



Saint Theresa Catholic School - Sugar Land

Family & Student Handbook

2023 - 2024

705 St. Theresa Boulevard, Sugar Land, Texas 77498

Telephone: 281.494.1157 | Facsimile: 281.242.4870 | Web: www.stcssugarland.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 of Bishops 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 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.

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Welcome 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 parents 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.

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

As a Catholic school and a Classical 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
- To provide a Liberal Arts education
- To provide an extensive music education program, an engaging art instruction program, a physical education and sports program, and a Latin-centered curriculum, which are all vital to the goal of educating the student's 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 many 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. David Angelino

School Administration

Principal: Mrs. Francesca Rice

Saint Theresa Catholic School Advisory Board

President: Dr. Brian Linder

Members: Mr. Daniel Campbell, Dr. Noel Clarke, Mrs. JulieENZler, Mrs. Shayna Pond, Mr. Raymond French, Mrs. Lisa Thorseth, Mr. Pablo Valencia, Mr. Brian Candido, Mr. Anthony Corridore, Ms. Dorothy Godines, and Dr. Kurt Merkelz.

Saint Theresa Association of Parents (STAP)

President: Mrs. Josephine Dipasupil

Vice President and Treasurer: Mrs. Maria Kota

Secretary: Mrs. Chrissy Campbell

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:

PrincipalMrs. Francesca Rice

Homeroom Faculty & Staff:

Pre-Kindergarten Teacher	Mrs. Claudia Almeida
Pre-Kindergarten Teacher Aide	Sr. Catherine Vu
Kindergarten Teacher	Mrs. Jennifer Rysz
Kindergarten Teacher Aide	Ms. Barbara Jones
1 st Grade Teacher	Ms. Yvette Escobar
1 st Grade Teacher Aide	Sr. Anna Monica
2 nd Grade Teacher	Miss Laura McKinley
3 rd Grade Teacher	Ms. Marisa Giandinoto
4 th Grade Teacher	Mr. James Dietz
4 th Grade Teacher Aide	Mrs. Ketha Caldwell
5 th Grade Teacher	Mrs. Elizabeth Nguyen
6 th Grade Humanities Teacher	Mr. Benjamin George
7 th Grade Humanities Teacher	Mr. David Hutcheson
8 th Grade Humanities Teacher	Dr. Samuel Klumpenhauer

Ancillary Faculty:

Art Teacher	Miss Nayeli Kohl
Athletic Director	Mr. Augustine Nwoko
Latin Teacher	Mr. David Hutcheson
Mathematics Teacher	Mr. Anthony Gath
Music Director & Latin.....	Mr. Sawyer Sellers
PE Teacher.....	Mr. William Bolish
Foreign Languages & Religion Teacher.....	Mrs. Paulina Sosa
STEM Coordinator	Dr. Dulce Abascal
Library Coordinator	Ms. Betty Pruski

Facilities:

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

Administrative Staff:

Business Manager	Mrs. Toni Goldak
Office Coordinator	Mrs. Shelly Grimsley
Development Director	
Enrollment & Instructional Coordinator	Ms. Betty Pruski
School Nurse	Ms. Jaclyn Gamez

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.

The Texas Catholic Conference of Bishops Education Department (TCCBED) 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 the following: 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 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 Principal. Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy. As the educational head of the School, the Principal is held accountable for school policies outlined in the *Texas Catholic Conference Bishops Education Department Accreditation Principles and Standards*, the *Archdiocesan Board of Education Policies*, *State Rules for Curriculum*, and the *Catholic Schools Office Administrators' Handbook of Regulations*. **The Enrollment & Instructional Coordinator** is responsible in the absence of the Principal for the administration and supervision of the School and for other such duties as delegated by the Principal. **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 Catholic School Advisory Board** functions in an advisory capacity to the Pastor and Principal and, as such, assists in the identification and articulation of the educational needs and aspirations of the school and school community, engages in long-range strategic planning, approves and reviews the School budget, and participates with the Pastor in the selection and evaluation of the School's Principal. All other issues are the responsibility of the Principal 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 as follows: *"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 of Bishops Education Department and maintains full accreditation status.

Our school currently holds membership in the National Catholic Education Association, the Institute for Catholic Liberal Education, and the Cardinal Newman Society.

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 focus of an STCS education acquaints our students with the best that humanity has thought, written, and achieved with particular focus on the Classical 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 containing Texas Essential Knowledge and Skills (TEKS) is maintained in the School library for those who 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. All textbooks are the property of Saint Theresa Catholic School. Students who 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. In addition to textbooks, some paperback novels are required reading for students in grades 6-8. To ensure that all students are reading from the same edition, the School purchases sets of these books and has them available for purchase.

Student Success

All available school resources shall be used 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 progress reports provided at the mid-point of each quarter. If positive progress is not observed within a reasonable amount of time, the 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 (e.g., diagnoses and

recommendations) which would be of specific educational value in planning adequately for their child's program of study and academic support resources.

In rare cases, it may be determined that the School's resources cannot meet the needs of a particular child. It may also happen that the parent(s) or guardian(s) fail to act on the School's remediation or diagnostic evaluation recommendations. In such circumstances, the Principal may request the withdrawal of the student. He/She may, pending an evaluation or remediation plan from a trained professional, deny admission for the following year. This is particularly so if the root issue manifests itself in grave, repeated behavioral problems and in 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. The accurate completion of homework as assigned by the teacher conduces to a student's overall 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	30 to 45 minutes
Grade 3	45 minutes to 1 hour
Grade 4	1 hour 15 minutes
Grade 5	1 hour 15 minutes
Grades 6-8	1 hour 30 minutes to 2 hours

N.B.: Times listed above are based on the performance of average students—many students may 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 schoolwork 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. **Families**

are encouraged to consult the School Calendar to schedule family excursions during the ample non-academic days each school year, over the course of Summer Vacation, Thanksgiving Break, Christmas Break, Spring Break, or Easter Break. 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. Students who are absent due to suspension are not permitted to make up missed assignments, as a part of the consequences they bring upon themselves for having made poor behavioral choices.

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 concepts and information that were related to assignments and homework. However, he or she will not receive grades for the submission of this work and cannot make up any missed tests. Unexcused absences also deprive the student of 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.

Late and Missing Assignments from Students

The curriculum and pace of instruction at Saint Theresa Catholic School is, by design, rigorous. We aim to instill in our students a sense of responsibility and the seriousness of academic study. For these reasons, it is extremely important that students carefully complete and return all work on time. Our approach to addressing late or missing work is to assist students with preparation for life by gradually increasing the consequences for failing to complete their responsibilities in support of their own learning and growth.

Early Childhood and Lower Elementary Grades

At this level of instruction, the faculty and staff of Saint Theresa Catholic School are helping to foster a sense of ongoing study and personal accountability in each student. Out-of-class assignments are not awarded specific grades in many cases, and faculty work with students to have all such assignments submitted, to ensure that every one of them has a solid foundation for future study. The aim of homework assignments at this level is to introduce students to the responsibility of reflecting on concepts when outside of the classroom, in a disciplined and organized way. Faculty in Pre-Kindergarten to Second Grade will contact parents in cases where missed work appears to be chronic. Faculty may recommend a conference among parents, faculty, and the school's administration if the problem proves unamenable by other means. If there is absolutely no improvement following such a conversation, a follow-up discussion with the parents about the continued enrollment of the child may be needed to address the situation.

Upper Elementary

Beginning in 3rd Grade, students are expected to take a larger share of responsibility for managing their time and obligations, as STCS seeks to prepare them for middle and high

school expectations. Students in grades 3 and 4, who do not turn in an assignment by the deadline and have no extenuating circumstances that merit an exception in the eyes of the faculty member, will receive a 30-point reduction for the assignment if it is presented on the following day. This means that the assignment will receive at maximum, seventy percentage points (70%), and only then if the work does not feature major errors or omissions. Students therefore will have one day to complete the work, after which they will receive a zero for it. In addition, any late work must be handed directly to the teacher upon submission. This policy will apply for 5th grade students in the fall semester; in the spring term, 5th grade students will be subject to the policy for middle school students as outlined in the section below. This change at mid-year is for the express purpose of aligning expectations for students preparing to enter middle school at STCS the subsequent year.

Middle School

In grades 6-8, students are expected to see entirely to their own affairs with respect to their schoolwork, as they build stronger time- and self-management skills in preparation for high school.

Daily Assignments

In support of fostering personal accountability among students, daily work shall be turned in on the due date. Faculty will not make a second request for a daily assignment that was not submitted on time. Missing daily assignments will be recorded in the gradebook as an “M” for missing, which is weighted as a zero that cannot be dropped from the student’s record. If a student decides that he or she wants to attempt to turn in a daily assignment late, he or she must make arrangements with the teacher on or before the due date by conveying his or her intention to turn in the unfinished or missing assignment on the following day. In all such cases, faculty have the discretion to accept or deny the request, based on the nature of the assignment and the circumstances. If a teacher decides to accept a late daily assignment, it must be submitted by the student directly to the teacher by 8:00 a.m. the next school day and can earn no more than a maximum of seventy percentage points (70%). Faculty members will ordinarily attempt to resolve chronic issues with late and missing daily assignments by contacting the student’s parents. If this approach does not solve the problem, at his or her discretion, an instructor may refer a student with a pattern of missing daily work to the administration for counseling or disciplinary penalties for behavioral insubordination.

Major Student Assessments

Assignments that the teacher deems to be major assessments (e.g., essays, papers, projects, etc.) that are not completed by the due date will be accepted one day late, again for a maximum of seventy percentage points (70%). In these cases, the faculty member will ordinarily contact the students’ parents to make them aware of the problem. If the missing work is not submitted by the start of the second school day after the due date, faculty members may refer the student to

the administration to discuss further penalties, which may include such measures as immediate academic probation or suspension for behavioral insubordination. If there is absolutely no improvement following such interventions, a follow-up discussion with parents about the continued enrollment of the child may be needed to address the situation.

In these deliberations, faculty and administration take into consideration all genuinely extenuating circumstances with respect to illness, personal and family emergencies, etc.

Course and/or Credit Recovery

Ordinarily, students who fail to submit work on time will be subject to the late and missing assignment policy. In keeping with the spirit of Christian charity that directs the work of the faculty and administration of Saint Theresa Catholic School, we recognize that there are cases where grave extenuating circumstances for a student make it impossible for him or her to fully discharge his or her academic duties. In the case of a major illness requiring ongoing medical treatment, the sudden death of a parent, or other traumatic events, students may have been dealt such a major blow by life that, although they are attending school regularly, they are unable to give proper attention or focus to their schoolwork. In such a case, a parent or guardian may petition the Principal to consider allowing a student to submit work for a previous grading period if a student is later deemed able to resume regular academic attentiveness. The Principal will review the petition with faculty in the corresponding course(s) for additional context and guidance before deciding to grant or deny the petition.

