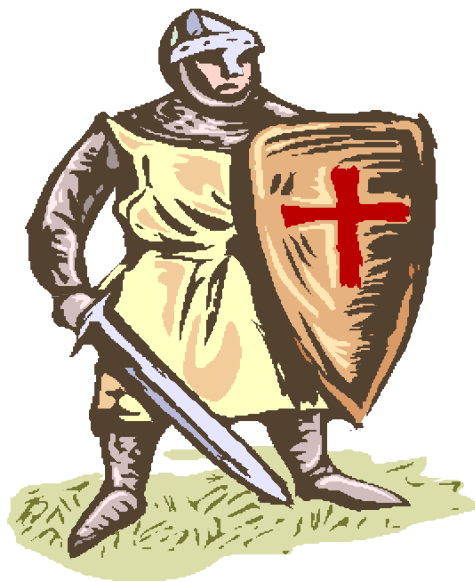


ST. THERESE CATHOLIC SCHOOL
Parent/Student Handbook

2019-2020



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MISSION STATEMENT

***Through the love of Jesus Christ, we will be faithful,
productive and responsible citizens.***

ST. THERESE VISION STATEMENT

***The vision of Saint Therese School is to develop within our students’
attitudes, behaviors and skills that will support students academically and
socially, which will develop caring and respectful citizens.***

AMMENDMENTS TO THE HANDBOOK

***The Principal/Pastor is the final recourse retains the right to
amend the handbook for just cause.***

***Parents and students will be notified as soon as possible
when changes are made.***

SCHOOL RULES

- Show Respect to yourself, others, and your school.
- Contribute positively to the learning environment.
- Follow classroom, school policies and procedures.

PRINCIPAL-TEACHER RIGHTS

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Saint Therese Catholic School will respect and follow the guidelines established by the administration.

PRINCIPAL'S RIGHT TO AMEND A HANDBOOK

The principal retains the right to amend the handbook for just cause. If changes are made, parents will be notified as soon as possible.

EXPECTATIONS OF ST. THERESE STUDENTS

The following list emphasizes the positive actions expected of students committed to studying in a Catholic School environment. It is through the sharing of faith and values that we help students grow spiritually, socially, and academically to the best of their ability.

1. Students are expected to model the actions of Jesus.
2. Students are expected to treat others in a Christian manner.
3. Students are expected to demonstrate respect for all faculty and staff members, volunteers, and other students. This would include refraining from physical and/or verbal harassment as well as profanity.
4. Demonstrating true pride in being part of the St. Therese school community, students are expected to respect all property and to assist in maintaining order and cleanliness in the school buildings, church, and on school property.
5. Realizing that liturgy is an important part of the school community, students participate actively in the planning and celebration of school liturgies.
6. Students follow all guidelines and expectations as outlined in this school handbook.
7. Realizing that all individual gifts and talents are gifts of God, students strive to use all of their gifts to develop their greatest potential.

PARENTS AS PARTNERS

As partners in the educational process at Saint Therese Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;

- Completes assignments on time; and
- Has lunch money or sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school by phone or email when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers and administrators with respect and courtesy in discussing student problems.

To support the student as they take responsibility for his/her behavior and academic success.

PARENT'S ROLE IN EDUCATION

We, at Saint Therese Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Therese Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Therese Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may

perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. It is also essential that a student takes responsibility for his/her behavior.

Together, let us embrace this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

ANNUAL NOTIFICATION OF PARENTAL ACCESS RIGHTS TO STUDENT'S RECORDS

Family Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student of a diocesan school or a student or former student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights, (unless there is a court order, State statute or other legally-binding document precluding these rights):

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent;
4. File with the U.S. Department of Education in complaint under 34 C.F.R. §99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part; and
5. Obtain a copy of the diocesan policy (P4170 - Access to Official Student Records) and procedure for access to student's records.

Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours.

ATHLETIC ACTIVITIES

General Athletic Guidelines:

1. See the athletic handbook for specific information

EXTRA CURRICULAR ELIGIBILITY

Academic/Conduct

1. All students in grade 5-8 are eligible to play sports and belong to Student Council. They will become ineligible if they receive a failing grade (below 60) on their progress report or report card, or if they receive a D in conduct.
2. If the student becomes ineligible because of grades or conduct, he/she will not be allowed to participate in any practices or games **for two full weeks as determined by the principal. At that time, grades will be reviewed and if all grades are 60% and higher, the student may return to practices**

and games with full privileges. If the student has any failing grades at this time, the student will remain ineligible until the next progress report or grade card is handed out.

3. This same procedure will be followed for all other extra-curricular school related activities such as: children's choir; school plays, talent shows etc.

The Principal will inform the Athletic Director or head of Extra Curricular Activity of any player/member that becomes ineligible during the season.

THIS POLICY IS SUBJECT TO PRINCIPAL/PARENT/TEACHER REVIEW IN REGARD TO INDIVIDUAL CASES.

ATTENDANCE (P4040)

Parent/Guardian Responsibility

Parents/guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in school from the age of seven (7) until the date on which the child:

Graduates or;

Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent/guardian and the principal agree to withdraw and;
2. at the exit interview the student provides written acknowledgement of the withdrawal and the student's parent/guardian and the school principal each provide written consent of the student to withdraw from school; and
3. reaches the age of eighteen (18) years.

Absence from School:

Absence from school shall fall into one of three of the following categories:

Absences counted as present:

1. Serving as a page in the Indiana General Assembly.
2. Court appearances pursuant to a subpoena.
3. Visitation to a high school by an 8th grader.
4. Religious observances.
5. Placement in a short-term inpatient program, which provides an educational program.

Excused Absences:

1. Illness of the student with a written note from parent/guardian, doctor, or phone call from parent/guardian.
2. Death in the immediate family.
3. Death for persons outside of the immediate family with parental permission.
4. Out-of-school suspension (make-up work is NOT accepted)
5. Medical/Dental appointment over two (2) hours and legal appointments.
6. Inclement weather (at discretion of the parents)

Unexcused absences:

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No doctor's note to excuse an absence once more that 5 consecutive day of absence has occurred.
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

Attendance Procedures:

Absence:

1. Students attending school less than 2 hours are ABSENT ALL DAY.
2. Students arriving at school more than 2 hours late in the morning are considered absent ½ Day.
3. Students leaving school before 1:15 pm in the afternoon are considered absent ½ DAY.

4. Medical or Dental appointments over 2 hours are considered absent ½ day.

Reporting an absence/Late arrival

A parent or guardian must call the school office before **9:00 A.M.** if your child is going to be absent from school or more than 30 minutes late. If our office has not heard from you by **9:00 A.M.** and your child is not here, we will call you at your daytime phone number to verify the absence.

A written excuse from the parent or guardian must be sent with the student upon returning to school stating when and why the student was absent.

Irregular Attendance Policy

After a student has accumulated six (6) days of absences per school year, the principal will make contact with the student's parents/guardians by mail or phone.

After a student has accumulated twelve (12) days of absences per school year, a conference shall be held with the parents/guardians and the student. An attendance contract may be established at this time.

After a student has accumulated fifteen (15) days of absences per school year, a referral shall be made to the principal. If the principal is unable to resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and diocesan policies.

Tardy Policy

Regular attendance is essential to successful school work. Excessive tardiness can be a disruption to classroom order and the educational process. Students and parents are responsible for regular attendance and punctuality. A student is tardy if he/she arrives at school after 8:30 am. Students who arrive while classes are in church will be marked tardy by the teacher on duty. Students who arrive after classes are in session in the school building must report to the school office for a tardy slip.

In case of inclement weather, this policy will be evaluated as needed-our concern is that everyone arrives safely to school.

