



St. Therese Catholic Classical School

Parent-Student Handbook

2025-2026 School Year

Updated August 2025

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Aurora, CO 80010**

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St. Therese Catholic Classical School:

In joyful pursuit of Truth, Beauty, Goodness, and Unity as we grow as disciples of Jesus Christ:

Truth

I will pursue Truth in all things, engaging with the world as a disciple of Jesus Christ and as a lifelong learner.

Beauty

I will honor Beauty within myself, others, and all things, always seeking to create beautiful work and to serve as a steward of God's magnificent creation.

Goodness

I will love what is Good, reject all that is evil, and pursue the common good for the Body of Christ.

Unity

I will strive for Union with God and with my neighbor, growing in friendship with the Lord and others through obedience, humility, and grace.

- **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 Catholic education 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.



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



Catholic School Community Beliefs and Commitments

Catholic School Parents

By enrolling your children in our school, you are joining our Catholic educational mission in the Archdiocese of Denver and acknowledging that we are a Catholic community composed primarily of adherents to a religious faith. Further, you are acknowledging that the mission of the Catholic school is to bring your child/children to encounter Jesus Christ and the truths of our Catholic faith through their intellectual, spiritual, moral, and human formation.

The mission of a Catholic school is a fundamentally different endeavor than that of a secular school institution. Catholic schools exist to be sanctuaries of education partnering with you so your children can come to encounter Jesus Christ, be transformed by a relationship with him, grow in wisdom and virtue, and discover their call for their lives as young men and women created in God's image and likeness. This understanding of our mission is vital if we are to have a successful partnership for the sake of your child's education and formation.

Even families who do not share our religious faith are important members of our community. Unfortunately, the assumptions of the secular culture from which all members of our community, Catholic and non-Catholic alike, come from, are increasingly at odds with the teachings of our faith. Thus, it is important for all members of our community to be aware of this disconnect and ultimately, understand and accept our community's worldview and convictions. Knowing the truth leads to true human freedom and human flourishing because it leads to Jesus Christ, he who rescues us and gives us the fullness of abundant life.

- First, for our community, the sanctity of life from the moment of conception to natural death, and the givenness of our sexuality, in all its aspects as male and female created in God's image and likeness, is the basis and foundation for human identity and the education and formation of the human person. It is an essential means by which we come to know God, to understand our identity as his sons and daughters, to understand how we are to love and honor one another, and to understand the vocation for which he has created us.
- Catholic teachings on sexual identity, marriage, family, and parenting are inseparable from the way we live and interact. These teachings allow us to fully comprehend how to love God with our whole mind, heart, and soul, and our neighbors as ourselves. We believe that sexual expression contributes to human flourishing in as much as it is integrated with a view toward its natural ends: faithful, covenantal love between a man and a woman, and a self-gift ordered to procreation.
- As a community we believe that, far from being within the domain of mere opinion, a true understanding, expression, and living out of human sexuality is a foundational part of who we are and how we see the world. Given that our faith is lived out and transmitted in all aspects of our lives, it is important that all members of our community, which includes Catholic school employees, share these beliefs especially when their work is in service to those who do not live by and share our beliefs.

Our mission requires attention not merely to academic outcomes, but it requires that all students be given a formation rooted in our understanding of the dignity and vocation of the human person as male and female created for heaven. Therefore, in our community you can be assured that:

- All aspects of the Catholic school program will be ordered to the highest aims of education: the cultivation of wisdom and virtue, and the formation of the supernatural man and woman who thinks, judges, and acts according to right reason illuminated by the fullness of the teachings and example of Jesus Christ and his Church (*Divini Illius Magistri*, #98).
- Catholic School teachers take to heart the school’s mission to guide and form your children in the fullness of truth as revealed by Jesus Christ and taught by the Church, not their personal or worldly political preferences, ideologies, or agendas.
- Catholic School teachers will be men and women who are “outstanding in correct doctrine and integrity of life,”[1] and who desire to grow in their love for Jesus Christ and his Church, joyfully giving witness to the truth of the Gospel.
- Catholic schools must be fully pro-life institutions, not merely recognizing the sanctity of human life from conception to natural death, but unabashedly defending it and forming students in the knowledge of the truth of the sanctity of life that they might be freed from the culture of death that pervades our world today.
- Catholic schools will provide:
 - An understanding of History as the drama of our salvation by Jesus Christ from sin and death.
 - Instruction in math and science that allows students to come to know the logic and order of the genius behind creation.
 - Literature that forms a sacramental imagination and moral imagination in young men and women through grappling with the big questions of life in pursuit of what is true, good, and virtuous.
 - Physical formation that trains students to be a gift of self to others.
 - Formation of the mind and heart which allows students to submit their identity, feelings, and desires to the Lordship of Jesus Christ.

For our school to properly support you as the primary educators of your children and partner with you in the formation and education of your children, all Catholic school families must understand and display a positive and supportive attitude toward our school, its leadership and staff, and the Catholic Church-her teachings, her work, and the mission of the Catholic school. Furthermore, Catholic school families must refrain from public promotion or approval of any conduct or lifestyle that would discredit, disgrace, or bring scandal to the Parish, the School, and the Church in the Archdiocese of Denver, or be considered in contradiction with Catholic doctrine or morals.

DISCRETIONARY CLAUSE/RIGHT TO AMEND

Statements in this handbook are subject to amendment with or without notice. The school pastor and principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

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 Classical School operates.

Assurance Statement of Compliance with the purposes of Title IX Education Act

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

Notice of Student Non-Discrimination Policy

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.I. 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 in the Archdiocese of Denver Catholic Schools Administrator's Manual. 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 Classical School is in full alignment with the vision for Catholic education promulgated by Archbishop Samuel J. Aquila.

