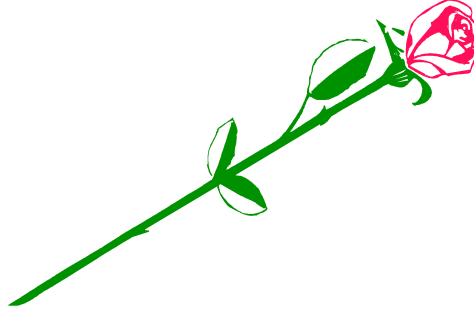


# St. Therese Student-Parent Handbook 2008-2009

## **Purpose of Guidelines**

Welcome to St. Therese Catholic School! This handbook is designed to assist you throughout the year in understanding the policies and procedures of our school community. We hope that it will be a handy reference as we work together to provide an excellent faith-based educational environment for our students.



## **St. Therese School Mission Statement**

St. Therese School is a ministry of the parish that promotes students' spiritual, moral and academic development within the tradition of a Catholic community.

### **St. Therese Core Values:**

The opportunity for shared responsibility  
Practiced and developed Catholicity  
Spiritual and Academic Potential of all students  
Accessibility of Catholic Education within a Parish Community  
Resourcefulness and excellence

### **St. Therese School Statement of Philosophy**

We believe that each student has unique God-given gifts. It is through a broad based challenging curriculum integrated with Catholic Christian values that the total life experience of the child is enriched. Through our ministry, a student's spiritual, intellectual, moral, social and physical potential will be developed.

Learning is a shared responsibility between the home and school that is an ongoing process. We believe all learning is connected and can best occur if past experiences and prior knowledge are considered when addressing the needs of each student.

Through diverse curricular and extra-curricular programs, students receive the tools that develop their ability to reason and make responsible decisions. These programs develop an understanding and respect of individual differences as well as an awareness of the privileges and responsibilities of citizenship.

It is through these beliefs that we will provide the foundation for each student to make a contribution to our community and the global society as they enrich their relationship with God.

### **St. Therese School Goals**

- To nourish the continued development of each individual's faith life through the sharing of Christ's life and teachings.
- To support student's endeavors to integrate their beliefs with their decisions and actions as they acquire self-esteem and become self-disciplined.
- To provide an environment which will encourage and enable students to explore and develop their creative, intellectual, spiritual, social and physical talents.

### **St. Therese School Motto**

Living a Faith . . . Building a Future.

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### **Accreditation**

St. Therese School is accredited through the Missouri Nonpublic School Accrediting Association and North Central Accrediting Association.

### **Education Committee**

The education committee advises and supports the administration and pastor through general meetings and committee work. The committee makes recommendations concerning policy, school planning, finance, selection and appointment of administration, public relations, marketing, and evaluation.

The Committee meets on a monthly basis and is open to members of the parish. Personnel, individual students and other confidential matters are discussed in closed sessions as determined by the Committee President. Notice of each regular meeting will be published in the parish bulletin and the school calendar. Contact the school office for the current year schedule.

### **Education Committee Members for 2008-2009**

Mark Elling - President	Amy Baack	Chris Danner
Susan Freeman	Molly Hupke	Vicki Raine
Joe Summers	Robert Widman	Mike Woollen
Carol Hussin	Jean Roach	Theresa Roth
Kathy Teson	Father Mike Roach	

### **Admissions Policy**

It is the mission of St. Therese School to offer a quality Catholic education to the children of the parish community. All parents are expected to tithe to the parish, pay all school fees and meet fundraising requirements as set forth later in this manual. Parents should be practicing Catholics with a tithing history for student admission.

### **Students are admitted to St. Therese School in the following priority:**

- Actively tithing parishioners with children currently in the school or Early Education Center.
- Actively tithing parishioners with a first child reaching school age.
- Actively tithing parishioners who have moved into the parish with children who have attended Catholic school elsewhere.
- Actively tithing parishioners with children in other schools.
- Catholic students from other parishes.
- Non-Catholic families.

### **An "actively tithing parishioner" is defined as:**

- You must be a registered, active, tithing member of St. Therese Parish for at least one year.
- All previous year's financial commitments to the parish must be current by December 31<sup>st</sup> of the year prior to entrance.
- You must have a financial commitment (pledge card on file) to the Parish for the current Pledge year, representing a tithe of 5% - 9% of gross income. It is important to also understand the cost of education during the time your children will be attending St. Therese School.
- All tithing and school commitments must be met by the end of the calendar year, and prior to registration for the coming year by June 30<sup>th</sup>.

All families are expected to accept financial responsibility for the church and school by honoring the financial admission requirements and the enrollment timetable set forth by the parish finance office. Admission priority is contingent upon the fulfillment of the requirements specified above.

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All transfer students are admitted under a probationary basis. A review of academic, behavioral, and overall student individual needs will be conducted after forty-five (45) days. The provisional status may be continued if deemed necessary by administration.

### **Enrollment Commitment Criteria**

- Being registered parishioners with a tithing commitment representing at least 5% - 9% of family's gross annual income, recognizing the cost of education for your family at St. Therese School.
- Being active tithing members of St. Therese for the last twelve months or have recently registered at St. Therese with a verifiable tithing and activity record at your previous parish.
- Agreeing that all tithing and school commitments will be current throughout the year.

### **Guidelines for enrollment of students with special needs**

Students with special needs will be subject to the guidelines of the school registration process as well as additional guidelines specific to Special Education services as cited in the Administrative Policy Manual #300.3.

1. Prior to enrollment parents of students with special needs will be registered and active members of St. Therese Parish.
2. Prior to enrollment, parents will request an interview with the administration. Parents will be expected to provide documentation regarding special needs of the students such as medical diagnosis, individual education plan, etc. The administrative team reserves the right to determine if the faculty and staff are able to meet the needs of the student as per Diocesan Policy #300.3.
3. The STAT (St. Therese Assistance Team); a multidisciplinary team consisting of administrators, classroom teachers, special education teachers, the counselor, parents and nurse will then review current individual education plan, review diagnosis and determine education assistance, least restrictive environment and appropriate educational placement. If a student qualifies for a FIRE aide (per Diocesan guidelines), parents must be active members of the FIRE parent group and assist with fundraising activities. If the case load for special education services as determined by the STAT team has been reached, the student will be put on a "wait list" following the school's registration policies.
4. Prior to entering, the parents, special education teacher and regular classroom teacher will convene to initiate an Accommodation Plan. Specific goals and objectives will be implemented to ensure academic, social and overall growth for the student with special needs.
5. The STAT team will meet on a regular basis to assess the needs of students in this program.

