

August 16, 2011

Dear Parent/Guardian and Students,

The purpose of this handbook is to clarify your roles as parents and students. In the educational process it is very important that all parties—parents, students, teachers, pastor, principal—work together in harmony. Only then can the school be an example of Christian community for our students.

Please see that you and your children have read the school handbook in its entirety. Those children, who are too young to read this book, need to have the regulations explained to them. On the school information form in your packet, there is a section for you and your child(ren) to sign and express your support by helping the principal, teachers and staff promote the spiritual, emotional, academic, and physical development of the students in a Catholic atmosphere. By signing the information form you express your support of and agreement to abide by the school regulations.

This form must be completed and returned to school by **Friday, August 19, 2011.**

Your signatures in the handbook section of the information card signify your agreement to follow the policies and procedures outlined here. I encourage you, as a family, to read and discuss the contents of this book carefully. I wish you a happy and growth-filled school year.

Sincerely,

A handwritten signature in cursive script that reads "Father Heitzman".

Fr. Heitzman, Pastor

MESSAGE TO PARENTS

This handbook has been prepared to clarify questions parents sometimes have regarding the philosophy and procedures at St. Therese School.

The education of children begins the day they are born. Their entrance into school is not the beginning of their education but the continuation of it. Parents have the first right and obligation in the education of their children. The teachers, professionally trained in the psychology of learning and techniques of teaching, wish to assist parents in this all-important work.

The school is usually one of the first experiences of Christian community that children have outside of the family. The respect, communication, and cooperation that parents, teachers, and administrators exhibit among themselves should, therefore, model Christian Community for the children. Equally important, however, are the respect, communication, and cooperation shown toward and expected from children as part of that community.

Parental attitudes toward the parish school and their respect for individual teachers are normally absorbed and reflected by children. Only if children perceive this mutual respect as a shared authority of parents and teachers will they be able to participate positively in their education.

It is expected that parents support the teachers and the administration and that if there is a difference of opinion, negative reactions and comments are not expressed in front of the child or on written communication that the child sees. A phone call to the office can arrange contact with the teacher concerned or the principal.

This handbook, prepared by parents, faculty, and the administration, is offered as a help to foster cooperation between home and school. Parents are asked to study this handbook with their children and to keep it at hand for reference.

PHILOSOPHY

It is our belief that

“A true education aims at the formation of the human person with respect to his/her ultimate goal, and simultaneously with respect to the good of those societies of which . . . he/she is a member, and in whose responsibilities, as an adult, he/she will share.” (*Declaration on Christian Education, Vat. Council II*)

At St. Therese School, we believe that each student is a child of God. In considering the worth of the individual student, we pursue not only the development of the intellectual, physical, emotional, and social dimension, but we also assist students in developing and strengthening their spiritual and moral capabilities and powers.

We wholeheartedly support the Vatican Council II document, Declaration on Christian Education, which states, “since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children.” We believe that faculty and staff should work as partners with parents in this endeavor.

As a Catholic School, we are especially committed to create an atmosphere enlivened by the Gospel spirit and to lead our students to assume responsibility in the community in which they live. We do this through a stress on love and respect for God, self, and others. Formal religion classes and active participation in the liturgy and other religious celebrations are essential elements in our school.

MISSION STATEMENT

It is the mission of St. Therese Catholic School

to challenge each student
to embrace the Gospel of Jesus Christ,
achieve academic excellence,
and make a positive difference in the world.

Reviewed March, 2009

AIMS

St. Therese School aims:

1. To form a Catholic community within the school and to attempt to instill in each student true Christian values.
2. To help the children develop self-discipline, personal responsibility, and standards of behavior that come from within - thus showing respect for the rights, feelings, and opinions of others.
3. To provide the students with the skills required for learning, interpersonal relationships, problem solving, and future life situations.
4. To provide a positive learning environment to meet the needs of each student.
5. To help students to develop a sense of respect for all authority: Church, civic, home, and school by teaching and demanding the proper marks of respect and courtesy.

ADMISSION

Non-discrimination Policy

St. Therese Catholic School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, national and ethnic origin in the administration of educational policies, admission policies, school-administered programs, and employment practices.

Admission Policy

According to Diocesan regulations, a child must be six years of age by October 1 following the opening of school and must have attended a state-recognized kindergarten in order to begin the first grade. A child must be five years of age by October 1 following the opening of school in order to begin kindergarten.

Registration

Registration for all students (Gr.K-8) for the upcoming year will be made available during the month of January and must be returned to the school office by February 15, with a \$50.00 non-refundable school fees deposit per student. Kindergarten registration fee is the first month's tuition.

Classroom Space – Grades K - 8

Classroom space will be allocated according to the following preference:

- A. Children who are registered by February 15, and whose families are registered, supporting, and participating members of St. Therese parish. Within this group, the following priorities apply:
 1. Families with children currently enrolled in grades K through 8 at St. Therese Catholic School
 2. Families with children who have graduated from St. Therese Catholic School
 3. Other families within this group will be given priority according to the date of their parish registration.
- B. Children who are registered by February 15, but whose families are not registered at St. Therese parish. All such students will be charged tuition. Within this group, the following priorities apply:
 1. Children who have siblings already enrolled at St. Therese Catholic School.
 2. Catholic children of Catholic parents
 3. Non-Catholic children of Catholic parents
 4. All others
- C. If there is capacity for student enrollment after February 15, applications and acceptances will be on a “first come, first served” basis. If multiple applications would be received on the same day, and it is determined that these applications would cause St. Therese classes to exceed their enrollment sizes, the above priorities would apply.
- D. Students whose fees are not paid by August 15 are not enrolled and their places can be given to others on the waiting list.

