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Welcome

The purpose of our handbook is to impart the most pertinent information to assist parents in achieving the goals and objectives of Saint Theresa School. Through this book, both parents and students will have the opportunity to know the regulations and policies of Saint Theresa School. The administration and the faculty have contributed to the formulation of this handbook. Enrollment at Saint Theresa School means that you agree to follow all of the policies and regulations of this handbook.

Administration

Saint Theresa School – Diocese of Bridgeport
Diocesan Catholic School
Pastor of Saint Theresa School: Father Brian Gannon
Principal: Mr. Salvatore M. Vittoria

School:	268-3236
Fax Line:	268-7966
Nurse/Health Line:	268-2146
Principal:	268-3236
Business Manager:	925-1686
Rectory Office:	261-3676

The School Day

School Hours K-8:	8:40am - 3:15pm *12:30 Early Dismissal
Full Day Pre-K:	9:00am – 3:00pm
Pre-K AM:	9:00am – 11:30am
Pre-K PM:	12:30pm – 3:00pm

Mission Statement

Saint Theresa School is a Catholic community grounded in faith, supported by hope, and surrounded by love that welcomes families and students of Pre-K through 8th grade with diverse backgrounds. We provide an academically challenging curriculum in which all students can learn within the framework of Catholic principles, and we recognize the dignity and uniqueness of each student.

History

Saint Theresa School opened on September 7th, 1955 with 330 students in grades K through 2. The school was originally operated by the "School Sisters of Notre Dame." In 2001 Saint Theresa School became a Bridgeport Diocesan School within the "Bridgeport Catholic School's Corporation."



The Philosophy

The primary goal of the Bridgeport Diocesan School of Saint Theresa is the education formation of each individual child, striving for academic excellence within a faith-centered environment. We strive to develop within each child a deep appreciation of his or her role in family life, obligation towards fellow man and good citizenship. This is achieved through worship, instruction, and example in unison with the parent, clergy, administration and faculty. (This is a summarization of the in-depth philosophy statement of our school.)



Catholic Identity

The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated into the student's life and academic program. Doctrines and practices specific to the Roman Catholic Church are taught to all students during daily religion classes. Although non-Catholic students are not expected to adhere to Catholic beliefs, they are expected to regard our practices and beliefs with respect. Everyone is expected to participate in class discussion. Non-Catholic students are expected to accompany the class to Church services. Parents applying should understand and appreciate this religious dimension of Saint Theresa School.

School Advisory Board

In Accordance with the Bridgeport Diocesan Catholic Schools' governance model, the School Advisory Board (SAB) complements the school's mission. The SAB is responsible for the school's strategic planning, finance, facilities, marketing, and development activities. The principal works interactively with the SAB to fulfill these responsibilities.



Home School Association

The Saint Theresa parent organization or "Home School Association," consists of all the families and teachers associated with Saint Theresa School. Officers are elected according to the bylaws of the HSA.

The fund raising projects of the HSA support the continuation of the Catholic school system within the community, help keep tuition affordable, and promote cultural and physical fitness programs within parents' and teachers' capabilities.



All parents must be willing, when able to do so, to assist actively in the promotion of all works undertaken, both religious and material, for the welfare of the children. Such interest and participation is a reflection of your interest in your child. Your wholehearted support is of utmost importance. Attendance at Home School meetings is important and expected.

Admission Information

St. Theresa admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. In keeping with the purpose of a Catholic School, all students, whether Catholic or non-Catholic, are enrolled in the religion curriculum of the school, and are expected to fully participate in all activities, including Mass, Prayer, and special ceremonies.

As openings become available, the following priorities will be used to accept students to Saint Theresa School:

1. Screenings or admission tests and/or family interview
2. Siblings of students currently attending Saint Theresa School or children of staff members.
3. Members of Saint Theresa Parish
4. Catholics of other parishes
5. Non-Catholic Students

In accordance with diocesan policy, students applying from the Catholic schools in the diocese will not be accepted if the tuition has not been paid in the previous school.

Financial Assistance

Financial assistance is awarded at the discretion of the administration to families whose accounts are not delinquent. Financial awards will be applied directly to the final tuition payment. Families seeking financial assistance must complete a financial aid form.