### **Diocese of Kansas City – St. Joseph Parent – Teacher Covenant**

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind the policy: b) inquiring about the teacher's or school's understanding or decisions before judging or

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forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the administration in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the administration may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. We take every concern seriously and we ask that you understand that other parents and students may also be requiring our immediate attention at the time.
3. All staff members of our school promise timely attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically and also the welfare of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community, which we strive to be.

### **Statement of Non-Discrimination**

St. Therese School admits students of any sex, race, color, national and/or ethnic origin and grants to all the rights, privileges, programs, and activities accorded to students of the school. (This concurs with Diocesan Policy 300.2)

### **Desegregation Position**

The following represents the policy of the Diocese of Kansas City-St. Joseph in regard to racial integration of students.

The Diocese sponsors and promotes racial integration of elementary and secondary schools. The purpose of the Catholic School is to assure that truths and values of the Catholic Faith are fully incorporated into the academic program and into the lives of the students.

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Catholic schools emphasize the broadening and enriching of educational opportunities afforded in culturally and racially mixed schools. Catholic schools shall not accept applicants seeking to avoid the orderly implementation of court ordered desegregation of public schools of any school district. (Diocesan Policy 300.20)

### **School Finances**

St. Therese is a tithing parish. All parishioners are expected to support the church with 5% - 9% of their gross family income. Tithing enables the parish to provide Catholic education as a ministry for those in the parish community. All fees and tithing commitments must be current to ensure future enrollment.

**School Fees:** School Family Fees (per family) \$450.00  
Non-refundable Registration Fee (per child) \$200.00 (Maximum \$600 per family)

**Diocesan Policy 380.3 states:** Transcripts and report cards shall not be released until all financial obligations with respect to the student have been satisfied.

### **Fundraising Requirements**

In order to support the education program of St. Therese, we implement one required fundraising project annually. Because of its continued success, both financially and by patron support, St. Therese sponsors an Auction each spring. Each school family will make a commitment to support the school's auction by soliciting items for the auction or buying out. Buy-out amount and fundraising commitment are determined each year by the parish business manager.

For those families who choose to participate in the Auction, these are the requirements:

1. Agree to sell/buy (no returns) 4 auction tickets at \$10.00 each.... Total \$40.00
2. Agree to sell/buy (no returns) 12 raffle tickets at \$5.00 each.... Total \$60.00
3. Agree to solicit \$200.00 worth of auction items through the coordination of your committee chairperson

**\*All ticket money not paid by the March due date will be charged a \$25.00 late fee.\***

**Total Fundraising Commitment: \$300.00**

OR

Agree to a Fundraising Buyout of **\$350.00** to be completed in January.

**\*A \$25.00 late fee will be accessed to all buyouts not paid by the January due date.\***

**\*\*All solicitations of auction items (donor forms) need to be completed by the specified deadlines.**

**All information regarding the auction deadlines will be available through the weekly Principal Notes.**

**\*\*\*AUCTION -- SATURDAY, April 25, 2009\*\*\***

Additional fundraisers are trash bags and Entertainment books. We rely on your support, as the proceeds go directly to fund needed programs for our school.

### **Curriculum**

**Curriculum:** Our curriculum includes all core subject areas: Language Arts, Literature, Math, Science, Social Studies, and Religion. Our curriculum is based on Diocesan guidelines, meets Missouri state standards and North Central accreditation standards.

All students are offered Music, Art, Spanish and Physical Education. K-8 students are offered regular classroom instruction in Technology and all students have access to a state of the art research lab and media center. Fine arts opportunities include band for 7<sup>th</sup> & 8<sup>th</sup> grade students

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and all grades participate in musical productions appropriate to age levels. Students are exposed to and encouraged in multi-cultural learning at all grade levels.

Family Life, Social Justice, and Drug Awareness are an integral component of the general curriculum for **all grade levels**. During the sixth and seventh grade students, will participate in a specially designed peace and justice curriculum.

Special services are provided to students who qualify for Individual Education Plans through the public school district. There are two certified resource teachers on staff; one working with grades K-4 and the other with grades 5-8. Students meeting the criteria are provided an Accommodation Plan with goals, objectives and modifications to support the student with their academic needs. There is a school counselor on staff.

### **Quest: Enrichment Program for High Potential Students**

An enrichment program is available for high potential students in grades 3-8 during the school day. This enrichment program is designed to meet the needs of students who can learn more rapidly and can handle more abstractions, complexity and depth in learning. These learning opportunities are designed to integrate a variety of subject areas within a real project, product or situation. Students are given the opportunity to learn and apply a variety of problem-solving strategies in a "student centered environment."

Student selection is based on the Renzuli Triad that includes: above average ability (top 10% on achievement tests), motivation and task commitment, and creativity. Teachers and parent recommendations are considered.

Quest is provided on a private contractual basis.

**Grading Scale:** The following grading scale is used for grades 4-8 and second semester for third grade.

A+	100	C	75-82
A	94-99	C-	74
A-	93	D+	73
B+	92	D	70-72
B	85-91	D-	68-69
B-	84	U	67 and below
C+	83		

Beginning of a student's 5th grade year, students who receive a yearly average of a "U" will be required to "make-up" that class(es) before advancement to the next grade level. Parents will be notified by the teacher at mid-term during the 4th quarter if their child needs summer remediation. Provisions to do so will be determined by the administration.

Student grades are based on Test Scores, Homework Assignments, Special Projects/Activities, etc. Class participation is considered in all areas of the curriculum but is a larger percentage of the student's grade in the areas of Art, Music, Physical Education, Religion, & Technology. Data supporting participation will be gathered each day in these classes.

### **\*HOMEWORK IS A SHARED RESPONSIBILITY.\***

#### **Administration's Responsibility**

- Monitor teacher homework practices
- Assist teachers with students who fail to be consistent with homework

#### **Teacher's Responsibility**

- Plan appropriate homework activities with grade level partners
- List Daily homework assignments in a place visible to all students

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- Inform parents of long-term projects/activities assigned as homework via Sycamore Education
- Provide students with feedback regarding homework in a timely manner

### **Student's Responsibility**

- Record daily assignments
- Take needed materials to complete homework with them when they leave
- Read, review notes, practice skills on nights written homework is not given
- Have homework completed by the beginning of each class period
- Request assignments missed when absent from school upon return

### **Parent's Responsibility**

- Provide a place and time for study
- Supervise schoolwork done at home
- Question your child, ask to see recorded assignments, and ask to see completed work
- Stress quality work and deadlines
- Outside activities should be supervised and curtailed in order to help students with homework
- Prioritize academics and extra-curricular activities
- Sign homework as requested by the teacher

**Homework:** The purpose of homework is to provide every student an opportunity to independently practice/review skills taught in the classroom setting.