FINANCIAL OBLIGATIONS

Church Contributions

We have a choice of 1) charging tuition for each child registered in our school (*It costs over \$3000.00 to educate each child.*) or 2) encouraging the entire Parish to be a part of our Stewardship program. We have chosen the second. What is asked of parishioners who have children in our school is what is asked of every family in the Parish - to give of time, talent, and treasure. When it comes to finances we ask that every family remember the Parish when they give back to God by their tithe. *Tithing means giving 10% of what God gives to us back to Him by our charitable donations.* **We ask that each family in our Parish tithe to our Parish or give a minimum of \$55.00 per week to our Sunday collections.** Not everyone can give \$55.00 a week, but everyone can tithe and be an active member of the parish.

For parishioners who have children in our Parish School the following criteria are to be met:

1. An adult member of the family must be registered in the Parish (not the school).
2. The adult member attends Mass with the children and takes part in the Mass every Sunday and Holy Day by singing, praying, and possibly participating in other ministries such as Eucharistic minister, lector, usher, choir member, or server.
3. The adult member deposits weekly to the Parish by use of our Church envelopes in an amount, if any, that the parishioner chooses. It is our hope that this amount truly reflects the ways that a parishioner and family have been blessed. (This year each family has been asked to contribute \$55.00 or more to meet the expenses of the parish and school. The school expenses make up more than 80% of the budget. If a family does not meet this amount, they should still use the envelopes weekly to remain active parishioners).
4. The adult member participates in Parish activities and fund raisers whenever possible. These include Forty Hours devotions, Eucharistic Adoration, raffles, festivals, social events, etc.

If these criteria are not met, one cannot be considered an active parishioner and will be charged the out of parish tuition, which is \$3200.00. The parish finance council will review this regularly.

Tuition for Non-parishioners, Grades 1 – 8

Tuition is \$3200 for a child who is not a parishioner and \$2950 for the second child in the family. It is payable in 4 quarterly installments of \$800 each for the first child, and \$737.50 for the second child, due on the first day of each school quarter. Late fee is \$5.

Tuition for Kindergarten for All Students

Half-Day Tuition for the 2011/2012 school year is \$135 per month for ten months. Whole-Day Tuition for the 2011/2012 school year is \$270 per month for ten months. There is also a \$20 technology fee and \$10 snack fee for all kindergarten students due by Aug. 15. Each month's tuition payment is due on the first school day of the month. There is a late fee of \$5.00.

School/Technology Fees in Grades 1 - 8

Fees of \$250 are charged to each student to cover the cost of all hardbound books, workbooks, audio/visual materials, additional reading materials, diocesan charges, supplementary materials, technology, and other needs/supplies during

the school year. The Education Board Policy states: “Fees may be paid in a lump sum at the time of pre-registration or by the August 15 following the pre-registration. If the entire amount is not paid by August 15, the student will not be enrolled.”

Cafeteria Fee

There is also a cafeteria fee to cover operational costs for the cafeteria. This fee is described on page 12. It must be paid prior to the opening of school. Checks are addressed to the **St. Therese Cafeteria**.

Payment of Fees

All fees (tuition, cafeteria, school fees, book fines, after-school care, etc.) are to be paid by the specified dates. A student’s report card will be held if his/her fees are not paid by the specified dates, and the student will not be readmitted for the following school year. Financial hardship cases may be addressed by contact with the pastor or principal.

FORMS REQUIRED

Birth Certificate

A copy of the original certificate is made by the office. The original is returned.

Baptismal Certificate

Unless the child was baptized at St. Therese Church, an official baptismal certificate is required of all baptized children.

Medical Records

State law requires each student to have a current Kentucky Immunization Certificate and medical examination form (entry and 6th grade) on file in the school office. Parents whose child’s immunization certificate has expired will be notified. They must have a doctor complete an updated certificate and return it by the first day of the school year.

Dispensing of Medicine

The school staff is **not** permitted to dispense medicine (including aspirin and Tylenol) to the students. If it is necessary for students to take medication during the school day, the medication and a signed medication form (available in the office) must be brought to the office when the student arrives at school. The medication will be made available to the student at the time requested on the medication form. Prescription medication must be in the original container. The student must be able to administer the medicine to himself/herself under the supervision of the office staff. A parent is contacted by phone at the time the child comes to the office to take medication.

Custody Information

The office needs, **in writing**, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office.

Address and Phone

Please notify the **school office and your child’s teacher** if you have a change of address, e-mail address, or phone number during the school year.

CURRICULUM

Accreditation

The Kentucky Non-public School Commission accredits St. Therese Catholic School. Its educational program meets the requirements set by the Kentucky Department of Education and those set by the Diocese of Covington.

