



Handbook

2017-2018

Please read and carefully review this handbook. Following your review, please sign the “Handbook Acknowledgement Form” (found on the school website under the Parent Tab/forms) and return a hard-copy with an original signature to the school office during the first week of school.

Saint Theresa School
300 Leonard Street
Hellertown, PA 18055
610-838-8161
altnst@ptd.net

**The St. Theresa School Community's vision is to Live Catholic Values,
Achieve Academic Excellence and Develop Leaders.**

The mission of St. Theresa School is to provide a Catholic education consistent with the fundamental beliefs of the Church. Following the Gospel of Jesus and the example of St. Theresa's *Little Way*, our school emphasizes personal growth, social responsibility, and moral character development to create independent life-long learners for the modern globally-connected world.

Belief Statements:

- Our primary responsibility is to educate the whole person: spiritually, intellectually, emotionally, socially, and physically.
- We embrace and respect diversity as a positive influence on the development of moral character.
- Differentiated instruction enhances student achievement because children learn at various rates and in multiple modalities.
- Life-long instruction is essential for personal growth and future success in a changing global society.
- Parent-school partnership is critical in educating the whole person.
- As followers of Jesus, our educational community is called to model the Catholic identity through work and example.

The St. Theresa of the Child Jesus School Advisory Board

The St. Theresa School Board is advisory in nature to the Pastor and is responsible, but not limited to: suggesting general policies pertaining to the school; helping to support the religious and spiritual programs; identifying long-range needs and goals; encouraging student enrollment, school publicity, school marketing, and seeking general support of the school from the parish and civic communities; reviewing the annual budget; encouraging the Home and School Assoc. in support of Catholic education; supporting the school administration in obtaining any governmental and/or privately funded programs.


St. Theresa School Tuition Policy

Revised February, 2016

St. Theresa School is a tuition based school and therefore dependent on the fulfillment of parental financial obligations. We believe that your tuition payments are an investment in your child's education and religious formation. The tuition and fees are approved by the Parish Finance Council and School Advisory Board.

Tuition Management Service

FACTS Management is the tuition management service used by the diocesan schools, go to

www.sttheresaotcj.org, click on 

All families must create a tuition account with FACTS, depending on the type of payment plan selected, there may be an enrollment fee.

Tuition Payment

There are two methods for making tuition payments:

1. Full payment, which is due by August 1st and a discount of \$100.00 per family may be taken. This payment may be made directly to FACTS through your tuition account or a check may be made out to St. Theresa School.
2. 10-monthly payment plan with FACTS. There is an enrollment fee involved with this choice. Payments begin in August and end in May.

Late Payments

If you are having difficulties making your tuition payments, please contact the Parish Finance Secretary to make alternative arrangements. If a family becomes 3 months delinquent and has not contacted the Parish Finance Secretary to make alternative arrangements, the child or children may be asked to leave.

Returned Check Fees

A \$30.00 per returned check fee will be charged for all returned checks. If checks are repeatedly returned, only cash will be accepted.

Tuition Delinquency

All tuition and fees must be paid by June 30 of the school year. Student transcripts, grades, and exams may be held if payments are not up to date. In addition, your child or children may not be permitted to return to school.

Financial Assistance

Any family requesting Financial Assistance must complete an application with FACTS and include supporting documentation as required. There is a fee for this service.



PRE-KINDERGARTEN

At St. Theresa School's Pre-Kindergarten, we offer a secure, loving, Catholic environment where each child is allowed to develop spiritually, physically, socially, emotionally, and intellectually.

Students are prepared for kindergarten with a strong academic foundation built on the alphabet, numbers, colors, and shapes. Students work on developing their small and large motor skills with particular attention to sorting, classifying, and measuring. Math, art, and music lessons complete the full pre-kindergarten curriculum. Students learn the value of sharing with others and they develop friendships based in love and caring for others. Educational and fun field trips are planned throughout the year.

Pre-Kindergarten students are included in many activities in the elementary school. Fifth grade students are Pre-K 4 "buddies" and facilitate weekly activities with the students.

Technology is available to all Pre-K-4 students.

ADMISSION/REGISTRATION FOR PRE-K

Pre-Kindergarten students must be three (3) or four (4) years old on or before October 15 of the school year in which they are enrolling.

REGISTRATION REQUIREMENTS

- Completed registration form
- Birth Certificate
- Baptismal Certificate
- Registration Fee (non-refundable)

ARRIVAL AND DISMISSAL

Pre-Kindergarten doors will open 5 minutes before the start of class. A teacher will be there for arrival and dismissal. For your child's protection, we will release your child to the people whose names are listed on our release form only. A "Parent Pick-Up List" is to be signed by you if another adult is expected to take your child home. Pre-K students will be released to their parents by the teacher at dismissal.

***St. Theresa School's Pre-Kindergarten Programs operate on the St. Theresa School Schedule (Please refer to your yearly school calendars provided for early dismissal days.)

***Please pick your Pre-K student up promptly at the appointed dismissal time.

SNOW DAYS/EARLY CLOSINGS

In the event of inclement weather, a school closing or delayed opening could occur. Please look for these school time changes on WFMZ – TV Channel 69 or you can sign-up on www.wfmz.com to receive a text message on your cell phone. In addition, you should receive a call alerting you of the change.