Regular homework correlates with academic success and will be an integral component of St. Therese's educational program. Because homework is to be beneficial for each student, it will be the responsibility of the administrators, teachers, students, and parents working together to make it an effective practice. It is expected for homework to be turned in on time. The consequence for late homework is a lowered grade. Homework is due at class time.

**Student Papers:** On a regular basis teachers will send home examples of your child's work. Please review with your child the samples of his/her work.

Students are expected to be involved in some form of independent practice each school night. The following guidelines will be used:

Kindergarten	5-10 minutes per night
1st - 2nd Grade	15-20 minutes per night
3rd Grade	30 minutes per night
4th Grade	40 minutes per night
5th Grade	50 minutes per night
6 <sup>th</sup> Grade	60 minutes per night
7 <sup>th</sup> and 8th	1 ½ hours per night

Homework activities should not only be written assignments/projects assigned by the classroom teacher but should include:

- Silent Reading from text or library books
- Review of notes, textbook materials, math facts, etc.
- Involvement in Current Affairs (watching National/Local newscasts, reading the newspaper, watching public TV programs or special presentations)
- Working on long-term projects or activities.

**Long Term Homework Assignments / Projects:** Parents and students will receive the following information.

1. Objective / purpose of project
2. Time line for completion including target dates for various phases when applicable
3. Criteria for assessment

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### **Homework / Illness**

Due dates for assignments given during an absence will be determined by the number of full days a student is absent from school. (Example: a student that is absent for two days will have two days to complete the missing homework assigned during the absence) These same guidelines apply to tests, assigned detentions, etc. Students are still responsible for collecting assignments and turning in homework when class periods are missed due to partial day of absence. Arriving late or being checked out early result in a partial absence. There are no extensions of due dates in this case. **Making up work:** Homework may be requested on the second day a student has been absent. Because of time constraints, teachers are not expected to compile homework assignments for students on their first day of absence.

### **Homework / Vacations**

Vacations are discouraged during scheduled school days. Students who are absent because of family trips may request homework before leaving. However, it is up to the individual teacher to decide if it is possible in their subject area to give work early. If homework is not available before leaving or not requested, it is the student/parent responsibility to request missed work upon returning.

**Please note: It's a parent's responsibility to allow children to accept consequences for forgotten homework.** If your child forgets his/her homework, lunch, or other materials at home, please help them learn personal responsibility and do not bring it up to school unless prior plans were made. If you need to drop off something for your child during the day please leave it at the front desk. The student will be called up to the office during natural breaks such as lunch and recess times or may pick up items in the office during these times. This will help keep classroom distractions to a minimum. Please help us honor instructional time in the classroom. Adults are to refrain from bringing items to classrooms and walking their children to their rooms during the school day.

### **Field Trips**

A field trip is a way to enhance or enrich the school's curriculum and the student's learning experience. Teachers who plan field trips are responsible to provide pre and post-trip activities in order to assure a positive learning experience.

### **General Guidelines:**

- Students must be transported by bus for all classroom fieldtrips. Any exceptions must have written permission of the administration.
- Field Trips are for the students and siblings are not allowed.
- Parents can support the teacher's efforts by chaperoning the children. At all times the teacher is to be in charge and will set the expectations for the children.



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### Attendance

#### **CLASSES BEGIN AT 8:00 A.M.**

- Regular attendance of students is required by law and is a most important factor in determining their school progress. Irregular attendance and tardiness disturbs the learning sequence, lessens the child's interest, slows progress and in some cases can be considered child neglect.
- Any student who misses four (4) hours of school will be counted absent. When a student is absent for two (2) hours it will be counted as a half-day absence.
- Perfect attendance will be given to those students who have no absences, no partial absences and no more than 2 tardies.
- Parents are to **CALL THE SCHOOL OFFICE NO LATER THAN 8:15 A.M. TO NOTIFY US OF A STUDENT'S ABSENCE OR LATE ARRIVAL.** This is to be done each time a student is absent from school.
- **Parents who do not notify the office will receive a call verifying student absence.**
- **Parent contact is required by phone (741-5400), email or note, for each absence. (email address for absences: [attendance@sttheresenorth.org](mailto:attendance@sttheresenorth.org))**

**Daily Time Schedule:** The following schedule will be used:

7:30 A.M.	Students may enter the building and go to their supervised designated areas.
7:45 A.M.	Students may enter classrooms
7:50 A.M.	Tardy bell rings
3:05 P.M.	Announcements
3:10 P.M.	Dismissal of Students

### Absence and Tardies

**Medical Appointments:** (Doctor, dental, orthodontist, etc.) Arrangements for such appointments should be made during the first or last hour of school or before/after school hours. Doctor, dental, orthodontist slips must accompany the child upon return to school. **All students must be signed in by a parent or guardian upon return. Please let your child's teacher know about these appointments.**

The administrators will monitor student attendance throughout the year. Every effort will be made to work with parents to ensure regular daily attendance as required by law.

- Parents of students who accumulate 7 absences or 7 partial absences, or 7 tardies will be contacted by Administration.

### Tardiness

#### **Diocesan policy 325.4 Tardiness**

Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, 10 tardies in a semester are considered serious; the school will conference with the parent(s) or guardian(s). In some cases, where tardiness continues to be a problem, it may be necessary **for parent(s) or guardian(s) to explore other educational options** in order to ensure that the child's educational needs are being met and limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri will be contacted.

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A student is considered tardy if they arrive in classrooms anytime after 7:50 a.m. All students arriving after 8:00 a.m. must be signed in by a parent or guardian. Middle School students are considered tardy when they do not arrive to their assigned class on time. Students who are tardy will report to the school office immediately to obtain an admittance slip. Students will not be allowed in their classrooms without an admittance slip. A conduct referral slip will be sent home for parent signature.



### **School Hot Lunch Program**

Our School Hot Lunch Program is provided for all students throughout the school year. St. Therese follows institutional, health & safety guidelines set forth by the State of Missouri Food Services Division and the Platte County Health Department.

**Lunch Menu:** Lunch menus are prepared by the Food Services Manager. They are published on Sycamore Education and each month is attached to the monthly Parent Newsletter that goes home the last Thursday of every month. Monthly lunch menus are also posted in each classroom, the cafeteria and the school website.

Parent's and guests are welcome to eat lunch with students. **Any parent, visitor or volunteer that plans to eat the school's hot lunch must call the school office by 8:15 that morning to order a hot lunch. If your child is going to arrive after 8:15 a.m., you must call the office to be sure your child is included in the lunch count.** This includes all students arriving late for doctor and dentist appointments etc. This enables us to have an accurate lunch count and to control shortage of food.