Doctor/Dental appointments

Students who will be late in the morning should present a notice to the teacher one day before the appointment and indicate whether he/she will need hot lunch. Students who need to be dismissed later during the school day must bring a note on the day of the appointment and also call the school office. **All medical/dental etc... appointments will require a slip from the doctor's office stating the date and reason for the appointment. These slips must be presented to the school office upon the student's return to school. The notes are kept on file in the school office. Without this note, the student absence will be considered unexcused. This note is in addition to all notes and phone calls from parents. (Revised 10/9/2013)**

Family trips/vacations

Parents are encouraged to plan family vacations according to the scheduled school vacations. St. Therese School publishes vacation dates well in advance to allow parents/guardians to plan for family trips. Use of regular school days to take family trips and/or extend family vacations at Christmas or Spring Break is strongly discouraged. In Indiana, school attendance is mandatory and schools cannot give permission for absence beyond the law. However, school officials do recognize that on rare occasions this may be out of the control of the parents/guardians. Vacations taken during the school year will be classified as unexcused absences. Students

will be able to makeup work and receive credit for assignments and/or tests that are missed. Arrangements for the completion of work are made with the classroom teacher. This work is to be done after the student returns. Teachers are not required to have class work and homework available for parents in advance of a student's unexcused absence.

Morning arrival

All students are to enter the Church building quietly when they arrive in the morning. Students may not enter the church prior to 8:00am. They are to sit in their assigned areas in church and place themselves in the presence of God and prepare for morning rosary.

School Visitors (see Safe Environment)

For purposes of safety and accountability, we request ALL PARENTS/GUARDIANS REPORT TO THE SCHOOL OFFICE UPON ENTERING THE SCHOOL BUILDING. Parents/guardians must bring items forgotten at home to the school office and not to the classroom. We will deliver the items at a time when it will cause the least disturbance to the class.

We encourage parents/guardians to visit your child's classroom, but we ask you to follow a few guidelines to insure a smooth visit:

1. Call or write the principal or classroom teacher requesting a visit at least one week prior to the desired date.
2. The principal or teacher will return your request to arrange a date and time.
3. Remember to report to the school office before you go to the classroom. Remember that this is not a conference time.

Regular afternoon dismissal

School dismissal is at 3:15 p.m. All drivers must follow the normal procedure to pick up students at the end of the day. Evening pickup will take place in front of the school and church awning. The pickup line is a single file line utilizing the west parking lot for space. Students will be called by family number to their family's car, once students are loaded into their cars, the cars will be dismissed. **All cars will exit through the addition/Bluffton Road exit.** Students that walk home or go to the library will be dismissed after we finish the car dismissal. The Waynedale Library has requested that no one is to park in the Library lot and pick up students. If a student is not picked up by 3:30 they will be sent to aftercare at the expense of the parent or guardian.

Parents must sign a waiver for students to be allowed to go to the library after school or walk home. Any student that is not on the approved list for the library or walking home will be sent automatically to aftercare at the expense of the parent or guardian.

Early dismissal

No child may have an early dismissal from school without a written request from his/her parent/guardian. The identity of any person calling for a child must be verified. All requests by telephone for early dismissal must be verified by a return call to the telephone number on file for the child. All children with early dismissal must be picked up in the office and signed out by the person picking them up. If a child is ill, he/she will not be sent home before calling the home. An adult will accompany the child home.

School closing/school delays

When St. Therese is closed or delayed due to weather conditions, it will be announced as **ST. THERESE CATHOLIC SCHOOL.** Such closing or delays will be announced on the following television/radio stations: **WOWO-1190 AM; WLDE 101.7 FM; WAJI MAJIC 95FM; WFFT-FOX 55-TV; WANE-TV; WISE-TV; and WPTA-TV.** A SHOUT OUT MESSAGE (electronic recorded message) will be sent to phone numbers on file in the school office informing of a delay or closing. Occasionally, it is necessary for the principal, on an emergency or special circumstance basis, to close or delay school. On such cases, you will hear the announcement on the same stations, as well as in a SHOUT OUT MESSAGE.

St. Therese School will begin with a two (2) hour delay and move to a three (3) hour delay when necessary to avoid a

school closing and need for an additional make-up day. ON DAYS WITH THREE (3) HOUR DELAYS, ST. THERESE SCHOOL DISMISSAL WILL TAKE PLACE ONE HOUR LATER AT 4:15PM. SHOUT OUTS will also be used for other important information that parents need to be aware such as meetings, emergency situations, early dismissals etc...

If it should become necessary to close school after the day has begun, children should be aware of acceptable alternative plans for this type of dismissal (i.e., if the children are to go somewhere or with someone different then on a normal school day).

Parents have the first and ultimate responsibility for their children. Parents must decide for themselves if their child's route to school is safe on days when weather is bad and schools remain open. Students are given an excused absence in these cases. The child is marked absent for the day, but is allowed to make up any school work.

Errands

A child may never be sent on an errand beyond the parish property during school hours. This includes visits to the Allen County Public Library -Waynedale Branch.

Leaving School at Lunch time

Because of the dangers involved, the children are not allowed to leave the school premises at noon. If it is necessary for a child to leave the school grounds during the noon period:

1. A written excuse must be presented from the parent/guardian.
2. An adult must accompany the student to and from the destination.
3. The adult must sign the student out and back in at the school office.

COMMUNICATIONS

1. A school calendar is distributed at the beginning of each school year. Parents will be notified of changes through the monthly parent letter.
2. Parent letters are sent home each **Thursday** and at the beginning of each month regarding information of the approaching month and classroom news.
3. Each week the principal will publish and distribute a newsletter and calendar. This newsletter will include such items as important dates for meetings, special happenings, and general information about the school.
4. Suggestions or comments on the improvement of educational programs should be sent to the principal, pastor, or school board.
5. No list of school personnel or student roster will be handed out to anyone without the approval of the principal.
6. A custodial parent information card must be filled out in the school office by the custodial parent. This card gives the school the necessary information concerning custodial and non-custodial parent rights in regard to:
 - a. Who may receive report cards
 - b. Who will be invited to parent/teacher conferences
 - c. Who may transport the child to and from school
 - d. Medical information
 - e. Emergency phone numbers
 - f. Home phone number
 - g. Parent/Guardian work phone number
7. In case of a divorce, a copy of the custodial agreement must be submitted to the school to be kept in the permanent record file.

Parent/Guardian Concerns Procedure (P2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher (or person with whom the student has the problem)
- Step 2: Address the issue with the Principal

Step 3: Address the issue with the Pastor

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g. pastor, principal)

Parents/guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment)

DIOCESAN INTERNET ACCEPTABLE USE POLICY (P4620)

St. Therese School will follow the Diocesan Internet Policy.

Students Use of the Internet in School

I. Background

The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

II. School’s Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These written agreements are to be signed by students, their parents/guardians, and teachers. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically

sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. A sample policy is provided for all schools by the Catholic Schools Office.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

III. Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or

- destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

Students Use of the Internet Outside of School

St. Therese School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment (as defined by Diocese) of students or teachers, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

St. Therese School does not, however, actively monitor student use of Technology (blogs, chat rooms, etc.). While our filtering system establishes parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

ENROLLMENT

School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational policy.

Enrollment of students (P4010)

Only a person having the legal custody of the child can enroll them in St. Therese. A certified copy of the student's birth certificate or baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty-days of the student's enrollment or appear to be inaccurate or fraudulent the school shall notify the Indiana Clearing House for the Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

Students enrolling in grades 1-8 shall also provide copies of the following:

- Most recent report card/transcript
- Most recent results from testing such as ISTEP+, IMAST, NWEA or other standardized testing
- IEP/ISP

Kindergarten Entrance Requirement (P4010)

St. Therese follows state law in the enrollment of Kindergarten students. To enter Kindergarten, the child must be five years old by August 1 of the year that the child will be attending school.