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

EXPECTATIONS FOR FACULTY, PARENTS, AND STUDENTS:

For Faculty:

- Every faculty member will serve as a model of the Catholic faith and fulfill their duty as a catechist, regardless of their specific job title.
- Every faculty member will strive to be humble, patient, kind, and selfless.
- Every faculty member will seek to establish positive relationships with students and families.
- Every faculty member will create an environment in which the student can be successful academically, spiritually, and socially.
- Every faculty member will foster the growth of each student's relationship with the Lord, as well as teach students how to engage respectfully with each other.
- Every faculty member will establish and maintain rapport with parents through consistent and timely communication.

For Parents/Guardians:

- The parents will fulfill their role as the primary educators of their children, partnering with the school to form their student(s) academically and spiritually.
- The parents will cooperate with the programs designed to promote the child's academic and spiritual growth and development.
- The parents will be knowledgeable in the policies and regulations of the school and will reinforce academic and behavioral expectations in their home.
- The parents will strive to maintain a partnership with the school by attending school functions and formal /informal teacher-student-parent conferences.

For Students:

- Students will strive to become disciples of Jesus Christ, prizing their own sanctity above everything else.
- Students will develop skills and habits that will form them into life-long learners who seek Truth, Beauty, Goodness, and Unity in all things.
- Students will grow in responsibility for their own learning.
- Students will develop self-discipline, treating both themselves and others as the Imago Dei (the image of God).

ACADEMIC EXPECTATIONS

St. Therese Catholic Classical School views the academic course of study as one of the primary means of pursuing Truth, Beauty, Goodness, and Unity in order to help students grow as disciples of Jesus Christ. The end goal of academics should not simply be admission to a good high school or college or to get a high paying job. Rather, academic study should ultimately lead our students to a deeper understanding of and appreciation and love for Jesus Christ, His Church, and His creation. Academic pursuits should free students to discover who they are as people and what God’s plan is for their life. Students should love learning not because they can pass a test or proceed to the next grade; rather, they should love learning because it opens them up to the truth of who they were meant to be. Students demonstrate a true love of learning when they:

- a. Complete assignments, projects, assessments, and other tasks on time and to the best of their ability and for the glory of God
- b. Maintain passing grades in all classes (no Ds or Fs)
- c. Attend class regularly and arrive on time for class
- d. Engage thoughtfully and respectfully in class discussions, projects, and other activities
- e. Make connections between what they learned in class and other areas of life
- f. Utilize effective systems of organization in order to be prepared for learning
- g. View the act of learning not as a ‘something done to them’ but as a privileged means of participating in the revelation of Jesus Christ, His Church, and His creation

Given that the end goal of our academic program is so important to their human flourishing, students in all grades at St. Therese are expected to engage in the learning process with great humility, joy, and dedication. St. Therese recognizes that the Lord provided all of our students with unique gifts and talents, and we embrace students of all learning needs. We work to support their growth in all circumstances. Each student was made in the image and likeness of God, and we seek to treat each individual case of academic excellence or academic struggle with the unique attention it deserves.

However, St. Therese also recognizes that there are situations in which students, for a variety of reasons, do not meet the standards of academic excellence set by the school or, by virtue of their behavior, make it difficult for other students to access the academic program successfully. In these circumstances, the school will do everything possible to support the student in meeting expectations, including scheduling conferences with staff and the family, providing frequent grade report updates, providing the student with additional tutoring or intervention services, placing the student on academic probation or a support plan or, in extreme cases, asking the family to withdraw the student from St. Therese. The sections below clarify in more detail the academic expectations of St. Therese Catholic Classical School.

ACADEMIC SUPPORT PLAN

An Academic Support Plan (may also be referred to as academic probation) is given to students who consistently demonstrate an inability and/or unwillingness to meet the academic expectations of St. Therese Catholic Classical School. Students will be placed on an Academic Support Plan when one or more of the following occur:

- a. The student is failing (D or F) two or more core academic classes at the end of each grading period (mid-trimester or trimester)
- b. The student is missing a significant amount (more than 40%) of homework and/or classwork assignments.
- c. The student has been absent for more than 20% of the grading period (mid-trimester or trimester).
- d. The student does not participate appropriately in discussion, activities, or other class projects.

Students who are on an Individualized Education Plan (IEP) will likely not be placed on an Academic Support Plan. Rather, the school staff will work to ensure their goals and accommodations are being met successfully.

When a student is placed on an Academic Support Plan, these procedures are followed:

1. Teachers will keep a record of student performance, including grades, work samples, and assessments/projects.
2. A conference including parents, student, principal and/or assistant principal, and teachers will be held to discuss the current problem and the goals of the support plan.
3. A written account of the conference, including the Academic Support Plan, will be developed. A copy will be kept on file at the school and a copy provided to the parents. The plan will include the necessary improvements required:
 - a. the student's academic goals
 - b. a procedure for achieving those goals from staff, parents, and student
 - c. how improvement will be monitored and adjusted, if necessary
 - d. the time frame
 - e. the expected levels of performance throughout the duration of the plan and at its conclusion
 - f. what evaluation procedures will be used throughout the process of improvement
4. The pastor of St. Therese Catholic Parish will be informed of the student's progress on a regular basis by the school principal.
5. During the timeline stated in the Academic Support Plan, the student will have to follow the agreed upon plan to complete all missing assignments while still continuing to complete all current homework, classwork, projects, etc. (Archdiocesan Policy No. 2520)

If there is no demonstrable improvement in academic performance, one or more of the following may happen:

- a. The Academic Support Plan may be reevaluated and adjusted to better meet the student's

needs and goals.

- b. The student may be provided more tutoring or intervention services.
- c. The student may be asked to participate in summer school or complete summer assignments.
- d. The student may be retained in the same grade for the following school year.
- e. The student may be asked to withdraw from St. Therese Catholic Classical School.