**Lunch Prices & Payment Procedures:** The cost for a hot lunch or chef salad (chef salads are for Middle school students, grades 5-8, & adults only) is **\$2.50 per student. The cost for all visitors, including children visiting, is \$3.25.** Prices include a drink. Students providing their own lunch may purchase a milk or juice for \$.25. Hot lunch payments should be made in the following manner:

- **Students are encouraged to purchase lunches on a monthly basis.** Money is collected by each classroom teacher in the morning and sent to the school office for posting. **Please include child(ren)'s name, classroom and number of lunches being purchased for each child on the envelope.** Please send one check per family.

When paying for lunches with personal checks please make checks payable to St. Therese Cafeteria. Do not include in the amount, field trip money, book orders, school fines, etc. Checks that include such items will be returned.

**No lunch charging is permitted.** Students who are not prepared to purchase a lunch or do not have a cold lunch will be provided with a peanut butter and jelly sandwich with milk. **There is a \$.25 cost for the milk.** Cafeteria cashiers will stamp the student's hand with a non-toxic, washable stamp when lunch money is needed. All parents providing an email address to the school office will also receive an email when their child's lunch account balance reaches \$5.00 or below. Parents not providing an email address will receive a paper version sent home through

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the child's backpack. Inquiries may also be made to the cafeteria manager through pass-a-notes or by phoning.

**No competitive lunches (i.e. fast food) may be brought into the cafeteria during lunch times (10:30 a.m. - 1:00 p.m.). This includes all foods and pizza parties for the school children during these times.**

Students providing their own lunch **are not permitted to bring soda. Students are not to bring food or drinks in glass containers** with their lunches or to have fast food items brought in for their lunch.

**Refunds:** The school will not refund money for lunches purchased unless an unusual circumstance occurs. Parents may contact the cafeteria manager during regular hours to obtain an accurate accounting of lunches purchased. Purchased lunches will roll over to the following school year, should there be a balance. On snow days or days when a child is sick and lunches have been purchased, you do not lose those lunch credits.

**Free and Reduced lunches:** As part of the State's Food Services Program, St. Therese is able to offer free lunches or lunches at a reduced cost to families needing assistance. A standard of confidentiality is maintained by the school in this matter. Information and application forms for the Free and Reduced Lunch Program are available in the August information packets and in the school office during the school year.

**Hot Lunch will not be served on noon dismissal days.**



### **Communication**

Communication between all members of the St. Therese School Family is essential in maintaining an effective educational program. It is the responsibility of administration, teachers, and parents to keep each other informed and to actively listen in order to develop and maintain effective communication.

**Sycamore Education** – The school website and communications are hosted by Sycamore Education. This is a web-based service for school families. School calendar, teacher websites and communication notes are found here. Parents will be given a family code which will allow access to your children's information. Please check this website often for messages and information. Instructions for accessing this website will be included in your August packet.

Parents of students in grades 3-8 may access their students' grades online through Sycamore Education. Parents will be given a family code which will allow access to your children's information. Additionally, each family will be given written guidelines on accessing information on the Sycamore site.

Students in grades K-2 will receive paper copies of mid-term reports and quarterly report cards.

**Newsletters:** Throughout the school year information will be addressed by means of monthly parent newsletters. Parent Newsletters, issued through the school office, are sent home with students on the last Thursday of each month. This includes a calendar, lunch menu, special bulletins, etc. Please read your newsletter as you receive them. Deadline to submit materials for the newsletter is the Friday before the next outgoing newsletter.

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**Report Cards:** The report card is an important way to inform parents and students of student progress. These are issued approximately every nine weeks. Parents should be mindful that an important section of the Report Card is the section indicating the effort and attitude of the student, along with the needs for improving or continuing quality work.

**Parent-Teacher Conferences:** Parent-Teacher Conferences are scheduled in the fall. These are student-involved conferences for grades 3-8 and parent-teacher conferences for grades K-2. Throughout the school year teachers are available before and after school for conferences by appointment. Please make an appointment ahead of time. Spring conferences are available by teacher or parent requests.

**Student Messages: Parent messages to their children should only occur in the event of an emergency or sudden change in plans.** Asking the school to remind your child of some event or set of directions that you have already discussed with them hinders office operations and does not assist your child in developing responsibility.

**Student early release via carpools:** Parents must call the school office in order to have their children released, with their carpools, before dismissal time. This includes appointments, early school closings or any other reason for early dismissal.

**Textcaster:** St. Therese School utilizes a program called Textcaster to notify our families of a school closing or any other emergency information we might need to relay. This program allows you to receive a text message on your cell phone with the pertinent information. If you would like to sign up (at no cost to you), there are 2 ways to enroll: Current St. Therese School Parents may sign up by clicking on the Textcaster Sign Up link in the "favorite Link" section on Sycamore. You may also sign up through the link on the school website.

### **Uniform Policy**

**If you are in doubt of the acceptability of a student's dress, please call the school office at 741-5400 for clarification.**

#### **SHIRTS / SWEATSHIRTS: Boys and Girls**

**White** plain shirts for all grades, must be sleeved and have a collar. No logos or insignias except the STS logo. All shirts must be appropriate length to be tucked into uniform bottom, ie. pants, shorts, skirts or skorts. Undershirts must be plain white, without logos.

**Grades K – 4** may also wear the dark green spirit sales polo shirt or sweatshirt. Sweatshirt must have a uniform shirt worn underneath it. All dark green polo shirts and sweatshirts must have the STS logo on them.

**Grades 5 – 8** may also wear the red spirit sales polo shirt or sweatshirt. Sweatshirt must have a uniform shirt worn underneath it. All red polo shirts and sweatshirts must have the STS logo on them.

**Grades K – 8** may also wear the white spirit sales polo shirt or sweatshirt. Sweatshirt must have a uniform shirt worn underneath it. Undershirts may be visible only at neckline.

#### **PANTS: Boys and Girls**

**Navy only.** Uniform style pants are defined as cotton twill or cotton twill mix, with slanted pockets in the front, button or flap pockets on the back and straight legs. Plain black or brown belts are optional. Unacceptable pant styles are corduroy, knit, polyester, cargo-style pockets (pockets sewn on top of fabric), multi-pockets, zippered, nor other decorations including insignias of any kind and or brand names. Denim is not allowed.

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### **SHORTS: Boys and Girls**

**Navy only.** Uniform style shorts are defined as cotton twill or cotton twill mix, with slanted pockets in the front, button or flap pockets on the back. If shorts have belt loops a plain black or brown belt must be worn. Unacceptable short styles are corduroy, knit, polyester, cargo-style pockets (pockets sewn on top of fabric), multi-pockets, zippered, nor other decorations including insignias of any kind and or brand names. Denim is not allowed. Length must be between the bottom of the knee and two inches (2") above the knee. Shorts may be worn in August, September, October, April and May.