Two Hour Delay:

Pre-K 3 and 4 year-olds will begin at 10:30 AM

CLOTHING

Comfortable clothes are required so your child can feel free to move. Sneakers are preferred, because of added stability. Label ALL outer clothing. Your child is required to take care of his or her own bathroom needs so please make sure your child can handle the clothing worn to school. Each Pre-K student is required to have a backpack with a change of clothing (underpants, pants and socks). Please provide a smock or old shirt for art.

CLASSROOM VISITORS

Due to the high level of parent involvement and visibility at the Pre-K level each parent or guardian is required to attend a Protecting God's Children Workshop and meet the requirements mandated by the state for volunteering with children. Each September, this workshop is available at St. Theresa School. Please register for this important workshop by calling the school office at 610-838-8161. If you cannot attend the workshop at St. Theresa School other workshop sites (time & days) are available on the Allentown Diocese Website (www.allentowndiocese.org).

The state mandated requirements are:

A Pennsylvania State Police Criminal Record Check

A Pennsylvania Child Abuse History Certificate

A Federal Bureau of Investigation Criminal Background Fingerprint Check

A Certificate that you have attended a Diocesan Protecting God's Children Workshop

A Certificate that you have completed Mandated Reporter Training

In order to provide a secure and safe environment for our Pre-K students, doors to our school will be locked at all times. An adult will monitor the door during arrivals and dismissals. If you are visiting, you MUST sign in at the main office so Pre-K can be notified.

Please note that all Pre-K students must attend all field trips accompanied by their parents or appointed guardians.

GRADES KINDERGARTEN THROUGH GRADE 8

ADMISSIONS/REGISTRATION FOR GRADES K-8

New kindergarten students must be five (5) years old on or before October 15 of the school year in which they are enrolling. New first grade students must be six (6) years old on or before October 15. A physical examination is required when a student enters school for the first time. New students are admitted under a 90-day probationary period

REGISTRATION REQUIREMENTS

- Completed registration form
- Birth Certificate
- Baptismal Certificate
- Proof of Immunization
- Medical History Form
- Report Card and Standardized Tests (students transferring to our school)
- Registration Fee (non-refundable)

TUITION/FEES/MANDATORY FUNDRAISING

Tuition and fees are determined each spring. Payment is an automatic (monthly) electronic transfer or is paid in full prior to the start of the school year. A fundraising quota is assessed to each family. Each family has the option of buying out this quota at the beginning of the school year. Fundraising will be monitored on a quarterly basis. Half of the mandated fundraising fee is collected with tuition. Financial obligations must be met in order for the following to occur: participation on field trips, receipt of report cards, re-registration for the upcoming school year, participation in graduation activities and issuance of transfer records.

EMERGENCY INFORMATION

Each school year the students will receive a form to update their emergency records. **Please notify the school immediately of any changes in the student's address, telephone number, court orders, etc. (including parent/guardian work numbers, cell numbers, e-mail addresses, and emergency contacts).** Accurate contact information regarding your child is essential. This is information that only you as a parent or guardian can provide.

CHANGE OF ADDRESS

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Please notify the school immediately if you have a change of address during the school year.

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent'(s) or guardian'(s) names(s)
2. Complete and current address
3. Home telephone, parent'(s) or guardian'(s) work telephone number, cell phone number, and e-mail address (if available).
4. Emergency telephone number of a friend or relative
5. Physician's name and telephone number
6. Medical alert information

COURT ORDERS

St. Theresa School complies with the provisions of the Buckley Amendment:

“Non-custodial parents will be given access to unofficial copies of the student records and the staff will be available to discuss the records, unless a court order stating otherwise is filed with the school.”

Divorced parents are required to file an updated copy of the **custody section** of their divorce decree with the school.

NURSE

The school nurse’s area is located in the Main Office, which is located adjacent to the main entrance to the school. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, assistance in health teaching, and vision screening. Please be sure to contact the nurse if your child has any unusual and/or ongoing health problems.

MEDICATION POLICY

St. Theresa School strictly follows the Diocesan policy for the administration of medication. Prior to dispensing any medication, a parent/guardian and the attending physician **must** complete a request for administration of medication form obtained from the school office. This applies to **over-the-counter as well as prescription medication.**

These forms will be kept on file with the school nurse. Under no circumstances will any medication be administered to your child without these forms being properly prepared and on file with the school nurse. At no time will your child be permitted to self-medicate. This form is available on our website.

MEDICATIONS

Any medication that your child is taking **MUST** be listed on the Emergency Medical Card. If any changes occur, parents are responsible to notify the office. Subsequent changes will be noted on the Emergency Medical Card.

ILLNESS OR INJURY

The school nurse or a member of the school staff will provide care in the event a child becomes ill or is injured at school. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents or guardians will be contacted. If the parents or guardians are not available, the child will be taken to the emergency room at the nearest hospital. **A current emergency telephone number where parents or guardians can be reached, and the name and telephone number of the student’s family doctor MUST be on file at school.**

IMMUNIZATIONS AND VACCINATIONS

State Law requires that every child who is admitted to a school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, hepatitis-B, and polio. Also required are rubella/rubeloa, chicken pox vaccinations, and a tuberculin skin test. The law makes exceptions for those who cannot be immunized for medical reasons or on religious grounds. If

there is any medical reason why your child is not fully immunized, you must submit a statement authorized by your physician stating the reason. If you object to immunizations for religious reasons, the state requires that you produce this objection in writing stating the reason. (Students will not be permitted to begin school until all immunization and vaccination requirements have been fulfilled.)