St. Therese may choose to administer the Gesell Assessment of Development Readiness or other readiness tests for determining proper placement in Kindergarten. Students with birthdates after August 1 will be considered if space is available and/or the student has been assessed by school personnel and meets state guidelines.

Birth certificates and baptismal records are to be presented at the time of registration for students entering Kindergarten.

Immunization Information

All Pre-K and Kindergarten students must have received their immunizations as required by the State of Indiana prior to the first day of school. Your child may not attend pre-k or kindergarten without documentation of immunizations received OR a written medical/religious exemption.

All sixth grade students are required to have a measles booster (preferably an MMR). **Indiana law requires that all students in grades 6-12 be vaccinated against for following: Meissneria Meningitis (Meningococcal disease), Varicella (Chickenpox) and Pertussis (Whooping cough).**

First Grade Entrance Requirements (P4010)

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

Children with Exceptional Educational Needs (P4010)

Students with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated at St. Therese School. Initial enrollment will be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parent/guardian(s) will agree to enroll their child in another school system which can accommodate the special needs of an exceptional child.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement will be made to the custodial parent/guardian(s) by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement with St. Therese School or referral to a public school for evaluation or placement. If the custodial parent/guardian(s) do not accept the school's recommendation, it is expected that they will place the decision in writing. In some instances the custodial parent/guardian(s) will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would place an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

Students or Prospective Students with Communicable Diseases (P4010)

St. Therese School shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who meet all entrance requirements may not be denied admission solely on the basis of diagnosis of a communicable disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable

disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Student Transfers (P4020)

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

Based on legitimate educational justifications, St. Therese School strongly discourages the transfer of students into grades six through eight. A transfer of students of these ages is discouraged because it could be disruptive and detrimental to the student's educational development, which could create problems in social adjustment for both new students and those currently enrolled in St. Therese School.

Academic records, records of previous ability and achievement testing, psychological tests and health records will be required from the previous school.

Transfer students and new students will be placed on probation for a period of nine (9) weeks from the date of transfer. During this probationary period, St. Therese School reserves the right to ask transfer/new students to withdraw if serious academic or behavioral problems arise.

The final decision of accepting a transfer student rests in the sole discretion of the principal in consultation with the pastor.

Expelled or suspended students from other schools

St. Therese School may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable St. Therese School operating policies only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (**P4560**).

Discovery that any information provided to St. Therese School was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from school if the discovery occurs after the child has been enrolled.

Tuition and book fees will be charged to each family at St. Therese School. Students will not be admitted to St. Therese School if their family is not current and in good standing in all of their financial obligations at their previous school and church.

REGISTRATION

Initial registration for St. Therese School will be open to all registered members of St. Therese Parish. Any family not registered in the parish that wishes to enroll a child in St. Therese School must have its admission approved by the pastor and principal.

All new students will be placed on probation for nine weeks. When this period is over, a meeting will be held with the parent/guardian, students, teacher, pastor and principal. If the student is not following school/classroom policies, or St. Therese School cannot meet the academic needs of the student and/or cannot provide the student with the services he/she needs, the student will be removed from St. Therese School in the best interest of the student.

All students of St. Therese School will be expected to follow the entire schedule of all academics, including that of religion.

FINANCIAL POLICIES

St. Therese School maintains a system of tuition and fees that partially funds the costs of operating and maintaining the school.

Spring registration fees

A deposit of \$25.00/\$75 per family in grades **PreK**- 8 must be paid at spring registration for the following school year. **This registration is non-refundable.** The remaining fees will be due at fall registration. The amount of the deposit is subject to change each year. Failure to pay the deposit at spring registration may result in the school not admitting the student in the fall.

Tuition Payments

Families may choose a method of payment from the following:

1. Tuition paid in full at fall registration.
2. Tuition paid through FACTS Management.
 - a. At the time of registration, all families using FACTS must complete a FACTS automatic tuition payment agreement form.
 - b. All FACTS accounts will be on a 10 month payment program paid August - May.
 - c. A maximum of two payments may be deferred. No payments may be deferred beyond the payment due in the month of May.

If tuition payments are not current at the end of a school quarter (grading period), a student is subject to having his/her grade card withheld.

No student will be allowed to register at St. Therese School for the following school year if:

- a. Tuition and fee payments of any sort are overdue.

Tuition Assistance

Committed to the education of every child, St. Therese School offers tuition assistance to those families requesting such services. Members of St. Therese parish will receive first consideration for tuition assistance. If any funds remain, applications from non-parishioners will be considered. To be considered for assistance each family needs to complete a **FACTS Grant and Aid assessment application**. It is the discretion of the Tuition Assistance Committee to determine the tuition assistance and/or distribution thereof. Limited parish financial assistance for tuition is available for distribution; however, no funds are available for book bills and fees.

Diocesan Large Family Fund

The Diocesan Large Family Fund for Tuition Assistance is designed to provide assistance to Catholic Families with 3 or more children in Catholic Schools. Applications are available in the school office. Any family applying to the Large Family Fund must first apply for assistance from St. Therese by applying through FACTS Tuition Aid.

St. Therese School reserves the right to take actions necessary to collect unpaid tuition and fees.

School Choice Voucher and SGO Programs

St. Therese School does take part in the Indiana School Choice Voucher and SGONEI programs. Please contact the school principal for more information.

INSTRUCTIONAL PROGRAMS

School Curriculum

At the core of the St. Therese experience is a challenging Catholic curriculum intended to bring about the best in each student- intellectually, spirituality, physically, and socially. The curriculum embraces the Catholic heritage and centers on the Christian values of discipline, responsibility, and community.

St. Therese follows the guidelines for the instructional programs given by the State of Indiana and the Diocese. Textbooks approved by the state and the Diocese are used. Students receive instruction in the basic academic subjects including Religion, Mathematics, Literature, Reading, Science, Social Studies, and Spelling. Special instruction in Music, Art, Computer, and physical Education are also provided.

Students are required to attend weekly Mass and take part in prayer services. All-school Masses are also celebrated on Holy days of Obligation and other special days.

Parent-Teacher Conferences

Conferences are scheduled for the communication of each student's academic progress throughout the first grading period. Additional conferences may be requested by the teacher or parent as necessary.

Progress reports are sent at the mid-point of each quarter of the academic year.

Periodic Academic Progress Alerts may be sent during the academic year.

Testing

State appointed grades (3rd-8th) will participate in the ILEARN achievement testing. ILEARN results and their implications will be communicated to parents/guardians upon receipt from the scoring service.

Grades K-8 will also participate in NWEA growth testing. All 3rd grade students will participate in the I-READ 3 testing.

Retention Policy

1. A student may be placed, or may repeat a particular grade level for a variety of reasons determined by the principal, teachers, and parents including:
 - a. Ability
 - b. Emotional and physical maturity
 - c. Attendance
 - d. Completion of required curriculum/achievement
 - e. Standardized testing results, review of supportive evidence, such as samples of student work, classroom test results, progress reports, etc.
 - f. Teacher recommendation.
 - g. Previous retention in a grade
2. Rarely are students to be retained beyond grade three.
3. A student can be retained only once in his/her K-8 school experience.
4. If parents choose not to retain a child, retention will not take place.
5. No student shall be retained for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.
6. For students who are possible detainees, the teacher will confer with the parents near the end of the first semester. The teacher will let the parents know that retention is a possibility if the student's work does not improve substantially.
7. It is expected that the parents, teacher, and principal will meet prior to a decision to retain a child.
8. After the parent, teacher, and principal conference, a letter summarizing the decision is to be signed by all parties indicating the parents' decision to have the child retained in the present grade or placed in the next grade. This letter is to be retained in the child's records.

