### **HOMEWORK**

Homework is an essential part of the Saint Theresa Catholic School academic program. In grades K-8, students are responsible for recording assignments in their school provided agendas and parents are encouraged to review them nightly.

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

K-1	15 to 20 minutes
2-3	20 to 45 minutes
4-6	45 to 90 minutes
7-8	1 to 2 hours

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

### **CLASS PREPARATION NOTIFICATION (CPN) CYCLE**

A Class Preparation Notification (CPN) is a means of communication from the teacher to the parents regarding the readiness for the day or lack of completion of an assignment.

If the student is not prepared for class:

1. The student is assigned a CPN identifying the lack of preparation and parent(s) are notified.
2. Missing work should be noted in their agenda.
3. Assignments should be turned in the next day.
4. Full credit may not be given for late work. However, the need to practice skills by completing assignments continues and parents should ensure the student is proficient in the skills originally assigned.

On the 7th CPN in a quarter, the administration will be notified of the serious lack of preparation by the student through an Office Referral. Additional measures will be imposed to assist parents with ensuring work is completed as assigned, including but not limited to restrictions from participating in extracurricular activities and mandated participation in after school study programs at an additional fee. Excessive homework deficiencies may place students on academic probation.

## REPORTING STUDENTS' PROGRESS

- K-8 teachers will post grades online via RenWeb. Grades will be updated every two weeks. Long term assignments or projects may take longer to post.
- Report Cards are issued four times a year.
- Parent Conferences are held with all parents at the end of the first quarter. A midyear conference is held as needed. Parents can request a meeting with their child's teacher at any point throughout the year. This should be scheduled with the teacher via email.

The grading scales used at Saint Theresa Catholic School for grades K - 8 is as follows:

<u>Grades 1-8</u>			<u>Grades K</u>	
94-100%	A	Excellent	O	Outstanding
85-93%	B	Above Average	S	Satisfactory
75-84%	C	Average	I	Improving
65-74%	D	Below Average	N	Needs Improvement
Below 65%	F	Not Passing	U	Unsatisfactory
			BL	Below Grade Level
			T	Taught

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

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

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

## HONOR ROLL AND AWARDS

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

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

**The Saint Theresa Award** is earned annually by students in grades K-8. This award will be given to two students per homeroom who have met the following criteria (see STUDENT LEARNING EXPECTATIONS). Students who have received Office Referrals for any of the "Big Three Serious Behaviors" are not eligible to receive the Saint Theresa Award for that quarter or at the end of the year. Additional awards are also given to graduating eighth graders at the end of the school year.

## REPORTING TO NON-CUSTODIAL PARENTS

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

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

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

### **STANDARDIZED TESTING**

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

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

### **ACADEMIC PROBATION**

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

If a student is placed on academic probation, parents will be notified. The student will not be eligible for extracurricular activities – including Student Council, NJHS, sports, and field trips, which include CIMI and ASTRO camp (unless permission is granted by the teacher and administration for a specific trip). A conference may be held with student, parent(s), teacher(s), and administrator to determine appropriate interventions.

### **RETENTION OF STUDENTS**

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

If Saint Theresa Catholic School does not have the identified resources to maximize the academic and social success of a student, parents will be encouraged to take advantage of the many special educational services offered by the public schools or more specialized private schools.

### **SPECIAL EDUCATION**

As a Catholic institution, we believe that every child who wants a Catholic Education deserves a Christ-centered, Catholic environment in which to learn. The issues and needs of a Special Education student are brought to the principal and the team of parents, teachers, administration, public school interventionists, and at times the pastor to make decisions about the placement of the child in the school.

## **ACADEMIC PROMOTION**

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

## **GRADUATION REQUIREMENTS**

Students must meet attendance requirements and earn passing grades in each core subject to receive a diploma. Diplomas/records may be withheld until students, or their parents satisfy their educational, financial, and disciplinary obligations to the school. Participation in graduation exercises is a privilege, not a right.

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

## **COMMUNICATION**

Weekly newsletters (Wednesday Notes), emails, Parent Alert phone calls, and text messages are sent at various times. Teachers do not have a voice mailbox. Telephone messages will be given to teachers the same day they are received.

