



# Parent / Student Handbook

2021-2022

320 Goodnight Avenue  
Pueblo, CO 81004  
(719) 561-1121

[www.sttheresepueblo.org](http://www.sttheresepueblo.org)



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## ST. THERESE CATHOLIC SCHOOL

320 Goodnight Avenue  
Pueblo, Colorado 81004  
(719) 561-1121

*A Catholic parochial school operated under the auspices  
of the Catholic Diocese of Pueblo*

### MISSION STATEMENT

*The mission of St. Therese Catholic School is to provide for the academic and spiritual growth and development of each student within an environment formed by the values of sacred scripture and the traditions of the Catholic Church.*

### PHILOSOPHY

In light of our mission, St. Therese Catholic School affirms that parents are the primary educators of their children. We, the faculty and staff at St. Therese Catholic School in conjunction with the parents and students, are dedicated to:

#### Teaching Gospel Values

- Develop in each child knowledge and love of the Catholic Church.
- Develop in each child the ability to translate faith into action.
- Integrate religious truths and values into the instructional program.
- Instill in each child the ability to recognize the dignity in all human life.

#### Promoting Personal Growth

- Develop in each child a positive self-image.
- Develop in each child a sense of responsibility, courtesy, and respect.
- Encourage the discovery and cultivation of each child's God-given unique gifts and talents.
- Motivate each child to pursue his/her highest potential as a learner.

#### Providing a Catholic Education

- Foster an understanding of the liturgy through active participation and receiving the sacraments.
- Teach a specific sequenced curriculum rooted in the message of Jesus Christ that meets or exceeds Diocesan and state standards.
- Develop the capacity for critical thinking consistent with high academic standards.



It is important to note that Catholic schools' academic endeavors flow from our mission of teaching the Gospel through our Catholic Faith and tradition. This is what distinguishes a Catholic school from other schools. We are first a faith community, intent on ***integrating into the school environment Biblical values and the teachings of the Catholic Church.*** All other activities flow from this reality.

## GENERAL INFORMATION



St. Therese Catholic School is recognized as a Regional Diocesan Catholic School, serving the city and county of Pueblo. It is not affiliated with any parish but under the jurisdiction of the Bishop of Pueblo with a governing board. Located in Pueblo at the corner of Prairie and Goodnight Avenues, St. Therese Catholic School (STCS) enrolls students in pre-K through grade 8. Class size will comply with National Catholic Education Standards and will be reviewed on an ongoing basis by the Board of Directors. A highly dedicated and fully certified faculty includes specialists in religious education, music, physical education, and foreign language.

### ADMISSIONS INFORMATION

The admission process for St. Therese Catholic School includes a tiered system to establish priorities for filling class rosters each year. Grade level rosters will be filled based upon the number of students within each tier. Our enrollment cap is 16 at each grade level. The Board of Directors has established the following priorities for admission to St. Therese Catholic School:

- All returning STCS students in good standing.
- Siblings of returning enrolled students.
- St. Therese Catholic School employee children.
- New students from Catholic families.
- New students from Non-Catholic families.

**Returning students in good standing who register by the application deadline and submit the required fees and paperwork for the coming year are automatically counted in the class rolls for grades K-12.**

Admission of students new to St. Therese may include an evaluation of the student's academic readiness for the grade in which the student is enrolling, a records review from previously attended school, and a personal interview with the student and parents may be conducted by the school principal. A decision to admit a new student will not be final until this process is completed. Examples of documentation used to complete the review process are:

- Screening assessments administered by St. Therese Catholic School.
- A copy of the current report card or a copy of the previous year's report card.
- A copy of the most recent standardized test scores.

St. Therese Catholic School exists to provide a Catholic education to all who desire it; however, we reserve the right not to admit a student ***if we believe the school would not serve the student's individual needs. All newly enrolled students are enrolled on a probationary basis which lasts one quarter. At the conclusion of that time, a decision will be made as to whether or not the school is serving the pupil's needs.***

## **AGE REQUIREMENTS**

The policy of the school requires a child to be 5 years of age on or before **June 1<sup>st</sup>** of the year of enrollment. This policy however, establishes an exception for students upon mutual agreement for readiness testing of the child prior to approval for enrollment. Students who are applying for enrollment into the first grade will be required to be 6 years of age on or before **June 1<sup>st</sup>** of the year of enrollment.

St. Therese Catholic School does not have the resources to address the needs of children with serious learning disabilities and/or emotional or behavioral disorders.

## **NON-CATHOLIC STUDENTS ENROLLED AT SCHOOL**

The Non-Catholic applicant should understand, accept, and be willing to support actively the philosophy and goals of the school. Non-Catholic students of any religion are asked to respectfully participate in liturgy and Catholic programs of service. Religion class, however, is part of our required curriculum. These are integral parts of the life of the school. The staff will be sensitive to and respect students of a different religious affiliation; however the Catholic value system will never be compromised.

## **FEES AND TUITION**

Fees and tuition payments are required from families of children who attend St. Therese Catholic School.

### **Tuition Payment Options:**

Tuition can be paid according to these options:

- Annual Payment - Due by August 1<sup>st</sup> or 15<sup>th</sup> through the TADS System
- Biannual Payment - Half of Tuition due by August 1<sup>st</sup> or 15<sup>th</sup> and Second Half Due by February 1<sup>st</sup> or 15<sup>th</sup> through TADS
- Automatic Bill Pay - The first installment of tuition for our 12 month Plan will begin in July and for our 10 month plan in August. Parents will be able to make their tuition payments directly online through our TADS online program. This program will accept debit or credit cards. If a payment is not paid within five days of the date chosen in the TADS system, however, a late fee of \$35 will be charged. More information will be made available on our website.



St. Therese Catholic School will make every effort to see that no one is denied access to a Catholic education based solely on lack of funds to pay tuition. The degree to which STCS can subsidize students who are unable to pay will vary each year as a direct result of the school budget. Anyone requesting financial assistance should click on the financial aid tab or the link provided at the end of the enrollment process on TADS. This matter will remain confidential. The scholarship committee will review financial information and make appropriate recommendations.

## **FINANCIAL ASSISTANCE**

St. Therese Catholic School strives to make Catholic education affordable through a viable financial assistance program. Funds for the program are generated through the contributions of generous donors and active parent fundraising, primarily Bingo. Assistance is awarded based upon a family's demonstrated financial need and availability of funds.

The school utilizes an online financial aid application through the TADS system. A copy of your most recent tax form is needed.

The school Financial Aid Committee will review the TADS applications and make every effort to meet the demonstrated need of every student who qualifies for admission and wishes to attend St. Therese Catholic School. Preference will be given to currently enrolled students and to families with more than one child enrolled. A number of factors are considered in determining whether or not a family will qualify for a scholarship. Factors include, but are not limited to, parental commitment to the school and family's history of participation; or, in the case of new families, a commitment to participate in supporting the school and the school's parent support group, The Alliance for Catholic Education (A.C.E.) and volunteer time given to the fund raising efforts, including bingo, of the school. All families with demonstrated financial needs are encouraged to utilize this process. Because financial conditions change, there is no guarantee that a family will receive financial assistance for subsequent years or that a family will receive the same amount as the previous year. Unfortunately, to meet the need of every family in every situation is not possible.