Liturgy, Prayer and Sacraments

Recognizing that faith is passed on and nourished in community—the community of the family and the community of the school—we strive to offer experiences of faith through opportunities for liturgy, prayer, and sacraments. Grades 1 - 8 participate at Mass every Friday in a large group and on either Monday or Wednesday in smaller groups. Kindergarten students participate at mass several times during the year.

Family Life Program

St. Therese Catholic School uses a family life program approved by the Diocese of Covington.

Service Learning

In an effort to make our mission statement come more alive for the children, the service learning initiative will be used to combine formal classwork with thoughtfully organized service experiences. Thus service learning opportunities will challenge each child to embrace the gospel, achieve academically, and have a positive impact on the community.

Special Needs

Students having special needs are assisted in a variety of ways. Special needs of children should be addressed as soon as they are evidenced. Contact should be made with the child's teacher. Depending on where a student lives, speech classes or special reading may be available. Academic interventions are made as the need arises. Consultations with specialists in the local public school district are frequently made.

THE SCHOOL DAY

Beginning and Ending Times

The school day begins promptly at 7:50 a.m. and dismissal is at 2:50 p.m. for grades 1 – 8. Half-day kindergarten students are dismissed at 11:15 A.M. Whole-day kindergarten students are dismissed at 2:50. Students in grades 3-8 who arrive before 7:45 a.m. should go to the cafeteria and be seated. Students in grades K-2 should go to the undercroft and be seated. A supervising adult will be present beginning at 7:30 a.m. *Students should not be in the building or on the school grounds before 7:30 a.m.*

Length of School Day and School Year

The length of the school day and the length of the school year are prescribed by Kentucky State Law.

After-School Program

The after-school program is open to students in grades K – 6 on school days only. Students who use this program are expected to use the program on all days for which the child is registered. The cost of the program is \$7.00 per day. Payments should be made one week in advance. Make arrangements through the principal. A child may stay no later than 6:00 P.M.

Attendance

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful progress.

Absence

A. Types of Absence

1. **Excused Absences** – Examples of absences that are considered excused are those due to personal illness and/or attendance at family funerals. A doctor's excuse may be required for absences in excess of three.
2. **Un-excused Absences** – Examples of absences that are not considered excused are for purposes of vacation, "going-out-of-town," etc. If a parent decides to remove a student from class for reasons other than illness or funerals, it is helpful to contact the principal and the teachers. **No teacher is required to give assignments in advance.** The director of Pupil Personnel will be contacted if a child reaches the level of 15 un-excused absences.

B. Procedure When a Student is Absent from Class

When a student is absent from class, a parent or guardian must call school before 9:00 A.M. to report the absence. If the parent wishes to pick up work missed, he/she may request it at this time, but it will not be available until between 2:50 – 3:30 in the office.

C. Required Note for Return to Class after an Absence

Kentucky attendance laws require that children who are absent from school must present to their homeroom teacher, on the day they return to regular classes, an excuse dated and signed by the parent/guardian, which states the reason for the absence. This note is required even though the school was notified by phone.

D. Make-up Work Following Absence

Regardless of the reason for the absence, students are required to make-up missed work and tests as directed by the teacher. Students who have been absent should ask the teacher upon their return to school what work needs to be done.

Partial Days

A. Tardiness

All students are expected to be on time for school. Parents must help to develop this responsible behavior. Any student arriving in the classroom after 7:50 will be listed as tardy and must report to the office for a tardy slip. **Any student arriving after 8:30 a.m.** must have an adult to sign him/her in to school. Kentucky School Law 159.150 states any child who has been absent from school without valid excuse for three or more days, or tardy on three or more days, is considered truant. Any child who has been reported as truant three or more times is a habitual truant. The Director for Pupil Personnel will be contacted.

B. Record-keeping for all Partial Days

According to Kentucky State Law, all partial days will be listed as follows:

1. Anything less than two hours (*this includes doctor appointments at any time during the school day, tardies in the morning, going home ill, etc.*) will be listed as a “tardy”.
2. Any absence between two and five hours will be recorded as “one half-day absence”.
3. Any absence of more than five hours will be recorded as “one full day absence”.

C. Leaving School before Dismissal

If a student needs to leave school before the time of dismissal, he/she should present a note to the teacher on or before the day in question. A note signed by the parent/guardian will verify the time and the reason for leaving and identify the party responsible for picking up the student. Parents or other individuals authorized by the parent/guardian who need to pick up students before dismissal (for illness, dr. appointments, etc.) must come to the office, sign out the student, and wait there. Photo identification may be required before a student is released. If the child is brought back after an appointment, etc. the parent/guardian must sign in the child.

Emergency Closing

If for any reason classes must be canceled or delayed, the Cnotify notification system will be activated and a local media outlet will be contacted. Information as to which TV and radio stations will be sent home in the fall. *Please do not call the school or parish office.*

Traffic and Parking

Please follow the directions for morning drop-off and afternoon pick-up given at the beginning of the school year. During the school day, please do not park in the designated playground area. **At afternoon dismissal, for the safety of the children, all drivers must use the main parking lot. We expect parents to cooperate with this.**

Emergency Drills

Fire drills are conducted as required by state regulations. Annual inspection by local and state officials ensures that our procedures and building meet state and local fire codes. Tornado drills are practiced periodically. In the event of a tornado warning, children will leave their classes and go to their designated places remaining there until the warning is lifted. The Earthquake Preparedness Plan is explained to children at the beginning of the school year. An emergency release form must be signed and returned to the school office by the specified date. A lock down procedure is in place and drills are conducted periodically.