The best way to communicate with your child's teacher is through email. Parents are encouraged to communicate concerns to the teacher first. If a resolution is not made a meeting can be scheduled with the principal.

## **TECHNOLOGY/INTERNET USE**

### **CELL PHONES AND OTHER COMMUNICATIONS TECHNOLOGY**

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

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

mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

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

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

### **STUDENT ACCESS TO INTERNET**

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

### **COMPUTER POLICY, PROCEDURES, AND INFORMATION**

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

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

## **STUDENT CODE OF CONDUCT**

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

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

### **HARASSMENT**

Saint Theresa Catholic School and the Diocese of Phoenix will not tolerate and prohibit harassment (physical, verbal-spoken or written, emotional, or sexual) of its students, teachers, and staff by any person and in any form. This includes but is not limited to bullying, cyber-bullying, violence, or threats of violence. These are serious matters, and when known, will be dealt with immediately. Saint Theresa Catholic School believes that everyone has a God-given right to be treated with dignity and respect. Considering this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

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

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

### **HARASSMENT DEFINED**

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

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

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

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

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

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

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

principal, or designee, investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or withdrawal.

### **ANTI-BULLYING POLICY**

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

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

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

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

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

#### Teachers and Staff:

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

#### Parents:

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

#### Students:

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

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

#### Suggested Ways of Reporting Bullying:

##### Students:

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

##### Parents:

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

## **SOCIAL MEDIA**

Engagement in all social media may result in disciplinary action if the content of the student's account includes defamatory comments regarding the school, faculty, other students, or the parish. Parents are cautioned to be aware of the online sites visited by their children. Predators contact their victims via computer. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

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

## **CHILD ABUSE POLICY**

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

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

## **DISCIPLINE**

In line with our mission of forming intentional disciples, Saint Theresa Catholic School seeks to guide students in developing habits of self-discipline. Our teachers strive to teach students and model the three rules outlined below. These rules apply to each classroom with respect to **FAMILY, FAITH, and FORMATION.**

Our school discipline exists for parents, students, and teachers to work together effectively as a team and establish the expectations for our student's behavior. These rules apply to the school day, as well as after school programs, extracurricular activities, and athletics. Students should be

reminded that they are always representing Saint Theresa Catholic School, but especially when in uniform.

**RULE #1: RESPECT YOURSELF, OTHERS, AND YOUR SCHOOL**

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> <li>• Be courteous and responsive to faculty, staff members, visitors, and each other.</li> <li>• Listen to and follow directions of teachers, staff, and supervisors.</li> <li>• Respect school property, others' property, and your own.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Do your own work.</li> <li>• Own up to your mistakes. Be truthful.</li> <li>• Use kind words.</li> </ul>	<ul style="list-style-type: none"> <li>• Be rude. Ignore people.</li> <li>• Ignore the requests of supervisors.</li> <li>• Damaging or vandalizing objects, stealing, gum chewing.</li> <li>• Use normal objects in harmful ways.</li> <li>• Touching others in inappropriate ways.</li> <li>• Copy other's work. Give your work to another to copy.</li> <li>• Blame others. Lie.</li> <li>• Use inappropriate language. Gossip.</li> </ul>

**RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT**

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

**RULE #3: FOLLOW ALL SCHOOL AND CLASSROOM PROCEDURES**

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

**Serious behaviors**, as outlined below, are not tolerated. These behaviors may lead to the student being placed on probation, suspension, or being asked to withdraw from Saint Theresa Catholic School based on the recommendation of the discipline team or at the principal’s discretion.

**“The Big Three” Serious Behaviors (Not Inclusive)**

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

If behavior occurs that requires the principal's involvement, the student will be sent to the office with a referral form.

1. The student will meet with a school administrator or designee.
2. Together they will complete the bottom half of the referral form.
3. The parent will be informed of the incident by phone.
4. A conference with the teacher, parent, student, and school administrator will be scheduled.
5. A contract will be drawn up listing actions that will be taken by each participant in the conference.
6. A date to review the contract will be determined.
7. The student will be held accountable for the plan developed.

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

As part of the consequence, the student may not be eligible for extracurricular activities—including Student Council, NJHS, sports and field trips including CIMI and ASTRO camp (unless permission is granted by the teacher and administration for a specific trip). Depending on the seriousness of these issues the student may be removed from any of these organizations permanently.

