



St. Therese Catholic School Parent-Student Handbook 2017 - 2018 School Year

Updated August 2017

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The Mission of St. Therese Catholic School Is To Develop The Whole Person Spiritually, Intellectually, Socially, and Culturally According To Christ's Example As Found In The Gospel.

ST. THERESE PHILOSOPHY OF CATHOLIC EDUCATION

- **WE BELIEVE** that a philosophy of Catholic education begins with faith: that God, in creating, gifted us with life, became one of us in His Son Jesus, and in the Person of His Spirit, awaits our response to His unconditional overture of love. Jesus remains with the community He formed, witnessing and sharing the Good News in every age and with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic community flows.
- **WE BELIEVE** that education which is Catholic, begins with life in the heart of the family. Parents, the primary educators, see and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love by growing and excelling through responsible involvement in the religious, academic, cultural and civic concerns of daily life.

The objectives of all St. Therese programs are: to grow personally in Christ, clarify personal values and character development, get along with others, appreciate diversity, become better leaders, and develop specific academic skills.



ARCHDIOCESE OF DENVER

Mission of Catholic Schools

Catholic Schools in the Archdiocese of Denver exist to cultivate in students and the whole school community a love for Jesus Christ, fidelity to His Church, and commitment to the dignity of the human person. They seek to assist parents in forming their children in moral and academic excellence. In developing the talents of every student to the fullest, they seek to evangelize and serve the wider community in the name of the Gospel.

Mission of the Office of Catholic Schools

In the spirit of servant leadership, the Office of Catholic Schools provides vision, direction, and supervision to Archdiocesan Catholic school communities in order to assist them in the achievement of their mission.

Investing in Our Future

The Archdiocese of Denver Catholic Schools is an investment in the future of our children and our Catholic faith. Unsurpassed academic achievement, along with the reinforcement of Catholic faith and formation, provides a solid foundation for personal success.

Our promise

Confidence that children who attend Catholic schools will experience more complete development and unsurpassed academic and personal success. The reasons to believe we can deliver on our promise are:

- Catholic faith formation
- Nurturing community
- Reinforce family environment
- Rigorous academic curriculum



DISCRETIONARY CLAUSE/RIGHT TO AMEND

This handbook was developed to enable you, the parent, to become more fully aware of the policies and practices in effect at our school. Education is the dual responsibility of both the home and the school so it is important that you understand the rules, guidelines and procedures under which St. Therese Catholic School operates.

This handbook describes normal operating procedures at St. Therese Catholic School. The pastor and school administration reserve the right to amend or create policies in specific circumstances.

NON-DISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with the policy on Admissions, 4.2.1. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

ACCREDITATION

St. Therese Catholic School has full North Central Association through ‘AdvancED’ Accreditation Association.



The Extended Care Program and the Preschool Class are licensed by the State of Colorado Department of Human Services.

IMPLICATIONS AND EXPECTATIONS

For Faculty:

- Each faculty member will strive to reinforce Christian attitudes in himself/herself.
- Each faculty member will strive to be adaptable/flexible.
- The faculty will treat students with a positive attitude.
- The faculty will create an environment in which the student can be successful.
- The faculty will teach students to respect themselves and others.
- The faculty will establish and maintain rapport with parents through good communications.

For Parents:

- The parents will cooperate with the programs designed to promote the child's religious and academic growth and development.
- The parents will be knowledgeable in the policies and regulations of the school and assist the child in his/her respect and compliance with these regulations.
- The parents will strive to improve communications with the school by attendance at school functions and formal /informal teacher-student-parent conferences.

For Students:

- Students will develop a healthy attitude toward learning.
- Students will grow in responsibility for their own learning.
- Students will develop inner discipline.
- Students will conduct themselves as persons who respect others and others' property.
- Students will develop a spirituality and sense of prayer, which will reflect the presence of Christ in all they do.

ADMISSION POLICIES

1. **Age Requirement.** Students must be 4 years old by October 1 to enter Pre-School for any given year. Students must be 5 years old by October 1 to enter kindergarten for any given year. Students entering first grade must be 6 years old by September 15, unless they have completed a school kindergarten program (Archdiocesan Policy No. 2000).
2. **Philosophical Orientation.** Whether Catholic or non-Catholic, all students must attend religion classes and participate in religious activities conducted in the school and church.
3. **Catholic Registrants.** Catholic students will be given first priority for enrollment in St. Therese Catholic School. Non-Catholic students who wish to enroll will be placed in a pool and admitted if space is available.
4. **Middle School Applicants.** Registrations are generally not accepted from students seeking seventh and eighth grade placement unless students are transferring from other Catholic schools or new residents to the Denver metropolitan area who are determined to be able to be successful in our middle school. All applicants will be interviewed by the principal and/or teachers.
5. **Handicapped Students.** Students with handicaps can enroll at St. Therese Catholic School unless the handicap seriously impairs the student's ability to complete successfully the school's academic program or unless the school cannot provide sufficient care or make reasonable accommodations for the student.
6. **Registration Documents.** Parents should provide the following documents at registration time to ensure placement on the class lists. Students with all current documents will be placed on the class lists first.
 - a. Birth Certificate for all new students.
 - b. Baptismal Certificate for all Catholic students.
 - c. Report cards from the current school year and from past school years unless this is the first year of school for the student.
 - d. Standardized test scores, if available.
 - e. Colorado State law requires immunization records. and a statement of the child's current health status, signed and dated by an approved health care professional (ages 3 to 6).
 - f. Registration fees are paid, tuition payment plan on file in Business Office and other admission forms completed.
7. **Probation.** All new students are on probationary status for one full trimester from the first day of attendance at St. Therese Catholic School. In addition, academic or behavioral probation may be assigned to students who are struggling to succeed at St. Therese.

A. ADMISSION TO MIDDLE SCHOOL (grades 6-8)

All students entering St. Therese Catholic Middle School will present a folder which includes these documents:

1. Past school's records (recent grades, permanent record grades, and standardized test scores).
2. Past teachers' recommendations.

3. St. Therese Catholic School Entrance Test including essay
4. Student Interview with Principal and/or teachers
5. Parent interview with Principal.
6. Copy of Baptismal Certificate and Birth Certificate

B. MIDDLE SCHOOL ENROLLMENT (6, 7, and 8 GRADES)

St. Therese Catholic School will only accept applications in grades 6, 7, and 8 from students transferring to the area from Catholic schools or those who are deemed to have a chance of success at St. Therese. The Principal will review all other applications and accept or deny admission based on the academic and religious standards of St. Therese Catholic School.

ATTENDANCE POLICY

The State of Colorado provides by law for compulsory school attendance of all children between the ages of five and sixteen years. The primary responsibility for compliance with this law belongs to the parents. St. Therese Catholic School will notify parents when student absence is preventing a child from successful school performance. If a child is absent more than 36 days per year (20%), St. Therese Catholic School will retain the child in the same grade unless parents can provide documentation that the child has been enrolled in a state approved school, whether this be in the State of Colorado or in another state. Students who are absent for long periods of time and have not communicated with the school, and/or the school has been unable to contact them, will be referred to the truancy officials of the State of Colorado (Archdiocesan Policy No. 2120).

1. ABSENCES/TARDIES

Parents should call the school office when students are ill or late for any reason. When the student returns to school, he/she should bring a note from the parents to the Main Office to ensure the student is no longer absent and then take the note and admission slip to the classroom teacher. If the Main Office does not receive a call from parents or guardians on missing students by attendance time (8:15 A.M.), the school will call for verification of illness or non-attendance.

When a student will be absent for a short period of time for medical or emergency reasons, parents should call the school and share that information. For other appointments, which will take the student from the school during the day, parents should notify the school of the appointment and the time of the appointment. The responsible person must sign the child out in the office and sign the child in upon returning to school.

- a) **EXCUSED ABSENCE.** Parents have contacted the school and the child is ill or is with the parents in an emergency situation.
- b) **UNEXCUSED ABSENCE.** The child was not in school or no phone call was received from a responsible adult or the nature of the activity was not in any way related to a family need or an educational outing. Absences for activities that can be taken care of outside of school hours will be legally unexcused.
- c) **SCHOOL-RELATED ABSENCES.** School related absences are absences related to school activities or personal educational needs (visiting other schools as eighth graders or educational field trips not supervised by the school but having valuable educational content). These absences must receive prior approval from the Principal and the teacher, and all homework must be completed for the time absent.
- d) **EXCUSED TARDY.** The school has received a telephone call or message indicating the

(legitimate) nature of the late arrival, such as a medical appointment or broken down vehicle and all students serving as altar servers for the morning Mass.

- e) **UNEXCUSED TARDY.** Unexcused tardies are late arrivals, which are not medical, nor emergencies.

ATTENDANCE EXPECTATIONS

1. Students attend every class each day unless ill or approved for a prearranged absence.
2. Students check out through the Main Office before leaving campus for doctor's appointments, illness, or approved early dismissal. Students do not leave school without prior arrangements with the Main Office.
3. Students who become ill during the day should notify the office of their illness so that specialists are aware of their status.

ACADEMIC HONOR ROLLS (MIDDLE SCHOOL)

1. PASTOR'S HONOR ROLL

The student must have a 4.0, all As and no behavior reports. This includes all core classes and specials.

2. PRINCIPAL'S HONOR ROLL

- a) The student may not have any grade lower than a C on the report card.
- b) The student must have a 3.5 or better average. Students are placed on the Principal's Honor Roll when academic grades from all classes equals 3.5 or above.
- c) The student may not have any behavior reports in that trimester.

ACADEMIC PROBATION

A student may be placed on probation by the Principal for a specified time for serious or continued misconduct or serious academic deficiency. All new students serve a probationary period for one trimester. At the end of the trimester, the staff will meet and evaluate each new student's progress and leadership. For probation related to behavior or academic deficiency, these procedures are followed:

1. A conference including parents, student, Principal, and teachers will be held to discuss the current problem and the terms of the probation.
2. A written account of the conference, including the improvement plan, will be developed. A copy will be kept on file at the school and a copy mailed to the parents. The plan will include the necessary improvements required:
 - a. a procedure for achieving those goals from staff, parents, and student
 - b. how the improvement will be monitored and adjusted, if necessary
 - c. the time frame
 - d. the subsequent level of performance
 - e. what evaluation procedures will be used throughout the process of improvement
3. The Pastor of St. Therese Catholic Parish will be informed of the student's progress on a

regular basis.

