



Saint Theresa Catholic School

Family & Student Handbook

2017 - 2018

705B Saint Theresa Boulevard, Sugar Land, Texas 77498

Telephone: 281.494.1157 | Facsimile: 281.242.4870 | Web: www.sttheresacatholicsschool.org

Office Hours: 7:30 a.m. to 4:30 p.m.

Saint Theresa Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. Saint Theresa Catholic School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, scholarship and loan programs, or in its athletic and other school-administered programs. Saint Theresa Catholic School adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status.

N.B.: The procedures, calendars, and forms contained within this *Handbook* are provided for information purposes. The School's administration reserves the right to change the procedures, calendars, and forms as presented in this *Handbook* at any time. Proper notification will be given if necessary changes occur.

Table of Contents

WELCOME	1
Greeting from the Headmaster	1
Introduction to Saint Theresa Catholic School	2
MISSION & PHILOSOPHY	3
Mission Statement.....	3
Motto.....	3
Philosophy of Education	3
School Support Structures.....	4
Administration, Faculty, & Staff	4
Headmaster’s Council.....	5
Governance	5
Archdiocesan Catholic Schools	6
ACADEMICS	8
Curriculum & Instruction.....	8
Curriculum.....	8
Textbooks	8
Student Success	8
Homework	9
Missed Schoolwork	9
Assessment & Grading	10
Progress Reports & Report Cards	10

Informal & Formative Assessments	10
Standardized Testing	10
Class Testing	11
Grading Standards	11
Conduct Grades	12
Art & Music Grades	12
Honor Roll & Academic Honors	12
Satisfactory Academic Progress	12
Academic Probation & Action Plan	13
Academic Suspension.....	13
Promotion & Retention.....	13
Academic Remediation Plan	14
Special Needs Learners & Referrals	14
Instructional Coordinators	17
STUDENT CODE OF CONDUCT: BEHAVIOR & HONOR.....	18
Christian Code of Conduct.....	18
Courteous & Respectful Behavior	18
Cooperation with School Authority	18
Appropriate Materials & Substances for School	18
Student Conduct Standards.....	19
Academic Honesty	20
Care & Use of School Property	20
Library Access & Materials	20
School Supplies.....	20
Student Use of School Telephone.....	21

Student Use of Personal Electronic Devices.....	21
Lockers & Locks.....	21
Student Discipline.....	21
Behavioral Infractions	22
Disciplinary Intervention.....	23
Disciplinary Probation & Action Plan.....	23
Behavioral Suspension & Expulsion.....	23
Egregious Behavior	23
Archdiocesan Policy on Use or Abuse of Controlled Substances	24
Prohibition of Student Possession of Guns or Other Weapons on Campus	24
STUDENT LIFE.....	25
Daily Schedule	25
Pre-Kindergarten 3 to 2 nd Grade.....	25
3 rd to 5 th Grade.....	25
6 th to 8 th Grade.....	26
Schedule on Early Dismissal Days.....	26
School Front Office Schedule	26
Lunch Schedule	26
Attendance	26
Excused & Unexcused Absences.....	27
Tardiness.....	28
Participation in Physical Education Class.....	28
Dress Code.....	28
Uniform Types	29
Uniforms for Girls	29

Uniforms for Boys.....	31
Additional Guidelines for Attire & Appearance	32
Student Activities.....	32
Assemblies & Pep Rallies	32
Special Events	33
Field Trips	33
Games & Events.....	34
Eligibility for Extracurricular Activities	34
Athletics.....	34
Graduation	35
National Junior Honor Society.....	35
Student Council	35
House System.....	36
Afterschool Care Program.....	37
Afterschool Extracurricular Activities	37
Other Student Activities	37
SPIRITUAL FORMATION	39
Integration of Faith & Reason.....	39
Spiritual Retreats.....	39
Religion Curriculum	39
Liturgy & Worship.....	39
Sacramental Programs	39
GENERAL SCHOOL INFORMATION & POLICIES	41
Compliance with Applicable Regulations	41
Buckley Amendment	41

Viewing of Records	41
Release of Student Information	41
Release of Students from School	42
Conflict of Interest	42
Personal Property	43
Lost & Found	43
Policy on Pets & Other Animals on Campus.....	43
Policy on Smoking & Vaping.....	43
Policy on Social Media	43
Student Use of Social Media	44
Emergency Closing.....	45
Evacuation.....	45
Insurance	45
NOTICES for PARENTS, VOLUNTEERS, & VISITORS.....	46
Responsibilities of School, Parents, & Students.....	46
School Responsibilities	46
Parent Responsibilities	46
Student Responsibilities	46
Student Drop-off & Pick-up.....	47
Campus Layout & Traffic Flow	47
Morning Drop-off.....	47
Afternoon Pick-up	47
Early Pick-up.....	48
Partnership in the Mission Program.....	48
How Partnership Points Work.....	49

Failure to Participate or Complete Partnership Point Responsibilities	50
Regular Communications & Mandatory Conferences	50
Problem Resolution.....	51
Addressing the School Board.....	52
Appeals or Grievance Process	52
Admissions.....	52
Tuition & Fees	53
Tuition Assistance.....	53
School Directory	53
Volunteers & Saint Theresa Association of Parents (STAP).....	53
Room Parents	54
Volunteer Dress Code	54
VIRTUS Certification.....	55
Injury on Campus.....	55
Medical Information	55
Illness	56
Screenings & Immunization	56
Medication	56
Child Abuse or Neglect.....	57
Forgotten Items	57
Change of Address & Other Key Contact Information	57
Birthday Treats & Lunch Period.....	57
Visitors.....	58
Separated & Divorced Parents	58
Withdrawal.....	59

APPENDICES60

 Handbook Acknowledgment Form.....61

 Technology Acceptable Use Policy63

 Technology User Agreement & Parent Permission Form66

 Field Trip Permission Form.....68

 Campus Traffic Flow Map for Student Drop-off & Pick-up70

WELCOME

Greeting from the Headmaster

Welcome to Saint Theresa Catholic School! If your family is already part of our school community, we thank you for all that you have already contributed to make Saint Theresa Catholic School the great place that it is. If you are just joining us, I think that you and your children have much to look forward to at STCS. We are delighted to be able to welcome you and to collaborate with you for the benefit of your family and your sons and daughters.

All of us at STCS are committed to providing our students with an education focused on the timeless wisdom of the Catholic intellectual tradition. Through our liberal arts curriculum, students acquire the knowledge, skills, and character that can liberate them from shyness and selfishness and help them cultivate virtue. Our goal is to acquaint STCS students with the best ideas humanity has conceived and the noblest causes that men and women have served throughout the centuries. This form of education, when deeply informed by the riches of Church teaching and practice, cultivates both the mind and the heart so as to graduate students who are not only knowledgeable but also virtuous. With the aid of the best minds and spirits our civilization has produced, we aim to help our students become their best selves.

To this end, we provide our students with a solid introduction to the ancient Trivium: the study of Logic, Grammar, and Rhetoric. We require them to study Latin and classical literature. We offer them opportunities to steep themselves in the Music, Art, and Architecture of the Middle Ages and the Renaissance. We set aside time to pray and worship together. We compete both on the athletic field and in the arena of academic enterprise. We also look for daily, as well as special, opportunities for students to “give back” to the community and to cultivate the virtues of compassion and loving service to others. We do all of these things to refine our minds and bodies, but most importantly, to cultivate our character and nurture our spirits.

We invite parents and other family members of our students to join us in the exhilarating quest for “the permanent things”—those transcendent values that endure. By providing a holistic experience that cultivates the body, mind, heart, and spirit, each student at STCS is prepared to advance academically, socially, and spiritually. The achievements of our students, from their superior test scores to the selfless service projects they complete, testify to the soundness of our educational model. We are elated that your family has decided to be a part of the labor of wisdom, love, and service that is STCS.

Please feel free to stop by my office any time for a visit. Hospitality may be a particular hallmark of the Benedictines, but it’s also one that we proudly practice at Saint Theresa Catholic School.

In grateful service,



Mark A. Newcomb, Ph.D.
Headmaster, Saint Theresa Catholic School

Introduction to Saint Theresa Catholic School

We are so pleased you have chosen Saint Theresa Catholic School and we take seriously the charge you have entrusted to us. We believe that your enrollment at STCS will prove deeply rewarding and abundantly fruitful—intellectually, socially, and spiritually.

This *Family & Student Handbook* is provided as a guide to students and for the promotion of good relationships and communications with those whom we serve. This *Handbook* was developed for you, the families and students of Saint Theresa Catholic School to ensure that we all have a common understanding of mutual responsibilities and expectations. It will provide you with a comprehensive explanation of the policies and procedures that allow the school to operate smoothly in support of STCS's mission to advance the academic moral understanding of our students.

For these reasons we ask that you please take the time to read this *Family & Student Handbook* carefully. We trust you will find it both informative and a great resource as you become a member of the Saint Theresa Catholic School community. Please keep in mind that, in order to provide the best response to new situations or regulations, Saint Theresa Catholic School reserves the right to evaluate concerns that may arise throughout the course of the school year and to create or enforce additional policies as circumstances may require.

MISSION & PHILOSOPHY

Mission Statement

Saint Theresa Catholic School's mission is to furnish students with an outstanding Classical education informed by the wisdom of the Catholic intellectual and spiritual tradition. We provide a rigorous Liberal Arts curriculum that gives our students a firm foundation in faith and morals. By these means, we strive to form students who have a genuine love of God and the Church and who are prudent, compassionate, kind, courageous, and generous in their service of one another and to others.

School Motto

Fides et Ratio

Meaning "Faith and Reason," our motto extols the integration of these two human faculties to form the completeness of knowledge that man needs in order to know both himself and his maker. Our motto is taken from Pope Saint John Paul II's 1998 Encyclical of the same title. While Pope Saint John Paul II brought new awareness to the idea that human beings need both faith and reason to understand the cosmos and their place in it, this is an ancient theological concept. It is expressed, with different emphases, by such towering figures of Church History as Saint Augustine of Hippo (354 A.D. to 430 A.D.), who declared *credo ut intelligam* — "I believe in order that I may understand," and Saint Anselm of Canterbury (1033 A.D. to 1107 A.D.), who described the Christian life as a state of *fides quaerens intellectum* — "faith seeking understanding."

Statement of Educational Philosophy

Saint Theresa's is a Catholic school committed to Classical education, both in terms of content and pedagogy.

As a Catholic school, Saint Theresa strives:

- To impart a robust knowledge of the Catholic Faith through the study of Sacred Scripture Liturgy, Theology, and moral reasoning
- To cultivate a deep love for God and His Church
- To introduce students to the practice of the spiritual and corporal works of mercy

As a Classical school, Saint Theresa promotes:

- Liberal Arts education
- A literary approach to learning marked by the Great Books tradition
- Extensive Music education
- A Latin-centered curriculum
- An engaging Art instruction program for all grades
- Physical education and sports as vital to the goal of educating mind, heart, and body

School Support Structures

Saint Theresa Catholic School provides an outstanding education to its students with the help, guidance, and support of a number of people and entities serving both the Parish and STCS. We are most grateful for the work and aid of the following individuals and groups:

Saint Theresa Catholic Parish

Pastor: Rev. Eurel S.P. Manzano

School Administration

Headmaster: Dr. Mark A. Newcomb

Assistant Principal: Mrs. Francesca Rice

Saint Theresa School Board

President: Dr. David Bernard

Secretary: Mrs. Diana Galindo

Treasurer: Mr. Steven Griesser

Members: Dr. Noel Clarke, Mr. Pablo Valencia, Mr. Jason Jesko,

Mrs. Gladys Zamora, Mr. Mike Brhlik

Saint Theresa Association of Parents (STAP)

President: Mrs. Aline Barzilla

Saint Theresa Booster Club:

President: Mrs. Kelly Evans

Administration, Faculty, & Staff

The following individuals carry out the day to day operations at Saint Theresa Catholic School in service to our students, families, campus guests and the Parish community:

Administration:

Headmaster Mark A. Newcomb, Ph.D.

Assistant Principal Francesca Rice, M.A.T.

Faculty:

Humanities Department Head..... Catherine Bilow, Ph.D.

Classical and Modern Languages Head..... Dean Cassella, Ph.D.

Math and Science Department Head..... Adam Capitano, Ph.D.

Pre-K 3 Teacher Mrs. Kathy Tran, M.Ed.

Pre-K 3 Teacher Aide Ms. Ruby Becknell

Pre-K 4 Teacher Jennifer Rysz, B.A.

Pre-K Teacher Aide Barbara Jones

Kindergarten Teacher..... Betty Pruski, M.A.

Kindergarten Teacher Aide..... Ms. Caitlyn Dewitt, B.A.

1st Grade Teacher Kevin Boyle, B.A.

1st Grade Teacher Mrs. Laura Lopez, B.A.

1 st Grade Teacher Aide	Ketha Caldwell, B.A.
2 nd Grade Teacher	Laura McKinley, M.S.
3 rd Grade Teacher.....	Mrs. Dara Haddad, M.Ed.
4 th Grade Teacher.....	Kevin McCaffrey, B.A.
5 th Grade Teacher.....	Dorian Speed, M.A.T.
6 th Grade Humanities Teacher	Benjamin George, B.A.
7 th Grade Humanities Teacher	Martin Flaherty, B.A.
8 th Grade Humanities Teacher	Catherine Bilow, PhD.
4 th – 8 th Grade Accelerated Math Teacher	Peter Turrentine, B.A.

Auxiliary:

Art Department Head.....	Carmen Sanchez-Romero, B.A.
Athletic Department Head	Lamar Holt, M.Ed.
Pre-K- 8 th PE Teacher	William Bolish, B.A.
Music Department Head	Zachary Turner, M.M.
Spanish Teacher	Paulina Sosa Yanez, B.S.