Tuition

The timely collection of tuition is a critical component in the operation of the school. Everyone is expected to make payments **ON TIME**. Unless a special written agreement has been made with the administration, all tuition and fees **MUST be fully paid by April 30th**. Payments made after April 30th must be made with a money order or a bank check.

Please note any account that is overdue by thirty days or more may result in the following actions:

- *No participation in extra-curricular activities, including sports & field trips.
- *No participation in the graduation or end-of-year ceremony, including the Pre-K Program.
- *Report cards and progress reports may not be issued.
- *Students may be denied admittance to classes.

Students will not be allowed to start the second semester with a tuition balance of over thirty days. Also families with a pattern of late or no payment will be at risk for withdrawal from St. Theresa School.

Assessment Program

The Assessment Program is the means by which the Home School Association meets the assessment for Saint Theresa School. It is established by the School Advisory Board in collaboration with the Office for Education and the school business manager.

The Assessment Program is to be observed by every family whose child or children attend Saint Theresa School. Each family will receive a letter notifying them of the per family assessment goal and a listing of the corresponding profit margins for each fundraiser. At that time, each family must respond as to their intentions regarding the fulfillment to their Assessment goal. Failure to respond does not exempt a family from fulfilling their obligation.

Saint Theresa School offers families two methods of completing their Assessment goal:

1. Full and complete payment via check or money order.
2. Earning of funds in various Home School sponsored fundraisers. If the entire assessment has not been met through these funds raisers, the difference must be paid in full. Failure to meet the entire assessment could jeopardize your child's ability to participate in school sponsored activities or to receive a report card.

Agreement to the fundraising assessment program is part of the tuition agreement/contract signed by parents/guardian at the time of enrollment.

Parents Role in Education

We, at Saint Theresa School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Theresa School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Your active participation in school activities is encouraged and expected. We will work together to develop the basic needs of your child to love, to be loved and to achieve.

Parents are responsible:

- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To inform the school of any special situation regarding the student's well-being, safety and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.
- To attend Home School meetings and other school related functions.



No one is allowed to contract or negotiate with vendors for any services on school property without the approval of the administration.

Respect for Teachers and School Staff

Parents are held to the same standard as students with regards to respect for teachers and school personnel. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school. **Any parent who is abusive, threatening, profane or intimidating during the school year has forfeited the right to be a part of the Saint Theresa School community and will be directed to withdraw their child immediately.**

Volunteers and Chaperones

All individuals who volunteer in the school, including parents, must complete Virtus Training and will be asked to complete the Diocesan mandated background check. The school will keep a copy of the "Virtus" card on file.

Visits to the School

All visitors must check in at the school office upon arrival at the school. We ask that parents do NOT go directly to the classrooms at any time during the school day. **NO ONE IS ALLOWED TO GO TO A CLASSROOM WITHOUT PERMISSION FROM THE OFFICE.**

Cell Phones/Beepers

Children are to use the school phone only for emergencies and for school related matters. These calls are made during the student's free time (recess, before class, etc.) The student must have permission from the office to use the phone. Parents should plan ahead and use notes so that phone calls may be kept to a minimum.



NO CELL PHONES ARE TO BE USED DURING SCHOOL HOURS!

All cell phones, beepers, or other electronic devices must be shut off and put away in book bags from the beginning of the school day until the end of the school day, otherwise they will be confiscated. These devices are also not permitted in the after school program.

Parties

No invitations are to be handed out in school. Invitations to private parties should be mailed directly to students' homes. Parents could obtain a copy of students' addresses for mailing invitations. The school does not give out students' phone numbers.

Food Policy

In the interest of safety, students will not be allowed to share or exchange food items. Parents are asked not to bring food into the classrooms or student gifts (i.e. Valentines) containing any edible items.



It would be advisable to check with your child's teacher prior to any celebration so that a substitute item, like pencils or stickers could be sent in. The parent may also decide to read a story to the class.

School Communication

In order to facilitate home to school communication, please make sure the office has your current e-mail addresses. Make it an established procedure to check your child's backpack and/or folder every day.

