



**ST. THERESA**  
Catholic School

# **HANDBOOK**

## **2017-2018**

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# ST. THERESA SCHOOL HANDBOOK

## **Vision**

St. Theresa School, in partnership with parents, envisions itself as a Catholic institution committed to the formation of Christ-like individuals. These individuals are challenged to achieve their potential through dedication to education and service to school, parish and community.

## **Mission**

The mission of St. Theresa School is to provide a nurturing environment that facilitates the development of lifelong-learning skills and the formation of the whole child by living Catholic values and following Jesus' example through prayer, service, and love. (Adopted: 2016)

## **Philosophy**

The Catholic community of St. Theresa School strives to create a nurturing faith-filled learning environment infused with Gospel values. Our students develop critical thinking and problem solving skills to allow them to become lifelong learners and responsible citizens. Our role as Catholic educators, in collaboration with parents and community, is to lay the foundation for a love of learning and instill a sense of personal worth for one's self and a respect for others. We are committed to supporting all students to attain the following:

- Spiritual values rooted in the Catholic faith;
- High academic achievement;
- Self-esteem and personal growth;
- Skills for a diverse global society;
- Effective interpersonal communication skills.

## **Schoolwide Learning Expectations**

### **Preschool-3**

A Saint Theresa student is...

A Faith-Filled follower of God who:

- prays
- learns about God, Our Church, the Bible, Mary and the Saints
- participates in Mass and worship activities
- shows kindness to others
- asks for and gives forgiveness

A Lifelong Learner who:

- actively participates in learning
- reads for learning as well as pleasure
- follows directions and completes work on time
- uses and applies technology

A Respectful and Compassionate Person who:

- Is helpful, friendly, polite and respectful to everyone
- volunteers and serves others
- accepts others for who they are

A Responsible Citizen and a Productive Member of Society who:

- resolves conflicts peacefully
- takes responsibility for choices
- takes care of one's self, others and all of God's creation
- cares about people everywhere

An Effective Communicator who:

- speaks and writes clearly and correctly
- listens carefully
- shares with others
- works in a group to complete a task

Adopted 2/2016

## **Schoolwide Learning Expectations**

### **Grades 4-8**

A Saint Theresa student is...

A Faith-Filled follower of God who:

- prays and worships God daily
- demonstrates an understanding of the Church's teachings, scriptures, the Saints and Mary
- participates actively in the Mass and liturgical events
- demonstrates compassion for all
- asks for and offers forgiveness

A Lifelong Learner who:

- plans, sets timelines and meets goals in his/her own quest for knowledge
- reads for learning as well as for pleasure
- applies research skills and uses appropriate resources
- uses and applies technology to complete classwork and homework
- completes individual assignments and participates in group collaborative assignments (shares knowledge)

A Respectful and Compassionate Person who:

- practices politeness, forgiveness, tolerance, and acceptance of others
- exhibits courtesy and shows respect to everyone
- volunteers and serves others
- accepts and respects the uniqueness of each person

A Responsible Citizen and a Productive Member of Society who:

- accepts responsibility for his/her decisions and actions
- demonstrates concern for others and our world
- appreciates and cares for all of God's creation by being environmentally conscious
- understands and lives by the rules and laws of the community

An Effective Communicator who:

- listens critically and compassionately to the ideas of others
- expresses themselves honestly and confidently
- works cooperatively to accomplish tasks and resolve conflicts
- leads by example in working collaboratively and resolving conflict

Adopted 2/2016

**WCEA/WASC Accreditation: Western Catholic Education Association/ Western Association of Schools and Colleges through June 30, 2023**

Accreditation fosters excellence and ongoing improvement in schools. In a time of restructuring and the need for basic changes in the school, the accreditation process is a dynamic, viable, catalytic process that provides an overarching structure of meaningful change. The process assures a school community that the school's philosophy and learning expectations are appropriate and are being accomplished through a strong educational program.

**Strengths of the School:**

- Students enjoy their school: Student-Centered Learning
- Seamless integration of technology daily-classroom practices.
- Professional Development
- Collaborative Parish/School Relationship
- Dedicated, active, and supportive parents
- Laser focus on improving student learning through professional development, improved curriculum, project-based learning, new assessments, and innovations.
- Dedicated and innovative administration and faculty.
- The school community values its sense of family.

**Critical Goals**

- Goal 1: Strengthen integration and student understanding of the SLEs and implement a standards based report card
- Goal 2: Enhance student learning through differentiating across the curriculum
- Goal 3: Provide an engaging, comprehensive and relevant science curriculum

Accreditation empowers the school in its endeavor to provide a quality educational experience for all students. The accreditation process is integral and synonymous to school (and diocese) assessment, planning, implementation, and reassessment based upon a vision of successful student learning.

**Amendments to the Handbook:** *The administration retains the right to amend this handbook for just cause. Parents will be given notice of any amendment through the Principal's Weekly Newsletter, which is published on the school website, or via a letter home. Final decisions on all areas of policy rest with the principal.*

St. Theresa School  
Calendar 2017-2018

\*Mass- Grade responsible for the liturgy

**August 2017**

- 14th- Teachers return 2017-18  
New Family Orientation - 6:00 pm
- 21st- First day of school 7:45am - uniforms
- 23rd- Kindergarten Orientation - 3:15pm.
- 24th- Back-to-School Night 6:00pm
- 25th- **No School** - Opening Mass for all  
Teachers of Diocese  
(some STS Students will be needed.)
- 28th- Opening Mass-Student Council

**September 2017**

- 1st- Minimum Day 12:35pm.
- 4th- Labor Day Holiday - **No School**
- 7th- Mass - 8th grade
- 11th- Prayer Service for 9/11 - 6th Grade
- 15th- Fall Pictures - Lifetouch K-8
- 20th- Mass - 7th Grade
- 27th- Mass - 5th Grade
- 29th- Mid-term 1st Trimester

**October 2017**

- 4th- Mass - 4th Grade
- 6th- Minimum Day 12:35pm.
- 9th- Teacher Institute Day - **No School**
- 11th- Mass - 3rd Grade
- 18th- Mass - 2nd Grade  
Carnival Ticket Money Due
- 20-22 St. Theresa School Carnival  
\*\*(we need volunteers)
- 23rd- Red Ribbon Week (ends 10/27)
- 25th- Mass - Grades 1/7
- 26th- Picture Day Makeup K-8
- 27th- Cluster Curriculum Day - **No School**

**November 2017**

- 1st- Mass - Grades K/8 (9:00am.)
- 3rd- Minimum Day - 12:35pm
- 8th- Mass - 5th Grade
- 10th- Veterans Day - **No School**
- 15th- Mass - 8th Grade  
End of 1st Trimester
- 17th- Teacher Technology Inservice-  
**No School**
- 20th- Minimum Day - 12:35pm  
Report Card Pickup
- 21st- Minimum Day - 12:35pm  
Thanksgiving Feast- 10:30am  
Report Card Pickup
- 22-25 Thanksgiving Holiday - **No School**
- 28th- Bishop's Golf Ticket Money Due
- 29th- Mass -7th Grade  
Advent Wreath Blessing

**December 2017**

- 1st- Minimum Day - 12:35pm
- 7th- Bishop's Golf at PGA West
- 8th- Mass - 4th Grade (9:00am)
- 12th- St. Theresa Annual Fashion Show
- 13th- Mass - 6th Grade
- 20th- Teacher Holiday Lunch (PTG)  
Christmas Program 6:00 pm.
- 21st- Minimum Day 12:35pm  
**No Extended Care**
- 22-Jan 7 - **Christmas Vacation**



### **January 2018**

8th- School resumes for students  
10th- Mass - 3rd Grade  
12th- Minimum Day 12:35pm  
15th- MLK Holiday - **No School**  
17th- Mass - 2nd Grade  
19th- 2nd Trimester mid-term  
Spelling Bee 1:45pm  
19-21- Bishop Barnes Visitation to St.  
Theresa  
School and Parish (all Masses)  
24th- Mass - Grades K/8  
28th Begins Catholic Schools Week  
Family Mass - Teacher Recognition  
12:00pm  
31st- Mass - Grades 1/7  
Special Person's Luncheon

### **February 2018**

2nd- Minimum Day 12:35pm  
7th- Mass - 4th Grade  
9th- Catholic Schools Specialization -  
**No School**  
14th- Ash Wednesday Mass - 8th  
Grade(9:00am)  
16th- Fish Fry - Gym 5pm  
19th- Presidents' Day - **No School**  
21st- Mass - 6th Grade  
23rd Fish Fry - Gym 5pm  
28th Mass - 7th Grade

### **March 2018**

2nd- Spring Pictures - Lifetouch  
Minimum Day- 12:35pm  
End of 2nd trimester  
7th- Mass 2nd Grade  
9th- Fish Fry - Gym 5pm  
14th- Mass - 3rd Grade  
16th- Fish Fry - Gym 5pm  
17th- 3rd Annual Color Run  
21st- Benediction  
23rd- Fish Fry - Gym 5pm  
28th- Living Stations of the Cross - 6th  
Grade  
29th- Holy Thursday - Minimum Day  
12:35pm  
30-April 8 - **Easter Vacation**

### **April 2018**

TBA - Open House  
9th- School Resumes  
11th- Mass - Grades K/8  
13th- Minimum Day 12:35pm  
18th- Mass - 5th Grade  
20th- Mid-term 3rd Trimester  
Spanish Program 1:30  
25th- Mass - 7th Grade

### **May 2018**

2nd- Mass Grade 2  
4th- Minimum Day- 12:35pm.  
10th- Mass-Grade 4th  
11th- Sports Banquet  
12th- First Holy Communion  
16th- Mass - Grade 3  
18th- Talent Show/Last Chance Dance  
23rd- Mass- 5th Grade  
Farewell to 8th graders  
25th- Teacher Institute Day- **No School**  
28th- Memorial Day Holiday - **No School**

### **June 2018**

1st- Graduation -11:00am-  
Minimum Day 12:35pm  
6th- Closing Mass - 7th grade  
Minimum Day- 10:30am dismissal

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## **PARENTS - AS - PARTNERS IN EDUCATION**

As partners in the educational process, St. Theresa School asks parents to set rules, have guidelines and enforce limits so that their child:

- establishes healthy sleep habits;
- arrives at school and is picked up from school on time;
- is dressed according to the school dress code;
- completes assignments on time;
- has lunch money or a nutritional lunch every day.

We also ask parents to:

- actively participate in school activities including Parent-Teacher conferences;
- expect their child(ren) to pay for any damage to school books or property due to carelessness or neglect;
- notify the school when the student has been absent or is tardy;
- notify the school office of changes of address or important phone numbers;
- meet all financial obligations to the school;
- read school communication, newsletters, etc... to demonstrate your interest and commitment to your child's total education;
- support the religious and educational goals of the school;
- support and cooperate with the discipline policy of the school;
- treat teachers with respect and courtesy.