4. If there is no improvement in academics or behavior, and the program has been appropriately monitored and adjusted to meet the student's ability and the school's behavioral expectations, the Principal will then evaluate the student's continued enrollment at St. Therese Catholic School.
5. During the time of probation, the student will have assigned work that will be graded on the same scale as well as the regular daily assignments. (Archdiocesan Policy No. 2520)

ACCREDITATION

St. Therese Catholic School has full North Central and “AdvancEd” Accreditation. The Extended Care Program and the Pre-School classes are licensed by the State of Colorado Department of Human Services.

ACTIVITY FEES

The Principal and Athletic Director publish student activity fees on registration day. Fees for field trips are published by the classroom teacher when the event is scheduled. Parents know at least a week in advance that a class is scheduled for an outside event and that signed field trip notices and additional money are required before the student will accompany the class on the trip. Students who need financial assistance to accompany a class on a field trip should speak to the Principal or teacher and arrangements will be made for that student to accompany the class.

AFTER-SCHOOL ACTIVITIES

Parents have the primary responsibility for supervision and liability in all activities outside the school day and on other campuses. The school can provide supervision only for those participating in athletic events and extracurricular events scheduled by the school. All other students are presumed to have parent supervision. These are the procedures for after-school activities:

1. Students enrolled in after school programs will be supervised by the teacher of the program until 4:00 p.m. or a prescheduled time. This includes detentions, homework sessions, tutoring, and any other school sponsored event. Parents are expected to meet the students by the ending time. Students will be sent to Extended Care at completion time if parents have not arrived.
2. The coaches and managers during scheduled practices or events supervise students participating in those events. Students and other children who are not signed up for these events, will not be allowed in the area without their own parent present. When the scheduled event is over, parents assume the supervisory role and accept the liability from that time forward.
3. The athletic or other staff will not remain for long periods of time waiting for parents to pick up children after events. Students will be sent to Extended Care until 6:00 p.m. If any student remains more than 15 minutes after practice or events, the **parents will be charged a fee of \$1.00 per minute beyond that time**. If a parent cannot be reached, the police will be called. Schedules have been given to each participant at the beginning of each season indicating the times of practice and events.

Activities include, but are not limited to: Homework Club, Talent Show, Student Council, Sports (CSAL) League, Yearbook, and Enrichment Classes.

ASBESTOS

St. Therese Catholic School has conducted an extensive asbestos survey of the school. Based upon the findings of this inspection, a comprehensive ASBESTOS MANAGEMENT PLAN was compiled in 1988. This plan detailed the response actions that the school would take regarding asbestos present in our school. On March 31, 1989, the school completed the removal of all visible, accessible, friable asbestos identified on site. In 1988, St. Therese Catholic School completed the required re-inspection and re-survey as mandated by AHERA law.

The MANAGEMENT PLAN and the REINSPECTION REPORT are available for inspection at the school office, without cost or restriction, during normal business hours. Business hours are 7:30-3:30 daily. If you desire a personal copy of either report, please notify the school office in writing and the report will be mailed to you within 10 working days. The cost per page is 10 cents. The safety and health of our students and staff have always been of prime importance at St. Therese Catholic School. Our commitment will also insure regular inspections for asbestos and other hazardous materials will continue and, if any are found, these will be contained or removed.

ASSIGNMENT BOOKS

Students in grades 3-8 should have an assignment book to record homework and their daily responsibilities and track their own progress in completing assignments, forms, and projects. The books will be purchased from the school. Please check for communications from the teachers.

ATHLETIC PROGRAMS

C. ATHLETIC FEES

Athletic fees are published on registration day. Athletic fees will not be reimbursed once a season has begun, except in the case of an extenuating circumstance. Such emergencies might include health issues, injuries, or illness that would be diagnosed or treated by a physician and prevent a student from playing the rest of the season. All other requests for a partial or total refund will not be honored.

D. GYM CLOTHES

Only plain white or navy blue undershirts or school logo t-shirts must be worn for gym class.
FOR CLASSROOM UNIFORM UNDERSHIRTS, ONLY SOLID WHITE AND NAVY BLUE T-SHIRTS ARE APPROPRIATE.

E. GYM SHOES

Students should have a second pair of tennis shoes for the gym. One pair is for the playground; the other for the gym. This helps protect the gym floor from rocks and debris.

F. STUDENT INELIGIBILITY FOR SPORTS

When students have received an **ineligibility** notice for sports, this procedure will be followed:

1. Students who are ineligible to play in games may practice with the team, but must become eligible again before being allowed to play in a game.

1. Students excused from physical education classes for medical reasons may not practice with or participate in scheduled games until the medical condition has received a doctor's written approval. (Coaches are notified of the students with restricted participation either by parent or physician request).
2. **If a student has 2 Ds or 1 F or 1 Behavior Report the week prior to a scheduled game, the student will be ineligible and will not be able to play. Re-evaluation of Eligibility is done weekly.**

G. STUDENT PARTICIPATION IN SPORTS

St. Therese Catholic School currently offers Cross Country, Volleyball and Basketball as participation sports on an after-school basis. St. Therese Catholic School believes that all students on teams should participate in the practices and in the scheduled activities on an equal basis and should be placed on teams at the level of their skills and ability. Placement on teams at the appropriate level of skills and ability will be done by the athletic director and coaches with the approval of the Principal. If adjustments need to be made, the coaches and athletic director will make these changes and advise the Principal of the changes. All placements will be for the season. Parents are expected to abide by the code of conduct posted in the St. Therese Catholic School Gym. All parents are required to attend the "Play Like a Champion" parent classes. At least one parent must attend the class.

It is strongly recommended that each child have a physical examination prior to participation in sports. The school will not be liable for injuries incurred while playing sports or other activities.

AWARDS ASSEMBLY

Awards Assembly is scheduled at the end of each trimester. Each elementary student will be recognized publicly for his/her contribution to the school at least once during the year. Through a student's participation in many of events, some students may be recognized at more than one trimester's awards ceremony.

BACKGROUND INVESTIGATIONS

School Employees

All newly hired school employees who do not hold a current Colorado Teacher and/or Administrator License are subject to a background investigation prior to the date they are offered employment. Each applicant shall complete an appropriate application and an authorization to obtain a criminal background check and these will be held on file.

Volunteers

1. All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer their time
2. Each volunteer shall complete a volunteer application and an authorization to obtain a criminal background check
3. All volunteers will be required to produce their date of birth and Social Security number for conducting this background check.
4. A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish.

Additionally, all volunteers are required to take the Archdiocesan SAFE environment training.

5. All volunteers who began service before September 27, 2002 shall also agree to a comprehensive background check obtained from the Colorado Bureau of Investigation or other appropriate state agency outside Colorado. (Archdiocesan Policy No. 3140)

In addition, all school employees and school volunteers must read, sign, and agree to the Archdiocesan Sexual Misconduct /Abuse Policy promulgated by the Archbishop of Denver.

BIRTHDAYS

It is the policy of our school to recognize birthdays by allowing students to share treats with their class. **Simple, individual snacks are preferred. Please do not bring cakes as they are difficult to serve.** If students wish to hand out birthday party invitations, they must include all students in the class. Otherwise, to avoid hurt feelings, invitations must be sent by US Mail or phone calls, and the party not discussed at school.

BUILDING USE

St. Therese Catholic School restricts the use of its building to parish and/or school activities. All use of the school facilities is by approval of the Principal and, in special cases, of the Pastor. Each year the Principal reviews the building use requests for the classrooms, lunchroom and gym.

All requests for building use, classrooms, and gym are approved by the Principal. These are then scheduled on a first-come, first-served basis.

BUILDING VISITORS

St. Therese Catholic School welcomes many visitors each year. In order to accommodate our numerous requests and spread out our staff so you are welcomed, these procedures are followed:

1. All visitors should make appointments to tour the building and see our staff. These are coordinated through the office. When visitors arrive to the building, they should push the button on the security system near the front entrance or at the gym door to receive building clearance. Upon entering the building, they should proceed to the Main Office and wait to be escorted to their destination by office personnel. Visitors will be issued passes that should be returned to the Main Office when you leave the building.
2. Requests for formal classroom visitations are approved in advance by the Principal and the classroom teacher. Meetings with teachers should be scheduled in advance. In emergencies, the Main Office is your first stop, and you will be announced through the intercom system and met by the teacher in the lobby.
3. Suspicious or unannounced visitors wandering the building will be asked to leave the premises. If the request is refused, the police will be called.
4. Students will not be released to visitors without prior authorization of parents unless by court order or by police.

CALENDARS

A school calendar is given to each family on Check-In Day. New entries on the school calendar

are published in the Thursday folder, website, and the monthly calendars to assist in your planning. To ensure a student is receiving a full year's course of study, the school encourages parents to plan vacations, family trips, and other outings during the school vacations.

CHILD ABUSE

Colorado State Law requires educators to report suspected cases of physical abuse, sexual abuse, and neglect of children to the proper authorities. Any teacher who knows or has reason to believe that a child is being neglected or abused must report this information to the Principal. The local agencies will pursue this investigation. St. Therese Catholic School will follow the law to report all suspected cases. (Archdiocesan Policy No. 2200).

CLOSED CAMPUS

Students are not allowed to leave the school grounds at any time during the school day without parental supervision and/or parental permission and they must be signed out at the office.

CO-CURRICULAR PROGRAMS

St. Therese Catholic School offers a balanced program of student co-curricular offerings such as Student Council, Yearbook, Homework Club, and other enriching opportunities throughout the year. These classes are offered before and/or after school hours and are taught and supervised by teachers, part-time staff, and/or volunteers. They do not take the place of nor interfere with the school's academic program, but provide intellectual, spiritual, artistic and physical enrichment for students while enhancing the mission of St. Therese.

COMMUNICATION CHANNELS

Parents should contact the **teacher first** of the class or subject regarding matters of discipline, curriculum, incomplete homework, student progress, classroom expectations, and student responsibilities. The Principal is the final arbiter in cases that cannot be resolved at the classroom level. For daily homework, parents may call the teacher through the Main Office to obtain the homework.

Parents should contact the Principal on school policy, school management, enrollment, student abuse, vandalism, situations involving violent behavior, and general scheduling.

Parents should contact the Business Office regarding general financial information or student accounts.

To file a complaint about Child Care (Preschool or Extended Care), inform the Principal, and call Colorado Department of Human Services, Division of Child Care, if necessary.

The Archdiocese has an Appeal Policy (No.1500) if anyone so wishes a copy from the Principal. Recognition of local authority and decisions must be made first with the Principal or Pastor. If you believe it cannot be resolved at the school level, you may wish to appeal to the Office of Catholic Schools at the Archdiocese of Denver.

COMMUNITY AND BUSINESS FLYERS

If approved by the principal, flyers from local organizations and businesses will be sent home in the Thursday folders. The school does not endorse any business, vendor, or sales person and the flyers sent home should be considered informational.