A weekly office communication envelope will be sent home each Wednesday with the oldest or only student in the family in Grade K through 8. Home and School notices as well as other important memos are included. Please remove all items, read them carefully, and return the envelope to the school on Thursday. The envelope may be used to return items to the school office. If an envelope is lost, please notify the secretary in the office so that a new envelope may be prepared.

A weekly e-mail newsletter, the St. T eNews will be sent on Wednesdays with PDFs of pertinent information from the Wednesday envelope.

Telephone messages to and from the students are permitted only in case of an emergency using the office phone. If possible, do not call the school after 12:30 P.M. Students WILL NOT be permitted to call home unless they have secured the permission of their teacher.

St. T eNews

A weekly e-mail newsletter, the St. T eNews will be sent on Wednesdays with PDFs of pertinent information from the Wednesday envelope. Any information or announcements must be approved by Mr. Vittoria and then submitted by email to stes.newsletter@gmail.com by Tuesday afternoon. Past issues of the St. T eNews are available on the school website: www.stesonline.org.

Attendance

When a child is absent from school for any reason, parents are asked to call the office at (203)268-2146 between 8:00 and 8:30am. **Please do not call the main school number!** Children who have symptoms of a severe cold, fever, etc. should remain home. If a child becomes ill during the school day, the parent will be contacted by phone. Parents must provide transportation. **Children with a fever will be sent home immediately and may not return to school for 24 hours or until the fever has broken. Please note that upon returning, students will be given three school days to make up all assignments.**

State law requires a written excuse following any absence from school. The note should provide the date and exact reason for the absence. Absence notes are sent to the school nurse on the day the child returns to school.

A student who is absent more than (20) days during the school year may be retained or asked to leave the school. A principal's committee will review cases of excessive tardies and absences and recommend appropriate action, which may include the loss of credit and/or withdrawal from the school. Students must be in school a minimum of (4) hours to be counted present on any given day.

FAMILY VACATIONS SHOULD COINCIDE WITH SCHEDULED VACATIONS ON OUR SCHOOL CALENDAR.

Tardiness

Students arriving at school after the Morning Prayer must report to the office and the nurse. These children will be marked tardy. A student who accumulates more than 20 tardies in one school year may be asked to withdraw from the school. Students in the upper school (grades 5-8) will be asked to serve a detention for every five tardies accumulated. Any student with five or more tardies will not be eligible for perfect attendance.

Students are dismissed **PROMPTLY** at 3:15 pm by their teachers from the gymnasium. No student will be allowed out of the gymnasium without a parent or guardian. Any student who is not picked up by 3:30 pm will be sent to the After School Program and will be charged accordingly.

Before and After School Programs

Saint Theresa School has a Before and After School Program which are supervised by staff members. The fee-based afternoon program provides homework and play time. The After School Program will be available until 5:15 on scheduled half days, but it will be cancelled on early dismissals due to inclement weather.

Before School Program: 7:30am - 8:30am

After School Program: 3:30pm - 5:15pm

Pre-K PM and full-day Pre-K students are eligible for the "After School Program."

Payment is due at the end of the week.

Bus Transportation

Trumbull residents with children in Kindergarten through 8th grade are eligible for bus transportation to and from school. Pre-K students are not eligible for bus transportation. Children are expected to ride only on the bus to which they are regularly assigned, and to get on and off at their regular bus stop. If it becomes necessary to deviate from this routine, permission from the school must be obtained. For the safety of the children, it is imperative that a parent or an assigned person be present at the bus stop. Bus regulations require that students follow all safety and behavioral rules. Violations may result in a warning and/or suspension from the bus.

**CALL "THE DURHAM SCHOOL BUS COMPANY" WITH QUESTIONS OR CONCERNS:
(203) 452-4321**

Walkers & Bike Riders

Students in the upper grades (grades 5-8) must have a note from home stating that they can ride their bicycles or walk to school. These notes are to be kept on file in the school office. **HELMET MUST BE WORN!** School is not responsible for bicycle theft or damage.

Car Dismissal

Car riders will be dismissed from the gym at 3:15pm. Parents should meet their children in Grades K through 8 **INSIDE THE BUILDING** to ensure their child's safety. Students will be dismissed only to parents or those designated on the Emergency Contact Lists. PM Preschool will be dismissed at 3:00pm from the side exit onto the upper parking lot. No car should be using the side parking lot to turn around.