## **CODE OF CHRISTIAN CONDUCT for STUDENTS' and PARENT/GUARDIANS**

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the student and parent/guardian behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion.

These Christian principles further include, but not limited to, the following: (1) Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral; expectations of the school. (2) Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. (3) These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g. extended care, field trips, assemblies, etc.) The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school, the school and the parents are partners in the education of children.

If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from St. Theresa School.

## CONFIDENTIALITY AGREEMENT

Confidentiality is a serious matter in a school environment. Any individual, who works or volunteers in a school, is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff and the school itself. It is quite likely that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end **we require that any and all information not be disclosed or used outside of your volunteering duties**. It is understood that if the safety of any student is in jeopardy, the promise of confidentiality no longer holds.

## TUITION ASSISTANCE

Tuition assistance is available for current families based on financial situations. The Bishop's Endowment application for the 2016-17 school year will be available by December 1st and is due no later than January 10, 2016 with all required documentation. Parents may also apply for tuition assistance through SMART TUITION beginning in February, 2016. Parents are encouraged to complete the tuition assistance application no later than May 1st for the 2016-17 school year. Once all required documents are received by SMART TUITION and are processed, the school will convene a meeting with the Parish Finance Council to review information to determine financial awards. *Students on Academic Probation do not qualify for tuition assistance.*

## ADMINISTRATION

<b>Father John Kavack, M.S.C .</b>	Pastor, St Theresa Parish
<b>Mr. Michael A. Keno</b>	Principal
<b>Mrs. Anne Anderson</b>	Physical Education
<b>Mrs. Charlotte Callahan</b>	Art
<b>Ms. Karen 'KC' Crom</b>	6-8 Math/Science
<b>Mrs. Jerri Dougherty</b>	1st Grade
<b>Mrs. Maria Dungo</b>	8th Grade, Literacy/Religion
<b>Mr. Lot Espino</b>	Maintenance (Part time)
<b>Ms. Heather Hodge</b>	Aftercare Director
<b>Mr. Phillip Hubler</b>	7th Grade, Middle School Math/ K-8 Music
<b>Mrs. Maureen Kennedy</b>	Technology
<b>Mrs. Maria Maravilla</b>	Maintenance
<b>Mrs. Linda Patton-Hiatt</b>	6th Grade-Middle School Social Studies
<b>Mrs. Sandy Paczesniak</b>	Spanish, Religion Grades 3,7,
<b>Ms. Leticia Urquiza</b>	Administrative Assistant
<b>Ms. Karen VanderLugt</b>	3rd Grade
<b>Mrs. Raquel Vazquez</b>	4th Grade
<b>Ms. Jessica Zarate</b>	5th Grade
<b>Mrs. Toni Zazueta</b>	2nd Grade

## **School Board:**

The **School Board** represents parents and parish community in decisions relating to the general direction of the school. The board is an **advisory body to the principal and pastor** in the following areas of responsibility:

- Planning (establishing mission statement, goals, and long range plan).
- Policy Advisory (recommending policy that will assist the Principal in general direction for administrative action).
- Finances (developing means/plans for revenue and resource development according to school budget needs.)
- Public Relations (communicating with various public entities, recruiting students, promoting the school).
- The board does not deal with curriculum or personnel issues. These areas are exclusive to the Principal.

## **Parent Teacher Group (PTG):**

The purpose of this organization is to bring about a closer relationship between the school, the home, and the parish, and to give all of us spiritual and material support which enables us to function efficiently. Projects help fund the school and keep our equipment and educational materials updated and current. Meetings are held monthly during the school year. Your active involvement in this organization will have its own rewards, and shows your child that you are vitally interested in them and school. Check the school website and your school calendar for these and other important dates. Parents also have a (P.I.P) requirement that must be fulfilled.

## **Parent Involvement Program (P.I.P) Hours entered using Gradelink**

The Parent Involvement Program (PIP) at St. Theresa School is designed to involve parents in the life of the school. Parent participation is an integral part of many programs at our school. It is important that parents participate in the total educational experience of their children and PIP helps to provide that opportunity. PIP has many goals. It has been effective in providing the administration a means to:

- Reduce tuition rates by having parents and guardians of our students fulfill many of the responsibilities that otherwise require paid positions.
- Fully staff our revenue generating events. The school's operating budget is dependent on the success of our annual Fashion Show , Walk-A-Thon, Book Fair, Carnival and Sports Banquet. The success of these events is dependent on the hard work and dedication of our families.
- Create a welcoming environment for our families by involving parent/guardians in events throughout the year. We are more than a school for your child and through PIP we become a community. Beyond the "requirement", parents are encouraged to participate in as many events as their personal schedules permit for the benefit of the school and your children. You are encouraged to take advantage of opportunities to forge friendships that will last a lifetime!

The PIP requirement is to be fulfilled no later than June 1st. Please refer to the *Parent Volunteer Requirements in the Tuition and Policy Agreement*. **Failure to schedule and fulfill your obligations will result in an assessment fee of up to \$600.00 which you have agreed to pay.** Families are required to track their own hours for each activity and record them using **Gradelink**. Thank you in advance for your support and PIP at St. Theresa School. **We simply would not be the same community without you.**

**PIP Opportunities:** Color Run (Chair, committee, worker), Carnival (Chair, co-chairs, committee, worker), Book Fair (Chair, committee, worker), PTG Member; School Board Member, Classroom Room Parent, Volunteer, Grounds upkeep, Field trips, Teacher Aide, Assisting with School Fundraisers, Monday Pizza Lunch, Lunch Assistant, School Uniform Help and Dance Chaperone just to name a few.

### **Volunteer Requirements:**

Before any parent/adult volunteers to work in the school or to be a chaperone, s/he must meet the following requirements. Parent are strongly encouraged to complete the requirements early in the year to allow for processing time.

- Complete **“Protecting God’s Children”** the VIRTUS Training. This training can be completed by attending a class or doing the online module. Directions are available in the office or can be found on [www.virtus.org](http://www.virtus.org) Once you have completed the module, please submit a copy of the certificate. Certification is good for five years.
- Complete the application for **background check** that will be submitted from the office to Screening One. Cost is \$40.00 per person.
- Drivers: Must be at least 21 years old.
  - Must have a **copy of current license** on file in the office.
  - Must have **three years of clean driving record** on current license.
  - Must have **\$100,000/\$300,000 car insurance liability**.
  - Must have a copy of **current Insurance Declaration** on file.

In addition, volunteers should strive to:

- Model Catholic values;
- Remember that the activity is for students;
- Get to know the students;
- Give deserved praise;
- Provide motivation through individual attention;
- Be consistent and objective;
- Be honest with students;
- Respect each student’s privacy;
- Be a good listener;
- Remain calm

The school community recognizes and respects our teachers as the educational leaders in their classrooms. Some teachers request and regularly schedule volunteers to assist with projects, tutoring, and other activities, Other teachers prefer to invite volunteers on “as needed” basis. The administration supports both approaches. The school faculty, students, and our pastor, are very grateful to all who are interested, able, and involved in the various activities and programs at St. Theresa School.

### **Volunteer, Visitors and Guests:**

Any individual visiting the school for any reason, including parents, **must first report to the office, sign in and wear a Visitor’s Badge**. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. In either case, visitors must first report their presence on campus to the office. It is extremely important that classrooms are interrupted as little as possible. Students and faculty have been instructed to inform the office if they observe anyone in the building who does not have a visitor pass. Visitors are also required to sign out and return the pass to the office when they leave. *Meetings with teachers must be scheduled in advance.*

## **Admissions Policy**

*An essential criterion for admission to St. Theresa School is the informed acceptance by the students and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values. Parents/guardians are expected to cooperate with all administrative and educational policies of the school. Parents/guardians who do not fully cooperate and/or are disruptive in their actions to such may be asked to withdraw their children from school.*

**The Schools of the Diocese of San Bernardino admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admissions policies, financial assistance, and athletic and other school administered programs.**

St. Theresa School considers students for admission based on available space, academic ability, conduct and and the applicant's desire to embrace Catholic education and support the philosophy of the school. Admission preference is given to families who are active in their parish as indicated by their pastor.

California State Law is followed for beginning age requirements for school entrance:

- **Kindergarten:** an applicant must be five years old on or before September 1.  
All applicants for kindergarten must take a Kindergarten Readiness Test.
- **For first grade:** an applicant must be six years old by September 1 and take a readiness test before acceptance.
- **For grades 2-8:** a screening test or standardized test scores and report card along with an interview may be required of each new student prior to acceptance. Once all the data is reviewed by the principal, a decision of acceptance will be rendered.

### **Guidelines for Admissions**

In the admission of students to St. Theresa School, priority consideration shall be given to those criteria in the following order:

- Currently enrolled students;
- Siblings of currently enrolled;
- Students transferring from another Catholic school (out of town);
- Students of another religious affiliation who qualify and agree to conform to the school's religious instruction and policies. Unusual circumstances not covered by the previous priorities shall be at the discretion of the principal and or Pastor.

Acceptance of students for admission or readmission, will be judged individually and on the basis of past academic records, citizenship, and behavior. Admission may be denied to individuals for any reason deemed appropriate by school authorities, including but not limited to the following:

- Students with past disciplinary or academic problems;
- Students who require special services not available at St. Theresa School;
- Students whose families fail to meet financial responsibilities to the school or parish.

Students who enter the school from home-school programs shall be placed in a grade level following an academic assessment and based on recommendations of the administration.

**All students entering preschool** for admission must be at least 3 years old and potty trained. Documentation necessary for registration includes:

- Birth Certificate;
- Baptismal Certificate;
- Immunization Records

**All students entering kindergarten** must be five years old by September 1. Documentation necessary for registration includes:

- Birth Certificate;
- Baptismal Certificate;
- Immunization Records

**All students entering 1st grade** must be six years old by September 1, Documentation necessary for registration includes:

- Birth Certificate;
- Baptismal Certificate;
- Immunization Records

*Acceptance of new students will not be final until all health and academic records are received and verified. All financial obligations to prior private or parochial schools must be paid to those schools. All new students will be on probation academically and behaviorally for the first trimester following their admission.*

**IEP accommodations:**

We will make every attempt to accommodate the needs of our students using differentiated instruction strategies. Since we do not have a resource teacher, we are unable to provide IEP instructional minutes or all of the accommodations that may be written in the IEP. Parents are requested to present an IEP or Section 504 for any student enrolling or already enrolled at St Theresa School. The principal will make the final determination to accept/retain a student after reviewing the contents of the IEP in the best interests of needs of the student and the school. All new students will be on probation academically and behaviorally for the first trimester following their admission. (see Academic Policies-Learning Disabilities).

**Health Examination Report**

California State law requires a health examination of each child within 90 days after entrance into the first grade, or within 18 months prior. St. Theresa School requires all new incoming students regardless of grade to submit a Health Examination Report as well as all current and new students entering first grade.

California State law (health and safety) requires all students entering elementary and secondary school to have immunizations as outlined below.