Homework

Homework is an essential part of the educational process and an important support system for classroom instruction. A certain amount of homework is necessary to reinforce or practice what is taught at school. Homework should provide: an extension of classroom activities; an evaluation tool for both teacher and student; and a positive learning experience that emphasizes quality as opposed to quantity. The work assigned is the responsibility of the child, not that of the parent. If the child continuously insists on your help, please make an appointment with the teacher in order to find out the basis of the problem. The length of time spent on diligent homework should be appropriate for the students' age and grade level. Homework will be assigned at the discretion of the classroom teacher. It generally should not require more than 30 minutes to complete for grades 1-3 or more than 45 minutes for grades 4-5.

Middle School Homework

Students in grades 6-8 can expect an hour to an hour and a half of homework per night. The time spent may fluctuate depending upon special projects and preparation for tests.

Teachers will provide homework policy information to parents at "Back to School Night". Students in grades 4-8 are given a daily assignment book that is to be used by them to write down all homework done or assigned each school day. This is also a good way for parents to keep informed of all assigned work given to students. Please look at their assignment books daily.

Academic Progress Reports

The academic year is divided into 4 nine-week quarters. Midterm reports are issued at the mid-point of the quarter for grades Pre-K-8 and report cards are issued at the end of each quarter. Mid-term reports help keep parents informed and offer parents and students the opportunity to focus on areas of difficulty to help improve grades before report card time.

Grading Scale Grades Prekindergarten-2

O = Outstanding	95 – 100%
S+ = Above Satisfactory	87 – 94%
S = Satisfactory	80 – 86%
S- = Low Satisfactory	70 – 79%
N = Needs Improvement	60 – 69%
U = Unsatisfactory	59% and below

Grade Scale Grades 3-8

A+	97 – 100%	C+	77 – 79%
A	93 – 96%	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 – 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 -62%
		F	59% - Below

Honor Roll

Students in Grades 4-8 will be eligible for one of two honor rolls:

1. **High Honors-** Students must receive A's in all core academic subjects, including Religion and Special classes (Art, Computer, Keyboarding, and P.E.). Students must have no less than an A- in conduct.
2. **Honors-** Students must receive A's and B's in all core academic subjects, including Religion and Special classes (Art, Computer, Keyboarding, and P.E.) Students must have no less than B- in conduct.
3. **Students in grades 4-8 will be invited to the Spring Honors Banquet if they have made the Honor Roll in the first three quarters of the current school year and meet the same grade standards on the fourth quarter progress report.**

Students who make the Honor Roll or have perfect attendance for that quarter, will be recognized at ACADEMIC PEP SESSIONS at the end of each grading quarter.

STUDENT DISCIPLINE

Student Behavior

Students are to abide by the rules of the school and the individual classroom. Classroom teachers or the principal will notify parents when students repeatedly do not observe the rules.

Teacher/Classroom Procedures

Every teacher has the right to establish a classroom structure that provides optimal learning, to determine and request appropriate behavior from the students, and to ask for help from parents and the principal when assistance is needed with a student. Teachers are free to implement their classroom policies in the way most productive for them. This may include time during recess or after school. Teachers will explain individual classroom discipline policies at the Back to School Night meeting at the beginning of the school year. Disciplinary Action forms will also be reviewed.

Discipline Procedures

1. Discipline is a system of rules and regulations that govern the conduct of the student that effectively work together, so that learning can take place.
2. Discipline is necessary for personality development, to help students learn acceptable standards of conduct, to help develop a set of moral standards to be a guide in moral decision-making and to help students feel secure within limits. It is necessary so learning can take place.
3. Disciplinary actions will be taken by any faculty/staff or administrator for inappropriate student behaviors.
4. This student disciplinary policy will be implemented for all St. Therese students in grades K-8.
5. This student disciplinary policy will apply to student conduct that occurs:
 - a. On school grounds.
 - b. Off school grounds at a school activity, function, or event.
 - c. Traveling to or from school or a school activity, function, or event.
 - d. At any time or place when the principal determines that the student's conduct causes harm or could potentially cause harm to other students, school employees, property, or the reputation of St. Therese School or the Diocese.

Major Disciplinary Offenses

The following offenses will result in a detention:

1. Defacing School/Parish property
2. Physical/Verbal Harassment of others
3. Fighting
4. Stealing
5. Disrespect/Deliberate Disobedience/Defiance
6. Possession of Inappropriate materials
7. Cheating on Assigned School work/Tests
8. Possession of Cell Phones during school hours
9. Bullying (as defined by the school)

10. Other

Disciplinary Action Consequences

1. Students will serve detentions on either **Tuesday** or **Thursday** from 3:30 to 4:30 p.m. Parents will be call to inform them of the detention. If the incident happens on Monday, Tuesday or Friday the detention is served on Tuesday. If the incident happens on Wednesday or Thursday the detention will be served on Thursday.
2. Students serving detention that are not picked up @ 4:30pm will be sent to the After-Care program at the expense of the parent/guardian.
3. Students who serve a detention will be ineligible to participate in sports, practice or any extracurricular activities on the day the infraction occurred.
4. The school will be responsible for notifying the athletic director, moderators/teachers, or coaches of any extracurricular activities, of a student's ineligibility to participate.
5. When a student receives a Disciplinary Action Form, a copy of the form will be sent home with the student. The form is to be signed by the parent/guardian and returned the next day to the homeroom teacher. **Signing the Detention Action Form only means you have received it. Signing this form does not mean you agree with the action(s).**

Procedural Process

2nd Detention: A conference will be scheduled with the student, parent/guardian, and principal and/or pastor.

3rd Detention: In-school suspension. **A child may be placed on a Behavior Plan.**

Any student receiving three (3) Disciplinary Action forms for behavioral reasons may be placed on a Behavior Plan. A suspension or expulsion can be a consequence from the Behavior Plan. Any student receiving two (2) suspensions has the possibility of being expelled from Saint Therese Catholic School.

An automatic three (3) day suspension and /or expulsion may be given for the following:

- A. **Smoking or possessing cigarettes or marijuana, e-cigarettes, vape-pens, smokeless tobacco or chewing tobacco, drinking or possessing alcoholic beverages, using or possessing unauthorized drugs on parish property or at school related activities (i.e. field trips)**
- B. **Malicious vandalism**
- C. **Any action that might endanger oneself or anyone present.**

CHEATING AND PLAGIARISM

Cheating, plagiarism of any type will not be tolerated, and consequences will be administered.

In-school Suspension Procedure

The student is removed from the normal school situation, placed in a private work area and supervised by the Principal or their designee. The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. All school-related extra-curricular activities of the student will cease through the duration of the suspension. The length of the in-school suspension is not to exceed 3 days.

Grounds for Suspension/Expulsion (P4520)

1. The following types of student conduct constitute grounds for an out of school suspension or expulsion subject to St. Therese School's provisions for disciplinary review.
2. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;

- B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or school property, or the reputation of the School or Diocese.
3. This listing is not intended to be exhaustive of all types of conducts.
- a. Any conduct which, in the opinion of the school officials, is contrary to the principles and teaching of the Catholic Church.
 - b. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - c. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school/parish; stealing or attempting to steal property belonging to any other person, student, school employee, or school/parish.
 - d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - e. Threatening or intimidating any individual for whatever purpose.
 - f. Possessing, handling or transmitting a knife/gun or any other object which under the circumstances and in the sole opinion of the school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as part of or in accordance with the approved organization.
 - g. Possessing, using, transmitting or being under the influence of a controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 - h. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law Violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
 - i. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - j. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
 - k. Violation or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
 - l. Possessing or using, on school grounds during school hours, an electronic paging device a cell phone or any electronic hand-held device in a situation not related to a school purpose or educational function.
 - m. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.
 - n. Smoking or possessing cigarettes, drinking or possessing alcoholic beverages.
 - o. All cell phones/electronic devices must be parked in the off position and turned in to the school office each morning.**

Out of School Suspension Policy

The student is placed under parental supervision and is sent home. According to Diocesan policy, no make up work is allowed when a student is serving an out of school suspension. All school-related extra-curricular activities of the student will cease through the duration of the suspension. The length of the out of school suspension is not to exceed 5 days.