Everyone is asked to drive carefully and cautiously at all time on school grounds. Parking is

only allowed in designated parking spaces. Do not park in the following areas: the curb in front of the school or on Rosemond Terrace on neighbors' property or along the gym.

Emergency Information

A form is sent home annually to be completed by parents for the school office emergency file. The school must have:

1. Doctor's name.
2. Parent's home phone number, cell phone number and phone number at place of employment, as well as names and phone numbers of local people who have permission to act on behalf of parents if they cannot be reached.

Please notify the school in writing of a change in address, phone number or mode of dismissal transportation.

Emergency Dismissals

If an emergency should arise, which requires that the children be dismissed early, please be sure your child knows where to go should no one be at your home. Instructions including persons to be called, phone numbers, etc., should be on file in the office. It is imperative that we have the names and phone numbers of local people, such as neighbors. Early dismissal scheduled for holidays, teacher's meetings or due to inclement weather is 12:30.

Weather Emergencies

Saint Theresa School follows the closing and delay policy of the Trumbull Public Schools. Inclement weather and other emergencies will be announced over radio stations WICC-600 AM and WEBE-108 FM, the WICC website and can be found on the school website:

www.stesonline.org

*** NOTE:** If Trumbull Public Schools delay on one of our half days, Saint Theresa School will be closed.



Fire Drills

Fire drills are held regularly. Students are trained to leave the building quickly and quietly. In the event of evacuation after it is determined that the students should not return to the school, they will be sheltered in Saint Theresa Church.

Health Program

The major purpose of the school health program is to maintain, improve, and promote the health of the student. Every effort is made to supervise the physical, mental, emotional, and social aspects of school life. The parents of the school age child should realize that the child's health is basically their responsibility.

1. Physical examinations are required by Connecticut State Laws for students in grade Pre-K, K, 3, 6 and new students. These exams are done by the family physician.
2. Vision Screenings are administered to students annually.
3. Hearing screenings are administered annually to students in grade K-8.
4. Postural screenings for the detection of scoliosis are administered annually to students in grade 5-8.
5. Any student suspected of being sick will be sent home.





Medication

1. A school nurse, or in her absence, the principal or a trained teacher may administer medicinal preparations to any student with the written authorization of the parent or guardian.
2. Parents may administer the medication by coming to the nurse's office at the required time.
3. Medication must be brought to the nurse's office in the pharmacy-labeled container by the parent, guardian or responsible adult.

Allergies

Our goal at Saint Theresa School is to provide a safe environment for all students. This includes students with severe food allergies. It is the responsibility of the parent or guardian to inform the nurse of any known allergies. They will be asked to provide the school with medical documentation annually:

1. Physician's orders for medication and an allergy management plan.
2. Your signed authorization for emergency medication.
3. A supply of the medication.

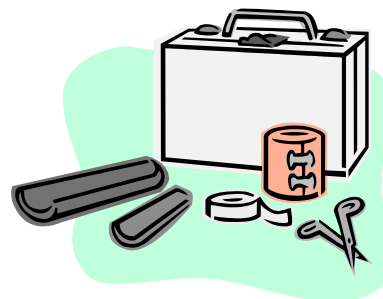
The classroom and specialist teachers will review each child's needs and be trained in the administration of emergency medication.

Parents/Guardians of children with severe food allergies may choose to have the child bring lunch/snack from home. The child should be instructed to only eat food from home and not share or trade with other students.

First Aid

First Aid for injuries sustained in school is administered by the nurse. Injuries received at home are the responsibility of the parents.

If a life threatening situation should develop regarding a student, the parents will be notified to meet the child and the principal, or the designated representative of the school at the closest emergency facility. Transportation will be by ambulance.



SPECIAL NOTE

Any parent who is abusive, threatening, profane or intimidating during the school year has forfeited the right to be a part of the Saint Theresa School community and will be directed to withdraw their child immediately.

Sacramental Programs

Sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Theresa School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Students in grades 7 will begin preparation and will receive the Sacrament of Confirmation at the end of their 8th grade year.



Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, First Eucharist, and Confirmation are only conferred to students baptized in the Roman Catholic tradition. Students must receive these sacraments in their own parish and attend all required meetings at the parish in which the child is registered.

Major Subjects – Academic

Other major subjects are Language Arts, Mathematics, Social Studies and Science.

The Diocesan Curriculum Guidelines consistent with the State of Connecticut Guidelines are followed for the teaching of all secular subjects.



Minor Subjects

Minor Subjects are also important in the educational process and are considered in determining honors. Minor subjects are Art, Spanish, Physical Education, Computer Science, and Music.

Band

In addition to the regular music program, an opportunity for band is offered to students in Grades 3 through 8. There is an additional fee for band instruction. In addition to the regular band instruments we also have available piano lessons for an additional fee.





Computer Lab - Internet & Technology

Saint Theresa School has established a computer network with full wireless capabilities and pleased to offer Internet access for student use. This will provide students with access to a variety of Internet resources. While the purposes of the school are to use Internet resources for constructive and educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

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

In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

Acceptable Use Policy

Saint Theresa School requires that all parents of students in grades K through 8 read and sign-off on the "Acceptable Use Policy" provided by the Diocese of Bridgeport. A packet will be sent home with students annually and must be returned to the school office. Students, whose parents elect not to sign the form, will be unable to use the internet technology provided by Saint Theresa School.

Acceptable Uses

1. The computer network at Saint Theresa School has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via email, and other means.
2. Students will have access to the Internet via the computer lab computers. Student access is limited to educational purposes only.
3. Student use of the Internet is contingent upon parent/guardian permission. Both parents and students agree to this Acceptable Use Policy by signing the handbook.
4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that any work that is created on the network may be viewed by a teacher or principal.
5. Network users must keep their passwords private. Accounts and or passwords may not be shared.
6. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store and software, shareware or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, or newsgroups that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, the principal, and/or network administrator. All users cannot use any Chat areas at all.
8. Network users may not engage in "spamming" or participate in chain letters.

Safety Guidelines for Students

These are guidelines to follow to prevent the loss of network privileges at Saint Theresa School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in someone else's folders, work, or files.
9. Do not use AIM or any other Chat areas.
10. Do not fill out any forms on the Internet.
11. Do notify an adult immediately, if by accident, you encounter materials that violate this Acceptable Use Policy.
12. Never give out your last name, address, or phone number.
13. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
14. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Saint Theresa School expects you to follow your parent's wishes in this matter.
15. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Extra-Curricular Sports & Activities

Athletics

Students are encouraged to participate in school-sponsored interscholastic athletic programs and other organized activities such as cheerleading and intramural soccer.

Saint Theresa School Sports Program includes boys' and girls' basketball for grades 3 through 8 and girls' cheerleading for grades 5 through 8. Intramural soccer is available for boys or girls in grades 5 through 8.



Physicals and proof of insurance coverage are required of all students participating in the sports programs.

Academic responsibilities always precede participation in school sports. It should be clearly understood that all participants, as students in Catholic Elementary Schools, are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance, and other school obligations. The student may be removed temporarily or permanently from extra-curricular activities at the principal's discretion.

If a student is absent from school on any given day, he/she may not participate in extra-curricular activities that day.

Sports are to be regarded as a privilege. Since these are school-related activities, the students (team members and those in the bleachers) represent the school. Unbecoming conduct, vandalism, and lack of self-discipline are all contrary to good sportsmanship both on and off the playing fields. Students and spectators are encouraged to display proper spirit when attending games and cheering events.



Diocesan Athletics Participation Policy

Participation in all athletic activities is dependent upon a grade of C- or above in all subjects and no number grade lower than a 2 in conduct or effort.

Students who are in violation of this policy will receive a 2 week suspension. At the conclusion of the 2 week suspension, a review of the student's progress in the given subject will be re-evaluated by the administration and a decision will be made whether or not to reinstate the student on the team.

Report Cards

Report Cards will be distributed 4 times per year in grades 1-8. Kindergartners will receive a report card in January, April and June.

We request that parents/guardians review the report card with the student. Parents/guardians are kindly asked to return the brown manila envelope to school with their signature on the appropriate quarter line confirming receipt of the report card.