(18 months - 5 years):

- Polio 3 doses
- DTP 4 doses
- MMR 1 dose
- Hib 1 dose
- Hepatitis B 3 doses
- Varicella 1 dose

(4-6 years):

- Polio 4 doses
- DTP 5 doses
- MMR 2 doses
- Hepatitis B 3 doses
- Varicella 1 dose

(Students entering 7th or 8th grade)

Tdap (Whooping cough booster before 1st day of school).

It is the responsibility of parents to inform the school office and teacher(s) in writing concerning allergies, hypersensitivity to drugs, antibiotics, bee stings, foods, etc. physical limitations (hearing, vision etc) or chronic illness. Any other health factors should also be recorded and kept on file in the school office.

Parents should notify the school office when their student has a communicable disease such as chickenpox, measles, mumps, streptococcal infections, "pink eye", pediculosis (head lice), scarlet fever, or whooping cough. The school must notify parents of other students exposed to the disease. This alert usually goes home to the parent of children in the same homeroom/grade.

### **MEDICATION:**

Administering medication should occur outside of the school day. For medication administered at school the following rules are enforced:

An Authorization for Medication Form (available at St. Theresa School) must be completed before any student can receive medication at school including cough drops, throat lozenges, aspirin, or acetaminophen.

All medication, prescription and nonprescription, must be kept in the school office except for those students with diabetes or those who require the need of an EpiPen.

Medication must be in the original container with the pharmacy label showing the student's name, the name of the medication and directions for administration. Preferably, request that pharmacists prepare two containers: one for school and one to be kept at home. For concerns about medication, parents will be notified prior to distribution. Reclaim all medications promptly after your child's recovery. Due to storage constraints and liability, medication left unused for two weeks is discarded.

### **Residential/Non Residential Parents (Custody):**

Recent court decisions in divorce cases have changed the concept of custodial and noncustodial parents to one called shared parenting in which both parents share in the responsibility for raising the child(ren). In some cases, the courts, in order to protect the best interest of the child(ren), still can place restrictions on the nonresidential parent. "This school abides by the provisions of the Buckley Amendment with respect of rights of noncustodial parents. At St. Theresa School (1) All decisions regarding residential/nonresidential conflicts must be resolved prior to registering the child(ren). (2) At the time of registration, or when there is evidence of dissolution of marriage, the school requires the residential parent to produce a court document, if one exists that puts limitations on the rights of the nonresidential parent. The document must be submitted in its entirety. (3) A copy of this document is kept in the student's file. (4) Those school personnel, e.g., principal, secretary, student's teacher(s) who might have contact with the nonresidential parent, will be made aware of any limitations on the rights of the nonresidential parents that exists. (5) In the absence of such court documentation, both residential and nonresidential parents will be accorded the same rights and privileges with regards to the access to their



child's/children's records, teacher conferences and be able to participate in decisions affecting the education the child/children. (6) Federal and state law controls the release of student records.

St. Theresa School is in compliance with the Family Education Rights and Privacy Act of 1974. Nonresidential parents who wish to have pertinent information sent directly to their homes can arrange for this service through the school office. Divorced parents should arrange for joint conferences with teachers. Only one conference will be scheduled unless there are extenuating circumstances. (7) The school cannot be used for visitation and become engaged in custody issues.

### **Withdrawals/ Re-Admissions:**

Families withdrawing a child/children from St. Theresa School, should inform the office in writing as soon as possible. This allows time to notify the teachers who can provide positive closure for the children at the appropriate time. So that your child's records can be released by St. Theresa School, a release form, signed by the parents must be received by the school office. All pertinent records, including health records, will be released after all forms and payments have been transacted. Current payment of all fees is required. Failure to depart in good standing will prevent readmission or recommendation to another school.

Changing schools can have an impact on your child's progress, and for this reason, it is hoped that before parents come to the decision to transfer a child from St. Theresa School, they have been in discussion with the teachers and administration and have explored a variety of accommodations and options. Families who have left the school, other than for a move from the area, who later decide to seek re-enrollment are invited to meet with the Principal. In most cases, students will be readmitted in accordance with the admission policies as stated in the "Admission Policy/Registration section of this handbook.

### **Cumulative Pupil Record:**

Full and accurate records, including standardized test results, of each student are entered on the official diocese Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file. Permanent record cards include only the following information: (1) Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student. (2) Standardized test data. (3) Transcript of classes and grades. (4) Attendance information. (5) Record of withdrawal or graduation and place to which any copy of record is sent. (6) Verification of required immunization.

### **Transfer of Records:** Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Record and the original Health Record will be transferred by St Theresa School upon request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Record remain at St Theresa School. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation is entered on the original copy of the Cumulative record.

# STS FINANCIAL POLICIES

## TUITION AND FEES 2017-2018

Registration Fee (new and returning) \$400.00 per child  
(PreK-8th grade)

### **Tuition Rate per child**

Grades K - 8th

\$6,100.00	1st child
\$5,100.00	2nd child
\$4,700.00	3rd child
\$4,700.00	4th child

### **Preschool**

2 days- \$3,700.00 per school year  
3 days- \$4,700.00 per school year  
4days- \$5,200.00 per school year  
5 days- \$5,700.00 per school year

### **Registration Fee:**

The registration fee in the amount of \$400.00 per child is payable at the time of registration and includes the following:

- Insurance
- Per capita school tax
- Testing fees
- Rental of textbooks
- Purchase of consumable instructional materials
- Parent-Teacher Group membership fee

### **Fundraising and Volunteer Requirements:**

- Tuition and fees are based on each family contributing 40 hours of volunteer service (PIP) for two parent families and 20 hours of service (PIP) for single parent families. Each hour that is not fulfilled will be charged to the family at a rate of \$15.00 per hour, or up to a total of \$600.00 for two parent families, or up to a total of \$300.00 for single parent families. Payment is due 10 days after the school generated report.
- Each family is required to participate in the annual Bishops' Golf Tournament car raffle by selling ten (10) \$10.00 tickets. Money for this event is due by the second week of November. All unsold tickets will be assessed a fee of \$10 each up to a total of \$100.00, and will be applied to your tuition bill.
- Each family is required to participate in the St. Theresa School Carnival by selling \$100.00 in carnival ride tickets.

### **Technology/Instructional Materials fee:**

Each family is required to pay a \$300.00 Technology/Instructional Materials Fee. *This fee is in addition to your volunteer (PIP) hours and does NOT count as payment toward your PIP points.* There are 2 options for payment.

- Plan A: Payment of fundraising fee paid in full by August 31, 2017.
- Plan B: Payment of fundraising fee to be made in equal installments with your Tuition payment plan.

## ENROLLMENT AGREEMENT

- Tuition is paid through the SMART Tuition Program. If you are *financially unable* to make your payment through Smart Tuition, you may, with permission of the Principal, make it through the office on Plan A, B, C, or D. Plan E and F are not an option. Your payment must be received by the 15th of the month according to your chosen payment plan.
- If a family wishes at any time during the school year to change its payment plan, you are required to contact Mrs. Lasser as soon as possible to effect the change.
- The individual signing the Enrollment Agreement is solely responsible for payment of tuition, fees and all incidental charges. Failure to meet your financial responsibility will result in sending your account to collection. Registration for the next school year will be withheld until past tuition and fees are paid.
- There are six (6) payment plans available: Annual, semi-annual, quarterly and 10, 11, or 12 monthly payments.

Plan A: Payment in full of tuition and fees by August 15, 2017.

Plan B: Tuition will be paid in two installments due August 2017 and January 2018.

Plan C: Tuition will be paid in four installments due August 2017, November 2017, February 2018, and May 2018.

Plan D: Tuition will be paid in ten consecutive installments beginning in August 2017 and ending May 2018.

Plan E: Tuition will be paid in eleven consecutive installments beginning in August 2017 and ending June 2018.

Plan F: Tuition will begin in June 2017 paid in twelve consecutive installments beginning in July, 2018.

- **Policy Regarding Charges for Students Who Enter After the Start of School:**

Students who enroll after the start of the school year are required to pay all fees and the current month tuition in full before they may start school.

- **Delinquent Accounts:**

Students of families having delinquent accounts may be suspended from school and/or co-curricular activities or may be asked to withdraw from the school.

All financial arrangements must be made through the Principal's Office.

- **Returned Check Fee:**

The fee for a returned check is \$25.00. We will not redeposit returned check.

Payment must be made with a registered check, credit card or money order.

- **Late Payments:**

All families are responsible for satisfying their tuition obligation to St. Theresa School on a timely basis.

All payments are due on the date you selected on the SMART Tuition website. If payments are not received by the date you selected, a late fee of **\$40.00 will be assessed by SMART Tuition. St.**

**Theresa School can not cover the costs associated with late fees assessed for late or missed payments under any circumstances.**

It is a family's responsibility to notify the the principal if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original Payment agreement may sometimes be required. Alternative financial arrangements must be made in writing by the family and agreed to by the principal prior to implementation.

### **Tuition Delinquency:**

Unless prior arrangements are made with the principal, the following consequences will be imposed should your tuition account with St. Theresa School become one or more months in the arrears: Student report card will be held in the the office.

If accounts are 30 days (1 month), the following action will be taken:

Students will be removed or restricted from all extracurricular activities such as class trips, sports or after school offerings.

If accounts are 60 days (2 month), the following action will be taken:

School attendance will be interrupted whereby parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid-in-full and any other financial delinquencies are made current.

Any outstanding tuition from the priorschool year MUST be paid on or before August 10th of the new school year if the student is to return to St. Theresa School. Failure to clear all debits from the previous school year prior to the beginning of the new school year will result in automatic withdraw.

- **Refund Policy:**

For students who withdraw from St. Theresa School, tuition refunds will be issued on a monthly basis, If a student withdraws prior to the first day of school, the entire tuition amount will be refunded. Tuition is required for any month in which the student is in attendance regardless of the number of days, Refunds will be issued only for the months there was no attendance providing an official request for transfer or withdrawal has been received. No refund will be made for registration fees or curriculum textbook fees.

### **FINANCIAL AID- Procedure**

- Financial Aid at St. Theresa School is granted solely on the basis of family need and the availability of funds. St Theresa School uses SMART Tuition Grant & Aid Assessment to evaluate and rank need among applicants. ***Financial Aid will not be approved if student is on Academic Probation.***
- The school recommends that you begin this financial aid process in early March since tuition assistance funds are limited. Financial aid is awarded for one year. Applicants must reapply each year. Failure to comply with the financial aid deadlines will can disqualify the student from receiving aid. Misrepresentation or failure to disclose all required information will result in the loss of financial aid.
- Once the school receives the evaluations from SMART, the administration submits the findings to the Parish Finance Council for their review and award determination.
- The award letters are sent out by the school administration informing parents of their financial responsibilities for the school year. Parents are required to complete the Tuition Assistance Agreement and adhere to the requirements.