The following regulations are for the control of communicable and infectious diseases:

Chicken Pox

Communicable...6 days from the last crop of vesicles

Incubation Period...2-18 days

German Measles

Communicable...4 days from the onset of rash

Incubation Period...10-18 days

Measles (Rubella)

Communicable...4 days from the onset of rash

Incubation Period...8-14 days

Mumps

Communicable...9 days and until all swelling has subsided

Incubation Period...14-21 days

Respiratory infection, strep, and scarlet fever

Communicable...First 24 hours after instillation of antibiotic

Conjunctivitis (Pink Eye)

Communicable...First 24 hours after instillation of antibiotic

Impetigo/Pediculosis

Communicable...until judged non-infectious by school nurse or physician

Ringworm

Communicable... Until judged non-infectious by school nurse or physician

Scabies

Until judged non-infectious by school nurse or physician

Requirements for return to school following a communicable/infectious disease:

A note from the attending physician is desirable, but students may return to school after the interval specified as communicable by the Bureau of Health.

EXPECTATIONS FOR STUDENT BEHAVIOR

Students are required to see themselves and others as children of God. Therefore, a basic expectation for behavior is that everyone is treated with dignity and respect.

Every student has the responsibility for the safety of himself and others and, as such, verbal and social interactions should be based on the Ten Commandments.

Every student has the responsibility for increasing not only his or her knowledge of faith, but also the practice of it. Through daily prayer, weekly participation in liturgy, and reception of the sacraments, all should strive to see Jesus in others and have others see Jesus in them.

3. Every student has the responsibility to help create a peaceful learning environment in the

classroom for themselves and others throughout the school day.

4. Every student has the responsibility to obey and respect authority figures in order that proper supervision may occur to protect the safety, health, and welfare of everyone in our building.

5. Every student has the responsibility for respecting his/her own body and also the bodies of other students. Inappropriate physical contact and bullying of any kind will be viewed as serious violations of God's intention for us to "love our neighbor as ourselves."

6. Every student has the responsibility for taking care of his or her own physical appearance and personal space. Students should take pride in keeping their bodies clean and their appearance neat by following the dress code guidelines. The school reserves the right to send a child home, if he/she is dressed inappropriately. Also, students' desks, lockers and belongings should be organized, maintained, and handled correctly. (Parents may be charged for repairs or replacements.)

7. Every student has the responsibility for keeping the school's physical environment clean and attractive. All students should be proud of our facility and take ownership of its appearance.

If a student does not live up to these behavior expectations, the teacher, principal, or other staff member in authority will attempt to discuss the infraction with the student. Depending on the infraction a written disciplinary notice may be issued which requires a parent signature. The signed notice is required to be returned to the teacher within 2 days. Repeated offenses or serious infractions may include the loss of certain privileges, or detentions. In some cases, suspension or possible expulsion may be necessary. In dealing with misbehavior, it is desired that teachers, students, and parents work together to ensure a positive outcome.

- The **lunchroom** requires respectful and orderly management. Students must remain seated, use inside voices, and follow directives.

- The **library/learning commons** is a quiet place. Its main purpose is for selecting and reading books. Talking should only occur when performing group research or when instructed by a teacher or librarian.

- The **play yard** regulations must be followed in all areas so everyone can enjoy recess. Safety is a priority.

- **Bus** transportation is a privilege. Bus behavior includes remaining seated and having quiet conversations. The bus driver's job is very difficult. Please respect the driver and be kind and courteous to everyone on the bus. Repeated inappropriate behavior on the bus may result in the loss of this privilege.
of others. Food or drink is not permitted in these areas.

- **Dismissal times** are quiet times. Following prayers, students will receive specific dismissal instructions. Students are to remain in their classroom until it is their turn to leave. Students will carefully walk to the line and exit as a group when instructed by the teacher and safety monitors.

- **Prayer times** are times of peace. Once prayers are announced, all other activity ends.

DISCIPLINE POLICY

Discipline is taught at home and reinforced in school. Without discipline, learning cannot effectively take place. Therefore, it is important for your child to know that your authority and the school authority are one. The climate presented by faculty and staff expresses the belief that we are all children of a loving and forgiving God. The essence of Christian discipline is self-discipline. A child is free to choose one behavior over another and to accept the consequences of the chosen behavior. The students who attend St. Theresa School are expected to behave in a respectful, courteous, and self-disciplined manner.

The students in grades K-8 are developing skills in: responsibility, maturity, decision-making, conflict resolution, etc. The degrees of disciplinary action taken are based on the age, development level, and maturity of each student. All teachers review the grade-appropriate code of conduct and discipline policies at the beginning of the school year.

Discipline problems are best resolved through proper communication between the home and the school. **If a problem arises, parents should always first consult with the teacher. If the situation needs to be further addressed then the principal is consulted.**

Effective education of a student is achieved when the home and the school work in partnership. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that:

1. The partnership is irretrievably broken.
2. The student's offense questions his/her safety or the safety of the school community.

