



# **Student Handbook**

**Revised Summer 2018**



**Mission:** For over fifty years, St. Theresa Catholic School has been serving Southwest Little Rock with a prekindergarten to eighth grade educational program. The mission of St. Theresa Catholic School is to help parents fulfill their duties as primary educators of their children by welcoming our multicultural children and families to a safe and supportive Christ-centered environment. Our objective is to lead each student to know, love, and serve God and to foster success in each student by positively empowering students to use their personal skills and abilities from their diverse backgrounds. We cultivate relationships among students, parents, faculty, and staff by embracing our diversity and valuing the teachings of Jesus Christ.

**Philosophy:** The Catholic schools of the Diocese of Little Rock seek to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity. The development of the whole person of the student (spiritually, intellectually, personally, socially, and physically), is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to ongoing professional and spiritual growth.

**Goals:** Broad goals of the Catholic school are to teach the gospel message, to build a faith community, to worship God, and to be of Christian service. Specific goals flow from the fundamental understanding of the school as a Christian educational community. Because the school is Christian, specific goals include:

- sharing knowledge enlightened by faith
- developing and committing to religious values
- fostering an understanding of our responsibilities to one another
- helping students develop a pattern of life-long learning
- improving everyone's opportunities to learn
- guiding students toward a spirit of freedom which recognizes discipline
- providing quality education in the Catholic tradition for children of the parish
- playing a role in raising national levels of knowledge, competence and experience

**General information:** St. Theresa Catholic School is fully accredited by ANSAA (Arkansas Nonpublic School Accrediting Association) which is approved by the US Office of Education as well as the Council for the Advancement and Support of Education. School hours are 8:00 to 3:00. The school is open at 7:00 am daily. The front office is open from 8:00-4:00. On the first Friday of each month, students are dismissed at 1:30 for faculty meeting. After-school care runs until 5:30 daily.

Office -- 501.565.3855      Fax -- 501.565.9522      [schooloffice@stslr.org](mailto:schooloffice@stslr.org)  
Stslr.org      Check us out on facebook: St. Theresa Catholic School, Little Rock

### **Policies**

**Absences:** Absences may be excused for the following reasons: illness, school-sponsored event, medical appointment, court appointment, serious illness in family, death of a family member or special circumstance deemed appropriate by the principal. Other absences are considered unexcused. Generally, if a student is absent twenty-five (25) or more days during a school year, the students will be required to attend summer school and/or repeat the grade.

Three tardies=1 absence

Arriving after 9:00 or leaving before 2:00 indicate a ½ day absence.

The school may require proof regarding reason for absence. Students who are suspended or expelled will be considered unexcused.

Work missed during absences must be made up. It is the responsibility of the student to make up his or her work. Parents may assist by picking up the work and/or communicating with the teacher via Remind. Due dates will be established by the child's teacher.

**Accelerated Reader:** Students in grades K-8 participate in Accelerated Reader. The program is an incentive-based reading program, and library books are appropriately labeled if they are "AR" books. \_\_\_\_\_

**Admissions:** The schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origins to the rights, privileges, programs and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of color, race national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based on the student's emotional, academic and physical abilities, and the resources available to meeting those needs.

The diocese stipulates that a kindergarten student must attain the age of five (5) years on or before September 1st of the school year. Documentation of the state-required immunizations plus a birth certificate and baptismal certificate (Catholic students) is to be presented at the time of registration. A school will not accept a transfer students without the permanent record/transcript and health record. A student may be accepted conditionally if the parent/guardian signs a request form for records to be sent from the previous school.

**Advisory school board:** Each Catholic school of the Diocese of Little Rock will have an advisory board in accordance with the policies and regulations adopted by the diocesan board of education. School board members may be elected or appointed. Unlike a public school board, a Catholic school board is not autonomous. All parish boards are advisory. Actions of the board become effective only upon the approval of the pastor. The main purpose of the board is to assist the pastor and principal to provide a quality education in the parish school. As individuals, school board members have no authority. Authority is exercised as a group.