### **ATHLETIC ELIGIBILITY**

Athletic eligibility periods will run from Monday to Monday. Each Monday, teachers of students of student athletes are to check Gradelink to see that all student are eligible for play and practice that week. Student athletes may be deemed ineligible to participate if they have:

- a class average below 70%
- incurred a disciplinary action (fight, suspension)

***Ineligibility must be reported by 1:00 p.m. each Monday via email.*** The following information must be reported to the principal regarding the students athlete's status:

- current grade in the class (Math, Literacy, Social Studies, etc.) that he/she is failing.
- specific areas in which the student is struggling (class participation, test scores, homework)
- recommendation for improving academic performance (turn in project, pass tests/quiz, etc.)

The principal will meet with the student and contact his/her parents and coach before the end of the school day. Ineligibility will run a minimum of one week.

## Academic Policies

### Homework Policy:

Homework is intended to be an extension or completion of instruction presented in the classroom. Homework may be oral (reading aloud to gain fluency), written, a study assignment and projects/presentations.

Homework may include parental involvement. However, parents must refrain from completing homework for their child. When a parent completes homework for their child, it is very obvious that the child did not complete the work. When this does occur, no credit will be given to the student presenting such an assignment. (If you see there are concerns about your child completing a specific homework assignment, please contact the teacher with your concerns and ask for an extension).

Homework is usually assigned Monday through Thursday nights, with some weekend work for Junior High students. Please note the suggested times below. This time does not include the 30 minutes of independent reading each evening. Please note that additional time may be needed to study for tests, work on projects, and for completion of science labs. We will give students as much time as possible to study for all tests.

<b>Grades 1 and 2</b>	30 minutes per night/not including independent reading.
<b>Grades 3 and 4</b>	60 minutes per night/not including independent reading.
<b>Grades 5 and 6</b>	90 minutes per night/not including independent reading.
<b>Grades 7 and 8</b>	120 minutes per night/not including independent reading.

## **GRADING SYSTEM Standard Based Report Card**

**Updated 6/17**

### Evaluation Key Gr. K-2

**O** - Outstanding (95-100) **VG** - Very Good (90-94) **G** - Good (80-89) **S** -Satisfactory (70-79)

**NI** - Needs Improvement (60-69) **CP** - Continued Progress (0-59)

**Standard Achievement: M=90-100 N=75-89 NI=69-74 R=68-0 Q=Not covered**

**Conduct: M=** Mastery **NR=** Near Mastery **NI=** Needs Improvement

### Evaluation Key Gr. 3-5 (Grades)

**A=** (97-100) **A=** (93-96) **B+=** (90-92) **B=**(87-89) **B=**(84-86) **C+=**(81-83) **C=**(78-80) **C=**(75-77)

**D=**(69-74)**F**(0-68)

**Standard Achievement: M=90-100 N=75-89 NI=69-74 R=68-0 Q=Not covered**

**Conduct: M=** Mastery **NM=** Near Mastery **NI=** Needs Improvement

### Evaluation Key Gr. 6-8(Percentages)

**A=** (97-100) **A=** (93-96) **B+=** (90-92) **B=**(87-89) **B=**(84-86) **C+=**(81-83) **C=**(78-80) **C=**(75-77)

**D=**(69-74)**F**(0-68)

**Standard Achievement: M=90-100 N=75-89 NI=69-74 R=68-0 Q=Not covered**

**Conduct: M=** Mastery **NM=** Near Mastery **NI=** Needs Improvement

### **Grade Link:**

St. Theresa School uses Gradelink, an Internet-based access to student grades, to communicate with parents. Parents will log onto: <https://www.gradelink.com/> Parents can track student grades and progress through regular visits to this site. Parents may also get email alerts to be sent when grades drop, assignments are missing, or for positive assignment results. Teachers will record grades in Gradelink weekly. Progress reports and report cards are also issued through Gradelink. Any questions/problems with Gradelink should be directed to the school office.

### **Honor Roll (Grades 4-8):**

The Honor Roll is a very special recognition for academic achievement. It is based on the grade point average for each trimester. The minimum grade point for 2nd Honors is a 3.0 for the six major subjects. A grade of "C" or better is required in all other areas. Minimum grade for 1st Honors is 3.5. An outstanding citizenship record is also required.

### **Honors Criteria Grades 6-8:**

The basic criteria for an Academic Placement student to initially begin course work is based upon (1) Teacher recommendation, (2) STAR Assessment, (3) Prior class grades, (4) Daily performance. Any student placed in an Advanced Placement Course is required to maintain a "C" grade point average or better in the course throughout the school year. All other class grades must be a "C" or better to keep their placement. Any student who fails to maintain a "C" or better grade point average in all classes during the first trimester will be transferred to on-level equivalent courses. No new incoming student may enter Advanced Placement Classes during the first three weeks of school until their placement is determined based on the above criteria.

### **Academics - Sports Requirement:**

Students participating in any sport must maintain a 2.0(C) average in all academic areas as well as a "B" in conduct. If at anytime the student falls below a 2.0 GPA, they will be withdrawn from the sport until the grade improves to the 2.0 GPA level. A student must be in attendance on the day of an athletics game in order to participate with the team. Any absence excludes the student-athlete from participation that day.

### **Student Recognition:**

Each month a student from each grade K through eight will be recognized in each of the following award categories: **Student of the Month**, **Personal Success**, and **Disciple of Jesus**. **The Student of the Month Award** is granted for outstanding citizenship during the previous month. Recognition for the **Personal Success Award** is based on cooperation, care, courtesy, self-control, and willingness to help others, and pride in making life better for those around us. **Disciple of Jesus Awards** are given to students who exhibit kind Jesus-like actions. The Knight of Columbus will recognize one student in each grade, each month for their commitment to the teachings of Christ and the Church. These students will be recognized at Masses or prayer services on the third Wednesday of the month.

### **Academic Sanctions for Disciplinary Violations:**

The Code of Conduct specifies the acceptable behavior that is required at St. Theresa School. The Code of Conduct provides due process for all students, who may not abide with the rules or policies. If a student is assigned to an in-school suspension or out of school suspension, students are to complete the same instructional assignments assigned by the classroom teacher(s). If tests or assessments are given when the student is not present in the classroom the day they are administered, that student will be given the opportunity to complete missed assessment(s) when they return to class. Students at St Theresa School do receive a conduct grade that is separate from the academic grades. A student's conduct/behavior is assessed under this category, and not reflected in the instructional areas.

### **Learning Disabilities:**

*St. Theresa School cannot meet all of accommodations and recommendations that may be included in an IEP. We will make every attempt to accommodate the needs of our students through differentiation of instruction. Since we do not have a resource teacher, we are unable to provide IEP instructional minutes or all the accommodations that may be written in the IEP. Parents are requested to present an IEP or Section 504 for any student enrolling or already enrolled at St Theresa School. The principal will make the final determination to accept/retain a student after reviewing the contents of the IEP in the best interests of needs of the student and the school. Acceptance of new students will not be final until all health and academic records are received and verified. It is the parent's responsibility to find a workable solution to meet IEP minutes or specific strategies that may be included in the IEP that cannot not be addressed at St Theresa School. All new students will be on probation academically and behaviorally for the first trimester following their admission.*

### **Promotion Policy:** (Grades 1-7)

A student earning (Grades K-2) VG, G, or S (Grades 3-5) or grades A, B, C, or (grades 6-8) 75-100% in the major academic areas will be promoted to the next grade.

A student earning NI's (Gr.K-2 ), F's (Gr.1-3), 0-68 (Grade 6-8) in a trimester is in danger of being placed on academic probation. Probation requires notification of the parents in order to plan for the improvement of the student's academic performance.

A student earning a grade of F (failure) /NI(Needs Improvement) in a subject must demonstrate marked improvement in the last trimester to be eligible for a final passing grade (A-C).

A student earning grades of NI or F in a subject/subjects is in danger of not being promoted to the next grade until documented evidence of satisfactory completion of a course of study in that subject is presented to the principal. Summer school or professional tutoring are examples of acceptable courses of remedial study.

**Those entering 8th grade on Academic Probation must have a "C" average by graduation in order to receive a diploma.**

A student receiving a grade of I (incomplete) in any subject must make up the Incomplete to the satisfaction of the principal and/or teacher before he/she is promoted to the next level. An incomplete means that work is at passing level but certain requirements for completion of the course of study have not been met.

### **Graduation Policy:** (Grade 8)

A St. Theresa diploma is a visible display of the student's years of work. Students who have successfully met all requirements will receive a diploma at graduation. Students who, in the opinion of their teachers and principal (and after a conference before the end of the year), have not made sufficient academic progress will receive a certificate of attendance. No student shall graduate with a grade point average below 2.0.

Any student who has a grade point below a 2.0 at the time of graduation, will receive a letter of attendance in lieu of a diploma.

## **Academic Integrity Policy**

Academic integrity is highly valued at St. Theresa School. Students are expected to treat each other and their teachers with fairness, honesty, respect, and trust in their conduct of their academic responsibilities. By doing one's own work, a student grows in confidence, knowledge, and ability to contribute to the learning environment. Students who practice academic dishonesty put self-interest above honesty, fairness, and their own learning. In the process, they not only lose the respect and trust of others, but also jeopardize the integrity of the community. Students must always submit work that represents their original words and ideas.

### **Cheating**

Cheating is defined as providing or getting unauthorized help on assignments, quizzes, or tests:

- Students must not copy the homework, tests, or other assignments of another student.
- Students must not receive from any other student or give to another student any information, answers, or help during a test. Communication of any kind during a test is not allowed.

### **Plagiarism**

Plagiarism is defined as submitting work as your own that is someone else's: Copying from a book, electronic source (internet), or another source without acknowledging that the words or the idea is someone else's and not your own.

#### ***Examples of Academic Dishonesty (unacceptable)***

- Allowing another student to copy your test in class or for makeup work.
- Using notes on a closed book test.
- Looking at another student's paper during a test or allowing another student to look at your test.
- Use of electronic device to deliver answers to another student.
- Changing or altering a test that is returned and telling the teacher that the test was not scored correctly.
- Parent or sibling completing the assignment/project for the student.
- 

#### **Written Assignments (unacceptable)**

- Submitting an assignment which is identical to that of another student especially if paper is late.
- Allowing another student to copy any part of your homework assignment.
- Copying any part of another student's homework assignment.
- Quoting without proper citations-giving credit to the author.
- Using the internet to get information (printing) and submitting it for a grade. You must paraphrase and use your own words and submit your own document. Be sure to give credit for information you use.
- Parent or sibling completing the assignment for the student. (If more time is need contact the teacher).

When your teacher asks that you have your parent sign a test or an assignment, FORGERY of your parent's signature will result in no recess for one week for the first offense, out of school suspension for the second offense and consequences up to and including suspension from school for a week for any other forgery offenses.