***St. Therese Catholic School stresses the importance of confidentiality in relation to all student and family records. All materials related to request for financial assistance, to the deliberations of the Financial Aid Committee, and to the resulting determinations shall be held in the strictest confidence.***



To reserve a space in a class, payment of the registration fee and book/activity fee is required. If a student's enrollment in the school is contingent upon receiving financial assistance and the book fee and registration are not paid, the student may be placed on a waiting list for enrollment but a place will not be reserved.

#### **Student Withdrawal**

The school must be notified in writing if a family finds it necessary to withdraw from St. Therese. Student Records are mailed to the new school after all books are returned and all fees (book, tuition, or lunch) have been paid and upon receipt of the parent release form.

#### **Delinquent Tuition**

Tuition is to be paid in a timely fashion. A delinquency of 30 days will result in a letter of notification to parents as a reminder of past due tuition. A delinquency of 60 days will require an immediate meeting to address this. Failure to pay the delinquent amount or arrive at an agreeable payment plan in a period of five school days after the meeting may result in discontinuing the enrollment of the student at the end of the current term of the dated letter. A grace period for payment of the delinquent tuition may not be extended beyond a 45 day period with the exception of a repayment plan as negotiated with the school principal.

**A student will not be accepted for enrollment in the next school year until all delinquent tuition for the current year has been paid or a repayment plan has been negotiated with the school principal. Should registration fees for the ensuing school year be paid, they will be held in escrow to be applied to the delinquent tuition and fees for the current school year.**

*The school may charge a service fee of \$35.00 for checks returned because of insufficient funds. Repayment for NSF checks must be in cash and include the service fee.*

## **PARENT VOLUNTEER PROGRAM**

In the spirit of commitment to Catholic Education and St. Therese Catholic School, families are both encouraged and expected to participate in assisting the school in reducing operational costs and thereby providing enrichment opportunities for students that might otherwise be unavailable.

The administration works closely with the Alliance for Catholic Education (A.C.E.), the parent/teacher organization at the school, in its efforts to raise supplemental funds and provide auxiliary services. Because parental commitment is an integral part of the school's success, families are asked to reflect on their ability to contribute and respond through the A.C.E.



**Commitment Agreement:** Each family is asked to make a minimal financial commitment of \$150 or \$300 per month in Scrip Cards **AND** a service commitment of 70 hours per year, of which 24 hours are to be fulfilled by volunteering over a 12 month period at bingo on Sundays, Wednesdays or Thursdays. Bingo is a major fundraiser for our school in helping to keep our tuition one of the lowest in the County. This commitment helps reduce operational expenses and fosters a sense of camaraderie and school spirit in our community. Families may contact the school office to inquire about opportunities for fulfilling their service commitment. A complete copy of the ACE Commitment Agreement is provided in all student registration packets and upon request.

### **VOLUNTEER GUIDELINES:**

- Volunteers are to adhere to a strict code of confidentiality with respect to information regarding teachers, students, and/or their families. Volunteers are to be professional in demeanor and dress appropriately at all times while representing St. Therese Catholic School.
- Volunteers working directly with students must meet the guidelines of STCS for volunteering. These guidelines include a Catholic Mutual Group (CMG) Connect Safe Environment Training, Screening One Background Check as required by the Diocese (updated every 5 years) and agree to the Volunteer Code of Conduct. All volunteers providing driving services for field trips will need to furnish a copy of their Screening One background check, code of conduct, current proof of automobile insurance and copy of driver's license. Volunteers should check with the school secretary for the appropriate paperwork.

## **ATTENDANCE**

### **CALENDAR**

A school calendar is provided at the beginning of each school year. It is the policy of St. Therese Catholic School to adhere as strictly as possible to the calendar in order for parents to make long-range plans. Occasionally small changes are made to the calendar when absolutely necessary. A copy of the calendar will be posted on the website.



### Daily Schedule

The School office is open daily from 7:30 a.m. to 4:00 p.m.

#### **Monday - Thursday**

Pre-School, AM	8:00 a.m. - 11:00 a.m.
Pre-School, PM	12:00 p.m. - 3:00 p.m.
Kindergarten	8:00 a.m. - 3:10 p.m.
1 <sup>st</sup> grade - 8th grade	8:00 a.m. - 3:10 p.m.

#### **Friday**

Pre-School, AM	8:00 a.m. - 11:00 a.m.
Pre-School, PM	12:00 p.m. - 2:00 p.m.
Kindergarten	8:00 a.m. - 1:50 p.m.
1 <sup>st</sup> grade - 8th grade	8:00 a.m. - 1:50 p.m.



The normal school day begins at 8:00 a.m.

***Students should not be dropped off prior to 7:45 a.m. as there is no adult supervision until that time.***

### MORNING DROP OFF AND AFTER SCHOOL PICKUP

For the safety of our students and to comply with various police and fire regulations, drivers must observe the following regulations:

1. ***Maximum speed limit in parking lot is 10 miles per hour.***
2. Enter the parking lot from Goodnight Avenue through the center entrance
3. ***Never back up while in the school drop-off circle.***
4. Students are to be dropped off in front of the school in the drop off circle only. ***Temporary parking is not allowed in this area.***
5. Drop-off/pickup only when vehicle is fully stopped.
6. Drop-off/pickup student(s) through the left-hand door(s) of vehicle.
7. After the student(s) has exited/entered the vehicle, exit the parking lot using the one-way exit onto Prairie Avenue.
8. The circle is to be used only for drop off and pickup. Parking is never allowed except for deliveries; i.e., mail, delivery of merchandise or other materials.

### To park and drop off/ pickup students:

1. Park in spaces on the West side (nearest the school) of the parking lot.
2. A parent or driver is to accompany student(s) to or from vehicle to sidewalk. Students are required to enter school grounds via crosswalk to school sidewalk. For everyone's safety, neither students or parents are to walk across the parking lot through the flow of traffic.
3. Leave parking lot carefully, drive slowly, and merge with vehicles departing using the one-way exit onto Prairie Avenue.
4. School dismisses at 3:10 for K-8 Mondays through Thursdays and 1:50 p.m. Fridays. Because there is no after-school supervision, we ask that you pick your child up promptly or notify the office for unforeseen circumstances. Failure to do so, will result in a warning, a written notice, and upon 3<sup>rd</sup> delay, potential withdrawal after meeting with the principal.

***After pick-up begins, no vehicle will be allowed to wait in the drive-through pick-up line. If a student is not ready to be picked up, the driver is to exit the pickup circle and begin the drive through procedure again.***

## **ABSENCES**

Parents are required to report any absence by calling the office (561 - 1121) before 8:30 a.m. A call must be made for each day of absence. Please call all homework requests in by 8:30 a.m. Homework will be available in the main office after 3:15 p.m.

We discourage appointments being made during school hours. For the safety of your child, a student cannot wait outside the building. A parent must come into the main office and sign out the student.

Attendance will be recorded according to the following criteria:

...Students entering between 8:00 a.m. and 10:00 a.m. will be marked tardy.

...Students arriving after 10:00 a.m. will be marked absent for ½ day

...Students who leave the school after 11:00 and do not return will be marked absent for ½ day

## **EXCUSED ABSENCE**

Absences will be considered excused for the following reasons:

- Personal illness of the student.
- Medical or dental examination and/or treatment of the student when such appointments cannot be scheduled outside of school hours.
- Student participation in school sponsored activities taking place during school hours.
- Death in immediate family.
- Extenuating circumstances to be judged by the principal.