Visitors

All visitors to school (except cafeteria workers) should report to the office upon arrival, where they will sign-in and receive a visitor’s badge to wear during their stay. The visitor should sign-out in the office before he/she leaves the building. Cafeteria workers may go immediately to the cafeteria and sign in with the cafeteria manager.

Birthdays

Students’ birthdays are acknowledged by an announcement over the intercom and a small treat. Please do not send any food items as birthday treats. Please contact your child’s teacher with any questions. **Students may not distribute party invitations at school.**

STUDENT PROGRESS

Report Cards

Report cards will be distributed approximately every ten weeks (four times a year). Following the first quarter, report cards are given during parent-teacher conferences. Report cards will be available in the office after the fourth quarter. **REPORT CARDS ARE NOT GIVEN IF SCHOOL/CAFETERIA/TUITION/ AFTER SCHOOL CARE FEES ARE NOT CURRENT.** Kindergarten students receive a different report card than grades 1 – 8.

Grading System for Grades 1-8

A - 93-100%	E- Excellent progress
B - 85-92%	G- Good Progress
C - 75-84%	S – Satisfactory progress
D - 70-74%	P – Poor/ Problem area
F - Below 70%	I - Improving

Parent Access to Grades

Parents are provided with the information to access the School Record System(SRS) online where the teachers record grades. If after checking a child’s progress, a question arises, the parent may contact the teacher for more information.

Honors

Students are recognized for various achievements at report card time.

Homework Award- Grades 1 - 8. Students receiving this recognition complete and submit all homework on time.

Second Honors-Grades 4 - 8. Students receiving this recognition have all A's , B's and satisfactory and have a conduct grade of satisfactory or better.

First Honors-Grades 4 - 8. Students receiving this recognition have all A's and satisfactory, and have a conduct grade of satisfactory or better.

Promotion

Unless unusual circumstances prevent it, students are promoted to the next level on an annual basis. If a student cannot achieve satisfactorily, retention will be considered. Generally, the most beneficial time to do this is in the early grades. Parents are kept informed of the student's progress through report cards, SRS access, periodic reports in grades K - 3, and parent/teacher conferences.

Testing

Students are given standardized tests according to State and Diocesan regulations in grades 3, 5, 6, & 7. Students in Gr. 8 will take the Explore test in the fall. Students in Gr. 5 and 8 take the ACRE religion test after Christmas.

Writing Portfolios

All students in grades 1-8 add to their writing portfolios each year. The portfolio is an ongoing accumulation of a student's best work. The portfolio itself does not receive a grade. It is a collection of previously completed work. The current year's collection of student writing is sent home in the spring for parents to review with their children. A parent form sent with the portfolio allows parents to respond to the student's work and is returned with the portfolio. Parents who wish to speak with teachers concerning their child's progress may request a conference in writing after reviewing the portfolio. Portfolios are returned to students when they leave St. Therese. Students transferring to Kentucky public schools should present their portfolios to their teachers.

HOMEWORK

Type of Homework

Homework is given as a help to students. Homework assignments may include written practice, research, rewriting/reworking papers, reviewing notes, working on projects, reading books, watching a specially assigned TV program, memorizing facts, or studying for a test. Students are expected to use the provided assignment notebooks to record work. Parents can assist students by providing a quiet place and a regular time each evening, by checking assignment notebooks, and by showing interest in assignments.

Amount of Homework

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Each student must accept the responsibility for writing assignments in the assignment notebook, taking home the necessary books, notebooks, etc., seeing that homework is completed and turned in as assigned. Each teacher will define a policy for missing assignments. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has none.

COMMUNICATION

Newsletter and Calendar

A school newsletter and calendar is sent home to each family by the first Wednesday of each month. This explains important information and events coming up during that month. Parents can sign up to receive information from the office electronically by sending an e-mail to parentgroup@sainttherese.ws. The information is also available on the school website.

Homefolder

Generally, all written communication and information sent home is sent electronically or in home folders (on Wednesdays) to be signed and returned. Each week a menu along with reminders and notices is sent to parents. Messages from organizations and other individuals can be placed in the homefolders only with permission of the administration. These must be copied and turned into the office by the Monday before being sent home on Wednesday.

Parent-Teacher Conferences

Parent-teacher conferences are held after the first quarter to review the progress made by students. If a problem arises or there needs to be clarification about a classroom issue, parents should speak directly with the teacher concerned first. If an understanding or resolution cannot be reached, a meeting involving the principal may be necessary. Parents who

would like to speak with a teacher or the principal are asked to call the office, send a note or an e-mail requesting an appointment. Parents interested in observing a classroom must contact the school office so arrangements can be made with the teacher before observing. No siblings should accompany the parent observing.