Clinic:

Nurse.....	Erin Serice, R.N.
------------	-------------------

Facilities:

Facilities Coordinator.....	Sherman Haughton
Cafeteria.....	Virginia Sandoval

Office Staff:

Office Manager	Wendy Abraham, B.S.W.
Administrative Assistant.....	Shelly Grimsley
Business Manager	Toni Goldak

Headmaster's Council

The following individuals form the Headmaster's Council, which serves as an advisory and policy-making body for Saint Theresa Catholic School

- Dr. Mark Newcomb – Headmaster
- Mrs. Francesca Rice – Assistant Principal
- Dr. Dean Cassella – Ancient & Modern Languages (Latin and Spanish faculty)
- Dr. Adam Capitano – STEM Studies (Science and Mathematics faculty)
- Mr. Zachary Turner – Music Director (Music and Art faculty)
- Mr. Lamar Holt – Athletics & Physical Education (Physical Education faculty)
- Dr. Catherine Bilow – Curriculum Coordinator for Grades 6, 7, and 8
- Ms. Dorian Speed – Curriculum Coordinator for Grades 4 and 5
- Ms. Laura McKinley – Curriculum Coordinator for Grades 1, 2, and 3
- Ms. Betty Pruski -- Curriculum Coordinator for Grades Pre-K 3, Pre-K 4, and Kindergarten

Governance

The **Archbishop**, as the chief representative of the Church's teaching authority, is the head of the Archdiocesan System of Schools. The Superintendent is responsible for the administration of schools. Religious Education programs are under the guidance of the Director of the Office on Continuing Christian Education.

The Texas Catholic Conference Education Department (TCCED) is the designated coordinator of all activities related to state accreditation. As such, it shall establish standards which a diocesan system of schools must satisfy to be accredited and shall adopt an accreditation process to be used in Catholic schools. Saint Theresa Catholic School was fully accredited in 2015. **The Archdiocesan School Council** is an advisory organization delegated by the Archbishop and is responsible to the archdiocese for archdiocesan sponsored educational programs. **The Archdiocesan Superintendent** is the organizational and instructional leader in the system of Catholic schools in the Archdiocese of Galveston-Houston. The Superintendent's specific responsibilities include: directing and coordinating the Catholic Schools Office, coordinating and supervising the central administrative services for the efficient operation of all Catholic schools, implementing all policies of the Archdiocesan Board of Education, and implementing the principles and standards for accreditation. **The Pastor** is the spiritual leader of the parish and the *ex-officio* chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately present. **The Headmaster or Principal** is the educational leader of the School, possessing full administrative responsibility for the instructional program of the School. The immediate direction of the School and its instructional program is, therefore, delegated to the Headmaster. Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Headmaster in matters of local educational policy. As the educational head of the School, the Headmaster is held accountable for school policies outlined in the Texas Catholic Conference Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum, the Catholic Schools Office Administrators' Handbook of Regulations, and policies established by the local School Board. **The Assistant Principal** is responsible in the absence of the Headmaster for the administration and supervision of the School and for other such duties as delegated by the Headmaster. **The Teacher's** primary responsibility is classroom instruction. The teacher is responsible for maintaining good order in both the classroom and common areas of the School. The teacher should make every effort to know the students, their particular needs, and their parents. **The Saint Theresa School Board** functions as an advisory board to the Headmaster and Pastor and, as such, identifies goals for the future of the School; drafts, reviews, and evaluates policies; approves and reviews the School budget; participates with the Pastor in the selection and evaluation of the School's Headmaster or Principal; provides opportunities for appropriate communication with school families. School Board meetings are held on the third Thursday of each month and are announced in advance. The function of the Board is to address only those issues which deal directly with general policy, budgeting, and finances of the School. All other issues are the responsibility of the Headmaster as the administrator of the School.

Archdiocesan Catholic Schools

Saint Theresa Catholic School operates in accordance with the Archdiocesan Board of Education policy number 621 which states:

“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known as a Catholic School shall follow the regulations as set forth by the Catholic Schools Office.”

Catholic schools in the Archdiocese of Galveston-Houston guarantee all students the rights, privileges, programs, and activities made available to the general student body. Catholic schools do not discriminate on the basis of race, color, age, or national origin in the administration of their admission, loan, athletic,

or scholarship programs. Saint Theresa Catholic School adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status. We currently hold membership in the National Catholic Education Association and are a member school of the Institute for Catholic Liberal Education.

ACADEMICS

Curriculum & Instruction

The following section will help students and parents understand the academic expectations that STCS has for its students on a day-to-day basis.

Curriculum

Saint Theresa Catholic School offers its students a rigorous education that combines the wisdom of the classics with a firm foundation in faith and morals. We strive to assist students in the acquisition of virtue so that they can be a blessing to themselves and to those around them. The Liberal Arts and Great Books focus of an STCS education acquaints our students with the best that humanity has thought, written, and achieved with particular focus on the Western and Catholic intellectual traditions. The dual emphases of our educational format, drawing on classical knowledge and Christian faith, aim to help STCS students find and be their best selves in all places and in all things.

Catholic Schools in the Archdiocese of Galveston-Houston plan according to the Archdiocesan curriculum guides in academic areas. A set of Archdiocesan curriculum guides and the Texas Essential Knowledge and Skills (TEKS) are maintained in the School library if you wish to review them. Our teachers strive to meet the needs of all students and are accomplished in serving a diverse group of learners.

Textbooks

Textbooks are provided by the School and distributed to students at the beginning of the school year. The only exception is the purchase of a Bible required for the 6th through 8th grade students. All textbooks provided are the property of Saint Theresa Catholic School. Students that lose or willfully damage or destroy textbooks will be assessed costs to cover the repair and/or replacement of the book. Repeated violations may also result in disciplinary action up to and including expulsion.

Student Success

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. Official reports of grades are provided to parents each quarter, with interim grade reports provided at the mid-point of each quarter. If positive progress is not observed within a reasonable amount of time, the Headmaster or Assistant Principal will observe the situation and make recommendations to the parent or guardian.

School success can only be attained through a partnership between parents and teachers. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) which would be of specific educational value in planning adequately for their child's program of study and academic support resources.

If it is determined that the School's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the School's recommendations for remediation or diagnostic evaluation, the Headmaster may request the withdrawal of the student or deny admission for the following year pending an evaluation from a trained professional or other remediation as necessary, particularly if the root issue manifests itself in grave and repeated behavioral problems and frequent disruption of the learning environment for fellow students.

Homework

Saint Theresa Catholic School has demanding academic standards at every grade level. Students who pursue their studies with diligence will succeed in acquiring a sound intellectual formation.

Homework is an effective means for students to assimilate and practice the concepts and material they have covered in class, to complete their notes, and to nurture strong intellectual skills and solid study habits. The amount of homework assigned daily varies by course and grade level. Completing homework as assigned to them by their teachers conduces to a student's overall academic success.

Below are the recommended guidelines for the amount of daily homework a student should expect. These are general guidelines, however, and parents should therefore assume that the amount of time their child spends on homework will vary based on his or her skill set and the given point in a semester. Saint Theresa Catholic School recognizes that each student needs to balance homework with extracurricular activities and family time. The following outline reflects the average timeframe for homework at each grade level:

Kindergarten and Grade 1 – 30 minutes

Grade 2 – 45 to 55 minutes

Grade 3 – 1 hour

Grade 4 – 1 hour, 5 minutes

Grade 5 – 1 hour, 20 minutes

Grades 6-8 – 2 hours

N.B.: Times are based on average students—many students will finish their work quickly while others may require additional time to complete their evening assignments. If your child is consistently experiencing difficulty completing assignments within a reasonable timeframe, please confer with your child's teacher.

Missed School Work

Students are expected to make up any school work they have missed due to excused absences from school. To minimize disruption and promote a stable environment, the School strongly discourages families from taking vacations while school is in session, since, as an elective activity not driven by an emergency circumstance, this would constitute an unexcused absence. For students who must miss school for an emergency or related extenuating circumstance, teachers may be able to assign some work prior to the student's departure. Upon returning, the student

must check with the teacher to find out what assignments need to be submitted. It is expected that work will be completed within a reasonable timeframe, typically within one day for every two days absent. There are no makeup days for a student who misses any part of his or her standardized tests.

In the case of an excused absence, the student will be permitted to receive credit for make-up homework, tests, or other assignments. In the case of an unexcused absence (truancy), the student is responsible for all assignments and homework. However, he or she will not receive grades for this work, and cannot make up any missed tests. Unexcused absences also deny the student the opportunity to participate in extra-curricular school activities for that day. All coaches and directors of other afterschool and extracurricular activities will be notified by the School's Front Office of unexcused absences.

Assessment & Grading

Academic achievement at STCS is fostered and measured through a range of different instruments and exercises. The School strives to be in constant communication with parents about the aptitude, accomplishments, and attitude of each student on a regular basis. The following information outlines several important means we employ for assessing our students' abilities and effort, and the means we employ to keep parents abreast of their child's progress.

Progress Reports and Report Cards

Academic grades are a measure of the student's level of competency or knowledge in a particular area and should reasonably reflect what the student understands about the subject matter.

Grade reports are distributed at the end of each quarter. Report cards are official school records, but only the final grading period report card becomes part of the student's permanent transcript.

In addition to quarterly report cards, all students will receive a progress report at the mid-point of each quarter in each subject, regardless of academic average. The aim of these quarterly reports is to keep parents and students informed of any academic issues or concerns.

Government and law enforcement officers may have access to the student's records as required by law and/or to protect the health and safety of the student or others.

Informal or Formative Assessments

Teachers may use observation and informal or formative assessments to assist in evaluating children and to plan for instruction, in an effort to better meet an individual student's needs.

Standardized Testing

Catholic schools in the Archdiocese of Galveston-Houston annually participate in achievement testing in the spring of each school year. All students in 2nd through 8th grade will be tested using the IOWA Assessment and students in grades 2, 4, 6, and 8 will be given the CogAT, which is a test that measures a child's academic potential. Students in grades 5 and 8 also take the ACRE test from NCEA, which measures the effectiveness of our Religion Program and the School's

effort to create an authentic Christian educational culture. There are no makeup days for a student who misses any part of his or her standardized tests.

Class Testing

Tests are designed to effectively evaluate student achievement and assess the accomplishments of the objectives set forth by the teacher and the School. Teachers are asked to check the combined calendar before assigning tests and projects, in an effort to ensure time requirements are being met and not too much is assigned on any particular day. Elementary (Grades 1-4) teachers are not to assign more than two tests in one day and project due dates are given in advance to allow time to adequately plan for and complete the assigned work.

Fifth and Sixth graders may have up to two tests a day. Project assessments are considered as tests.

Seventh graders may have two tests and one quiz in a day. Vocabulary quizzes are not included in this count. Major projects will be counted as a test grade.

Eighth graders may have two tests and one quiz in a day. Vocabulary quizzes are not included in this count. Major projects do not count as a test. However, major project due dates are given to students in advance and students should plan accordingly to get all their studies and projects completed in a timely manner. Eighth grade students are expected to practice good time management and planning skills, and the project scheduled is aimed, in part, at inculcating these skills. These practices will help them better prepare for high school.

Grading Standards

The school year is divided into four nine-week quarters. Every grade given, both for academics and conduct, will be the result of an honest, careful evaluation of all phases of the student's work, comporment, and effort.

Students will receive official report cards at the end of each quarter. Report cards are withheld when financial responsibilities to the School have not been met in full. This policy holds for all instruction related fees, including charges for Creative Minds aftercare services. Per Archdiocesan policy for elementary and middle schools, all students in grades 1 through 8 will be subject to the following academic grading designations:

Outstanding		Above Average		Average		Below Average		Failure	
A+	99-100	B+	91-92	C+	84-85	D+	76-77	F	Below 70
A	95-98	B	88-90	C	80-83	D	72-75		
A-	93-94	B-	86-87	C-	78-79	D-	70-71		

E – Excellent	90-100
S – Satisfactory	80-89
N – Needs Improvement	70-79
U – Unsatisfactory	Below 70

Conduct Grades

Conduct grades (E, S, N, U) are based on a student’s behavior throughout the school day, particularly as related to behavioral choices within the classroom. Students will begin the School year with an S or Satisfactory conduct grade. The E conduct grade is to be earned for exceptional behavior within the classroom as well as in all school settings. All students should strive to embody the following behavioral traits as conducive to their overall success at STCS and beyond:

ATTENTIVE IN CLASS – Student follows directions, stays focused and on task.

OBSERVES SCHOOL RULES – Student follows school and classroom rules.

RESPECTS NEEDS AND PROPERTY OF OTHERS – Student is considerate and appreciates the worth and value of others and their belongings.

COOPERATES WITH OTHERS – Student works and plays well with others.

IS WELL MANNERED – Student is polite and exhibits genteel Christian behavior.

POSITIVE IN OUTLOOK – Student displays a positive attitude.

SHOWS SELF DISCIPLINE – Student practices self-control and takes personal responsibility for their success or failure.

Art & Music Grades

<i>Optimus (O)</i>	= Outstanding
<i>Melior (M)</i>	= Very Good
<i>Bonus (B)</i>	= Good
<i>Plus tempus (P)</i>	= Must devote more time to building skills in this area

Honor Roll & Academic Honors

<i>Summa cum laude</i>	grade point average of 3.80 – 4.00
<i>Magna cum laude</i>	grade point average of 3.60 – 3.79
<i>Cum laude</i>	grade point average of 3.00 – 3.59

Satisfactory Academic Progress

Saint Theresa’s rigorous Liberal Arts curriculum is designed to challenge each student academically.

Parents should understand that not every child will be able to consistently meet the high academic expectations of an STCS education. If a student is not making satisfactory academic progress, faculty, parents, and administrators will first collaborate on a support plan and achievement goals for the student.

A student performing at deficiency level (those with a “D” or “F” average in any subject at mid-term or the end of an academic quarter) may not participate in extra-curricular activities such as athletics and language clubs until he or she has raised the low mark(s) to a “C-” or better.

Academic Probation & Action Plan

Academic Probation is an expression of the School's concern for the student's academic performance. Parents will receive written notification from the Headmaster or Assistant Principal when a student is placed on academic probation. The Headmaster, the teacher, and the family will work together to provide needed academic assistance and formation support to help the student raise grades to an acceptable level. Students will be placed on academic probation when they receive one or more grades of "D" or one or more grades of "F" in a major area on a report card. Major subjects are:

Grades 1 – 3:	Religion, Reading, English, Spelling, Mathematics
Grades 4 – 5:	Religion, Reading, Writing/Grammar, Spelling, Mathematics, Science, Social Studies
Grades 6 – 8:	Religion, Rhetoric, Literature, Mathematics, Science, Social Studies

Academic Suspension

Academic Suspension expresses the School's grave concern for a student's academic progress. A student who has not raised grades in all core areas to at least a "C-" or better by the end of a second semester (four academic quarters) of Academic Probation may have his or her enrollment status reconsidered. Saint Theresa Catholic School wants to ensure that parents and students are well served by their financial and practical commitments to STCS. To this end, the School will take steps to prevent a student from doing further harm to his or her academic record if he or she is consistently failing to thrive academically. Parents will receive written notification from the Headmaster when a student is placed on academic suspension.