### **Consequences for Academic Dishonesty**

If a member of the faculty or other staff suspects a student violating the school's Academic Integrity Policy, evidence of infarction should be submitted to the principal in writing- time, place, activity, teacher/staff observation. Once other evidence is submitted, the principal will investigate the claim of dishonesty. This will include discussion with faculty/staff and student(s) in question. If the claim of academic dishonesty has been determined after investigation of the faculty member/principal, the following consequences will take place:



- **First Offense:** Notification sent to the parent to inform them of the offense. The student will receive a grade of (0) zero for the assignment. The student will be required to complete the assignment on their own without credit when evaluated. Offense will be noted in the conduct section of the student record/report card. (This includes one child giving his/her assignment to be copied to another child, both student will receive 0 for the assignment, parents will be informed of the incident.)
- **Second Offense:** Notification to the parent and request for a teacher/student and administrative conference. The student will receive a (0) for the assignment, and a one (1) day suspension from school. The student will be required to complete the assignment on their own without credit when evaluated. Offense will be noted in the conduct section of the student record/report card.
- **Third Offense:** The student will receive a (0) for the assignment, and a (3) three day suspension from school. The offense will be recorded in the conduct section of the student record/report card.

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**Student's Signature**

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**Parent's Signature**

## **General Information**

### **Accidents:**

When a student is involved in an accident on the playground or in the classroom, the student should report to the school office. A parent is called regardless of the severity of the accident. An accident report is completed that describes the reported accident, location and the time parent/guardian was contacted. Office personnel can only make observations of what they see or what is told by the student. It is the parent's responsibility to determine if the child needs to be seen by a physician or if absence from school is required. If the accident is serious in nature, the school will first call 911, then call the parent, before completing the accident report.

### **Insurance:**

Because of the responsibility by the school for all children, the Diocese of San Bernardino requires student insurance for all students for a fee that is included in the initial registration fee. When a child is injured and needs medical attention, parents should request an insurance form from the school office within five days after the accident. Covered under the policy are injuries received not only during school-supervised activities, but also going and coming from school.

### **Attendance:**

Parents are asked to cooperate in keeping absences to a minimum. Students should be punctual and in attendance at all classes, unless previously excused or ill. All absences should be reported to the school office by telephone. Calls should be made between 7:15 a.m. and 8:00 a.m. Please avoid calling the office if possible, between 8:00 a.m. - 8:15 a.m. as this will ensure that the telephone will not interrupt morning prayers. Students who are absent more than 13 days in any trimester, without physician's or comparable professional excuse, may risk retention. The final decision rests with the principal.

When a child returns to school after an absence, he/she is to present a dated written excuse from his/her parent or guardian. Failure to send an excuse for absence will result in the absence being recorded as TRUANT. Students are responsible for the work that they have missed during the absence. Students in grades 4-8 are responsible for checking with his/her teachers to arrange for missed assignments and or assessments. Parents of students in grades 1-3 can request the missing assignments through the written excuse note.

### **Making up Assignments:**

Absences or tardies that are unexcused are counted against a student's attendance, but the that the student misses may be made up without penalty. Students are to be given one day for every day absent PLUS one additional day to make up the missed work. This should be communicated to your parents in your opening letter of the school year.

### **Tardiness:**

Tardiness during the school day is disruptive to both the students' progress, to their classroom and to faculty. Any student is tardy after 7:45 a.m. and should report to the office to obtain a tardy slip before going to the classroom. No business is transacted during morning prayer from 7:45 a.m. - 7:55 a.m. In order to reduce the tardiness at St Theresa School, after the (10th) tardy in a trimester, parents will be assessed \$2.00 for each tardy after the tenth tardy in a given trimester.

### **Excused Absence:**

An absence due to a student's illness, for the purpose of having a medical, dental, or optometry service rendered, for personal counseling, or attendance at a funeral of the immediate family is considered excusable.

### **Unexcused Absence:**

School absence caused by a vacation, oversleeping, car problems, missing the bus, babysitting, or working is NOT considered by the State of California as a valid reason for being out of school. It is to every student's advantage to avoid these unexcused absences. MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.

### **Medical/Dental Appointments:**

Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½ day absence.

### **Early Dismissal or Illness at School:**

Please send a note or email letting the classroom teacher know that an early dismissal will occur. Parents are required to come to the office to sign out students leaving school for any reason. If a student returns, the parent must come to the office to sign the student in. Students will not be permitted to leave with anyone other than the parent without a written note from the parent, **PLEASE DO NOT REQUEST AN EARLY DISMISSAL WITHIN 10 MINUTES OF THE FINAL BELL.**

### **Vacations:**

Vacations during the school semester interfere with the student's academic progress. Do not schedule family trips and activities during school sessions. Faculty cannot be expected to prepare homework in advance for such events. Any missing work or tests may be made up at the discretion of each faculty member.

### **Cell Phones:**

Cell phones may be sent to school with your child with the understanding that we have procedures in place that all students must follow regarding the use and storage during school hours. Students must have the ringer on the off position from 7:45 a.m. until 3:00 p.m. Students may not use their cell phone to call anyone during the school day. All calls to parents MUST be made from the phone in the school office. Any student who fails to abide by this rule will lose their privilege to bring a cell phone to school. Students may only use their cell phone to make a call after securing permission from a teacher or staff member of St. Theresa School. Students may use their cell phone at the end of the school day at dismissal time. The only time a student may use her/his cell phone at school is under the direct supervision of a teacher for educational purposes only. Any violation of cell phone use will result in the student's cell phone being handed over to the teacher and will require the parent to secure the cell phone from the school office.

### **Communication:**

St. Theresa School will post all-school information to all parents regarding health and safety concerns. Information will be disseminated in one or more ways:

- The school website-Principal's Communication
- Parent letter sent home with your child.
- Parent letter mailed to families.
- Remind
- 

### **Communication (Conciliation) Procedures:**

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

- If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with teacher (student if needed), principal and parent/guardian may be called to resolve the concern.
- If you are still not satisfied with the results of the teacher/principal, parent/guardian meeting, then make an appointment with the pastor.
- The pastor will meet with parent/guardian to find resolution.
- If unresolved, a summary of the meetings will be forwarded to the associate superintendent in the Office of Catholic Schools, who will design a procedure for follow up.
- If the results of the above procedure are unsatisfactory or unenforced, the matter will be given to the superintendent and the Episcopal Vicar.
- If all of the above steps fail to reach resolution, said party can request Formal Mediation.
- 

### **Confidentiality:**

Parents expect that school officials will give them necessary information concerning the health, life, and safety of their children. An exception occurs if a student shares that they are going to harm themselves or others, school personnel must reveal that information even if confidentiality was promised. Failure to do so is considered a failure to warn. Counselors or school faculty/staff must make it very clear to confiding individuals that they will keep their confidences unless the health, life or safety of them or that of another are involved.

## Confidentiality Expectations for School Employees and Volunteers:

Once anyone begins to work in a school setting whether as an employee or a volunteer, he/she becomes privy to a variety of information about students, their families and other employees or volunteers. Information about students' behavior patterns, academic ability, emotional maturity, relationships with others, etc.. may be obtained in the course of one's work.

*There is nothing wrong with staff and volunteers possessing such knowledge. However, as a representative of the school (staff or volunteer), you are expected to respect and preserve each individual's self-esteem and self-worth by guarding the confidentiality of students, school personnel, volunteers and their respective families. Information obtained at school should be shared on a "needs to know" basis at school and never should be shared in the community. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, staff member, or volunteer. As a representative of the school you have every right to expect that your right to privacy and confidentiality will be treated with respect by employees and by volunteers.*

*All individuals are expected to report breaches of confidentiality to their direct supervisor or the principal.*

## **Counseling Opportunities:**

Presently, St. Theresa School does not have a school counselor on campus. The first line counselor is always the classroom teacher or the principal. If the teacher and/or principal determine that a student is experiencing behavior or academic concerns that cannot be addressed at the school level, a parent conference will be held to discuss our concerns and to give recommendations in hopes of resolving any concerns.

If a counselor is employed by St. Theresa School, a student may see the counselor for up to three times, without parental notification and consent. After the third visit, parents will be notified. If serious concerns exists, parents will be promptly notified whenever the concerns arise.

## **Closed Campus for Security**

St. Theresa students are required to remain on campus during the entire period of their attendance at school. Students will remain in their assigned instructional areas during class time. A closed campus prohibits students from leaving. Students may leave campus for medical or dental appointments only. Students must be signed out for all appointments at the office prior to leaving campus. These circumstances require written permission from home, Notes must be brought to the office BEFORE school. Any student leaving campus without permission will receive immediate detention and disciplinary action. Students leaving the classroom for any reason need a pass.

**DRESS DOWN DAYS-** see Dress Code Policy

**DRESS DOWN RULES** see Dress Code Policy

**Earthquake Kits:** At the beginning of each school year, students are to bring an earthquake kit with the following items: Using a one gallon ziplock bag, place (3) Granola type bars and (2) 16.9 oz bottles of water. Please print your child's name on the bag. You may want to include a list of emergency contacts and numbers in your child's earthquake kit. Please send bags during the 1st week of school.

## **Emergency Procedures:**

In the event of a natural disaster, the faculty of St. Theresa School are prepared to care for the students. After an earthquake children are to remain at school for two hours. This waiting period is necessary to give the city time to clear roads of fallen electrical wires and check for broken gas lines; thus parents are advised to wait

two hours before attempting to retrieve their children. If, at any time, an emergency situation occurs requiring school closure, notice will be given over all local radio stations. If the emergency involves the public school population as well, as a general rule, St. Theresa School will follow the same emergency procedure as the Palm Springs Unified District. We have regular earthquake and fire safety drills. The following is our earthquake precaution procedure. Teachers and students take immediate cover under the desks-with hands on the legs of the desk. When it is safe, the teachers take their students outside for assembly. The oldest child in each family will get their younger siblings and return with them to his grade line. The single children stay with their own homeroom teacher. Students remain on the school grounds until someone comes for them. Each building has a supply of water, food and first aid kits are available. Fire drills are also a priority. Regular drills and evacuation from the school building are reviewed regularly. Fire drills are similar to the above except we evacuate the building immediately when the fire bell rings or smoke is detected.

### **Extended Care**

St. Theresa provides morning care for parents who need to drop off their children between 7:00 a.m. and 7:45 a.m. **All students arriving on campus before 7:45 MUST report to morning care located in the Spanish classroom. Effective 8/2016 there will be no charge for this service.**

St. Theresa School provides extended care for all our families for students in grades K-8. The service should provide a safe, supervised environment for children who must remain on campus after the regular school day from 3:00PM to 5:45PM. On minimum days it begins at 12:00PM and ends at 5:45PM. Every student left on campus at the 3:00PM dismissal bell, is automatically placed in extended care. It is the responsibility of the parent to sign out the child when leaving. Appropriate behavior is required in extended care. Supervision is provided by members of our faculty and additional staff. Recreation, play time, quiet time for homework, and a light snack are part of the daily routine. There is no registration. You are welcome to utilize the program for all or any of the established days and time. The fee is \$4.00 an hour and you will be billed monthly through SMART TUITION or the time you used this service. Students who participate in afterschool programs do not need to be admitted to extended care until after the activity is finished. Athletes must be signed in to extended care, but will not be charged until practice is over.