REPORT CARDS WILL NOT BE ISSUED TO STUDENTS WITH DELINQUENT TUITION OR ASSESSMENT FEES.

Parent/Teacher Conferences

The school will schedule two official conferences during the school year. One, at the end of the first marking period, and another one, at the conclusion of the third marking period. Both parents and teachers may request additional meetings throughout the year as needed. **No one is allowed to disturb a class during school hours. All business must be conducted via the main office.**

Teachers will be available for scheduled conferences between 3:30 and 4:00 pm. Also, other mutual arrangements can be made in advance.

Homework

Homework is a necessary part of a student's formal learning experience. The amount of homework given will be in accordance with Diocesan guidelines. Homework does not only mean written work. Students should study every night.

This is an **average** amount of homework that should be expected.

Grade 1	-	10 minutes	Grade 5	-	50 minutes
Grade 2	-	20 minutes	Grade 6	-	60 minutes
Grade 3	-	30 minutes	Grade 7	-	70 minutes
Grade 4	-	40 minutes	Grade 8	-	80 minutes

Homework Policy Due to Illness

When a student is absent for 3 or more days, a parent must call the Nurse's office before 9:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 pm and 3:00 pm.

Please note that upon returning, students will be given three school days to make up all assignments. Extended absences requiring additional time must be approved by the principal.

Grading Scale

Kindergarten Grading Scale:

- M= Meeting Success
- P= Progress Shown
- I= Improvement Needed
- N= Not Yet Expected

Grades 1-8 Grading Scale:

- | | | |
|----------------|-----------|-----------|
| A= 94-100 | A-= 90-93 | B+= 87-89 |
| B= 84-86 | B-= 80-83 | C+= 77-79 |
| C= 74-76 | C-= 70-73 | |
| D= 66-69 | | |
| F= 65 or below | | |

Specialists (music, art, computer, gym, and Spanish teachers) grading scale for grades 1-3:

- S= Satisfactory
- N= Needs Improvement
- U= Unsatisfactory

All students in grades 1-5 will receive number grades in "skills and development." All students in grades 6-8 will receive number grades in conduct and effort in all subject areas.

- 1= Excellent
- 2= Good
- 3= Needs Improvement
- 4= Unsatisfactory

Honors Requirements

Honors are awarded to students in grades 6, 7 and 8 who demonstrate above average effort in both behavior and academics. All subjects are included in calculating honors.

High Honors:

- Nothing lower than an A-
- Nothing lower than a 2 in conduct or effort

Honors:

- Nothing lower than a B- in all subjects
- Nothing lower than a 2 in conduct or effort

Promotion & Retention Policy

Advancement to the next grade in Saint Theresa School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Students who fail two or more major subjects will not be promoted to the next grade level. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student. Students in grade 6-8 who fail religion must complete a summer project.

If consideration is being given for a pupil to be retained, parents/guardian will be notified by May 1st.

Books-Equipment-Materials

Textbooks, which are the property of the school, must be properly covered. Students will be responsible for the cost of damaged or lost textbooks and workbooks.

The school is co-tenant of desks and reserves the right to search them at any time without notice.



Field Trips

- Field Trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- All monies collected for field trips are non-refundable.
- The school, in consultation with the Administration, reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Only the standard official school permission form will be accepted.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Field Trips are always planned with a particular educational objective in mind and all students are expected to participate with their class.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus will be counted absent for the day.
- Field trips are school sponsored activities and may be cancelled by the school for any number or reasons.

Milk Program

Milk will be available for those who wish to purchase it from September to June.



Hot Lunch Program

A hot lunch program is provided to students. Monthly menus are sent home with students or can be picked up in the school office. In order to be eligible for hot lunch, the monthly forms must be returned by the stated deadline.

School Library

The school library is open throughout the year to the schedule and needs of the teachers and students. Students may take one book out per week and must return the book before another book can be taken out. If a student loses a book, he or she will be charged a replacement fee of the cost of the book.



Electronic Reading Devices

Students may use a Kindle or Nook for the SSR. They are responsible for the care and proper use of this item. Multifunctional devices are not acceptable for SSR.