The school will not tolerate the following offenses:

1. Disregard or disrespect for authority and insolence to teachers or adult volunteers
2. The use of profanity, obscenities and abusive language toward staff or other students at any time
3. Making statements that insult, ridicule, threaten or hurt another's feelings
4. Any type of physical assault towards another individual
5. Stealing, destruction of school or personal property of teachers or students, (which will further require restitution)
6. Truancy, cutting classes, excessive tardiness
7. Alcohol, drugs, smoking
8. Lying, forgery, cheating, plagiarism
9. Possession of a weapon, or threat of bodily harm
10. Leaving school property without permission
11. Any serious unwarranted act affecting the safety of self or others

Conduct in or out of the school that is detrimental to the reputation of the school is reason for expulsion. Suspensions and expulsions will be issued when deemed necessary. The directives in the *Diocesan Crisis Manual*, in conjunction with the Diocesan Office of Education, will be followed. The principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

DAILY ATTENDANCE INFORMATION

DAILY SCHEDULE:

Pre-K 3 year-old ½ Day:	Monday, Tuesday, Wednesday and Thursday/Friday, 8:15 AM-11:30 AM
Pre-K 3 year-old full Day:	Monday, Tuesday, Wednesday and Thursday/Friday, 8:15 AM-3:00 PM
Pre-K 4 year-old ½ Day:	Monday through Friday 9:00 AM-11:30 AM
Pre-K 4 year-old Full Day:	Monday through Friday 8:15 AM-3:00 PM
Elementary School:	8:20 AM – 3:00 PM

LATENESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. In order for teachers and students to begin the day properly, all students are required to be in the classrooms on time. Students are expected to arrive no earlier than 8:00 AM and no later than 8:20 AM.

A student who arrives after the 8:20 AM bell is considered tardy, (unless arriving late by bus). A parent/guardian must accompany the student to the office where a late slip will be issued which in turn, must be given to the homeroom teacher. Tardiness is recorded on the report card. Parents should know that there is no student supervision before 7 AM or after 6 PM. In the interest of safety any student not picked up by their parent/guardian following a missed bus, a detention, or school activity will be transferred to Extended Care and the parents will be billed accordingly.

ABSENCE

Please telephone the school at (610-838-8161) by 9:15 AM if your child is going to be absent from school. If possible make arrangements with a sibling or neighbor to take schoolwork home. The office is open following dismissal, until 4:00 PM. Parents may pick up work if other arrangements cannot be made. If your child has a fever, he/she **must be** fever free, (without the use of fever reducing medication, such as Tylenol), for a minimum of 24 hours before returning to school. Upon returning to school your child **must** have a written note with a parent's signature explaining the child's absence. If a child is absent three or more consecutive days due to illness, a written note from a doctor must be presented upon return to school. If the respective excuses are not received within 2 days of the student's return to school, the absence will be recorded as unexcused, which implies parent neglect.

APPOINTMENTS DURING SCHOOL HOURS

Please try to schedule your child's dentist and orthodontist appointments after school hours. If this is not possible, your child must bring a **written note** to school in order to be dismissed during school hours. **Parents must come to the school office, sign the child out and escort the child from the building.** Upon returning to school, the student must be signed in by a parent, at the school office and present a written notice from the doctor, dentist or orthodontist. Your child is responsible for obtaining and completing all missed assignments, in a timely fashion.

VACATION

The school administration and faculty realize that it is sometimes necessary to plan for

vacations during the school year, resulting in student absence for many days. Please consider the following guidelines when planning for your vacation:

- Notify the teacher as soon as vacation plans have been made or at least one week in advance.
- Notification will enable the teacher to plan for compiling a list of homework and test study material for the dates absent, if possible.
- All written assignments will be given to the student on his/her first day back from the vacation.
- The student will have 1 calendar day for each day of school missed to complete the assignments. (For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete and hand in all assignments).
- All tests will be administered according to a schedule determined by the teacher. (Students may be required to complete up to three make-up tests in one day).

ARRIVAL AND DISMISSAL PROCEDURES

CLOSING OF SCHOOL

If severe weather causes the school to be closed, start late or have an early dismissal, please do NOT call the school. Phone lines must be open to communicate with school districts and the media. Parent notification includes:

* ***Option C Parent Notification System*** - This service will call all phone numbers in our selected parent contact lists and will deliver a message from an office staff member. The service will deliver the message to your answering machine, if you are unavailable. In addition, you could be notified by text message, and/or email.

* **WFMZ/TV Channel 69** or www.WFMZ.com to check our status, (and/or to register for WFMZ's free email/text notification service)

If St. Theresa School is not specifically mentioned, the decision of the Saucon Valley School District will be followed.

DELAYED START:

One hour delay...Children should *not* arrive before 9:00 AM

Two hour delay ...Children should *not* arrive before 10:00 AM There will be no adult supervision before the above times.

EARLY DISMISSAL:

Early dismissal days are noted on the monthly school calendar. Dismissal time is usually 12:00 noon. There is no lunch period on early dismissal days.