## **DRESS CODE**

Saint Theresa's school uniform identifies those who wear it as members of a Catholic community committed to virtue and excellence. The uniform supports and promotes a unity of purpose, and the reality of being a member of something larger than oneself.

We want our students to dress their best, and look their best, so that they will be their best. In addition, Saint Theresa Catholic School establishes a uniform for the following reasons:

- To instill modesty, good grooming habits, and neatness in appearance.
- To maintain a proper academic environment within the school community.
- To reduce superficial competitiveness in dress among students so as to reflect and support the dignity of the individual.

Students are to arrive and leave school in proper uniform throughout the school year, from the first day of school orientation to the last day of school.

Each student's dress and personal appearance should be such as not to disrupt or distract the educational environment of the school. Each student's clothing must fit appropriately as determined by school administration. Clothing may not be too tight, too baggy, too revealing, too short, too long, or hang too low.

Saint Theresa's reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste, in school as well as at all school-sponsored events. If there is doubt as to the appropriateness of some attire, it should not be worn until it has been approved by an administrator.

### **Preschool, Pre-Kindergarten, Transitional Kindergarten**

#### **GIRLS**

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Saint Theresa Plaid Jumper or Skirt (Saint Theresa Girl Bike Shorts or Saint Theresa Black Mesh Gym Shorts are required underneath)
- Unisex Youth Elastic Short (Navy Twill)
- **Saint Theresa Jersey Polo Dress** with School Crest/Logo
- Girls Tights (Black or White) or Girls Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

#### **BOYS**

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Elastic or Flat Front Shorts or Pants (Navy Twill)

- Boys Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

## **Kindergarten**

### GIRLS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Saint Theresa Plaid Jumper or Skirt (Saint Theresa Girl Bike Shorts or Saint Theresa Black Mesh Gym Shorts are required underneath)
- **Saint Theresa Plaid Skort** (knee length)
- Unisex Youth Elastic Short (Navy Twill)
- Girls Tights (Black or White) or Girls Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

### BOYS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Flat Front Pants/Shorts - (Navy Twill)
- Boys Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

## **First Grade - Second Grade**

### GIRLS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Saint Theresa Plaid Jumper or Skirt (Saint Theresa Girl Bike Shorts or Saint Theresa Black Mesh Gym Shorts are required underneath)
- **St. Theresa Plaid Skort** (knee length)
- Saint Theresa Girls Flat Front Shorts (Navy Twill)
- Girls Tights (Black or White) or Girls Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

### BOYS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Flat Front Pants/Shorts - (Navy Twill)
- Boys Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

## **Third Grade - Eighth Grade**

### GIRLS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Saint Theresa Plaid Skirt (Saint Theresa Girl Bike Shorts or Saint Theresa Black Mesh Gym Shorts are required underneath)
- Saint Theresa Girls Flat Front Shorts (Navy Twill)
- Girls Tights (Black or White) or Girls Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

### BOYS

- Saint Theresa Unisex Polo - Short/Long Sleeve with School Crest/Logo
- Flat Front Pants/Shorts - (Navy Twill)

- Boys Socks (Black or White)
- Shoes - Primarily black, white, or grey sneakers with minimal accent colors

## RELATED DRESS CODE ISSUES

### GIRLS

- Uniforms must be clean and in good condition.
- Shirts must be tucked in at the waist.
- **Skirts, skorts, and shorts must be knee length both in the front and the back for all grade levels.**
- Shoes
  - Must be all black, white, or gray sneakers, no high tops (enclosing entire foot, laces tightly tied)
  - Small manufacturers' logos are permitted.
  - No contrasting stripes, laces, eyelets, or other adornments are permitted.
  - Soles may be of another neutral color. (i.e., white soles on a black sneaker)
  - no sandals, ballet flats, high tops, or boots
- Socks should be plain white or black, above the shoe line.
- Hair should be natural in color. Highlights and/or extensions are not permitted.
- Nails must be clean and trimmed. **Nail polish, fake nails, and gel nails are not permitted.**
- Girls may wear one pair of stud earrings.
- All students may wear a small religious necklace.
- Watches may be worn but no Smartwatches allowed.
- No bracelets.