***Please see the Harassment/Discipline and Student Discipline sections of this handbook for details regarding behavior expectations and probation.**

ACADEMIC HONOR ROLLS (MIDDLE SCHOOL)

1. PASTOR'S HONOR ROLL

The student must have a grade point average (G.P.A.) of a 4.0. 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 G.P.A. Students are placed on the Principal's Honor Roll when academic grades from all classes equals 3.5 or above.

ACCREDITATION

St. Therese Catholic Classical School has full accreditation under the authority of Archbishop Samuel J. Aquila and the Archdiocese of Denver. The Extended Care Program and the Pre-School classes are licensed by the State of Colorado Department of Human Services. (Archdiocesan Policy No. 1010).

ACTIVITY FEES

The principal and athletic director publish student activity fees at the beginning of the school year and/or at the beginning of the athletic season. Fees for field trips are noted on the permission slip sent home 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, including the siblings of any students who are registered participants in extra-curricular activities, are presumed to have parent supervision. The school is **not** responsible for the care of students who are not participating in sanctioned school events. These are the procedures for after-school activities:

1. Students enrolled in after school clubs or programs will be supervised by the teacher of the program until 4:00 p.m. or a pre scheduled time. This includes school clubs, detentions, homework sessions, tutoring, and any other school sponsored event. Parents are expected to pick up 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 parents 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. If a student is not picked up at the conclusion of an after school club or program, he/she will be sent to Extended Care. Parents are responsible for paying for the time their child spends in the Extended Care program as a result of not being picked up from the after school activity on time. If a student remains in Extended Care past the 6:00 closing time, **parents will be charged a fee of \$1.00 per minute beyond that time**. If a parent cannot be reached by 6:15, 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, Robotics Club, Sports (CSAL) League, Yearbook, and Enrichment Classes.

ASBESTOS

St. Therese Catholic Classical 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 Classical 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 Classical School. Our commitment will also ensure regular inspections for asbestos and other hazardous materials will continue and, if any are found, these will be contained or removed.

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 Classical 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 Classical School will consider retaining 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 an illness, 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 (such as 8th graders ‘shadowing’ at a high school 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. Students serving as altar servers for the morning Mass are excused.
- 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.

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. All students and families must have an open and accepting mindset toward the teachings of the Catholic Church.
3. **Catholic Registrants.** Catholic students will be given first priority for enrollment in St. Therese Catholic Classical 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 Classical School unless the handicap seriously impairs the student's ability to successfully complete 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 the Business Office and other admission forms completed.
7. **Probation.** All new students are on "New Student Probationary Status for one full trimester from the first day of attendance at St. Therese Catholic Classical School. Their academic and behavioral progress will be carefully monitored. In addition, academic or behavioral probation may be assigned to students who are not meeting expectations at St. Therese.

ASSIGNMENT BOOKS

Students in grades 2-8 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. Parents should check their child's assignment book nightly to ensure that their child completed all required assignments. This is a simple and meaningful way to support your child's academic progress.

ATHLETIC PROGRAMS

A. 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.

B. 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.**

C. 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.

D. STUDENT INELIGIBILITY FOR SPORTS

E. 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.
2. 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).
3. 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.

F. STUDENT PARTICIPATION IN SPORTS

St. Therese Catholic Classical School currently offers Cross Country, Volleyball, Basketball, and Futsal as participation sports on an after-school basis. St. Therese Catholic Classical 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 Classical School Gym. All parents are required to attend the “Play Like a Champion” parent classes. At least one parent must attend the class or the student will not be allowed to participate on the team.

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

The Ora et Labora (Prayer and Work) Award Ceremony is scheduled at the end of the first and second trimester to recognize accomplishments based on our four Core Beliefs of Truth, Beauty, Goodness, and Unity. The date and time of each Awards Ceremony is communicated via the weekly Notes and Reminders parent newsletter a few weeks prior to each Awards Ceremony.

BACKGROUND INVESTIGATIONS

A. 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.

B. 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, only if permission has been granted by the classroom teacher. Parents wishing to provide the class with birthday treats for their child should contact their children's teacher no later than one week prior to his/her birthday. **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 is not to be discussed at school.

BUILDING USE

St. Therese Catholic Classical 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 Classical School welcomes many visitors each year. In order to accommodate our numerous requests, 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 at 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 Notes & Reminders, the school's website, Flocknote communications, and the monthly calendars to assist in your planning. To ensure a student is receiving a full year's course of study, the school requests that parents plan vacations, family trips, and other outings during

school vacations.

CELL PHONE POLICY

At St. Therese Catholic Classical School, **all** students are **highly discouraged** from bringing a cell phone to school. The reasons for this are:

Students are welcome to use the front office phone at any time throughout the day or after school; therefore, cell phones are not needed to communicate with family members while a student is on school property.

a. Research shows that even being near their cell phone impacts their ability to focus and pay attention. Simply put, students will be more successful academically with their electronic devices safely kept at home.

Should parents desire for their student to bring a phone to school, a Cell Phone Permission form must be completed and submitted to the front office for principal approval. Only valid reasons for having a phone at school will be accepted (such as students who walk to and from school and are not with a parent or guardian during these times).

If a student is given permission to have a phone at school, he/she **must** give it to their teacher at the beginning of the day. The teacher will keep it in a locked box throughout the day and will return it to the student at dismissal.

Students who have a phone at school but do not have an approved Cell Phone Permission form will have their phone taken and brought to the office, where it must be claimed by a parent or guardian. As we take our desire to have a ‘cell phone free’ campus seriously, students who have a phone without permission are also subject to any of the following disciplinary interventions: written reflections, lunch detentions, in school suspension, out of school suspension, or – in very serious situations – a request to withdraw from St. Therese.

In reality, legitimate reasons to have a cell phone at school are few and far between; therefore, it must be emphasized again that all students are asked to not bring a phone to school.

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 Classical School will follow the law to report all suspected cases. (Archdiocesan Policy No. 2200)

CHILD CUSTODY ISSUES

Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration.