## **PRE-ARRANGED ABSENCES**

The school discourages vacations or trips taken during the school year. Valuable instruction time is lost and the quality of schoolwork suffers when it is unaccompanied by instruction and immediate feedback. Learning activities and classroom dialogue cannot be replaced by the assignment of extra written work.

Notification of absence must be submitted in writing to the teacher one week in advance. A general description of material that will be covered during the students' absence will be given. Specific assignments may not be available. It is the responsibility of the student/parent to make arrangements with the teacher to make up any missed work and comply with the due date for the missed assignment upon return that the teacher has identified. Makeup work must be submitted within the due date or student will receive a zero for those assignments.

## **EARLY or UNEXPECTED DISMISSAL**

If a student must leave school before regular dismissal time, a parent or designated person on the emergency card must come to the office to pick up the child. *No student may walk home for an early dismissal.* If your child becomes ill at school, only those authorized on the emergency card may take the child home.

The school **requires** proof of identity from the person picking up the student. The student must be signed out of school by a parent or authorized party picking up the child.





## UNEXCUSED ABSENCES

Absences will be considered unexcused if a student is absent for reasons other than those listed as excused. Unexcused absences may impact grades.

**Parents need to be aware that STCS follows Colorado State Law and multiple unexcused absences can be categorized as trancies.**

## TARDINESS

Children are to arrive at school no later than 7:55 a.m. This enables the students to make adequate preparations for the day before instruction starts at 8:00 a.m. Students not with their class by 8:00 a.m. will be marked tardy.

Students arriving late to school should report to the office for a tardy slip. After 8:00 m. parents are to sign in all students at the office. Students will not be admitted to class without a tardy slip. Being on time is very important if students are to learn promptness and if teachers are to run classrooms in an orderly and efficient manner. Parental cooperation is expected. The Principal may impose appropriate measures for chronic tardiness.

## MEDICATIONS

The administration of medication at school is discouraged. Parents are asked to administer medication before or after school. If medication is to be administered during school hours, parents need to make arrangements to visit the school to administer the medication. School personnel will not be permitted to administer the medication except for two exemptions as described below.

Two exemptions for the school administering medication will be for EpiPen use and inhalers for asthma only. When the school must administer medication, it will be done in compliance with all applicable regulations and only after all relevant paperwork is on file. When the school does accept the responsibility of administering prescription medication, the student must provide a permission form signed by both the parent/guardian and the prescribing physician. Medication must be in the original labeled container with specific instructions for dispensing.

The school will not dispense any non-prescription, over-the-counter medication. Students may not self-administer prescription medication without office permission and may be charged under the school's substance abuse policy. This includes any over-the-counter medication, such as, aspirin, Tylenol, Ibuprofen, inhalers, cough drops and cough syrup.



## EMERGENCY/ILLNESS

Emergency information must be maintained in the school office for each student. Any changes in emergency contacts or phone numbers should be promptly reported to the office. **If a child becomes ill during school hours and needs special attention, the school secretary will notify the parent/guardian.** If we are unable to locate the parent, the name and number noted on the emergency form from initial registration will be called. **Therefore, it is vital that you continue to update the office of any changes in phone numbers or contact people throughout the school year.**

In the event that there is still not response, we will attempt to call a relative or friend. No child will be sent home without parental permission or a person previously designated to take the place of the parent.

In the event of an emergency occurring at school when neither parents nor emergency contacts can be reached, the school will seek appropriate medical attention for the injured child, as authorized on the St Therese Catholic School medical release annually. Efforts to reach parents will continue.

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, the parent will be called immediately to take the child home. This is to reduce the likelihood of more students becoming ill.

**Recommendations from the American Academy of Pediatrics for the exclusion of a child from a school setting include:**

1. The illness prevents the child from participating comfortably in activities.
2. The child has a fever, unusual lethargy, irritability, or difficult breathing.
3. Diarrhea not contained by toilet use.
4. Vomiting two or more times in previous 24 hours.
5. Rash with fever until a physician has determined the illness non-communicable.
6. Purulent conjunctivitis until examined by a physician and approved for readmission, with or without treatment.
7. TB, until the child's physician states child is non-infectious.
8. Impetigo, until 24 hours after treatment has been initiated.
9. Streptococcal laryngitis, until after 24 hours after treatment has been initiated, and until the child has been without fever for 24 hours.
10. Head lice until the morning after the first treatment and removal of all nits.
11. Scabies, until after treatment has been completed.
12. Pertussis (confirmed by lab), until after 5 days for appropriate antibiotic therapy.
13. Varicella (chicken pox) until the 6<sup>th</sup> day after the onset of rash or sooner if lesions have dried and crusted.
14. Mumps, until 9 days after the onset of parotid gland swelling.
15. Hepatitis A until 1 week after the onset of illness and jaundice has disappeared or until passive immunoprophylaxis has been administered.

***The Office Should Be Notified Immediately When A Communicable Disease Is Diagnosed.***

For more additional information or updates please refer to *Infectious Disease Guidelines for School Personnel or Infections disease in childcare settings* in the school office.

### **WEATHER EMERGENCY**

When it is necessary to close the school due to inclement weather, an announcement will be made regarding school delays or closure watch KOAA (Ch. 5/30), KRDO (Ch. 13), KKTU (Ch. 11).

St. Therese also utilizes Educate, a parent notification system. Phone numbers and e-mails are taken from the Educate system. It is the parent's responsibility to keep their phone number current by informing the school secretary.

If it begins to storm during the school day, we will make a special radio/TV announcement for STCS. Tune in to one of the above stations for information. We will also send a message via Educate.

***Please always determine the safety of your own travel. Do not bring your child to school if your own neighborhood or driveway makes it unsafe. Students missing school due to inclement weather when the school is open will be allowed to make up any work missed.***

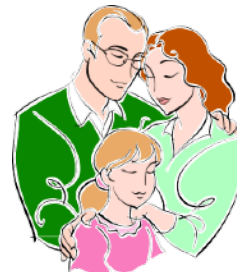


## **CONDUCT**

St. Therese Catholic School serves as an integral part of our family's faith community, as such; our school provides parents and children with the foundation to follow Christ's way of life. Catholic schools are called upon to make faith real in the world. We are a living community witnessing the presence and reality of our Risen Lord to our community.

## **GUIDELINES FOR PARENTS**

The adult members of the St. Therese Catholic School community have a personal commitment to Jesus Christ in the following ways:



## **SPIRITUALLY**

First among the purposes of our school are the teachings of Christ. This mission is a shared responsibility among all of the members of this faith community; the students, their parents, the faculty, the principal, the clergy, and our parishes. That you have enrolled your children in a Catholic school is proof of your commitment to these principles. To reinforce them you should be:

- Participating at home in a religious program that is complementary to the religious atmosphere of St. Therese Catholic School.
- Modeling Christian behavior for your child and the rest of the faith community.
- Seeking active participation in your child's religious experience at school. All families have the opportunity to participate in school activities including Wednesday Mass, Christmas and Spring Pageants, Reconciliation, Stations of the Cross, and Perpetual Adoration.
- Supporting by word and deed St. Therese Catholic School programs, procedures, and policies.