This option is only for grave disruptions to the life of students and families, and the administration reserves the right to decline any petition that is not founded on a major life change. Petitions for course and/or credit recovery must outline what the life crisis was that took the child off course academically, when the extenuating circumstance began, and what is now different in the student's life that suggests that he or she can now prevail over the dilemma or challenge. The Principal is available for counsel about when such a petition might be appropriate and how to write one in support of a given student. **Parents and guardians should bear in mind when considering a prospective petition that extenuating circumstances are understood to be events or situations that one does not and would not choose to undergo, so extended absences due to a family vacation during instructional days or other elective interruptions to study, do not qualify for a course recovery petition.**

In any case where the Principal approves a petition for course or credit recovery, he/she will assemble a faculty and administrative team to assess the best support options, and then meet with the family to outline a program and timeline to be followed and the expectations for remediating the learning gap that the student must address. Because circumstances will vary in these situations, each is handled on a case-by-case basis.

Assessment & Grading

Academic achievement at STCS is fostered and measured through a range of different instruments and exercises. The School maintains regular communication with parents about the aptitude,

accomplishments, and attitude of each of their children. 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. Although report cards are official school records, it is only the report card of the final grading period that 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. 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

As required by the Texas Catholic Conference of Bishops Education Department, STCS students in grades 1-8 participate in nationally normed, standardized testing.

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 official school 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. Project due dates, furthermore, are announced in advance to afford time for planning and completion of 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. Since major project due dates are announced in advance, students should plan accordingly for the successful and timely completion of all assignments. Eighth grade students

are expected to practice good time management and planning skills, and the special project schedule 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, both for academics and conduct, results from an honest, careful evaluation of all phases of the student's work, comportment, 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 and incidental fees. 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	
A+	99-100
A	95-98
A-	93-94
Above Average	
B+	91-92
B	88-90
B-	85-87
Average	
C+	83-84
C	80-82
C-	77-79
Below Average	
D+	75-76
D	72-74
D-	70-71
Failure	
F	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 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:

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

ATTENTIVE IN CLASS – Student follows directions, stays focused, and remains 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 his or her success or failure.

Art & Music Grades

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

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 3.50 – 3.59

Candidates for 8th grade Valedictorian and Salutatorian must have completed grades 6-8 at Saint Theresa Catholic School.

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, 76 or lower, in any major subject at mid-quarter progress report time) **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-" (77) or greater.**

Academic Probation & Action Plan

An academic probation notice is an expression of the School's concern for the student's academic performance. Parents receive written notification from the Principal when a student is placed on academic probation. The Principal, the teacher, and the family then work together to provide needed academic, behavioral, and study skill support to help the student raise grades to an acceptable level. Students are placed on academic probation when they receive one or more grades of "D" (76) or lower in a major area on a progress report and report card. Major subjects are:

- Grades 1 – 2: English, Reading, Religion, Spelling, Writing, and Mathematics
- Grades 3 – 5: English, Writing, Geography, History, Reading/Poetry, Religion, Mathematics, and Science

Grades 6 – 8: English, Advanced Vocabulary & Reading, History & Geography, Religion, Mathematics, Literature & Poetry, Writing & Grammar, and Science

Academic Suspension

An academic suspension notice expresses the School's grave concern about a student's lack of progress. A student who has not raised grades in all core areas to at least a "C-" (77) 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 Principal 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 is based on accomplishing the required essential curriculum elements and progress made in social and emotional development.

A student in Grades 1-8 passes a class by earning an average of 70 or above. A child who fails up to two major subjects (earning less than 70) for the year, may remain enrolled at STCS, but will be retained for the grade level he or she did not pass. Major subjects are:

Grades 1 – 2:	English, Reading, Religion, Spelling, Writing, and Mathematics
Grades 3 – 5:	English, Geography, History, Reading/Poetry, Religion, Writing, Mathematics, and Science
Grades 6 – 8:	Advanced Vocabulary & Reading, History & Geography, English, Literature & Poetry, Religion, Mathematics, Science, and Writing & Grammar

N.B.: Students in grades 5-8 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 be eligible to remain enrolled as a student at STCS.**

Academic Remediation Plan

Students who fail up to two major areas of study (please see grade level table above under "Promotion and Retention") may remain enrolled at STCS but are ineligible for direct promotion to the subsequent grade. Any student with a final average below 70 in one or more major subjects **must** satisfactorily complete a summer tutorial program as approved by the Principal 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 next grade, the parents are required to meet with the Principal and Homeroom Teacher to map out a remediation plan. Ordinarily, the remediation plan will consist of for-credit summer school classes, agreeing to specific achievement goals in those courses, and a diagnostic exam to test the students' skill set prior to the start of classes to determine appropriate grade-level placement. The student starts the

subsequent school year on Academic Probation and has two quarters to demonstrate proficiency at that grade level. **If the student averages 70 or below in one or more major subjects at the end of the first semester** (two academic quarters), **he or she will ordinarily have his or her enrollment status at STCS reconsidered. Students who end Grade 7 with significant academic deficiencies (grades of D in two or more major areas or F in one or more major area) are not ordinarily eligible for enrollment for Grade 8.** Such students may be eligible to enroll for Grade 8 after completing all of the following steps: 1. passing an STCS-approved full credit summer remedial course(s) elsewhere with a mark of “C-” or higher; 2. demonstrating proficiency in the remediated subject areas by placement test; and 3. taking part in a conversation with parents and administration about expectations for the capstone year at STCS.

If a student is recommended for retention, and the parent or guardian disagrees 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 Services for Students with Exceptional Learning Needs

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 exceptional learning 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. Catholic Schools understand that admission of students with exceptional learning needs must be considered and reviewed on an individual basis .

Legal References to Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. 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 provides that no otherwise, qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the 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 resources of each Catholic school, Catholic schools will offer services to eligible students with special needs, when possible.

Private schools are not required to significantly alter their programs or lower/ substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Special Services Records

All psychological/ diagnostic evaluations and/ or reports regarding testing of students with special needs, received from local school districts and/ or private agencies are forwarded to the requesting Catholic school. These records are required to be kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept separate from the student's cumulative records. They are kept in a secure file and in an area accessible only to the principal and the appropriate personnel working with the student. Parents may view their child's record any time. Each student's secure file shall have a Viewing of Records Form attached. These records may not be forwarded to any other individual or agency. The Catholic Schools Office reserves the right to access these records as appropriate.

Criteria for Acceptance

In making a determination regarding the admittance of a particular applicant, the school will review the child's ability to meet the school's academic, behavioral, social, and physical qualifications. Each school determines its ability to meet the needs of the student applicant. Consideration should be given to the following:

- the student's demonstrated ability to meet grade level requirements,
- the record of student's ability to follow school rules and regulations,
- the student's ability to meet socially acceptable behaviors, and
- the student's ability to meet the physical requirements of attendance.

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 years after the exit of the student. These records are kept in a secure file and in an area accessible only to the 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.

Admission for Students with Special Needs – New Students

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form. Principals and other appropriate school personnel review current academic, social, medical, and psychological/ diagnostic 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 principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

Student Identification for Referral – Currently Enrolled Student

If there is a concern about a child's academic, behavioral, or emotional progress and testing may be needed, these concerns will be discussed with the parent or guardian 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 following matters:

- 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
- Other information provided by parents or teachers

Parents are expected to disclose any pertinent information that may assist Saint Theresa Catholic School in educating the student. The Principal 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. If such is the case, the Principal will assist the family to locate an appropriate educational program for the child.

STCS keeps documentation for all referrals. This documentation becomes part of the child's records. If an evaluation determines the student requires minor accommodations, the school initiates the procedures with parents to discuss a *Catholic Accommodation Plan*.

Student Success Expectations for Special Needs Learners

Saint Theresa Catholic School deploys 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 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 Principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/ or a student's response to instruction.

When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psychological/ diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a current, thorough psychological/ diagnostic evaluation from the local school district and/ or a private agency may be eligible for an accommodated educational program. A current evaluation is defined as one completed within the last three years.

However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings. The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record.

Modifications

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria. Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, and the cumulative permanent school record. Any modifications made to a student's educational program must be requested from the Catholic Schools Office via special request.

Modified Grading

When the curriculum expectations are modified and a Catholic School Accommodation Plan specifies modifications, then the student's progress is transitioned to an individualized standard-based report. Through the standard-based reporting, there are three (3) progress levels recorded using a letter indicator system (E, IP, and M). A descriptor for each progress level indicator is provided below:

LETTER	DESCRIPTION
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INDICATOR	
E Emergent	“E” indicates the student is developing an understanding of the grade level learning standard. The student’s current level of performance is requiring teacher support to make progress.
IP In-Progress	“IP” indicates the student comprehends and implements the learning standard and requires intermittent support and assistance to meet the specified grade level learning.
M Mastered	“M” indicates the student has demonstrated an independent and secure understanding of the standard. This student requires little if any additional support or assistance in successfully demonstrating concepts learned and has met the specified grade level learning standard.

Re-Evaluation for Students with Accommodations

It is required that psychological/ diagnostic evaluations be updated at least every three years by the local school district and/ or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year period is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/ or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations continue, a current evaluation is required. A current evaluation is defined as one completed within the last three years. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be up to date if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

Waiver of Accommodations

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form. After the waiver is signed, the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, principals, and educational team will meet after each grading period to determine the student's academic, behavioral, emotional, and social progress without accommodations. If the student is successful without accommodations after two full school years, then no further waiver reviews are required. If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

Standardized Assessment for Students with Exceptional Learning Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a psychological/ diagnostic evaluation. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. Students identified through a language proficiency assessment as an English Language Learner qualify

for a two-year exemption from the Archdiocesan standardized assessment. A Principal will make the final decision if a school will test an English Language Learner during the two-year exemption. Any adjustments made on the standardized assessment must be requested and approved from the Catholic Schools Office via special request on the appropriate form.

CHRISTIAN 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 or spreading rumors about—including via social media—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., or repeated peremptory, rude, or accusatory statements in email, cyberbullying, and other forms of harassment
- Physical acts of aggression including robbery, assault, etc.
- Blatant disregard of and repeated, willful failure to observe requirements, disciplinary sanctions imposed by the School, and/or *Family & Student Handbook* policies.

Enrollment at Saint Theresa Catholic School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the School, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the School for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this *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 supplies, beauty products, lotions, etc. in their possession in the course of the school day. Saint Theresa Catholic School is a fidget toy-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 himself or herself.
- Students should be at their desks with all books and materials ready before prayer and pledge begin. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture.
- The class is to stand and greet a priest, bishop, or religious as they enter the classroom, unless directed otherwise by the teacher.
- The class is to stand and greet the Principal as he/she enters 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. 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 Principal. 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 or the Principal. 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). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, provided that it is shatter proof (i.e. not glass) and has a threaded, non-spill cap, and that nothing other than water is brought in the container. **Water bottles must have a handle and not exceed 32 ounces.** 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. The behavioral norms and disciplinary consequences complement our efforts to properly form students through the various elements of our Guidance Curricula. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own 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 Principal. In the event of a grave breach of student conduct policy, the Principal 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 Principal.