SPECIAL NOTE

Maximum absences per year allowed – 20 absences

Maximum tardies per year allowed – 20 tardies

See Attendance Policy for details.

All tuition and assessment fee payments made after April 30th, must be in the form of a bank check or money order. Students may be denied participation in the graduation ceremony, field trips and other extra curricular activities until all tuition and fees are fully paid.

Based on Diocesan and School Policy, students will not be allowed to start a new school year unless all tuition and assessment fees are up to date.

Uniforms

Uniforms may be purchased at:

**Dennis Uniform Manufacturing Company
500 Boston Post Road Orange, CT 06477 (203)795-5457**

Boys' Uniform

K-8 Normal School Uniform:

- Tan long pants
- White button down Oxford dress shirt (long or short sleeves)
- Brown belt
- Solid burgundy tie
- Tan buck shoes or black dress shoes – must have non-marking rubber sole

Optional: Burgundy sweater or sweater vest, or burgundy fleece jacket

Warm Weather Uniform (optional):

- Tan shorts with belt
- Burgundy or white Polo shirt with logo
- Calf-length white socks
- Tan buck shoes or black dress shoes – must have non-marking rubber sole

Girls' Uniform

K-5 Normal School Uniform:

- Knee-length burgundy and gray plaid jumper
- White button down long or short sleeve shirt
- Plaid cross tie
- Knee-length burgundy or white socks
- Tan buck shoes, or black leather strap shoe with non-marking rubber sole

Optional: Burgundy sweater or sweater vest over jumper, or burgundy fleece jacket.

Grade 6-8 Normal School Uniform:

- Knee-length burgundy plaid skorts or skirt (pleated or non-pleated)
- White button down long or short sleeve shirt
- Burgundy weskit (vest)
- Knee-length burgundy or white socks
- Tan buck shoes, or black leather shoe with non-marking rubber sole

Optional: Instead of burgundy weskit, 6-8 girls may wear burgundy sweater or sweater vest, or burgundy fleece jacket.

Warm weather uniform (optional):

- Tan skort
- Burgundy or white Polo shirt with logo
- Calf-length white socks
- Tan buck shoes, or black leather shoe with non-marking rubber sole

NOTE: NO SWEATSHIRTS ALLOWED, EXCEPT ON GYM DAYS.

Gym Uniform – Boys and Girls

Warm Weather:

- Burgundy shorts (grades 6-8)
- Gray shorts (grade K-5)
- Burgundy T-shirt with logo

- White calf-length athletic socks and sneakers

Regular Gym Uniform:

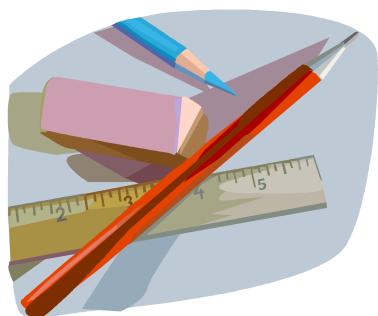
- Burgundy sweatpants with logo

- Burgundy sweatshirt with logo
- Burgundy T-shirt with logo
- White calf-length athletic socks and sneakers

ONLY the school gym uniform is acceptable on gym days. Pre-K students do not wear a uniform. Uniforms should be clean and neat. Hairstyles should be clean and neat and boys' hair must be short (above the collar and ears). **No Mohawks** or other nontraditional hairstyles allowed. **No** hair dye is permitted. All students should wear uniform shoes with rubber/non-slip soles. **No sneakers. No tennis socks!** No jewelry is permitted except for a watch, 1 ring per hand, 1 bracelet, 1 pair of stud earrings (girls only!) **NO MAKEUP OF ANY KIND IS ALLOWED!** CLEAR nail polish may be worn by girls. False nails are not allowed.

Casual Day Attire

On Casual Days, students are able to wear casual clothes. No clothing with holes, mini-skirts, tank tops, pajama pants or short shorts should be worn. **Jewelry and make-up rules on casual days still apply.** Shirts with slogans must be appropriate and without questionable graphics. If something is deemed unacceptable by the administration, the student will be required to change into a uniform from the "Swap Shop" or call home for a change of clothes. **Absolutely no sneakers with retractable wheels or pajama pants! Students wearing unacceptable clothes will not be allowed to attend classes until they change into acceptable attire.**



School Supplies

A list of required school supplies will be provided to all students. The purchase of a planner is required in grades 6-8.