Promotion & Retention

A student will be promoted to the next grade upon satisfactory completion of the current grade. Promotion from the Pre-Kindergarten and Primary grade levels shall be based upon accomplishing the required essential curriculum elements and progress made in social and emotional development.

If a student receives a final overall grade average of below 70 in a particular subject area, the child fails the subject. If two major subjects are failed for the year, the child will ordinarily be retained for that grade level. Major subjects are the following:

Grades 1 – 3:	Religion, Reading, English, Spelling, Mathematics
Grades 4 – 5:	Religion, Reading, Writing/Grammar, Spelling, Mathematics, Science, Social Studies
Grades 6 – 8:	Religion, Rhetoric, Literature, Mathematics, Science, Social Studies

N.B.: In Pre-Kindergarten, if the parents do not agree with the expert recommendation of the School's administration for a child to be retained, the parents will be asked to sign a form indicating that they are making this decision against the administration's professional determination and wisdom of experience. The form indicates that the parents have been made aware that the child will begin the next grade level on

a probationary status for nine (9) weeks, and that **a seat will not be held for the child in the previous grade level. In the event that the child is unsuccessful during the probationary period, his or her parents will have to find another school for the student's continued education.**

N.B.: Students in grades 5th – 8th must complete four years of classes with 32 units of study and passing grades of 70 or better to graduate. **A student in grades 5 – 8 who has a final average of below 70 in three or more major subjects will not be promoted and will not ordinarily be retained as a student at STCS.**

Academic Remediation Plan

Students who end an academic year with failing grades in one or two major areas are not eligible for direct promotion to the subsequent grade. Any student with a final average of below 70 in one or two major subjects **must** satisfactorily complete a summer tutorial program as approved by an administrator in order to move to the next grade level. In those cases, if the student's parents wish to have the student return to STCS the subsequent year as a student in the subsequent grade, the parents will be required to meet with the Headmaster and/or Assistant Principal and Homeroom Teacher to map out a remediation plan. Ordinarily, the remediation plan will consist of having the student enroll in applicable for-credit summer school classes, agree to specific achievement goals in those courses, and sit for a diagnostic exam to test the students' skill set prior to the start of classes for the next quarter at STCS to determine appropriate grade-level placement. The student will start the subsequent school year on Academic Probation, and have two quarters to demonstrate proficiency at that grade level. **If the student has an average in one or more major subjects at the end of the first semester (two academic quarters) of 70 or below, he or she will ordinarily have his or her enrollment status at STCS reconsidered.**

If parents of a child in grades Kindergarten-8, who is recommended for retention, do not agree with the recommendation of the teacher(s) and administrator(s), they have the option of withdrawing their child and placing him or her in another educational institution.

Special Needs Learners & Referrals

Consistent with the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, Saint Theresa Catholic School and the other Catholic Schools understand that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For Saint Theresa Catholic School, the local district is the Fort Bend County Independent School District (FBISD). The "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are

often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within the compass our resources, Saint Theresa and other Catholic schools will offer services to eligible students with special needs, when possible. While private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs, Saint Theresa seeks to serve the best interests of all its students. Even though private educational institutions are only required to make minor adjustments to accommodate eligible students, Saint Theresa aims to review these cases with compassion, fairness, and genuine effort to support the success of every student.

Records for Special Needs Learners

All psychological and educational evaluations or reports regarding testing of special needs students, received from local public schools, persons, or agencies, are forwarded to Saint Theresa Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and in an area accessible only to the Headmaster, the Assistant Principal, the Counselor, and any other staff member, as appropriate for their work with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, STCS will review the child’s ability to meet the School’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the student records that demonstrate his or her ability to:

- meet grade level requirements;
- follow school rules and regulations; and
- meet the physical requirements of attendance.

Saint Theresa’s Services for Special Needs Learners

New Students – When the Admission Office or Headmaster is notified that an incoming student may have special learning needs, the Headmaster and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the Headmaster and Assistant Principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students

If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent or family and the Headmaster, and then meet with the Assistant Principal as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the student and the results;
- Documentation of any recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by parents or teachers.

Parents will be expected to disclose any pertinent information that may assist Saint Theresa Catholic School in educating the student. The Headmaster and staff are responsible for recommending educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Headmaster or Assistant Principal will then assist the family to locate an appropriate educational program for the child.

STCS will keep documentation for all referrals on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted both on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

Saint Theresa Catholic School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents and faculty, and Saint Theresa strives to maintain strong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in STCS's efforts to adequately support their children. If it is determined that the School's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the School's recommendations for remediation or diagnostic evaluation, the Headmaster may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets

certain criteria to qualify for accommodations to his or her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Headmaster and Assistant Principal after the administration has verification of the student's recommended accommodations (curricular modifications are not provided because modifications require alterations of curricular learning objectives). The number of intervention sessions per week, length of sessions, and goals will be determined by the Headmaster, Assistant Principal, classroom teacher, and tutor after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Headmaster and the Assistant Principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Department Heads or Instructional Coordinators

Department Heads serve as Instructional Coordinators at STCS and provide assistance to teachers, parents, and students as necessary, as we strive to meet the needs of all learners. Instructional Coordinators may participate in Parent-Teacher Conferences for students in Grades 4-8 to provide input to ensure student success and well-being. This input may include recommendations for in-school support, screenings and evaluations, or other sources of support. Parents seeking outside assistance may request Saint Theresa staff to complete necessary paperwork for a doctor, agency, etc. Any such request should be submitted to the front office with a time allowance of one week for completion. All paperwork will be sent directly to the doctor or agency from the School's Front Office. Parents may contact the Instructional Coordinator at any time for needed assistance.

STUDENT CODE OF CONDUCT: BEHAVIOR & HONOR

Christian Code of Conduct

Parents, students, faculty, and staff make up the School community and are representatives of Saint Theresa Catholic School at all times. STCS takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to exemplify The Golden Rule at all times and to actively advance the mission and philosophy of the School by displaying behaviors that foster pride, courtesy, and respect as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the School community. The following actions are not in keeping with our *Christian Code of Conduct* and may result in a student's dismissal from the School:

- Public criticism of school staff, faculty, policies, or procedures that is false or unfounded
- Threats of any nature toward staff, faculty, families, or campus guests
- Verbal/nonverbal acts of aggression including yelling, profanity, intimidation, defamation, slander, screaming, pushing, etc., including cyberbullying and any form of harassment
- Physical acts of aggression including robbery, assault, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures
- Blatant disregard of and repeated, willful failure to observe requirements and *Family & Student Handbook* policies

We acknowledge that we are not the School for all families, and we reserve and will exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in the *Family & Student Handbook*.

Courteous and Respectful Behavior

As a part of cultivating their own dignity and basic social graces, students are expected to make eye contact, engage amicably, and respond politely and decorously when greeted by staff, faculty, campus guests, or fellow students.

Cooperation with School Authority

Students are expected to cooperate with school personnel at all times. Disrespectful behavior or walking away from an employee in a contemptuous manner will result in disciplinary action.

Appropriate Materials & Substances for School

Students may not transport any substances to school, liquid or solid, that are not either food, drink, or a school supply of one kind or another. This means that students are not to have medical or hygienic supplies, beauty products, lotions, etc. in their possession in the course of the School day. Saint Theresa Catholic School is a fidget-spinner free institution. Students should neither bring nor use these devices at school.

Student Conduct Standards

The essential expectation for student behavior is that students conduct themselves in a mature and dignified manner at all times and present a well-kempt appearance. The following actions and attitudes should characterize the comportment of everyone studying at STCS:

- Students arrive to school in the appropriate full, clean, and pressed uniform. Mended articles should be neat and orderly. A student's personal presentation should reflect respect for others as well as respect for him- or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture at all times.
- The class is to stand and greet a priest, bishop, or religious as they enter the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the School buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by the teacher or the Headmaster. Students are expected to keep the fields and grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets or backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be practiced in the dining room at all times according to the directives given by a teacher and/or the Headmaster. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (especially younger students, who have snack time in class). Chewing gum is not permitted during the academic day.

Saint Theresa Catholic School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Saint Theresa Catholic School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the School in creating a safe, orderly,

and positive atmosphere. As part of the process of formation, students are taught that poor behavior has consequences and that they must accept responsibility for their behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied, including work assignments, detention, suspension, or expulsion. Minor infractions are communicated to parents through disciplinary notes from the teacher, while more serious infractions are communicated to parents via email or telephone conversations with the Headmaster or Assistant Principal. If there is a grave breach of student conduct policy, the Headmaster will ask to meet with the parents to address the situation. A student may be asked to withdraw from the School for extreme forms of misconduct or continual neglect of basic rules and expectations either on or off Saint Theresa Catholic School property. Such a severe penalty would warrant the intervention of the Instructor or Headmaster.

Academic Honesty

Each student is expected to maintain a high level of integrity and honesty in his or her schoolwork and in every other aspect of scholastic life. Handing in tests or assignments as one's own which have been done by another student or with answers taken from another student violates academic honesty and is therefore strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition, without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the work. In addition, further disciplinary action may be taken at the discretion of the Headmaster.

Care and Use of School Property

All buildings, furnishings, equipment, supplies, materials and books are the property of Saint Theresa Catholic School. Students that willfully damage or destroy school property will be assessed all costs to cover the repairs and/or replacements and may also be subject to suspension or expulsion. School facilities are to be used exclusively for activities related to Saint Theresa Catholic Parish and School. The Parish and School do not rent out the School facilities to outside parties.

Library Access & Materials

The Library is open during school hours. Students are responsible for the materials they check out from the library. Each student is personally accountable for returning the library materials he or she has borrowed, on time. A late fee will be assessed for materials not returned by the posted due date. Lost or damaged materials should be reported to the front office as soon as possible. Replacement costs will be assessed to the student. No student may be in the Library unattended or after school hours.

School Supplies

School supplies are included as part of a student's registration fee and tuition. Students who use supplies in excess of his or her allotment may be asked to purchase additional supplies. Students in grades 4 through 8 must furnish their own non-expandable binders and calculators. Additionally, Middle School students will purchase a Bible from the School to be used in their religion classes. Correction fluid or correction tape may not be brought to school.

Backpacks are required and must be clearly labeled with the student's first and last name. The backpack must not be a roller-type bag and must be large enough to hold a child's binder, textbooks, and a 10 x12 folder.

Student Use of School Telephone

Students are not allowed use of the School phone unless there is either an emergency or they are directed to do so by a faculty or staff member. Only urgent messages will be relayed to students by office personnel.

Student Use of Personal Electronic Devices

Students are prohibited from displaying or using devices such as smart phones (as well as iPods, iPads, and personal digital cameras) from the time they arrive at school until they depart school grounds at the end of the instructional day. These devices must be turned off during the School day and kept in the student's backpack. Once students have been dismissed into the care of a parent or guardian at the end of the School day, they are permitted to use their smart phones for legitimate and appropriate communication purposes only.

This rule also extends to any school-sponsored activity including athletic events, dances, field trips, etc. An exception to use a cell phone may be granted only by the supervising adult in an emergency situation. Students are not permitted to take photos or videos with a smart phone or digital device at any time. Violation of this policy will result in disciplinary measures as well as confiscation of the device.

All cell phones must be turned off or set to vibrate when in attendance at School functions. Adults are asked to step outside the building if they must answer or make a telephone call so as to not disturb the event or function they are attending. To protect the privacy of STCS students and faculty, parents may not create digital still photos, digital video, or audio recordings of STCS community members at either on- or off-campus events for online publications or distribution without the knowledge and consent of those being recorded or photographed.

In compliance with state law and for the safety of our students, staff, and parents, and campus guests, cell phone use is strictly prohibited during student drop-off and pick-up. This means that parents and guardians are not to be on their cell phones, even in a hands-free mode, at any time in the car queue.

Lockers & Locks

Students in grades 3 through 8 are provided with one school locker to use for the storage of their personal belongings while enrolled at Saint Theresa Catholic School. All personal combination numbers (PCN) are confidential and may not be shared with any other student. Students are responsible for the protection of their personal combination number and their personal belongings. The School also reserves the right to search lockers upon any reasonable suspicion that the locker may contain dangerous or illegal items or substances. Searches will be conducted by school administration or by law enforcement officers acting at the request of appropriate Saint Theresa Catholic School administrators.

Student Discipline

Saint Theresa Catholic School is fully committed to a Christian world view and therefore insists that all persons are to be treated with dignity and respect as made in the image and likeness of God. In keeping with this ideal, STCS seeks to maintain an environment free from all forms of harassment. Harassment is unacceptable conduct directed towards another person that creates a hostile work environment through severe, perverse, and deliberate acts and words. Proven allegations of harassment will result in

suspension and/or dismissal. This school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade.

Students who misbehave and/or repeatedly disrupt the learning environment of their fellow students will be disciplined. Parents will be notified as soon as possible whenever a child has seriously misbehaved within the classroom or during extracurricular activities. Disciplinary notices are issued to students who fail to follow class or school rules so that both the student and his or her parent clearly understand the need for improved behavior on the part of the child.

Behavioral Infractions

The following list of conduct infractions, while not exhaustive, will serve as a guide for students in utilizing their freedom for good and noble ends. The School will review violations in light of the individual and the common good of the entire school community. Every student enrolled at Saint Theresa Catholic School is a representative of the Parish Community, whether on campus or off and during all times of the year. Any serious misconduct may be grounds for the student to be removed from the School.

Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including suspension or expulsion from Saint Theresa Catholic School.

- Profanity, vulgarity, abusive verbal and/or inappropriate body language will not be tolerated;
- Lying, disobedience, or lack of respect;
- Fighting, bullying, or causing bodily harm to others;
- Grave abuse and destruction of school property;
- Theft of any kind from the School or from fellow students;
- Excessive tardiness without excuse or justification, either to school or to daily class periods;
- Truancy, including extended holidays or weekends with unexcused absences;
- Leaving campus or being absent from class during school hours without permission;
- Impure or inappropriate talk or conduct of an offensive nature;
- Use, possession, or trafficking of tobacco, alcohol, drugs, firearms, knives, or other weapons on campus;
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the School's reputation.

Any student involved in any illegal activity—especially those that place the well-being and safety of the Saint Theresa Catholic School community at risk—**will be reported to the police**. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

Disciplinary Intervention

Any student who has been addressed by a faculty member and officially warned three or more times for disruptive, rude, or otherwise inappropriate behavior is to be sent to the Assistant Principal or Headmaster for a conversation about his or her actions and how he or she can get back on track with their studies.