### **Extra- Curricular Activities**

Any student in grades 6-8 may participate in the extra-curricular sports offerings to include : football, basketball, volleyball and soccer. Track and Field activities are open to all students in grades K-8. Students who participate in extracurricular sports activities **MUST** be in attendance on the days of practice and competition. (See Athletic Eligibility above)

### **Field Trips**

Participation in field trips is a privilege, not a right. Students considered by the teacher to be disruptive may be restricted from participating in field trips. The students must have a signed permission slip to be able to participate in a field trip. Telephoned permission will not be accepted. Signed faxed permissions slips are allowed. The signed permission slip must be at the school prior to the class leaving the campus. Unless Otherwise directed, students must wear the complete uniform on the field trip.

### **Field Trip Drivers**

Parents who wish to drive field trips must complete the Driver Information Sheet. Driver Information Sheets are available in the school office. Volunteer drivers must possess a valid driver's license, have proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

All drivers must meet the requirements of a volunteer as well.

- Safety requires that all supervisory adults be able to give their whole attention to the children in the class,
- Siblings must not accompany drivers while on field trips.
- All children must wear a seatbelt or be in a booster seat according to current state law. When seating a child under the age of 12, please place the child in a seat NOT protected by airbags.
- Cars going on field trips must stay in caravan; all leave and all return to the school at the same time
- Drivers will not provide snacks and/or drinks.
- Drivers must remain with the class for the duration of the field trip unless directed otherwise by the teacher.
- Drivers helping on field trips are expected to monitor the behavior of all children in their group.
- Drivers are not to smoke or engage in cell phone usage (texting included) when participating in field trips.

### **Maternity/Paternity**

Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults and obtains approval of the Superintendent of Catholic Schools and the pastor prior to making a final decision. In every case, the best interests of both the student and the school must be considered. Pregnant students who remain enrolled must undergo outside, formal, professional counseling. This policy also applies to the father of the child if he is also a student in the school.

### **Out of School activities**

No activity (sports, dances, parties) may carry the name of the school or any class within the school unless it is officially sanctioned by the school administration.

### **Search and seizure**

Lockers/desks are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker has the exclusive use but not proprietary rights versus the school. A teacher or administrator has the right of inspection and reserves the right to search any locker or desk on suspicion of a threat to the health, welfare, and safety of other students.

### **Student Council**

Student government functions on two levels. The Student Council directs the overall student activities of the school and the expenditure of student body funds. In addition, each grade level elects class leaders to direct activities for their class. Students wishing to participate in school leadership must seek office through the elective process. A candidate must have a "C" average, no failing marks, and not be on academic probation on his/her last report card. Conduct must be satisfactory, and grades must be maintained.

### **St. Theresa School Athletic Program**

In order to foster overall development of students attending St. Theresa School, opportunities to participate on various athletic teams are provided. Tryouts will be held on all athletic teams. While it is desirable to foster the participation of as many students as possible, the number of positions available for each team shall be at the discretion of the team coach. With that said, we do make every attempt to include all students by having a

“Team A” and “Team B” and “Team C” depending on the number of volunteer coaches.

An athlete who is selected for a team after a tryout will be committed to that team until the conclusion of the sport season. Athletes are required to attend all practices and games. Failure to adhere to this rule may lead to exclusion of that student from future participation in the athletic program. Final selection of all team rosters will be the responsibility of the team coach.

Representing St. Theresa School as an athlete is a privilege, which may be revoked if the athlete’s actions are in violation of the spirit and philosophy of our school. Athletes are also expected to maintain at least a “C” average in all classes (no F grades). Exceptions can be made for students with documented learning difficulties and a Student Support Plan, who are working to their potential.

Athletes are required to maintain a “2.0 point” average and no “F” grades in any content areas during the season. If for any reason an athlete fall below a “2.0 point” average, they will have two weeks to rectify the situation to remain on the team.

### **Athletes’ Code of Conduct**

As an athlete for St. Theresa School, students must subscribe to the principles of good sportsmanship, fellowship, and youth development during athletic competition. Recognizing these principles, student-athletes understand that profanity and/or any unsportsmanlike conduct will not be permitted. For such conduct, the student-athlete’s continued participation on the team will be reviewed by the Principal and coach.

### **Spectators’ Code of Conduct**

All who recognize the principles of good sportsmanship, fellowship, and youth development understand that profanity and/or unsportsmanlike conduct are not acceptable. Parents and spectators must understand that failure to adhere to these principles could result in their being asked to leave the athletic event.

## **Discipline Code**

### **CODE OF CONDUCT *Respect for the Dignity of All***

In accordance with the stated philosophy of the school that emphasizes deep respect for the human dignity and the uniqueness of every individual, each student is to be considerate of the rights' of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. Each student is expected to behave appropriately at all times, respect the rights and dignity of others, and adhere to all classroom rules and school regulations.

*Any student enrolled at St. Theresa School is a student at “all times”. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school may be disciplined by the school administration.*

### **CONFERENCES FOR BEHAVIORAL CONCERNS**

Conferences to discuss behaviors that affect successful school performance are scheduled by the principal, the, teachers and parent(s).

## **DUE PROCESS**

Every student at St. Theresa School will be given the right of due process for any behavior that is subjected to the Code of Conduct. The principal and teachers are committed to listen to the student's side of the story. All Catholic school personnel commit themselves to a hearing in any disciplinary situation; which meets the minimum requirement of Christian due process. This means that the student is told what he or she did wrong and is given an opportunity to be heard. The guiding principle in any discussion of discipline and due process is an act of Christian fairness and compassion.

## **DISCIPLINARY CONSEQUENCES**

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student is sent to the school administration for further action. Corporal punishment is not permitted.

Administrators and teachers in grades PreK through 8 document behavior incidents using a computerized database called Gradelink. When a behavior infraction is entered, a predetermined consequence is determined and the teacher prints a report describing the incident. To communicate receipt of the report, the parent is requested to sign the report and return it to the child's teacher.

Acts of violence will be taken seriously. Regardless of the age or grade level of the student engaging in an act of violence, proper steps will be taken immediately including but not limited to: removing the student from the school setting, contacting the Palm Springs Police and/or other law enforcement agencies deemed necessary.

*The school Administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion when it comes to the safety of others on the school campus.*

**LEVEL - ONE** infractions incur a verbal warning, lunch detention, and/or an after-school detention.

### **LEVEL - ONE:**

1. Classroom Disruption
2. Gum, Food in Class, Spitting
3. Note Writing (content Specific)
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Lacking Supplies
8. Touching Other's Property
9. Dress Code Violation
10. Profanity, Obscenity
11. Cell phone use without permission

**LEVEL - TWO** infractions incur an after-school detention, in-school suspension, and/or an out-of-school suspension.



## **LEVEL - TWO:**

1. Repeated Level-One Violations
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bullying, Fighting, Possession of Inappropriate Items
7. Open Defiance, Insubordination
8. Plagiarism

**LEVEL - THREE** infractions incur at least a suspension and at the discretion of the Administration, expulsion from St. Theresa School, and in some cases involvement of the Palm Springs Police Department.

## **LEVEL - THREE:**

1. Repeated Level-Two Violations
2. Firearms/Weapon Possession
3. Attack on School Employee
4. Threats to school employee or Their Property
5. Leaving Campus or Field Trip without Permission
6. Bomb Threat; False Fire Alarm
7. Gang Involvement
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use or Possession of Tobacco Products
12. Serious Inappropriate Behavior (as determined by the Principal)
13. Stealing
14. Harassment- sexual, physical, verbal, cyber, etc...
15. Damage to School Property

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

## **DETENTION**

Detentions are time spent after school fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Parents are notified 24 hours in advance of a detention, and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level result in an in-school suspension or out-of school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

## **PROBATION**

Student behavior records are cleared at the end of each year except in special circumstances. The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a St. Theresa School athletic team. If the student's behavior does not

improve during this period, the Pastor and Principal will decide if withdrawal is appropriate.

### **SUSPENSION**

Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the student that if continued, such conduct will cause a permanent separation.

If a student is placed on out-of-school suspension, the parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return. Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extracurricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games tryouts, award ceremonies, and any other St. Theresa School event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

### **EXPULSION**

Student behavior that is continuously a source of harassment to teachers and/or fellow students, may result in withdrawal from school. Such a request is made at the discretion of the Pastor and Principal. A student can be suspended up to five days to investigate any serious infraction. Any conduct not consistent with Catholic moral teaching and the philosophy of St. Theresa School constitutes grounds for possible expulsion. Possession of illegal substances, weapons or item judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The Principal, in conjunction with the Pastor, will in all instances be the final arbiter in determining the grounds for expulsion.

## **St. Theresa School Anti-Bullying Policy**

(Approved May, 2014)

St. Theresa School is committed to protecting its students from bullying and harassment for any reason and of any type. St. Theresa School believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, is prohibited.

The standards of this Policy constitute a specific, focused, integrated system of support for all students, staff and families that will improve relations within St. Theresa School. It is designed to ensure that the staff has been trained to provide awareness, intervention training, and to direct follow up when incidents are reported and/or occur.

### **I. Definitions**

A. "*Bullying*" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or causing long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

1. unwanted teasing
2. repeatedly hurting another individual by pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly
3. threatening
4. verbal activity such as teasing, name-calling, sarcasm, spreading rumors

5. Indirect behaviors such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, unwritten comments
6. intimidating
7. cyberstalking
8. cyberbullying
9. physical violence
10. Is deliberate and sustained
11. Is intended to isolate, hurt, or humiliate another individual
12. Is unprovoked
13. rumors or spreading of falsehoods

B. *“Harassment”* means any threatening, insulting, or dehumanizing gesture, use of technology, including but not limited to cell phones, pda’s, computers, computer software, or written, verbal or physical conduct directed against a student that:

1. places a student in reasonable fear or harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits;
3. has the effect of substantially negatively impacting a student’s emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of the school work environment.

C. *“Bullying and/or “harassment”* also encompass but is not limited to:

1. retaliation against a student by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination;
2. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith;
3. unwanted harm towards a student in regards to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, educational), socio-economic background, ancestry, ethnic city, gender, linguistic preference, political beliefs, social/family background;

D. *“Accused”* is defined as any student, school employee or family member of a student in the school or outside the school at school-sponsored events, who is reported to have committed an act of bullying, whether formally or informally, orally, or in writing.

E. *“Complainant”* is defined as any student, school employee or family member of a student who formally or informally makes a report of bullying, orally or in writing.

F. *“Victim”* is defined as any student in the school or outside the school at school sponsored events who is reported to have been the target of an act of bullying during any educational program or activity conducted by the school.