Lunch Boxes

Student lunch boxes can have "cold/hot pack" compartments. **Absolutely no food will be warmed up or kept cold in our school kitchen!**

Book Bags

Book bags should be a manageable size for each student. All book bags must be soft and easily collapsible for storage in classroom closets.



Personal Property

Please, make sure that ANYTHING that comes to school with your child is labeled with the child's name. This includes lunch boxes, backpacks and clothing.

Children should not bring expensive personal items to school. Personal electronic devices may not be used during school hours. Cell phones are permitted, but must be turned off during school hours. The school is not responsible for lost, stolen or damaged property.

Lost & Found

Any items found in the school building or on school grounds should be given to the school

secretary. Items found in the school will be kept in the office for 2 weeks and then placed in the "Swap Shop" or thrown away.

Conduct and Discipline Policies

A disciplined environment creates a better learning situation. Both teachers and parents share in the creation of this environment. Most discipline problems in school are handled by the teachers. More serious offenses are referred to the principal. The discipline and conduct policy of Saint Theresa School follows the directives provided by the Diocese of Bridgeport-Office for Education.

Parents are expected to support and comply with the disciplinary action taken by teachers and/or the principal, as it is in direct alignment with Diocesan policy.

It is impossible to anticipate all problems that can arise, therefore, this clause empowers the administration and staff to take disciplinary action for any behavior that brings discredit upon the school or seriously impairs the rights of others as outlined in the spirit of the Saint Theresa school code of conduct even if this is not specified.

By electing to send your child to our school parents delegate to the teacher/administrator in Saint Theresa School the authority to discipline the students for all the offenses against the good order of the school.

Each teacher will handle his/her own classroom discipline. The teacher will issue a recess detention for incomplete homework, and after school detention for more serious matters, and if warranted, the principal will reinforce the teacher's discipline. Repeated offenses or severe offenses are liable for in-school or out of school suspension or expulsion.

Severe or grave offenses for which the principal may suspend a student include, but are not limited to, the following:

- Drugs, alcohol, weapons, or pornography in or on the school grounds
- Threatening another person
- Use of vulgar or obscene gestures or language
- Stealing, vandalizing or destroying property
- Inflicting injury on another person
- Defying or disrespect to a person in authority
- Hitting, fighting, or biting
- Misbehavior in church and/or prayer service

Other areas of possible offense that can lead to detention or other consequences are:

- No eating or drinking is permitted in hallways. Food or beverages should be consumed only at established times and in designated places.
- Chewing gum is not allowed on school premises.
- Using electronic devices, including cell phones, during regular school hours is not permissible. We do not permit these items in the school due to liability.

Cheating

Cheating is not tolerated. Parents/guardians will be notified immediately if a student is found cheating. A student who cheats will receive a failing grade and/or suspension. Repeated occurrences may result in expulsion.

Uniform Violations

Students who repeatedly violate the uniform policy will be denied participation in casual days and be subject to disciplinary recourses. All uniform regulations and guidelines are subject to the discretion of the principal. Students may be denied attendance to class when they are out of uniform.

School Detention

A detention will be issued for certain academic or disciplinary infractions. The day of the infraction, a detention form will be sent home. Parents will be asked to sign it and return the form to school the next day.

For a student to be reinstated following an in-school suspension, a parent or guardian must meet with the school principal or designee. Three suspensions will result in expulsion from Saint Theresa School.

Further disciplinary guidelines are available in the office to be used by the administration as deemed necessary.

Diocese of Bridgeport Bullying Policy

Bullying is prohibited in all Catholic Schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

1. Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize this procedure. Each school shall also set up a procedure so that the parents/guardians of students may make written reports of acts of bullying.
2. Any school that receives an anonymous report from a student or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Investigation Procedures

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of the school records, and identification of

parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Deputy Superintendent (elementary schools) or Superintendent (high schools).

Consequences/Intervention

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