Disciplinary Probation & Action Plan

Any student referred for a second visit to the Assistant Principal or Headmaster for inappropriate behavior is considered to be on Disciplinary Probation and will create a Disciplinary Action Plan in consultation with the Assistant Principal or the Headmaster. This discipline form, outlining the Action Plan steps and subsequent consequences for additional incidents, will become a part of any student's file who is referred to the Assistant Principal or Headmaster for a second discussion about his or her inappropriate behavior in class. The student's parents will be contacted and invited to a conference with the Headmaster and/or Assistant Principal in order to discuss how we can partner together to encourage the student to consistently meet the expectations outlined in the Student Code of Conduct.

Behavioral Suspension & Expulsion

Any student who is referred to the Assistant Principal or Headmaster after creating a Disciplinary Action Plan, will be subject to out-of-school suspension. A first suspension will be for one day, and the student is required to obtain information on and complete all assignments. Ordinarily, a student on behavioral suspension will be required to write a reflection essay about his or her actions, and more appropriate choices. If the student is referred again to the Assistant Principal or Headmaster, the student will be suspended for three days, and must obtain information on and complete all assignments. Additional referrals to the Assistant Principal or the Headmaster can result in a suspension of five days or reconsideration of enrollment, at the Headmaster's discretion. Students who repeatedly violate the Code of Student Conduct and who do not seem to be cultivating self-control over time may be administratively withdrawn from Saint Theresa Catholic School. Depending on the gravity of the situation, a student may also be dismissed or expelled from STCS for a single Code of Conduct violation. All such decisions are based on STCS's duty to create a safe educational environment for all of our students, faculty, staff, and campus guests and our firm commitment to Gospel values. Students who remain enrolled after a third suspension and who are subsequently referred to the Assistant Principal or Headmaster will be subject to reconsideration of enrollment. At the Headmaster's discretion, such a student may be eligible to apply for readmission at the end of the current semester or academic year. Families who wish to apply for re-enrollment at Saint Theresa's after their son or daughter has been suspended three or more times will need to submit a petition indicating what has changed in the student's life that would now make it likely that he or she could comply with the Student Code of Conduct. All application fees will apply in such a case.

Egregious Behavior

Please keep in mind that, an egregious offense such as possession of a weapon, would result in immediate dismissal for a student rather than going through the steps outlined above, in keeping with Archdiocesan norms. In addition, reports of physical aggression involving shoving, kicking,

pinching, launching projectiles at, or punching another student are serious matters involving the safety and health of other students, and will therefore be dealt with fully and swiftly. **Ordinarily, a single incident resulting in physical harm to another student will be sufficient to earn the perpetrator an out-of-school suspension.**

Archdiocesan Policy Regarding Possession or Use of a Controlled Substance

The possession or use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to the individual in question and those around them. A student found under the influence of any controlled substance is subject to removal from class and can face sanctions that include suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school-sponsored or school-related activity on or off school property, in the event there is a question of one of the following situations:

- Chemical substance use, possession for consumption, sale, or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or any controlled substance).
- Acting under the influence of an illegal drug, alcohol, narcotic, marijuana, or any controlled substance.
- Medication misuse or over-dosage.

The administration will work together with the student and family toward bringing about a complete recovery and elimination of the drug abuse. All such decisions are based on STCS's duty to create a safe educational environment for all of our students, faculty, staff, and campus guests and our firm commitment to Gospel values.

Prohibition of Student Possession of Guns or Other Weapons on Campus

Student possession of guns and other weapons will result in immediate notification of the appropriate authorities. All such decisions are based on STCS's duty to create a safe educational environment for all of our students, faculty, staff, and campus guests and our firm commitment to Gospel values.

STUDENT LIFE

Daily Schedule

The academic day at STCS is deliberately structured to foster student learning by placing different activities in a particular order. The general schedule varies slightly, depending on grade level. On Fridays, Morning Assembly is held in the Community Center. On any other day of the week, parents should deliver their children to the School building.

Regular Daily Schedule: Pre-Kindergarten 3 through 2nd Grade

7:40 a.m. – 7:55 a.m. Drop off
3:25 p.m. – 3:40 p.m. Pick up

- Parents drop off their children in front of the School building where students are then directed by faculty and staff to homeroom.
- All children arriving after 7:55 a.m. must be escorted to the front office and parents must sign in their child(ren).
- Students who have siblings in grades 3 through 5 will be cared for by a Saint Theresa faculty or staff member until 4:00 p.m. Students who have siblings in grades 6 through 8 will be cared for by a faculty or staff member until 4:10 p.m. Students remaining on campus after the end of their school day are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent's designee. The Afterschool Care program will charge the family the appropriate amount for that day.
- Children who do not have siblings in grades 3 through 8 and who are at school after 3:40 p.m., are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent's designee. The Afterschool Care program will charge the family the appropriate amount for that day.

Regular Daily Schedule: 3rd through 5th Grade

7:40 a.m. – 7:55 a.m. Drop off
3:40 p.m. – 4:00 p.m. Pick up

- Parents drop off their children in front of the School building where students are then directed by faculty and staff to homeroom.
- All children arriving after 7:55 a.m. must be escorted to the front office and parents must sign in their child(ren).
- Students who have siblings in grades 6 through 8 will be cared for by a Saint Theresa faculty or staff member until 4:10 p.m. Any students who remain on campus after 4:10 p.m. are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent's designee. The Afterschool Care program will charge the family the appropriate amount for that day.
- Children who do not have siblings in grades 6 through 8 and who at school after 4:00 p.m. are automatically enrolled in the Afterschool Care program until picked up by a

parent, guardian, or parent’s designee. The Afterschool Care program will charge the family the appropriate amount for that day.

Regular Daily Schedule: 6th through 8th Grade

7:40 a.m. – 7:55 a.m. Drop off

4:00 p.m. – 4:10 p.m. Pick up

- Parents drop off their children in front of the School building where students are then directed by faculty and staff to homeroom.
- All children arriving after 7:55 a.m. must be escorted to the front office and parents must sign in their child(ren).
- All children at school after 4:10 p.m. are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent’s designee. The Afterschool Care program will charge the family the appropriate amount for that day.

Schedule on Early Dismissal Days: Pre-Kindergarten through 8th Grade

7:40 a.m. – 7:55 a.m. Drop off

12:00 p.m. – 12:20 p.m. Pick up

All students still on campus at 12:20 p.m. are automatically enrolled in the Afterschool Care program until picked up by a parent, guardian, or parent’s designee. The Afterschool Care program will charge the family the appropriate amount for that day.

School Front Office Hours

Office hours are 7:30 a.m. to 4:30 p.m. The Office will maintain regular business hours from the first full week of August through the first full week following the end of classes for the academic year.

Lunch Schedule

Pre-K 3 through 2nd Grade: 11:30 a.m. – 12:00 p.m.

3rd Grade through 5th Grade: 12:00 p.m. – 12:30 p.m.

6th Grade through 8th Grade 12:30 p.m. – 1:00 p.m.

N.B.: Due to the risk of severe allergies, STCS maintains a strict nut-free policy for all student lunches and other food items on campus.

Attendance

In compliance with Texas Catholic Conference Education Department (TCCED) and the policies of the Archdiocese of Galveston-Houston, schools have 180 instructional days for students each year. Parents and guardians will honor the calendar established by the School. Daily school attendance is an effective way to support continued academic progress. Students are to attend class unless there are valid reasons for absence. Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) or the days the class is offered. Promotion or credit may be jeopardized if a

student misses more than eighteen (18) days, excused or unexcused (10% or more of the school year). Students arriving after 11:30 a.m. or leaving prior to 11:30 a.m. will be marked one half day absent. A complete record of days that a student is absent or tardy will be kept for each student and recorded on all permanent records. Students may only participate in extracurricular activities (e.g., athletics, enrichment classes) if they have been present for at least half of the school day. Students absent in the morning due to illness may not come to school mid-day and expect to participate in school sponsored, afterschool activities.

Excused & Unexcused Absences

Saint Theresa Catholic School is committed to providing the best possible education we can to the students we serve. To accomplish that goal, we rely upon solid academic partnerships with parents and guardians. So that students have the optimum circumstances for learning and personal growth, they are expected to be in school unless there is some serious extenuating circumstance that precludes their attendance on a given day. This expectation applies equally to school events, such as a field trip—the student is expected to attend school as usual even if they are not joining their classmates for such an excursion. In general, unless a student is quite ill, has a medical appointment, has experienced a death in his or her immediately family, or is facing a similar circumstance, he or she is expected to be in school. This principle holds for attendance on special event days at school (Grandparents' Day, International Day, etc.) or for participation in a special event arranged for a group of students (e.g. a tour of a local high school, arranged and paid for by the host school). Students who do not attend a special event, field day, field trip, or tour day, and who do not have a medical or other extenuating excuse, will be required to write a reflective essay on gratitude, not shirking one's duty, and/or the need to welcome and serve school guests as ambassadors of Saint Theresa Catholic School. The student may face additional disciplinary consequences if he or she is habitually absent on days when fellow students are picking up his or her responsibilities for singing, delivering liturgical readings, participating in educational excursions, hosting, or greeting guests. **STCS will presume that an absence is unexcused unless families present the Front Office with documentation indicating otherwise, either on the day that a student returns to school, or before the end of the following day.** The Front Office staff will assume responsibility for sharing medical notes that may affect a student's participation at recess, P.E., or team sports with the members of the Physical Education Department.

Excused Absences

Students who miss school due to illness or a documented family emergency will have their attendance record marked "Absence-Excused" for the day. Because of the brisk pace of studies at STCS, students who have missed class for an excused absence are strongly encouraged to submit any missed assignments by the start of the next full day of school, whenever possible. The student will have three days, at the very latest, to make up tests, quizzes, and examinations that they missed while they were not in school. Tests can be made up either in class when a student returns, or during his or her first recess period upon their return to classes.

Unexcused Absences

Students who miss school for personal or family leisure or pleasure will have their attendance record marked "Absence-Unexcused" for the day. STCS faculty are under no obligation to accept makeup work from a student related to an unexcused absence. Faculty may elect, out of their

kindness and discretion to do so in some cases, but this is a grace, neither a right nor a privilege. Students may not obtain assignments in advance for a planned unexcused absence. Because a mid-year vacation is not an emergency circumstance, this would be deemed an unexcused absence. The same principle applies for students who simply elect not to attend school on a given day. In such cases, the student's academic progress is being electively impeded, and he or she may face any number of academic consequences, including a zero on quizzes, tests, and other assignments. We observe this discipline in order to encourage students to make good academic choices, and to begin to train them in the values that will conduce to their success both here at STCS, and beyond.

Saint Theresa Catholic School will provide every possible support to a student or family facing a medical or other type of extenuating circumstance. In such a case, parents should feel free to reach out to their son or daughter's home room teacher via email to obtain information about homework or other assignments, to help ensure that their child is able to stay on track academically. Parents may elect to contact another family in the class to enquire about such assignments after 4:30 p.m. when most faculty have left campus for the day and may or may not see an email message after hours.

Tardiness

Homeroom and announcements begin promptly at 8:00 a.m. when the tardy bell rings. A student will be marked tardy if not present in the classroom by 8:01 a.m. A tardy student is only allowed into the classroom after a parent has personally escorted him or her into the School's Front Office to be signed in for the day. Habitual tardiness has a grave, negative affect on school performance. Middle School students are expected to be punctual to each class. Middle School students who are tardy to class three (3) times per quarter will be referred to the School's administration. Excessive tardiness will be subject to administrative review each quarter. Students will not be allowed to make up any work missed due to unexcused tardiness.

Participation in Physical Education (PE) Class

Please be advised that any notes regarding excuses from PE or Recess or explaining the need for assistance and/or extra time getting around during the School day due to an accident or injury, must be sent first to the School's Front Office. If a child cannot participate in PE or Recess for more than one week, a doctor's excuse is required. The doctor issuing the excuse may not be an immediate family member of the student.

Dress Code

The dress code for Saint Theresa Catholic School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among the students. Our students are expected to wear their uniforms in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full, appropriate uniform each day. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Saint Theresa Catholic School property or a school sponsored activity off campus.

The School's dress code will be maintained throughout the entire school day. Dress code infractions, determined by any faculty member, the Assistant Principal, or the Headmaster include:

- Incomplete uniform, including clothing, shoes, belts, socks.
- Unwashed, unkempt or inappropriately styled hair.
- Unclean or slovenly dress (including but not limited to untucked shirts, rolled skirts, wrong colored or improperly worn socks)

Any student who does not meet the dress requirement may be subject to disciplinary action and may be asked to leave school until the infraction is corrected.

Uniform Types

With the exception of Pre-Kindergarten 3 (please see below on *Uniforms for Boys* and *Uniforms for Girls* for Pre-Kindergarten 3 uniforms), STCS students have three (3) basic uniforms:

- Uniform A – The standard uniform that is worn on most days. For students who have been inducted into an academic House (5th Grade and above), they may wear their House cardigan in the place of the STCS navy blue cardigan, along with House tie and other accessories, if applicable.
- Uniform B – A more formal uniform worn on Mass days and special occasions.
- Uniform C – A casual uniform worn for designated House events or Physical Education and consisting of House t-shirt or STCS t-shirt and warm-up pants or shorts. For Physical Education (PE) classes, students may wear either a House t-shirt or PE t-shirt with warm-up pants or shorts, and tennis shoes. PE uniform items can be purchased from the School Office and a form is sent home at the start of the school year to facilitate this process.

Uniforms A, B, and C are **not** interchangeable and must be worn only on the appropriate days. The B uniform is worn on days that students attend Mass, which are typically every Friday. If they are to be worn on special occasions, parents will typically be alerted in advance via email.

All A and B uniform articles are to be purchased at Parker School Uniforms, located at: 4630 Highway 6 South, Sugar Land, TX 77478. Please refer to the link on our website for items and pricing.

Uniforms for Girls – Pre-Kindergarten 3

Girls in Pre-Kindergarten 3 wear a Navy-Blue polo shirt (without any logo or trademark) and khaki skort, shorts, or jumper. Footwear is white socks and tennis shoes.