Academic Honesty

In keeping with our mission, 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. A student commits an honor violation if he or she hands in tests or assignments as his or her own which were done in whole or part, by another student and/or parent. It is therefore strictly forbidden for a student to hand in an assignment with answers taken from another student in any case where the instructor did not expressly describe the exercise as a group assignment. Cheating, which involves access to unauthorized information during an assessment of the student's own abilities, also represents a serious breach of a student's honor. Plagiarism, another serious violation of academic honesty, involves copying words or ideas from another source, including the internet, in a written or oral composition, without properly crediting and citing that source. Saint Theresa Catholic School does not tolerate cheating, lying, misrepresentation of sources, or outright plagiarism. 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 Principal. Depending on the

severity and extent of the offense, a student's enrollment status may be reconsidered for an academic honesty violation, especially if it is compounded by lying and/or insubordination.

Care and Use of School Property

All buildings, furnishings, equipment, supplies, materials, and books are the property of Saint Theresa Catholic School. Students who 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.

Library Access & Materials

The School 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 and in good condition. Lost or damaged materials should be reported to the School Office as soon as possible. Replacement costs are assessed to the student. No student may be in the School Library unattended during or after school hours.

School Supplies

School supplies are included as part of a student's tuition and fees. Students who use supplies in excess of his or her allotment may be asked to purchase additional supplies. Students in grades 4 through 8 may be asked to furnish their own non-expandable binders, which are available in our school bookstore. **Students should not bring to school any supplies not requested by the school or teacher. Students are not allowed to use mechanical pencils, permanent markers, and correction fluid or correction tape.**

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 accommodate a child's binder, textbooks, and a 10 x 12 folder.

Student Use of School Telephone

Students are not allowed use of the School's 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.

Personal Electronic Devices

Students are prohibited from displaying or using devices such as smart phones, iPods, iPads, personal digital cameras, smart watches, and Fitbits from the time they arrive at school until they depart school grounds at the end of the instructional day. Parents are strongly encouraged to keep these expensive items at home, where they are less subject to loss or damage. If brought onto school grounds, these devices must be turned off during the school day and kept in the student's backpack. Violation of this policy will result in disciplinary measures as well as confiscation of the device and the imposition of a \$25 fine to be paid before the device is returned to the student.

Students may not take photos or videos with a smart phone or digital device at any time. Because of the legal implications for confidentiality, privacy, and appropriate use, students who are alleged to have taken

photos or videos of classmates, staff, faculty, or guests will be required to review these contents of the phone in the presence of both a parent and a school administrator before the device is returned.

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.

These rules also extend to any School-sponsored activity such as athletic events, dances, and field trips. An exception to use a cell phone may be granted only by the supervising adult in an emergency.

Parents attending a school function should turn off their cell phones or set them to vibrate, so as not to disrupt the meeting, conversation, or project in progress. This is especially important for parents serving as chaperones on a field trip, to ensure that their attention is fully focused on assisting faculty to direct students. Adults are asked to step outside the building if they must answer or place a telephone call. 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, 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.

Digital Citizenship Policy

With technology access comes a responsibility to use all devices appropriately. This Digital Citizenship Policy is for all STCS families, students, faculty, staff, and guests engaging in any school program or activity, on or off campus. It is meant to complement the STCS Technology Acceptable Use Policy by encouraging parents and students to reflect on their responsibilities to the entire community for salutary and honorable technology use and information sharing. This policy serves as a resource for all community members in maintaining everyone's safety and privacy, particularly that of students, as they access the Internet or interact in online environments. This aim cannot be achieved without the consistent, willing assistance of parents to school personnel in the application of these policies, review of possible breaches, and statements addressed to students in violation of them from parents and guardians. Your acceptance of the Digital Citizenship Policy and Technology Acceptable Use Policy are part of our enrollment/re-enrollment packet and necessary for admission in STCS. All parents and students are pledged to observe and uphold these policies as a part of their *Family & Student Handbook* acknowledgment and *Technology Acceptable Use Policy* endorsement.

Parents

Please keep in mind that it is impossible for STCS staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access. *As digital citizens, STCS students are responsible for their own actions at all times.* STCS responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Please speak with your son or daughter about appropriate conduct with regard to the use of electronics and instruct him or her to inform a staff member if another student is using electronics

inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. *Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.*

As you think about whether to send your student to school with a personal electronic device, please consider these points:

- Students are not permitted to use such devices at any time while they are on campus. Is your child prepared to be responsible for transporting a valuable item—an item which cannot be used at school--back and forth from home?
- Does your child have the self-discipline to avoid use of personal electronic devices for the entire school day, including before and after school care?
- Students have sole responsibility for the safekeeping and appropriate use of their electronics. STCS is not responsible for the loss, damage, theft, or misuse of devices. Are you willing to take on the financial responsibility of replacing a stolen, lost, or damaged device, and the legal responsibility of the misuse of that device?

If your answer is *No* to one or more of these considerations, you may want to consider having your child leave his or her personal device(s) at home.

Students

Digital citizens demonstrate ethical Internet behavior and practice digital etiquette; therefore, as an STCS student, I will comply with the following:

- Refrain from posting, sending, or sharing images, videos, or information that could be perceived as disrespectful or inappropriate, because information online is public and permanent and a reflection of myself, my family, and STCS.
- Avoid engaging with or responding to disrespectful or inappropriate online posts, messages, images, or videos and report instances to an STCS faculty or staff member if at any time I feel uncomfortable, notice any suspicious activity, or experience instances of bullying (including cyber-bullying), harassment, or inappropriate language or content.
- Refrain from visiting websites, groups, or discussion boards that are impure, degrading, discriminatory, or inappropriate in any way.
- Respect other people's privacy when online by not going into their personal online spaces without invitation, not impersonating others, nor creating false accounts for misuse of any kind.
- Safeguard all usernames and passwords created for my use of any STCS technology resource.
- Abide by STCS policies regarding personal electronic use at both on and off campus school events and adhere to all rules and regulations as explained by STCS faculty and staff.

Digital citizens protect others' digital property and understand it is wrong to damage or steal someone else's digital work, property, or identity; therefore, as an STCS student, I will do the following:

- Adhere to copyright laws and fair use guidelines, refraining from using copyrighted work without permission from the owner; always credit the owner of the original work. Seek the help of an STCS staff or faculty member if unsure whether something is copyrighted.
- Refrain from making unauthorized changes to or vandalizing any websites, groups, or discussion boards and refrain from distributing or downloading music, movies, or games in a way that violates licensing agreements.

Digital citizens understand that the Internet and social media are powerful tools and seek to use them responsibly; therefore, as an STCS student, I will observe the following:

- Maintain appropriate online boundaries with faculty, staff, and other students across all platforms.
- Inform a staff member if another student is misusing technology resources or viewing or sharing material that is impure, inappropriate, or makes me or others uncomfortable.

Lockers & Locks

Students in grades 3 through 8 are provided 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 are 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 the establishment of a consistently Christian culture, 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 treats 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. All faculty and staff have jurisdiction over students, regardless of age or grade.

Students who exhibit behaviors that are disrespectful, discourteous, or harmful to other members of the School community will be disciplined, as will those who repeatedly disrupt the learning environment of their fellow students. At STCS, student discipline is aimed at helping students to grow in empathy and in

making good choices, rather than serving as mere punishment. For these reasons, while the sections below outline ordinary disciplinary routines, the School reserves the right to adapt sanctions to varying circumstances. In many cases, disciplinary norms are applied in ways that reflect our assessment of the student's emotional maturity and understanding of right and wrong in a given area of human action. Such discretion is especially appropriate in disciplinary matters involving younger students, who do not have the same awareness of the implications of their actions that we expect of students in upper grades. Likewise, students who have been repeatedly warned or educated about consequences in the past may face firmer discipline than a student who has not had the benefit of prior instruction or admonishment. The School's administration reserves the right to take steps it deems necessary to promote and protect the safety and/or emotional and physical health of all students, and to preserve the integrity of the School's mission and academic program.

Parents are notified as soon as possible—usually the same or the very next day--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 child and his or her parent clearly understand the need for improved behavior on the part of the child.

Student Referral Forms

Student Referral Forms are a triplicate form used as a communication tool between the school and parents to address concerns related to student expectations for behavior, academics, dress code, and excessive tardiness. Students with referrals report to the principal for counsel about what happened, what caused it to happen, and create a plan to prevent it from happening again. The teacher who assigns the referral will alert parents via email about the infraction. The student is responsible for providing a copy of the referral to the parent. The parent is expected to discuss the referral with the student, sign the referral, and have the student return it to the teacher or principal the next day. After receiving three referrals, the teacher and administration will meet with the parent and student to discuss a plan for success.

Behavioral Infractions

The following list of conduct infractions, while not exhaustive, will serve as a guide for students in exercising 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 or off campus 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:

- Refusal to complete/submit classwork and homework on time as instructed

- Profanity, vulgarity, abusive speech, or offensive body language
- Lying, disobedience, insubordination, and lack of respect
- Academic dishonesty, including cheating and plagiarism
- Fighting or otherwise causing bodily harm to others
- Grave abuse and destruction of school property
- Misuse of school technology assets that extends to any of these: copyright violations; viewing, displaying, or disseminating of impure and inappropriate images, text, video, or other materials; unauthorized recording or photographing of classmates, faculty, staff, or guests; and accessing web sites and services not authorized by an instructor or other school official
- 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 vulgar 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

Because STCS is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—the repeated and intentional effort to injure, demean, belittle, or dominate another with the aim of causing emotional, physical, or psychological harm—will be addressed swiftly. Any student who believes that he or she has experienced any form of bullying—including cyberbullying—or believes that another student has experienced bullying, should immediately report the alleged acts to the Principal, a teacher, or other school employee. Students who engage in bullying will be subject to appropriate discipline. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct may also be subject to appropriate discipline.

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 Principal 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 Principal for inappropriate behavior is considered to be on Disciplinary Probation and will create a Disciplinary Action Plan in consultation with the

Principal. This discipline form, outlining the Action Plan steps and subsequent consequences for additional incidents, becomes a part of any student's file who is referred to the Principal 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 Principal in order to discuss how we can work together to encourage the student to consistently meet the expectations outlined in the Christian Code of Conduct.

Behavioral Suspension & Expulsion

Any student who is referred to the Principal after creating a Disciplinary Action Plan, is 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 is required to write a reflection essay about his or her actions, and to explore more appropriate choices. If the student is referred again to the Principal, the student will be suspended for three days, and must obtain information on and complete all assignments. Additional referrals to the Principal can result in a suspension of five days or reconsideration of enrollment, at the Principal's discretion. Students who repeatedly violate the Christian Code of 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 Christian 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 Principal will be subject to reconsideration of enrollment. At the Principal's discretion, such a student may be eligible to apply for re-admission 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 Christian 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 is 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, if 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 School's 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 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 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.