BUSING

Busing of our school children in Grades K-8 is provided by the school district in which the child resides. Arrangements to provide approved busing are made through the school office. The public school districts servicing our school determine bus routes and stops. Therefore in order to insure the safety of all student bus riders, St. Theresa students are required to follow the rules established by the school district. Infractions of these rules will be brought to the attention of the principal and parents. Any abuse of bus privileges may result in the denial of transportation.

Buses drop off/pick up in front of the school in the area of the chain-linked fence. **This area is for buses only.**

Students who are not scheduled as bus students are not permitted to ride the buses to or from school at any time during the school year. Students may only ride the bus provided by the school district in which they are assigned.

WALKERS AND CAR RIDERS

If you drive your child to/from school, please do not arrive before 8:00 AM. **Do not park or stop in the bus area (along the chain link fence).** Children arriving by car must be escorted to the playground area.

EXTENDED CARE

The Extended Care Program is designed to assist parents who need supervision of their children before and/or after normal school hours and is offered at an hourly rate. The program runs from 7:00 AM to 8:00 AM in the morning and from 3:00 PM to 6:00 PM in the afternoon. These hours are modified for late starts and early dismissals, (please contact the office for specific hours).

Students who either arrive before 8:00 AM on a regular day, or are not picked up at dismissal, will go to Extended Care, and the current fee will be charged. A late fee of \$1.00 per minute will be charged after 6:00 PM.

There is NO EXTENDED CARE: when school is closed, if school dismisses early (weather related or emergency), and on the last day of school prior to a holiday.

COMMUNICATING WITH ADMINISTRATION AND FACULTY

Parents are encouraged to communicate with their child's teacher. Please send a note, an email or call the school office and a message will be relayed to the teacher. Teachers will return the call as soon as possible. If an appointment for a conference is needed, it can be made at that time.

Parents with a concern about their child should first attempt to address this concern with the teacher. If attempts to contact the teacher have failed, or the issue at hand has not been resolved, the principal should be contacted. Please **DO NOT** initiate a conference during school hours. Teachers devote the hours between 8:00 AM to 3:00 PM to all their students. Teachers are better able to focus on your concerns when you have an appointment after school hours. If you are not able to keep a scheduled appointment, or are running late for the appointment, please call the school office as soon as possible.

COMMUNICATION FOLDER

A *Communication Folder* is used to convey important communications, notes, updates, etc. *Communications Folders* will be sent home with the youngest child each Wednesday and are to be returned to school the next day, in order to prepare communications for the upcoming Wednesday.

Any money, notes or communications returned to school should be placed in separate envelopes. Each envelope MUST be clearly marked or labeled indicating your child's name, grade and contents.

WEBSITE

As the opportunity arises, electronic copies of school correspondence will be posted to the website and a hard-copy will not be sent home.

VOLUNTEERS . . . “CLEARANCED” PROCESS/MANDATE

St. Theresa School considers its volunteers a very special resource. New requirements have been mandated by the State and Diocese for **all** volunteers who work with children and youth and **all** who supervise programs/clubs/activities for children and youth. Every volunteer and supervisor is now **required** to have all the following items:

A Pennsylvania State Police Criminal Record Check

A Pennsylvania Child Abuse History Certificate

A Federal Bureau of Investigation Criminal Background Fingerprint Check

A Certificate that you have attended a Diocesan Protecting God’s Children Workshop

A Certificate that you have completed Mandated Reporter Training.

Please call Rosemary Benner (610-838-7045) for application forms and/or further information and questions.

Please call the school office if you are able to donate your time and/or skills. Volunteers are encouraged to help in all classrooms, school programs, and extracurricular activities. Volunteers are appreciated. You do make a difference!

VISITORS

For safety reasons, under NO circumstances are parents or visitors allowed to go directly to the classrooms or Friendship Hall. ALL visitors must sign in and be announced.

CONTACTING STUDENTS

In case of EMERGENCY, parents or guardians should contact the school office. A message will then be relayed to the student. *(Please note: all students who carry a **cell phone** must have them turned off and the phone must remain in their respective lockers/backpacks during the school day.)*

DROPPING OFF ITEMS

If it is necessary to drop off emergency items, special occasion treats, lunches, etc. for students, these items must be brought to the school office. *Lunches must be dropped off prior to*

the student’s assigned lunch session. Parents/guardians should not expect to be permitted to deliver items to their child.

ACADEMICS

While a primary goal of St. Theresa School is academic excellence, the academic and all other programs of the school exist within the framework of the Catholic Church. We follow the curriculum guidelines promulgated by the Diocese of Allentown, which meet PA State Standards. We follow the Diocesan procedures for grading and use of curriculum modifications. St. Theresa School remains accredited by the Middle States Association of Colleges and Schools since 1989.

HOMEWORK

Homework is an extension of the learning that takes place in school. Its purpose is to provide practice, drills and reinforcement. Homework also provides the teachers with an indication of what a student understands and potential areas of difficulty. It is also designed to provide opportunities for the development of responsibility, independent study, research, and creative thinking. Parents can help their children by arranging for a quiet, comfortable place for them to work. Reviewing assignments together insures that assignments are accurately completed. Generally, parents can expect his/her child to have schoolwork assigned each night.

Grades 1-4

The homework policy for Grades 1-4 is teacher directed. Parents and students are informed at the beginning of the school year regarding homework and expectations.