Uniforms for Girls – Grades Pre-Kindergarten 4 – 3rd Grade

Uniform A

- 3-Quarter Blouse (Parker)
- Skort (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length

- Blue Cardigan with STCS logo (Parker)

Uniform B

- Peter Pan Blouse with blue trim (Parker)
- Jumper (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length
- Blue Cardigan with STCS logo (Parker)

Girls are to wear black dress shoes such as Mary Janes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks can be solid white or solid navy blue but must be dress socks, either ankle or knee length.

Uniforms for Girls – Grades 4th – 5th

Uniform A

- 3-Quarter Blouse (Parker)
- Skirt (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length
- Blue Cardigan with STCS logo (Parker). 5th Grade girls may wear House Cardigans instead, only on Mondays or an official House Meeting day.

Uniform B

- 3-Quarter Blouse (Parker)
- Skirt (Parker)
- Navy Vest (Parker)
- Tie (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length
- Blue Cardigan with STCS logo (Parker)

Girls are to wear black dress shoes such as Mary Janes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks can be solid white or solid navy blue but must be dress socks, either ankle or knee length.

Uniforms for Girls – Grades 6th – 8th

Uniform A

- 3-Quarter Blouse (Parker)
- Skirt (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length
- House Cardigan with House Crest

Uniform B

- 3-Quarter Blouse (Parker)
- Skirt (Parker)
- Navy Vest (Parker)
- Tie (Parker)
- Black dress shoes (with low or no heel)
- White or Navy-Blue dress socks, ankle or knee length
- Blue Cardigan with STCS logo (Parker)

Girls are to wear black dress shoes such as Mary Janes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks can be solid white or solid navy blue but must be dress socks, either ankle or knee length.

Uniform for Boys – Pre-Kindergarten 3

Boys in Pre-Kindergarten 3 wear a Navy-Blue polo shirt (without any logo or trademark) and khaki shorts or pants (without a belt). Footwear is white socks and tennis shoes.

Uniform A for Boys – Pre-Kindergarten 4 – Grade 5

Uniform A

- Blue Polo (Parker)
- Shorts (Parker)
- White tennis shoes
- Brown belt
- White socks (no stripes)

Uniform A for Boys – 6th Grade – 8th Grade

Uniform A

- White Oxford Shirt, short or long-sleeve (Parker)
- House Tie (purchased at School)
- Khaki slacks (Parker)
- Brown belt
- Brown dress shoes
- Matching dress socks

Uniform B for Boys – Pre-Kindergarten 4 – 8th Grade

Uniform B

- Dress Coat (Parker)
- White Oxford, short or long-sleeved (Parker)
- Slacks (Parker)
- Repp Tie (Parker) – Pre-K – 3rd Grade
- Tie Navy Blue and Bronze (Parker) – 4th Grade – 8th Grade

- Brown belt
- Brown dress shoes
- Matching dress socks

Boys must wear solid brown leather belts with both the A and B uniform. Braided leather belts are not permitted.

Additional Guidelines for Attire & Appearance

Boys' shirts must be tucked in at all times, with the belt showing. The School-approved cardigan with STCS logo is the outerwear of our school. If a student chooses to wear a coat or jacket in addition to the cardigan, he or she may do so provided that the coat or jacket is worn over the cardigan and not in place of the cardigan. Coats and jackets worn in cold weather must be removed in the classroom and stored. Sweatshirts worn over the uniform are strictly unauthorized. Watches, a small ring (one on each hand), and religious medals or crosses may be worn. Girls may wear one pair of stud or hoop earrings (not to exceed the diameter of a dime). Hair bows, scrunchies, barrettes, etc., must be navy or white. Ankle bracelets are not permitted.

Boys should wear shorts unless the high temperature for the day is below 60 degrees Fahrenheit. Girls may wear navy tights when the high for the day is below 60 degrees Fahrenheit.

Dyed or highlighted hair and make-up are a distraction in a learning environment and are not allowed. Students in violation of these guidelines will be sent home until the distracting appearance is remedied. For boys, hair length must be collar length or shorter in the back, and may not cover eyes or otherwise obstruct vision in the front.

Boots, sandals, clogs, backless shoes, platform or high-heeled shoes, high-top, character, or light up tennis shoes or shoelaces that do not match the shoes are not permitted.

Parents will be called if their child arrives at school out of uniform or inappropriately dressed for the day. Parents will be asked to bring the appropriate garments to school. If parents cannot be reached in an attempt to provide the student with the appropriate garments, the student will be loaned items from the Lost and Found.

Please label all garments and shoes legibly with the student's first and last name.

Student Activities

STCS students enjoy a number of social, educational, ceremonial, and athletic events throughout the course of the year. We also offer several afterschool opportunities for our students to acquire skills in music or to advance their studies through additional tutoring.

Assemblies & Pep Rallies

Saint Theresa hosts various types of student assemblies. At all of them, student courtesy in the manner of appropriate, appreciative applause and respect is expected and welcomed.

Special Events

Saint Theresa celebrates five (5) special events each year:

- International Day celebrates our school's rich Catholic cultural and ethnic diversity. Parent volunteers share the history and culture of different countries with the entire student body. Students earn passport stamps and other keepsakes as they "travel" around the world. All participants gather in the Community Center to sample foods from the countries represented.
- Grandparents' Day is a special celebration that occurs in the Fall of each school year. Grandparents and/or special visitors are welcome to attend classroom performances where students showcase their academic and theatrical talents.
- All Saints' Day is the occasion for our annual costume procession where students dress as their patron saint or other holy figure who inspires them. Parents are welcome to attend.
- Field Day and Spring Family Festival is a day of field games that focus on friendship, competition, and self-control. Each class is divided into a Blue Team and a Gold Team for relay races, sprints, and similar activities, culminating in a carnival and family meal.
- The Kindness Campaign provides a month-long awareness of how to be humane. Each homeroom keeps track of a student's efforts to be thoughtful, helpful, and genteel. Students who reach the class point goal for acts of kindness participate in a Spirit Day.

Field Trips

Field trips are taken to enrich the instructional program by taking advantage of the outstanding educational resources available in our community, which supplement classroom work. Parents must sign a field trip permission slip indicating their willingness to have their child participate in a class trip. According to state law, children are not allowed to attend a field trip unless the completed field trip permission form from the parents or guardian is on file with the school. Such permission cannot be given over the telephone. Due to the legal requirement, STCS can make no exceptions to this policy. A child who is not eligible to participate in the field trip for lack of a signed permission slip must attend school that day. Middle School students may be given an opportunity to participate in extended and/or overnight field trips.

Teachers shall coordinate field trip plans and arrange for additional parent chaperones. Student attire will be specified for each trip. For convenience, a copy of a general field trip form is included at the back of this *Family & Student Handbook* and may be used if completed in full and presented to the teacher in advance of the trip.

No personal electronic devices (smart phones, tablets, gaming devices) are allowed on field trips. A camera is allowed if it is not a component of one of the above-listed devices.

Teachers will assume responsibility for making all arrangements and will contact parents to serve as chaperones as needed. Parents wishing to serve as chaperones should indicate their interest on the field trip permission form. Chaperones must understand that their role is to supervise all

students officially participating in the trip, especially the group of students assigned to the chaperone. In accordance with Archdiocesan policy, all chaperones must be VIRTUS approved, with the appropriate Background Clearance on file. Saint Theresa Catholic School personnel and the chaperones working under their direction are responsible for ensuring the safety of students while on a field trip. As ambassadors of the School, students, teachers, and chaperones are required to demonstrate exemplary behavior and to wear appropriate attire while on a field trip. In most cases, commercial busses will be used to transport students to and from a field trip.

Games & Events

If the child's parent is not attending a game or event, the student must be supervised by an adult appointed by the parent. Students in violation of this rule will be required to telephone their parents for pick-up. Parents are responsible for the supervision of students who attend games or events. Students are not to leave the gym to go outside. This rule also applies to younger siblings who may not be unsupervised on the School grounds at any time. The behavior of any student attending a game or event must comply with the rules and regulations of the School. Students that have been absent for half of the school day due to illness may not return to the School for an afterschool activity or athletic event. Students who misbehave at games or events are subject to disciplinary action. Student athletes represent and bring honor to our school. Unsportsmanlike or disrespectful conduct to coaches or other players will not be tolerated and may result in disciplinary action, including removal from the team. Parents are also expected to represent our school well in accordance of with the STCS Christian Code of Conduct.

Eligibility for Extracurricular Activities

State law requires that students be in good academic standing before participating in any extracurricular activities. To be eligible to participate in extracurricular events, such as afterschool music, sports, or Chess Club, a student must maintain at least a "C" average in each subject and have satisfactory conduct in each subject. The Headmaster and Assistant Principal may require a period of nonparticipation in extracurricular activities, including athletic competition, following suspension or any other serious disciplinary action. For more detail, please consult the *Athletic Handbook*.

Athletics

Sports are an important part of the education, teaching, and formation of students at Saint Theresa Catholic School. They are a means to form the will, channel the passions, and develop teamwork through commitment and selflessness. Team sports also provide students with the opportunity to exercise Christian virtues, especially obedience, patience, fortitude, humility, and natural virtues such as punctuality, order, discipline, honesty, and self-denial. Student athletes must therefore respect and obey the authority of their coaches and observe game rules.

Saint Theresa Catholic School offers team play for girls in basketball, soccer, track (4th - 8th), baseball (coach pitch for K – 1st, machine pitch for 2nd – 3rd) and volleyball. We offer team play for boys in basketball, soccer, track (4th-8th), and baseball.

To be eligible for participation in inter-scholastic athletics, including practices, a student must have on file with the Athletic Director:

- An Annual Physical Form, completed and signed by a medical doctor who is not an immediate family member;
- An Emergency Consent Form;
- A Participation Form, completed and signed by a parent.

These forms must be completed and submitted to the Athletic Director before the start of the first practice. Please see our *Athletic Handbook* for more detail.

Graduation

Eighth grade graduation activities include a graduation Mass and family reception. The specific dress code to be observed for graduation attire consists of a dark suit and Marian Blue tie for boys, and a white or off-white, capped-sleeve, long dress with a Marian Blue sash for girls. If the Headmaster or Assistant Principal determine that the student's attire is not appropriate, he or she will not participate in the graduation ceremony.

National Junior Honor Society

Saint Theresa Catholic School is proud to be a member in good standing of The National Junior Honor Society (NJHS). The NJHS helps to support "scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of secondary schools." More information about the NJHS can be found on their website at: www.njhs.us.

Eligibility for STCS students is open to sixth graders (in their second semester), seventh graders, and eight graders who maintain a 3.00 or higher GPA. A Faculty Council appointed by the Headmaster shall review each candidate's record of service, leadership, character, and citizenship in the selection of members for the STCS Chapter of the National Junior Honor Society.

The faculty sponsor for the STCS Chapter of the National Junior Honor Society is responsible for helping to enlist qualified colleagues to serve on the annual Faculty Council. In addition, the faculty sponsor convenes the Council to review and discuss potential student inductees; invites potential inductees to provide their personal information to the Council; and helps to plan and organize the induction ceremony. The faculty sponsor also develops and facilitates two service projects for NJHS students each year, and briefs NJHS members on how to serve as student ambassadors for major campus events such as Open House nights, Grandparents' Day, and International Day.

Student Council

The Student Council provides an ideal leadership opportunity for highly motivated students. The mandate of the Student Council is to assist the School in building a strong and healthy school spirit by coordinating student and school activities throughout the year. The Student Council consists of the Executives and individual Class Representatives from all 4th-8th grade classes.

Executive leadership is comprised of a President, Vice President, Secretary and Treasurer. The students in 4th-8th grade will elect all Representatives.

Candidates for Student Council run for their positions as candidates for Class Representative, with 4th Grade students electing two 4th Grade Class Representatives, 5th Grade students electing two 5th Grade Class Representatives, and likewise for grades 6-8. All candidates must adhere to the election campaign rules. The ideal candidates for Student Council will recognize they are ambassadors of the School's reputation and witnesses of Christ's love in the world. The Student Council is comprised of the elected Class Representatives from all grades, and determine their executive leadership by vote for the offices of President, Vice President, Secretary, and Treasurer.

The Student Council members are expected to exhibit a high standard of responsibility and leadership. They are to maintain a "C" average or better in all subjects and at least an "S" in conduct in all subjects.

The faculty sponsor for the Student Council is responsible for providing guidance to students who wish to run for a Council seat. In addition, the faculty sponsor organizes one service project annually for Student Council members to conduct; encourages regular and orderly Council meetings; coaches Council members in leading Friday Assemblies; and assists Council Members in planning Social Dance events. The faculty sponsor also briefs Student Council members on how to serve as student ambassadors for major campus events such as Open House nights, Grandparents' Day, and International Day.

House System

In keeping with our classical mission to educate the whole child—mentally, spiritually, physically, and socially—we have developed a House System to aid in the growth of our students in all of these dimensions.

Beginning in the 5th grade, students are selected to be members of one of the three houses—The House of Hildegard, The House of Thomas More, or The House of Boethius—named after three saints of the Western intellectual and spiritual tradition who made soaring contributions to the contemplation of man's place in the universe and his relationship with his fellow man. Within the House structure, the children's natural competitiveness will be directed towards the aid of others: fellow house brothers and sisters, the School generally, the Parish, the Church, society, and the whole of humanity. The houses compete with each other in these areas:

- The House Tournament—an overnight retreat (6th-8th grade) that incorporates several physical competition events.
- Academic Competition—including summed grade-point averages and a number academic challenge events where students earn points for their respective house.

In addition, each House will choose, plan, and execute a service project as a way to exhibit Christian charity to members of the wider community.

Faculty members serving as Heads of House are ordinarily Humanities Instructors for 6th, 7th, and 8th Grades. Heads of House are expected to shape the identity of each house by emphasizing particular virtues among student members, building up a distinctive ethos of Christian life and charity over time. In addition, the Head of House is responsible annually for organizing two fundraising events and planning two service projects for House members to conduct. House Heads serve together in the planning of the House Field Tournament, determining events and point structures in advance, and aiding the administration in logistical planning for house competitions, to include accurate headcounts of participants, the choosing and coordinating of parent chaperones, and providing key information to the front office for confirmation of arrangements for space and transportation.

Afterschool Care Program

Saint Theresa Catholic School has contracted with *Creative Minds Child Development Center*, located at 9920 Hwy 90-A, #290B, Sugar Land, TX 77478 for Afterschool Care. The program is designed to meet the needs of parents who must find additional hours of supervised care for their children beyond the regular school day or on days when the School has early dismissal. All students are required to be enrolled in this program as part of our application process. This is to ensure students not picked up by a parent or guardian by their release time have a safe place to wait for their parent or guardian.