**Allergies:** Parents are to make the office and classroom teacher aware of any allergic conditions that a child has that may impact the student at school. If a child's condition is severe enough to warrant an epi-pen, then one is to be furnished and kept in the "grab-and-go bag" that travels with the class from location to location. If a student is diagnosed with asthma, an Asthma Action Plan should be furnished to the school. In addition, a rescue inhaler needs to be supplied to the school. Inhalers will also stay with the student's class in a grab-and-go bag.

**Athletics:** Any athletic program in competitive sports must be under the direct supervision of the school principal. Any athletic support group must have the explicit approval of the pastor and be under the direct supervision of the principal. All adults coaching or volunteering to work with the students must be **CMG** trained. There must be two **CMG** trained adults at each practice. Students competing in parochial league athletics must meet all eligibility requirements.

**Attendance:** If a student is ill or must be absent from school, the parents should call the school office before 8:30 am or email the school office and/or teacher. A student is

considered tardy if he/she is not in his/her classroom when the 8:00 bell rings. To check in a student late or to check out a student early, parents must sign the attendance book in the office. Reminder: three tardies = one absence, and arriving after 9:00 am or leaving before 2:00 pm is considered a half-day absence.

Frequent tardiness or absences may interfere with a student's progress.

According to state law, (Arkansas statute 8-1504), every parent/guardian or other person residing in Arkansas and having custody of a child or children between the ages of seven (7) and sixteen (16), will send such child to a public, private or parochial school under such penalty for non-compliance under this section.

**Awards:** Periodically, the school holds assemblies to recognize the achievements of students. In addition, recognition may occur during a school day in the classroom. Honor roll is an award for 1st-8th grade students who maintain an 80% or higher in all subjects and in conduct. St. Theresa Catholic School strives to encourage students to give their best effort.

**Book covers:** All textbooks are to be covered with book covers, in order to maintain the books.

**Breakfast:** Healthy habits are encouraged at St. Theresa Catholic School. In an effort to provide students with the energy to learn, the school will allow students to eat a breakfast brought from home from 8:15-8:30 while in their classrooms. Some items children bring are not healthy, and they will be taken away. Do not allow your child to bring energy drinks, Takis, or coffee for breakfast. The principal reserves the right to confiscate items not suitable for breakfast. The teacher reserves the right to continue teaching while the students are eating. No cooking of food will be allowed in the classrooms.

**Care program:** After-school care is from 3:00-5:30 at a cost of \$8 for registered care students or \$10 for students not registered. On the first Friday of each month, care begins at 1:30, the early dismissal time. Registration forms can be picked up from the care room or school office, and registration requires a \$25 fee. Care payments may be made in cash or check or via direct debiting through the Brightwheel app.

**Classroom parties:** Party plans are under the direction of the school. Birthday parties for students are not permitted during school. Under no circumstances will invitations to private parties be distributed at school. Invitations are to be mailed. Birthday gifts will not be exchanged at school. The school allots time for a classroom Christmas party and

a classroom Valentine party. Other snacks/treats must be approved by the office and classroom teacher.

**Classroom rules:** Classroom rules are based on the following list. Teachers may re-word these rules for age-appropriateness.

1. Be charitable and courteous.
2. Keep hands, feet and objects to yourself.
3. Come to class with assignments and materials.
4. Food is to be eaten in the cafeteria.
5. Raise your hand to speak and wait to be recognized.
6. Silence in the halls.
7. Follow directions.
8. Be in correct uniform.

Teachers may offer positive rewards and incentives for individuals and/or the class.