## **ACADEMICALLY**

Since the primary responsibility for educating children rests with parents, you share the task of teaching your children, supporting the professional staff of St. Therese Catholic School. Examples of that support are:

- Helping your child with homework and signing planner daily for grades 2-8 students.
- Reviewing school work and papers, providing the necessary encouragement or correction.
- Monitoring your child's progress through the Educate household portal and seeking ways to improve your child's performance.
- Familiarizing yourself with the rules and procedures of St. Therese Catholic School and understanding that enrolling your child at St. Therese is an acceptance of these guidelines.



## **FINANCIALLY**

Our quest for excellence in religious and academic education requires financial support. At St. Therese Catholic School examples of this support are:

- Timely tuition and fees payments.
- Support of A.C.E. fund-raising events, such as the Knight Run, Fall Festival, grocery cards and the Auction.
- ***Active and regular participation at STCS Bingo Sunday, Wednesday or Thursday nights. These three sessions provide significant contributions to the school's operating and scholarship funds.***
- Support of special classroom and school projects.
- Successful completion of volunteer hours for the school.

## **PHYSICALLY**

As participants in a faith community, we share in the physical tasks necessary to make our programs successful. Examples of this participation include:

- Attending parent teacher organization meetings sponsored by A.C.E. regularly.
- Assisting with and attending school fund-raisers and socials.
- Supporting the school staff as library assistants, room parents, office volunteers, and custodial workers.

## **GUIDELINES FOR STUDENTS**

Each student at St. Therese Catholic School must recognize his or her rights and responsibilities as an active participant within the St. Therese faith community.

### ***Each Student Has The Right:***

- To a learning experience that reinforces a Catholic system of values.
- To be given the opportunity to learn the essence of Catholic principles as a foundation for their faith.
- To have the opportunity to attain a high level of academic excellence.
- To be given the means to express creative potential and individuality.
- To be afforded the opportunity to participate as a Christian citizen and active member of the St. Therese faith community.

### ***Each Student Has The Responsibility:***

- To be Christ-like in word and deed.
- To develop an attitude of reverence for God, and for His Church.
- To cultivate a recognition of the dignity and value of each person.
- To respect the rights, and property of fellow students.
- To attain in his or her studies a level of excellence that reflects their best ability.
- To conform to the school's Code of Conduct



## CODE OF CONDUCT

The St. Therese Catholic School community recognizes the importance of educating our students in Catholic values. How students treat each other and adults is as important as their academic achievements.

We also recognize the dignity and uniqueness of each person as a child of God. We conscientiously strive to convey this by taking time to acknowledge, support, praise, listen, guide, and correct in a spirit of love and concern. To help accomplish these goals, we have established the following Code of Conduct for St. Therese students.

### **Our students . . .**

- Use their talents for the good of others - ***Humility***
- Forgive themselves and others - ***Mercy***
- Tend to calm situations down - ***Peacemaker***
- Show kindness to students, staff, and parents - ***Kind***
- Demonstrate patience with themselves and others - ***Patient***
- Share with others - ***Generous***
- Encourage others - ***Supportive***
- Support classmates, the school family, and God - ***Loyal***
- Express a positive outlook - ***Hopeful***
- Trust others - ***Trusting***



### **Students, you must . . .**

- Follow the rules of St. Therese Catholic School.
- Obey faculty and staff. Defiance will not be tolerated.
- Conform to classroom expectations and standards of behavior.
- Make a sincere effort to learn.
- Maintain an attitude becoming of a Christian and a good sportsman at all times.

## DISCIPLINE

Discipline in the Catholic school is an essential component of Christian development. Students of Catholic schools are expected to be models of Christian behavior. An environment of well-defined expectations is conducive to healthy growth and development.

We believe that a structured environment is necessary for learning to take place. Students are expected to follow classroom procedures and school rules throughout the school day. As a result, all elementary and secondary teachers have established consistent behavior plans for their classrooms.

### Discipline Process - Elementary Level

Each teacher has their own style of implementing the first three steps within the following process.

**Step 1 - Warning:** Teachers warn the student to correct inappropriate behavior.

**Step 2 - Consequence:** The teacher meets with the student to discuss the student's behavior and to provide alternatives to the inappropriate behavior. Depending on the situation, this may involve a student-to-student meeting. Teachers have specific consequences for inappropriate behavior, which may include a form of detention.

**Step 3 - A Parent Contact/Meeting:** If the student's inappropriate behavior is consistently repeated, the teacher will contact parents to help develop a plan to resolve the problem.



**Step 4 - The Administrator Is Involved With The Behavior Change:** A conference is arranged with the student, teacher, and principal to discuss what has taken place and to point out to the student the consequences of continuing the inappropriate behavior. Parents will also be notified of the student's meeting with the principal.

**Step 5 - Administrator and Parent Meeting:** A conference with the principal, teacher, parents, and student is held to develop and implement a final contract to improve the student's behavior.

**Step 6 - Suspension or Expulsion:** If no improvement in behavior occurs or a major offense occurs, the student may be suspended or expelled from St. Therese Catholic School.

The principal typically gets involved beginning with Step 4. For the majority of behavioral changes needed, Steps 1, 2, and 3 will suffice. For some offenses however, the disciplinary process may begin at Steps 3 or 4. St. Therese Catholic School does reserve the right, at its discretion, to determine if the behavior is of such severe nature as to warrant immediate action without following the steps outlined above.

#### **Discipline Process - Secondary Level**

Students are expected to follow the rules throughout the school day. The consequences for middle school students are as follows:

**Step 1 - Teachers warn the student to correct inappropriate behavior and offer a more appropriate alternative.**

**Step 2 - The student may be asked to write a reflective essay in which the student identifies the inappropriate behavior, explains the possible consequences of the behavior, and suggests a remedy to reconcile the situation. The student is to complete the reflective essay and return it to the teacher the next school day. A parent signature is required on the reflective essay. Failure to do so will move the student to Step 3.**

**Step 3 - Parents will be notified of the student's inappropriate behavior and a conference with the teacher, student, parent, principal, and school Chaplain will be scheduled as soon as possible to develop a behavior plan to address the issue. If warranted, the student may not return to class until the conference is held.**

**Step 4 - If the inappropriate behavior continues, the principal may impose a suspension from school for up to 5 days depending upon the severity of the infraction. The principal will call the parent or guardian and make arrangements for the student to leave the school grounds.**

**Step 5 - If the student continues to exhibit the inappropriate behavior, the student will be recommended to the Board of Directors for expulsion from St. Therese Catholic School.**

The principal typically gets involved beginning with Step 4. For the majority of behavioral changes needed, Steps 1, 2, and 3 will suffice. For some offenses however, the disciplinary process may begin at Steps 3 or 4.

St. Therese Catholic School does reserve the right, at its discretion, to determine if the behavior is of such severe nature as to warrant immediate action without following the steps outlined above.



All employees of St. Therese Catholic School share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules for conduct.



### **Suspension (In House or From School)**

Suspension is a temporary removal of the student from class or school. The primary purpose of suspension is to give parents, teachers, and the school the time needed to resolve the circumstances leading to the suspension. Suspension is a serious consequence that could lead to expulsion and is not used for minor infractions. Some examples of infractions for which students may be suspended:

- Continued demonstration of a disrespectful attitude.
- Continued disobedience of school or classroom rules.
- Continued loss of self-control.
- Causing physical/emotional harm or injury.
- Repeated acts of cheating.
- Repeated use of profanity.
- Open or willful defiance towards staff.
- Theft of school or private property.
- Vandalism

Readmission after a suspension requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his or her parents and meet with the Principal. In addition, all work assigned during the suspension must be completed. However, students should not expect any credit for assignments missed due to suspension.