CONCUSSION GUIDELINES

We are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Therefore, all coaches are required to complete the on-line concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties. Coaches are provided with steps to follow whenever an athlete experiences a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion. (Archdiocesan Policy No. 2190)

H. CONTROVERSIAL OR POLITICAL ISSUES

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of the mass media or other communications or of any organized group. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church. Advocating a specific political stance, party affiliation, or political agenda is not to be exercised by faculty, students, or parents while in the school (4310).

CURRICULUM – INSTRUCTIONAL PROGRAM

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student. The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools. Curriculum evaluation committees consisting of teachers, principals and/or other curriculum experts are charged with the responsibility of assisting the Associate Superintendent in reviewing, revising, and developing implementation for individual subject areas of the curriculum. Changes to curriculum areas are made according to a set subject rotation, as determined by the Associate Superintendent with the approval of the Superintendent.

A. Preschool Course of Instruction

1. The basic program in pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm, and technology.
2. The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore, and relate successfully in his/her environment.

B. Elementary School Course of Instruction

1. The basic program in kindergarten through grade three shall include religion, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program.
2. The basic program in grades four through eight shall include religion, mathematics, language arts, social studies, science, fine arts, physical education, health and safety. Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.

Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended, but optional.

DRESS CODE DETAILS

Students wear uniforms at St. Therese Catholic School (described under **Uniforms**). These may be purchased through the uniform companies that service our school. These companies are informed as to what components are required and which components are voluntary. The School Office also has a standard uniform list for new parents and students. Used uniforms are available at the school, but there may be limited offerings and sizes.

A. EARRINGS & JEWELRY, COSMETICS, MAKE-UP & BODY ADORNMENTS

Make-up and cosmetics are not allowed at St. Therese Catholic School. Girls may wear clear finger nail polish. No body piercing aside from the earlobes may be visible. No hennas, temporary, or permanent tattoos may be visible.

Boys may not wear earrings. Girls may wear one pair of earrings that do not hang below the earlobe. If the ears are pierced, stud earrings that do not hang below the lobe, should be worn. Large and dangling earrings are safety hazards and are therefore not allowed. Students may be requested not to wear any earrings for certain gym activities. **Neck jewelry for boys and girls is limited to crosses and medals of saints.** Colored rubber bracelet bands may be worn on out of uniform days if for charitable support. Any other concerns regarding jewelry are at the discretion of the administration.

B. HAIRCUTS

Students' hair should be cut and combed neat and clean at all times. Please check with the teacher for validation.

BOYS: Boys may not have hair that is below the collar of the uniform shirt or a dress shirt or covering the eyes. Hairstyles must be neat and well trimmed. Hair may not be spiked with gel, mousse, etc. Rat-tails, etchings, Mohawk cuts, and other eccentric (or fad) hairstyles or designs are not permitted. Multicolor or any color dyes or bleaches are not permitted. Facial hair must be shaved if longer than 1/8 inch, so face is clean cut.

GIRLS: Girls may not have hair covering the eyes, bangs thickly moussed, heads shaved or other eccentric (or fad) styles. Hair may not be spiked with gel, mousse, etc. Designs, streaks or multicolor or any color dyes or bleaches are not permitted.

C. DRESS CODE AT PUBLIC OR SCHOOL FUNCTIONS

All students of St. Therese Catholic School will wear appropriate clothing at school events and public events when these are scheduled school activities representing the school. This means full length shirts or blouses which are not transparent or with spaghetti straps or cleavage showing. Jeans should fit comfortably. Tight fitting jeans or skirts are inappropriate at public functions or school events. Any part of the breast, belly, or buttocks should not be shown by any student. Skirts must be no shorter than 3 inches above the knee.

PARENTS SHOULD ALSO MODEL THE APPROPRIATE DRESS AT SCHOOL AND PUBLIC FUNCTIONS IN ORDER TO HELP MAINTAIN OUR DRESS CODE.

STUDENTS WILL BE SENT HOME IF THEY SHOW UP AT A PUBLIC OR SCHOOL FUNCTION DRESSED INAPPROPRIATELY. THIS DECISION WILL BE MADE AT THE PRINCIPAL/CHAPERONE'S DISCRETION.

D. DRESS UP DAYS

At various times during the school year, dress-up days will be scheduled for some events. When these days are scheduled, students wear clothing for dress-up occasions.

- a. Boys' Shirts must have collars and may be worn with a tie.
- b. Pants should be nicely tailored dress slacks (for boys & girls).
- c. T-shirts, with specific logos or designs, or sweatshirts are not acceptable dress on formal dress-up days.
- d. Blouses (no cleavage showing) and skirts or dresses (no more than 3" above the knees) are appropriate attire for girls on these days.
- e. Blue jeans are worn only on specifically designated days as "Jeans Days". Jeans that are overly tight or overly baggy or have holes are not acceptable. Jeans must be able to be pulled 2 inches from the thigh or buttocks area.
- f. The school uniform is acceptable dress for any day of the school year.
- g. Jewelry is limited to necklace crosses or medals of saints, and only stud earrings for girls. No make-up or long fingernails.

Eighth grade dress-up is always shirt and tie for the boys with dress slacks and shoes. Dresses or skirts or dress pants are required for girls. SHOES MUST COVER HEEL AND TOE, NO HIGH HEELS (2" OR LESS IS OKAY), NO SANDALS. Must have shoes for P.E. if scheduled.

EIGHTH GRADE CONTINUATION & AWARDS

Continuation exercises for elementary (middle) schools will be scheduled no earlier than one week preceding the closure of school (Archdiocesan Policy No. 2460). Academic awards and effort awards in each subject area are given to eighth grade students during the awards ceremony based on their outstanding achievement and personal effort. All awards will be given at the awards ceremony following the Continuation Mass.

EMERGENCY DRILLS

The fire department requires one **fire** drill per month, some of which are conducted by the Aurora Fire Department. The other drills are conducted and reports are filed with the appropriate fire department personnel.

A **tornado** drill is conducted twice a year, as is a lockdown drill.

In each classroom, there is an emergency escape route posted for fire drills and tornado drills. Students are advised of a secondary route should the primary route be congested or blocked during an actual emergency.

For major emergencies, which might necessitate a lock down, the classroom teachers have an **emergency crisis plan** (white binder) with specific directions on how to implement the plan. Parents also receive a copy of this Emergency Procedure plan at the beginning of each school year.

In the case of a lost child, no more than five minutes will be spent looking for that child, then the parents and police will be contacted.

FIELD TRIPS

Educational trips serve an important learning tool for our curriculum. The field trips are coordinated to complement the curriculum the students have studied or are studying. Students are supervised on field trips by school staff and a limited number of parent volunteers, under the direction of school staff. A ratio of 1 adult for every 10 children will be maintained.

A parent must give written permission before a child will be allowed to leave the school for any field trip. Notes are sent home in advance requesting parental approval for any outing. Parents may request that a child not participate on a field trip. If such a request is made, the child is expected to be in school, unless ill or on a family emergency, and the student will be assigned to the office or another class with assignments to complete. Students who arrive too late to go on a field trip will be assigned to the next highest grade level classroom.

Students may be denied participation on a field trip for disciplinary and/or academic reasons. Field trips are **PRIVILEGES** for students; no student has an absolute right to a field trip.

If funds are needed to attend a field trip because of family finances, please speak to the teacher or principal for assistance.

Colorado's Child Restraint Law

Colorado Revised Statute 42-4-236

Children aged 1 to 4 years who weigh 20 to 40 lbs. must be restrained in a forward-facing car seat.

Safety advocates* recommend restraining your child in a "5-point" harness system until they are at least 40 lbs. This harness provides the best protection for your child.

Children over 40 lbs. who are less than 6 years old must continue to ride in a child restraint (unless they are 55" tall). Typically, this is a booster seat (not required on buses). While Colorado Law requires older children to be restrained in booster seats until they are 6 years old, 55" tall, safety advocates* recommend keeping children in booster seats until they are about 57" tall. A child's height is the best predictor of proper seat belt fit.

Children between 6 and 16 years old must be restrained in a seat belt. Everyone in the car should always be properly buckled up, either with appropriate car seats, booster seats, or vehicle seat belts. Proper seat belt fit is achieved when: (1) the child can sit *all* the way back against the seat back with their knees bent naturally at the edge of the seat; (2) the shoulder belt comfortably crossing the shoulder between the neck and arm; and (3) the lap belt sitting low on their hips, touching the thighs. This is usually achieved when the child is 57" tall, regardless of age or weight.

* Safety advocates include the American Academy of Pediatrics, the National Highway Traffic Safety Administration and the National SAFE KIDS Campaign.

FINANCIAL REQUIREMENTS

Each Archdiocesan school will have a written explanation of financial requirements of parents, including, but not limited to, tuition, fund raising obligations if any, and the procedures for financial delinquency, including continuation at school and participation in graduation/continuation ceremonies.

This should be published in the parent/student handbook and as part of the tuition contract (Archdiocesan Policy No. 5020).

FUND RAISING POLICIES

A. FUND RAISING PROJECTS

No organization may promote a fund raising project in the school’s name without prior approval of the school principal and pastor in parish preschools and elementary schools. This policy should be disseminated to the appropriate officers, associations and activity groups.

B. FUND RAISING REVENUE

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements. These fund raising revenues are monitored and administered by the principal and pastor in parish preschools and elementary schools. Unless previously designated and approved by the principal and pastor, all funds raised on behalf of the school or its activities/associations are ultimately used at the discretion of the principal, pastor and Superintendent. The pastor must have his signature on any account. Bank statements must be mailed to the pastor for parish schools who shall review them and pass them along to the appropriate individual for reconciliation. This policy should be disseminated to the appropriate officers, associations and activity groups.

GRADING POLICIES

A. GRADE REPORTS

Student grade reports are sent home every trimester in all grades except Pre-K. This is the grading system used at St. Therese Catholic School accorded by Archdiocesan policy.

Grades: K, 1 st , 2 nd	
O	Outstanding
S	Satisfactory
N	Needs Improvement
Each may have + or -	

Grades: 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th			
Letter Grade	Score Range	Letter Grade	Score Range
A+	98-100	C+	77-79
A	94-97	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

		F	=< 59
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Grades are based on class work, class participation, homework, projects and tests. If a pupil is absent more than one-half of the class days of a given period, no report card will be issued. When the schoolwork is completed according to the school policy, parents may obtain a status report from the school. A child earning an "F" average in core subjects may possibly be retained in the same grade for another year.

If a child is absent more than 36 days per year (20%), the child may possibly be retained in the same grade for another year.