**Complaint/Concern:** Any person feeling aggrieved concerning any matter connected with the school will contact the individual before discussing it with other patrons. If a person has a complaint with a teacher, the individual will first discuss it with the teacher. If the matter cannot be resolved satisfactorily, the person will contact the principal. If the problem is still not resolved, the person will contact the pastor. If no solution is found, the matter will be referred to the superintendent. School board members are not to attempt to solve school problems but are to refer the individual to the above procedure. Gossip about teachers, staff or students is not tolerated, as it is not Christian. Pope Francis reminds us all, "Gossip can also kill, because it kills the reputation of the person!"

**Conduct:** Courtesy and good manners should be a key to a student's conduct at school. Our faith tradition contains many examples of treatment of others, including the Golden Rule, the Beatitudes, and the Ten Commandments. Students are expected to have respect for school property.

**Conferences/Contacting faculty:** Parent-teacher conferences are scheduled for October and March. Parents are invited to have a personal or telephone conference. Parents are welcomed to talk with teachers and/or staff. Parents must make an appointment with the teacher or staff member, in order to respect everyone's schedules. Drop-off and dismissal times are not good times to meet with a teacher. He/she is in charge of supervising children at those times. You may email the teacher to establish an appointment or call the office to leave a message. Teachers will communicate regularly via the Remind app, so this will be another way to request a meeting or appointment.

**Computer/Social media agreement:** *please see appendix A*

**Discipline:** Acceptable standards of behavior by students will be expected at all times. This guarantees a positive social and educational atmosphere. Discipline will be administered when an individual's actions interfere with the right of teachers to teach and/students to learn. Any teacher or staff member in the school has the right to correct unruly students at any place and time. Corporal punishment is against diocesan policy.

**Dismissal:** The school day should end in prayer in the classroom. At 2:30, PK students will gather in the care room for dismissal. At 2:45, kindergarten and 1st grade will gather in the care room for dismissal. At 3:00, grades 2-8 will gather in the pavilion for dismissal. **The car line for pick-up is designed to flow past the pavilion for ease of pickup.** At 3:15, remaining students will be signed into the care classroom for later pick-up. **St. Theresa Catholic School discourages the practice of students walking to the Dee Brown Library. If this must occur, parents must sign a waiver that will be on file in the office.**

**Distribution of materials:** Individuals or groups wanting to distribute materials at the school must seek approval from the principal.

**Drills:** Fire drills are conducted once a month throughout the school year. Tornado drills are conducted monthly for PK and twice a year for the remainder of the school. Maps are posted in each room directing areas of egress for fire/tornado. Lock down drills are practiced twice a year.

**Electronics:** Cell phones and other electronic devices must be turned into the classroom teacher upon a student's arrival in his/her classroom in the morning. Teachers will place items in a secure location and give back to the student at dismissal. If an electronic device is kept in a student's possession, it will be confiscated to the principal's office and kept until a parent picks it up. If this occurs a second time, the device will be returned on the last day of the school year. Electronic readers are allowed with a parent permission slip signed. *also see appendix A*

**Email:** Faculty members have individual email addresses which can be found on the school's website. Teachers check email daily and will reply as their schedule allows.

**Expulsion:** Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the pastor and superintendent.

**Faculty meetings:** On the first Friday of every month, school dismisses at 1:30 to allow the faculty to meet. All children will gather in the pavilion at 1:30 for dismissal on these days. Parents are expected to pick up children at 1:30 or students will attend after-care at an \$8 or \$10 rate, depending upon registration status.

**Failure/summer school:** When failure seems unavoidable for a student, parents will be notified in advance of the probable failure. Parents are to sign written notice and make arrangements for summer school or retention.

**Field trips:** Field trips are scheduled when an outing supports the instructional plan for the school year. Parent drivers/chaperones allow for field trips to occur. CMG training is required for parent volunteers. Siblings of students may not attend the field trip.