### BOYS

- Uniforms must be clean and in good condition.
- Shirts must be tucked in at the waist.
- Shorts must be knee length for all grade levels.
- Shoes
  - Must be all black, white, or grey sneakers (enclosing entire foot, laces tightly tied)
  - Small manufacturers' logos are permitted.
  - No contrasting stripes, laces, eyelets, or other adornments are permitted.
  - Soles may be of another neutral color. (i.e., white soles on a black sneaker)
  - no sandals, high tops, or boots
- Socks should be plain white or black, above the shoe line.
- **Hair must be no longer than 3 inches of blended or uniform length, off the collar, and above the ears and eyebrows.** Hairstyles considered inappropriate include: shaved lines, spiked hair, faux Mohawks, tails, "bowl" cuts, and mullets.
- Nails must be clean and trimmed, no polish or gel.
- All students may wear a small religious necklace. No other jewelry is permitted.
- Watches may be worn but no Smartwatches allowed.

Any over garment sold by Anton Uniforms with the Saint Theresa Logo may be worn with the above options: cardigans, fleece, sweatshirts. (Only these over garments may be worn during class.)

## FORMAL AND SEMI-FORMAL EVENTS

There are specific formal and semi-formal dress codes for special events, including end of the year ceremonies, graduation, concerts, art shows, and dances. Specific guidelines will be issued for each, but, in general, the following guidelines will apply:

## GIRLS

- Skirts and dresses with hems that reach the knee.
- Bare midriffs are not acceptable.
- Strapless, spaghetti-strap, off-the-shoulder, or tank tops are not permitted.
- No tight or form fitting clothing.
- Dress shoes are required.

## BOYS

- Dress pants, a collared dress shirt, a tie, dark socks, and dress shoes are required.
- Hair should be trimmed appropriately.

## FREE DRESS DAY

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

The following are non-uniform day regulations:

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

## PEDESTRIAN AND VEHICULAR TRAFFIC ON CAMPUS

Drivers of vehicles near our campus are to respect the school zone speed limit of 15 mph. **The entire campus is a "NO CELL PHONE ZONE" for drivers of moving vehicles.** Extra caution and reduced speed are required in the parking areas, particularly at drop-off and pick-up times.

Drivers are to observe all restrictions for fire lanes, no parking, and handicap parking zones. Remember, the parking areas are used by parishioners, non-school staff, and visitors as well as school families during the school day.

Do not block the rectory driveway (southwest of the central gate) as this will block priests having to exit for emergency hospital calls, etc. Please be considerate and courteous when driving on campus – remember, you are setting an example for your child(ren).

During the school day, visitors to the school should park in the north (Thomas Road) parking lot and come to the school pedestrian gate where they can contact the School Office by intercom and gain access. Visitors should then proceed to the north breezeway entrance to the School Office

where they may check in with the receptionist. **FOR THE SAFETY AND WELFARE OF OUR STUDENTS, ALL VISITORS ARE TO SIGN-IN AT THE SCHOOL OFFICE.**

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

### **BICYCLES**

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

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

## **STUDENT DROP-OFF AND PICK-UP**

### **DROP-OFF**

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

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

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

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

### **PICK-UP**

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

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

If preschool students have older siblings in school, parents may park in the north parking lot and pick-up their preschool child(ren) first from the classroom at dismissal time, then proceed using the “blue line” to the sibling pick-up area outside the School Office to pick-up their older

sibling(s). **No students will walk unattended to/from the Preschool and Extended Care area and the classroom/ramada area.**

## **EXTENDED CARE**

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

### **AFTER SCHOOL CARE PROGRAM**

Serving students from Preschool through Eighth Grade. The program includes:

- Bridge Hour (3 p.m.–4 p.m.)
- PM Program (3 p.m.–6 p.m.)
- Early Dismissal Fridays (1:20 p.m.–6 p.m.)

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

### **BEFORE SCHOOL CARE**

Morning Care is offered at an additional charge from 7 a.m. to 7:45 a.m. Students may be dropped off at 7 a.m. and will be dismissed to classes at 7:45 a.m. Parents may enroll students in the Morning Care program on the first day of use. Due to the increase in minimum wage requirements, the Morning Care program will follow the following fee schedule:

Daily rate (any part of the time from 7 a.m. to 7:45 a.m.) is \$3.00.  
Weekly rate (for any 5-day week) is \$12.00.