If there is any evidence of retaliation by the student for their suspension from St. Therese Catholic School, the student will be taken to the Board of Directors for immediate expulsion.

### **Bullying Prevention & Education**

St. Therese Catholic School promotes a secure school climate, conducive to teaching and learning and free from threat, harassment and any type of bullying behavior. This policy is to support a Christian climate in which all types of bullying behavior are regarded as unacceptable.

Bullying at St. Therese Catholic School is defined as any written or verbal expression, physical act or gesture, use of social media such as Snapchat or any pattern of behavior that is intended to cause distress to one or more students within the school community.



A comprehensive program to address bullying is aimed toward accomplishing the following goals:

- Send a clear message to students, parents, staff, and school community that bullying will not be tolerated.
- Train students and staff in taking pro-active steps to prevent bullying behavior from occurring.
- Initiate efforts to change behavior of students engaged in bullying behavior through education on acceptable behavior, prayer, counseling, and consequences.
- Maintain a productive partnership with parents and school community members to establish and maintain a bully free environment.
- Support victims of bullying by means of individual and peer counseling. Support includes self-confidence building as well as teaching skills to recognize different forms of bullying and appropriate responses.
- Recognize and praise positive and supportive behaviors of students towards one another on a regular basis.
- Maintain an environment where students and parents feel safe in reporting bullying behavior and confident that the concern reported will be addressed appropriately by the school administration and Board.
- Ensure that St. Therese Catholic School is a safe and welcoming environment for students who are at an increased risk of being stigmatized or bullied by peers.

A student who engages in any act of bullying is subject to appropriate disciplinary action including detention, suspension, expulsion, or referral to law enforcement authorities. The severity and pattern, if any, of bullying shall be considered when disciplinary decisions are made.

### **Cell Phones**

Cell phones may be brought to school or a school activity under the following conditions:

- Cell phones must be powered off and placed in a locker or backpack from 7:45 am to 3:10 pm on school days.
- In the event of a schoolwide emergency, students may not use their cell phones. The use of cell phones at such a time interferes with communication between the school and emergency responders.
- Parents should not call their students on their cell phones during school. Call the school secretary
- Cell phones may not be used to take pictures, read email, or play games.
- Harassment of members of the St. Therese Catholic School community via cell phones will not be tolerated and will result in immediate disciplinary action.
- Occasional use under teacher direction only to access web information may occur.



Students who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school. Phones may be confiscated and held in the office until the end of the day or until a parent picks them up.



## **ACADEMIC AFFAIRS**

### **CURRICULUM**

**Kindergarten:** Emphasis is on making the child's first experience with school successful and happy. Students are encouraged to work and create independently and in a group setting. In addition to the core curriculum, studies in religion, technology, physical education, music, and foreign language are also included.

**Grades 1-5:** Emphasis is on religion, reading, English, writing, math, science, social Studies, and the Accelerated Reading program. The curriculum also incorporates areas of technology, vocal music, physical education, health and foreign language.

**Grades 6-8:** A strong traditional core curriculum in religion, language arts, mathematics, science, social studies, technology, foreign language, vocal and instrumental music and speech is present at St. Therese. The physical education curriculum includes overall physical fitness and health. Student leadership skills are encouraged in enrichment, extracurricular, and service activities.

### **HOMEWORK**

Parental involvement in the child's educational process is important. The rationale for homework is to extend the learning begun at school; promote independent study; encourage individual initiative, provide for extra practice needed to master fundamental skills; make use of resources outside the school; recognize individual differences and enrich learning.

The time a child spends on homework assignments depends on the initiative and ability of the student and also on the type of assignment given. Classroom time is given for most assignments. Work not completed in class may result in homework.

Homework for ill students may be requested the day of the student's absence. *Students will have 2 days to turn in makeup work for every day they are absent.*

### **Grading System**

The primary purpose of any grading system is to communicate to the student and parent the school's assessment of student performance and progress. St. Therese Catholic School maintains high standards for student achievement and the grading system reflects these standards. Students begin receiving letter grades in 3<sup>rd</sup> grade. Each student is expected to maintain at least a 2.0 grade point average (GPA).

### **Grading Scale**

**A - 93% or above.** This represents superior work in all aspects. Students apply ideas gained in study, they accurately use information and procedures learned, and present their work in a professional manner.

**B - 85% to 92%.** This is above average work. Students carefully comply with assignments and are prompt, thorough, neat and usually accurate in all work turned in.

**C - 77% to 84%.** This reflects average work. Students consistently submit work that is considered satisfactory. Assignments are usually submitted on time and meet minimum expectations.

**D - 70% to 76%.** This represents mediocre work. Students do not meet



the minimum expectations in their assignments and are negligent in the presentation of most work.

**F - Below 70%.** Students consistently do less than what is required, are consistently late with assignments, do not pay attention, and are frequently unprepared for school or class.

### **Honor Roll**

Honor Roll is published and individual students are recognized at the end of each quarter at an all school assembly. Students in grades 3 through 8 are eligible for the following awards:

**Principal's Honor Roll - 4.0 Grade Point Average**

**Academic Honor Roll - 3.5 to 3.99 Grade Point Average**

St. Therese Catholic School utilizes a web-based reporting system, "Educate" which enables parents and students to check their child's attendance, achievement, and progress daily. Additionally, parents can establish parameters for email notifications pertaining to their student's performance.

### **PARENT-TEACHER CONFERENCES**

Please be sure to check your student's academic progress regularly on Educate. If you have any questions or concerns regarding your child's progress in class please contact the teacher quickly. This information is updated by classroom teachers frequently.

Report cards are generally given one week after the end of the quarter, with the exception of the first quarter when they are made available to parents to review with the teacher on the day of their scheduled conference.

Parent/Teacher conferences are scheduled twice a year, in the fall and in the winter or spring. The purpose of these conferences is to discuss your child's progress as well as to share information that would be helpful to both parent and teacher. Parents are requested to turn off cell phones during the conference time.

Informal reporting to a parent takes place at other times during the year as needed through notes, emails, telephone calls home or a quick conversation when students are picked up.

Situations may arise that will be resolved more effectively in a special meeting with the teacher(s), principal, and parent(s). When such an intervention is deemed appropriate, the Principal will notify the parent(s), and a time for the meeting will be established.

### **PROMOTIONS**

Promotion from Kindergarten or the primary grades will be based on the level of maturity of the child and the ability to handle the academic program of the following grade.

A student earning a final "F" average in Reading or Math for grades 3 and 4 or a final "F" average in Language Arts, e.g. Reading and English, or Math for grades 5 - 8 must repeat the class or repeat the classes during the summer and receive a final grade of "C" or above. There must be a minimum of 30 documented hours, prior to being assigned to the next grade level.

## **RECORDS/RECORDS RELEASED**

School records are kept on file in the office. If address or phone numbers change, update the student information system - TADS. Cumulative records are available for parents to review upon request.