**Food/beverages/gum:** The St. Theresa Catholic School community takes pride in our facilities, and we recognize the fifty-plus years of work that others have given to make St. Theresa the place it is. **Gum is banned on the entire St. Theresa Church and School campus.** In grades 6-8, two conduct marks are given for chewing gum. **Food and drinks are to be consumed in the cafeteria, and on special occasions, in the classroom. Food and drinks are not to be consumed on the playground, unless there is a special circumstance permitted by the principal.**

**Friday letter:** A weekly letter from your child's teacher can be found on Fridays at [www.stslr.org](http://www.stslr.org). A teacher may choose to send home a paper copy but is not required to do so.

**Grading:** Uniformity of grading is maintained throughout the school; work of similar quality would receive the same mark from all teachers. Academic marks are based on academic achievement. Behavior is graded separately. The letter or percentage grade will be reported to parents as follows:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: below 60%

Report cards are distributed quarterly.

**Graduation:** The graduation ceremony for 8th grade students occurs in late May at a 6:00 pm Thursday mass at St. Theresa Church. Boys wear dress pants, button down shirt, tie and optional jacket. Girls wear modest dresses that are appropriate for mass. A sleeveless dress requires a wrap or shawl. **All tuition accounts need to be current in order for the school to distribute the student's diploma.**

**Harassment:** The schools of the Diocese of Little Rock DO NOT condone any form of harassment. All individuals are to be treated with dignity and respect. **Harassment in any form (sexual, verbal, physical, visual) is prohibited.** This applies to all individuals in the school. Consequences of harassment may include suspension, expulsion, a police report, or any other action deemed necessary.

**Homework:** It is the student's responsibility to complete all homework assignments. A student will be given a score of zero for missing homework.

**Human sexuality:** *see Appendix B*

**Inclement weather:** When weather conditions are dangerous, St. Theresa Catholic School follows the schedule as all Catholic schools in the greater Little Rock area. A phone message will notify parents as soon as notification is given to the principal. Also, TV and radio stations will carry the announcement of closure for Catholic schools in Little Rock/North Little Rock. If school is closed due to weather, all other activities for the day are cancelled.

**Information technology:** *see Appendix A*

**Instructional materials and programs:** Students are expected to care for school-distributed materials and all school property. Students are expected to pay for damaged or destroyed instructional materials or school property. All Catholic schools follow diocesan curriculum, instruction and time requirements. The *In Spirit and Truth* curriculum guide details standards for math, science, language arts, religion, social studies, art, music, health, PE, technology and electives. The instructional program is designed to discover and develop the abilities of each student.

**Insurance:** Medical bills resulting from injuries or accidents at school are the responsibility of the parent. Parents are given the opportunity to sign up for insurance.

**Lockers:** Students in grades 6-8 are assigned lockers and provided with locks. The school may open a locker for any reason.

**Lunch program:** The lunch program is school-operated under the National School Lunch Program, and a monthly menu is provided prior to the start of each month. Parents are invited to apply for the National School Lunch Program (free and reduced lunch) at the beginning of the year. All lunches are required to be paid for in advance. Please send money in an envelope with your child's name and dates requesting a tray lunch. Sending payment at the beginning of the week or month is preferred. Lunch cost is \$3.50. An additional milk costs \$.50. Seconds cost \$.50. Charges are not allowed on a frequent basis. Food trading is not acceptable.

Another effort toward healthy habits is that the school will not allow lunches from restaurants be brought to students. If you bring a lunch from a restaurant, you will be asked to check out your child for the lunch/recess period and return your child after eating.

The school will not accept lunches brought after 9:00 am. You may not bring lunches directly to the cafeteria, and you may not drop them off at the school office after 9:00 am. Your child will be given a tray lunch if he/she does not have a lunchbox. It is our goal to build personal responsibility with this policy.

**Medication:** The school must have a completed medical release form to administer ANY MEDICATION at school (even Tylenol). Medication forms are available from the school office.

**Money:** Money should always be sent to school in an envelope with clear labels so that it is applied appropriately.

**Non-custodial parents:** Non-custodial parents are not to use the school as a meeting place with their child/ren. In the case of divorce, the school office requires the court order stating visitation rights. The principal will follow the specifications of a court order in regard to pick-up of the child/ren. A copy of the child's report card may be given to a non-custodial parent.