B. CONDUCT (BEHAVIOR) CODE

- 4 - Shows self-discipline ... leads others in positive ways
- 3 - Shows self-discipline
- 2 - Needs reminders for appropriate behavior
- 1 - Often acts inappropriately

C. BEHAVIOR GRADING POLICY

In order to encourage a Christian outlook and attitude and show to us as a faculty that maturity and self-discipline are important, the following will be observed:

- a. Students who receive 3's are students whose behavior is mature and self-disciplined. This includes behavior that is appropriate when substitutes and parent helpers are in charge of the class.
- b. Students who receive 4's demonstrate the same behavior as stated above and also take the leadership to help other students improve their behavior by use of positive peer pressure.
- c. All students are expected to complete class requirements **ON TIME** and with acceptable accuracy and quality. This includes:
 - i. Completing all class work and homework in an acceptable manner.
 - ii. Meeting deadlines.
 - iii. Contacting teachers after an absence to collect and complete missing work.
 - iv. Taking responsibility for improving poor grades by talking to the teacher and following designed strategies.
 - v. Students need parental supervision, encouragement, and support to enhance their success. Communication with parents and guardians is important.
 - vi. Students will take the responsibility for communication of school requirements on a daily basis.
- a. If a student chooses not to complete class requirements:
 - i. Any incomplete work will be given an "F" after a deadline.
 - ii. At this point, the assignment is no longer valid for a grade.
 - iii. If work is turned in late, points will be deducted for not meeting the deadline.

- iv. Poor grades may result if students do the work, but do not meet the set criteria of each assignment.

D. EFFORT CODES

Student Effort affects grades. The following are used in the effort section of report cards:

- 4 **Outstanding**
- 3 **Satisfactory**
- 2 **Improvement Needed**
- 1 **Unsatisfactory**

RESEARCH PAPERS AND THE COMPUTING DEVICES

All students may use a school computer to complete any and all papers that are due for classes. If students use the Internet or CD Information for research, we reserve the right to check it to ensure it was not plagiarized. If it is copied and submitted, the student will be given one week to present a new paper that meets our standards or a grade of "F" will be placed in the grade book.

HARASSMENT

St. Therese Catholic School “prohibits any verbal, physical, or visual, conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment (Archdiocese Policy 2610.)”

A. DEFINITIONS OF INAPPROPRIATE STUDENT-TO-STUDENT INTERACTION

- 1. **Teasing:** Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, or pushing that is upsetting to students. Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment, and the interventions and consequences are of an-other level compared to bullying or harassment.
- 2. **Harassment:** Defined as *any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.*
- 3. **Bullying:** Defined as *a conscious, willful, and deliberate hostile activity intended to harm, induce fear through a threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power; intent to harm; threat of further aggression.*

B. REPORTING

Reports of bullying or harassment should be given to the child’s homeroom teacher or any teacher on staff. If it is determined that there are serious or repeated instances, the teacher will report it to the Principal. Parents may also report concerns by first going directly to the teacher, and if the situation cannot or does not get resolved, then they may

report to the Principal.

C. CONSEQUENCES

1. **first offense**, depending on severity of the offense, timeout or detention
2. **second offense**, in-school suspension;
3. **third offense**, at-home suspension;
4. **fourth offense**, expulsion.

All circumstances of harassment or bullying reported by a student or parent or school staff will be heard by the administration, if needed, and will be investigated and followed up. Individual situations or instances may be reviewed, and the administration has the right to waive any or all penalties or consequences based on facts and circumstances.

These types of harassment are not consistent with enrollment in Catholic Schools.

1. **Sexual Harassment:** Any form of communication, written or spoken, gesture, touch, or act of violence on a person that offends that person's dignity. That offense may be sexual innuendo, sexual references or remarks, character assassination or vulgar remarks directed at an individual because of his/her gender or handicap that would be inappropriate conversation in any context.
2. **Gender:** A remark, characterization or written assault on a person which does not respect the person's gender or his/ her equal status under the law.
3. **Racism:** A remark, characterization, or written assault directed at a person of another race or the same race which destroys the dignity of that person or the person's integrity or property.
4. **Ethnicity and Cultural Heritage:** Written or oral remarks, characterizations, or assaults on a person because of his/her nationality or cultural origins.
5. **Attributes:** A remark, characterization or written assault upon a person because of his/her physical or mental attributes. References to a person's size, weight, physical or mental aptitude, talent, personality or judgment of worth are discriminatory and, thus, a form of harassment.
6. **Religion or Creed:** Written or oral remarks, characterizations, or assaults on a person because of his/her religious beliefs.

Reporting

We will investigate all complaints and will endeavor to handle each complaint in a timely and professional manner so as to respect the rights of all parties involved.

All reports filed are confidential. They are not shared with others who are not in a position of authority.

Procedures for Reporting

Harassment is always taken seriously and should be reported immediately to an adult or supervisor.

- Students report to teachers or an adult present
- Teachers report to the Principal or Pastor

- Principal reports to the Pastor, Office of Catholic Schools, Police
- Athletes report to coaches or Athletic Director
- Athletic Director reports to the Principal or Pastor
- Parents should report to teachers or the Principal immediately when a child has been harassed.
- Reports are confidential and are not shared with others who are not involved.

Harassment Counseling

The purpose of harassment counseling is to address concerns arising from a student's behavior, and to provide the opportunity to formally document the behavior of the student. Harassment counseling may be conducted by the Administration, Counselor or Teacher. All harassment counseling requires a written report to the Administration who will inform the student's parents/guardians that he/she has been involved in an incident that led to harassment counseling.

The Pastor and/or Principal will review all harassment reports and all penalties are at the discretion of the Pastor and Principal. Consequences will reflect the seriousness and frequency of the offense. They may include, but are not limited to the following interventions: detention, suspension, required counseling, withdrawal or dismissal, charges filed, expulsion.

HOMEWORK

St. Therese Catholic School believes relevant homework is an essential part of the learning experience. Homework is assigned for these reasons:

1. To reinforce concepts and skills that have been presented in class.
2. To foster the student's creativity and discipline through enrichment projects or research.
3. To train the student to work independently and accept responsibility.
4. To complete assignments from absences.

Time allotments for homework must be flexible. Students vary in their ability to perform any task, including homework. Parents should provide students with a quiet area for completing their homework and other related home tasks. Parents are encouraged to participate in the homework process, but the actual assignments should reflect the student's ability. St. Therese Catholic School and the Archdiocese of Denver, Office of Catholic Schools recommends these time allotments for homework per day:

Kindergarten 10-15 minutes (With parental help)

Grades 1-2 20-30 minutes (With parental help)

Grade 3 30-45 minutes

Grade 4 45-60 minutes

Grades 5-7 50-70 minutes

Grade 8 80-100 minutes

Teachers at St. Therese do not always assign homework on weekends; however, teachers may assign homework on weekends if student needs or special circumstances warrant these weekend assignments. It is the responsibility of the student and parent to initiate requests for makeup work.

D. KINDERGARTEN – FIFTH GRADES

INCOMPLETE HOMEWORK

If students do not complete the assigned homework, students will stay in from recess or stay after school that day to complete it. Students should accept the responsibility for completing the homework on time (emergencies excepted). Parents will be contacted.

E. SIXTH – EIGHTH GRADES

INCOMPLETE HOMEWORK

Sixth through eighth graders are expected to turn in daily assignments on time each day, and long-term assignments turned in on the date due. Sixth to eighth grade parents will be notified with the mid-term grade notification slip and parents will be contacted if it is a problem beforehand.

HOT LUNCHES

Every day nutritious lunches are prepared for a minimal fee of \$3.25. St. Therese Catholic School participates in the Federal Government Hot Lunch program. Parents who would like free or reduced forms (based on family income) for hot lunch (or need information on whether they qualify) should contact our food supervisor.

Hot lunch will run from the second week of school through all full school days until the Friday after eighth grade graduation. Refunds will be issued only in the case of approved absence(s). For further information, call 303-364-7494. For students who wish to bring sack lunches, milk is available for \$.25 per carton. Monthly menus will be sent home in advance. Parents choose the meals their child will have during the month and pay in advance.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

INSURANCE

St. Therese Catholic School is fully insured for liability and property damage. Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese of Denver.

Injuries resulting from student accidents are not covered under our medical payments feature. It is assumed that parents/guardians are providing accident and health insurance.

LIBRARY SERVICES/PROCEDURES

There are libraries on both the first (primary grades) and second (intermediate/middle grades) floors of the building. Primary students are instructed in the use of a library for literature and

references. Various genres of literature are shared, read, and talked about. Books may be checked out and returned weekly. Intermediate/Middle school students have access to literature and references through their teachers and must check out materials through them. Students are responsible for books checked out.

LOST AND FOUND

Students must have name tags sewn on each piece of clothing or names printed on all clothing. There is a lost and found storage area in the cafeteria. Parents should regularly check this storage area for missing items. At the end of the trimester, the remaining items will be given to the needy unless they can be matched to student names found on the items.

MEDICAL EMERGENCIES/ADMINISTRATION OF MEDICINE

No medication, including aspirin, cough and cold medication (including cough drops, decongestants, and other over-the-counter medications) shall be administered by any school personnel, including a nurse, **except** on the written orders of a physician. These authorized medications will be stored in a locked cabinet in the Health area. This is the procedure in administering medication (Archdiocesan Policy No.2240):

F. ADMINISTRATION OF MEDICINE

Parents should normally administer all medication.

If a parent is unable to administer the medicine, the Office Personnel or designee of the Principal may administer the medication according to the physician's written instruction. The parent must also send a note indicating it is permissible to give the medication to the child, which has been prescribed by the physician.

The medication must be brought to school in the container in which it was issued by the pharmacy or physician.

Written orders from a physician shall be on file at the school with these components:

1. Child's name
2. Purpose of the medication
3. Name of Drug
4. Dosage
 - a. Time medication is to be given
 - b. Anticipated number of days it must be given
5. Possible side effects
6. Storage instructions

School personnel will keep individual records on the times and administration of the medication.

Students with **inhalers** should present a physician's statement on the need for the inhaler each school year. Inhalers may be stored in the Health area, in the classroom, or with the student.

G. COMMUNICABLE DISEASES

Any student, teacher, staff member, or volunteer having a communicable disease will be

dealt with on a case-by-case basis. The Superintendent must be consulted prior to any action on the part of the Pastor or Principal. Information will be conveyed on a “need to know” basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. (Archdiocesan Policy No.1400)

H. HEALTH/EMERGENCY CARDS

Health forms will be issued and completed as soon as possible. By law, we are required to have health information on all children on file so that emergencies can be properly evaluated and the appropriate medical services provided for the safety of the child. On this paper, parents will be asked to provide names of persons who will provide supervision and temporary care for a sick child whenever this care is needed.