### **SKIRTS/JUMPERS: Girls**

The jumper and skirts are Lloyd plaid only. These are only available through the Dennis Uniform Company. The length of the skirt or jumper must be between the bottom of the knee and two inches (2") above the knee. These may not be worn rolled up at any time. Plain color shorts may be worn under the skirt or jumper. Boxers are not allowed.

<b>Grades K – 2</b>	Dennis plaid jumpers only
<b>Grades 3 – 4</b>	Option between the Dennis plaid jumper and plaid skirt
<b>Grades 5 – 8</b>	Dennis plaid skirt

### **SKORTS: Girls**

**Navy only.** Uniform style skorts are defined as cotton twill or cotton twill mix with a flap in the front and or in the back. Unacceptable skort styles are corduroy, knit, polyester, cargo-style pockets (pockets sewn on top of fabric), multi pockets, zippered, nor other decorations or additional adornments, including insignias of any kind and or brand names. Denim is not allowed. Length must be between the bottom of the knee and two inches (2") above the knee. This is an option to shorts. Skorts may be worn in August, September, October, April and May.

### **SWEATERS: Boys and Girls**

Students may only wear the navy uniform cardigan purchased through the Dennis Uniform Company.

### **SHOES: Boys and Girls**

Student must wear a dress or tennis shoe with non-marking soles.

Boots are not considered classroom wear.

No platform shoes, no open toe shoe and no open heel shoe of any kind may be worn.

### **SOCKS: Boys and Girls**

Navy or white only. Socks must be worn. No logos on socks.

Girls may wear navy or white tights or knee-hi style socks.

### **OTHER:**

- Girls in grades 7-8 may wear light neutral colored makeup with parent approval.
- Earrings - Girls may wear post earrings only, no dangling or hoops.
- Boy's hair length should be above the collar and ear, with eyes visible.
- The dress for any field trip will be the school uniform, unless otherwise specified by the teacher / administrator.
- Jackets, non-uniform sweatshirts, hats and scarves may not be worn in the classroom.
- Gum is not allowed

### **NON-UNIFORM DAYS: Boys and Girls**

- On days designated as "Spirit Day," students may wear appropriate seasonal non-uniform clothes.
- Clothing that shows skin when arms are raised is not acceptable.
- No tank tops or spaghetti strap tops.
- Earrings - Girls may wear post earrings only, no dangling or hoops.

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- During the months August, September, October, April, and May shorts lengths must be between the bottom of the knee and two (2) inches above the knee.
- Appropriate slogans only on t-shirts or sweatshirts.
- No platform shoes, no open toe shoe and no open heel shoe of any kind may be worn.
- Gum is not allowed

**\*\*\*Anything that causes distractions in the classroom; hair, make-up, nail polish, jewelry, clothing etc. will be addressed on an individual basis by the teacher.**

### St. Therese Discipline Plan

The Discipline Policy at St. Therese School strives to ensure a safe, positive and productive Catholic learning environment for all students.

#### St. Therese Expectations for students

- Do your best
- Give service
- Be courteous
- Take care of each other
- Show personal responsibility
- Learn from mistakes
- Be a peacemaker

**PROCEDURES** All teachers will follow these general procedures in handling discipline issues, however each classroom will also have specific additional behavioral procedures which will be explained to parents and distributed for signature on Parent Information Night for each grade level.

- 1 Skills for self-discipline will be taught through modeling, role play and lessons taught by the teacher and school counselor.
- 2 Teachers will assign a consequence for inappropriate behavior. This will be documented.
- 3 If the behavior happens a second time, the teacher will contact the parents by phone about the behavior.
- 4 If the behavior happens a third time, the teacher will set up a conference with the parent, student, and administration.
- 5 If the behavior continues to be a problem, the teacher will refer the student to the recovery room. At this point a conduct referral form will be filled out and sent home to parent. The teacher will then contact the parent by phone. If the behavior continues, a conference will be set up by the teacher to include the student, parent, teacher and administration. A behavior plan will be developed at this conference. If progress is not shown to the satisfaction of the administration more serious consequences including possible expulsion may be considered.
- 6 Any serious violation of the discipline code shall be addressed promptly.

It is the responsibility of the entire school community to model acceptable behavior. Certain behaviors qualify as serious unacceptable behavior and will not be tolerated. Among the behaviors, but not limited exclusively to these, would be the following:

- a. Disrespect for administrators, teachers, aides, other adults or peers
- b. Abusive or unacceptable language
- c. Fighting
- d. Bullying

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- e. Bringing onto school premises or concealing on person illegal substances, pornographic material, laser pointers, or weapons of any sort, or facsimiles thereof
- f. Willful destruction of school property
- g. Stealing or cheating
- h. Making threats in any way regarding the safety of students or staff, or destruction of property. (A student may be disciplined for real as well as false threats.)
- i. Sexual harassment (see 340.32, 340.33)
- j. Harassment of any nature toward another person or group of people
- k. Any gang behavior or activity

Student will be immediately sent to the recovery room and referred to the school administration. The student will be detained until the teacher that made the referral can be present for a conference. The administration and teacher will determine a consequence. Parents will be notified. Consequences that will be considered may include detention, ineligibility from extra-curricular activities, in-school suspension. A plan of action or contract will be developed, implemented and monitored.

**Anti-bullying Policy** Missouri State Statute 160.775 defines bullying as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, oral or written communication, and any threat of retaliation for reporting such acts.

Bullying, as stated above, is unacceptable, will not be tolerated and is subject to the above discipline procedures.

Our school counselor will work directly with students, staff and parents to assure a safe learning environment for all students.

### **Expulsion of a student shall meet one of the following criteria**

(Diocesan Policy 340.44)

1. Other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and /or physical well being of the student and /or school community is at risk.
3. The student in question exhibits prolonged and open disregard for policy, personnel, fellow students and /or property.

Final determination of expulsion rests with the administration.

### **Arrival/Dismissal/Parking Procedures**

- Children being dropped off between 7:30 a.m. and 7:45 a.m. should go directly to the supervised designated areas. Students should enter and leave through the front doors of the building. Classroom doors will open at 7:45 a.m. All students will go directly to their classrooms. **Classes begin at 8:00 a.m. for all students.**
- All students should leave the school premises promptly at dismissal time, **3:10 p.m.**, unless legitimately detained for a school sponsored or scouting activity. Students **MUST** be picked up no later than **3:25 p.m.** The school office should be contacted if a late pick-up time is expected. Children on school grounds after 3:30 p.m. will be charged the extended care drop-in fee unless arrangements have been made.
- The school office is a very busy place at the end of the day. In order to help facilitate all that needs to happen, from messages delivered to safe exits for everyone, we are not able to deliver messages to children which are called in later than 2:45 p.m. Students who are

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leaving early must be checked out by 2:50 p.m. or they will not be called for dismissal until 3:10 p.m. Please help the office staff by making any requests early enough for us to help you.