**Nondiscrimination:** The Catholic schools in the Diocese of Little Rock will not discriminate on the basis of race, color, handicap or national origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic or social programs.

**PE:** Physical education is a required class for students in grades PK-8. Students are expected to wear rubber soled shoes on the day(s) they have PE class. **Students in**

**grades 6-8 must bring a PE uniform (purchased from School Days or Toggery) to change into at PE class.** Lack of PE uniform negatively impacts the PE grade.

**PTO:** The Parent Teacher Organization exists in every Catholic school in the Diocese of Little Rock. Its purpose is to build relationships between parents and teachers and the larger school/church community. This organization will function in accordance with diocesan regulation. PTO dues are \$25 per family (separate fee).

**Principal:** The principal of the school reserves the right to amend the policy manual for just cause. Parents will be given notification of changes are made.

**Promotion/retention:** Promotion to the next grade level is determined by the teacher and principal. Promotion is generally based on cumulative averages of 60% or above in all subjects. Two subject-area failures constitute a grade failure unless made up in approved summer school. Proof of attendance/grades at summer school may be required for promotion of the student. When considering retention, the principal, teacher and parent consider social, emotional, physical and moral development of the student.

**Service hours: Family commitment to Catholic education is very important.** St. Theresa parents are expected to offer 20 hours of service to the school/church community. Parents of students receiving financial aid are expected to give 40 hours of service. A log book is maintained in the office. The principal must sign off on the hours logged. If a family does not meet the service requirement, the family will be billed a \$400 volunteer fee.

**Smoking:** Buildings of Catholic schools are smoke-free workplaces. Smoking is not allowed on the St. Theresa Catholic School campus.

**Soliciting:** No one is allowed on school grounds or in the building to solicit or request signatures for a petition unless authorized in writing by pastor or principal.

**Sports:** Students in grades 5-8 must meet parochial league eligibility requirements to participate in the following: football, basketball, track, volleyball and cheer. Teams are created and based upon the number of participating students at each grade level. In the event that St. Theresa will not field a team at a certain level, a St. Theresa student may play on another Catholic school team. If a student is absent the day of a game, he/she is not allowed to play in the game.

**Supervision of students:** The school supervises children as early as 7:00 am and as late as 3:15 pm. We do not supervise children earlier than 7:00 am. Supervision of

children after 3:15 pm comes with an after-care fee. Children who are at school after 3:15 pm are signed into the after care program for a fee. After-care ends at 5:30 pm.

**Supplies:** School supply lists are provided. Parents are expected to provide the supplies on the list and to periodically check if supplies need to be replenished.

**Suspension:** Suspension is defined as the temporary exclusion from school for disciplinary reasons. Suspension may be in-school. Suspension will be determined by the principal.

**Tag day:** Tag day is defined as a day in which a special privilege of wearing non-uniform clothing is allowed in exchange for \$2. Tag day regulations are posted around the school. A general rule is to dress modestly and appropriately, with no holes/ragged edges.

**Textbooks:** All Catholic schools in the Diocese of Little Rock use approved texts with their instruction. Schools supply the textbooks, and the books are returned at the conclusion of the school year. Students are expected to pay for books that are lost or damaged.

**Tuition:** Tuition rates are published in the spring of each academic year. They are found online or may be distributed by the school office. Tuition for the months of June, July and the registration fee are non-refundable. Tuition drafts occur on the 5th and 20th of each month. If tuition is not paid via bank draft, payments are accepted on these dates in the school office. Paying on an annual or semi-annual basis is also acceptable.

**Uniform:** Complete uniform regulations are detailed in the tables below. Wednesdays are spirit days, and thus allow for the specified spirit shirt to be worn on Wednesdays. Spirit shirts will be sold through the school. Regular uniform pieces are available at The Toggery.