Disciplinary Review for Students (Suspension or Expulsion) (P4530)

- 1. Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's out of school suspension or expulsion from the school will be given:
 - a. An explanation of what the student is accused of doing that is wrong; and
 - b. An opportunity for the student, in the presence of the student's parents, to respond to the

- accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the Principal.
- c. The Principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The Principal's decision shall be final and binding on all parties.

Failure/refusal of Parents/Guardians to Participate in a Disciplinary Hearing (P4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-6-4-3- (a) (7), and in that case, the matter shall be referred to the Child Protective Services Division of the Department of Welfare.

ANTI-HARRASSMENT PROHIBITION (P4580)

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.

Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.

The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

Other Forms of Harassment/Bullying

Harassment/ Bullying may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment/Bullying may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.

Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion, national origin, age, disability, or other protected trait.

The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

St. Therese Catholic School has implemented the **Olweus Bully Prevention Program**. The program has many parts but involves weekly classroom meetings and lessons about the issues of bullying, student surveys, consequences for bullying behavior, and regular parent contact when dealing with bullying issues.

St. Therese Anti-Bully Rules

- 1. We Will Not Bully Others**
- 2. We Will Try to Help Students Who Are Bullied**

3. We Will Try to Include Students Who Are Left Out

4. If We Know That Somebody Is Being Bullied, We Will Tell and Adult at School and an Adult at Home

Complaint Procedures for Students

Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment.

School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.

All complaints of harassment shall be handled in the following manner:

1. Complaints are preferred in writing on forms supplied by the school. If a verbal complaint is made, the school official who receives the complaint (i.e., the pastor, principal, assistant principal or other designee) shall complete a written report;
2. Written reports must name the person(s) charged with harassment and state the facts;
3. If the written report identifies a student(s) as the alleged perpetrator, the school official who received and/or prepared the report must present it to the principal of the school where the alleged conduct occurred (or, as an alternative, to the pastor or Vicar General if the principal is the subject of the report). The principal will immediately (the same day) inform the superintendent, pastor (in an elementary school), and/or school attorney;
4. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
5. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
 - a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
 - b. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
 - (1) Complete the Investigative Report of Alleged Harassment;
 - (2) Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information and gather witnesses who have knowledge of the situation;
 - (3) Contact the parents of all students known to be involved

The principal is responsible for the decision in the matter but may establish a Discipline Board to assist. The report and results of the investigation will be utilized by the school to:

- a. determine appropriate disciplinary action;
- b. determine need for counseling referral; and,
- c. determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

Sanctions for Misconduct

A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the pastor/principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.

False Reporting

Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

STUDENT ACCUSED OF A NON-SCHOOL CRIMINAL ACT (P4550)

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

GUN-FREE SCHOOLS (P4560)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Office of Catholic Education annually concerning the following.

- a. a description of circumstances surrounding any expulsions imposed under the policy;
- b. the number of students expelled from the school under the policy; and
- c. the types of instruments concerned.

For purposes of this policy the term "firearm" means:

1. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
2. the frame or receiver of any such firearm; or
3. any firearm muffler or firearm silencer

For purposes of this policy, the term "destructive device" means:

1. an explosive, incendiary, or poison gas;
2. bomb;
3. grenade;
4. rocket having a propellant charge of more than four (4) ounces;
5. missile having an explosive or incendiary charge of more than one quarter (1/4) ounce;
6. mine;
7. device similar to any of the devices described in clauses;
8. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more

than one half (1/2) inch in diameter; or

9. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

7. any combination of parts either designed or intended for use in converting any device into any destructive device.

The administration reserves the right to evaluate each situation and choose the appropriate disciplinary action according to the severity of the behavior.

LUNCH/PLAYGROUND

Supervisors

Those who serve as lunchroom supervisors have been hired to monitor all lunchroom activities: preparation and serving of meals, student behavior and coordination of clean up. Students are expected to act with **cooperation and respect** to each supervisor by following directions immediately and completely, as they would with any other faculty or staff member. The school principal will discipline students referred to the office.

Lunchroom Rules and Procedures

1. Students will have a 20-minute period set aside to eat their lunch. Each grade will sit at only those tables assigned to them.
2. Students are expected to exhibit good table manners and courtesy **at all times**.
3. Students should approach the lunchroom in single file, alphabetical order so that the “check-off” can proceed quickly and accurately.
4. Politeness, courtesy, and cooperation toward faculty, lunch assistants, and other students is expected at all times. Students should follow 3 rules at all times anywhere they are at in the building. Those rules are: **Be Respectful, Be Responsible, and Be Safe**.
5. Students are to remain silent while waiting in the lunch line. Students are to remain seated while eating and talk at a reasonable volume. Talking should be done only with persons seated next to you or across from you. Keeping your voice controlled will help make the cafeteria orderly and running smoothly.
6. Students are responsible for cleaning up their own eating area. They are to pick up any trash dropped on the floor. All students are required to carry their own trash and dispose of it in the proper containers.
7. Throwing of any item is never allowed! Students will receive a referral for this type of behavior.
8. Supervisors will not heat food for children. Please do not send food that needs to be heated.
9. Soft drinks &/ or fast food items may not be given to students for lunch.
10. Students who forget to bring their lunch will be provided with a hot lunch if extras are available.
If there are not any extra hot lunches, then a peanut butter/jelly sandwich and milk will be provided.
11. Lunchroom supervisors will be responsible for student dismissal at the end of each lunch period.
12. Hot lunch and milk is offered to all students at prices set by Fort Wayne Community Schools Food Services. Information regarding free or reduced lunch is available at the beginning of the school year.

Outside Recess Rules

Children in grades K-8 have recess as part of their day. Therefore, they will be expected to go outdoors when the weather allows. If the temperature is 0 degrees (wind chill) Fahrenheit or below, the students will not have outdoor recess. The school office will monitor the situation. Parents are asked to dress their children accordingly. Proper dress includes coats, boots (when necessary), gloves, hats, and scarves.

One of the important characteristics of students attending St. Therese is respect. This must be evident on the playground as it is in all activities when representing St. Therese School. The following expectations will be required:

THE STUDENT:

1. must listen to and comply with the instructions of ANY supervisor
2. must be respectful to everyone
3. must behave respectfully toward other students
4. must not use foul, vulgar, obscene, or inappropriate language
5. must not fight or play roughly at anytime

The following safety measures will be enforced on the playground:

1. No hard athletic balls will be allowed on the playground
2. No baseball bats will be allowed
3. No tackle football
4. No student is to allowed to leave the playground without adult supervision
5. No student will retrieve playground balls off of the playground without adult supervision

Inside Recess Rules

1. Outside behavior rules of respect also apply to inside recess.
2. Students must remain in their own classroom. They should be involved in quiet conversation or activities which are calm. Yelling and running around the room is not permitted.

SCHOOL DRESS CODE

Dress Code

The following dress code has been established for St. Therese School. It is primarily the responsibility of the parent/guardian to enforce this code by seeing that children leave for school, neat, clean and properly attired.

DRESS CODE - GIRLS

All students enrolled in St. Therese Catholic School will follow the school dress code policy.

St. Therese Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The St. Therese Catholic School dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor not the outward appearance, etc. All of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere.

GIRLS

BLOUSES/SHIRTS – Plain white short or long sleeved blouses may be worn. They must button completely down the front or have a button tab front. There may not be ruffles, lace or embroidery on the blouses. These blouses may be purchased any place as long as they meet the above mentioned guidelines. **PLAIN WHITE SHORT OR LONG SLEEVED POLO SHIRTS** are acceptable also. All blouses/polo shirts must have a collar.