Regular Daily Schedule: Pre-Kindergarten 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 are cared for by a Saint Theresa faculty or staff member until 4:00 p.m. Students who have siblings in grades 6 through 8 are 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 Before/After School Care Program until picked up by a parent, guardian, or parent's designee. The Before/After School 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 After School Care Program until picked up by a parent, guardian, or parent's designee. The After School 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 After School Care Program until picked up by a parent, guardian, or parent's designee. After School 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 Before/After School Care Program until picked up by a parent, guardian, or parent's designee. The After School 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 Before/After School Care Program until picked up by a parent, guardian, or parent's designee. The Before/After School Care Program will charge the family the appropriate amount for that day.

School Office Hours

Office hours are 7:30 a.m. to 4:30 p.m. The School 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 through 2 nd Grade:	11:30 a.m. – 12:00 p.m.
3 rd Grade through 5 th Grade:	12:00 p.m. – 12:30 p.m.
6 th Grade through 8 th Grade	12:30 p.m. – 1:00 p.m.

Due to the risk of severe allergies, STCS maintains a strict nut-free policy for all student lunches and other food items on campus. If a student does not have a lunch when reporting to the cafeteria, STCS will provide an emergency meal for that student to ensure that he or she eats lunch. Parents will be charged through FACTS Incidental Billing for the emergency meal.

Parents are welcome to come to eat lunch with their child **only** on their child's birthday.

Attendance

Unless there are extenuating circumstances, each student will attend classes for a minimum of 90% of the attendance days or minutes in a given school year in order to be promoted to the following grade level. The 90% rule applies to all absences, including excused absences.

A student who does not attend 90% of the attendance days or minutes of a given school year may be required to repeat the grade or may not receive credit. Students who do not attend classes for a minimum of 90% of the attendance days or minutes in a semester are subject to administrative withdrawal. The Principal will make the final decision.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day.

Half Day Attendance: To be counted present for a half day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) of the instructional day.

TCCBED guidelines allow for a student who is in attendance for at least 75%, but less than 90%, of the days/minutes a class is offered to be given credit for a final grade if the student completes a plan approved by the Principal that provides for the student to meet the instructional requirements of the class.

If a student is not projected to fulfill the TCCBED 90% attendance requirement, the Superintendent of Catholic Schools must be notified. Additionally, the Catholic Schools Office recommends each school have an attendance committee who can assist in evaluation the academic needs of the student before granting credit or a final grade for students who do not fulfill the TCCBED 90% attendance requirement.

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 all school events, such as all-school Mass,

field trips, the House tournament, Field Day, retreats, etc. All students are required to attend weekly all-school Mass and/or Mass on Holy Days of Obligation with their class. STCS will presume that an absence is unexcused unless families present the School Office with documentation indicating otherwise, either on the day that the student returns to school, or before the end of the following day. The School Office staff will assume responsibility for sharing with the members of the Physical Education Department, medical notes that may affect a student's participation at recess, P.E., or team sports. If your child needs to miss school due to illness or other circumstances, please notify the School Nurse, School Office, and the Homeroom Teacher by 8:00 a.m. on the day of absence.

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 an adequate number of days, as determined by their teacher(s), to make up tests, quizzes, and examinations that they missed while away. Tests may be made up during the school day when a student returns.

Unexcused Absences

Students who miss school for personal or family leisure or pleasure have their attendance record marked "Absence-Unexcused" for the day. **Families are encouraged to consult the School Calendar to schedule family vacations and trips during the non-academic days each school year, over the course of Summer Vacation, Thanksgiving Break, Christmas Break, Spring Break, or Easter Break.** STCS faculty are under no obligation to accept makeup work from a student related to an unexcused absence. Ordinarily, students are not eligible to submit assignments for days of unexcused absences, and they bear the academic consequences that come with elective absence from school. Faculty may elect, out of their kindness and discretion to accept work in some cases, but this is a grace, and neither a right nor a privilege. Students may not expect assignments in advance for a planned unexcused absence. Because a mid-year vacation is not an emergency circumstance, it is 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 to encourage students to make good academic choices, and to begin to train them in the values that will contribute to their success, both here at STCS and beyond.

Saint Theresa Catholic School will provide every possible support to a student or family facing an extenuating circumstance. Parents should contact their child's homeroom teacher 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 inquire 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

Students should not arrive after 7:55 a.m. since daily prayer, the pledge, and announcements begin promptly at that time. Students are marked tardy if they are not in the classroom and in their seats at 8:00 a.m. A tardy student is admitted to the classroom only after a parent has personally escorted him or her into the School Office to be signed in for the day and after all daily prayers and announcements have been completed. Habitual tardiness has a grave, negative effect on school performance. For this reason, every three marks for tardiness are treated as a full-day absence in a student's quarterly attendance record. Middle School students who are tardy to class three (3) times per quarter are referred to the School's administration. Excessive tardiness will be subject to administrative review each quarter. Students cannot 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 to the School Nurse, the School Office, the Athletic Coordinator, and the Homeroom Teacher as early as possible. 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.

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 uniform 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 wear 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 dress code will be maintained throughout the entire school day. Dress code infractions, determined by any faculty or staff member or the Principal include these:

- Incomplete uniform, including clothing, shoes, belts, socks
- Unwashed, unkempt, or inappropriately styled hair
- Slovenly dress, including but not limited to untucked shirts, rolled skirts, or wrong colored socks
- Wearing non-STCS P.E. shorts or shirt (grades 6-8)

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

STCS students have three (3) basic uniforms:

- Daily – The standard uniform, worn on ordinary school days. Students who have been inducted into an academic House (5th Grade and above) may wear their House cardigan in

place of the STCS navy blue cardigan, along with the House tie and other accessories, if applicable.

- Dress – The formal uniform, worn on Mass days and special occasions. Students who have been inducted into an academic House (5th Grade and above) may **not** wear their House cardigan and/or House tie on dress uniform days.
- Physical Education – The PE uniform, worn for PE classes by students in Grades 6-8 can be purchased in the School Store. It consists of an STCS shirt, STCS shorts, plain white socks, and mostly white supportive tennis shoes (no high tops, Converse, or Sperrys). Students in grades 3-5 may bring white athletic shoes to school on dress days for P.E. class.

The Daily and Dress uniforms are **not** interchangeable and must be worn only on the appropriate days or for the appropriate class or setting. The Dress uniform is worn on days students attend Mass, typically every Friday. If they are to be worn on special occasions, parents will be alerted in advance via email.

Most uniform items may be purchased through our provider, Dennis Uniform, located at 7613 Katy Fwy., Ste. G, Houston, TX 77024. The following items are purchased directly from STCS in the school store:

- P.E. t-shirts
- P.E. shorts
- Navy cardigan with crest
- House cardigan with crest
- House tie
- House t-shirts

All uniform items provided by Dennis Uniform, must be purchased at the store location noted above or on their website.

Guidelines for Attire & Appearance

Boys' shirts must be tucked in at all times with the belt showing. The school-approved cardigan with the STCS crest is the official 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, jackets, and sweatshirts worn in cold weather must be removed in the classroom and stored. Watches, a small ring (one on each hand), and religious medals or crosses, are approved; however, watches with smart technology are not permitted. 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 in school colors of navy, gold, or white. Ankle bracelets are not permitted.

Boys with the option to wear shorts should do so 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. Girls who find that their cardigan is too warm may neatly tie it around their shoulders but not around their hips.

Dyed or highlighted hair, make-up, and color fingernail polish are a distraction in a learning environment and are not allowed. For boys, hair must be collar length or shorter in the back and may not cover eyes or otherwise obstruct vision in the front. Distinctive hair styles such as mohawks, scalp shavings, and designs are not permitted. Students in violation of these guidelines will be sent home until the distracting appearance is remedied. **Boys must maintain a clean shaven face, chin, and neck. Parents are responsible for teaching their son how to maintain a clean shaven face, chin, and neck upon the presence of facial hair growth.**

Boots, sandals, clogs, backless shoes, platform or high-heeled shoes, skater shoes (low canvas or leather sneakers with matching soles), high-top, character, or light up tennis shoes or shoelaces that do not match the shoes, are not proper dress shoes, and are therefore unauthorized.

Parents will be notified 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.

Please label all garments and shoes legibly with your child's first and last name.

Daily Uniforms for Girls Pre-Kindergarten – 2nd Grade

- Navy polo with STCS crest
- Khaki skort (no shorter than 1" above the knee)
- White or Navy tights or dress socks, ankle or knee length (ankle socks must cover the ankle bone and does not include "no-show" socks)
- Plain white tennis shoes (no high-tops; Pre-K and Kinder shoes may have Velcro closures)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school and at recess, but not in the classroom.

Dress Uniform for Girls Pre-Kindergarten – 2nd Grade

- Peter Pan blouse with blue trim
- Navy and white shadow plaid jumper (no shorter than 1" above the knee)
- Black dress shoes (with low or no heel)
- White or navy tights or dress socks, ankle or knee length (ankle socks must cover the ankle bone and does not include "no-show" socks)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school and at recess, but not in the classroom.

On dress uniform days, 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.

Daily Uniform for Girls 3rd – 5th Grade

- Navy polo with STCS crest (short or long sleeve)
- Navy and white shadow plaid skort, no shorter than 1” above the knee
- Plain white tennis shoes (no high-tops)
- White or navy socks, ankle or knee length (ankle socks must cover the ankle bone and does not include “no-show” socks)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school, but not in the classroom. Girls in 5th Grade may wear House cardigans instead, especially for an official House Meeting Day, but not for days when we attend Mass officially as a school.

Dress Uniform for Girls 3rd – 5th Grade

- 3-Quarter blouse
- Navy and white shadow plaid skort (no shorter than 1” above the knee)
- Navy vest with STCS crest
- School tie
- Black dress shoe (with low or no heel)
- White or navy dress socks, ankle or knee length (ankle socks must cover the ankle bone and does not include “no-show” socks)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school and at recess, but not in the classroom.

On dress uniform days, 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. **Girls in 3rd through 5th grade may bring their white tennis shoes to school for P.E. classes on dress uniform days.**

Daily Uniform for Girls 6th – 8th Grade

- 3-Quarter blouse
- Navy and white shadow plaid skirt (no shorter than 1” above the knee)
- Black dress shoes (with low or no heel)
- White or navy dress socks, ankle or knee length (ankle socks must cover the ankle bone and does not include “no-show” socks)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket

to and from school, but not in the classroom. Girls in 6th – 8th grade may wear their House cardigan instead, especially for an official House Meeting Day, but not for days when we attend Mass officially as a school.