Boys PK-8

<b>pants/shorts</b>	<b>shirt/sweatshirt/jacket</b>	<b>socks/shoes</b>
mandatory navy blue twill with belt (PK, K and 1st graders are not required to wear a belt)	gray polo-style with school logo, tucked in	white, black, gray or navy WITHOUT logo
shorts are allowed in the	maroon fleece jacket or	athletic shoe

months of August- November and March-May	sweatshirt with school logo	
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Girls PK-8

<b>jumper/skort/skirt</b>	<b>shirt/sweatshirt/jacket</b>	<b>socks/shoes/leggings/tights</b>
Jumper, skirt or skorts in school plaid for PK-4th grade (no more than 2 inches above knee)	gray, polo-style with school logo, tucked in	gray, white, navy or black socks, crew length or knee socks, WITHOUT logo
Skirt or skorts in school plaid for girls in grades 5-8 (no more than 2 inches above the knee)	maroon fleece jacket or sweatshirt with school logo	gray, white, maroon or black tights are allowed
		Solid black leggings or exercise-style pants are allowed to be worn under skirts/skorts/jumpers.
		athletic shoe

Uniform regulations for all students:

- The uniform must be clean and neat.
- Shirts must be tucked in.
- Girls must wear shorts under jumpers/skirts/skorts OR in the cold weather, solid black pants or leggings may be worn under the jumper/skirt/skort.
- Boys hair must be above collar, ears and brows. For all students, no eccentric hairstyles (such as shaved-in designs or colorful dye) allowed.
- Girls hair must be worn out of the eyes and pulled back. No woven-in objects.
- Girls may wear CLEAR NAIL POLISH ONLY.
- Girls may wear stud earrings only, in the interest of safety. One pair. Boys may not wear earrings.
- Seventh and eighth grade girls may wear light makeup.
- Acceptable jewelry is religious (necklace, bracelet, ring). Watches are acceptable.
- Undershirts and undergarments should be plain white or beige.
- No perfume or cologne, no spray deodorant or cologne brought to school.

**Upper building policies: see appendix C**

## Appendix A Technology policies

**Social media and cyber-bullying (students):** The same principles and guidelines found in this policy apply to parents' and students' personal activities online. Ultimately you are solely responsible for what you post online. Before creating online Content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including expulsion from the school and/or legal action.

**Social media (parents):** The same principles and guidelines found in the school/parish policy apply to your personal activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects employees, customers (families), suppliers or people who work on behalf of the school/parish may result in disciplinary action up to and including termination or legal action.

### **Computer usage terms and acceptable use (students and parents at St. Theresa School):**

St. Theresa Catholic School provides computer access and Internet access for its students and faculty/staff. All activities while using the computers, or in accessing the Internet in this school must be in the support of education and research, and consistent with the educational objectives of St. Theresa School. We must recognize that with access to computers and people all over the world also comes the availability of material that may not be of educational value. St. Theresa School is taking precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. For students: Use of the computers and Internet is a privilege, not a right and is subject to terms and conditions.

**THE TERMS AND CONDITIONS OF USE APPLY TO ALL STAFF AND FACULTY, AS WELL AS STUDENTS UNLESS THE ITEM STATES THAT IT IS SPECIFICALLY FOR STUDENTS. VIOLATION OF THESE CONDITIONS MAY RESULT IN TERMINATION OF EMPLOYMENT.**

#### **TERMS AND CONDITIONS OF USE:**

Ø Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Ø Illegal activities are strictly prohibited.

- Ø Students are not allowed to download any files from the Internet.
- Ø Students are not allowed to subscribe to any mail list.
- Ø Students are not allowed to use the Internet for personal communication.
- Ø STUDENTS MUST OBTAIN ADULT SUPERVISION AT ALL TIMES. There must be the room teacher or the computer lab teacher in the lab in order for students to access the Internet. TEACHERS ARE TO ACTIVELY SUPERVISE STUDENTS WHILE THEY ARE ON THE COMPUTER.
- Ø Each student will be held responsible for the intentional altering of a computer workstation that occurs while they are logged into the computer or network.
- Ø Using, deleting, copying or modifying files or data on a computer belonging to others without their consent is prohibited.
- Ø Students loading software on any computer without authorization of teacher is forbidden.
- Ø Making illegal copies of licensed or copyrighted software is prohibited.
- Ø The administration or teacher has the right to access information stored in any user directory, on the current user screen, or electronic mail.

**Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the St. Theresa School Internet system. This includes, but is not limited to, the uploading or creation of computer viruses. Hardware or software shall not be destroyed, modified or abused in any way. Intentionally altering the files and/or the hardware on the St. Theresa School computers will be viewed as vandalism.

**Reliability** – St. Theresa School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your error or omissions. Use of any information obtained through the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Internet Access** –

- 1 Use of the Internet without the knowledge and permission of a teacher or other authorized personnel is prohibited.
- 2 Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- 3 Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- 4 Transmission, installation, or downloading of materials in violation of copyright laws is prohibited.
- 5 Student must notify teacher immediately of inappropriate material found. The teacher is then to inform the Principal of the incident.
- 6 Students may not download files or programs without the permission of the teacher. Teachers are to consult the Technology Coordinator before authorizing programs to be downloaded by students or before downloading programs themselves.
- 7 Students will use polite language, appropriate to a school setting.
- 8 Students are not to reveal their personal address and phone number or those of other students or staff.
- 9 The administration or teacher has the right to access information stored in any user directory, on the current user screen, or electronic mail.

**VIOLATIONS OF THESE PROVISIONS MAY RESULT IN LOSS OF ACCESS TO THE COMPUTERS AT ST. THERESA SCHOOL AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTIONS.**

## **Appendix C Upper Building Policies and Procedures (Grades 6-8)**

### **UPPER BUILDING POLICIES AND PROCEDURES**

#### **A. Classroom Rules**

- 1. Be charitable and courteous.**
- 2. Keep hands, feet, and objects yourself.**
- 3. Come to class with assignments and materials.**
- 4. Food is eaten in the cafeteria.**
- 5. Raise your hand to speak and wait to be recognized.**
- 6. Silence in the halls.**
- 7. Follow directions.**
- 8. Be in uniform.**

#### **B. Rewards and Incentives**

**Positive incentives and rewards will be provided by the homeroom teacher for individual students and for the class as a whole when students work together in creating a good Christian learning environment for everyone.**

#### **C. Consequences**

**When choosing not to cooperate in following the classroom rules, the consequences will be:**

**1<sup>st</sup> mark – loss of two conduct points**

**2<sup>nd</sup> mark – loss of two conduct points**

**3<sup>rd</sup> mark – loss of another two conduct points, lunch and recess detention, and call parent**

**4<sup>th</sup> mark – A zero is given in conduct for the day and call parent, in-school suspension**

#### **D. Suspension**

**Suspension is defined as a definite period of time a student will not be allowed to attend school or a school-sponsored activity for a serious conduct infraction. Suspension from the school will be the decision of the Principal in consultation with the Pastor. The length of suspension will depend on the seriousness of the offense and the past conduct record of the student. A student who is suspended four times will be considered for expulsion.**

#### **E. Conduct Grade**

**The student will begin each day with 20 points. Two points will be deducted from the conduct grade for each mark received. An in-school suspension results in a 0 in conduct for the day. Conduct points will be averaged each week. Conduct points cannot be earned back. Conduct**

grades cannot exceed 100%. Homework marks do not count against conduct, but will count against Study Habit Grade.

#### **F. Sports Eligibility for Parochial League**

Students participating in football, basketball, volleyball, track, and cheerleading must have at least a 70% in conduct and overall academic average of 70% with no individual grade in any subject below 70%.