Afterschool Extracurricular Activities

Through our Musicians Club and Tutoring programs, students have the opportunity to take music lessons, advance their studies, or participate in other late afternoon activities. Please speak with a member of the School's Front Office staff for more information.

Other Student Activities

STCS students participate in a number of competitions and events annually, which include:

- Spelling Bee competitions held for grades 3rd through 8th in individual homerooms. Class winners advance to the School Bee, and the School Bee winner competes in the County Bee and Archdiocesan competition.
- Geography Bee competitions held for grades 3rd through 8th in individual homerooms. Top-performing students advance to the School Bee.
- Checkers competitions held in 1st-2nd grade homerooms.
- Chess competitions held for grades 3rd-8th grade in individual homerooms. The class winners compete in semi-final competitions. The top two chess players compete for the School Championship.
- Spirit Days which classes celebrate achievement or success. They occur throughout the School year.

- Chess Club, Private School Interscholastic Association (PSIA) competitions, Math Counts.

N.B.: Faculty Sponsors who wish to establish a new club must submit a written proposal for the review of the Headmaster and Assistant Principal. For an approved Club, the faculty sponsor must ensure that all parent permission forms are collected and on file for every student participant. **Club meetings may not be scheduled on the days that Faculty Meetings convene, ordinarily Tuesday afternoons and evenings.**

SPIRITUAL FORMATION

Integration of Faith & Reason

Saint Theresa Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This theme is a staple of our rigorous academic curriculum and of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, STCS provides regular activities and lessons focused on worship and praise of God, spiritual reflection, Catechesis, and service to the wider Parish and regional community. The aim of these endeavors is to encourage every STCS student to become their noblest and best self.

Spiritual Retreats

Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. Each student in grades 4 through 8 is given the opportunity to participate in a school-sponsored retreat each year.

Religion Curriculum

Saint Theresa Catholic School provides Religion classes for all grades that teach our students that they are created by God in His image and that He is the author of all that is, seen and unseen, in the universe. Students also learn about Church History, the Sacraments, and Liturgy. They are taught a number of standard Christian prayers so that they may give thanks to God for all the blessings he has bestowed upon us, and to ask his aid in times of trial, persecution, or temptation.

Liturgy & Worship

The living person of Jesus Christ is the model for all Christians; He is also virtue incarnate. For these reasons, Christ is the center of both the Catholic and Classical components of an STCS education. This means that liturgy and worship are not merely salutary activities for our students, faculty and staff, but that they are the summit of our pursuit of beauty, truth, and goodness. Our quest for knowledge, eloquence, and the refinement of our human gifts are brought back to loving service of our Creator in the sacrifice of the Mass. Students in grades Pre-K 4 through 8th grade attend the 8:30 a.m. Mass together on specified days (usually Friday) in the Church. Students should wear the B uniform to Mass unless told otherwise. All parents and friends are invited to be a part of our faith community and to worship with us. Parents or other volunteers who wish to assist with chaperoning students at Mass must be VIRTUS trained and cannot be simultaneously attending to other minors. Parents who are not VIRTUS trained or who have other children in their care are welcome to join us in the Church for 8:30 Mass, do not need a visitor's badge, and may sit anywhere except in the rows reserved for students.

Sacramental Programs

Study of and/or preparation for the reception of the sacraments of First Confession and First Communion are an integral part of the religion curriculum at Saint Theresa Catholic School and support the Parish programs. The preparation for and reception of sacraments are always within their Parish community. Students do not need to register in the Parish CCE program, however, those children ready to receive the

sacraments of First Confession and First Communion must register in their home Parish's Sacramental Program. Registration forms and a schedule of parent meetings will be sent to parishioners of Saint Theresa. Registration forms should be returned promptly to the Religious Education Office with the registration fee.

If your child has not received these Sacraments and is older than the 2nd grade, you must contact the Religious Education office to register in the Sacramental Program. If you have questions, please contact the Parish Office at 281-494-1156.

GENERAL SCHOOL POLICIES & INFORMATION

Compliance with Archdiocesan, State, & Federal Regulations

Saint Theresa Parish complies with all applicable Archdiocesan, State, and Federal laws and regulations for the operations of a parochial school. Such compliance is the responsibility and duty of everyone who forms a part of the STCS community through providing or utilizing the services of the School.

Buckley Amendment

Saint Theresa Catholic School abides by the Buckley Amendment, or Family Educational Rights and Privacy Act (FERPA) provisions with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the School with an official copy of the court order and/or copy of the custody section of the divorce decree.

Viewing of Records

Archdiocesan Schools do not directly receive federal funds from the U.S. Department of Education. Nevertheless, as advocates for justice, they shall respect parental and student rights to information and to confidentiality. The School shall:

- Provide parents and students access to records directly related to the student, (i.e., duplicate report card, permanent record care, health records, etc.)
- Notify parents and students of these rights through a school handbook, newsletter, or other means.

Parental rights extend to either parent unless the School has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. A copy of the applicable document must be in the School file. In cases of joint custody, both parents should be equally informed of their child(ren)'s progress. Any question of custody rights should be referred to the Legal Department of the Archdiocese.

It is the policy of The Archdiocesan Board of Education that:

“Rights of Possessory Conservator to Medical and Education Records” must be followed. This policy states... *“The possessory conservator shall be granted the same rights of access to the medical and educational records of the child as the managing conservator.”*

Parents wishing to view student records must submit a written request at least twenty-four hours in advance.

Release of Student Information

No information contained in student records will be released to anyone, except under the following circumstances:

1. Student information requested by the courts, governmental agencies, probation department, or community agencies working with the School personnel will be furnished by the Headmaster.

2. Student information related to matters of litigation may be obtained by issuance of a subpoena to school personnel.
3. Individuals employed by Fort Bend County or Harris County Protection and Child Welfare Units, child protection workers, or in a related assignment may be permitted to review applicable student records if they have on their person an official picture identification badge. The parent or guardian does not need to be notified or grant permission for the above. However, full disclosure will be made to the parent or guardian.
4. Information which the parent has authorized the School to share for the purposes of evaluating and helping a child in their academic and/or behavioral endeavors.

Release of Students from School

No persons except the parents or legal guardians, persons with written permission from parents or legal guardians, and law enforcement officers* will be permitted to withdraw or take any student away from school. The person to whom the School is responsible is the one who has signed the School Emergency Form for the current year (unless certified, written documentation from a court states otherwise). If anyone appears at the School's Front Office, other than a law officer, with a divorce decree or legal document that states otherwise, the following procedures will be used:

1. The person who presents himself to the School, other than a law officer, will not be allowed to pick up or withdraw the child(ren) from the School. This right belongs exclusively to the person signing the School Emergency Form, even though the legal documents presented by the challenging party may appear to be *bona fide*.
2. The person who signed the Enrollment Form will be contacted immediately at the phone number(s) on the School Emergency Form.
3. A law enforcement officer who has in his possession a court order directing him to pick up the child(ren) will be allowed to do so. The person who signed the School Emergency Form will be contacted if possible. When a student is released to leave the School in the custody of a law enforcement officer without the consent of the parent(s) or a court order, the officers taking custody of the child(ren) shall assume responsibility in writing for removing the student from school.

*As required by law, this provision extends to U.S. Marshals, immigration officers, Fort Bend County or Harris County Sheriffs, constables, or any of their duly appointed deputies, arson investigators, police juvenile officers, County Child Welfare workers, and all other law enforcement and/or peace officers acting in their official capacities.

No child will be released to a parent or guardian if School personnel believe the person to be impaired (i.e. inebriated or otherwise under the influence of a controlled substance) and, therefore, unable to care for the child. Another person from the student's School Emergency Form will be called to pick up the student.

Conflict of Interest

In an effort to avoid any perceived or real conflict of interest or anything that would disturb the professional relationship between the School and family, parents are asked not to offer teachers or staff

substantive gifts, jobs, or money. Contributions to class or group gifts, however, are most certainly appreciated.

Personal Property

Students are encouraged to leave valuable possessions at home. Toys, electronic games, iPods, smart phones, pets or other live animals, valuable collections, trading cards, jewelry, etc. are best not brought to school. STCS is not responsible for theft, damage, breakage, loss, or liability for injuries connected with the transportation or possession of a student's personal effects of family property. Inappropriate items brought to school will be held by the front office for parent pick-up by a parent or guardian.

Lost & Found

Please label ALL articles of clothing, lunch boxes, and backpacks with the first and last name of the student at the beginning of the School year. All "lost and found" items will be kept in a central location. Items not claimed by the first of each month will be donated to charity.

Policy on Pets & Other Animals on Campus

Animals are not allowed outside a car at school, including student arrival and dismissal time from school or extra-curricular activities.

Policy on Smoking & Vaping

We are a smoke-free campus. Smoking is therefore prohibited in all parish facilities, including the School, and at all school activities and events. This includes the use of e-cigarettes and vaping devices.

Policy on Social Media

Saint Theresa Catholic School adopts the Archdiocesan Social Media Policy to address use of STCS sanctioned and personal social media by School staff, volunteers, and students. The following is an excerpt from this policy. The full policy statement can be found on the Archdiocese's website.

- Clear communication and respect for boundaries is required at any level of contact - especially with minors and vulnerable adults. Emails, status updates, text messages, blog postings or comments and videos are all public forums of which a permanent record can be obtained. As representatives of the Church, those who work with the Church faithful should be diligent in avoiding situations that might be the source of scandal for themselves, others, or the Church.
- The Archdiocese of Galveston-Houston recognizes that employees and clerics may create Personal Websites or use Personal Social Networking Sites as a medium of self-expression. Employees and clerics must recognize that anything published on a Personal Website/Social Networking Site is no different from making such information available in any public forum. Any information that causes or has the potential to cause embarrassment to the Archdiocese of Galveston-Houston should be avoided.

- In the event an employee or cleric identifies himself/herself as, or is manifestly understood to be, an employee or cleric of the Archdiocese of Galveston-Houston on a Personal Blog/Website/ Social Networking Site: To help reduce the potential for confusion, the employee is **required** to put the following notice in a reasonably prominent place on those sites: *“The views expressed on this site are mine alone and do not necessarily reflect the views of my employer.”*
- Personal sites of Church personnel should reflect Catholic values. You have a right to privacy and confidentiality regarding what your employer knows about you, but your use of social networking — because of its very nature— means you relinquish some privacy and could be construed as representing the Archdiocese’s ethics and values.
- The Archdiocese of Galveston-Houston reserves the right to review any employee’s, cleric’s and volunteer’s Archdiocesan Ministry Websites, personal websites, and his/her personal and ministry related Social Networking Sites if there are reasonable grounds for believing that this policy is being violated.
- Do not speak on behalf of the Archdiocese on any social networking sites, personal or related to the Archdiocese or in any public online forum (example: news blogs).
- Do not use pseudonyms or the name of your parish, school, ministry, program, etc., as your identity, unless authorized to do so.

With further specific reference to STCS volunteers, the Archdiocese Social Media Policy states:

- The Archdiocese asks all volunteers who participate in social media on behalf of the Archdiocese to review and follow the standards outlined in this social networking policy.
- Volunteers’ supervisors in the Archdiocese are considered responsible for the material which volunteers post on social networking sites on behalf of the Archdiocese and/or its entities.
- Volunteers, like Archdiocesan personnel, are role models for the faithful. The Archdiocese asks volunteers to reflect Catholic values in any posts or comments made on social networking sites.

The Archdiocese of Galveston-Houston and its administrators intend to enforce the policy set forth here and expect all employees, clerics and volunteers to comply. Failure to comply with any of the provisions of this Social Media Policy will be grounds for discipline, up to and including termination, if an employee or cleric, or removal from position, if a volunteer.

Student Use of Social Media--As an extension to the Archdiocese Social Media Policy, STCS adopts the following principles applicable to students’ use of social media, STCS sanctioned and otherwise. Students who participate in online interactions must remember that their posts reflect on the entire STCS community and, as such, are subject to the same behavioral standards set forth in the *Family & Student Handbook*. Students are expected to abide by the following:

- To protect the privacy of STCS students and faculty, students may not, under any circumstances, create digital still photos, digital video or audio recordings of STCS community members at either on- or off-campus events for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- To not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts.
- To not misrepresent yourself by using someone else's identity.
- Students may not use social media sites to publish disparaging or harassing remarks about the Parish, the School, STCS community members (including staff, volunteers, and students), athletic, or academic rivals.

Failure to abide by these policies, as well as with other policies at STCS, may result in disciplinary action as described in the *Family & Student Handbook* or as determined by the school administration.

Emergency Closing

In the event of inclement weather or any other emergency, Saint Theresa Catholic School will generally follow the decisions announced by the Fort Bend I.S.D. on the radio or TV. However, please note that Saint Theresa Catholic School will use its own discretion to close based on the utmost concern for student safety. In addition, Saint Theresa Catholic School uses the I.R.I.S. alert system. In the event of inclement weather or any other emergency, an email and phone call will be made to all families through the I.R.I.S. alert system.

Evacuation

Fellowship Christian Bible Church, located at 420 Wood Street, serves as our safety evacuation point, in the event that we must clear the entire Saint Theresa Parish complex. Students will walk in line to Fellowship Christian Bible Church and parents will be notified to pick up their children at that locale.

Insurance

A third party, as dictated by the Archdiocese, provides primary or secondary insurance coverage for all students who may be injured on campus or engaged in school-sponsored activities. This insurance will serve as primary insurance for any student without other insurance coverage and will serve as secondary insurance to any existing insurance coverage for a student.

NOTICES FOR PARENTS, VOLUNTEERS, & VISITORS

Responsibilities of School, Parents, & Students

Saint Theresa Catholic School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities

When enrolling your child in a Catholic school, the School accepts certain important responsibilities, including:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social/emotional growth of students through various activities and learning opportunities

Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services as much as you possibly can.
2. To be a partner with the School in the education of your child
3. To understand and support the religious nature of the School
4. To read all communications (monthly newsletter, Daily/Weekly folders, planners, etc.) from the School and request clarification, when necessary
5. To know who your child's teachers are and observe mandatory Parent-Teacher conference dates and any special requests for meetings
6. To discuss concerns and problems with the person(s) most directly involved before contacting higher authorities; contact with teachers should be during school hours and not at home on their personal time
7. To be as actively involved as you can be in the life of the School and to volunteer assistance when possible
8. To promote your school and to speak well of it to others
9. To meet your financial obligations in a timely manner
10. To support the fundraising efforts of the School when possible
11. To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including:

1. To abide by all school rules and guidelines

2. To keep the lines of communication open with your parents, teachers, and other school personnel
3. To take responsibility for your spiritual growth by participating in Christian traditions and rituals
4. To conduct yourself with dignity and to show respect for all school personnel at all times.