Phone Calls

The school phone is for business only. Neither students nor teachers may be called to the phone during school hours unless there is an emergency. Students may not use the phone for unnecessary phone calls. **Calling home for homework, gym clothes, or arrangements for after-school activities is not permitted.** Arrangements for transportation should be made in advance. In the event that a phone call is necessary for a student, permission of the teacher or principal is required. Some parents provide their children with cell phones. Students having these must keep them in a backpack and turned off during school hours. Student cell phones may be kept in the office during the school day. Such electronic devices will be confiscated if out of a backpack during a school day. Such devices will be kept in the office.

Parents with Primary Physical Custody

Only one set of all school information will be sent to parents with primary physical custody of children. Bills should be paid in one payment by the parent with primary custody. We will not send duplicate statements or written information. Additional copies of newsletters, menus and calendars are available in the school office and can be picked up there or may be viewed on the school web site.

Contacting Teachers

There are several ways to contact your child's teachers.

- Send a note with your child expressing your concern.
- Call the school office and leave a message for the teacher. He/ she will be in contact as soon as possible.
- E-mail the teacher. All teachers have e-mail addresses. These are listed on our web site at www.sainttherese.ws

BEHAVIOR AND DISCIPLINE

Courtesy

Respect for human dignity is a hallmark of Christian behavior and is expected from every person in every encounter with another person, whether child or adult. Teachers have great respect for the students and discipline in respectful ways. Students are required to show, in word and action, courtesy and thoughtfulness at all times to every member of the faculty, staff, volunteers, visitors, and especially to each other. Parents are asked to respect the judgement of the teacher and work with the teacher for the betterment of the child.

Standards of Behavior

A school is a place for learning. To promote this goal there must be a proper atmosphere in which students respect the rights of others and accept each other. These standards extend to all phases of school activity, which include:

- CHURCH** - Be reverent and respectful at all times.
Participate in prayers and songs.
Be attentive to the readings, the homily, and the service.
Walk in an orderly manner to and from church.
- CLASSROOM** – Respect self and others.
Respect personal, school and student property.
Come prepared for class.
Be courteous. Speak at appropriate times.
Stay seated and work quietly if the teacher leaves the room.
Work to the best of one's ability.
- HALLWAYS**- Maintain a respectful quiet throughout the day.
Walk or stand in a single file line.
Keep hands and feet to oneself at all times.
Respect the work displayed in the hallways.
Hold doors for one another.
- RESTROOMS**- Flush the toilet and wash hands after using the restroom.
Keep the area clean and free of litter.
Return to class quickly and quietly.
Report any damage or maintenance needs immediately to the teacher.

UNIFORM - Maintain neat appearance at all times.
Comply **strictly** with the uniform policy in this handbook.

PLAYGROUND - Play cooperatively –without rough play
Respect playground equipment and the grounds.
Use the play equipment provided by the school.
Stay in the play area assigned for their grade or class.
Line up in a single file at the end of recess.
Keep silent upon re-entering the building.

Private Property

The school building and furnishings are private property. A student will be held responsible for any damage done by him/her, and his/her parents will be expected to replace or pay for such destruction. The faculty room, teachers' desks and storage areas, the principal's office, and the secretary's desk and storage areas are considered private and students should not go in these places without permission. Students' desks and lockers are school property available for the use of the students. Students should not go in another's desk or locker without permission.

Discipline

A very important part of the philosophy of St. Therese School is to foster Christian values and to instill in students a proper moral attitude. Any student whose attitude or actions are found to be contrary to the philosophy and objectives of St. Therese School, as defined by the administration and faculty and supported by the Board of Education, is punishable by appropriate disciplinary action to be administered by a teacher or the administration.

Procedure for Disciplinary Action:

1. Written punishments or other age-appropriate consequence of the misbehavior.
2. Before-school or after-school time. Parents will be notified.
3. Official Detention (remaining for one-half hour or more on a designated day) - Parents will be notified at least the day before. The student is responsible for bringing the notification to his/her parents and returning it signed the next day.

Examples of misconduct leading to detention: *(This list is not exhaustive.)*

- a. Repeated failure to submit school assignments.
- b. Chewing gum on the school premises during school hours.
- c. Disrespect or disobedience to a teacher or supervising adult.
- d. Ridicule or disrespect toward another student.
- e. Use of profane or vulgar language (written, spoken, or gestured).
- f. Conduct which is disruptive to class.

Examples of misconduct which may warrant automatic detention: *(This list is not exhaustive.)*

- a. Stealing or cheating.
 - b. Forging a person's signature.
 - c. Bringing radios, cameras, noisy games, noisy watches, beepers and/or other electronic devices, or tape equipment to school without permission.
 - d. Fighting with another student.
 - e. Throwing any object in an unsafe manner.
 - f. Unruly conduct or defiant attitude.
4. Probation (usually following three official detentions) - a period of time given to a student to improve his/her behavior and attitude toward school policy and to determine if the student will continue to benefit from a Catholic education at St. Therese School. The specifics of the probation period are discussed at a conference involving the student, parent(s), principal, and teacher(s). During the probation period, the student can be suspended from any extra-curricular activity sponsored by or having any connection with St. Therese School for a period of time to be determined by the school principal. During the probation period, if conduct does not meet the required standards set at the conference, the parent will be informed about further disciplinary action.
 5. Suspension (in-school or out-of-school) - removal of the student from classes for a period of one to three days. The student will also be suspended from any extra-curricular activity sponsored by or having any connection with St. Therese School for a period determined by the principal. The student and his/her parent(s) must meet with the principal in order to gain re-admittance into classes. Depending on the nature

- of the offense, a student could be suspended without prior detention or probation.
6. Expulsion - permanent removal of a student from membership of St. Therese School. Depending on the nature of the offense, a student could be expelled without prior detention, probation, or suspension.