Dress Uniform for Girls 6th – 8th Grade

- 3-Quarter blouse
- Navy and white shadow plaid skirt (no shorter than 1” above the knee)
- Navy vest with STCS crest
- School tie
- Black dress shoes (with low or no heel)
- White or navy dress socks, ankle or knee length (ankle socks must cover the ankle bone and does not include “no-show” socks)
- Recommended optional uniform item - Navy blue cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school and at recess, but not in the classroom.

Daily Uniform for Boys Pre-Kindergarten - 2nd grade

- Navy polo with STCS crest (short or long sleeve)
- Khaki shorts or slacks (elastic waist is permissible for Pre-K and Kinder)
- Brown belt
- Plain white socks, ankle length (no stripes or other adornment, must cover the ankle bone, and does not include “no-show” socks)
- Plain white tennis shoes (no high-top shoes; Pre-K 4 and Kinder shoes may have Velcro closures)
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school and at recess, but not in the classroom.

Dress Uniform for Boys Pre-Kindergarten - 2nd grade

- White Oxford shirt, short or long-sleeve
- Khaki slacks
- Blazer with STCS crest
- School tie
- Brown belt
- Brown dress shoes
- Matching dress socks

Boys must wear solid brown leather belts with both the Daily and Dress uniform. On dress uniform days, boys are to wear brown dress shoes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks must be solid colors.

Daily Uniform for Boys – 3rd through 5th Grade

- Navy polo with STCS crest (short or long sleeve)
- Khaki shorts or slacks
- Brown belt
- Plain white socks, ankle length (no stripes or other adornment, must cover the ankle bone, and does not include “no-show” socks)
- Plain white tennis shoes (no high-top shoes)
- Recommended optional uniform item - Navy cardigan sweater with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school, but not in the classroom. Boys in 5th grade may wear their House cardigan instead, especially for an official House Meeting Day, but not for Mass when we attend officially as a school)

Dress Uniform for Boys – 3rd through 5th Grade

- White Oxford shirt, short or long-sleeve
- Khaki slacks
- Blazer with STCS crest
- School tie only
- Brown belt
- Brown dress shoes
- Matching dress socks

Boys must wear solid brown leather belts with both the Daily and Dress uniform. On dress uniform days, boys are to wear brown dress shoes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks must be solid colors. **Boys in 3rd through 5th grade should bring white tennis shoes to school for P.E. class on Dress Uniform Days.**

Daily Uniform for Boys – 6th – 8th Grade

- White Oxford shirt, short or long sleeve
- Khaki slacks
- School tie or House tie
- Brown belt
- Brown dress shoes
- Matching dress socks
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available for Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school, but not in the classroom. Boys in 6th – 8th grade may wear their House cardigan instead, especially for an official House Meeting Day, but not for Mass when we attend officially as a school)

Dress Uniform for Boys – 6th – 8th Grade

- White Oxford shirt, short or long sleeve

- Khaki slacks
- School tie only
- Blazer with STCS crest
- Brown belt
- Brown dress shoes
- Matching dress socks
- Recommended optional uniform item - Navy cardigan with STCS crest. **Please note:** The navy fleece jacket available from Dennis Uniform is not part of the official school uniform but is considered optional outerwear. Students may wear the navy fleece jacket to and from school, but not in the classroom.

Boys must wear solid brown leather belts with both the Daily and Dress uniform. Boys are to wear brown dress shoes. Shoes that tie or buckle are preferred as they do not slip off as easily as slip-on shoes. Socks must be solid colors. Boys in 6th through 8th grade should bring white tennis shoes to school for P.E. class on Dress Uniform Days.

Student Activities

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

Special Events

Saint Theresa celebrates five special events each year:

- International Day celebrates our school's rich Catholic cultural and ethnic diversity. Parent volunteers share with the entire student body the history and culture of different countries. Students earn passport stamps and other keepsakes as they "travel" around the world. Following the presentations, all participants gather in the Community Center to sample foods from the representative countries.
- 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 is a day of Olympics-inspired 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 and other tests of balance, coordination, and speed. The highlight of the event is the ceremonial Torch Relay during which a team of eighth grade runners circle and then pass off the torch to a representative of seventh grade.
- The Fall Festival is our annual community celebration featuring music, carnival games and rides, and concessions. It is normally held on a Saturday in October and is an important family and community event.

Field Trips

Field trips enrich the instructional program and supplement classroom study. Parents must sign a field trip permission slip that also includes a liability waiver, indicating their willingness to have their child participate in a class trip. According to state law, children are not permitted 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 liability to the School and other legal requirements, STCS can make no exceptions to this policy. A child who is ineligible 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. Participation in any field trip experience for a student is a privilege and not a right.

No personal electronic devices (smart phones, smart watches, tablets, gaming devices) are allowed on field trips. A camera is allowed only if it is not a component of one of the above-listed devices. As active supports for managing and monitoring students, parent chaperones are to refrain from the use of personal electronic devices while on duty.

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 him or her. In accordance with Archdiocesan policy, all chaperones must have Safe Haven certification with the appropriate Background Clearance on file and sign the Volunteer and Confidentiality Agreement. For information about the Safe Haven training offered to parents and volunteers, please contact the Office Coordinator or visit the CMG website at www.CMGconnect.org. 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 buses will be used to transport students to and from a field trip.

Athletic Games & Events

If a child wishes to attend an athletic game or event as a spectator, he/she must be accompanied by a parent or guardian, or by an adult appointed by their parent or guardian. 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 cannot be unsupervised on the School grounds at any time. The behavior and attire of any student attending a game or event must comply with the rules and regulations of the School. Students who 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 with an unexcused absence of any length on the day of an after-school activity or athletic event, may not participate in that event or activity. 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 towards 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 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 such extracurricular events as afterschool music, sports, or Chess Club, a student must maintain at least a “C-” (77) average in each subject and have satisfactory conduct in each subject. The Principal may require a period of nonparticipation in extracurricular activities, including athletic competition, following suspension or any other serious disciplinary action. For more details, please consult the *STCS Athletic Handbook*.

Athletics

Athletic programs are an important part of the education, teaching, and formation of students at Saint Theresa Catholic School. Engagement in team sports provides a means to form the will, channel the passions, and develop teamwork through commitment and selflessness. Team sports also offer 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, observe game rules, and be in good academic standing to participate in athletics at STCS.

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)
- Volleyball

Saint Theresa Catholic School offers teamplay for boys in:

- Basketball
- Soccer
- Track (4th-8th)
- Baseball

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

- An Annual Physical Form, completed and signed by a medical doctor who is not an immediate family member; (7th and 8th grade only)
- An Emergency Consent Form, completed and signed by a parent
- 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 *STCS Athletic Handbook* for more detail.

Graduation

Eighth-grade graduation activities include a graduation Mass and family reception.

The specific dress code for girls to be observed for graduation attire consists of a white or off-white, shoulder-covering, long dress with a Marian Blue sash.

The specific dress code for boys to be observed for graduation attire consists of a dark suit and Marian Blue tie.

Parents must submit a picture of their child's graduation attire to the Principal prior to the graduation ceremony for approval

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: <https://www.njhs.us/>.

Eligibility for STCS students is open to sixth graders (in their second semester), seventh graders, and eighth graders who maintain a 3.00 or higher GPA. A Faculty Council appointed by the Principal 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 campus events.

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 Officers and the individual Class Representatives from Grades 4 through 8. Officer leadership is comprised of a President, Vice-President, and Secretary.

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; and encourages regular and orderly Council meetings.

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 these dimensions. This structure provides a way for students to have a sense of camaraderie and support that does not devolve into cliques. All student house members are expected to take part in all house activities, including the field and academic tournaments.

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 to his fellow man. Academic houses at STCS also have different mottos and charisms that distinguish that learning community:

The House of Thomas More

Patron: Saint Thomas More

Motto: God’s Servant First

Charisms: indomitable fortitude; steadfast humility; graceful dignity

The House of Hildegard

Patron: Saint Hildegard von Bingen

Motto: Placet nobis convivari (It pleases us to feast together)

Charisms: gracious hospitality, as befits stewards of the wedding banquet of the Lord

The House of Boethius

Patron: Saint Boethius Severinus

Motto: Perseverance in Adversity

Charisms: unrelenting pursuit of truth; magnanimity; devotion to truth

During the school year, the three houses will compete with each other to win points. The points are tallied at the end of the school year to determine the winning house. They will compete in the following areas:

Field Tournament—an overnight retreat (6th-8th grade) that incorporates several physical competition events.

Academic Competition—an on-campus event (5th-8th) including aggregated grade-point averages and a number of academic challenge events.

Service to the Community—Each House chooses service projects as a way to exhibit Christian charity to members of the wider community. 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.

House Heads serve together in the planning of the House Field Tournament and Academic Tournament and determining events and point structures in advance. The winning House will have their House Flag displayed in all 5th through 8th grade homerooms for the upcoming school year.

Before and After School 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 Before and After School Care. Families needing Before School Care should drop their child(ren) at the above Creative Minds location. The children of families needing After School Care will be transported from the STCS campus to the Creative Minds location for pick-up by their families. Please visit the Creative Minds website at <https://www.creativemindscdc.com/> or call 281-313-6463 for more information, fees, and/or childcare rates.

ALL PARENTS MUST NOTIFY THE STCS OFFICE COORDINATOR IF THEIR CHILD(REN) WILL BE ATTENDING CREATIVE MINDS

ALL FAMILIES MUST COMPLETE THE *CREATIVE MINDS STUDENT INFORMATION FORM*.

ALL STUDENTS WHO WILL BE ATTENDING CREATIVE MINDS MUST HAVE A COMPLETED A *CREATIVE MINDS ENROLLMENT PACKET*.

Afterschool Extracurricular Activities

Students have the opportunity to take music lessons, advance their studies, participate in athletics, or in other after-school activities. Information about all the after-school programs offered at STCS is distributed each year at Back to School Night. For additional information, please contact the Business Manager.

Student Competitions

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

- Spelling Bee competition is held for grades 3 through 8

- Geography Bee competition is held for grades 4 through 8.
- Checkers competition is held for grades 1 through 2.
- Chess competitions are held for grades 3 through 8.
- The Griffin Gauntlet competition is held for grades 1 through 8.

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 impetus animates our rigorous academic curriculum and is at the heart 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 his or her noblest and best self.

Goals of the Spiritual Formation Program

Our activities, practices, and events support a robust spiritual life for our school to:

- Be a place of encountering God and his love and truth
- Have Christ as our sure foundation
- Be a community united with the Church
- Remain faithful to the Magisterium
- Provide frequent opportunities for prayer, reading and hearing of sacred scripture, and experiencing the riches of the Church's liturgical and sacramental traditions
- Engage in the integral formation of the human person – spiritually, intellectually, and physically
- Present a Christian worldview of humanity emphasizing the dignity of the human person
- Transmit culture in the light of faith. The school prepares students to be instruments of evangelization.