Student Drop-Off & Pick-Up

The car-queue system provides easy access for student arrival and dismissal. For safety purposes, it is important that the rules listed below and the traffic flow patterns be strictly observed at all times.

N.B.: State law prohibits the use of cell phones—even in hands free mode—in a school zone.

Additional information will be communicated with you regarding changes in procedure whenever necessary. Please be extremely cautious while driving on campus at all times driving slowly and without distractions, especially during morning arrival time at Mass. Parents are strongly encouraged to utilize the car-queue line for student drop-off and pick-up. Parents may also choose to escort children to the building for drop-off, but must park behind the Community Center and utilize the sidewalk access. Parents and families may not cross the car-queue line at any time, and parents and guardians should communicate this important safety information to everyone on their pick-up and drop-off list. When escorting children to the main entrance, you must have complete control of children at all times. **Neither you nor your children may cross between cars—the strict separation of cars and children is vital for student and parent safety.** For security purposes parents are not to enter the school building at regular drop-off and pick-up, but rather wait at the door for a staff or faculty member to escort their child into or from the School building. On Friday mornings only, parents may accompany their children to the Community Center where a faculty or staff member will escort the child in to Morning Assembly. It is the responsibility of parents and/or guardians to communicate the car queue process to all persons on their child's pick-up list.

Campus Layout & Traffic Flow

All vehicles delivering children to school will enter the campus using the Saint Theresa Boulevard entrance and the Wood Street exit. Please refer to the map in the Appendix to this *Family & Student Handbook*. Please bear in mind that, by state law, all cell phone use is strictly prohibited in a school zone, which certainly applies to the student drop-off and pick-up line.

Morning Drop-Off

Following the traffic flow indicated above, students are dropped off in front of the School and escorted into the School building by faculty and staff.

You may drop off your student beginning at 7:40 a.m. All students should be in homeroom by 7:55 a.m. Students arriving after 7:55 a.m. **must** be escorted by an adult—a parent, guardian, or parent's designee—for sign-in at the Front Office.

Afternoon Pick-Up

Please follow the traffic flow indicated above in the section entitled "Campus Layout and Traffic Flow." Parents **must display the car-queue sign** that was issued to them at the beginning of the

school year in the vehicle's front windshield. Please remain in your vehicle during student pick-up, as your child(ren) will be brought to your car and assisted by an adult.

Pick up – Pre-K through 2nd grade: 3:25 p.m. – 3:40 p.m.

Pick up – 3rd through 5th grade: 3:40 p.m. – 4:00 p.m.

Pick up – 6th through 8th grade: 4:00 p.m. – 4:10 p.m.

Any students remaining on campus past their respective pick up time will be automatically enrolled in the Afterschool Care program until retrieved by their parent or guardian.

Students will not be allowed to leave with anyone other than those listed on the *Student Pick-Up Form* completed by the parent or guardian at the beginning of the School year. Please contact the School's Front Office if you need to add to or otherwise edit the *Student Pick-Up Form* during the year.

Early Pick-up

In order to maximize instructional time, early pick-up of students is strongly discouraged. For these reasons, we ask parents to make every effort, please, to schedule medical and dental appointments after school hours. If necessary, students may be picked up early from school. In such cases, parents must send a note to their child's teacher and the Front Office stating the time they wish to pick up the child. A parent or guardian must come to the office to sign their child out of school. A guardian is defined as a parent designee whose name is on file with the School. A member of the School's Front Office staff will call students from the classroom when parents arrive for pickup. **Early pick-up must take place before 2:30 p.m.** Students who return to school the same day must be signed back in through the Front Office.

Partnership in the Mission Program

The *Partnership in the Mission* program enables participating families to earn a modest financial incentive (\$1,200) each academic year by actively supporting the mission and work of the School. The goal of the Program is to invite families to be active partners in advancing the mission and development objectives of STCS. Each family is required to earn twenty (20) Partnership Point tokens over the course of the year, but has great latitude in selecting different activities to support at STCS to earn all twenty tokens. The only firm stipulation about how the twenty tokens must be earned is that five (5) of a family's twenty tokens have be awarded through active participation in one of our two large fundraising events each year. The size and scope of these events—the Golf Tournament and Field Day and Spring Family Festival—require a lot of planning, organizing, and other preparation, so we ask that every family participate in one of these events through their attendance at the very least.

The twenty tokens are awarded to each family and not to students. Each family functions as a unit, therefore a family cannot earn double tokens—via both spouses' participation— for a single event. Grandparents can serve with parents in the *Partnership in the Mission* program, but other extended family members and friends cannot stand in for a family. With the exception of the tokens accrued by functioning as a STAP officer or the Field Day Chair, tokens cannot carry over to subsequent years.

Points are not awarded for merely purchasing tickets to an event, but for active participation in it and/or preparing and planning for it.

Completing all Partnership Points duties is the responsibility of all STCS parents, and brings us all together as one community in the common work required for the building up of the School. All families should keep in mind that the cost of a Saint Theresa Catholic School education exceeds by a substantial margin the amount of funds the school charges in tuition and fees. There are some families each year who earn far more than 20 Partnership Point tokens. **Only in cases where a family earns 30 or more tokens in the same academic year, are they dispensed from the requirement of having to earn at least 5 of them at one of the School's major fundraising events (Field Day or Golf Tournament).**

How Partnership Points Work

On the day of the *New Parents Orientation/Returning Parents Orientation* and on the *Back to School Night*, parents are given a *Volunteer Service Form* to fill out, listing all of our STCS volunteer opportunities. Parents are responsible for turning the form in to the School Office. The *Partnership Points* Team will review all the forms in late August and place families in various support roles, attempting to honor requests for particular assignments whenever possible. The *Partnership Points* Team sends a notice to parents during the 1st week of September about a family's service area for that year. In early September, a meeting will be held with all service area Chairpersons, the Headmaster, and the *Partnership Points* Team to clarify all the responsibilities associated with the Chairperson positions.

Parents who fail to submit their *Volunteer Service Form* to the School Office will not be added for any service opportunities in September and will remain off of the list until they have completed and turned in a *Volunteer Service Form* to the School's Front Office.

Please note that many service opportunities will require parents to be VIRTUS trained. Those service opportunities are color coded in red on the *Volunteer Service Form*. If you want more information on how to get VIRTUS certified, please contact the School's Front Office.

Parents are responsible for making sure their service activities are documented. This means that parents are responsible for "signing-in" at the various venues where they can earn Partnership Points. Parents must therefore maintain good communications with their **Project Chairperson**, who **is the only person who can validate a family's claim of service**. Project Chairpersons will be announced in early September by the *Partnership Points* Team. Parents volunteering for lunch duty or a field trip should confirm with Front Office staff that they are eligible for Partnership Points for their service to the School.

The School's Office Staff post point totals to *ParentWeb* at regular intervals, updating them according to the school's official log of *Partnership Points*. All decisions made at the end of the year concerning a family's completion of their service duties will be based exclusively on the School's official log of *Partnership Points*. In addition, Partnership Point totals are sent home with student report cards at the end of each semester. Parents are responsible for reviewing and approving their semester *Partnership Points* report **in writing** and returning it with their child's Report Card to the School's Front Office. **The School will not take responsibility for investigating claims of service after two weeks of an issued report card.**

Failure to Participate or Complete Annual Partnership Points Goal

A family that fails to participate or who does not meet their full service responsibilities for the school year will be required to pay a fee for the following year. Fees are pro-rated according to the number of *Partnership Points* earned by the end of the academic year. A family with 10 tokens, for example, will have to pay \$600 (10 tokens at \$60 apiece). This additional cost will be added to their tuition for the following school year.

Failure to actively participate in the *Partnership Points* program does not affect a student in the process of re-enrollment if a family simply opts to buy out all of their tokens. We understand that there are many families who, as a result of their career structures or because they are caretakers for elderly parents, do not have the luxury of time to commit to school events. In those cases, while we would prefer to have your active participation at STCS, we are grateful for the gift of your financial support in lieu of your time.

Regular Communications & Mandatory Conferences

Effective parent and school communication and collaboration are essential for the realization of the School's mission. Besides regularly scheduled appointments, the School uses report cards, progress reports, an on-line grade reporting system, student planners, daily and weekly folders, and email as the ordinary means to share information with parents on students' progress and behavior. The School also issues regular newsletters with pertinent information regarding other aspects of school life. The School website is also a place to access key information (i.e., the calendar, monthly cafeteria menu, etc.).

1. Report Cards and Progress Reports are issued each quarter or four times during each School year.
2. STCS uses an on-line grade reporting system called *RenWeb*. This is the primary means by which teachers communicate a student's weekly academic progress to parents. Parents have access to their student(s) account and are expected to check it regularly to keep abreast of their child's progress.
3. Student planners are issued to students in grades 1 through 8 at the beginning of each school year. These planners are used to assist each student in developing habits of order and responsibility. Students are shown how to use their planners and manage their time, primarily by recording homework assignments and important upcoming dates and events. Homework assignments are posted each day in the classroom for the students to copy into their planners.

The teacher uses the planner to communicate informally with parents. Teachers of 1st through 8th grade students check each student's planner daily during homeroom period. Through 2nd Grade, STCS requires the planners to be signed by the parents each night, and thereafter, according to teacher discretion and instructions. In doing so, the planner becomes a communication tool as well. The teacher and parents can use the planner to send short, non-confidential notes to each other. For example, a note that says, "Ask Johnny about how he helped at recess today," will promote an

essential academic partnership between parents and teachers in reinforcing positive behavior. The teacher may also want to send more detailed information about an issue to parents via email, and use the folder note to ask parents to check their messages for a communication from the instructor.

4. Daily and Weekly folders are used in an effort to maintain proactive and regular communication between the School and parents. Students in Pre-K 3 through 8th grade will take home a folder each Friday. In addition, students in Pre-K 3 and Kindergarten will take home a daily folder. These folders should be reviewed and signed by a parent.
5. Mandatory Parent-Teacher Conferences are held twice during the School year. It is expected that teachers will be prepared with comments, suggestions, and examples of each student's work and progress. Except under the most unusual circumstances, the student should be present for these conversations to answer questions about effort and performance, and to eliminate the potential for parents and teachers to get at cross-purposes by not having the benefit of asking the student directly about his or her work, conduct, or attitude in class. The review of each student's portfolio should be a regular part of the Parent-Teacher Conferences in order to mark and note a student's growth over time.

Parents are also encouraged to address any concerns about their child's progress at this time. If further study of the student's progress is needed, the teacher or parent may suggest that a special conference be arranged.

6. Please refer to our website, www.sttheresacatholicschool.org, to be informed about pertinent day-to-day operations of the School.

Parents may call the School with questions, to set up a meeting, or to relay a message. However, teachers and students cannot be called out of class during the School day to receive telephone calls.

Parents with questions or concerns regarding their child or the School's program(s) are encouraged to contact the Headmaster either through email or by phone to request an appointment. As a general policy, emails and phone calls will be returned within 48 hours.

To facilitate the Headmaster's responsibility to oversee all aspects of the student's integral formation, the Headmaster will endeavor to meet with all parents in the School at least once per year to foster a strong parent-school relationship and to develop a better understanding of each student's academic and social needs. Each teacher in grades 1-8 communicates regularly with parents through the student planner.

Problem Resolution

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems

through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- Parents should first contact the Teacher to request a conference to better understand and resolve the problem.
- If the matter cannot be satisfactorily resolved with the Teacher, the parent should then discuss the issue with the teacher and the Assistant Principal.
- If the matter cannot be satisfactorily resolved with the Teacher and the Assistant Principal, the parent should then discuss the issue with the teacher and the Headmaster.
- If, after discussion with the parent and Teacher, and the Headmaster cannot resolve the issue, the complainant should then present the grievance in accordance with the Archdiocesan Appeals Process.

Addressing the School Board

Anyone may address the School Board provided he or she has submitted a written request to the President or the Headmaster ten (10) working days prior to the next scheduled School Board meeting. Presentation to the School Board should adhere to the following guidelines:

- a. The written request should describe the desired objective or remedy and should be presented within the previously agreed timeline between the requestor and the Board President and/or the Headmaster, prior to the Board meeting.
- b. For legal reasons, no confidential matter related to discipline problems or personnel issues, can be disclosed in such a request. The Board President or Pastor may at any time halt the public presentation of the issue if it touches on a confidential matter.
- c. Board members may ask questions in order to fully understand the objective(s) of the presentation, however, no discussions among Board members will follow the presentation until a formal, executive session is called, as appropriate, to determine the next step(s).
- d. The Board President will respond in writing to the requestor within five (5) working days of the presentation.

Appeals or Grievance Process

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be made in writing and must be received within five (5) workings days following the occurrence of the event on which the grievance is based. Please refer to the Grievance Policy in the Appendix.

Admissions

Saint Theresa Catholic School offers an education in grades Pre-Kindergarten 3 through 8. The School adheres to policies stipulated by the Archdiocese of Galveston-Houston for admissions and follows Texas State guidelines regarding age at admission. STCS admits qualifying students from families new to the area and parish, but gives priority placement each year to students previously enrolled. New student

applicants for STCS families will be prioritized for admission based on the number of the following criteria met:

- a. Children of families who have been registered at Saint Theresa Parish for at least six months prior to the opening of school registration;
- b. Siblings of students presently attending STCS;
- c. Children of families who have actively supported the Parish with their time and/or talents.

Parents are expected to disclose with the appropriate school personnel any significant confidential information which may affect their child's educational progress. Such sharing includes, but is not limited to, any of the following: diagnostic evaluations, medications, medical conditions, custody arrangements, or any other specific family situations. Failure to disclose such pertinent data at any time during the School year may result in subsequent dismissal.

Tuition & Fees

Tuition can either be paid in full by May 5th or parents can choose to pay in installments as follows:

- Two (2) payments due May 5 and January 5, respectively.
- Ten (10) payments due May 5, June 5, August 5, September 5, October 5, November 5, December 5, January 5, February 5, and March 5.

Saint Theresa Catholic School uses FACTS to manage tuition payments. All families must register with FACTS as part of the enrollment/re-enrollment process. Ordinarily, **tuition payments are non-refundable**.