UNIFORM POLO SHIRTS – St. Therese uniform polo shirts are available by ordering through the school office only. These shirts are available in short/long sleeve and come in the colors of red and black with our school logo on the upper left chest. No other logos or emblem will be permitted.

SHIRTS/BLOUSES must be tucked in at all times. NO EXCEPTIONS. They are not to be tucked up or rolled up above the waist.

SWEATERS – Sweaters are not required. Cardigan sweaters in the colors of **PLAIN WHITE** and **NAVY** only may be worn if desired. Sweaters must be worn over a uniform blouse/polo shirt.

SWEATSHIRTS – Girls are permitted to wear the approved St. Therese Catholic School grey or red sweatshirt as a part of their uniform. These sweatshirts must be worn over a uniform polo shirt or blouse. These sweatshirts can be ordered through the school office. Plain navy sweatshirts may also be worn and purchased any place. Saint Therese fleeces may be worn on any day of the week.

UNIFORM JUMPER/SKIRT/SKORT – St. Therese Catholic School offers uniform jumpers/skirts/SKORTS to all girls in grades PK-8. These items may only be purchased through www.landsend.com. **The Lands' End school ID number for St. Therese Catholic School is 900167990.** Approved uniform blouses/Polo shirts mentioned above must be worn with jumper/skirts/SKORTS.

Girls in grades PK-5 may wear the approved jumper and tan or navy SKORT. Girls in Gr. 6-8 may wear the approved SKORT or pleated skirt from Lands' End only.

UNIFORM SLACKS – Only navy blue and khaki uniform pants are acceptable in twill or cotton. Pants must be ankle length and worn at the waist. Pants should have no more than two top front and two top back pockets (NO Cargo Pants). Pants should be hemmed and not frayed or cut off.

The following are not permitted: skinny style, flair-legged/ bell bottom, stirrups, leggings, deck, cargo or carpenter, monograms or decorative emblems, hip-huggers or low-ride pants, bib overalls. No denim with holes or cutouts, cotton knit or nylon material pants are allowed.

These pants may be ordered at www.landsend.com. The Lands' End school ID number for St. Therese Catholic School is 900167990.

UNIFORM SHORTS – Uniform shorts in the colors of khaki and navy are permitted.

BELTS - Belts must be worn at all times for girls in grades 3-8 if the pants have belt loops. Belts must be solid black or brown in color. Oversized belts and/or belt buckles are not permitted.

SOCKS – Girls may wear plain white, red, navy or black anklets or knee high socks or leggings only. Socks/leggings must be worn at all times.

SHOES – **Closed toe shoes must be worn at all times.** Heel height should be no more than two (2) inches high. Snow boots for recess are permitted for recess only, any other boot is not permitted.

HAIR – Girls must wear their hair clean and out of their eyes (bangs cut above the eyes). Hairstyles that can be distractions to others, extreme hairstyles (such as fad cuts, shaved heads, symbols cut into the hair or extreme coloring of the hair that is not the natural color) are not permitted as determined by the school.

MAKE-UP – No facial make-up is permitted.

JEWELRY – Girls are allowed to wear religious or medical bracelets, a watch, and/or a religious medal or cross on a necklace. Girls are permitted to wear one earring in each ear lobe. The following are not permitted: large dangling earrings. No earrings are to be worn in the cartilage part of the ear, nose, eyebrows or lips.

Body piercing and tattoos (temporary and/or permanent) are unacceptable for any student enrolled at St. Therese Catholic School.

DRESS CODE - BOYS

All students enrolled in St. Therese Catholic School will follow the school dress code policy.

St. Therese Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The St. Therese Catholic School dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor-not the outward appearance, etc. All of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere.

BOYS

UNIFORM POLO SHIRTS – St. Therese uniform polo shirts are available by ordering through the school office only. These shirts are available in short/long sleeve and come in the colors of red OR black with our school logo on the upper left chest. No other logos or emblem will be permitted. WHITE polo shirts or dress shirts may be worn in addition to the polo shirts. Plain white shirts may be purchased any place. All Shirts must have a collar.

SHIRTS must be tucked in at all times. NO EXCEPTIONS. They are not to be tucked up or rolled up above the waist.

T-SHIRTS – Boys may wear plain white, black or red t-shirts under an approved uniform shirt.

SWEATERS – Sweaters/sweater vests are not required but may be worn. Cardigan/ sweater vests in the colors of PLAIN WHITE and NAVY only may be worn if desired. They must be worn over a uniform shirt.

SWEATSHIRTS – Boys are permitted to wear the approved St. Therese Catholic School grey or red sweatshirt as a part of their uniform. These sweatshirts must be worn over a uniform polo shirt. These sweatshirts may be ordered through the school office. Plain navy sweatshirts may also be worn and purchased any place. Saint Therese fleeces may be worn on any day of the week.

UNIFORM PANTS – Only navy blue and khaki uniform pants are acceptable in twill or cotton. Pants must be ankle length and worn at the waist. Pants should have no more than two top front and two top back pockets (No Cargo Pants). Pants should be hemmed and not frayed or cut off.

The following are not permitted: skinny style, flair-legged/ bell bottom, stirrups, leggings, deck, cargo or carpenter, monograms or decorative emblems, hip-huggers or low-ride pants, bib overalls. **No denim with holes or cutouts**, cotton knit or nylon material pants are allowed.

These pants may be ordered at www.landsend.com. The Lands' End school ID number for St. Therese Catholic School is 900167990.

UNIFORM SHORTS – Uniform shorts in the colors of khaki and navy are permitted. Belts must be solid black or brown in color.

SOCKS – Boys may wear plain white, red, navy or black socks only. Socks must be worn at all times.

SHOES – Closed toe shoes must be worn at all times. Flat heeled, leather, tie, loafer, and gym/tennis shoes are acceptable. The following are not permitted: construction boots, cowboy boots, sandals, backless shoes, clogs, flip-flops, water shoes, and boots of any kind. Snow boots for recess are permitted for recess only. **SHOES WITH EYELETS MUST HAVE LACES AND BE TIED AT ALL TIMES.**

HAIR – Boys hair should be clean and combed, and hairstyles must be appropriate. Hairstyles that can be distractions to others, extreme hairstyles (such as fad cuts, **man-buns**, shaved heads, symbols cut into the hair or extreme coloring of the hair that is not the natural color) are not permitted as determined by the school.

JEWELRY – Boys are allowed to wear religious or medical bracelets, a watch, and/or a religious medal or cross on a necklace. Boys are not permitted to wear earrings. The following are not permitted: rings, Silly Bandz..

Body piercing and tattoos (temporary and/or permanent) are unacceptable for any student enrolled at St. Therese Catholic School.

Regular Dress Code Exceptions

Hot Weather Dress Code

Shorts may be worn during the 1st and 4th quarters of the school year.

Walking shorts/Skorts

The students in grades K-8 will be allowed to wear solid navy blue or solid tan khaki cotton twill, or polyester, walking length shorts. An appropriate walking length short is no shorter than 3 inches above the knee. Belts are required for pants/shorts that have-belt loops (3-8).

Capri's

Girls in grades K-8 will be allowed to wear navy blue or tan khaki Capri style pants. Belts are required for pants/Capri's that have-belt loops (grades 3-8).

The following are not permitted: Jean shorts, cargo-type shorts, biker shorts, basketball or soccer shorts, and, shorts with decorative emblems on the pockets.

Belts:

Same as the regular dress code (see above).

Shirts

Same as the regular uniform dress code (see above).

Shoes

Same as the regular uniform dress code (see above).

Socks

Same as the regular uniform dress code (see above).

The regular school uniform **must** also be worn during this time.