Grades 5-8

A homework grade will be considered a major test grade in every major subject area. All students begin each quarter with 100 as their homework grade in every area. Any homework assignment that is missed, forgotten, or not completed [according to the teacher's directions and standards for neatness, legibility, and quality of work] will result in a *No Homework* grade book notation for that day. Example: Each *No Homework* will result in a 5 point deduction from the homework grade (e.g., one *No Homework*: 100 – 5 = 95 points). Consistent *No Homeworks* in a major subject area during a marking period may result in an after school detention. Failure to return a test or academic paper with a parental signature after the allotted time will be considered a *No Homework*.

TESTS, QUIZZES, AND GRADED ASSIGNMENTS

Major tests will be given with several days prior notice to allow the child sufficient study time. Quizzes may be given regularly. To keep parents informed of the child's progress, all graded tests, quizzes, assignments, etc. must be signed by parents. Each child will have a test take-home folder. The child will take the folder home when directed by the teacher. All signed material will be collected, checked, and kept on file in the teacher's room. In addition, parents can check their child's grades on Option C, the electronic gradebook.

EXAMS

Exams are given in June in all major subjects to students in grades 5-8. Students receive an exam schedule and an outline of the specific areas to study at least one week prior to exams. Exams count as a major test grade.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled in the fall. Additional conferences may be scheduled at the request of the parents or teachers on an as-needed basis. Written notes, emails and phone conversations are also considered an important part of our communication system.

NEW REPORT CARDS

The grading systems administered by the school are determined by the Diocesan Department of Education.

Report cards for grades K – 8 are issued three times a year. The Kindergarten through Grade 2 report card, using a developmental code, is an assessment designed to inform parents about individual skill development. Grades 3 thru 8's numeric's assessment is as follows: 95-100...Excellent; 90-94...Very Good; 85-89...Good; 75-

84...Average; 70-74...Below Average; 69 and under...Failure

Progress reports are sent home once each trimester to communicate mid-trimester progress. If a student is having academic difficulty it is the responsibility of the student, parents, teachers, and administration to work cooperatively to overcome academic obstacles or determine the school's ability to meet the needs of the child. A child's progress should be ongoing as it can be checked by the parents/guardians at any time on Option C.

PROMOTION AND RETENTION

Students are promoted from one grade to the next at the end of each academic year. If promotion is not recommended the parents may appeal that recommendation to the principal, whose decision is final.

HONOR ROLL

Students in grades 5-8 are recognized each trimester for their academic achievement. If a child earns a detention during the quarter, or has received an N (needs improvement) or U (unsatisfactory) in a minor subject he/she is not eligible for Honors.

Distinguished Honors

* 96% or higher in all major subjects

* Satisfactory or above in all minor subjects

* Satisfactory or above in Conduct and Effort

First Honors

* 93%-95% in all major subjects

* Satisfactory or above in all minor subjects

* Satisfactory or above in Conduct and Effort

Second Honors

* 88%-92% in all major subjects

* Satisfactory or above in all minor subjects

*Satisfactory or above in Conduct and Effort

STUDENT INTERVENTION TEAM (SIT) The Student Intervention Team is an extension of our mission to view every student as unique creation of God. The goal of the Team is to promote a successful, positive learning experience for all students. Members of the team include: the school psychologist, the remedial teacher, the principal, the classroom teacher and the parent/guardian. The team has the professional responsibility to meet the particular needs of students who may be experiencing difficulties in academic, social, or behavioral developmental areas.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

NON-PUBLIC SCHOOL SERVICES

The Colonial Northampton County Intermediate Unit provides the school with the following services:

- Remediation in reading and math
- Psychological services (does NOT include testing to diagnose a learning disability)
- Speech therapy

Parents or teachers may request the above services for a child. Parental permission is always

required before a child is assigned to a program. Questions concerning these services should be directed to your child's teacher or the principal.

FIELD TRIPS

Field trips are privileges given to students. Students can be denied participation if they fail to meet academics and/or behavioral requirements. Parents will receive notice of field trips well in advance of the scheduled trip date and will be asked to sign the standard field trip permissions form. A fee may be required from each student to defray transportation or facility use costs. Students who fail to submit the proper form or fee will not be allowed to participate in the field trip. Phone calls will not be accepted in lieu of the written permission form. There is no reimbursement of fees charged if a student misses a field trip for any reason.

SCHOOL SUPPLIES

The teacher of each grade compiles a list of supplies needed for their grade. The list for the upcoming school term is sent home in the final Wednesday Communication Folder in June. As noted on that list, certain supplies must be purchased at the school. Prices for those items will be found on the supply list. Money for stationary supplies should be sent to school the first day of school in a marked envelope, including the child's name, grade and the amount enclosed. Students are responsible for having the necessary supplies every day in class. The school supply list is also available on our website.

CARE OF BOOKS AND SUPPLIES

All students must have a book bag. Textbooks are to be covered at all times. No hard covered textbook is to be covered with contact paper. Workbooks and copybooks must be covered with clear contact paper or book socks. Students must make sure their names are on all their belongings. All students are responsible to have required supplies with them at all times. To enhance proper study habits, student copy books should be kept neat and organized according to teacher directives.