When a child transfers to another school, all records of his or her progress will be sent to that school upon the receipt of a signed parental request/authorization. A parent or legal guardian must sign a Records Release form before the school can transfer academic or health records. Records of a personal nature; i.e., disciplinary conference, communication with professionals outside of the school will not be released.

***Academic records and report cards may not be released until tuition and fees are paid in full and school property has been returned or paid for.***

## **ASSESSMENTS**

Each spring, St. Therese Catholic School will administer the Iowa Assessments, as a means of assessing each student's progress and abilities in grades 3 thru 8. STAR Reading and Math tests will be given quarterly to monitor academic progress through the year. The goal of the testing and assessment program is to improve the instructional program. St. Therese does not report individual student, class or school results to any outside agency.



Special testing may be recommended by the teacher in cooperation with the parent to further assess student's potential. Additional fees may be charged for these tests.

## **UNIFORM DRESS CODE**

St. Therese Catholic School is a Regional Diocesan Catholic school. Emphasis is placed on education in the academic, spiritual and emotional domains. The uniform for students in grades K-8 is established to support a commitment to simplicity, neatness, modesty, and lack of competition in the areas of dress.

It is expected that children dress according to our standards of safety, modesty and decency.

Uniforms must fit properly and be worn appropriately each day. Students who are not in proper uniform will be asked to contact parents/guardians to acquire proper uniform clothing, or borrow uniform clothing from the office, if available. Repeated incidents will constitute "Willful Disobedience" and students will be subject to disciplinary action.

Please mark all clothing, sneakers, mittens, and coats with students' names. It is important that all students adhere to the school's conservative policy on dress and the following items are not permitted: excessive make-up, glitter or neon-colored nail polish, unnatural hair coloring or inappropriate or excessive jewelry. If anyone is not certain about the appropriateness or acceptability of their child's appearance or whether their child displays simplicity or modesty, the principal should be consulted before spending money in those areas. Not doing so may result in unnecessary extra expense.

Any exceptions are at the discretion of the principal. Approved uniform vendors are included in this handbook. It is parents'/guardians' responsibility to insure that their children comply with the uniform dress code policy at all times.

## **UNIFORM DRESS CODE** *(continued)*

The uniform standard at St. Therese Catholic School is also intended to foster an environment that lends itself to serious study and interaction, and to dignify both the student and the school. Students are to appear neat, clean, and well groomed at all times while on campus and any time the student is wearing their uniform regardless of the time of day. Clothing must be appropriate to the occasion and in good repair free from holes, tears, or other damage. All articles of clothing not included in the Uniform Dress Code are prohibited. The uniform must be worn properly any time a student is on campus. Please call the school if you have questions about the uniform. Clothes should be comfortable and loose- fitting.



### **Two Separate Types of Uniforms Required: A Formal Mass Uniform and a School Uniform**

#### **FORMAL MASS UNIFORM BOYS: KINDERGARTEN thru TWELFTH GRADE: SHIRT:**

White oxford shirt (wrinkle free) with all buttons buttoned and tucked in.

**SLACKS:** Khaki or navy dress slacks. **BELT:** black belt. **SHOES:** Dark dress shoes or casual shoes with a closed toe need to be worn in the church. **TIE:** ALL boys must wear a navy or red or school plaid tie.

(No jeans or shorts, no polo shirts and no tennis shoes are allowed in the church)

**FORMAL MASS UNIFORM GIRLS: KINDERGARTEN THRU FIFTH GRADE: BLOUSE:** White “Peter Pan” blouse or white oxford blouse with collar, long or short sleeve **DESS/SKIRT:**Knee Length: A new plaid has been selected for 2019-2020.

**MIDDLE SCHOOL: BLOUSE:** White blouse or white oxford blouse (wrinkle free) with collar, long or short sleeve **SKIRT: knee length:** navy skirt or skort.

**ALL GIRLS: TIGHTS & SOCKS -without lace or print:** Solid colored, long knee-high socks or tights (navy or white) must be worn in church. No ankle socks or athletic wear such as “leggings” or yoga pants are allowed for Mass. No jeans or shorts, no polo shirts and no tennis shoes are allowed in church. **SHOES:** dress shoes in white, black, navy blue or red are permissible for Formal Mass day. Shoes (no heel) must be closed at the toe and heel.

**COOLER WEATHER DAYS:** Students can wear a navy or red cardigan sweater or vest (navy or red) in Mass. “Hoodies” and sweatshirts are NOT allowed in church. Navy blue school logo hoodies can be worn in the classroom, but hoods on heads are not allowed indoors. *The appropriate shoes need to be worn to Mass and then students can change to a more comfortable, informal shoe for school. Tennis shoes are not considered formal and not considered part of a formal uniform.*

### **Regular School Uniform: Non-Mass Days**

**WHITE OXFORD CLOTH SHIRT:** long or short sleeve with button-down collar. The shirt must be tucked into the pants or shorts neatly and at all times. T-Shirts or camisoles worn under the shirt must be a solid white, without patterns or writing. T-shirt sleeves must not extend beyond uniform shirt sleeves.

**PANTS OR SHORTS:** Khaki or Navy blue flat front slacks. *Cargo pants or cargo shorts and jeans are not allowed.* Shorts must be knee length. For those students needing extra length for shorts, we suggest purchasing pants and having the pants hemmed appropriately to comply with the “hemmed to the knee” standard.



**SKIRTS, SKORTS or JUMPERS:** plaid skirts, plaid jumpers, navy blue, or khaki skorts must be hemmed to the knee and **loosely fitting**. Girls must wear shorts under jumpers and skirts at all times. Skirts and skorts must be worn appropriately at waist and adhere to knee length.

*Clothing should not be overly tight or revealing. No "Skinny denim/yoga pants or denim shorts allowed.*

**POLO SHIRTS:** in white, navy blue or red, either long or short sleeves with embroidered St. Therese Catholic School crest or logo. T-Shirts or camisoles worn under a uniform polo shirt must be tucked in.

**SHOES:** must be closed at the toe and heel. Unacceptable footwear includes: sandals, slippers, moccasins, boots, Uggs, or flip flops. Acceptable footwear includes: Vans, Toms, flats, athletic shoes, and dress shoes. The principal or designee has the final decision on all acceptable footwear.

**TIES:** when worn must be predominantly blue, red, or school plaid.

**BELT:** required, solid black or solid brown with a standard buckle. Belts must be worn through the belt loops of the pants or shorts.

**SOCKS:** are required and can be ankle, crew, or calf-length. Ankle, crew, or calf-length socks may be any solid color, as long as they are appropriate to the academic setting; for example, neon colors would not be considered appropriate. Knee-length socks are to be solid navy, red or white only with no pattern. Girls who elect to wear tights or leggings under their skirts may wear solid navy, red, or white only with no pattern.

**NAVY, RED, or WHITE SWEATER VESTS, CARDIGAN SWEATERS, V NECK SWEATERS, OR ZIPPERED FLEECE JACKETS or SCHOOL HOODIE:** with St.