I. IMMUNIZATIONS

In compliance with Colorado Law, immunization records signed by a physician or authority must be on file within the first four weeks of a school year. Failure to comply will result in the student's exclusion from school until this requirement is completed (Archdiocesan Policy No. 2080).

J. MEDICAL EMERGENCIES

Based on the information provided on the health card and on file in our Health area, parents will be contacted first in case of emergencies to determine the procedure from that point. In case parents are not available, the persons listed on the health card will be contacted for subsequent care and/or permission to transport to a medical facility. If the emergency requires immediate attention and neither parents nor other listed persons are available, the child will be transported by ambulance to the nearest hospital or medical facility on the health card for further medical attention.

In an emergency where the school has had to make a critical decision because parents and responsible adults were unavailable, the parents will assume all liability and costs for the medical services rendered. In a serious situation, if parents or responsible adults refuse medical attention to the child, the school will consult with medical personnel and, if the doctor’s decision is for service at a clinic or hospital, the school will act in the child’s name and have further medical attention provided at the parent’s expense (Archdiocesan Policy No.2220).

MEDIA POLICY

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school.

Movies or television programs shown in class should be approved by St. Therese Catholic School administration. If a movie is brought from another source besides the teacher, permission to show it must be approved by the Principal.

NONEDUCATIONAL & PERSONAL ITEMS

Toys, trading cards, radios, video games, iPods, CD players, cell-phones, or electronic devices of any kind (except calculators), games, skateboards or scooters, or any other personal items (and unnecessary money) are prohibited at St. Therese. We will not accept the responsibility for valuables brought to school! Specific permission to bring any of these items must be obtained by the Principal upon written or verbal discussion.

PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher/Student Conferences are scheduled twice a year, in the fall and the spring. These are times to explore the types of instruction and the possibilities of accommodations for your child. These are also times to look at progress and success, and social and physical needs. If you wish to request additional conferences during the school year, please call the school office and these messages will be passed on to the classroom teacher. With the wide range of meetings and commitments for the staff, it is always good to call ahead for an appointment.

PARKING, PICKUP, DROPOFF

NO PARKING in front of the school on Kenton Street from 7:45 to 8:15 A.M. except to drop off students. On school days, students can be dropped off in front of St. Therese Catholic School beginning at 8:00 A.M. If you need to conduct business in the school, DO NOT PARK IN FRONT OF THE SCHOOL AS IT CAUSES GRIDLOCK WITH THOSE ARRIVING LATER OR CARPOOLING. PLEASE PARK ON KINGSTON OR 12th AVENUE. Parents may park on playground lot to bring children in for Extended Care before 7:45.

The playground gate will be closed to traffic from 7:45 A.M. through 3:15 P.M. For pickup after school, parents should park on Kingston, or 12th Ave. Kenton St. (in front of school) is for pickup and carpooling only. Please stay with vehicle! You may park on playground after 3:15 P.M. to pick up children from Extended Care.

PERSONAL BELONGINGS

It is the attempt of St. Therese Catholic School to make children as responsible for their belongings as possible. We believe that a child learning to care for his/her belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification. Books and other belongings may not be picked up from locked classrooms after 3:30.

PICTURES

Individual student pictures are taken early in the school year for the yearbook and then class pictures in the spring. If students are absent on these days, picture retakes will be scheduled at a later time. Pictures are not given out to the public.

PRE-KINDERGARTEN & KINDERGARTEN PREPARATION

A successful experience in school requires a joint effort of parents and school personnel. Our kindergarten and preschool are developmental and academic. By combining both, we can provide the students with some introductory skills in language arts, reading, math, writing, sciences, arts, computer, gym, religion and music. At the same time, students participate in many interaction group settings to develop their social and behavioral skills.

A. WAYS IN WHICH PARENTS CAN MAKE PRE-KINDERGARTEN & KINDERGARTEN SUCCESSFUL

1. Take care of immunizations and health issues. A healthy child is a happy child.
2. Child should know his/her first and last name, address, and telephone number by kindergarten.
3. Practice safety rules with children. Know what the colors on traffic lights mean. Look before walking into traffic whether this is to retrieve toys that have gone into the street or in crossing the street. Never jaywalk with a child. Encourage children to cross at corners so they have a full range of view of traffic.
4. Encourage children to be tidy. Make games of putting things away and keeping one's work areas tidy.
5. Work with students on educational games or educational television.
6. If students are ready, work with recognizing the alphabet or letter sounds of the alphabet. Some students may be ready to write their first name and some of the letters of the alphabet.
7. Students should have simple chores where they learn responsibility and become a participating and productive member of a community.
8. Set regular times for going to bed and getting up in the morning.
9. Students need the nourishment from a good breakfast. Make this a healthy part of your day by encouraging healthy eating habits all day long.
10. Students should be able to tie shoelaces, fasten buckles, button-up or zip clothing with minimal help. Students should practice using a handkerchief or Kleenex in an appropriate manner.
11. Students should practice covering nose and mouth when sneezing or coughing.
12. Students should have clothing, lunch box, folders and personal items marked with his/her name. It is very good if students can recognize their own clothing should it not be marked.
13. Students should know how to make the Sign of the Cross with the right hand.
14. Students should know how to genuflect on the right knee when we are in Church.
15. Students should be familiar with the "Our Father" and "Hail Mary" prayers.
16. Students should have some familiarity with using crayons, paint, scissors and other art materials.

B. PRE-K Requirements

1. Reporting Child Abuse

The following is the policy for reporting child abuse:

Your child was recently enrolled in a Pre-Kindergarten program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a Pre-K facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse could occur. If you believe that your child has been abused, you should immediately contact the statewide child abuse and neglect hotline at 1-844-CO-4-KIDS, or call 911 if it is an emergency. Colorado law requires that all Pre-K providers report all known or suspected cases of child abuse or neglect to the proper authorities.

Pre-K services plays an important role in supporting families, and strong families are the basis of a thriving community. Your child's education and physical, emotional and social development will be nurtured in a well-planned and well-run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a Pre-K facility, please consult the Colorado Office of Child Care Service at 303-866-5958.

2. Supervision

Pre-K students must be signed in and signed out by a parent or legal guardian, (exceptions will be made if the student goes to Extended Care, at which time the Extended Care policies apply).

3. Statement of Health Status

- a. At the time of admission, the center must obtain health information for each child entering the center, including any known allergies, medication being taken, special diets required, or any chronic health condition. The name, address, and phone number of the child's physician and dentist must be provided.
- b. The parent or guardian of each child 4 years of age and over must submit a statement of the child's current health status signed and dated by an approved health care professional who has seen the child within the last 12 months. The statement of health status must be obtained at the time of admission or within 30 days after admission, must be kept at the center, and must include the following:
 - Information and instruction on care of each child who has an identified health condition or developmental concern such as seizures, asthma, diabetes, allergies, heart or respiratory conditions, and physical disabilities.
 - Information regarding all immunizations a child has had, including month and year each immunization was administered. Immunizations must be recorded on the Certificate of Immunization supplied by the Colorado Department of Public Health and Environment. If immunizations are contraindicated because of a medical condition, a statement from the child's health care provider must be on file.
- c. Subsequent statements of the child's current health status, signed and dated by an approved health care professional, must be obtained at least annually for each child 2 to 6 years of age and whenever the director has reason to suspect that a child participating in the program may have a condition potentially hazardous to others, or finds that the child's general condition indicates the need for such examination.

PRIVACY LAWS AND STUDENT ATTENDANCE

St. Therese Catholic School periodically receives anonymous calls or in person requests

regarding a student's enrollment in the school. The Office of Catholic Schools has stated that no information will be given to any person other than a custodial parent on the status of a student's enrollment. The school will try to ascertain the identity of the caller or visitor and obtain a telephone number. The caller or visitor will be told that we will check our attendance roster at the earliest convenience. If we should find that the student is on our roster, the parent will be contacted and he/she will contact the individual at the place or number given. If the student is not on our roster or the custodial parent(s) refuse(s) to visit with the person, the person must use the court system to find out the whereabouts of the child or children. No information is given by the St. Therese Catholic School Office on any student for any reason.

PROGRESS REPORTS

A. Midterm: K-5

_Student progress reports will be distributed midway through each trimester for students with grades below "C". Other students may receive progress notes on their academic achievement at other times. Report cards are issued after the end of each trimester.

B. PROGRESS REPORTS Midterm: MIDDLE SCHOOL

_All students will receive grades from all core subjects for the 1st trimester. Specialized subjects may report concerning grades. Trimester report cards are issued.

RELIGION, RETREATS, SPIRITUAL FORMATION

St. Therese students and staff attend Mass each week on Tuesday mornings at 8:15 a.m. Parents are invited and encouraged to attend. In addition, Religion is a core subject taught at all grade levels. Additional liturgical events occur on a prescheduled basis, some of which are: Feast of St. Therese, Advent and Lent activities, Our Lady of Guadalupe, Las Posadas, rosaries, adoration, guided meditations, seasonal celebrations and service to the community.

SAFETY-TRANSPORTATION

_School patrols are posted at playground gates before school and at dismissal time. Parents should cross their children at streets and corners. Parents should not encourage children to jaywalk through an unsupervised traffic area for any reason. Students have been advised to use the corners to cross and will be sent there regardless of a parent's request to jaywalk. Please reserve the handicap parking area in front of school and in parking lot for those with a handicap license plate or logo or placard.

Parents must park along curbs and not double-park on Kenton or Kingston Streets. Patrols or staff will assist in keeping the traffic moving. Uncooperative parents and illegally parked cars will be referred to the local police department to insure the safety of all children.

If your child brings a bicycle to school, he/she must provide a lock for it. The school does not assume responsibility for lost or stolen bicycles. Students should not ride on bicycles on the playground at any time; students should walk the bicycles from the fences to the bicycle racks and secure the bicycles.

St. Therese Catholic School assumes NO RESPONSIBILITY for students who hitchhike or leave the grounds without a prearranged ride.