- The school shall be notified immediately regarding any changes to custodial provisions.

- 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 the limits around 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.
- School officials are not to offer to testify on behalf of one parent or another in a situation of divorce, child custody matters, etc.
- If a school official receives a subpoena to testify, refer to Subpoena of Records, Policy # 2330
- Contact the OCS for specific instructions/directions when handling these types of situations. (Archdiocesan Policy No. 2140).

CLASSICAL EDUCATION

St. Therese Catholic Classical School provides students and families with an authentically Catholic education steeped in the liberal arts tradition of the Catholic Church. What is Catholic Classical Liberal Arts Education?

Catholic: everything we teach is in line with the Magisterium of the Catholic Church and rooted in the Gospel of Jesus Christ. A Catholic worldview is integrated in all subjects, not just a religion class. Students are set on their path to sainthood!

Classical: across all grade-levels, students read, discuss, and write about great classic texts such as *Peter Rabbit*, *Watership Down*, and *The Iliad*. Instruction is centered on the Trivium of grammar, logic, and rhetoric, pushing students to a deeper level of thinking. Socratic seminars and other methods of classical teaching foster a greater appreciation, reverence, and love for learning.

Liberal Arts: aside from eventual sainthood, our ultimate goal is to *free* (Latin: liber) our students to live a life in pursuit of all that is True, Good, and Beautiful. In knowing and loving the Truth, our students will be free to resist the snares of our culture and pursue the vocation God intended for them from the beginning of time.

- Classical education is authentic Catholic education – it is the educational model used by the Catholic Church for nearly 2,000 years!
- Jesus Christ is the center of everything— from participation in the liturgy of the Catholic Church to the heart of the curriculum in every subject.
- We develop the skills of grammar, logic, and rhetoric to build a strong foundation for reading, writing, speaking, and critical thinking.
- The study of Latin strengthens the mastery of English grammar, fosters logical thinking, and provides the building blocks for learning other classical languages.
- We develop a life-long love of learning as well as experience a deep sense of wonder and awe in God’s presence and in the action of his divine grace through all time and

space.

- Due to a stronger ability to think and reason critically, students in Classical schools outperform their peers on standardized tests and school entrance exams; more importantly, they are equipped to discern their earthly career and their personal vocation (marriage, religious life or priesthood)!

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 Classical School offers a balanced program of student co-curricular offerings such as Yearbook, Homework Club, Art Club, and Choir as well as 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.

COMMUNICABLE DISEASES

Any student, teacher, or other staff member 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.

In all cases, due consideration will be given to the needs and well-being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. 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)

COMMUNICATION CHANNELS

Parents should first contact the **teacher** of the class or subject regarding matters of discipline, curriculum, incomplete homework, student progress, classroom expectations, and student responsibilities. Teachers can be contacted via email or through the main school phone number: 303-364-7494. The principal is the final arbiter in cases that cannot be resolved at the classroom level.

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. With few exceptions, the school will only send business flyers home to families that are Catholic in nature.

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 evidence of any of the symptoms or signs of a concussion.

(Archdiocesan Policy No. 2190)

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. (Archdiocesan Policy No. 4310).

CURRICULUM – INSTRUCTIONAL PROGRAM

Our rigorous Classical curriculum pushes our students to read well, write well, and think well as they grow as disciples of Jesus Christ! Our integrated approach to teaching literature, theology/catechesis, and history helps students to see connections within all they are learning. The essential questions that guide student discovery foster deeper understanding of themes and content and create a lifelong love for learning!

In kindergarten-2nd grade, our students are focused on the **grammar stage of learning**. They are building the foundations of reading, writing, and math. Daily instruction in these grades includes:

- Phonics
- Reading
- Writing
- Spelling
- Handwriting (print)
- Math
- Catechesis

- History
 - Kindergarten: History of Ancient Egypt
 - 1st Grade: History of Ancient Greece
 - 2nd Grade: History of Ancient Rome
- Science
 - Kindergarten: Building Blocks of Science
 - 1st Grade: Earth Science
 - 2nd Grade: Biology

Our 3rd-5th grade students are growing within the **logic stage of learning**. Now that they have the basics down, they are beginning to think and reason more deeply, especially as they grow as readers. Daily instruction in 3rd-5th grade includes:

- Literature
- Grammar
- Spelling
- Writing
- Handwriting (cursive)
- Math
- Catechesis
- History
 - 3rd grade: Medieval History
 - 4th grade: Expansion & Exploration and Colorado History
 - 5th grade: American History
- Science
 - 3rd grade: Chemistry
 - 4th grade: Physics
 - 5th grade: Biology

Now that they've mastered the basics and have developed critical reasoning skills, our middle school students are in the **rhetoric stage of learning**. They are mastering the art of communicating truths with clarity and charity. Middle school students have daily classes within these content areas:

- Literature
- English
- Math (basic math and advanced algebra)
- Theology
 - 6th Grade: The Old Testament
 - 7th Grade: The New Testament

- 8th Grade: The Teachings, Traditions, and History of the Catholic Church
- History
 - 6th Grade: History of Ancient Civilizations
 - 7th Grade: Ancient Greece through Modern World History
 - 8th Grade: American History
- Science
 - 6th Grade: Astronomy & Earth Science
 - 7th Grade: Physics
 - 8th Grade: Chemistry

Academic classes are important, but the formation of the whole child is a key part of what we offer students at St. Therese Catholic Classical School. Therefore, in addition to core academics, we offer the following classes to all K-8th grade students:

- Physical Education: our students learn the fundamentals of a variety of sports and experience the value of collaboration and teamwork. A weekly health class will provide them with the lifelong skills and knowledge necessary to keep their bodies as a temple for the Holy Spirit!
- Art: our students experience the beauty of classic works of Catholic art up close and then use their own creativity to imitate these masterpieces! They begin to understand that great art is just one way to experience the loving presence of God.
- Music: our students grow in their ability to sing and play instruments as they are immersed in the world of Catholic music and chant. All students will perform at least once throughout the school year.