G. *“School”* means St. Theresa Catholic School.

**II. Expectations:** The School expects all students and employees to conduct themselves in keeping with the teachings of Jesus Christ and the Catholic faith. All School employees in collaboration with the students and family members of the students will be required to strictly adhere to this Policy.

**III. Policy Awareness:** During orientation before the beginning of each school year, the School shall make all students and employees and family members of students aware of the existence of this Policy. The School shall also post the Policy on the School Website and/or through other reasonable means.

#### **IV. Reporting an Act of Bullying**

A. The Principal/ Designee is responsible for receiving oral or written complaints alleging violations of this Policy.

B. Students are strongly encouraged to report complaints of bullying to any teacher, administrator or staff member. All school employees, faculty and staff should and must report any allegations of bullying or violation of this Policy involving students to the Principal/Designee.

C. Any other member of the School community who have credible information that an act of bullying has taken place may file a written report of bullying, whether a victim or witness.

D. Any student (and/or family member on the complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any student(s) involving bullying of students) is strongly encouraged to report the incident(s) to a School employee. Complaints should be made as soon as possible after the alleged incident. Failure on the part of the victim to initiate and/or follow up on the complaint may result in the complaint deemed abandoned.

E. The School shall document in writing all complaints regarding bullying to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

#### **V. Bullying Complaints and Resolution**

A. The Investigation of a reported act of bullying of a student begins with a report of such an act.

B. The Principal/Designee shall begin a thorough investigation of all reports of bullying within one (1) school day of receiving a complaint. The School will also provide immediate notification to the parents of both the victim and the accused of an act of bullying. The process is to be followed with all anonymous written complaints as well. Although this Policy encourages students to use the formal written complaint process, the School will investigate all complaints and reports of bullying whether or not the complaint is in writing.

C. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and kept in the accused's file.

#### **VI. Consequences of Bullying and Violations of this Policy**

A. Once an investigation is concluded the School will determine whether a particular act or incident constitutes a violation of this Policy.

B. Consequences and appropriate intervention for students who violate this Policy may range from informal positive behavioral interventions up to, but not limited to, expulsion.

C. If it is determined by the Principal that this Policy was violated and involved physical harm to another or a threat of physical harm, then the accused will receive a written reprimand. After another incident occurs regarding physical harm or the threat of physical harm, the student could be suspended up to a week. If after

the suspension is served the student violates this Policy again involving physical harm or the threat of physical harm then the student is subject to expulsion from the School.

D. If it is determined by the Principal that this Policy was violated but the violation did not involve physical harm or the threat of physical harm then the violation will be documented.

**VII. Confidentiality.** To the greatest extent possible, all complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation the School's obligation to investigate and take corrective action may supersede an individual's right to privacy. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

**VIII. Retaliation Prohibited.** Retaliation includes, but limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incident of bullying.

d, After another violation of this Policy not involving physical harm or the threat of physical harm the student could be subject to a range of punishments from suspension to expulsion from the School.

### **CYBERSTALKING**

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

St. Theresa School expects students to conduct themselves as appropriate for their level of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

St. Theresa School believes that standards for student behavior must produce an atmosphere that encourages students to grow in self-discipline. This atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. By example, administrators, faculty, staff, and volunteers must demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment. St. Theresa School upholds that bullying or harassment of any student or school employee is prohibited:

- a) During any education program or activity conducted by St. Theresa School;
- b) During any school-related or school-sponsored program or activity;
- c) Through technology that is accessed system, or network of St. Theresa School.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. Consequences and appropriate remedial action for students, employees, visitors or volunteers who commit acts of bullying or harassment will be determined in accordance with St. Theresa School policies, procedures, and agreements after consideration of the nature and circumstances of the act.

## **BULLYING COMPLAINT REPORT FORM**

This report **MUST** be completed to file a complaint relating to an incident of alleged bullying and turned in to the school Principal or the main office.

Complainant Name  Last, First, Middle	SEX	Grade
Victim Name  Last, First, Middle	SEX	Grade
Accused Name  Last, First, Middle	SEX	Grade

Describe the location where it took place:

Describe the incident.

List all witness names and grades.

### **DRESS CODE POLICIES AND PROCEDURES**

All students must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the teachers. Students who are out of uniform without an excuse are sent to the office and will face consequences as indicated below. Any time there are changes to the uniform students may continue to wear previous year's uniforms for one year. Uniforms not purchased through the current uniform company must mirror the approved style and color.

The administration reserves the right to judge the appropriateness of the student's appearance.

#### **School Uniforms**

School Uniforms can be purchased through our vendor, Norman's Uniforms. They are located at 371 W. 6th Street., San Pedro, CA (310-832-1410). Uniforms are available throughout the year in the following ways: (1) Visit the retail store in San Pedro, (2) visit Palm Desert location in August or (3) shop online at

[www.normansuniforms.com](http://www.normansuniforms.com)

St. Theresa School Code is: **5446**

### **MALES K-8 (Required)- From Norman's Uniform**

- Pants or Shorts- Khaki
- Khaki Belt, if unavailable a conservative black belt is acceptable
- Shirt, Pique Polo Shirt Short Sleeve/ long sleeve with St. Theresa Logo (White/Green)
- Gym Shorts (Green) with STS Logo
- P.E. T-Shirt with STS Logo
- Socks Solid navy blue, black or white with no markings
- Shoes: black, brown dress shoe or athletic shoes. (No slip-ons, open shoes, flip flops, boots or **tennis shoes with wheels**).
- Jewelry: Watch (1 only), bracelet (1 only), thin necklace with one-inch religious pendant (1 only). No earrings, not even on free dress days.
- Hair: Above and not touching the shirt collar and trimmed around the ears. No extremes in color, length or style, no shave heads. Hair must be neat with bangs above the eyebrows (Variances will be approved for cultural heritage.)
- PE Uniform - Worn all day on PE days (EXCEPT Mass Days)
- **No makeup, tattoos, or**
- **No facial piercings( mouth, face, nose, eyebrows, tongue)**

### **FEMALES K-3 (Required)- From Norman's Uniform**

- Plaid jumper and white, Peter Pan blouse
- Optional: Skort
- Hunter green or white socks or knee socks
- Optional: embroidered Sweatshirts
- Shoes: black dress shoes with strap, tie or athletic shoes. (No slip-ons, open shoes, flip flops, boots, heels or **tennis shoes with wheels**).
- Gym shorts (Green) with STS Logo
- Jewelry: Watch (1 only), bracelet (1 only) no charms, Necklace- thin chain plus one-inch religious pendant (1 only).
- Earrings: 1 pair of earrings no larger than a dime.
- Hair: No extremes in color, length or style, no shave heads. hair must be neat; bangs must be above the eyebrows. Accessories should coordinate with the uniform.
- PE Uniform - Worn all day on PE day (EXCEPT Mass Days)
- No makeup, no tattoos, no facial piercings( mouth, face, nose, eyebrows, tongue) or tennis shoes with wheels. No nail polish is permitted.

### **FEMALES 4-8 (Required)**

- Plaid skirt which must touch the top of the knee cap
- Optional Skort **no shorter than 3" above the knee)**
- White/green short sleeve polo shirt (embroidered crest, tucked in)
- White socks or knee socks (socks MUST be visible).
- Shoes: black dress shoes with strap, tie or athletic shoes (No slip-on, open shoes, flip flops, boots, heels or **tennis shoes with wheels**).
- Jewelry: Watch (1 only), bracelet (1 only) no charms, Necklace- thin chain plus one-inch religious pendant (1 only).
- Hair: No extremes in color, length or style, no shave heads. Hair must be neat; bangs must be above the eyebrows. Accessories should coordinate with the uniform.
- PE Uniform - Worn all day on PE day (EXCEPT Mass Days)
- No makeup, no tattoos, no facial piercings( mouth, face, nose, eyebrows, tongues) or tennis shoes with wheel. No nail polish is permitted.

Students in All Grades may wear the St. Theresa sweatshirt over the shirt. No other sweatshirt or sweater is allowed. They may wear any coat to school as long as it is not worn inside the classroom. Jackets with school crest are available through the uniform company. When the weather turns warm, uniform shorts, skorts for girls (khaki or plaid) and shorts for boys (khaki) may be worn. These shorts must be worn with the regular uniform blouse or shirt. Shorts may be no shorter than 2" above the knee.

Shoes for boys and girls may be tennis shoes or any CLOSED SHOES. NO SANDALS; NO BOOTS. Shoelaces must be tied with the tied lace on the top of the shoes. Socks are to be worn. The height of the socks must be above the ankle. All males must wear a plain brown or black belt with appropriate buckle.

On P.E. Days, all students must wear the proper P.E. uniform, available at True Grits Uniform. Green, knit gym shorts (with printed logo), and gray P.E. T-shirt (with logo). In cold weather, students may wear green sweatpants and sweatshirt (with printed logo). P.E. Uniforms are to be worn on P.E. days, even if the student is not able to participate that day. All students are required to wear appropriate running shoes on P.E. days. Shoes must fit properly. No PLATFORM SHOES, FLAT SOLE SHOES, MOUNTAIN CLIMBING SHOES! Dressing in P.E. Uniform with shoes is part of the student's grade. When buying "Running Shoes" please note that it will be marked on the box or display case label "Running Shoes". On rare occasion when a special Mass or liturgy is scheduled on P.E. days, students will be given ample time to change.

### **DRESS DOWN DRESS CODE "Free Dress"**

Dress Down Days are announced during the course of the school year. Some are free dress days, while others serve as a fundraiser and students may be charged a small fee if they dress down. Guidelines for Dress Down Days and School-Sanctioned Events for all students are as follows:

The rules for Dress Down Days (excluding shoes) apply to school events that are approved by the administration. Such events include but are not limited to award ceremonies, dinners, dances, socials, pep rallies and field trips.

1. Jeans, slacks, Bermuda shorts, Capri pants and skirts of appropriate length and condition (may not have holes, rips, or defrayed). Shorts or skirts may not be shorter than 5 inches above the knee.
2. No strapless, spaghetti straps, backless halters, bare midriffs, tank tops, sleeveless shirts or sun dresses.
3. All shoes must be athletic shoes or school shoes, and socks must be worn. No sandals, open toed or backless shoes including Crocs are allowed.
4. No hats, caps, visors, bandanas, fashion scarves, or sunglasses are permitted during the school day.
5. If a student's scheduled PE class falls on a free dress day, the student must wear/bring clothes conducive to PE including athletic shoes for class. Non-compliance will incur a referral.

### **MEDICATIONS POLICY/GUIDELINES**

Medications will be administered according to the following guidelines:

- At the beginning of the school year, each student must have an up-to-date *Parent Notification for the Administration of Medication at School* form completed. This form will remain in the school office for the academic year. This information includes the physician, parent, and emergency contact information, information regarding medications a student is taking, and information about any side effects that the school should be made aware of. Authorization for the school office staff to dispense medication is also included.