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

## **STUDENT ACTIVITIES**

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

### **STUDENT COUNCIL (GRADES 4-8)**

The purpose of the Saint Theresa Catholic School Student Council is:

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

Qualifications for candidates for office include:

1. 2.8 or better GPA
2. No Level 2 disciplinary actions in 7<sup>th</sup> grade

3. No excessive absences or tardiness.
4. No Office Referrals due to excessive lunch detentions, CPN's, or Dress Code Violations.

Eighth grade representatives may choose to serve. Qualifications are:

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

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

#### Removal from Office

1. Reasons for removal
  - No participation as listed in Section III of the Constitution and By-Laws
  - Suspension or expulsion from school
  - Required GPA for any quarter is not met
  - Required satisfactory marking in conduct in each quarter
2. Removal process
  - One 5-week probation period will be given by advisors to improve grades or conduct. Homeroom teacher will be notified.
  - Advisors will re-evaluate at the end of probation period
  - Student, homeroom teacher, and principal will be notified if student has not improved after probation period
  - Alternate will be notified if replacement is necessary
3. Absences
  - A member is allowed a maximum of three unexcused absences
  - All excused absences must be approved by an advisor prior to the absence
  - When more than three absences have been accumulated, he/she will be removed from his/her position, and the alternate shall assume duties.

The entire copy of the Student Council Constitution and Bylaws may be obtained from the advisors.

### **NATIONAL JUNIOR HONOR SOCIETY (GRADES 6-8)**

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

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

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

### **RELIGIOUS ACTIVITIES**

- Prepare for Mass, lectoring, greeting, writing, and reading petitions

- Advent Prayer Service
- Devotional Activities such as the Rosary, May Crowning, Stations of the Cross
- Lenten observances
- Opportunities to receive the Sacrament of Reconciliation
- Meditation
- Participation in daily classroom prayers
- Grade level retreats
- Daily religious education
- School-wide morning prayer and Friday closing prayer
- Assisting Catholic charitable organizations

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

### **COMMUNITY OUTREACH**

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

### **DIRECT SERVICE TO THE SCHOOL**

- Student Service Projects
- Helping at the Fall Festival or other PTO-sponsored events
- Classroom partnering

### **EXTRA-CURRICULAR ACTIVITIES**

(Fees may be charged to participate in extracurricular activities)

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

### **SPORTS PROGRAM/ATHLETICS (Gr. 5-8)**

Athletic opportunities are offered in grades 5-8 through the Catholic Youth Athletic Association (CYAA), whose "main objectives...should be that of developing qualities of leadership, good sportsmanship, and promoting a Christian atmosphere in which students will grow in respect and

concern for others..." CYAA offers football, basketball, and baseball for boys and volleyball, softball, and basketball for girls.

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

### **EXTRA CURRICULAR ELIGIBILITY**

- Any student participating in any extracurricular activity must maintain a minimum grade of a "C" in all subjects with no failing grades. Students who have not met the above stated requirement will be suspended from attending or participating in all club or team activities until they bring their grades back to a "C" average with no failing grades.
- Students are expected to follow the school's behavior code to participate in the school's sports program and extracurricular activities. Satisfactory conduct must be maintained in all classes and at lunch/recess to participate in the school's sports programs and extracurricular activities.
- Upon receipt of a behavioral referral to the office, a student will be suspended from participation in the next scheduled activity (club activity and/or sporting event or practice.)
- If a student receives three lunch detentions in one sports' season, the athlete will be suspended for one game, including tournament play. A fourth detention warrants an after-school detention. The fifth detention will result in removal from the team.
- If a student receives five (5) lunch detentions in one sports' season, the athlete will be dismissed from the team.
- Due to health and safety concerns, students must attend a full day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent more than half a day may neither participate in nor attend a sports activity or extracurricular activity the day of the illness. Arrival at school after 11:00 a.m. constitutes a half-day absence.
- The school follows the CYAA regulations regarding minimum playing time for players; however, irregular attendance at practice may affect the amount of an individual's playing time in games above and beyond the minimum playing time.