DEFINITION OF A STUDENT/HOME SCHOOLING

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days.

- The enrollment of part-time students is not permitted.
- This does not include partial day Preschool, Pre-Kindergarten, or Kindergarten programs in which the offered hours are less than those of the full school day.
- Extra/Co-Curricular activities and/or Programs are not open to children who are not full-time, enrolled students in the school.
- School may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reasons. (Archdiocesan Policy No. 2020)

DISCIPLINE & HARASSMENT

St. Therese Catholic Classical School believes strong moral formation is predicated upon right action; therefore, in order for students to grow into the saints God is calling each of them to be, they must adhere to consistently applied rules and expectations for behavior, which are steeped in the school's Core Beliefs of Truth, Beauty, Goodness, and Unity. More than that, we desire for our students to not only 'do the right thing,' but to love doing the right thing in every circumstance.

To grow in virtue, students must consistently practice good habits and be held accountable when they fall short of meeting the school's expectations for behavior. All students are expected to follow these four school rules:

1. Truth: I will put my best effort toward my work, both at school and at home, in order to give glory to God.
2. Beauty: I will honor my need to learn and the teachers need to teach by listening and following directions and helping to create a reverent learning environment for everyone.
3. Goodness: My words and actions will show kindness and respect to everyone always striving to be the saint God is calling me to be.
4. Unity: I will love and serve God and my neighbor by keeping my hands, feet, and other objects to myself and always treating others the way I want to be treated.

When students break one of these rules, the following consequences are consistently applied:

First consequence: Warning

Second consequence: Time-out or reflection time #1

Third consequence: Time-out or reflection time #2 and communication to parents

Fourth consequence: Conversation with the principal (w/ Restorative Approach Task - see below)

Fifth consequence: Removal from class

St. Therese Catholic Classical School "prohibits any verbal or physical 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.)" As members of a Catholic school community, all students and faculty are called to treat each other in such ways that reflect the Truth, Beauty, Goodness, and Unity of our faith. Any behavior that violates the dignity of the human person in any way will always be addressed and corrected. All students and families are given the opportunity to commit to living by the school's Core Beliefs when they sign the Core Belief Agreement form at the beginning of every school year.

St. Therese Catholic Classical School responds to most significant behavior situations with a **Restorative Practice Approach**. As members of the Body of Christ, we live in relationship, or communion, with others. As such, we are called to make amends and fix our mistakes when we

hurt someone else, intentionally or unintentionally. When a school expectation has been broken, the Restorative Practice Approach requires a conversation, which follows these steps:

- a. All parties involved in the situation explain their perspective
- b. The offended party(ies) explains how they were hurt or impacted by the offending party(ies)
- c. The offending party(ies) understand the impact of their actions and complete some sort of Restorative Practice task to fix the harm they caused.

As a Restorative Practice school, St. Therese does not utilize traditional “detention,” as this often does not help students identify the impact and learn from their actions. Rather, when a misbehavior occurs, teachers will engage students in meaningful conversation and reflection during their lunch or other specified time in order to help students learn from and correct their mistakes, and to help repair the relationship with anyone who was negatively impacted. *It is important to note that, while Restorative Practice is the most effective way to turn misbehavior into learning opportunities, students who repeatedly violate the school’s behavior expectations will be subject to more serious consequences, up to and including suspension, probation, and expulsion.*

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 another level compared to bullying or harassment. All teasing and other minor behaviors will be addressed with a Restorative Practice Approach.
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.* Depending on the severity of the situation, incidents of harassment may be addressed with a Restorative Practice Approach or with more strict measures (suspension, expulsion, law enforcement involvement) as dictated by the policies of the Office of Catholic Schools.
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.* Depending on the severity of the situation, incidences of bullying may be addressed with a Restorative Practice Approach or with more strict measures (suspension, expulsion) as dictated by the policies of the Office of Catholic Schools.
4. **Possession or Use of Weapons:** See pg. 50 of this handbook.

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.

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

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.

Harassment is not limited to the six types listed above. Any behavior that hinders the student's ability to get an education, significantly harms their well-being, substantially interferes with their rights, or intimidates the student because of their identity will not be accepted at St. Therese Catholic Classical School

Procedures for Reporting

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

- Students/Families report to teachers or a staff member
- Staff members 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.

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: Restorative Practice task, suspension, probation, required counseling, withdrawal or dismissal, charges filed, expulsion.

B. THE SCHOOL’S RESPONSE WHEN MAJOR MISBEHAVIOR OCCURS:

First offense: Restorative Practice task (depending on severity of offense)

Second offense: Restorative Practice task **or** in-school suspension (depending on severity of offense)

Third offense: In-school suspension or out-of-school suspension; placement on Behavior Probation and implementation of Individual Behavior Plan

Fourth offense: Withdrawal or expulsion from school

It is important to note that all behavior incidences and the students involved are unique and therefore deserve to be approached on a case-by-case basis. While the above outlines general steps taken to address misbehavior at St. Therese Catholic Classical School, the principal and pastor reserve the right to adjust or modify the school’s response based on the individual circumstances of each situation.

More information about Student Discipline can be found in the “Student Discipline” section of this handbook

DRESS CODE DETAILS

For specific information regarding the school uniform, please see the ‘Uniform’ section of this handbook.

Students wear uniforms at St. Therese Catholic Classical School in an effort to convey the beauty and unity that comes from dressing cleanly and professionally. Just as a priest “puts on Christ” when he wears his vestments, students “put on Christ” when wearing a Catholic school uniform. Uniforms 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 Classical School. Girls may wear clear fingernail 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. Standard wrist watches and simple religious bracelets are allowed; however, students may not wear any type of smart watch or non-religious bracelet. 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 to be neat and clean at all times. Please check with the teacher for approval.