Examples of misconduct warranting suspension/expulsion:

(This list is not exhaustive.)

- a. Carrying a weapon or using an item as a weapon
- b. Possessing, handling, or using explosive devices or substances which could be used as explosives
- c. Destroying or marring property (school or personal)
- d. Leaving the school grounds without permission
- e. Smoking, chewing tobacco, drinking alcohol, abusing drugs and/or having any of these in one's possession
- f. Arson
- g. Physical or verbal assault without provocation
- h. Taking another person's property by force or by threat of force
- i. Placing a false fire alarm, bomb threat, or emergency call
- j. Breaking and entering school property
- k. Committing any criminal offense at school or on the school property
- l. Blatant and/or repeated refusal to cooperate with staff or administration

Student Welfare- Threatening Behavior

Inappropriate student behavior deemed threatening by any school personnel will result in immediate removal from the classroom or area of the incident and may result in suspension or dismissal from school.

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to self, to another, and/or damage to property. School officials shall consider the following factors when deciding how to discipline the perpetrator of a threatening behavior incident:

- History of inappropriate behavior
- Circumstances surrounding the behavior
- Nature of statements, gestures, or written words
- Developmental stage of the person (when applicable)
- Other relevant information

ELECTRONIC ITEMS

Students are not permitted to bring electronic games, i-pods, individual cd players, laser pointers, other electronic devices, or expensive items to school.

Cell phone, pager, and beeper usage is not permitted. Sometimes the need arises for a student to bring a cell phone to school for an after school activity. Any student may drop off a cell phone in the office upon arrival at school and pick the phone up at dismissal. If a student does not keep a personal cell phone in the office, the phone must be turned off and stored for the day in a backpack inside a locker. Any phone in any other place will be confiscated. Any confiscated items will be kept in the school office. A parent may come to the office to collect the item once. If a device is in the office a second time, it will be returned at the end of the school year. Camera phones are banned from the school property at all times.

Uniform *[Please put names on all clothing]*

Determination of Appropriate Clothing

The principal will have the authority to determine whether clothing is appropriate for school within the guidelines set forth below. If the clothing is not appropriate, the student may be kept from the classroom. *Parents will then be called and asked to bring appropriate clothing.* Our current uniform supplier is Schoolbelles, 5046 Old Taylor Mill Rd., Taylor Mill, KY 859-581-3111.

Dress and Personal Appearance

Students are expected to be **in uniform** each school day. Exceptions are granted by the principal and notification is generally given to parents in advance. Clothing should be neither too tight nor too loose. Cleanliness is expected at all times. Students are required to have orderly hairstyles and neat appearance.

Make-up and nail polish are not permitted.

Students may wear a watch and one ring. Girls may wear one pair of non-dangling (stud-type) earrings in the ear lobe. Any other jewelry will be kept by the teacher.

Shirts and blouses must be tucked in at all times

Belts must be worn if pants or shorts have belt loops

Boy's hair is to be collar-length or shorter in the back and sides and not in the eyes. Girl's hair should be neatly maintained and not be distracting in any way.

Undershirts may not be printed and must be all white. Long-sleeved undershirts may not be worn under short-sleeved shirts/blouses.

Girls' Uniform

- Prescribed plaid jumper for grades 1 – 5, or plaid skirts for grades 6-8, no shorter than two inches above the top of the kneecap
- Plain white or light blue uniform blouse, button-down oxford uniform shirt, or knit uniform shirt with collar and button placket, long or short sleeves
- Uniform-style plain navy, gray, or white cardigan, pullover, or sleeveless sweater vest, worn over a tucked in uniform shirt or blouse
- School sweatshirt (with the school insignia, ordered through school), worn over a tucked-in uniform shirt or blouse
- Uniform navy color poly/cotton twill or corduroy uniform slacks, with front pockets and pleats (no decorations or added stitching). These are worn at the waist.
- Uniform navy color poly/cotton twill **uniform** shorts with front pockets and pleats, not shorter than two inches above the kneecap. Girl's shorts have cuffs. These are worn at the waist.

Boys' Uniform

- Plain white or light blue button-down uniform oxford shirt or uniform knit shirt with collar and button placket, long or short sleeves
- Uniform-style plain navy, gray or white cardigan, pullover or sleeveless vest sweater, worn over a shirt
- School sweatshirt (with the school emblem, ordered through school) worn over a tucked in uniform shirt
- Uniform color navy poly/cotton twill or corduroy uniform slacks with front pockets and pleats (no decorations or added stitching). Pants are worn at the waist.
- Uniform color navy poly/cotton twill uniform shorts with front pockets and pleats, not shorter than two inches above the kneecap. Shorts are worn at the waist.