Tuition Assistance

Financial assistance is need based. There are two forms of need-based assistance: aid awarded by the Archdiocese of Galveston-Houston and aid awarded directly by STCS. In order to be considered for assistance, families must complete a Private School Aid Service (PSAS) form. The form is available on our website at: www.sttheresacatholicsschool.org. Please pay particular attention to the deadline to apply for assistance, as the date changes each year. There is a processing fee to apply for assistance.

School Directory

Saint Theresa Catholic School provides a School Directory for each family enrolled in the School. It is against school policy for families to use the information provided in this directory for professional and/or business-related purposes. If you prefer not to have your address and other contact information published in the School directory, please notify the School's Front Office by August 15.

Volunteers & Saint Theresa Association of Parents (STAP)

Volunteers are valued members of the Saint Theresa Catholic School community and we especially welcome parents and parishioners to visit and support the School. All volunteer activities will be coordinated through the Saint Theresa Association of Parents (STAP) President. The purpose of STAP is to bring the parents into a partnership with the administration, faculty, and staff through commitment to the purpose and core goals of the School. STAP accomplishes this by assisting with the organization and implementation of activities, projects, events, and day-to-day tasks of the School. The School and STAP will host activities during the year for volunteer appreciation.

All volunteers who serve within the School environment and will have direct contact or interaction with children, or are put in a place of being responsible for a child at any given point in time, are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires all volunteers in the Catholic school system to complete The Application for Volunteer Service and the Volunteer Code of Conduct. These forms are available on our website at: www.sttheresacatholicschool.org. In addition, all volunteers are required to complete a VIRTUS training class. Class times and locations can be found on the Diocese website at: www.archgh.org.

Volunteers represent and serve the Church and School. They are therefore expected to show support for the School and its governing policies at all times. Archdiocesan Ethical and Moral Conduct policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the School, including those related to comportment, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at STCS should be addressed to the administration.

Volunteers must always sign in at the office and receive a volunteer badge before reporting to any work area. Work areas include, but are not limited to, assisting children at Mass, working in the cafeteria or Community Center, and chaperoning duties on field trips. If you cannot be at school during your scheduled time, please arrange for a substitute to fill in for you if at all possible. Upon completion of work, volunteers must sign out in the office and return their volunteer badge. Parents may visit classrooms when requested by the teacher, when they have an appointment with the teacher, or if previous arrangements have been made through the appropriate school personnel. Parents do not need to obtain a visitor badge if they are attending Mass but not sitting with their children in the reserved rows for STCS students. Volunteers are encouraged to ask for assistance as needed. If you are a parent volunteer, please make other arrangements for younger siblings of your STCS student. For liability and safety reasons, you may not bring children who are not STCS students to campus or on school excursions during your volunteer hours. To reduce the number of distractions and interruptions to your STCS service, please procure child care for any other children in your care prior to reporting for duty as an STCS volunteer. In the event of a last-minute exigency, an at-home assignment may be an option, upon request, depending on the nature of the School's need on any given day.

Room Parents

One of the most important parent partner roles at Saint Theresa Catholic School is that of the Room Parent. Parents of students in each grade assist the teacher with the Annual Fund and other fundraising events, with special events for the class, and with planning for field trips, the selection of parent chaperones, teacher appreciation events, and coordinating casual yearbook photos for the class. Those who execute all of their duties as room parents earn half of their Partnership Points for the year through such service.

Volunteer Dress Code

Volunteers should dress appropriately when working on campus. STCS maintains a dress code for students, faculty, and staff that exemplifies self-respect and that underscores their commitment to the serious tasks of educating and learning. For these reasons, school personnel may ask a volunteer who

reports for service in overly casual attire, exercise clothing, sports attire, or shorts or skirts of an inappropriate and immodest length, to leave and return in appropriate attire.

VIRTUS Certification

VIRTUS is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. The first training of VIRTUS is entitled “*Protecting God’s Children*” and is offered throughout the Archdiocese at various locations, dates, and times. Everyone who takes the training will be registered with the archdiocesan database. Since January of 2012, all those trained in VIRTUS are expected to renew their training with “*Keeping the Promise Alive*,” an archdiocesan training that complements and continues the efforts of the VIRTUS program. Class times and locations can be found on the Archdiocese website at: www.archgh.org.

Injury on Campus

If anyone on campus is injured, the following procedures should be followed:

1. An adult will send for the nurse or office staff; the classroom phone may be used to call the office in an emergency. The nurse or office staff will assess the situation and take appropriate action.
2. Office staff will call the injured person’s emergency contact number and record the call as required.
3. Student traffic will be kept clear of the area, as needed.
4. The nurse or Front Office staff will call 911 if needed and will keep a lead administrator, either the Headmaster or Assistant Principal, informed of the situation.
5. If necessary, a school employee will accompany the injured person to a medical treatment center.

Medical Information

A *Student Emergency Form* must be completed for each student by the parent or guardian before the first day of classes every school year. A student may not attend school unless this card is completed and given to the front office. This policy ensures that the student receives prompt medical attention, should the need arise.

Parents will inform the administration if their child has a serious or possibly life-threatening chronic illness or condition before entry into the School. Prior to the first day of school, parents will meet with the Headmaster or Assistant Principal to develop an *Individualized Health Care Plan* that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification. All required forms must be completed and submitted prior to the date of the scheduled meeting. A student will not be permitted to attend classes until a completed *Individual Health Care Plan* is on file in the STCS Office.

If a child is sent to the School’s Front Office because of serious illness or injury, the parent or his or her designee, as listed on the emergency form, will be notified. Unless the emergency is so great that the student must be taken immediately from school for treatment, it will be the responsibility of parents or their designees to seek medical attention for the student in question.

Illness

For the protection of all students, the following guidelines have been established and will be observed at all times:

A child having one or more of the following symptoms will be sent home:

- A fever of 100 degrees Fahrenheit or higher
- A suspected contagious disease, vomiting, or diarrhea
- A general malaise where the student states they feel too ill to remain in school

If your child has any of the above symptoms in the morning before coming to school, please do not bring them to campus. **A student who has been ill may not return to classes until a 24-hour period has passed in which he or she is free from all fever, vomiting, and/or diarrhea.**

Please report any known communicable diseases (i.e., influenza, strep throat, pink eye, chicken pox) to the School's Front Office. Re-admission policies differ according to various illnesses. Please report any lice infestations, since no student exposed to lice can attend class until treated and subsequently examined by the School's Nurse or Front Office staff member.

Screenings & Immunizations

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the *Texas Minimum State Vaccine Requirements for Students* available on the Texas Department of State Health Services website: <http://www.dshs.texas.gov/immunize/school/#schools>. Proof of immunization may be shown through personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Medication

Archdiocesan Catholic Schools adhere to Texas Education Code 21.914 on the administering of medication. The code requires that STCS comply with the following guidelines:

- Parents or guardians or designated adults must deliver and pick up any medication to be administered to a student.
- Only medication that is necessary for a child to remain in school will be administered during school hours.
- Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by the designated persons assigned by the School to dispense such medications.
- The student's parent(s) must give the first dose of any prescribed medication.
- Only properly labeled medication with a signed permission form from the parent or guardian will be administered.
- The School's Front Office must be provided with an individual container of prescribed medication. If medication is needed both at home and at school, please request the pharmacist to divide a prescribed amount into two bottles or vials.

- Over-the-Counter (OTC) medications such as Tylenol, Acetaminophen, aspirin, cough syrup, eye drops, etc., are only administered with written parental approval. This applies to all students in all grades.

Each medication given will be recorded on a medication log which includes date, dosage, time and the signature of the person giving the medication.

In general, a student may not have any medication in his possession during school hours, and all medication is ordinarily kept in a locked cabinet in the School's Clinic, and will be dispensed by the designated personnel. Exceptions to these guidelines are permitted only for a student diagnosed with asthma, severe allergies, or diabetes and who is in grades 5 through 8. In such cases, school administrators, in consultation with the School Nurse and parents or guardians of the student, will determine if self-administration of these medications (inhalers, anaphylactic compounds, insulin injections, etc.) is safe and adequate. Permission for self-administration of diabetes, severe allergy, and asthma medication will only be granted if a treating, licensed physician and the student's parent(s) have submitted a joint request in writing. Even in such cases, the School reserves the right to deny self-administration of these medications by the student.

At the end of each school year, all medications that are not collected by the parent or guardian will be destroyed.

Child Abuse or Neglect

School personnel of the Archdiocese of Galveston-Houston have a moral and legal obligation to report child abuse and neglect. If a school staff member believes that abuse or neglect has occurred or will occur, they must report the incident to Child Protective Services (CPS). If a school staff member believes the child is in immediate danger or harm, 911 will be called.

Forgotten Items

In an effort to foster a culture of personal responsibility and preparedness on the part of STCS students, any item or materials forgotten by a student and later brought to school by a parent (e.g. homework, PE uniform, or book) **must** be given to the Front Office to be delivered to a faculty member. Books, P.E. uniforms, and homework will be placed in the appropriate faculty member's mailbox, not taken to the classroom. Lost items found by students or parents on campus should likewise be left at the front office.

Change of Address & Other Key Contact Information

Parents should notify the School as soon as possible if their contact information changes. The School relies on the current, accurate contact information in order to reach parents in the case of an emergency.

Birthdays & Lunch Period

Parents may provide a birthday treat for their child's class during lunch. In consideration of the schedule and responsibilities of the lunchroom staff, the distraction to other students, and the health of those with severe nut allergies, parents must observe the following guidelines:

- The treat must be store bought with a label indicating the ingredients are nut free and also free from any exposure to machinery that processes nut products.
- Because of the risk of stains to uniforms and school facilities, treats with colored frosting are strongly discouraged.
- Because many other students in the lunch room will feel excluded, it is not appropriate to utilize the School's lunch period for a child's party. For these reasons, balloons, noisemakers, costumes, etc., are not permitted.

Please contact your child's teacher 24 hours in advance and work together to plan the celebration.

Visitors

All parents and school visitors **must** check in at the School's Front Office and obtain a visitor badge. No parent or visitor may go directly to any classroom, the Community Center, or the Family Life Center during school hours. Visitors must be VIRTUS trained if they will be assisting with or chaperoning students. He or she must return to the School's Front Office to sign out and return their visitor badge. To defray the cost of replacement fees, visitors who do not return their badge to the Front Office at the end of their stay will be billed \$5.00.

Separated & Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate court orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file, with the Catholic school their child(ren) attend(s), certified copies of the most recent court orders together with all amendments, modifications, and supplements. Parents are to ensure that the School has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the School.

When parents choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the School, its teachers, and personnel. School administrators inform the Legal Department of the Catholic Schools Office of the Archdiocese immediately in the event the School or any of its employees is served with a subpoena. School administrators are also encouraged to contact the Legal Department with questions regarding interpretations of the court orders and any other questions that may arise. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between their parents is harmful to children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with civility and Christian charity and will display a spirit of forgiveness at school or any school activity or event, on or off campus. On-going parental disputes can be counterproductive to the mission of the School and in some cases, it is appropriate for the Headmaster to contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Withdrawal

If a family determines that they will withdraw their children from STCS, we ask that they please notify the School at least 48 hours in advance of the intended withdrawal date. This notice facilitates record processing and other logistics. **Report cards and/or official transcripts will be issued only after all books, materials, and equipment that belong to STCS have been returned in good condition, and any outstanding fee or fine has been paid in full.** Parents or guardians will be required to complete a withdrawal form indicating the reason(s) for their decision.

APPENDICES

STCS Family & Student Handbook Acknowledgment Form

I (We) have read and understand the policies of the 2016-2017 *Family & Student Handbook*.

We agree to abide by the policies set forth therein for the safe and successful operation of the School.



Parent(s) or Guardian(s) – please print

Child(ren)'s Name(s)

Grade Level(s)

Signature of Parent(s) or Guardian(s)

Date

PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE.

STCS Technology Acceptable Use Policy and Agreement

Your child has the opportunity to access technology resources at Saint Theresa Catholic School. With this educational opportunity also comes a great deal of personal responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss them together.

Please remember that you are legally responsible for your child's actions, both online and in the world. You should therefore stress to your child the importance of using only his or her own account and password for all STCS technologies, and the importance of keeping his or her account information a secret from other students. Under no circumstances should your child let anyone else use his or her account and/or password. Please refer to the *Family & Student Handbook* for policies regarding student use of smart phones and other personal electronic devices.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child(ren) sign the agreement, and return it to the School's Front Office.

SAINT THERESA CATHOLIC SCHOOL

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT

AND PERMISSION FORM 2016-2017

For Parents and Students

Saint Theresa Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What is expected?

Students are responsible for appropriate behavior on the School's computer network just as they are in a classroom or on a school playground. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the Rules of Appropriate Use?

Electronic Communication – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Uses of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people are prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at STCS:

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or images.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated

TECHNOLOGY USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of Saint Theresa Catholic School, we have read the above information on the appropriate use of technology at school and we understand this agreement will be kept on file. Any questions about this acknowledgment should be addressed to the Headmaster for clarification.

Whether occurring **within or outside of school**, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Parent or Guardian Name (print) _____

Parent or Guardian Signature _____ Date: _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Parent(s) or Guardian(s) Permission
(Please check your choice/s below)

- My child may use the Internet and e-mail while at school according to the rules outlined.
- I would prefer that my child not use the Internet and e-mail while at school.
I understand that from time-to-time *Name of School* may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.
- My child's work can be published on the school website/Internet.
- My child's work cannot be published on the school website/Internet.
- Photographs of my child can be used or published on the school website/Internet.
- Photographs of my child cannot be used or published on the school website/Internet.

I understand that if my child's photographs and work are published on the Internet/website, my child's photograph and name will not be published together.

School Copy Received by: _____ Date: _____

Saint Theresa Catholic School Field Trip Permission Form

By signing this form, I/we _____ certify that I/we request and
(Parent or Guardian)

give permission for _____ to go on the STCS Field Trip
(Name of Student)

to _____ on _____.
(Location) (Date)

I/we have given the instructions required above, and I/we release and save harmless the school and any and all school employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them.

(Signature of Parent or
Guardian)

Emergency Information:

Parent/Guardian Name Phone # Medical Ins. Carrier

Doctor's Name Phone # Policy #

Preferred Hospital Phone # Social Security #

Campus Traffic Flow Map for Student Drop-off and Pick-up