Spiritual Retreats

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

Religion Curriculum

In addition to providing an educational atmosphere rich in the Christian Code of Conduct, STCS faculty use many curricular resources for the faith and virtue formation of our students including: *Theology of the Body* by Ruah Woods Press, *The New Saint Joseph Baltimore Catechism: Official Edition*, *Catechesis of the Good Shepherd*, *The Image of God Series* by Ignatius Press, *The Ignatius Bible: Revised Standard Version - Second Catholic Edition*, *Faith & Life Series* by Ignatius Press, *Program for Achieving Character Education* by Monica Speech, and *Virtues in Practice*.

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 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 Pre-K through 8th grade attend weekly Mass and Mass on Holy Days of Obligation with their class. Students should wear the Dress 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 Safe Haven trained, sign the Volunteer Confidentiality Agreement, and cannot be simultaneously attending to other minors. Parents who are not Safe Haven 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.

As part of student assessment for reverence and respect, it is mandatory that all students sit with their class during Mass. Students may not opt out of Mass for any reason.

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 the Parish community. Students need not 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 Church Office with the registration fee.

If your child has not received these Sacraments and is older than the 2nd grade, contact the Saint Theresa Catholic Church 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 School 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 using 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 access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information be given, the custodial parent must assume responsibility for providing the School 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 follow these steps:

- Provide parents and legal guardians access to records directly related to the student, (e.g., duplicate report card, permanent record card, health records.)
- Notify parents and legal guardians 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 a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody 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 custodial rights should be referred to the Legal Department of the Archdiocese.

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

Release of Student Information

Except in cases where academic records are sent to another prospective school as requested by a parent or legal guardian, 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 School personnel will be furnished by the Principal.
2. Student information related to matters of litigation may be obtained by issuance of a subpoena to school personnel.
3. Individuals employed by 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 need not be notified

or granted 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 his or her 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 as indicated on the Emergency Contact and Authorized Pick Up section in the family enrollment/re-enrollment packet, and law enforcement officers* will be permitted to withdraw or take any student away from school. If anyone appears at the School Office, other than a law officer, with a divorce decree or legal document that states otherwise, the parent and/or legal guardian will be contacted immediately.

*As required by law, this provision extends to U.S. Marshals, immigration officers, 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 respective official capacity.

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 child's Emergency Contact and Authorized Pick Up list 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, smart watches, pets or other live animals, valuable collections, trading cards, jewelry, etc. should not be 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 or family property. Inappropriate items brought to school are held by the School Office for pick-up by a parent or guardian.

Campus Safety

Saint Theresa Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Anyone making such threats in person or online (seriously or in jest) face suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police and prohibit people from campus. Although STCS has implemented safety procedures, the cooperation of students is essential to ensuring school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this *Family & Student Handbook* and the Christian Code of Conduct, as well as any additional rules for behavior and safety set by the Principal and the teachers.
- Remain alert to and promptly report to a teacher or the Principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, bus drivers, and other school employees.

Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of Saint Theresa Catholic School or Parish.

Fire Drills

State Law requires that fire drills be held monthly. Additional drills for shelter in place and inclement weather are also held during school hours as deemed necessary by the administration.

Search Policy

The school reserves the right to search anything brought onto school grounds. This includes backpacks, purses, cell phones, and other electronic devices.

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 The Lost and Found in the School Office for two weeks. After two weeks, any items remaining will be donated to the school resell store or other 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 and throughout the school and parish grounds, including the School building, and at all school activities and events. This includes the use of all 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 Archdiocesan website.

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, for 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 are, as such, subject to the same behavioral standards established 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 refrain from using other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts without proper attribution.
- To refrain from misrepresenting yourself by assuming 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.

Media Release for Students—Saint Theresa Catholic School may wish to publish examples of student projects, photographs of students, and other work on an internet-accessible World Wide Web server or in other forms of media (e.g., newsletter, promotional materials, Church Bulletin, newspapers, Social Media). If a student's photograph and work are published, their name and picture will not be published together with the materials with the exception of publication in the Saint Theresa Catholic Church Bulletin. **If a parent elects not to allow their child's photograph and material to be published, it is the parent's responsibility to explain that**

decision to their child as to why they are not permitted to appear in School photographs or videos.

Emergency Closing

In the event of inclement weather or any other emergency, Saint Theresa Catholic School generally follows 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 are 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 location.

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 third party 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 the following:

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 the following:

1. To ensure your child's arrival to school before 7:55 a.m. and pick up from school at the designated time per grade level and never later than 4:10 p.m.
2. To read ALL emails from the school, as this is our primary method of communication
3. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible
4. To be a partner with the School in the education of your child
5. To consistently treat all school personnel with respect and courtesy
6. To work with the school in the administration of student discipline
7. To understand and support the religious nature of the School
8. To respect privacy and confidentiality of all students, faculty, and staff
9. To discuss concerns and check understanding with the teachers rather than relying solely on student comments or parent comments
10. To review all communications (monthly newsletter, Daily/Weekly folders, planners, etc.) from the School and request clarification, when necessary
11. To know who your child's teachers are and to observe mandatory Parent-Teacher conference dates and any special requests for meetings
12. To be as actively involved as is feasible in the life of the School and to volunteer assistance when possible
13. To promote STCS and to speak well of it to others
14. To meet financial obligations in a timely manner
15. To support the fundraising efforts of the School when possible
16. 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 the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself 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, the rules listed below and the traffic flow patterns must be strictly observed at all times. **State law prohibits the use of cell phones—even in hands-free mode—in a school zone.** Additional information will be communicated 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 use the car-queue line for student drop-off and pick-up.
- Drivers must prevent back up on Burney Road by turning into the Knights of Columbus parking lot. (See Map in the Appendix).

- Drivers are expected to be courteous and patient with other drivers and should never engage in any form of rage
- Parents **MUST** display the car line tag on the right side of the dashboard/window or have it in hand if picking up on the sidewalk.
- Never exit your vehicle in the care line. Have your child unbuckled when you pull up to a faculty/staff member, and we will help them exit the vehicle safely.
- After you pick up your child, pull forward to the parking lot behind the Community Center to buckle them into car seats and booster seats.
- Parents may also choose to escort children to the building for drop-off, but must park behind the Community Center and use 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 the child into or from the School building.
- It is the responsibility of parents and/or guardians to communicate the car queue process to all persons on their family'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 leave via 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; this certainly applies to the student drop-off and pick-up lane.

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.

Parents may drop off students 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 School Office. Students will not be admitted to class without the adult's presence and signature of late arrival. **Parents may not drop their child at the front door and drive away. This is considered child abandonment and is against the law.**

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** in the vehicle's front windshield, issued at Back

to School Night. Please remain in your vehicle during student pick-up, as your child(ren) will be brought to your car and assisted by an adult.

All students should be picked up within their grade assigned window of time, with the exception of families with students in multiple grade levels. These may pick up all their children within the window of time allotted to the oldest child.

Any child remaining on campus after 4:10 p.m. will be sent to the front office. Parents will be billed a \$25.00 fee for late pick up. Parents will have to park and enter the office to sign out their child for documentation purposes. After the third occurrence of late pick up, parents will need to enroll their children with *Creative Minds Child Development Center* (see page 46).

Students will not be allowed to leave with anyone other than those listed on the Emergency Contact and Authorized Pick Up section from your enrollment/re-enrollment packet. Please contact the School Office if you need to add to or otherwise edit this information during the year.

Please refer to the Daily Schedule section of this handbook for more information regarding afternoon pick-up times and policies.

Early Pick-up

In order to maximize instructional time, early pick-up of students is strongly discouraged. For this reason, we ask parents 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 homeroom teacher and the Office Coordinator stating the time they wish to pick up the child. **If a student leaves school two hours prior to the end of the day, he/she will be marked absent for half a day. If a student arrives to school two hours after the 8:00 start time, he/she will be marked absent for half a day.** A parent, guardian, or parent designee must come to the office to sign out the child. A member of the School Office staff will summon students from the classroom when parents arrive for pickup. Students who return to school the same day must be signed back in through the School Office.

Walker/Biker Release

If the home of a student(s) is located within walking/biking distance of the school (approximately one mile), parents may complete the Walker/Biker Release Form giving their permission for their child(ren) to walk or bike to their home at dismissal time. This form can be obtained on the school website or from the Office Coordinator.

Partnership in the Mission Program

The goal of the Partnership in Mission Program is to invite families to be active partners in advancing the mission and development objectives of STCS. It is important to understand that the cost to educate each child in a private school far exceeds the amount charged for tuition per child. In order to make up that gap, the school must conduct fundraisers each year. We need many volunteers to make these events successful; therefore, each family is required to earn twenty (20) Partnership in Mission points over the

course of the school year, with ten (10) points earned from the Fall Festival and the remaining ten (10) points earned from other volunteer activities at the school. A description of all volunteer opportunities is available on the school website.

Important Notes:

- Family members, such as grandparents and older siblings, may volunteer and earn points for their family; however, they must have a current Safe Environment certification and background check on file. There are some cases where points can only be earned as a family.
- While volunteering at a school event, volunteers may not bring younger siblings or other children while working.

Completing and tracking all Partnership Points is the responsibility of all STCS parents and brings us together as one community in the common work required for the continued growth 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. Some families each year earn far more than the requisite 20 Partnership Points. Please visit our website under Parents' Corner for more information about the various volunteer opportunities available to our families.

How Partnership Points Work

At the beginning of each school year, STAP, the Saint Theresa Association of Parents, hosts a Volunteer Welcome Breakfast, and all parents are welcome to attend and learn more about the volunteer opportunities offered at Saint Theresa and how to sign up. In addition, all volunteer positions, and the points associated with those positions, are listed on the STCS website under Parents' Corner.

Please note that volunteer opportunities require parents to successfully complete the Safe Haven training. If you would like more information on Safe Haven certification, please contact the Office Coordinator or visit <https://galvestonhouston.cmgconnect.org/>.

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 communication with their **Committee Chairperson, who is the only person who can validate a family's claim of service.**

The School's Office Staff post point totals to the FACTS SIS Family Portal at regular intervals, updating them according to the school's official log of *Partnership Points*.

Failure to Participate or Complete Annual Partnership Points Goal

A family that fails to participate or who does not meet the full-service responsibilities for the school year will be billed \$60 per point, for each point in deficit. For example, a family with only 10 points will be billed \$600 (10 points at \$60 each).

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 points. We understand that

there are many families who, as a result of extenuating circumstances, do not have the luxury of time to devote 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 website also contains key information (e.g., the official calendar, upcoming events, 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 FACTS SIS. Through the FACTS SIS Family Portal, parents can view their child's gradebook. This is the primary means by which teachers report 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 to 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 5th 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. The planner thus becomes a communication tool as well. The teacher and parents can use the planner to exchange short, non-confidential notes. For example, a note that reads, "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 teacher.

4. Daily and Weekly folders are used in an effort to maintain regular communication between the School and parents. Students in Pre-K through 8th grade will take home a folder each Friday. In addition, students in Pre-K and Kindergarten will take home a daily folder; these folders should be **reviewed and returned** by a parent.