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

### **FIELD TRIPS**

The school-provided form, signed by the parent or guardian, is required for all students attending a field trip. A student who has not demonstrated responsible behavior may not be allowed to participate in a field trip. Field trip forms may be found on the Parents' Web of the RenWeb Program.

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

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

## **HEALTH/MEDICAL REGULATIONS**

### **HEALTH SERVICES**

The school Health Care Office hours are Monday through Friday from 7:30 a.m. to 3:30 p.m. The school Health Assistant is not available during holidays or summer weeks.

### **WELLNESS POLICY**

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

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

### **HEALTH RECORDS**

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

Immunization records are kept in the students' permanent health files in the Health Office. If a returning student did not receive any new vaccines since a copy of this record was last submitted, there is no need to include a copy of the immunization record at the time of registration. The Health Assistant must have a copy of the immunization record anytime the student receives a new vaccine, regardless of the time of year. **Arizona Law (Arizona Administrative Code, Title 9, Chapter 6, Article 7, Vaccine Preventable Disease) requires that all students be immunized against certain diseases before entering school.**

If your child is to be exempt from the immunization requirements, a form must be signed and returned to the school. A doctor's signature is required if the exemption is for medical reasons. In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. Parents will be responsible for any outside tutoring needed to ensure the student does not fall behind academically during this period.

## MEDICAL ADMINISTRATION PROCEDURES

The Preschool and Extended Care follow the guidelines for the administration of medications as directed by the State of Arizona Health Services, Bureau of Child Care Licensure, and the Child Care Facility Rules and Regulations in addition to the guidelines mentioned in this handbook. It is required that a student of the Preschool or Extended Care complete a state required medication consent form that gives permission for an authorized staff member to administer medications to students, including a signed doctor's authorization for injections.

In the case of rescue medications, i.e., Epi-pens, inhalers, antihistamines, left in the school Health Office, parents will be required to supply a second set for Preschool and Extended Care students. All medication, which includes but is not limited to sunscreen, lotions, antibiotic, or anti-itch cream are administered by the authorized staff member. During Extended Care hours, the program director or designee will administer medications. All medications (prescription and over the counter) must be in their original container with the child's name on the packaging. Please refer to CDC #14970 (St. Theresa Roman Catholic Parish Phoenix, Saint Theresa Little Flower Preschool)

## MEDICATIONS

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

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

Verbal permission to administer medications is acceptable for one day only. Signed permission must be obtained later with all required data listed above. Permission forms can be found on the school website, [www.stcs.us](http://www.stcs.us), and in the Health Office.

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

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

SB 1309, Pupils with Anaphylaxis Carry and Self-Administer Emergency Medications Bill requires school districts to adopt and enforce policies and procedures to allow pupils who have been

diagnosed with anaphylaxis to carry and self-administer emergency medications while at school and school sponsored activities. Additionally, school districts and employees are immune from civil liability for all decisions made and actions taken in good faith to implement these provisions.

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

### **ILLNESS OR ACCIDENT**

The Health Office is not equipped or properly licensed to fully evaluate and/or diagnose ear infections, strep throat, broken bones, or similar conditions. When such problems occur, the Health Assistant will err on the side of safety and recommend that the student be taken for further evaluation to a facility capable of diagnosing the problem, but the final decision for further treatment will be the sole responsibility of the parents.

Injuries that require special accommodations to the dress code (i.e., flip-flops) need to be assessed by the Health Assistant.

Parents must keep their child home when they are sick or experiencing any of the following conditions:

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

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

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

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

### **EMERGENCIES**

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

### **HEALTH SCREENING AND ASSESSMENT**

Health screenings are performed by grade level based on Arizona Department of Health Services requirements and/or recommendations. School-based health screenings are a systematic approach for identifying students with potential health problems, and do not take the place of a complete

examination by a medical doctor. If you prefer that your child not participate in a screening, please notify the Health Assistant in writing prior to the month of the screening.