BOYS: Boys may not have hair that is below the collar of the uniform shirt, nor can it cover the eyes or ears. Hairstyles must be neat and well trimmed. Hair may not be spiked with gel, mousse, etc. Rat-tails, etchings, Mohawk cuts, ponytails, 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 it is longer than 1/8 inch.

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. Hair accessories should be simple and not distract from the uniform itself or take away anyone's ability to focus on learning. Acceptable hair accessories include: headbands, bows, scrunchies, barrettes, clips, bobby pins, and ponytail holders. Headbands or other hair accessories that have protruding objects are not part of the uniform and should not be worn.

Hats, caps, and hoodies may not be worn in the school building.

C. DRESS CODE AT PUBLIC OR SCHOOL FUNCTIONS

Our students represent themselves and the school at all times, even during non-school hours. All students of St. Therese Catholic Classical 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.

Blouses (no cleavage showing) and skirts or dresses (no more than 3" above the knees) are

appropriate attire for girls on these days.

- d. 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.
- e. The school uniform is acceptable dress for any day of the school year.
- f. Jewelry, including but not limited to necklaces and bracelets, is limited to crosses or medals of saints, and only stud earrings for girls. No make-up or long fingernails.

Eighth grade dress-up is always a 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.

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. (Archdiocesan Policy No. 1300)

FIELD TRIPS

Educational trips serve as 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 in a field trip. If such a request is made, the child is expected to be in school, unless ill or in 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.

By signing the Emergency Update sheet at Student Check-In Day, parents do give permission for students to take walking field trips no more than two miles from the school. A separate permission slip is not required for walking field trips; however, parents reserve the right to not allow their student to attend any walking field trip near the campus.

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, fundraising 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).

FUNDRAISING POLICIES

A. FUNDRAISING 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. FUNDRAISING 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 fundraising 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.

C. FUNDRAISING EXPECTATIONS

In addition to paying tuition in a complete and timely manner, all families are expected to contribute to fundraising efforts throughout the school year. This includes but is not limited to the yearly Jog-a-Thon fundraiser for the athletic department and the Cultural Fair, which supports the general operating fund of St. Therese Catholic Classical School.

GRADING POLICIES

St. Therese Catholic Classical School views grades as an opportunity for partnership and collaboration between parents, who are the primary educators of their child, and the school. Grades are one of many ways student progress can be measured and evaluated. St. Therese believes that a student is more than just a grade printed on a piece of paper; therefore, it is vital that all aspects of student achievement are reviewed when analyzing a student’s pursuit of Truth, Beauty, Goodness, and Unity. Grades indicate a student’s strengths and gifts, and they also indicate areas of growth; therefore, while grades certainly indicate a student’s performance level at a given moment in time, ultimately they should serve as a source of feedback for the student, family, and school for how to continue to support and nurture that student’s growth in the months and years that follow.

Official grade reports are sent home six times per school year (three mid-trimester reports and three end of trimester reports). St. Therese uses an online student information system (Sycamore), which contains an online grade book. Teachers update student grades at least once per week for all classes, and families are invited to check Sycamore often in order to see how their student is doing in each of his/her classes. According to Archdiocesan Policy, the following grading system is used at St. Therese Catholic Classical School:

Kindergarten, 1st Grade, & Second Grade	
O	Outstanding
S	Satisfactory
N	Needs Improvement

3rd, 4th, 5th, 6th, 7th, and 8th Grade			
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

Ultimately, grades are based on the cumulation of a student’s work for an entire grading period: classwork, quizzes, assessments, homework, and projects. St. Therese believes that the grade should be a true and accurate reflection of what a student knows and can do in each subject area. Therefore, teachers strive to assess students only after students have had an appropriate amount of time and practice on whatever skill or standard is being assessed.

Habits of Scholarship and Discipleship

In addition to grades, a student’s Habits of Scholarship and Discipleship are also assessed throughout the school year. These provide a window into a student’s growth and performance regarding both academic skill and self-discipline. The Habits of Scholarship and Discipleship are based on our Core Beliefs of Truth, Beauty, Goodness, and Unity:

I will pursue Truth in all things, engaging with the world as a disciple of Jesus Christ and as a life-long learner.

1. I ask questions to clarify my own or others’ understanding.
2. I complete all of my work on time.
3. I am consistently prepared to learn by having my supplies ready and demonstrating a positive attitude.
4. I value the virtue of honesty and strive to live it in all interactions.

I will honor Beauty within myself, others, and all things, always seeking to create beautiful work and to serve as a steward of God’s magnificent creation.

1. My words and actions indicate that I honor the beautiful presence of God within myself and others.
2. I strive to do my best on every assignment.
3. I participate appropriately in class, group assignments, and discussions, honoring the beauty that is within those around me.
4. I focus on what is most important by not distracting myself with items I should not have at school (gum, food, toys, electronics, etc.)

I will love what is Good, reject all that is evil, and pursue the common good for the body of Christ.

1. I strive to be a positive role model for those around me.
2. I stand up for what is right and just.
3. I follow all school and classroom expectations with joy and humility.

I will strive for Union with God and with my neighbor, growing in friendship with the

Lord through obedience, humility, and grace.

1. I respect and value my classmates, teachers, and school property, bringing unity to the school community in every interaction.
2. I work toward peace and charity in all situations.
3. I show honor and reverence to God during prayer and Mass.

The Habits of Scholarship and Discipleship are assessed on each grade report according to the following scale:

4 - Student demonstrates this habit all the time and serves as a role model for others.

3 - Student demonstrates this habit most of the time.

2 - Student demonstrates this habit some of the time. There may be a need for further conversation or intervention.

1 - Student does not demonstrate this habit at any time. There is a need for intervention.