5. Parent-Teacher Conferences are held twice during the School year, with the fall conference being mandatory for all families. 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.
6. Please refer to our website, www.stcssugarland.org, or your family portal for information about pertinent 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 will not 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 Principal either through email or by phone to request an appointment. As a general policy, emails and phone calls will be returned within 48 hours.

Communications Expectations

From time to time, we all get stressed or upset and send an email or text message that is less kind or constructive. These messages may also exceed the bounds of civility and charity. At times when emotions are running high, it is important to step back and assess what we are sending, to whom, and what our communication goals are for a given note.

At Saint Theresa Catholic School, the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are kind and helpful. These norms are not only in keeping with our classical foundation and our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

For these reasons, if you send a note to one or more staff members that is combative or unkind in its tone or content, we will follow up with an in-person meeting to resolve the issue, working closely with the School administration. In preparation for this discussion, please review your correspondence and consider the following questions prior to the in-person meeting:

- Does my message promote a partnership with school personnel for better mutual understanding, or is it aimed to deride, denounce, or intimidate someone who works at the school, and who also devotes considerable time and energy to support and guide my children?

- Is my communication characterized by clarifying questions about a situation, or rather by accusations directed at individual faculty or staff members?
- Is the tone of my message kind and collaborative, or combative, adversarial, sarcastic, or rude?
- Does my communication indicate a desire to have more information from adults about an issue, or is it characterized by an insistence that I have the complete story from having spoken only to my child about the matter?
- What is my goal for this communication—what is it that I want to achieve with my messages?

Communications for Parent Committee Chairs

In addition to the regular duties of their role, all parent committee chairs, including those for STAP, Moms' Club, etc., serve as moderators for discussion and planning forums that they direct. Due to its strong security features and confidentiality protections, Saint Theresa Catholic School utilizes Group Me as the authorized social media platform for members of various parent groups to exchange information and ideas.

As outlined in the Family and Student Handbook, decorum and the Golden Rule are the basis for all communications at STCS. This also applies to all messages posted to parent group forums, which are not the proper venues for complaints about the school, its personnel, or programs. Complaints should be addressed directly to the school's administration. The Handbook Acknowledgment form that families sign each year states plainly that parents may not engage in: "Public criticism of or spreading rumors about—including via social media— school staff, faculty, policies, or procedures that are false or unfounded." All communications in parent forums must therefore be constructive, kind, charitable, and reflect the Christian mission and Catholic identity of Saint Theresa Catholic School. Members who violate the norms of Christian Conduct by engaging in negative, aggressive, injudicious, vulgar, or impolite postings will be admonished by the committee chair and/or the administration of the school. A second offense will result in that parent being removed from the communication platform. Committee chairs must also observe these same communications protocols in order to continue to serve in their chosen roles.

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. However, if the parent finds that he or she is rather upset or agitated when they are preparing to contact the teacher about an issue, they should seek the assistance of the Principal for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.

- If the matter cannot be satisfactorily resolved with the teacher, the parent should then discuss the issue in detail with the teacher and the Principal.
- If, after discussion with the parent, the teacher, and the Principal, an issue cannot be resolved, the complainant should then present the grievance in accordance with the Archdiocesan Grievance Process.

The education of a child at Saint Theresa Catholic School is a partnership between parents and school personnel. Sometimes, however, the partnership simply does not work. If School administration deems the partnership is irrevocably broken, parents will be asked to withdraw a student from the school.

Addressing the School's Advisory Council

The Saint Theresa Catholic School Advisory Council serves to offer advice and suggestions to the Pastor and Principal for the business and administrative affairs of STCS. Anyone may address the School Board provided he or she has submitted a written request to the School Advisory Council President or the Principal ten (10) working days prior to the next scheduled School Advisory Council meeting.

Presentation to the School Advisory Council should conform 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 Advisory Council President and/or the Principal, prior to the Advisory Council meeting.
- b. For legal reasons, no confidential matter related to discipline problems or personnel issues can be disclosed in such a request. The Advisory Council President or Pastor may at any time halt the public presentation of the issue if it touches on a confidential matter.
- c. Advisory Council members may ask questions in order to fully understand the objective(s) of the presentation. However, no discussions among Advisory Council members follow the presentation until a formal, executive session is called, as appropriate, to determine the next step(s).
- d. The Advisory Council 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 arise. 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) working days following the event on which the grievance is based. If, after exploring the means outlined above to address the issue, you feel it necessary to take this step, please contact the Principal for a copy of the current Archdiocesan Parent/Guardian Grievance form.

Admissions

Saint Theresa Catholic School offers an education in grades Pre-K 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 complies with all Archdiocesan regulations, assuring that no person shall be excluded from consideration for privileges, scholarship, student aid, athletics, admissions policies, education policies, or participation in any program or activity which it operates on

the grounds of race, religion, color, nationality, or ethnic origin. The School admits qualifying students from families new to the area and parish, but gives priority placement each year to students currently enrolled. New student applicants for STCS families will be prioritized for admission based on meeting the following criteria:

- a. Siblings of students presently attending STCS
- b. Children of families who have been registered at Saint Theresa Parish for at least six months prior to the opening of school registration
- 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 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.

All new applicants seeking admission to Saint Theresa Catholic School are evaluated on the basis of their application, their entrance exam, teacher evaluations, and report cards and transcripts.

Required documents include:

- A copy of the applicant's birth certificate
- A copy of the applicant's most recent report card or progress report
- A copy of the applicant's most recent standardized testing (IOWA, STAAR, Terra Nova, etc.), if applicable
- A copy of the applicant's Individual Education Plan (IEP) or Education Service Plan (ESP), if applicable
- A Teacher Recommendation from a teacher in one of the applicant's core subjects, submitted by the student's current school

Shadow Days and Testing in key academic areas will be held for new applicants in Grades PK - 8. This information is used to determine whether the program at Saint Theresa Catholic School will meet the educational needs of the applicant. An interview with the family and applicant are also part of the admission process.

All newly admitted students are provisionally accepted and given a trial period of not less than one semester in which to prove himself or herself, both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from Saint Theresa Catholic School. In such cases, the recommendation and decision of the School is final.

Tuition & Fees

Saint Theresa Catholic School uses FACTS Tuition Management to bill and collect tuition payments, and FACTS Incidental Billing to bill and collect all other fees such as after-school activities and school store

purchases. All families must register with FACTS as part of the enrollment/re-enrollment process.

Tuition and fee payments are non-refundable.

Tuition can be paid in full either by July 5 or in installments as follows:

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

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. Families apply for both forms of assistance through FACTS Management. Please pay particular attention to application deadlines, as the dates change 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 in this directory for professional and/or business-related purposes. If you prefer that your address and other contact information not be published in the School Directory, please notify the School Office.

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). The purpose of STAP is to bring the parents into a partnership with the administration, faculty, and staff through commitment to the purpose and 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.

All volunteers who serve within the School environment and have direct contact or interaction with children, or are put in a place of being responsible for a child at any time, are required to follow specific guidelines. All volunteers are required to complete a Safe Haven training class and sign the Volunteer Confidentiality Agreement. If you would like more information on Safe Haven certification, please contact the Office Coordinator or visit <https://galvestonhouston.cmgconnect.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 School 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 children on field trips. If you cannot be at school during your scheduled time, please arrange for a substitute to fill in for you. Upon completion of work, volunteers must sign out in the School 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 and not sitting with their children in the rows reserved 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, you must procure childcare for any other children in your care prior to reporting for duty as an STCS volunteer.

Volunteer Opportunities

At Saint Theresa Catholic School, there are many opportunities to get involved in school activities, get to know the faculty and staff, and form friendships with other families. Please visit our school website at www.stcssugarland.org and click on the Parent's Corner tab to find more information about the volunteer positions at our school.

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.

Safe Haven Certification

Safe Haven Training is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops and all volunteers are required to take this class, which also includes a Background Clearance. For more information about the Safe Haven certification, please contact the Office Coordinator or visit <https://galvestonhouston.cmgconnect.org/>.

Injury on Campus

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

1. An adult will send for the School Nurse or School Office staff. 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. The School Nurse or School Office staff will call 911 if needed and will keep a lead administrator informed of the situation.
4. If necessary, a school employee will accompany the injured person to a medical treatment center.
5. Student traffic will be kept clear of the area as needed.

Medical Information

The *Medical Information* section of a student's enrollment/re-enrollment packet must be completed by the parent or guardian before the first day of classes every school year. A student may not attend school unless this information has been received by the school. This policy ensures that the student receives prompt medical attention, should the need arise.

Parents must inform the School Nurse and School Office before entry into the school if their child has a serious or possibly life-threatening chronic illness or condition. Prior to the first day of school, parents will meet with the School Nurse and the designated School staff to develop an *Individualized Health Care Plan*. This plan 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 Office because of serious illness or injury, the parent, or his/her designee listed in the *Emergency Contact/Authorized Pickup* section of the enrollment/re-enrollment packet, 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 child.

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 will be sent home:

- A fever of 100 degrees Fahrenheit or higher
- Vomiting, diarrhea, or severe abdominal pain
- A general malaise where the student states he or she feels too ill to remain in school
- A suspected contagious disease or communicable condition, including but not limited to head lice, pink eye, strep throat, persistent cough.

If your child has any of the above symptoms or conditions in the morning before coming to school, please do not bring him or her 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 (e.g., influenza, strep throat, pink eye, chicken pox) to the School Office. Re-admission policies differ according to the specific illness. Please report any lice infestations, since no student exposed to lice can attend class until treated and subsequently examined by the School Nurse or School Office staff member.

Screenings & Immunizations

The Texas Catholic Conference of Bishops Education Department (TCCBED) immunization policy requires every student enrolled in a Catholic School in the State of Texas be immunized in accordance with the immunization schedule adopted by the Texas Department of State Health Services. All students must furnish a copy of their immunization record to the school office before they may enter school on the first day.

To determine the specific number of doses required for your child, 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 child.
- Only medication necessary for a child to remain in school will be administered during school hours.
- Only medication prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel.
- The student's parent(s) must give the first dose of any prescribed medication.
- Signed parental and physician consent for either prescription or non-prescription medications must be obtained.
- Medications must be in their original packaging with the student's name clearly visible.
- The School Nurse or School 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 divide a prescribed amount into two bottles or vials.

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

A student may not have any medication in his or her possession during school hours, and all medication is kept in a locked cabinet in the School's Clinic to 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 child, will determine if self-administration of such medications (inhalers, anaphylactic compounds, insulin injections, etc.) is safe and adequate. Permission for self-administration of diabetes, severe allergy, and asthma medication will be granted only if a treating, licensed physician and the child's parent(s) have submitted a joint request in writing. Even in such cases, the School reserves the right to deny self-administration by the student.