COMPUTER AND INTERNET ACCESS POLICY

St. Theresa School employs the FCC Policy and the Diocesan Acceptable Use Policy for Computing and Internet Access. Every family will receive a copy of this policy at the beginning of each school year. Parents and each child in the family must sign and return the consent forms before gaining access to the computers and the internet.

LIBRARY

The school library is available to the students. Individual classes are scheduled to visit on a weekly basis. Students are required to abide by the rules. Fines are charged for overdue books. Parents will be billed replacement costs for any damaged or unreturned book or library materials.

CASUAL DAYS

Approximately once a month, Student Council holds a "Casual Day" for a minimal fee. This fee

is used by Student Council for its school spirit events and outreach programs. These days are marked on the monthly calendar.

“Casual” means that jeans and other appropriate casual clothes are permitted. However, torn jeans, short shorts, clothing with messages or styles contrary to our mission as a Catholic School are not permitted. Shoes that are deemed unsafe, for example-- clogs, flip flops, sandals, heels, are NOT permitted. The school reserves the right to send a child home, if he or she is dressed inappropriately.

UNIFORM EXCHANGE

Parents wishing to donate outgrown uniform items in good condition may bring the items to the school office. There is a bank of uniforms available at reduced costs. Parents are informed when the used uniforms are available for purchase.

PLAYGROUND SUPERVISION

School staff monitors all student activities that take place on the playground during school hours. The playground is not supervised after school and students are expected to leave for home immediately following dismissal, unless they are participating in a scheduled school activity.

STUDENT COUNCIL

The Student Council of St. Theresa School is dedicated to the call of our faith, seeks to promote good citizenship, encourages a high standard of scholarship and leadership, promotes a spirit of pride within our school, and contributes to the general welfare of the school and the community.

All elected representatives must remain academically stable, and maintain a minimum grade of satisfactory in conduct and effort. Through participation in the work of the Council, representatives and elected officers have the opportunity to develop positive leadership skills. The Teacher Advisors are appointed by the administration. An advisor is present at all meetings and events of the Council.

The Student Council representatives gather for a regular meeting once a month. Other meetings are held when necessary to implement plans for special events or service activities. St. Theresa Student Council events involve the entire school population.

HOME & SCHOOL ASSOCIATION/H.S.A

The Home & School Association (H.S.A.) serves as a facilitator of communication between home and school. Its primary function is fundraising in order to assist the school in providing income for the school budget, performing facility upgrades, sponsoring school assembly programs, etc.

The H.S.A. has been highly involved in school activities. All parents are encouraged to actively participate. All families, (active and non-active participants) are expected to pay their H.S.A. dues. Meetings are scheduled four times during the year and are announced several weeks in advance.

Each year the H.S.A. sponsors several fundraising projects. With the help of all parents, these projects can be very successful, allowing our H.S.A. to fund many important activities at the school, while helping maintain minimal tuition increases.

SCHOOL PICTURES

School pictures are taken in the fall and spring. The fall photographs are taken wearing school uniforms only (pictures are used for the yearbook). Students being photographed in the spring, (this is an optional service), are not required to wear school uniforms for their picture on that day. Students are expected to dress up for spring pictures. Details about school pictures will be sent home early in the school year and again in the spring.

USE OF STUDENT INFORMATION/PICTURES

The school reserves the right to use student pictures in publications, including the school website. In order for your child's photo to be considered for publication, (local newspapers, school bulletin boards, etc.), the school requires an annual current signed consent/release form to be on file in the school office.

LUNCH

Lunch is served in three sessions: (K-1-2, 3-4-5, and 6-7-8). Students may pack a lunch or purchase a *pre-ordered* hot lunch, which is ordered monthly at the beginning of each month. Beverages are also available, (purchased daily or pre-ordered with lunch). Hot lunch order forms are sent home in the Communication Folder. (Lunches dropped off by parents must be delivered to the Main Office prior to the student's assigned lunch session.)

PARTIES/SPECIAL OCCASIONS

Invitations for parties held outside of school cannot be distributed in school unless all children in the class, or all children of the same gender as the child having the party, will be receiving an invitation. If a special occasion is to be celebrated in school, please supply the school with enough party snacks to insure an equal share for each child in the class. Please be considerate of students who have food allergies when sending in a party snack.

DRESS CODE

The school uniform contributes to a simple lifestyle for your child and serves to encourage full attention on religious and academic development.

GYM UNIFORM: GRADES K-8 –BOYS AND GIRLS (GYM DAYS – grades 1-8)

- All students must purchase their gym attire from Flynn & O'Hara. In addition to the Flynn and O'Hara Uniform, students can also wear the official St. Theresa School Spiritwear and or any official St. Theresa School logo shirt.
- Flynn & O'Hara or Spiritwear shorts (August to October, April to June)
- Flynn & O'Hara or Spiritwear T-shirt, sweat shirt and sweatpants (Nov. 1 to March 31)
- sneakers with socks.