- Whenever possible, the school will notify parents ahead of time about any change in regular school hours. Changes will be noted on the Monthly School Calendar and on the website.

**Drop-off procedures:** Enter at the designated entrance and circle around the back of the church. Form a single file line in the front of the building. Someone will guide you to stop and start. Children would preferably exit the car on the curbside. If you need to come into the building, please park and walk in on the sidewalk to the main entrance. Cross traffic at the designated crossing only where teachers are stationed. Please have children ready to get out quickly so the line can move efficiently. No backing up in the parking lot.

**Pick-up procedures:** The parish has only one entrance and one exit. Please help us maintain our one-way traffic pattern! Please park all cars facing the courtyard. We will monitor exits and entrances. Agree on a spot in the school parking lot where your child will know where to find you. At dismissal (3:10 p.m.) we will let children go to the cars. **All traffic movement will stop until they are in cars.** This takes 5-10 minutes. Once we see it is safe, we will open the exits and you may leave as directed by the staff. The playground is closed from 3:00 p.m. – 3:30 p.m. Please do not loiter in the back lot. No backing up in the parking lot.

### **Parking Lot Safety:**

- Vehicles driving fast or recklessly or parked in designated "No Parking" areas will be reported to the local police for immediate action.
- Parents are to remember:
  - ~Please follow posted One-Way signs
  - ~Do not park on crosswalks or walkways
  - ~When dropping off children, proceed with caution, drive slowly keeping a 5 mph speed limit
  - ~Drop-off students at designated areas only
  - ~Designate a pick-up point for your children ahead of time
  - ~Have your children walk to your car, instead of the car moving to them
  - ~When teachers are present, follow their directions

## **General Guidelines**

**School Extended Care:** Student before & after school care program is available for students at St. Therese K - 6. Extended Care is open everyday school is in session and on other days as indicated on the extended care calendar. Fees, program activities, guidelines, etc. are published in the Extend Care Manual available through extended care and the school office. For more information contact the program coordinator at 741-5400 extension 322.

**Care of Property:** Textbooks, desks, lockers, personal items and all school property will be respected and handled carefully. All damaged property or materials of the school, church, or others will be paid for by the student. **All Hardbound Textbooks Must Remain Covered During The School Year.**

**Use of Technology:** All students in grades 3-8 must sign the STS Acceptable Use Policy in order to have access to school computers. Students and their parents assume responsibility for appropriate use of all technology, hardware and software including Internet use at school. No student is allowed to access the Internet at school without the supervision of STS faculty or staff. St. Therese School cannot act on or take responsibility in any way for misuse of technology outside of school.

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### **Wellness Guidelines:**

The primary goals of the Diocese of Kansas City-St. Joseph Catholic Schools/Centers wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. St. Therese School has a wellness committee that is in the process of defining a complete wellness plan to meet these goals.

As part of this plan, the nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions.

It is our policy that all foods and beverages made available at school during the school hours of operation are consistent with the Missouri Eat Smart nutrition guidelines. This includes the National School Lunch Program, foods served during school parties and school/center events, and snacks served in the after-school program.

The physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity.

It is our goal to have the wellness program in place by the 2009-2010 school year and we will be meeting throughout the year to assure its implementation.

### **Safety**

**Emergency School Closing due to weather:** Weather forecasting is an inaccurate science at best, so we deem it important to communicate St. Therese School procedures to be followed in event of severe weather or a major structural malfunction.

- The decision to cancel school due to severe or threatening weather for St. Therese School will be made by the school administration in conjunction with the Northland Catholic Schools.
- Parents have the right to keep their children home when they feel that weather conditions pose a threat to their children's safety.
- In the event the school is closed because of inclement weather, the extended care program and early education center are also closed. We do appreciate your understanding of this policy which is solely for the safety of our children, families, and staff. If you sign up with textcaster, you will receive a text message for any closings. It will also be posted on:  
St. Therese parish website – [www.sttheresenorth.org](http://www.sttheresenorth.org)  
KSHB – TV, News Radio 980 KMBZ, Country 106.5, 98.9 The Rock, 98.1 KUDL, 99.7 KY, 610 Sports, Classical 1660 KXTR  
We will be designated as St. Therese North on all these stations.
- Normally we do not dismiss due to weather once school is in session. Simply come to the School for your child(ren).
- **Please do not call the school office to ask if we are dismissing.**

### **Emergency School Closing while school is in session:**

Should an emergency arise, requiring the closing of school early, information will be sent via Textcaster and the webpage. Emergency pick-up information must be on file for every student. We will release students only to those authorized by parents to pick-up. Make certain your child(ren) knows what they need to do should it be necessary to close school once the school day has commenced. It is wise to have one or two alternate homes to go to in the event you may not be available. The faculty will check with each child to make sure he/she knows where to go. We will instruct the students to come to the office if they are not sure what they should do. We will then telephone you.

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**Release of Students:** When it is necessary for a child to leave school before the normal dismissal time:

- Notification should be given to the teachers or school office for a planned dismissal, prior to the departure time. A note is not required in cases of emergencies.
- A parent, guardian or designated person must come to the school office and sign the student out before the student will be released. The student will be called to the office by the school staff.
- Adults, other than the child's parent or guardian will be asked to verify their identity with picture I.D. before the child(ren) will be released.

**Other Emergencies:** In the event student's safety is in danger as a result of such emergencies as gas leaks, bomb threats, etc., the entire school will be immediately evacuated to a safe area. Local authorities will be notified and the school will follow the directives set forth by them. Students, staff, and all others will not re-enter the building until local police or emergency personnel issue an all clear.

**Fire and Tornado Drills:** Any school drill for the safety of the students must be viewed by all as serious. Directions will be given to the students by their teacher regarding correct procedure for evacuation and safety. Full cooperation will be expected from all students and adults in the buildings at the time of the drill.

**Shelter in Place:** If you come to the school and we are practicing a drill, the school will be locked and you will have to wait until the drill is finished for admission. If you are in the building during a drill, please join people in your area as they go to their safe place. In the event of a real emergency, parents will be informed of the designated safe spot to pick up their children. Please check the school website or Textcaster as well.

**Smoke Free Environment:** St. Therese School and all its surrounding grounds is a smoke free environment as set forth by board policy. All individuals attending, visiting, or working within the school environment are restricted from smoking.