WORK COMPLETION POLICY

- a. 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 and/or notifying teachers in advance of an expected absence.
 - iv. Taking responsibility for improving poor grades by talking to the teacher and following designed strategies.
 - v. Taking responsibility for communicating with their family about the requirements and expectations of any missing assignment.
- b. If a student chooses not to complete class requirements, any incomplete work will be given an "F" (or a zero) at the end of the trimester, with no opportunity to make the assignment up.

ACADEMIC HONESTY

Students in all grades are expected to practice academic honesty. Examples of academic dishonesty (or “cheating”) include but are not limited to: plagiarizing someone else’s work, copying answers from an assignment or test, using artificial intelligence in any way, etc. If students use the Internet for research, the school reserves the right to check it to ensure it was not plagiarized. If a student submits a plagiarized paper, the student will be given one week to present a new paper that meets the assignment standards or a grade of "F" will be placed in the grade book. Students who cheat in other ways (i.e. copy from another student’s homework or test) will be given a zero until they redo the assignment or test during their own time (lunch/recess or after school). Students who consistently demonstrate academic dishonesty will be subject to more significant disciplinary interventions, up to and including behavior probation and expulsion. Parents will always be notified when an incident of academic dishonesty occurs, and a Parent/Teacher conference may be scheduled.

STUDENT ABSENCES AND ACADEMIC PERFORMANCE

In order to achieve academic success and access the fullness of Truth, Beauty, Goodness, and Unity offered through the gift of Catholic education, it is essential that students are present in school every day of the school year. Unless a student is ill or has another valid reason for missing school, he/she is expected to be in class and to joyfully engage in the learning process. Students who are absent for more than 20% (36 days) of the school year will be subject to retention and other academic interventions, including summer school enrollment.

HEAD LICE

1. If the school is not sure if a student had head lice, the diagnosis should be made by the family's health care provider or other person trained to identify live head lice.
2. Notify school families when a case of head lice occurs in a classroom and remind parents/guardians to check their child's hair.

If head lice are found in several students in one classroom or in more than one classroom, all students should be respectfully examined by trained personnel. (Archdiocesan Policy No. 1420)

HOMEWORK & CLASSWORK

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

1. To reinforce and practice 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 practice 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 (i.e. reading directions with the student, asking questions about their reading, ensuring the assignment is complete), but the actual assignments should reflect the student's ability. St. Therese Catholic Classical School and the Office of Catholic Schools recommend these cumulative 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. It is also the responsibility of the student and parent to notify the teacher if the homework is taking significantly longer than the above time frames so that adjustments can

be made.

A. KINDERGARTEN – FIFTH GRADES

INCOMPLETE HOMEWORK/CLASSWORK

If students do not complete the assigned homework/classwork, students may need to complete it during lunch or recess. Late or missing homework/classwork assignments may impact a student's grade. Students should accept the responsibility for completing the homework/classwork on time (emergencies excepted). Parents will be contacted in the case of a student who consistently neglects to turn in homework/classwork assignments. All parents are encouraged to check Sycamore often to ensure their student(s) is completing all assignments.

B. SIXTH – EIGHTH GRADES

INCOMPLETE HOMEWORK

6th-8th graders are expected to turn in daily assignments on time each day, and long-term assignments on the date due. All parents are encouraged to check Sycamore often to ensure their student(s) is completing all assignments. Students with missing assignments will be required to attend Homework Club during lunch/recess and/or after school.

EXTENSION REQUESTS

6th-8th grade students can complete an Extension Request Form if there is a valid reason for needing additional time to complete an assignment. The assigning teacher must approve the request in order for extra time to be granted.

INSURANCE

St. Therese Catholic Classical 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.

LENGTH OF SCHOOL DAY

Instructional time on all regular school days in all Archdiocesan schools will be a minimum of 6 hours per day, which may include no more than one hour total for both recess and lunch breaks. Students in kindergarten to 2nd grade may be allowed an extra recess break provided that instructional time is a minimum of 5.5 hours. (Archdiocesan Policy No. 1260)

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 and will be charged for any missing or damaged books at the end of the year.

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 hallway outside of the gym. 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):

A. 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.

B. 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. Depending on the severity of the disease outbreak, the school may implement various health protocols, including but not limited to symptom and temperature checks of all students and adults who enter the building. Should a disease outbreak require that in-person learning be discontinued, the school will provide a hybrid

or distance learning program. It is expected that, in such situations, all families continue to pay tuition. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. (Archdiocesan Policy No.1400)

C. 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. In 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.

D. 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).

E. 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

Written permission for the publication of any student's name or likeness in any audio or video tape, Internet recording, 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 must be secured from parents. Parents/guardians provide this written permission at the start of every school year. This permission shall be kept on file for the length of the time the student is at the school. Video recordings of classes for Distance Learning purposes will always remain on private links, and therefore do not require parental permission.

Movies or television programs shown in class should be approved by St. Therese Catholic Classical School administration. If a movie is brought from another source besides the teacher, permission to show it must be approved by the principal. (Archdiocesan Policy No. 2350)

NON-AUTHORIZED PERSONS

All visitors on campus must register with the front office. Persons with no legitimate reason 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. (Archdiocesan Policy No. 1300)

NON-EDUCATIONAL & PERSONAL ITEMS

Non-educational and personal items including but not limited to toys, trading cards, radios, video games, 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 BEHAVIOR

Parents who act in ways that are contrary to the norms or principles of a Catholic school or who violate the human dignity of any member of the St. Therese community may be asked to withdraw their child from the school (Archdiocesan Policy # 2660). This includes behavior, both verbal and physical, that is deemed to be detrimental to the overall culture and mission of St. Therese Catholic Classical School, such as spreading rumors or gossiping about the school with other parents.