- The school will not dispense any medication without the written permission of the parent/guardian. Tylenol or Motrin, for example, may be given to students ONLY if permission of the parent/guardian has been secured.
- All medication, prescription or over-the-counter, including inhalers, throat lozenges/cough drops, and eye drops, must be brought to school in a zip-lock plastic bag with the student's name clearly marked on the bag, and the proper dispenser (dose cup) must be provided in the bag. A signed *Request for Medication to be taken during school hours* MUST accompany the medication in the bag. Forms are available in the school office.
- If the medication is prescribed by a doctor, the doctor's orders also must accompany the medication.
- All medication must be turned in to the school office at the beginning of the day or whenever the student arrives at school. Students may not carry medications except to and from school. Any medications must be retrieved from the office at the end of the school day are the responsibility of the student.
- Non-prescription medications will be dispensed with written parent consent for a short period of time. The student's doctor must give written permission for any OTC medications to be administered longer than three day.
- The information on the Medical Authorization form and the prescription medication label MUST match or the medication will not be dispensed. In other words, the student's name must appear on the prescription label and only the dosage instruction on the label can be followed.
- When a medication has been discontinued, or at the end of the school year, parents will have two weeks to pick up remaining medication or it will be properly discarded.
- Self-medication (inhaler) will be allowed ONLY when approved by doctor's order.
- It is the responsibility of the student to come to the office to take his/her medicine.

### **NOTES from DOCTOR or PARENT**

Parents must notify the school of any condition which may affect a student's participation in school. In cases of injury or illness in which a student has been treated by a physician, parents should send a copy of the doctor's orders to the school if the condition will affect student participation in any way. For cases in which the student was not seen by a physician, parents must submit a signed and dated note describing the illness/injury and notifying the school of any changes that will be necessary in the child's daily routine. All physician and parent notes are to be sent to the office through the child's homeroom teacher. If the note requires that a student abstain from P.E. or recess, the school office must notify the P.E. teacher and playground monitors.

### **TECHNOLOGY AND MEDIA POLICIES AND PROCEDURES**

If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of 21st Century classrooms are very different from those of the classrooms on the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your child's formative years at St. Theresa , an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. As technology progresses, new tools arise every day. Some common tools you children may encounter and use are, but not limited to:

- Edmodo - A social learning platform that provides a safe way for students and teachers to connect and collaborate. On Edmodo, teachers can post assignments, conduct online discussions, give polls and quizzes to check student understanding, collect student work, share resources, and award badges to students based on performance or behavior.

- **Blogs** - A blog is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. “Blog” can also be used as a verb, meaning to maintain or add content to a blog.
- **STS Apps** - An online suite of productivity and digit tools powered by Google. Students issued a Google Apps for Education account, which is monitored and governed by the school, may have access to Google services which may include:
  - Mail: an online email client limited to sending and receiving email with teachers and other students within the St. Theresa School network.
  - Calendar: which will be visible only to other students and teachers within the St. Theresa School network.
  - Drive - Documents, Spreadsheets, Presentations, Forms and Drawings, which will allow students to create and share their work with students and teachers within the St. Theresa network.
  - Sites - which allow students to create websites and portfolios of their work, which will be visible only to teachers and students within the St. Theresa School network.
  - Additional collaborative services that Google may provide in the future that enhance the educational experience and which would be visible only to teachers and students within the St. Theresa School network.
  - Wikis - A wiki is a website that allows visitors to add, remove, and edit content online.
  - Podcasts - A podcast is a digital audio file that is distributed over the Internet for playback on portable media players (such as Mp3 players) and personal computers.
  - Videos - A video is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
  - Social bookmarking - Social bookmarking is a way for Internet users to store, classify, share and search Internet bookmarks.
  - Really Simple Syndication - RSS is used to publish frequently updated content such as blog, entries, news headlines, or podcasts. It allows users to “subscribe: to internet content.

All of these tools are Web based; therefore if students have Internet access, they will be able to participate. If your child does not have Internet access at home, class time, as well as lab time after school, will be provided to complete assignments.

### **Security**

Teachers will make every effort to monitor subject matter to ensure appropriate content and behavior. For privacy, no personal information will be included in Blog, Wikis, or Podcasts. Students will be identified by first name and first initial of their last name (if needed). Students are allowed to post their ideas opinions, but not their age, email address, photographs of themselves or others, or other sensitive information. While several of these program are password protected, it may be possible that people outside our school have access to the work our students are doing. These Web 2.0 tools are an extension of the classroom, and appropriate behavior is expected.

### **Responsible Use**

The St. Theresa School Acceptable Use Policy was developed to explain the rights and responsibilities of students using electronic resources such as the computer network, school computers, personal electronic devices on school grounds, as well as web sites that extend the classroom experience. The general idea in the policy reflect the importance of responsible use:

1. **Privacy** - Students will protect their privacy and respect the privacy of others.
2. **Property** - Students will protect their property and respect the property of others.
3. **Appropriate Use** - Students will use technology in constructive ways and in ways that do not break the rules of their family, faith, school, or government.

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined and are used commonly in education today. Usage of these sites and services are subject to the St. Theresa School Acceptable Use Policy for Technology.

### **Media Release**

Your child's image may be used in a photo or video posted on:

- School website, social media site, and/or communication
- Parish website, social media site, and/or communication
- Diocese website, social media site, and/or communication

### **Permission**

Before allowing students to use any of these tools, we need your permission. Please review the permission form below which will remain valid during your child's entire education in our school. Please review thoroughly and discuss the St. Theresa Acceptable Use and the Web 2.0 permission form. It is important to complete and return these forms so that we are aware of your expectations as a parent of a child at our school. Should your expectations change, we must be notified in writing.

## **St. Theresa School Acceptable Use Policy for Technology**

I have access to the Internet, school networks, and electronic devices so I can:

- expand my learning
- communicate with others about what I am learning;
- research topics for class projects or for my personal learning; create products highlighting my learning;
- learn how to be a responsible and productive digital citizen.

### **Here are some things I know:**

- Electronic devices include but are limited to computers, netbooks, iPads, tablets, cell phones, cameras, and other electronic devices that allow me to create and communicate.
- I am responsible for all my online activities that take place through the network connection with my school's devices or through access with my own personal electronic devices.
- I am responsible for obeying all laws, including copyright. This also means I may not use the school logo or other school owned content on my personal posts.
- I do not have the right of privacy when accessing the Internet or network while at school.
- Communicating electronically includes using my camera and cell phone to communicate visually.
- When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
- I do not have an absolute right to take, publish/post photographs or videos of others at school, as it may impact their individual rights and privacy.
- Bullying or harassing someone either in person or electronically is wrong, violates the School Wide Discipline Policy, and is against the law.
- Information I find on the Internet is not necessarily true and accurate.
- There are filters to prevent access to inappropriate information, but no filter is perfect. I must protect myself by knowing how to close a window or click the back button.
- I can learn more about being a responsible digital citizen at <http://commonsensemedia.org/educators>

**Here's what I agree to do as a responsible and productive digital citizen:**

- I will follow all school rules and laws when using electronic devices at school.
- I will not damage equipment, upload harmful files, damaged files, delete files, or access someone else's files because it impacts others.
- I will keep my password to myself and will not share it with others.
- I will not search for or try to access obscene, harmful, or inappropriate material.
- If I accidentally access inappropriate materials, I will close the window and tell a responsible adult.
- I will not post or send harmful, offensive or inappropriate material.
- I will behave honestly, fairly, and with integrity when posting online, including my social networks.
- I will follow rules of network etiquette, and I will be polite when communicating with others electronically. I will not use bad language or access messages from others who use bad language.
- I will not post or share pictures of others without their knowledge and approval.
- I will stay safe and will never meet or give out personal information such as my name, phone number, or address to someone I meet on the Internet without the express permission of my parents or teachers.
- I will discuss my online activities with my parents so they understand how I am learning to be a good digital citizen.
- My teachers and administrators have the right to access whatever I do online while in school if they are concerned about my safety or the safety of others.
- I will not use others' work without permission or without citing their work according to copyright laws.
- If I am not sure how to do something or whether something is okay to access or do, I will ask a responsible adult.
- I will not use electronic devices in a way that will bring dishonor to St. Theresa School, the Diocese of San Bernardino, or Our Lord Jesus Christ.

**What happens if I violate this agreement and I am not being a responsible digital citizen?**

- Violations of this agreement will result in disciplinary action including the loss of access and/or suspension from school and may result in legal action.

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**Student Signature/Date**

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**Parent Signature/Date**

# STUDENT/PARENT CHROMEBOOK USE AGREEMENT

2017 - 2018

St. Theresa School, Palm Springs, CA

Students may be issued a Chromebook computer for instructional usage. In order for your child to receive his/her Chromebook, it is critically important for your support and your signature.

## A. Terms of Chromebook Use Agreement:

Before a Chromebook can be issued to your child, please return this document signed and understand that students will be responsible for fees associated with damaged, lost, or stolen Chromebooks.

It is important for you and your child to comply at all times with the St. Theresa School/ Diocese of San Bernardino's Technology Use Policy, incorporated herein by reference and made a part of hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Administrative Regulation and the Code of Conduct. Any failure to comply may terminate your rights of possession effective immediately.

## B. Loss or Damage

If your assigned Chromebook is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or for its fair market value on the date of loss.

Age of Chromebook	Fair Market Value
1 year or less	\$275
1-2 years	\$175
2-3 years	\$75

Original cost of a Chromebook and installation of the Management is currently \$296.00

## C. General Chromebook Rules

### *NO Loaning or Borrowing Chromebooks*

- Do not loan Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do NOT share passwords and usernames.

### *Unauthorized Access*

- Access to another's person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

**Student/ Parent Chromebook use Agreement 2017-2018**  
**St. Theresa School**

**CHROMEBOOK USE AGREEMENT**

*Please Print:*

**Student Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

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***I have reviewed the St. Theresa School Chromebook Use Agreement and agree to the terms thereof.***

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Print)

\_\_\_\_\_  
Date

**STUDENT AND PARENT  
HANDBOOK AGREEMENT**

**Completed form is due to the classroom teacher no later than Monday, August 28 , 2017**

I have read the St. Theresa School Handbook for Students and parents 2017-2018. I understand what is expected of me and my child at the school. I have discussed the handbook with my child.

I agree to support the policies and procedures set forth in the Handbook. In addition, I agree to cooperate in good faith with the implementation and enforcement of the policies and procedures stated in the Handbook. I understand that the handbook may be amended as needed and agree to comply with any and all amendments. (Both parents must sign the agreement)

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print parent/ Guardian

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I have read the St. Theresa School Handbook for Students and Parents 2017-2018, or it has been explained to me by my parents. I understand what is expected of me at the school.

I promise to obey the policies and procedures set forth in the Handbook. In addition, I understand that if I choose to violate any school rules or policies, I am also choosing to accept the consequences. I agree to accept responsibility for my actions.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room Number