Announced Dress up Days

Students will be expected to be in dress-up clothes or their regular school uniforms. Clothing worn on these days should be clothing that would be worn on a special occasion.

Girls: Dresses/skirts no shorter than three inches above the knee, dress pants, Capri's and blouse or sweater.

The following are not permitted: Jeans, shorts, jean skirts or jean dresses, dresses with spaghetti straps, low-cut, backless, off-the-shoulder, sleeveless, or strapless.

Boys: Dress pants and a dress shirt, polo shirt, or sweater (ties may be worn).

Belts are required for pants that have belt loops (grades K-8).

The following are not permitted: Jeans or shorts.

Shoes and Socks: Appropriate shoes and socks must be worn at all times. Sandals or open-toed shoes with heel straps are permitted for girls. Socks, hose or tights must be worn with all types of shoes.

Announced Dress-Down Days

Clothing on these days is to be more casual. It must be neat, not torn, and cannot have holes. T-shirts are permitted if they have no inappropriate pictures or messages. Jeans are permitted on dress down days. Jean shorts are permitted during hot weather dress time, but they must be no shorter than 3 inches above the knee. Belts are required for pants that have-belt loops (grades K-8).

The following are not permitted: Basketball or soccer shorts, biker shorts, tank tops or **spaghetti straps**, sleeveless tops, jogging, yoga or warm up suits.

The following shoes are not permitted: Clogs, crocs, house slippers, Ugg/boots, steel toe/work type boots, or high-heeled shoes. Shoes must be closed toe.

Dress Code Violation Procedures

A uniform policy is in effect to ensure an orderly learning environment for all students. Individual classroom teachers will be responsible for enforcing the dress code. Parents will not be called to bring proper clothing for students that violate the dress code. Detentions will be given to students who violate the dress code 3 times per quarter. Dress code detentions are considered separate from the discipline policy.

Physical Education Dress Code

Students are required to wear approved gym clothes for Physical Education classes. These include:

1. Red gym shirt with St. Therese logo purchased from the school office.
2. Black gym shorts may be worn during the **1st and 4th Quarters**.
3. Non-skid/marking soled gym shoes.
4. Black sweatpants must be worn during **2nd and 3rd quarter**. **Yoga pants or leggings are not permitted.**
5. Since it is difficult for those students in **Pre-K thru grade 5** to change clothes at school, they are allowed to wear their P.E. uniforms to school, in place of the regular uniform, on gym days. Students in grades 6-8 should also wear their PE uniforms to school on PE days.

Physical Education Dress Code Violation Procedure

The same consequences are the same as a regular dress code violation.

Students will not be permitted to call home if they forget their gym clothes or regular school uniforms.

THE PRINCIPAL/PASTOR HAS THE RIGHT TO AMEND THE UNIFORM POLICY AT ANY TIME. PARENTS WILL BE GIVEN PROMPT NOTIFICATION.

HEALTH/SAFETY

Administering of Medication

In order to protect the health and welfare of the students and school staff alike, Indiana laws require that parents/guardians consent, in writing, to the administration of medication. In order for the school nurse, volunteer school nurse or a staff member to administer medications to your student, the **“Written Consent for Administration of Medication”** form must be completed and signed. Please read carefully the school policies regarding medication administration during school hours.

1. The school must have on record a written order from the prescribing physician/practitioner and written consent from the parent/guardian for prescription or herbal medications. There must be a written request from the parent/guardian for Over-the-Counter (OTC) medications before they will be administered to a student at school. (NOTE: The label on the prescription bottle/package will meet the requirement for physician's written order.)
2. Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following: Student's name, name of medication, dosage of medication, and prescribing physician/practitioner (if applicable).
3. Medication brought to the school must be checked in at the office and kept in a locked cabinet.
4. Only a one-week supply of medication is to be brought to the school.
5. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school.
6. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
7. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication.
8. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.
9. All prescribed medication will be administered strictly in accordance with the written order or the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school secretary/staff cannot take a physician's order over the phone.
10. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.

Section 4. IC 20-8.1-7-22 effective July 1, 2001 of the Indiana State Code reads that a school corporation MAY NOT send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to: the student's parent/guardian or an individual who is at least 18 years of age and, designated, in writing, by the student's parent/guardian to receive the medication.

Accidents/Injury

In case of serious accidents, the parent/guardian will be notified. If it is impossible to reach the parent/guardian through relatives or neighbors, the family doctor or emergency units will be called.

SERVICES

Classroom Aides

Whenever possible, based on enrollment **of at least 25 students in a classroom**, St. Therese School will provide classroom aides to assist the classroom teacher.

Vision and hearing testing

Vision and hearing screenings are required by state law and by the Allen County Board of Health. A written objection to these screenings must be on file in the school office if a student is not to participate in these activities at school. However, it will be the responsibility of the parent/guardian to complete this on their own within 30 days from the date it was offered at school. A written note/form from a qualified medical person must be sent to the school to be kept on file.

Library

St. Therese School utilizes the Waynedale Branch of the public library next door to the school.

School related activities

1. Open House, art exhibits; science fair, athletic events, etc. will be announced or publicized in the parent newsletter.
2. A graduation Mass will be offered for students completing the eighth grade. Parents and relatives are invited to attend. A reception will follow the Mass.
3. The pastor or his designate will be in charge of all servers. It is the responsibility of the parents to see that the servers are faithful to their serving responsibilities.
4. St. Therese School and/or affiliate organizations will not sponsor any dance or mixed parties exclusively for students after school hours.

School Insurance

1. According to diocesan policy, school insurance is mandatory for all students and is paid for in registration fees.
2. A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for accidents that happen during the school day at St. Therese or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid insurance plans. Claims should be submitted to the parent/guardian insurance first.
3. If an injury occurs, seek medical care through your usual provider. Then contact the school office, who will obtain the information required to complete the school's portion of the claim form. The claim form will be sent to the parent/guardian to complete their portion. The parent/guardian must mail the completed form, along with an explanation benefits and corresponding itemized bills, to the plan administrator. Completed claim forms must be submitted within 90 days of the date of the injury.

School Pictures

Each student will have a picture taken for school records. A school picture envelope will be sent home and it is the decision of the parent/guardian whether or not to purchase any pictures.

Field Trips

Throughout the school year field trips are scheduled for students. Such field trips are educational in nature, and a privilege. Individual teachers and the Principal, at their discretion, may refuse a student's participation in a field trip when circumstances warrant.

Before each field trip, a permission slip will be sent home for parents or guardians to sign. Signed Field Trip Permission slip must be returned to the school in order for the student to attend the trip. Faxed transmissions, telephone calls or e-mails will not be considered signed permission slips.

Adult volunteers will be asked to drive on many of the trips since St. Therese School does not have a bus. Volunteer drivers must have proper auto insurance and enough seatbelts in their auto for each student they are transporting. (see **Safe Environment**)

Field trips are designed for school aged children. Many places specify that younger children, or non-students of St. Therese School, do not take part in field trips. **Therefore, only students of St. Therese School will be allowed to attend scheduled field trips.** Drivers may NOT make any extra unapproved stops after leaving the school grounds on the way to or before returning to the school grounds from the designated field trip location.

NO OVERNIGHT FIELD TRIPS WILL BE ALLOWED DURING THE SCHOOL YEAR AS PER DIOCESAN DIRECTIVES.

Classroom Parties

Classroom parties may be scheduled during the year on a limited basis by the classroom teachers. Room parents are helpful in planning and assisting the teacher and in making sure that the parties are age appropriate and handled in a manner that takes the needs of all involved into consideration. (see **Safe Environment section**)

Class Movies/Videos

While viewing movies/videos in the classroom can be educational in nature and provide support for the curriculum, it is important that good judgment be used in viewing them on a regular basis. Teachers can only show videos that relate to the curriculum being taught. Please respect all involved by not sending videos with your child expecting the teacher to take classroom time to share it with all of the students.