Shoes and Socks

All students must wear suitable school shoes (not clogs, crocs, or slides) and **plain** white, gray or navy socks which **are clearly visible above the ANKLES** (anklet, crew or knee-hi lengths). If high-top shoes are worn, the socks must be visible above the shoes.

Other Uniform Options

1. Plain white turtleneck may be worn under the long-sleeved shirt, long-sleeved blouse, sweater, St. Therese sweatshirt, or jumper. All of these items are uniform-style.
2. Appropriate scout uniforms may be worn on the day of troop meetings. These may **not** be of the casual, play-clothes type.

Gym Uniform

Navy cotton shorts and gray T-shirt with St. Therese insignia. These may be worn to school on designated PE days. The nylon pants with St. Therese logo may be worn over the shorts on gym days, but will be removed for class. All students are required to have gym shoes for P.E. classes.

No jewelry is to be worn during PE class.

Rules for Out-of-Uniform Days

All clothes and accessories must be tasteful and school-appropriate as defined by administration.*

All skirts, dresses, and shorts must be a reasonable length and neither too loose or too tight.

Shoes and socks of choice must be worn.

Shirts without collars are allowed.

Shirts must not convey a double message or violence.

No make-up or nail polish.

No hats.

No tight-fitting or see-through shirts or sweaters.

**Any clothing the administration/faculty deem inappropriate will necessitate a call to the parents to obtain a change of attire.*

CAFETERIA

Lunch Program

St. Therese participates in the Federal Lunch Program. Hot lunches are available to those who wish to buy. Those who prefer to bring a healthy lunch may do so. Milk and orange juice are available for purchase. No one may bring a carbonated beverage for lunch. In addition to the planned entrée, peanut butter and jelly sandwiches, cheese sandwiches, or salad bar are available for students. Lunch menus are published each Wednesday in the home folder, through the parent group e-mail, and on the website. No student may go home for lunch.

Purchasing Lunch

Children can purchase lunch tickets in advance the preceding Thursday or Friday by sending in an envelope with the cash or a check for the number of lunches desired. On the front of the envelope place the child's name, homeroom and the number of lunches, extra entrees, and/or milks desired. Students may also pay cash each day. The cost of lunch for 2011-2012 is \$2.00, extra entrees are \$.80 and individual milks are \$.35.

Charging Lunches

Students may not ordinarily charge lunches. This should be an exceptional occurrence, only! If a child has forgotten his/her lunch or money, a charge will be given, but it must be paid before another charge will be given. Directives for charging lunches in exceptional cases will be given in August.

Free and Reduced Lunches

Guidelines set up by the U.S. Department of Agriculture determine the eligibility of school children for free or reduced lunches. Students, who are on free or reduced lunch, must send in an envelope each Thursday or Friday, marked with the number of lunches or milks desired and the child's name. Extra entrees must be purchased. Information regarding the free/reduced lunch program may be obtained from the office anytime during the school year. Application forms are distributed to all parents in August and are available in the office anytime during the school year.

Cafeteria Fee

There is an \$85.00 yearly charge for ***all families*** (*full time grades K – 8*) to be paid before school opens each year. Send payment to St. Therese Cafeteria. If you choose to work one day per month, \$6.00 per day worked will be refunded to you. **(Please help us by volunteering to work yourself or by getting a family member or friend to work one day per month for your family. We need you!)**

Parent to Lunch Days

Each Friday student names are selected. Those students selected may invite their parents to lunch on the following Thursday or Friday. Parents follow the same guidelines found in "Lunch Program." We ask that parents not bring fast food meals or soft drinks when visiting for lunch. The child must tell his/her teacher in the morning if his/her parents are coming that day. The cost of the parent lunch for 2011-2012 is \$2.50. Please bring correct change.

Cafeteria Regulations - All students should:

1. Behave properly and use acceptable table manners. Students may not save seats.
2. Clean up eating area when finished (table and floor).
3. Place dishes and waste in containers provided.
4. Eat food only in the cafeteria.
5. Speak in a conversational tone of voice.
6. Treat each other and all adults present with courtesy and respect.

STUDENT ACTIVITIES

Extra-curricular Activities

Education is not limited to classroom experiences; it is derived from all opportunities that contribute in any way toward personal and social growth. A strong balance between extra-curricular activities and academic studies must be maintained; however, **eligibility for student participation in St. Therese sponsored activities will be based on acceptable conduct and passing grades.** Grades will be checked at mid quarter and reports cards. Students who do not meet these qualifications may be suspended from any St. Therese sponsored activity by the school principal.

Field Trips

The teacher in consultation with the principal may arrange field trips that relate to specific units of study or provide enrichment for the students. Written permission from parent/guardian is required for any student to accompany the class on a field trip. Usually there is a fee charged to cover transportation and entrance fees.

Field Trip as Privilege

Field trips are privileges; no student has an absolute right to a field trip. Students can be denied this privilege if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege, he/she is still responsible for coming to school. Parents will be informed of such a loss of privilege and the reason for such action.

Parents as Chaperones and/or Drivers

Parents may be requested to assist with transportation and chaperoning. The driver's liability insurance must cover any mishap to a student en route to and from the field trip. Those who volunteer to drive may not vary from the expected route of the field trip. All parent chaperones must be in compliance with the diocesan safe environment policy.