Therese Catholic School crest or logo may be worn in class during school hours. A uniform shirt must be worn under uniform sweaters or fleece jackets at all times and must be clearly visible. No other fleece jackets, no sweatshirts, and no coats or coverings may be worn in class during school hours. **Hoods will not be allowed to be worn within the school building at any time.**



**School Spirit Non-Uniform Days:** Non-uniform days may be approved occasionally. The school principal will send home a note as well as post on school's website the acceptable attire for that day. Attire must be modest and appropriate to the academic setting. There will be no tank tops, spaghetti straps, strapless, short skirts, short shorts, torn clothing, inappropriate logos, hats, etc. Standard shoe policy must be followed. (Personal grooming standards must be followed. *Clothes should be comfortable and loose-fitting. Clothing should not be overly tight or revealing. No "Skinny" jeans/pants or shorts allowed.*

### **BIRTHDAY PARTIES**

Parents having a party for their child to whom the entire class is not invited should extend invitations by phone or mail and not distribute them at school. *The responsibility for obtaining phone numbers and addresses belongs to the parent. STCS is not permitted to give out such information.* When the entire class is invited, it is the responsibility of the student to distribute the invitations. Parents bringing special snacks to school should make arrangements beforehand with the classroom teacher.

### **EDUCATIONAL TRIPS**

Field trips and/or educational travel are encouraged by St. Therese Catholic School to extend, support, and fulfill the learning experiences of children in real world events.

Because travel to and from school is expected, guidelines must be followed that address educational, safety and liability concerns.

- School rules, dress code and STCS Board Policy apply to all events.
- All volunteers and volunteer drivers of children must provide a Screening One Background Check, Catholic Mutual Group (CMG) Safe Environment Training, driver's license, insurance card and Diocesan Code of Ethics signature.
- The teacher in charge will rotate parent drivers through each field trip. Exceptions will be allowed for parents who prefer to drive their own child but must meet the trip guidelines.
- Non-school age siblings and siblings of students are not permitted at any field trip site due to liability.
- The teacher in charge is responsible for setting up the field trip, securing all documents from parent volunteers, collection of fees, and all discipline. Any student displaying unwarranted behavior may be returned to school.
- All documentation must be complete for any student to participate.
- Parents as scheduled volunteer drivers are responsible for their group of four to five students in attendance at the scheduled event. Head counts are to be taken prior to leaving, at the site, lunch-time, prior to returning and again once back at school. Parents may help the teacher in charge as needed.
- Parent volunteer drivers and the teacher in charge are not to leave any student alone at any time or at STCS upon returning. Parent volunteer drivers may leave once all students in their group are picked up by their parents.
- Car seats, provided by parents, must be used according to Colorado law. All children under age 12 should be transported in the back seats of any vehicle.
- All drivers must follow the scheduled outline for the event. No alternate routes or side trips are permitted.
- Liability waivers must be signed by all parents of children participating in any field trip or educational experience that involves travel to another site other than St. Therese Catholic School.
- The parent of the child who participates in any given field trip must sign a permission slip. Verbal permission by phone will not suffice for any field trip. If a child lacks this permission, he/she will not be permitted to leave the school grounds. No exceptions will be made.
- The administration, with faculty consultation, reserves the right to deny a student a particular trip for disciplinary reasons or for the common good or safety of the group.
- Any student not attending field trips will be required to be in school with assignments to be completed throughout the day with adult supervision.

#### **ALLIANCE FOR CATHOLIC EDUCATION (A.C.E.)**

The Alliance for Catholic Education (A.C.E.) of STCS is composed of parents of students and faculty members. The officers of the organization include President, Vice President, Secretary, Treasurer, and Staff Representative.

The ACE Parent Council consists of one parent representative from each grade level, including preschool.

The purpose of the Alliance is to be of service to STCS and to provide a better understanding between home and school. An important function of A.C.E. is raising funds for the school. The Alliance has set the following objectives:

- To promote open communication among the parents, faculty, and administration.
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage family involvement and participation in spiritual, intellectual, social, and physical programs of the school.



- To offer through well planned programs, information and entertainment of particular interest to parents.
- To encourage and cultivate high standards of Catholic family life.
- To engender a greater appreciation of Catholic education.

The Alliance for Catholic Education will have a representative from the Executive Committee on the school governing Board approved by the Bishop for a one year term. The Alliance for Catholic Education is solely supported by the volunteer efforts of its membership. Please take an active role in your child's education.

A schedule of meeting times for ACE will be given to parents at the beginning of each school term. The meeting schedule will be on the school's website. It is the expectation of the school that parents will make attendance at the scheduled meetings a priority. Anyone wishing to address the general membership should contact a member of the Executive Committee two weeks prior to the meeting. Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.

Approximately one week prior to the beginning of the school year, A.C.E. will sponsor a social and orientation meeting at the school. This will serve as an opportunity to meet parents and students new to the school. A panel composed of the Principal, the Board President, and Executive Committee of A.C.E. will address school policy, philosophy of the school and the role of A.C.E. in school programs. It will also provide an opportunity to address questions parents may have about the school.

#### **OFFICE HOURS**

Regular office hours are Monday - Friday, 7:30 a.m. - 4:00 p.m. Only faculty and staff should be in the school building before or after these times unless a conference has been previously scheduled. Any child in the building after being dismissed must be accompanied and supervised by an adult.

#### **TELEPHONE**

The school telephone number is 561-1121. No student will be called to the telephone. Important messages will be delivered. Students must have permission from the principal or a teacher to place a call.

#### **NO SMOKING POLICY**

No smoking or use of tobacco products is allowed in school buildings at any time or on field trips.

#### **Academic Planners**

Organization is an important skill. Academic Planners are the link between home and school. Students in grades 2-8 are required to have and use planners. This provides parents with an awareness of daily assignments. Parents should be prepared to sign these planners daily.

#### **LOST AND FOUND**

The Lost and Found Box is located near the office. This box is emptied at the end of each month. Unmarked uniforms are given to the Uniform Closet and non-uniform items are given to the missions. ***Please clearly mark all of your children's clothing items, as well as lunch boxes and book bags.***

***STCS Is Not Responsible For Personal Items That Are Left On School Property or In The Building.***

#### **CHAPLAIN**

A Chaplain for the school is appointed by the Bishop. It is the Chaplain's responsibility to oversee the religious integrity of the school and to preside at the weekly student Masses.

## **SUPERVISION OF STUDENTS**

Students will be properly supervised while at school or school-sponsored activities. Supervision will be provided as follows:

- During normal school hours.
- During school sponsored activities on and off campus.
- Children are to be picked up immediately after school.

## **TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET USE**

### **Philosophy**

The STCS has access to technology, computer, networks, and the Internet. This is a means by which students can get access to information of a truly global nature. It allows all of us in the STCS community to find, harmonize, and share information in a variety of ways.

Curriculum will be guided by the same Gospel values that govern every other aspect of school life. The value of good judgment and Christian responsibility in the use of the internet is expected of all students, faculty, and staff.

### **Terms and Conditions**

- Abide by copyright law. St. Therese Catholic School does not condone and specifically forbids the unauthorized duplication of software and related documentation.
- Never write or share a password!
- Never alter technology equipment unless instructed to do so.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic communications are not guaranteed to be private.
- Attempts to tamper with another person's data or gain unauthorized access to accounts or files on the network, including the internet are not permitted and are unethical.
- Personal addresses, phone numbers, and financial information shall not be included in external electronic communication.
- Questions concerning any use of any technology resource should be addressed to the principal or STCS technology staff.

### **Disciplinary Action**

Misuse and abuse of technology privileges (including internet access) will result in disciplinary action.