At the end of each school year, all medications 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 suspected child abuse and neglect. If a school staff member believes that abuse or neglect has occurred or will occur, he or she 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, office staff will not accept **the following** forgotten items from parents to be delivered to a student such as: homework, books, projects, etc. Forgotten student lunches may be dropped off at the School Office. If a student forgets their lunch and the parent is unable to drop it off at the School Office, an emergency lunch will be provided to the student, and the family will be charged via FACTS incidental billing. Likewise, once a student has been dismissed from school, he or she may not re-enter the school building to retrieve books, homework, supplies, or personal belongings.

Change of Address & Other Key Contact Information

Parents should notify the School Office 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 are welcome to visit and share a special lunch with their child on their birthday. This is a special treat for the birthday child only, so parents may not bring lunch for other siblings or friends on that day. If your child celebrates their birthday during the Summer, please arrange a half-birthday day with your homeroom teacher to celebrate. In addition, parents may provide a birthday treat for their child's class, but only their child's class, during lunch. Please note that students in Pre-Kindergarten will eat lunch in their classroom, so please contact your homeroom teacher to make arrangements for a birthday lunch and treat. In consideration of the schedule and responsibilities of the lunchroom staff, the distraction to other students, and the health of those with severe food allergies, parents must observe the following guidelines:

- **You must contact your child's homeroom teacher 24 hours in advance to plan the celebration.**
- The treat must be store bought with a label indicating that the ingredients are nut free and also free from any exposure to machinery that processes nut products.
- We highly recommend store-bought cookies as opposed to cupcakes. Treats with colored frosting are strongly discouraged.
- It is not appropriate to use the School's lunch period as a child's party. Party favors, balloons, noisemakers, costumes, etc., are not permitted.

Visitors

All parents and school visitors **must** check in at the School 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 Safe Haven trained if they will be assisting with or chaperoning students. Visitors must return to the School Office to sign out and to return their visitor badge.

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 Principal 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 belonging 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 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. Helpful guidelines can be found in the Digital Citizenship Policy section.

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 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 2022-2023

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 his or her student not have e-mail and Internet access, use of the computer is still possible for more restricted purposes, such as word processing.

Internet and E-mail

Access to Internet and e-mail enables 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 internet and email servers used by faculty, staff, and students are owned and operated by Saint Theresa Catholic School, and the misuse of them will therefore not be tolerated. The user is personally responsible for his or 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 downloading/uploading 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 this: Never view,

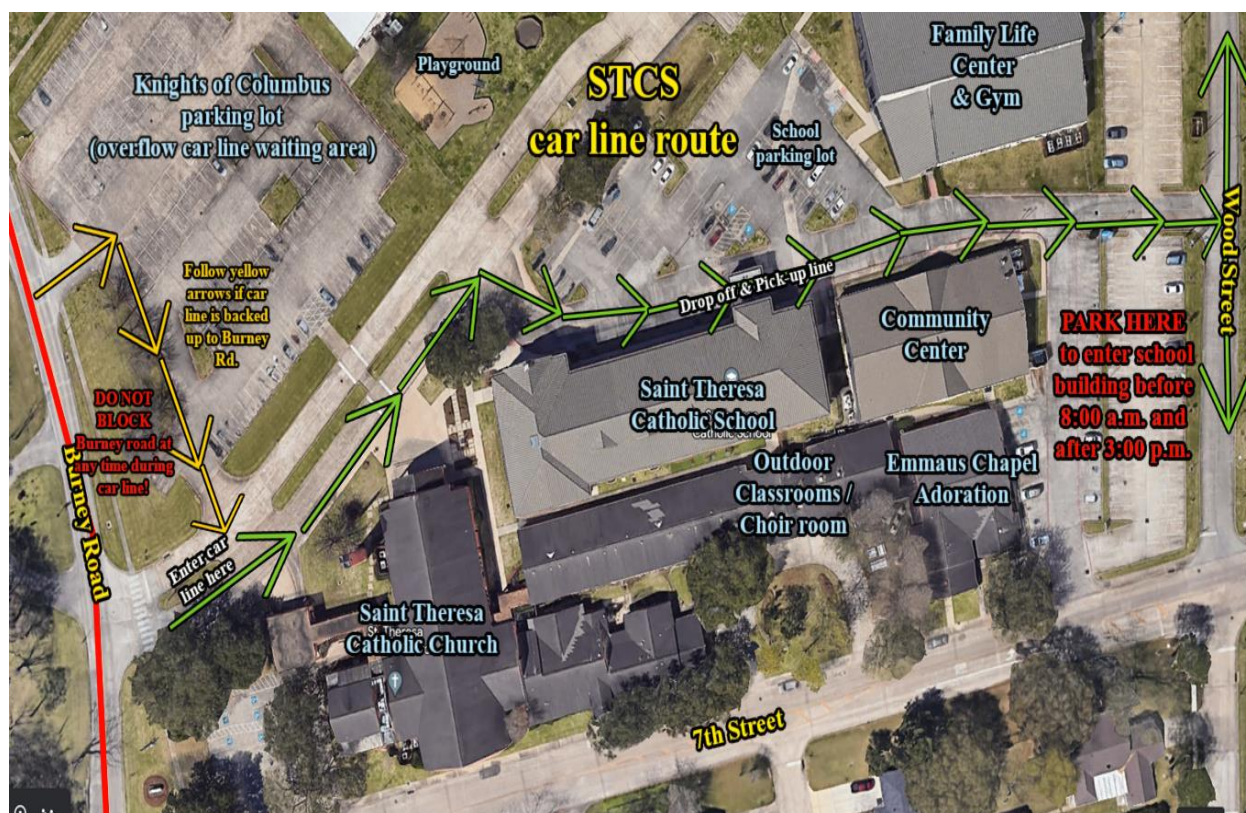
send, or access materials, which you would not want your teachers and parents to see. Use of cell phones to transmit unacceptable language and/or photos that are harmful to oneself, other students, and/or to other people is prohibited.

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 promoting 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.

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





SAINT THERESA CATHOLIC SCHOOL | 2023-2024 CALENDAR

Independence Day
School Office Closed

4
3-7

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

New Year's Day/No School	1
Back to School	2
No School/MLK Birthday	15
Catholic Schools Week	28-31
Griffin Day of Giving	29
International Day	31
Qtr 2 Ends	8
Qtr 3 Begins	9

In-Service/No School 1-3
CSO In-Service/No School 4
In-Service/No School 7-11
Back To School Night 10
First Day of School 14
Begin Qtr 1 14

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Catholic Schools Week	1-3
Presidents' Day/No School/CSO In-Service	19
Ash Wednesday	14
Parent Teacher Conferences begin after school	15
Parent Teacher Conferences/Early Dismissal 12:00 P.M.	16
Mid Qtr 3	8

Early Dismissal – faculty/Staff Retreat 1
Labor Day/No School 4
Parent Teacher Conferences/Early Dismissal 12:00 pm. 21
Parent Teacher Conference/No School 22
Mid Qtr 1 13

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Spring Break	11-15
Holy Thursday/Early Dismissal 12:00 p.m.	28
Good Friday/No School	29
Easter Sunday	31
Qtr 3 Ends	19
Qtr 4 Begins	20

Catholic Schools Office
In-Service/No School 6
Fall Festival 7
Columbus Day/No School 9
Qtr 1 Ends 17
Qtr 2 Begins 18

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Easter Monday / No School	1
Field Day/Early Dismissal 12:00 p.m.	19
Mid Qtr 4	22

Grandparent's Day/Early Dismissal 12:00 p.m. 17
Thanksgiving Break 20-24
Mid Qtr 2 16

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 th Grade Graduation	17
Kindergarten program	22
Last Day of School	22
Faculty check-out/ Weather make-up days	23/24
Qtr 4 Ends	22

Early Dismissal 12:00 p.m. 15
Christmas Break 18-29
Christmas Day 25

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Volunteer/Vendor
CONFIDENTIALITY AGREEMENT
Non-Disclosure of Information for
CATHOLIC SCHOOLS**

This Confidentiality Agreement is effective between the undersigned and _____ Catholic School.

From time to time a volunteer, Committee member, Board member, Staff member, (either paid or unpaid) or outside vendor, may attend meetings, provide services or engage in other activities where sensitive and confidential information may be discussed, witnessed or presented orally or in writing. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual outside of the immediate current and appropriate SCHOOL representative.

Confidential Information means any information or material that is proprietary to or that is not generally known outside of the SCHOOL, including, but not limited to: proprietary parish information, proprietary school information, diocesan proprietary information, business plans; personnel information; donor and prospective donor information; scholarship or grant applicant information; internal discussions and other information that may be deemed proprietary; student records; health records, personnel file records, all protected records and all information of a sensitive proprietary nature.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior written consent of the Pastor or Principal of the school.

If the terms of this Confidentiality Agreement are violated, the individual may no longer be permitted to volunteer or provide services on any Catholic School Campus.

I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability. Signed this _____ day of _____.

Signature

Print Name

Principal Signature

Print Name

Revised August 25, 2020

Volunteer/Vendor Confidentiality Agreement

Who do I contact when I have questions?

Please email or call the Admissions & Instructional Coordinator - Betty Pruski at bpruski@sttheresacatholicschool.org for the following:

- Admissions and Enrollment including Enrollment, Re-Enrollment, Entrance Exams, Shadow Days, Family Tours, and the January Open House
- Birthday Book Program
- FACTS Family Portal
- STCS Griffin Library
- All Summer Programs, including Griffin Gateway Program and summer tutoring

Please email or call the Office Coordinator - Shelly Grimsley at sgrimsley@sttheresacatholicschool.org

- Safe Environment Training (Safe Haven)
- Competitions (Griffin Gauntlet, Science Fair, Spelling Bee)
- Graduation
- Grandparent's Day
- May Crowning
- International Day
- St. Nicholas Day
- Student information (i.e., student pick-up authorization)
- All parent/student communication through email
- Friday folders
- Partnership in Mission Points
- School Calendar
- School lunch program – Road Runner Foods
- Before and After-School programs – Creative Minds
- Student absences
- Retreats
- Field Trips
- Social Media
- Athletic Programs and Athletic Camps

Please email or call the Business Manager - Toni Goldak at
tgoldak@sttheresacatholicschool.org

- All school store items including Spirit Wear, PE uniforms, House uniform items, school sweaters and ties
- School uniform questions regarding Dennis Uniform
- Uniform Closet (school uniform resale shop)
- All FACTS tuition, Tuition Assistance, and Incidental Billing information
- STAP, including Mom's Club and Dad's Club
- After-school tutoring
- After-school programs including Choir, Chess Club, piano, dance, St. John Bosco Club, Rosary & Adoration Club, and the Griffin Guild Theater Club
- All major fundraisers including the Fall Festival, the Gala, and Griffin Day of Giving

Please email or call the Principal - Francesca Rice at
frice@sttheresacatholicschool.org

- Report Cards and Progress Reports
- Student Discipline
- Student Accommodations
- FACTS SIS Gradebook