Safe Environment Policy

If you are a volunteer for our parish and your volunteering involves working with children/minors or in proximity of children/minors, then you need to have completed several things in order for you to be in compliance with our diocesan (and hence our parish's) policy for Safe Environments for Children. What is required from all such volunteers is:

1. You must sign and turn into the rectory office the acceptance form, stating that you have received a copy of the Diocese of Covington's Policies and Procedures for Addressing Sexual Misconduct and that you understand and agree to abide by these policies and procedures. (These are available through the rectory office, the school office or on the diocesan website.)
2. You must undergo a criminal background check through the Administrative Office of the Court (AOC). These background checks are handled by the diocese; however you must provide the information to make the background check possible. This information includes your social security number and an email address. If anything shows on your record, you will be notified as well as the diocese, who will notify St. Therese. To have this done, please contact the rectory office (441-1654) or the school office (441-0449). Background checks are repeated every five years.
3. You must attend one of the Virtus Training meetings. The dates and time of these meetings are printed in the Messenger and listed on the Diocesan Website (www.covintondiocese.org). You must register for the meeting you wish to attend and you can do this over the internet. Go to the diocesan website and click on "Latest Virtus Training Schedule for Volunteers and Employees". You will also be asked to submit an email address so you can be notified about the articles you have to read (cf. #4) below.
4. After you have attended the Virtus Training, you will be asked to read an article on the Virtus website each month. Articles are released at the beginning of each month. It is the volunteers responsibility to remain up to date with these bulletins. Each article takes about ten minutes to read.

Please note that this is required for all volunteers whose volunteering makes them responsible for children/minors, directly involves children/minors, or places them in proximity of children/minors. This includes, but is not limited to: coaches, athletic program/tournament directors, pre-school religion program directors and volunteers, classroom volunteers, those who work with Boy Scouts or Girl Scouts, etc. If you have any question about whether you need to meet these requirements, please call school (441-0449 or the rectory (441-1654).

We are doing this:

1. So we can be informed as to how to protect children and provide a safe environment for them.
2. So persons involved in work with children/minors can grow in their awareness of professional expectations and conduct.
3. So our volunteers can be as professional as possible, have a habit of good practices, so as to protect oneself.
4. It is a diocesan policy mandated by our Bishop

The rectory staff is in the process of reviewing how well these requirements are being met by our volunteers and how we can best monitor compliance. If you are not in compliance on any or all of the above, please call the rectory (441-1654) to get things started. **If you are not in compliance, we cannot allow you to continue on as a volunteer.**

Wellness

St. Therese School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by encouraging healthy eating and physical activity. To support this commitment, the Board of Education, the administration, faculty and staff have established wellness goals which can be found on the school website.

ADDITIONAL SERVICES

Library

The school library is operated by a part-time librarian and parent volunteers. Each class has an assigned library period each week. Students are expected to conform to the following regulations:

1. Books are kept for one week; they may be renewed once.
2. A fine of \$.05 per day is charged for overdue books.
3. Students are held responsible for any damage done to books they have withdrawn and must pay for damaged or lost books.

Computers

The use of the computer is integrated into the curriculum. Students are expected to follow the direction and instruction of the classroom teacher with regards to the use of the computer in the classroom and in the lab. There is a technology fee charged for each student. It is included with the school fees paid by August 15. Each student will be asked to sign an agreement regarding proper use of the computers and Internet.

Child Guidance Services

Students in need of individual, group, or family counseling will be referred to the appropriate agency. Parents who are interested in having a child meet with a counselor should contact the child's teacher or the administrator about a referral process and suggested agencies. Sliding scales are used for payment. Confidentiality rights will be respected.

Lost and Found

Lost articles are a continual problem. **Students' names should be on everything they bring to school.** Unclaimed and unmarked articles are kept near the office for a school quarter and then donated to organizations that serve the poor.

ORGANIZATIONS

Board of Education

The St. Therese Board of Total Catholic Education, consisting of the pastor, associate pastor, school principal, and elected members, is the policy-making body for all educational programs in the parish. The Board works in conjunction with the Diocesan Board of Education and follows all regulations set up for diocesan programs. Meetings are held regularly once a month (usually the first Tuesday) and are always open. Elections are held annually. If parents wish to address the Board, they must request to be placed on the agenda at least two weeks in advance of the meeting.

Mothers' Club

Parents are strongly encouraged to become members of the Mothers' Club, which offers opportunities to learn more about the educational development of children and to offer support in the various undertakings for the school. Meetings are held at 8:00 p.m. on the fourth Tuesday of each month.

Athletic Club

The Athletic Club is an organization that provides athletic programs to all students registered within the St. Therese Parish. The club meets on the first Wednesday of the month at 8:00 p.m.

CONCLUSION

Right to Amend

The principal retains the right to amend the Parent/Student Handbook for just cause and parents will be given prompt notification if changes are made.

Striving Toward Christian Community

Children are a special gift from God and are our greatest responsibility. At St. Therese School we believe that this responsibility can best be met when parents, teachers, and administrators work together in close communication and in the realization of our common goal: Striving toward Christian community.