### **Media Center:**

- Students in grades K-8 are responsible for all books checked out. Library books will be due on a weekly basis. If needed, books may be renewed.
- Lost or damaged books must be replaced by the student. The media specialist will provide information regarding replacement costs for both damaged and lost books. Money will be due to the media center.
- Students will lose the privilege to check out materials if they have any overdue books or lost books until that situation is cleared.
- If lost books are returned by June 1st, replacement cost will be refunded.
- All library books are due at class time on the due date. Outstanding fines must be cleared before registration.

### **Lockers:**

- Middle School students will be assigned a locker to store books, coats, supplies, etc.
- All lockers are the property of St. Therese.
- Students are expected to keep their lockers clean and neat.
- Locks may not be placed on a locker. Since valuable personal items brought to school are to be turned into the homeroom teacher, there is no need for locks.
- Lockers maybe inspected at anytime throughout the year. Teachers may check the contents of their homeroom students' lockers. Teachers wishing to check a student's locker from another homeroom must have that homeroom teacher present or prior approval from the principal.
- No outside decoration of lockers. Inside decorations with approval of homeroom teacher.

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**Lost and Found:** All students' clothing, lunch boxes, book bags, etc. should be clearly marked with their last name. When possessions are marked this way, there will be less confusion with lost articles. Unclaimed items are donated at the end of each quarter to a local charity if the items are not claimed. Lost and found is located downstairs across from the gym doors.

### **Money Brought to School:**

- When it is necessary for students to bring money to school, please place it in an envelope and clearly mark on the outside student's full name, grade, room number, and purpose for which the money was intended.
- Upon coming to school, the student should turn the money into their homeroom teacher. **The school is not responsible for lost money prior to being turned into the appropriate person.**
- At No time should money be left in lockers, desks, etc.

### **Personal Items:**

- PETS – Live animals ie. Dogs, cats, birds, turtles...are discouraged from visiting the school. However, pre-arranged teacher approval, for an outside pet visit, is required. Pets must be current in their vaccinations.
- Students are NOT to bring personal items ( iPods or electronics, toys, radios, walk-mans, baseball cards, etc.) to school without prior permission from their teacher or the administration. If permission is given, the student is responsible for the item; the school will not be responsible for any personal items brought to school.
- Items brought to school with prior permission must have the student's name clearly marked on it and must go home at the end of the day.
- Items brought to school without permission will be confiscated and held in the school office until the student's parent picks the item up or until the last day of school.
- Cell phones are permitted but must be turned off and in the students backpack.

### **Recess Guidelines:**

- All students, grades K - 8, participate in recess or an outside break.
- Students are expected to be properly dressed for outdoor activities. Hats, coats, gloves, and boots are necessary during winter weather.
- When severe weather, rain, or wind-chill of -10 degrees occurs, outdoor recess will be canceled.
- All students must follow the directions of the teachers on duty. Entering and leaving the building before and after recess should be orderly and quiet.
- Restrictions due to prior illness - If a student is too ill to go outside, it is recommended to keep the student home until full health returns. If a parent wishes to have their child(ren) stay in from recess, the school will make accommodations for **one (1) day only**. Requests for more than one day will have to be accompanied by a written note from a doctor. Students with existing, current, chronic medical conditions that prevent being outdoors during cold weather must have a doctor's note on file with the school office.
- Playground Equipment - Each classroom is supplied with playground equipment at the beginning of the school year.

**School Supplies:** The school makes available a student supply list for each grade level prior to the opening of school; see the St. Therese School website. Students are expected to have needed supplies.

### **Visitors:**

- All visitors must check in at the front desk.
- Parents are more than welcome to visit the school and any classroom during the school day. Please contact the school office or the administrator prior to your visit. Parents who wish to observe in their child's classroom must make arrangements through the office at least 24 hours in advance and must comply with school procedures during the time they observe.

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- Children visiting (cousins, siblings, former students, etc.) may make arrangements to visit St. Therese. All visits must be approved by the classroom teacher and the administration at least **24 hours** prior.



### **Health / Student Illness:**

- Temperatures are taken when a student feels ill and reports to the Health Room or School Office. **Students with temperatures of 100 degrees or greater or who are vomiting or who have diarrhea, will be sent home and may not return to school until fever free and symptom free for at least 24 hours. Parents or guardians who send students back to school before 24 hours will receive a phone call from the school office to come and pick up their child.**

This regulation will be enforced throughout the school year to help prevent other students from becoming ill. Parents must pick the child up or the Emergency contact person will be notified.

- If a child is injured during the school day, he/she will be taken to the Health Room where the child may be "watched" or minor first aid applied. Parent contact will be made if any injury is suspected to be serious.
- Teachers will notify the school nurse when students are being sent to the health room.
- Students with any significant medical diagnosis, i.e. asthma, seizure disorder, diabetes, migraine headaches, bleeding disorders, severe allergic reactions that might require treatment during school hours **must** have a physician prescribed care plan for the current school year on file at the school. Any pertinent medication and supplies that may be required for the student **must** be supplied to the health room, along with a signed release to administer such medication, for the current school year. Appropriate care plan forms can be obtained at the school.
- Immunization records and current health information are kept on file in the Health Room. The school nurse conducts yearly vision and hearing screenings, height and weight checks, and schedules scoliosis screenings for students. Head-checks for lice or other health related screenings are handled through the Health Room as needed.

**Immunization:** St. Therese School complies with the State of Missouri Immunization laws.

### **Immunization requirements are as follows:**

- Students entering Kindergarten must have all required immunizations, including the varicella vaccine, completed before the first day of school.
- Students **K – 1<sup>st</sup>** grade must have 4-5 doses of DTaP/DTP/DT/Td, 3+ Polio, 2 MMR (measles, mumps, rubella), 3 hepatitis B, 1 varicella (chicken pox) or proof of disease.
- Students in **2<sup>nd</sup> and 3<sup>rd</sup>** grade must have 4-5 doses of DTaP/DTP/DT/Td, 3+ Polio, 2 MMR, 3 hepatitis B.
- Students in **4<sup>th</sup> – 8<sup>th</sup>** grade must have 4-5 doses of DTaP/DTP/DT/Td, 3+ Polio, 2 MMR, 3 hepatitis B.

All students must present documentation of month, day and year of each immunization before they attend school. Any student who does not comply shall not be permitted to continue

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in school until he/she does comply. Some exemptions are allowed. The appropriate exemption card must be on file.

**Insurance:** Student accident insurance is included in the Student Fee. This is a supplemental coverage to your own insurance. Forms are either available or sent home if there is a serious injury.

**Medication:** St. Therese School complies with the rules and regulations of the State of Missouri and the policies of the Diocese of Kansas City-St. Joseph in regard to distribution of Prescription and Non-prescription medication.