Crisis Intervention

Because we are concerned with the safety and well-being of our students, our school and the Diocese have prepared a Safe and Secure School Plan. This plan addresses events that may threaten our students. During the school year, we will conduct drills for fire and severe weather, as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students and staff, including counseling services.

Volunteers (P2310)

Volunteers are individuals who provide services at a Diocesan school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or any school-related or athletic-related activity may perform a number of suitable functions for which they are qualified based on their training or background. Criminal history background checks will be performed on all volunteers prior to assisting.

All volunteers performing a service on a regular or recurring basis must have completed the Diocese of Ft. Wayne-South Bend Volunteer Application. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

Under Indiana law, Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By volunteering at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve regular contact with children or young persons, the applicant must:

1. Complete a Diocesan Authorization and Release for Background Check Information
2. Successfully pass the diocesan required reference and criminal history check process

Termination of Volunteer Services

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

SAFE ENVIRONMENT

Diocesan Policy mandates that anyone wishing to volunteer in any school related activity such as driving/supervising field trips, visiting classrooms, assisting with classroom parties or any other school related function, MUST complete all of the necessary SAFE ENVIRONMENT paperwork and background checks. In order to ensure the safety of all students and school personnel, this Diocesan policy will be followed without exception. Proper forms may be obtained in the school office.

STUDENT RECORDS (P4170)

Access to Official Student Records

In accordance with the Family Educational Rights and Privacy Act (“FERPA”) of 1975, any natural parent, guardian or individual acting as a parent in the absence of a parent or a guardian of a student has a right “to inspect and review” his/her minor student’s education records, unless the school has been provided with a court order, State statute, or legally-binding document that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

All schools shall follow the diocesan policy and procedure regarding requests for access to student educational records, in accordance with FERPA

A “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

An “eligible student” means a student who has reached eighteen (18) years of age or is attending an institute of post-secondary education.

All student records are confidential and may be accessed only by those authorized to do so. (See I. G.) This includes health records, psychometric testing, and student academic records but does not include counseling reports/files protected by statute.

The following list of the types of personally identifiable information is on all student records. Such personally identifiable information will not be released without the prior written consent of the parent or eligible student unless such information is required by judicial order or subpoena and the parents and are notified of such orders or subpoenas in advance of disclosure:

Name, Address, Birth Date, Telephone Number, Grades, Attendance Record, Programs/Related Service Provided/Year Student Exited from Special Education Services.

Parents and eligible students will be annually notified of their rights under the Family Education Rights and Privacy Act (“FERPA”) through the local school parent/student handbook.

All student files are maintained in a secure place including files of graduates.

Parents are permitted to inspect and review any educational records relating to their child who is under the age of 18 and who has not entered colleges, which are collected, maintained, or used by the agency under IDEA-B and State rules and regulations. These rights transfer from the parents to the student when the student becomes eighteen (18) years of age (i.e., an eligible student, or enters an institute of post-secondary education), unless the student has been adjudicated incompetent.

The parent or eligible student has authority to inspect and review records relating to the student and is given full rights of inspection and review.

The right to inspect and review educational records includes:

- a. The right to reasonable requests for explanations and interpretations of the records by the school;
- b. The right to receive copies of the records from the school if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records;
- c. The right to have access to records within a reasonable time (no more than 45 days after the request);
- d. The right to receive a copy of the student's educational record from the school to use in a contemplated or pending hearing within the school.

The school may disclose a student's records without a parent's or eligible student's permission to the following individuals:

- a. Other school officials who have legitimate educational interests;
 - b. Officials of other schools in which the student intends to enroll, provided that the parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing;
 - c. Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, an administrative head of an educational agency, or state educational authorities;
 - d. Appropriate persons in connection with a student's application for receipt of financial aid;
 - e. State and local officials to whom such information is required to be disclosed by state statute adopted within a certain time frame;
 - f. Organizations conducting studies on behalf of educational agencies to develop, validate or administer predictive tests;
 - g. Accrediting organizations;
 - h. Parents of a dependent student of such parents as defined by Section 152 of the Internal Revenue Code;
 - i. In connection with an emergency, appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons; and
 - j. The entity or persons designated in a Federal grand jury subpoena or the entity or persons designated in any other subpoena issued for a law enforcement purposes
- Each educational file has a record of each request for access to and each disclosure of personally identifiable information from the file. The record of access includes:
- a. The name of the party,
 - b. The date access was given, and
 - c. The reason the party had in gaining access to the information.

Upon request, the parent or eligible student may obtain a copy of the record that was disclosed.

The school requires written dated consent of a parent or eligible student before it discloses personally identifiable information from the student's educational record, except in the situations described in I. G. above. The written consent specifies:

- a. The records that may be disclosed,
 - b. The purpose of the disclosure, and
 - c. The person or class of persons to whom the records may be disclosed.
- (In such instances, the parent or eligible student, upon the parent's request, shall be given a copy of the record disclosed.)

The school permits a parent or eligible student to request correction of the student's educational records where such information is inaccurate, misleading or in violation of student's rights of privacy or other rights. If the school decides not to amend the record, the school shall inform the parent or eligible student of its decision and his or her right to have a hearing on such decision in accordance with FERPA. If the school, after the hearing, decides the record is not inaccurate, it shall inform the parent or eligible student of the right to place a statement in record commenting on the contested information in record or why he or she disagrees with the decision.

In compliance with FERPA, the following statement will appear annually in the local diocesan school's Parent/Student Handbook:

Such natural parent, guardian, or individual acting as a parent in the absence of a parent or a guardian of a student may request the amendment of his/her student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record as requested; such natural parent/guardian/acting parent is entitled to a hearing on his/her request. 20 U.S.C. § 1232(g); 34 C.F.R. Part 99

RELIGIOUS ISSUES (4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Pregnancy - Elementary Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family. While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

Abortion

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved the pastor, the school principal, and a person designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the bishop regarding the student's suspension or expulsion.

Invalid Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student who has entered into an invalid marriage to the Vicar of Education or a delegate of the Bishop.

INSPECTIONS (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time for any reason consistent with diocesan policy. Lockers and desks are school property and may be searched at any time. The Principal or the principal's designee, and one witness will be authorized to make these searches.

ENVIRONMENTAL TOBACCO SMOKE (P5430)

Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor, is allowed to smoke in these buildings while such services are being provided to children.

SUBSTANCE ABUSE POLICY (P4570)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student sees a substance abuse counselor for an evaluation and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem.

PLEASE GO TO THE SCHOOL WEBSITE (<https://www.stthereseschoolfw.org>) AND READ THE HANDBOOK. ONCE YOU HAVE READ THE HANDBOOK, PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE. THIS FORM MUST BE TURNED IN BY SEPTEMBER 5, 2018.

HANDBOOK RECEIPT ACKNOWLEDGMENT

This is your copy of the St. Therese Parent/Student Handbook containing the rules and regulations for our 2019-20 school year. In order that you might better understand the philosophy and expectations of St. Therese School, it is important that you thoroughly read this booklet. Please feel free to share and discuss the contents with your child. Your signature below indicates that you have read and accepted the rules and regulations of our school. Your cooperation enables all of us to work together in the best interests of your child.

Enrollment in St. Therese School is subject to the approval of the Diocese and the St. Therese administration. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all the policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student’s parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School’s mission.

By signing below, we acknowledge that we have received a copy of the St. Therese School Parent/Student Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgement shall not relieve us of the obligation to follow all rules and guidelines that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Print and Sign this form. Return to the school Office on or before August 30, 2019.

Student Signature

Student Signature

Student Signature

Student Signature

Parent/Guardian Signature

Parent/Guardian Signature

Date