KINDERGARTEN- BOYS AND GIRLS GYM UNIFORM, (daily), August thru June

BOYS UNIFORM– GRADES 1-8

Summer uniform: worn first day of school to October 31/April 1 to last day of school

- Flynn & O'Hara khaki walking shorts, with black or brown dress belt
- Flynn & O'Hara maroon golf shirt with logo
- White, grey or black sneakers with solid color socks
- OPTION TWO: uniform khaki slacks, with black or brown belt/uniform golf shirt, with logo, brown or black shoes or white, grey or black sneakers with solid color socks

Winter uniform: worn November 1 through March 31

- Flynn & O'Hara dress khaki slacks, with black or brown dress belt
- Flynn & O'Hara maroon tie, with white dress shirt OR Flynn & O'Hara turtleneck with St. Theresa logo or uniform golf shirt, with logo
- Flynn & O'Hara maroon, embroidered logo, sweater (choice: vest, V-neck, or pullover)
- Brown or black shoes or white, grey or black sneakers with solid color socks

GIRLS UNIFORM – GRADES 1-4

Summer uniform: worn first day of school to Oct. 31/April 1 to last day of school

- Flynn & O'Hara khaki walking shorts, with black or brown dress belt OR skort
- Flynn & O'Hara maroon golf shirt with logo OR white blouse (oxford or Peter Pan collar)
- White, grey or black sneakers with solid color socks
- OPTION TWO: uniform plaid jumper/white blouse (oxford Peter Pan collar)/solid color socks. Brown or black shoes or white, grey or black sneakers with solid color socks

Winter uniform: Worn November 1 through March 31

- Flynn & O'Hara maroon plaid jumper (no shorter than 2 inches above the top of the knee)
- White long or short sleeve blouse (oxford or Peter Pan collar) OR Flynn & O'Hara white turtleneck with St. Theresa logo
- Flynn & O'Hara maroon sweater with St. Theresa logo
- Gray, white, khaki or maroon knee socks or tights
- Black or brown shoes or white, grey, or black sneakers (no heels)
- OPTION TWO: Flynn & O'Hara khaki dress slacks, with black or brown dress belt white blouse or uniform golf shirt/uniform maroon embroidered logo sweater / gray, black, maroon or white dress socks, black or brown shoes or white, grey or black sneakers with solid color socks.

GIRLS UNIFORM – GRADES 5-8

Summer uniform: worn first day of school to Oct. 31/April 1 to last day of school

- Flynn & O'Hara khaki walking shorts, with black or brown dress belt OR skort
- Flynn & O'Hara maroon golf shirt with logo OR white blouse (oxford or Peter Pan collar)
- White, grey, or black sneakers with socks
- OPTION TWO: uniform plaid skirt/uniform golf shirt OR white blouse (oxford or Peter Pan collar) gray, black, maroon, or white socks, black or brown shoes or white, grey or black sneakers (no heels)

Winter uniform: Worn November 1 through March 31

- Flynn & O'Hara maroon plaid skirt (no shorter than 2 inches above the top of the knee) OR Flynn & O'Hara khaki pants, with black or brown dress belt

- ✓ White long or short sleeve oxford shirt tucked in OR Flynn & O'Hara white turtleneck with St. Theresa logo OR Flynn & O'Hara golf shirt.
- ✓ Flynn & O'Hara maroon sweater with logo (choice: vest, v-neck, or pullover)
- ✓ Gray, white, khaki, or maroon knee socks or tights
- ✓ Black or brown shoes or white, grey or black sneakers (no heels)

OTHER IMPORTANT UNIFORM POLICIES IN PLACE

- ✓ Hair must be kept neat and one's own natural color (no fad hairstyles, etc.)
- ✓ *Boys' hair length may not extend beyond top of collar and bangs must remain above eyebrows
- ✓ **Girls – regular head bands, small bows and regular sized barrettes are permitted. No oversized or glittery bows or scarves are allowed.
- ✓ Knit shirts and blouses are to be tucked in.
- ✓ No baggy or low riding pants or shorts are permitted* Shorts must be of “walking short” length
- ✓ Sandals and flip-flops shoes are not allowed at any time
- ✓ Heavy make-up is not permitted. Light make-up in Grades 6-7-8 is permitted.
- ✓ Clear, neutral or light colored nail polish is permitted in Grades 6-7-8 only.
- ✓ Girls are permitted to wear one pair of small earrings (no fad earrings). *No other body piercing is permitted *Boys may not wear earrings
- ✓ Jewelry: no extreme or fad jewelry is permitted. A simple bracelet and/or necklace is acceptable.
- ✓ No tattoos of any type are permitted.
- ✓ In the interest of ensuring a safe environment for all our students, faculty, and staff and due to the increased number of known allergens, we ask that you do not bring your pet(s), (dog, cat, bird, or any animal with dander), on the school grounds during the school day. This includes while dropping off and/or picking up your child. We have many children and adults who have pet allergies and have experienced difficulty in breathing. We always want to observe maximum precautions in preventing unwarranted scratches, bites, etc.
- ✓ The teachers, together with the administration, reserve the right to deem something inappropriate.

Flynn & O'Hara Uniform Company may be reached at:

Main office: 1-800-441-4122		Valley Plaza Shopping Center
Fax: 215-637-6392	or	1876 Catasauqua Road
www.flynnohara.com		Allentown, PA 18103
		610-231-3788

The administration of St. Theresa School reserves the right to amend this handbook as situations warrant.

A copy of St. Theresa School's Handbook can be found on the school website at:
<http://www.sttheresaotcj.org/>

Updated: August 2017