SCHOOL DAY SCHEDULE

3. Pre-K (all day)

Opening Time: 8:00 AM

Dismissal Time: 3:00 PM

4. Pre-K (1/2 day):

Opening Time: 8:00 AM

Dismissal Time: 11:30 AM

5. K thru 8th

Opening Time: 8:00 AM

Dismissal: 3:00 PM

***** GATES ARE CLOSED FROM 7:45 A.M. TO 3:15 P.M.**

NO ONE IS TO DRIVE ONTO THE SCHOOL PLAYGROUND AT THESE TIMES DUE TO THE SAFTY OF THE STUDENTS ***

Adult supervision is provided for all students **from 7:50 a.m. until 3:10 p.m.** (except half days—12:10 p.m.). Students are expected to go home at dismissal time. Students who remain past 3:10 P.M. and are not serving detention or completing homework with a teacher will be sent to Extended Care. Parents will be charged for the time students are supervised in Extended Care. Early morning care is provided from 6:00 to 8:00 a.m. and afterschool care is provided from 3:00 to 6:00 p.m. For more information on rates and program schedules of Extended Care, please call 303-364-7494.

SCHOOL PARTIES FOR ST. THERESE STUDENTS

For St. Therese Catholic School parties or school events, attendance is restricted to current St. Therese Catholic School families, unless deemed open to the public. Friends and guests from other schools should not be invited (unless upon Principal approval). These events include skating parties, school dances (unless invited through the Principal), classroom parties and other events scheduled for St. Therese students only. Permission by the Principal must be given to call any event school-sponsored.

SCHOOL SUPPLIES

School supply lists for the new school year are distributed at the end of the school year in the Thursday folder. New students receive copies as they are enrolled. Additional copies are available in the School Office.

SEARCHES OF STUDENTS AT SCHOOL

The Principal, Pastor, the Office of Catholic Schools or the Secretary for Catholic Education may conduct a search of the entire school plant, including lockers and desks, at any time when there is a suspicion of the threat to the health, welfare, or safety of students. School searches must be reasonable and related to the school official's responsibilities. Lockers, cubbies and desks are school property which are assigned to a student for a set period of time.

Inspection of personal property, e.g. pockets, handbags, book bags, etc. will not be conducted without the student's permission. If permission is given, the search will be done in the presence of at least two school officials. If permission is refused, the student will bring his/her personal belongings to the Principal's office and the student will be detained there until a parent arrives to

conduct the search.

School employees will conduct **no** body searches for any reason. These are procedures appropriate for peace officers or medical authorities on their premises (Archdiocesan Policy No. 2300).

SNACKS

Snacks are allowed in some classrooms at recess time, determined by each teacher; however, nutritious snacks are encouraged. Snack time is arranged by individual teachers, and birthday snacks, not cakes please, must be pre-arranged. **Staff should be made aware of any food allergies your child may have.**

No gum or candy is allowed in the building or on the grounds before or after school or while school is in session. If candy is an approved treat for a classroom party, the candy should remain in that classroom for the duration of the party. The provider should take remaining treats home. Students **chewing gum** will be given a detention, as gum causes a problem by sticking to floors, under tables and chairs, etc.

Pop is not allowed during school hours. Water machines and fountains are available outside the gym entrance, halls and cafeteria. Pop cannot be sold from machines for student consumption.

Birthdays

(See “Birthdays” under Table of Contents.)

SOCIAL ACTIVITIES

School-sponsored social activities may be held with the approval of the pastor and/or principal/preschool director. All school-sponsored social activities will be appropriately supervised by faculty members and parents. (Archdiocesan Policy No. 2700)

STANDARDIZED TESTS

All students attending the Catholic Schools of the Archdiocese of Denver must take the standardized tests, currently the IOWA Assessments and CoGAT, which are administered between January to March. If parents refuse to let students participate, these students will not be accepted for enrollment the following year. St. Therese Catholic School uses these results for planning and evaluating the effectiveness of its teaching and its curriculum. Without this information, the students suffer. Accommodations will be made for Second Language students and those with special needs on IEPs.

Scores will be provided to parents, teachers, and the Office of Catholic Schools. Schools’ achievement test scores are not to be published through news media or publicity brochures. (Pol.No.4430)

STUDENT CONTACT

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive written permission from the Principal who will have received prior approval from the custodial parents. These procedures apply to these situations:

1. The Principal must seek parental consent when the student is a minor.
2. The Principal will never allow students to be alone with anyone who is not a legal guardian

even if the visitor is a law enforcement official or medical or counseling person not employed by the school unless the parents have given permission for such visitations.

3. Teachers will not allow students to leave the classroom to speak to non-school personnel, without the explicit permission of the Principal, the Assistant Principal or their designee.
4. A non-custodial parent may not use the school for the exercise of visitation rights.
5. No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized by the parent or guardian in writing or by phone.

The following procedure will be followed when custody of a pupil is requested by a police officer.

1. The police officer will be asked for credentials, which will be physically examined by the Principal or the Assistant Principal in the absence of the Principal. The school reserves the right to call the police station to verify a police officer's employment.
2. Should a police officer produce a warrant for the arrest of a pupil, the pupil will be immediately surrendered to the officer. The Principal will request the police officer to give the Principal time to notify the parents before removing the student from the premises. In all cases, the parents will be notified by the Principal, or in his/her absence, the Assistant Principal.
3. In instances not involving a warrant, parents may give telephone authorization to surrender the pupil to the police officer. The Principal will make a written notation of the time and a summary of the conversation and retain the notation in the school files. The Principal will then surrender the pupil to the police officer (Archdiocesan Policy No. 2280).

STUDENT DISCIPLINE

Discipline at St. Therese Catholic School is considered as an aspect of moral guidance and not a form of punishment. Effective discipline builds responsibility and respect for self and others. The purpose of a classroom management system is to provide and maintain an environment conducive to learning and to reinforce the developmental processes of growing as a total person in the image and likeness of Christ.

Corporal punishment and physical or verbal abuse are not permitted in Archdiocesan Catholic Schools (Archdiocesan Policy No. 2500). This restriction on corporal punishment stands even if parents have given permission for its use and/or the State of Colorado sanctions its use. An employee or student may use and apply such amounts of force as is reasonable and necessary to defend one's person or property in a life-threatening situation. Other uses of violence, whether verbal or physical, are treated as verbal and physical assault and/or battery.

St. Therese Catholic School has developed a management plan, which explains the procedure for handling difficult situations. Parents are notified of inappropriate behavior and the consequences on a written form (Behavior Report) that is signed by parents, staff and the Principal. This is returned the next day. If this form is not returned, a second notice is sent for signatures. If this form is not returned after the second issuance, the Principal or teacher will call the parents and explain the course of events. For severe disturbances, acts of violence, and major infractions, the Principal will notify parents by phone or in person that a suspension is forthcoming and what the subsequent procedures and expectations are. If the parents do not respond to notes or requests to

discuss inappropriate student behavior, the Principal will develop a plan in which further noncompliance will result in suspension or expulsion.

St. Therese Catholic School maintains permanent records in accordance with the regulations of the Office of Catholic Schools). All Archdiocesan schools use the official Cumulative Record Form. Student records fall under the privacy laws and the integrity of the students must be maintained. Student records include only accurate, substantiated, professionally stated information. Access to these records is restricted to Archdiocesan officials, teachers and administration, parents, Pastor and staff who have a legitimate educational purpose in managing, supervising, and maintaining current information. (Archdiocese Policy #2320)

STUDENT MANAGEMENT PLAN

Philosophy

St. Therese will create an atmosphere conducive to learning, promote high academic and behavioral expectations for staff and students, develop school goals, communicate effectively within our school family, and build bridges with community.

Staff Expectations

1. We will provide learning experiences that will enrich our lives and the lives of our students and their families.
2. We will challenge our own productive efforts into more effective and creative teaching and learning channels.
3. We will continue our efforts in creating a dynamic climate where all participants accept ownership and take responsibility of their actions.

Student Expectations

1. Students will set reasonable goals for themselves and measure their level of achievement.
2. Students will respond to the learning process and realize their achievement from successful involvement in a learning environment.
3. Students will realize, accept and demonstrate standards of achievement and behavior, which do not compromise their stated goals for the year.
4. Students will realize they are responsible for their behavior, be it positive and/or negative expression, and the consequences resulting from its expression.
5. Students' behavior in grades 5-8 will be documented for rewards and consequences.

Types of Behavior Unacceptable for St. Therese Catholic School

1. Actions and activities that deprive other students of the right to learn:
 - a. Loud and unnecessary talking during study activities.
 - b. Open displays of dislike for other students.
 - c. Lack of self-control and self-discipline in the classroom.
2. Actions and activities that assert personal attitude problems:
 - a. Negative attitudes.
 - b. Boredom, bothering others.

- c. Lack of interest in activities that are instructionally sound and student-centered learning experiences.
 - d. Exclusive friendships and/or cliques.
 - e. Personal attitudes of defiance and/or selective acceptance of responsibility.
3. Activities and actions that demonstrate a lack of respect for others:
- a. Destruction of school property or another's property.
 - b. Violence or threat in any form against another person.
 - c. Harassment (defined under Harassment Policy).
 - d. Obscene or nasty language.
 - e. Verbal disrespect for the staff, other students or adults

Implementation

1. The classroom teacher will handle minor infractions in the classroom. Teachers should log minor infractions for discussions with parents to insure the positive direction of attitude and behavior.

Major infractions handled by the Principal:

- a. Disrespect for all personnel.
- b. Fighting on school premises when school is in session.
- c. Destruction of or defamation of school property.
- d. Attitudinal behavior that destroys the morale of the class or disrupts a class.
- e. General uncooperative or disruptive behavior in a classroom.
- f. Consistent incidents of missing homework.
- g. Repeated minor infractions that make a student a public nuisance.
- h. Drug, alcohol or tobacco abuse or possession
- i. Any type of weapons possession.
- j. Harassment (as defined under Harassment Policy).

Enforcement

1. When a student is sent to the office, the student should arrive with an appropriate notice that clearly states the reason for the office visit.
2. Each student will visit with the Principal and the decision to return to the classroom will be made at that time. The Principal will sign the form and decide upon the amount of parental involvement. When serious behavioral issues arise, the Principal, as a well-informed participant, can deal with the parents effectively.
3. Parents will be notified by written communication, generally, of the inappropriate behavior. This form will be returned the next day to the classroom teacher.
4. If a second infraction occurs, or one of similar nature occurs a second time, the parents and staff will conference on more productive approaches that should be pursued. The student may be invited to the conference or to appropriate parts of the conference. During

the conference, the staff and parents will develop a plan of attack that will be monitored by staff and parents. If the program does not meet the needs, it can be adjusted. If the student is uncooperative, then suspension or expulsion will be considered.

5. If parents refuse to cooperate in the initial stages, the school will set up a plan and inform the parents of the improvement plan. If parents consistently refuse or defy the improvement plan, the student will be asked to leave based on lack of parental support or cooperation.