#### **G. Absentees: Assignments/Tests**

After being absent, a student has one class day per day excused absence to turn in missed assignments. Students with unexcused absences will turn in work upon their return, and it may be counted late. After that time, all missing assignments become zeroes. *It is the student's responsibility to give the work to the teacher. The teacher may or may not ask for it.* If a student returns the day of a test, the student is expected to take the test that day. Test forms vary. Test schedules are given orally by the teacher and are printed in the Friday letter. This gives sufficient time to prepare whether in attendance the day before or not. *It is the student's responsibility to make arrangements with the teacher to take the make-up test. No make-up tests on the last day before holidays will be given unless substantiated with a doctor's excuse.*

#### **H. Exams**

Students are required to take exams as scheduled unless they have a written excuse from the doctor due to illness or special permission from the principal. Exams are administered at semester (December and May). These will count as 40% of the semester grade.

#### **I. Books**

Every hardbound textbook will be covered.

#### **J. Conferences**

Mandatory conferences will be scheduled in October and March. Consult the school calendar for specific dates. Parents may have either a personal or a telephone conference. Parents are encouraged to schedule personal or telephone conferences as needed throughout the year.

#### **K. Homework**

It is the student's responsibility to complete all homework assignments. A zero for any missing homework will be recorded in the grade book. Missing assignments will result in a loss of one point from the Study Habits Grade. This point will not count toward suspension.

**In order to earn points for homework assignments, the following criteria must be met:**

1. All answers must be in pencil or erasable black ink. No other colors will be accepted and will result in a zero on the assignment.
2. All answers must be in a complete sentence. No printed work will be accepted and will result in a zero on assignment.
3. The assignment must be complete. For example, if a student is given ten questions and answers only nine questions, the assignment will be recorded as incomplete. Students must attempt to answer every question to receive credit.
4. The heading on the paper must be complete or a zero will be given on the assignment.
5. The paper must have a clean edge free from spiral torn edges.

6. All homework must be the student's own work. Copying homework from other students is unacceptable and will result in an automatic zero on the assignment.

#### L. Testing Procedures

During a test, there should be no communication of any kind among students. Communication among students will result in a zero on the test. Desks should be clear of all paper except a cover sheet which should be used at all times by students to cover test answers. A student who chooses to be dishonest will receive an automatic zero and will call their parents. During semester exams a student will need a doctor's excuse to make up any exams missed.

#### M. Harassment

St. Theresa Catholic School prohibits any form of harassment – sexual, verbal, physical, and visual. The prohibition against acts of harassment applies to all persons involved with the school. Consequences of harassment may include immediate suspension, expulsion, a police report, or any other action deemed necessary to address the issue.

#### N. Changing Classes

1. All talking should stop with the change of class bell.
2. Students should wait for the teacher to dismiss the class.
3. Silence in the hall and in the classroom students are entering.
4. If students must return to homeroom after change of class, study habit points will be deducted.

#### O. Electronics

Cell phones and electronic devices are to be checked into the classroom teacher first thing in the morning. It will be stored in a locked cabinet in the classroom and given back to the student at dismissal (8<sup>th</sup> Grade Students will receive after their afternoon jobs are completed). If a cell phone or device is found in the possession of a student the phone/device will be confiscated and the parent will need to pick it up from the office. The second occurrence of a cell phone/device not turned in will result in confiscation and the device will be kept in the office until the last day of school. An exception to this policy is an electronic reader, which may be brought to school and used for grades 6 – 8 as a reading device only, with a permission slip on file signed by a parent. (Permission slips are available from the web-site). Access to the internet on such devices is prohibited. Misuse of the reader will result in the same consequence as listed above, with possible additional consequences depending on the nature of the violation. The school will not be held responsible for lost or damaged readers. It is strongly suggested that these devices be stored in the student's locked, locker when not being used.

#### P. Visitors

Visitors at school are to check in with the principal in the office and receive a visitor

**pass before visiting a class, the cafeteria or contacting a teacher or student.  
A sign to this effect is posted by each entrance to the school.**