## **HUMAN REPRODUCTION**

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

## **Liability/Accident Insurance Information**

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

Online Form available at:

[https://www.kandkinsurance.com/sites/KKCommon/Documents/1029\\_KK\\_PA\\_MEDICAL\\_CLAIM\\_12-16.pdf](https://www.kandkinsurance.com/sites/KKCommon/Documents/1029_KK_PA_MEDICAL_CLAIM_12-16.pdf)

Note: Insured Name is Diocese of Phoenix

Policy Number FPX0000026451600/FPX0000026451700

## **CHILD ABUSE REPORTING**

Procedures to Report Suspected and Alleged Abuse of a Minor

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

When a minor discloses sexual abuse:

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

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

Updated information can be found on the Diocese of Phoenix Website.  
Reporting Child Abuse information can be found at: <https://dphx.org/youth-protection/make-a-report/>

## **SAFETY PROCEDURES**

### **SEXUAL MISCONDUCT SESSION REQUIREMENT FOR VOLUNTEERS**

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

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

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

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

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

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

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

### **VISITOR POLICY**

All school **visitors must sign in and receive a Visitor Badge** at the school office before proceeding to the classroom(s) or anywhere on campus. It is strongly stated that you do not enter a classroom until you have signed in at the school office and have been given permission to go to a classroom by

the administrative assistant. **Please do not enter a room if the teacher/staff member is not present.** When leaving, please exit through the main office and sign out.

If you as a parent notice anything suspicious in the neighborhood or a dangerous situation on the campus, please bring it to the attention of a staff person.

### **LOITERING**

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

### **SECURED HALLWAYS AND PLAYGROUND**

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

### **VANDALISM**

All school facilities and equipment are the property of Saint Theresa Roman Catholic Parish Phoenix and have been provided for the use of all members of our parish and school communities. Respectful treatment of campus property is expected. In addition to appropriate disciplinary action as outlined in the following sections of this handbook, a vandalism fee of \$75.00 will be assessed to the family of any student involved in destruction or defacement of any property on the parish campus. This assessment is in addition to the actual cost to replace or repair the damage, which will be borne by the vandal's family.

### **TOBACCO, ALCOHOL AND OTHER DRUGS**

All diocesan and parish schools shall promote and maintain a smoke-free, alcohol-free, and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol, or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol, or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement.

The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs by a student may result in expulsion. School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling, or transferring marijuana, peyote, prescription, dangerous or narcotic drugs, to the principal or preschool director. (Diocesan Policy 3-1.4.25)

### **REQUIRED DRUG TESTING**

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

### **RANDOM DRUG TESTING**

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

## **ALCOHOL**

School personnel shall not serve or consume or be under the influence of alcohol while on school premises, during the workday, while students are present. Students shall not serve alcohol on the school campus or in connection with any school sponsored activity at any time for any reason.

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

## **LOCKER, DESK, AND BACKPACK CHECKS**

Lockers and desks are the property of the school. Periodic checks of lockers, desks, and their contents, may be made by authorized personnel. The school administration or staff reserves the right to examine backpacks and cell phones, as well as any other technology devices if they are on campus. They may also ask students to empty the contents of backpacks and other personal handbags when deemed necessary. The parental signature on the Family/Student Handbook Signature Page indicates permission for this to occur.

## **WEAPONS**

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

School personnel shall immediately report any incident involving the possession or use or threatened use of a weapon on school campus or at any school-sponsored activity to the principal or preschool director. The principal or preschool director shall in turn report the incident to local law enforcement. (Diocesan Policy 3-1.4.29)

## **VERBAL OR WRITTEN THREATS**

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, whether face-to face, in online chat rooms, by phone or texting, will face serious consequences.

Harassment of any type is not tolerated. The principal will investigate all complaints of harassment.

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

Parents are asked to regularly review the history of the Internet sites visited by their children, as well as the text messages sent and received on cell phones.

## **EMERGENCY & CRISIS PROCEDURES**

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

Saint Theresa Catholic School has a Crisis Plan under separate cover that dictates procedures followed in emergencies. This Preschool/Elementary School Crisis Management Plan includes

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

A Crisis Response Manual is prepared and updated annually and placed in each classroom for immediate reference by adults in the classroom.

Classrooms are equipped with emergency supplies, including appropriate first aid kits. Saint Theresa School has engaged the services of the Helios Group, a security consulting company, to coordinate the emergency planning and security reviews.

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

In the event of an emergency response, parents are notified by email. In the very unlikely event of an emergency response, parents are asked to carefully follow instructions on how to retrieve students and respond to the emergency.

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

## **SCHOOL POLICIES**

### **PARENT EXPECTATIONS**

The Catholic Church recognizes parents as the primary and principal educators of their children. In this handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form).

Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

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

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

### **SAFE ENVIRONMENT TRAINING**

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

### **PARENT SUPERVISION**

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

### **BIRTHDAYS OR SPECIAL OCCASIONS**

Birthdays or special occasion gifts for students (flowers, balloons, etc.) are not to be delivered or brought to school. If the students (or parents) wish to provide a gift commemorating their birthday, a book donated to the class or school library, or a donation to a charity of the student's choice would be welcomed. **(No edible food treats and no lunches for the entire class.)**

Saint Theresa Catholic School requests that private party invitations are not to be distributed at school. Children at all grade levels are deeply hurt when they are excluded from a party. Thus, party invitations may be distributed only when given to each member of a class, or to all girls or all boys of the class.

### **LUNCH**

Optional meal service, per the nutritional guidelines of the Diocese of Phoenix Catholic Schools Office, is provided at nominal cost to students at Saint Theresa Catholic School. Parents are welcome to drop off lunch at the front office if needed. **However, due to increased security measures, outside delivery services will not be permitted.**

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

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

## **SNACKS**

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

## **LIBRARY**

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

Parents who volunteer for lunch and recess duty must uphold all school procedures.

## **SCHOOL PUBLICITY GUIDELINES**

Each student is required to have a photo release form on file in the school office. If a student does not have a photo release form on file, that student will not be included in the newsletter or any other publication.

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

## **STUDENT DIRECTORY/PICTURE INFORMATION**

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

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

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

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

## **TELEPHONE USE**

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

## **CELL PHONES**

Student cell phone use is forbidden during school hours and school activities. Student's cell phones should be powered off upon entering the campus and placed in their backpacks until the end of the day.

At the teacher's discretion cell phones may be collected at the beginning of the day and returned at the close of the school day. Individual permission may be granted for a student to use their cell phone in the presence of the teacher or staff member.

Failure to comply will result in an Office Referral and the confiscation of the cell phone, which can only be retrieved by the parent.

## **USE OF SCHOOL GROUNDS/FACILITIES**

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

## **STATEMENT OF ACCREDITATION AND LICENSURE**

Saint Theresa Catholic School is accredited by the Western Catholic Education Association (WCEA).

## **STATEMENT OF INSPECTION REPORTS AVAILABLE**

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

# **School Advisory Board/Parent Organizations**

## **FUNDRAISERS AND SALES**

All fundraising activities, donations, and sales by parents and/or students must have prior written approval. Prior approval by the principal or principal's delegate is required on any handout/publicity to be disseminated through the school community. Approval of the pastor or pastor's delegate is required for any handout/publicity to be disseminated to Saint Theresa parishioners apart from the school community.

## **FUNDRAISING AND DONATION GUIDELINES**

All fundraising activities associated with the school must be submitted to the School Office no later than one month prior to the beginning of the event and are subject to approval. Further, the School Office welcomes grants, matching gifts, and donations referrals. Contact the School Office at (602)840-0010 for details.

## **PTO**

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

## **SCHOOL ADVISORY BOARD**

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

## **APPENDIX FORMS AND OTHER REQUIREMENTS FOR SCHOOLS**

Transportation documents are in the Diocese of Phoenix Policies and Procedures Manual, Book 3 (Teaching Office of the Church).

**The Diocese of Phoenix Transportation Policy** (3-1.5.04 TRANSPORTATION) can be found in the Finance section: [http://dphx.org/wp-content/uploads/2016/01/Policy\\_3-1.5\\_Finance.pdf](http://dphx.org/wp-content/uploads/2016/01/Policy_3-1.5_Finance.pdf)

### **Appendix G.5: Driver Information Form**

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

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

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

Other transportation requirements:

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

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

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

## **PRINCIPAL'S RIGHT TO AMEND**

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

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

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



This handbook attempts to address all issues concerning the educational welfare of our students and the good order of our school. However, the pastor and the principal reserve the right to amend this handbook for just cause or to make final decisions for the betterment of the school. All parents or guardians of students attending Saint Theresa Catholic School must sign the agreement below and submit it to the homeroom teacher.

In agreement:

I have read, understand, and agree to cooperate and support the policies and guidelines set forth in this handbook.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date