STUDENT PREGNANCY

Students who become pregnant may remain enrolled in the school and complete work at home at the discretion of the Principal provided the Principal consults with and obtains the approval of the Superintendent of Catholic Schools and the Pastor prior to making a final decision. In every case, the best interests of both student and school must be considered.

Pregnant students who remain enrolled in a school must undergo outside and formal, professional counseling. This also applies to the father of the child if he is a student at St. Therese Catholic School (Archdiocesan Policy No. 2400).

STUDENT PROBATION

A student may be placed on probation by the principal for a specified time for serious or continued misconduct or serious academic deficiency. The Pastor will be notified in advanced that the student will be placed on probation and a conference will be held.

- A. A conference including parents, student, principal and teacher(s) will be held to discuss the problem and the terms of the probation.
- B. A written account shall be made of the conditions of the probation as discussed at the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.
- C. The statement of probation conditions shall be signed by the parents, student and principal. A copy will be given to the parents and a copy kept on file in the school office.
- D. Parents must be notified in writing when the probation is terminated or if it is to be extended.

STUDENT PROMOTION AND RETENTION

- a. **Promotion.** Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.
- b. **Retention.** All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s). In cases of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.
- c. The following are minimum procedures for retention:

- 1) There is consultation between teachers and principal.
 - 2) A conference is held with the parents no later than mid-January to advise them of the possibility of retention and to discuss possible remedial actions.
 - 3) Follow-up conferences with the parents are held to evaluate the progress of the student.
 - 4) Evaluations and reports to parents must indicate lack of student progress.
 - 5) Ordinarily, a decision will be made by the end of the third trimester regarding retention.
- d. No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).
- e. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a program adapted to student's needs and/or disabilities.

STUDENT PROGRESS

St. Therese Catholic School communicates with parents on many topics through these means:

- a. Parent/Student/Teacher Conferences
- b. Midterm Grade Reports
- c. Inappropriate Behavior Reports
- d. Telephone Calls or Emails
- e. Homework and documents sent for signatures
- f. Special conferences
- g. Awards assemblies

If parents wish to contact a teacher for information or progress information, they may call the school secretary at 303-364-7494. The teacher will return your call. If the teacher has left for the day and the office is open, the school will, in emergency situations, contact teachers and ask them to return your call. Other messages may be left on the answering machine. The school office does not give out home phone numbers of staff for any reason.

STUDENT RECORD RELEASE

Upon written request from a receiving school, St. Therese Catholic School will release a student's official records. Records will also be released to comply with a court order for information on a student. If the parent has not initiated the request for records, parents will be notified that a request for records has been received and will have the right to refuse issuance of records related to school transfers or court compliance.

STUDENT RELEASE FROM SCHOOL

The Office must receive a written notice from the parent for early dismissal. The note should

contain information identifying the party who will be meeting the child. Students will only be released to these individuals. The school office should have on file if there are unauthorized family or former family members who might request release of a child but do not have custody of the child. Prior notice in writing by the custodial parent for release will insure the safety of our students.

For safety reasons, and to reduce the congestion and confusion in the hallways at dismissal time, parents who meet children should remain in the main lobby until the children are dismissed. All children must be signed out with a reason or purpose stated. Parents and visitors waiting for students in other areas of the building will be asked to return to the lobby.

If the parent fails to pick up by 6:01 p.m. with no communication from the parent(s), the staff will try to contact persons who are authorized to pick up the child and the child's emergency contact. In the event that no one can be reached by 7:00 p.m., Social Services will be contacted, and the child will be taken by the police.

Parents who have recently separated and/or divorced should advise the office on the type of custodial arrangements for the child or children. Copying that section of the separation or divorce document and giving that information to the school for our files does protect your child/children. To protect their safety, we do not want to give children to non-custodial adults. The better information we have will assist us in difficult situations. Sometimes only parents have that information. We do respect the confidentiality of the information, and we will provide for your child's safety to the best of our knowledge and ability.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

St. Therese Catholic School will not release a student to an adult who appears visibly impaired by liquor or medication. The school office will call parents or a spouse or a guardian indicating our concern with the driver who appears unable to transport children or other adults safely. (Archdiocesan Policy # 2140)

STUDENT TRANSFERS

The school office should be notified as soon as possible of student transfers or withdrawals. Transcripts will be sent to schools requesting records on their own letterhead stationery. Parents may fill out forms in our school office to transfer records. Official student records will not be sent with families or to unauthorized persons without the proper documentation and permissions.

STUDENT WITHDRAWALS

Students who are withdrawn from St. Therese Catholic School for any reason other than relocation or educational needs may not be accepted back as a student at St. Therese Catholic School. This applies also to those who do not meet the registration deadline.

C. STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child will not be deprived of a Catholic education or otherwise penalized for actions of parents once a child is enrolled. However, parents may, by their actions, significantly reduce the school's ability to effectively serve its students. Parents may be requested to remove their

students from the school for the following reasons:

1. Refusal to cooperate with school personnel.
2. Refusal to adhere to Archdiocesan or local policies and regulations.
3. Interference in matters of school administration or discipline.

Prior to an expulsion of a child for parental behavior, the school will make reasonable attempts to communicate with the parents and resolve the issue. Each meeting or phone communication will be documented. If such effort does not correct the situation, the Principal, upon consultation with the Pastor and the Superintendent of Schools, will request that parents voluntarily withdraw their child from the school. If parents refuse to accept the recommended withdrawal, the Principal will follow the procedures for expulsion (Archdiocesan Policy No. 2690).

D. EARLY WITHDRAWAL POLICY

Early withdrawal of a student does not relieve the parents or guardian of their financial obligations to the school. The responsible party will be held financially obligated for any and all tuition and expenses for the entire calendar month the student is enrolled. This applies even if the student was enrolled for only one day during that month. Tuition is pro-rated on a nine-month basis. THERE WILL BE NO EXCEPTIONS.

SUPERVISION

Adult supervision is provided for all students from 7:55 A.M. until 3:10 P.M. Extended Care is available from 6:00 to 8:00 a.m. and 3:00 to 6:00 p.m. Students are expected to go home at dismissal time or to Extended Care. Students who remain past 3:10 P.M. and are not serving detention or completing homework will be sent to Extended Care. Parents will be charged for the time students are supervised in Extended Care.

Rates and program schedules information can be obtained from the School Secretary at 303-364-7494 or the Extended Care Director.

During the school day from 8:00 A.M. to 3:00 P.M., St. Therese Catholic School staff will supervise all students on our roster. Students are not to be left alone at any time without supervision.

At special events, parents assume the responsibility for supervising their children and accept the liability for their children who are attending events and participating in events.

For athletic events, coaches provide guidance and training in learning a sport. They cannot monitor the activities of students who are entering and leaving the building or have not attended the scheduled events. Students who are not participating in specific events should not be left unattended or unsupervised by their parents for any reason. St. Therese Catholic School will not accept the supervisory responsibility or the liability for registered St. Therese Catholic School students or preschool age children or any children who are unattended outside of school hours.

E. SUSPENSION/EXPULSION/WITHDRAWAL/APPEAL

Certain acts or actions, committed by a student during school time or on school property, represent violence or total disrespect for people or property. These actions are the basis for an in-school suspension, probation, suspension at home, or expulsion:

- a. Actions detrimental to the moral and spiritual welfare of other students.
- b. Disruptive behavior which regularly impedes the progress of a class.

- c. Property damage or theft.
- d. Harassment.
- e. Acts of unnecessary violence against others.
- f. Possession of or use of drugs, alcohol, or tobacco.

Students who bring weapons or facsimiles such as: rubber bands, paper clips, or other objects which could be used to do violence to staff or other students, and/or who have these in their possession and are clearly using these for unnecessary purposes, are subject to the suspension and expulsion policy as listed on these pages. If the violence that occurs is deemed to be against the law, the police will be called.

School administrators are authorized to suspend a student for a period up to five (5) days. If a student continues to be guilty of gross misdemeanor or gross disobedience following a suspension, the administrator can proceed with an expulsion (Archdiocesan Policy Nos. 2520, 2560, 2600). Parents will be informed of the reasons for the suspension and the remediation processes employed prior to the suspension/expulsion before the child is removed from the school. Parents may request a conference to further develop a positive plan of action. In all cases of suspension and expulsion, the Principal will make the final decision.

St. Therese Catholic School will abide by the Archdiocesan Due Process in the areas of grievance. Copies of the procedure are available in the School Office.

STUDENT AND STAFF INCOMING TELEPHONE CALLS

The school secretary will accept all incoming calls for students and staff. Messages will be delivered to the appropriate persons and calls will be returned when staff are available. Please call in advance to make sure we can reach the students and staff before dismissal. In cases of family emergency, the message will be taken to students or staff immediately by the Principal or designated office personnel to make sure the information is received as soon as possible.

Teachers have both email addresses and voicemail extensions for school purposes. The office provides this information for parent/guardian communication.

TECHNOLOGY AND USE OF COMPUTING DEVICES, INTERNET, AND DIGITAL COMMUNICATION

The school has a fully networked computing devices for student use regarding education and reference resources. All students, along with a parent, are to sign an Internet Use Agreement on Check-in Day prior to the start of each school year.

The school's Computer and Internet Responsible Use Policy is to allow all staff, volunteers and students (defined as "user") accessing computers and network strictly for educational purposes. This agreement prevents unlawful online activities including, bullying, gambling, and searching for, saving, or dispensing inappropriate digital images and videos. This agreement further prevents unauthorized disclosure of or access to sensitive information that belongs to St. Therese School property including student records and personnel files.

In compliance with the Children Internet Protection Act (CIPA), St. Therese School uses technology protection mechanism to block and filter access of visual depictions that are inappropriate and harmful to minors over the internet. All computing devices used on the school network are subject to be monitored.

The school and/or the Office of Catholic Schools reserve the right to monitor user's online activities, to access, to review any electronic communication or files on these devices. The school and/or the Office of Catholic Schools also reserve the right to disclose them to parents, guardians, teachers, administrators, or law enforcement authority, as it deems necessary. This agreement complies with all laws associate with blocking inappropriate content that is dangerous for minors.

All electronic communications to or from any Archdiocesan preschool, elementary or high school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals. All computing devices at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on these devices. (Archdiocesan Policy #4030)

TELEPHONE CALLS

Students will not have access to telephones during the school day unless authorized by a teacher or the office.

In cases of emergency, the School Office will contact you. Students will not be permitted to call home for missing assignments, lunches, library books or gym clothes. They must accept the responsibility to have the appropriate items when needed.

Students should know what arrangements are planned before leaving home. No calls will be made by students to change rides or change locations for pick-up. Should students need to use the phone after school, there is a phone in the office for that purpose.