Diocesan Policy 460.4

- **Non-prescription medication is not dispensed by the school except upon written authorization of a student's physician.** (Note: Non-prescription includes Advil, Tylenol, cough medicine, cough drops, sunscreen, calamine lotion or any kind of ointment, and any over the counter medications that may be used during the school year.) All medicines are kept in the health room.
- Prescription medication is dispensed only if:
  1. It is not the first dose
  2. Medication is in prescription container
  3. Written authorization from the parent is on file
- Only the nurse, office staff or administration will give medication to the child. **The school does not supply aspirin, Tylenol, etc. for student use.**

### **School Organizations**

**PTO/School Association:** All parents and teachers are members of the PTO. St. Therese is an effective school because of the active participation by all parents. Some programs sponsored by the PTO include Cultural Arts Programs, Spirit and Pride Committee, Parent Education Speakers, Spirit Sales, Parent Mentors and Skating Parties.

#### **PTO Officers for the 2008-2009 School Year**

Candace Ott	President
Jennifer Steele	Vice-President
Jane Mottet	Secretary
Rosalie Kenney	Treasurer
Jennifer Digiovanni	Historian

PTO Board Meetings and PTO General meetings are held once per month and are listed on the School's Calendar located in the monthly parent newsletter.

**Parent Volunteers:** All volunteers are required to have a current background check on file before they volunteer. Protecting God's Children is recommended and in some cases required.

#### **PTO SKATING PARTIES**

- PTO provides coordination of this event for **St. Therese students only.**
- This event is held on the evening of designated spirit days. The skating party is held at River Roll Skate Center in Riverside from 6:00 p.m. - 8:00 p.m. Cost is \$3.75 per student with a \$1.00 skate rental.
- Parents are expected to be present and actively chaperone their children.
- Skating parties will take place unless a storm advisory has been issued by the National Weather Service.
- Spirit day dress code should be followed at all skating parties.



### **Spirituality**

**Prayer:** Involving students in prayer is an important aspect of each school day. Students will be led in prayer each morning, before class periods, before lunch and at dismissal time. Students gather in their POD areas for communal prayer during Advent and Lent.

#### **Student Liturgies:**

- Students will participate in all school masses scheduled for each Thursday. Mass will be at 8:30 a.m.
- Students are to be seated in church no later than 8:25 a.m. Students may sit with family members during school liturgies if parents are present in church at the time of the student's arrival.
- We ask you to help us model proper church behavior.
  1. Actively participating in the Liturgy.
  2. No talking.
  3. No students sitting on laps.

Parents who wish to participate in student liturgies in any way (Eucharistic Minister, musical accompanists, etc.) are encouraged to contact the school office or their child(ren)'s homeroom teacher. We welcome your participation.

**Student Service:** Our school's mission statement directs each of us to help bring one another into a "living faith life." This becomes possible as we live each day of our lives like Jesus Christ. Providing service to others is an active means to be more Christ-like and to fulfill the mission of our school.

Students at each grade level will be involved in service to others through class and school sponsored activities. Parents are asked to give their support and involvement in these activities.



### **St. Therese Athletics**

St. Therese participates in the Parochial League of the Diocese of Kansas City-St. Joseph ([www.plkc.org](http://www.plkc.org)) and is governed by all its policies. Information about the League can be found at the STS website under athletics. Each sport is run by the athletic committee. Questions and concerns should be addressed first to the coach, then the athletic committee/administration.

#### **Student Athletic Program**

The St. Therese School Athletic Program is an integral part of the total educational program consistent with the aims and objectives of the school. Emphasis in our programs will be

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the individual student, his/her physical growth and self-esteem and participation in a worthwhile learning experience. (Parochial League 4-8; St. Pius League non-competitive 3<sup>rd</sup> grade)

### **Athletic Programs:**

Volleyball	Girls, grades 4-8 (fall)
Basketball	Girls, grades 3-8
	Boys, grades 3-8
Track and Field	Boys and Girls, grade 4-8

The school will comply with all guidelines set forth by the Diocesan School Office and the Catholic Conference Board. A copy of the Diocesan Athletic Policies and Guidelines is available for review upon request. Questions or concerns in regard to compliance should first be directed to the athletic committee at [stsathletic@sttheresenorth.org](mailto:stsathletic@sttheresenorth.org). The athletic committee will work directly with the administration.

**Parent Participation:** In order for a student to participate in a St. Therese Athletic Program, their parent(s) must volunteer their services. All parents of students participating in the school's volleyball and basketball program are required to volunteer time and service to athletic functions such as concession stand, gate, scoring and clock.

**Coaches:** All coaches of teams sponsored by the school must be

- At least 21 years old
- Interested in the health and safety of all players and the development of sportsmanship and teamwork
- Approved by the Athletic Committee, under the supervision of the school administration
- Have a background check on file **before** the season begins and have completed Protecting God's Children and Play Like A Champion

**A coach of a St. Therese Sponsored Team will be expected to:**

- Attend all practices and games or have at least one adult present
- Teach fundamental skills, sportsmanship, and teamwork to all players
- Adhere to all league rules
- Submit information as may be requested by the athletic director or the administration
- Conduct a player/parent meeting at the beginning of the season to explain participation, rules, eligibility, parent responsibilities, etc.
- Conduct themselves at all practices and games in a manner that projects a positive image of the school and sets an example for the players
- Assume responsibility for uniform and equipment inventory
- Communicates to the athletic director or administration any incident or concern involving a St. Therese athlete, parent, or coach

**Student Eligibility:** All students must meet the following eligibility requirements in order to participate in a school sponsored extra-curricular activity.

- All students are required to have an athletic waiver form or physical examination prior to the first practice.
- Attitude/Behavior: Students must display Christian Behavior at all times.
- Attendance: school children must be in regular attendance to participate. Religious Education students are required to attend 85% of the Edge classes in order to participate in the sports program. Students must be in school the day of an extra-curricular event.

**Academics:** Students must be performing to their academic potential as determined by the student's teacher(s) and the principal. A minimum grade of C- will be expected in each class. If a teacher feels that a student is working to the best of his/her ability and still below a C- then the administration has the discretion to allow the student to participate.

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### **Ineligibility:**

- Students who are unable to meet or choose to disregard eligibility standards will not be allowed to participate in their extra-curricular activity.
- Any use of alcohol, tobacco, or drugs will result in ineligibility for one semester. Also, students caught cheating, stealing or engaging in any other inappropriate conduct can be recommended to be ineligible for one semester.



**This handbook is provided by St. Therese School. The pastor and school administration retains the right to amend the handbook for just cause. St. Therese parents will be given prompt notification if changes are made.**