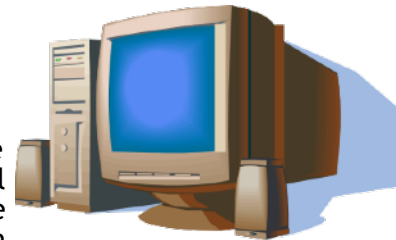
### **VISITOR/VOLUNTEERS**

All visitors shall report to the school office upon arrival at the school and receive a visitor badge. This is for the protection of all concerned and for the orderly operation of the school. Parents are permitted to visit the classrooms. Arrangements are to be made with the teacher and/or principal.

- Classes begin promptly at 8:00 a.m.
- No visitors are permitted in the classroom without the expressed consent of the principal and/or teacher.
- Parents who wish to have their child tour St. Therese Catholic School on a school day are to submit a request to the principal.
- All visitors, including parents who are working in the school, are to sign the Volunteer/Visitor log in the school office arriving and when leaving the school.

### **PARENTAL PROTOCOL**

St. Therese Catholic School is dedicated to providing an atmosphere in which Catholic, Christian values are developed. With Christ as our foundation, we promote self-dignity, instill respect for others, and encourage community.



Our curriculum enables students to master skills, gain knowledge, and embrace both Christian morality and positive social attitudes. Our goal is to provide a total learning environment, enabling students to attain their highest level of academic and personal excellence.

Parents, in partnership with the teachers, impart a distinctive character to Christian education. By participating in activities and cooperation actively with the school, they share in the development of a faith community in which Gospel values are formed, shared, and lived. St. Therese Catholic School has been blessed with parents whose commitment to Catholic education has extended to hundreds of hours of volunteer work both during and after school hours.

To secure a safe educational environment, parents and other adults shall abide by the following rules:

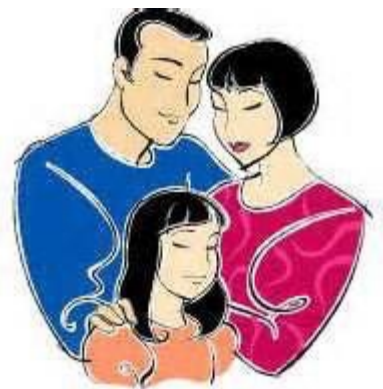
- Individuals who come to the school must report immediately to the main office to sign in and receive a visitor badge.
- Individuals who are volunteering are not to use obscenities or other improper language in the presence of the children.
- Discipline problems shall be reported directly to the teacher on duty, any teacher, or other member of the administration. Persons not employed by the school shall not discipline any child for any reason.
- Persons not employed by St. Therese Catholic School shall not physically discipline a child enrolled at the school. If for some reason a parent touches a child during any form of discipline, that action must be immediately reported to school administration, the teacher on duty or the teacher in charge.

***St. Therese Catholic School reserves the right to make determinations as to the continued enrollment of a student based upon the actions of a parent or guardian.***

#### **PARENTAL APPEAL**

Parents have the right to appeal school decisions affecting their children. In keeping with the Catholic Church's *Principle of Subsidiarity*, problems and concerns should be solved at the lowest level. Before initiating a formal appeal, parents are encouraged to dialogue with the individual(s) with whom they hold a grievance. Failure to comply with this policy could result in delay of the resolution of the grievance.

- In the case of a teacher, parents should first consult with the teacher before conferring with the principal. In the case of a principal, parents should first consult with the principal.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the Board of Directors. The Board at its next scheduled meeting will address the written appeal. The Board may request a verbal presentation.



## ***The Role and Responsibilities of the Governing Board of St. Therese Catholic School***

The underlying principle for governing the school is the Catholic model that gives to the Bishop of the Diocese final authority over all Catholic institutions under the auspices of the Diocese of Pueblo.



Bishop Berg has delegated to the Governing Board of St. Therese Catholic School administrative authority to include financial decision-making. The Bishop reserves to himself the power to veto any decision that is judged by him to be antithetical to the Catholic value system or that will seriously affect the well-being of the Diocese.

The Board will be composed of 7 to 10 members who will be appointed by the Bishop. Terms of office will be for three years. A representative from the Executive Committee of the parent organization, ACE (The Alliance for Catholic Education) will be appointed on a yearly basis. The Bishop will appoint his personal representative on the Board as well as the president of the Board.

It will be the responsibility of the personal representative to inform the Bishop of the current financial and administrative status of the school. It will be the responsibility of the President of the Board to supervise the principal of the school, to annually evaluate the performance of the principal, to oversee implementation of Board Policy in the school, and to monitor the internal functioning of the school. Observations and judgments will be shared with the Board of Directors.

The Board will elect a secretary and chair of the Finance Committee annually. They may be reelected. It will be the duty of the secretary to record the minutes and provide for the proper custodial care of the minutes. The chair of the Finance Committee must be a member of the Board of Directors and will be responsible for reviewing the school budget monthly in consultation with the principal. The principal will allow for sufficient time of the bookkeeper to provide the chair with financial information deemed necessary to provide the Board of Directors with a substantive overview of the financial condition of the school. Other members of the Finance Committee need not be members of the Board. They will be appointed by the President of the Board and approved by the Board of Directors. It will be the responsibility of the Finance Committee to prepare the annual budget in consultation with the principal. The chair will present the budget to the Board of Directors for approval in June of each year. The fiscal year of the school will be July 1 to June 30. The Finance Committee will make recommendations to the Board of Directors for debt reduction and present a financial plan to meet the standards of "The Guidelines and Procedures for Catholic Schools in the Diocese of Pueblo." It is a function of the Finance Committee to assure a Financial Report is given to the Diocesan Office of Finance when requested. Dual signatures will be required on all checks. There will be on record three individuals approved by the Board with signatory authority: the president of the Board, the chair of the Finance Committee and the principal of the school.

The president of the Board will appoint a Personnel Committee and chair of the committee. It will be the responsibility of the committee to review the faculty contracts annually. The principal of the school will evaluate and hire the faculty and support staff. The Board of Directors as a committee of the whole will hire the principal. Recommendations for non-renewal of contracts on any level must be discussed with the Personnel Committee whose recommendations will be shared with the Board of Directors.

The Board of Directors will determine policies relating to tuition, including guidelines for awarding scholarships and raising funds for scholarships. The Scholarship Committee appointed by the president of the Board will review applications for scholarships and approve or disapprove the request. Applicants will be informed of the committee's decision within a 30-day period.





Protocols for placement on the agenda of the meetings of the Board of Directors for St. Therese Catholic School are as follows:

- Requests for placement on the agenda are to be made one week prior to the scheduled meeting. *The board will meet monthly at a time and place determined by the Board.* Requests for placement on the agenda are to be given to the president of the Board with the purpose of the request stated.
- A total of 30 minutes will be allowed for input from guests with a limit of 5 minutes per individual.
- The Board will not be open to hear negative criticisms of any individual or group of individuals but will be open to suggestions and positive constructive criticism.
- A Christian ethical demeanor will always be expected.
- The President may suspend this protocol for appropriate reasons.
- The principal will attend board meetings to give reports on the status of the school.
- The Superintendent of schools will evaluate the school's compliance with the Diocese guidelines for Catholic Education in the Diocese of Pueblo and provide consultation to the Principal and faculty in matters pertaining to academics and curriculum.