Cell Phones – At St. Therese Catholic School, we recommend that students **not** bring **cellphones** to school. There is always a risk of loss or damage to the phone, and students *are* allowed to use the office phone for emergencies. If a parent feels it is necessary for their child to have a phone at school, the following procedures must be noted and followed:

1. The student must return the bottom of a cell phone policy form with a parent or guardian signature.
2. Whenever the child is in the school building, the phone must remain in the student's backpack. It must be turned **OFF**.
3. The backpack will be stored in the classroom coat closet. If the child is concerned about the safety of the phone, he/she may request that it be kept in the teacher's closet or in the office for the day. It is the student's responsibility to retrieve the phone at the end of the day.
4. If the child's phone rings, is on, or the phone is found anywhere other than in the student's backpack, it will be taken to the principal's office and a behavior slip will be written. A parent/guardian must then come to the office in person to pick up the phone.
5. St. Therese School takes no responsibility for any loss or damage to a phone brought to school.

TEXTBOOK DISTRIBUTION

Student textbooks are distributed on check-in day in the student's assigned homeroom and must be covered. If a student leaves St. Therese Catholic School prior to the end of the school year, these textbooks and all library books must be returned to the homeroom teacher or charges paid.

THURSDAY FOLDERS or THURSDAY E-MAIL NOTES

To coordinate communications with our families, the school sends Email (effective September 1) or Thursday Folders for those without email to parents along with all flyers, informational notices, graded papers and school announcements. Parents should request these folders from students as we ask parents to sign that they have received the classroom information which would include notes from the teacher, graded papers, and/or grade status reports.

When emergency notes are sent home on another day, students are advised of the importance of the note and to share it with parents that evening. We encourage parents to check a student's backpack each day to monitor the homework progress, check for behavioral or delinquent homework notices, or complement a student on his/her progress.

TOBACCO, ALCOHOL, DRUGS

Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs, is prohibited on school premises and at all school-sponsored activities. The possession, use sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

TRANSPORTATION

Parents provide transportation for students. **NO BUS SERVICE IS AVAILABLE.** Please follow carpool and parking rules.

TUITION

Tuition is based on a tuition scale set by the school, (subject to change yearly). Please see the School Business Manager for details. Tuition is due monthly unless prior arrangements have been made under the "Tuition Agreement". Late Fees may apply. It is very important that families recognize the needs of the school in regard to tuition revenue, including paying staff salaries, and expenses required to effectively educate their children. Families who owe prior year's tuition will not be allowed to re-register until the prior year is paid. In addition, unpaid tuition may be subject to collection.

Families who are members of parishes are eligible to receive the affiliated Catholic rate if they meet the following criteria:

1. The family has been registered in the parish for at least six months.
2. The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
3. The family attends Mass regularly and is involved in the activities, organizations or programs at the parish.

All tuition discounts must be approved by the pastor as evidenced by his signature on the tuition. (Archdiocese Policy No. 5010)

TUTORING and ACADEMIC SUPPORT

Students who need additional or specific academic support may be instructed in small groups by teacher aides or adult volunteers, as well as Special Reading or Math Services provided by the school. Title I Reading and Math Services allow for teachers from the Aurora Public School

System to assist our students that reside in the APS District in qualified school residence areas based on State Title Funding Law. Teacher recommendations for tutoring must be approved by the Principal. No teacher may accept pay for tutoring a student from his/her own class during the academic year.

UNIFORMS (grades K thru 8th)

The following uniform policy will be in effect for the current school year. Uniforms will be worn starting the first day of school. Students must have a neat appearance, which includes proper hygiene, grooming and cleanliness (see dress-code details, pg. 21).

1. Navy blue uniform knee length shorts may be worn by boys or girls. Shorts of any color may be worn during gym classes (no Spandex). No shorts will be more than 3” above the top of the knees.
2. No blue jeans are worn unless special notice has been sent home (see dress code details, pg. 23)
3. Navy blue gabardine, “Docker style”, or corduroy slacks may be purchased at Educational Outfitters, 8170 S. University, #250 in Centennial or Dennis House of Uniforms, 1901 W. Mississippi Ave., or local department stores.
4. No baggy, oversized styles, tight or multi-pocketed slacks are acceptable. Slacks and/or belts may not have metal rivets, decorative stitching, or trim.
5. Belts (black, brown or navy blue) must be worn with slacks and match the size of the individual.
6. Long or short sleeved burgundy or gray oxford style shirts with the St. Therese logo stitched on the front are to be worn with the navy blue slacks. Shirts must be tucked in!
7. St. Therese sweatshirts may be worn over the uniform shirt on cold days. Sweatshirts and other clothing may not be altered from its original state.
8. Only plain, navy blue or white T-shirts may be worn under the uniform shirt.
9. Black, brown or dark colored dress shoes may be worn as well as tennis shoes in mostly black, dark blue or white. Separate Gym shoes must be worn on the gym floor. No decorated shoes allowed (with exception of stitching or trim, if solid color cannot be found).
10. Socks are to be solid navy blue, white or black and must go over the ankles. **“No-Show” socks are not acceptable.**
11. Sandals are unacceptable and may not be worn. Shoes must fasten behind the heel and cover the toes. They must be tied or fastened around the foot at all times for students safety.
12. Uniforms will be worn on all field trips unless the school has announced changes. Students wear a uniform for all school days unless changes have been approved and announced by the Principal. This policy is strictly enforced.
13. For Girls: Gray/Navy plaid jumper with maroon stripes or skort is acceptable. A long or short sleeved burgundy or gray shirt with “St. Therese” stitched on the front may be worn with the jumper, the skort or the slacks. Middle School girls may wear the pleated plaid skirt.

14. For Girls: Shorts may be worn under the uniform if they do not extend below the jumper. Walking shorts are the most acceptable style of shorts. Navy blue or white tights or full length leggings (down to the ankles) may be worn under the jumper or skort.

***** In addition, please refer to “Dress code details” section**

USE-OF-SCHOOL-NAME

Attaching the school’s name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as “school” sponsored. Rather the activity, program or event must be one for which the school takes institutional responsibility. Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and pastor in parish schools and the principal and Superintendent in Archdiocesan high schools. In appropriate cases determined by the principal/pastor or Superintendent of Catholic Schools, permission for ongoing events, activities, or publications requiring approval under this policy may be given. (Archdiocesan Policy # 1050)

USE OF SCHOOL FACILITY BY OUTSIDE AGENCIES

Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities.

VANDALISM TO SCHOOL PROPERTY

Vandalism should be reported to the Principal as soon as it is discovered or observed in progress. When school is not in session, vandalism in progress should be reported to the police. If there is an athletic activity or other scheduled events during the time of the vandalism, the action should be reported to the coach or gym manager on duty and this individual will do the necessary reporting to the Principal or police.

VISITOR POLICY

All visitors **must** report to the office, state their purpose and sign in, and receive a Visitor’s Pass. Persons with no legitimate, or written authorization to be on the school grounds will be asked to leave by school personnel. If the person does not leave, the police will be called.

VOLUNTEER OPPORTUNITIES

Many opportunities abound for parents/guardians to get involved in the life of the school and their child’s education. We expect parents to find time to assist in any way possible: playground or lunch duty, office help, teacher assistance, fundraising, landscape or building repair or maintenance, sports or other activities. It is asked that families volunteer at least 20 hours per school year (or 10 hours for single parents). Volunteers must be supervised by school staff and must have had Safe Environment Training and signed the Archdiocesan Sexual Misconduct/Abuse Policy. Volunteer driver must submit a copy of their driver’s license, insurance card and completed the on-line Defensive Driving course.

WEAPONS IN SCHOOL

Carrying, bringing, using or possessing a deadly weapon/weapon/facsimile on school grounds,

when being transported in vehicles to/from school, during a school-sponsored activity or event and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited and will carry the consequence of expulsion from the school. (Archdiocesan Policy No. 2621)

WEATHER EMERGENCIES

If the temperature drops below 20degrees, the students will not be outdoors. Wind chill factors will also be taken into consideration. If it is below 20 degrees and/or raining, students will come into the cafeteria. Please have your children dress appropriately for the weather. They should have gloves and warm coats for cold days.

In case of severe weather, school closings will be announced on KUSA (Channel 9), KCNC (Channel 4), Channel 7, school website, and on the school's voicemail. If school is closed, be assured it is called with safety in mind for students, teachers and parents.

Appendix I

Academic Curriculum Overview

Religion Concepts range from Church History and Doctrine, Faith and Morality, Sacraments, Liturgy Participation, and Prayer.

Language Arts Focus is on English Grammar, Writing Skills, Spelling, Punctuation, Reading, Phonics and Decoding, Vocabulary, Comprehension, Literature and Writing in Various Genres.

Mathematics Areas of study include Number Systems, Measurement, Ratio/Proportion, Percent, Probability and Statistics, Algebraic and Geometric Concepts.

Science Studies include the Scientific/Experimental Process, Life Science, Physical Science, Earth and Space Science. Some chemistry and biology are integrated.

Social Studies Units of study involve Communities, Geography, U.S., World, and Ancient History, Economics and Civics.

Physical Education and Health This curriculum covers Motor Skills Development (both fine and gross motor), Physical Fitness and Staying Healthy, Sports and Game Concepts.

Music Appreciation of different forms of music is taught, Choral Work, Reading music, Rhythm Instrumentation, and Liturgical music participation in mass.

Art Appreciation of different forms of art is taught, Hands-on concepts with Drawing, Paint, Linear art, and Sculpture.

Computing Devices and Media Technology is to be used as a tool for learning, enhancing the educational program by using it for resources, references, and research. In addition, the computer lab and library are used for skills development and integration in many areas.

*Any further questions about the curriculum can be directed to the school administration. Each subject includes a large binder containing curriculum for each grade level.

*Our curriculum is set up in a "spiraling" fashion, so that each grade level develops the same general areas of the subject. It then becomes more abstract and involved as the grade levels increase.

Acknowledgement Form

I, _____ (parent/guardian)

Acknowledge that I have received a copy of the St. Therese Catholic School Student/Parent Handbook. I agree to abide by the policies and procedures contained herein. I acknowledge that the information contained herein is always subject to change interpretation and elimination by the School at its sole discretion, without notice. I understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are summaries only. For complete copies of the policies, references, refer to the Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

I understand that nothing contained in this Handbook creates or is intended to create a contract with the School.

Signature: _____ Date _____

FOREWORD: Office Numbers, Discretionary Clause/Right to Amend, Mission Statement, Philosophy of Catholic Education, Archdiocesan Philosophy of Education, Non-Discrimination Policy, Accreditation, Implications and Expectations of Our School. **p.1-5**

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