PARENT/TEACHER/STUDENT CONFERENCES

Parent/Teacher/Student Conferences are scheduled twice a year, in the fall and the spring. As partners in your child's education, Parent/Teacher/Student Conferences provide a valuable opportunity for discussion, reflection, and collaboration. 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 email the teacher or 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. Teachers are not required to accommodate any parent who does not make an appointment beforehand.

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 Classical School beginning at 7:45 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 the playground lot to bring children in for Extended Care **before 7:40.**

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 the vehicle. You may park on playground after 3:15 P.M. to pick up children from Extended Care. Even during times of inclement weather, parents may not drive onto the school parking lot between 7:45 A.M. and 3:15 P.M.

PERSONAL BELONGINGS

It is the attempt of St. Therese Catholic Classical 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.

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

Take care of immunizations and health issues. A healthy child is a happy child.

A child should know his/her first and last name, address, and telephone number by kindergarten.

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.

Encourage children to be tidy. Make games of putting things away and keeping one's work areas tidy.

Work with students on educational games or educational television.

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.

Students should have simple chores where they learn responsibility and become a participating and productive member of a community.

Set regular times for going to bed and getting up in the morning.

Students need the nourishment from a good breakfast. Make this a healthy part of your day by encouraging healthy eating habits all day long.

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.

Students should practice covering their nose and mouth when sneezing or coughing.

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.

Students should know how to make the Sign of the Cross with the right hand.

Students should know how to genuflect on the right knee when we are in Church.

Students should be familiar with the "Our Father" and "Hail Mary" prayers.

Students should have some familiarity with using crayons, paint, scissors and other art materials

Reporting Child Abuse - Pre-School Program

The following is the policy the Pre-School Program 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 play 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.

Supervision

Pre-K students must be signed in and signed out by a parent or legal guardian.

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 Classical 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 Classical School Office on any student for any reason. (Archdiocesan Policy No. 2120)

PROGRESS REPORTS

Student progress reports will be distributed midway through each trimester for all students K-8th grade. Report cards are issued after the end of each trimester.

RELEASE OF STUDENT DIRECTORY INFORMATION

Before printing student directories, written permission for publication of this information must be secured from parents. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year. (Archdiocesan Policy No. 2340)

RELIGION, RETREATS, SPIRITUAL FORMATION

St. Therese students and staff attend Mass every Tuesday, Wednesday, and Thursday at 8:00 AM. Parents are invited and encouraged to attend. In addition, Catechesis (K-5th Grade) and Theology (6th-8th grade) are core subjects taught at all grade levels. Additional liturgical and

non-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

Due to limited resources, there is limited staff presence during drop off and pick up 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 the 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. Aurora traffic control or school 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 Classical 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: 7:50AM

Dismissal Time: 3:00 PM

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

Opening Time: 7:50 AM

Dismissal Time: 11:30 AM

5. K thru 8th

Opening Time: 7:50 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 SAFETY 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 participating in an after school activity 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 6:30 to 7:50 a.m. and afterschool care is provided from 3:10 to 6:00 p.m. For more information on rates and program schedules of Extended Care, please call 303-364-7494.

SCHOOL EVENTS FOR ST. THERESE STUDENTS

For St. Therese Catholic Classical School parties or school events, attendance is restricted to current St. Therese Catholic Classical 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, 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 or on the school website.

SEARCHES OF STUDENTS AT SCHOOL

The principal, pastor, or the Office of Catholic Schools may conduct a search of the entire school plant, including lockers and desks, at any time when there is a suspicion of any 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 during a designated break time as determined by each teacher. Only nutritious snack items are allowed. Snack time is arranged by individual teachers, and birthday treats (no 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 assigned a Restorative Practice task, such as cleaning, 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. All St. Therese schools and families are expected to exhibit Christ-like, virtuous behavior, at all school-sponsored activities. Misbehavior during a school-sponsored activity will be handled as a school discipline matter. (Archdiocesan Policy No. 2700)

SOCIAL MEDIA POLICY (STUDENT USE)

Students are not allowed to access any form of social media from a school or personal device during the school day. As there is no social media platform that serves an academic purpose, doing so will result in a significant disciplinary response, up to and including written reflections, lunch detention, in school suspension out of school suspension, or – in very serious situations – a request to withdraw from St. Therese.

Parents and guardians are asked to educate themselves regarding the dangers of social media use (please read this [article](#)) and to not allow their children of any age to open personal accounts on any social media platform (including but not limited to Facebook, Snapchat, Instagram, Tik Tok, YouTube, etc.). The social, emotional, and spiritual impacts of using social media are concerning and, as members of a school community that prioritizes the importance of building relationships steeped in Truth, Beauty, Goodness, and Unity, St. Therese parents and guardians are asked to protect their children from these negative influences as much as possible.

If a student uses social media at home in any way that violates standards of moral and virtuous behavior expected at both home and school (i.e. gossiping about other students, cyberbullying, threatening language, foul language, etc.), he/she will be subject to the same significant disciplinary responses listed above. In our partnership to create saints, the school has a responsibility to intervene in such cases, even though the behavior happened at home. In these events, the school will always communicate with parents to let them know what is happening and to partner with them in order to help their student(s) learn and grow from the experience.

STANDARDIZED TESTS

All students attending the Catholic Schools of the Archdiocese of Denver must take the standardized tests, currently STAR 360 Math and Reading, which are administered in Fall, Winter, and Spring. If parents refuse to let students participate, these students will not be accepted for enrollment the following year. St. Therese Catholic Classical School uses these results for planning and evaluating the effectiveness of its teaching and its curriculum. Without this information, the school cannot best meet the individual needs of learners. 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](#))

STATEMENT OF NON-DISCRIMINATION BY ARCHDIOCESAN SCHOOLS

A. ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSE OF TITLE IX EDUCATION ACT

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

B. NOTICE OF STUDENT NON-DISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L., 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. (Archdiocese Policy No. 6020)

STUDENT ATTENDANCE

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 School will notify parents when a student is absent.
- If a child is absent more than 36 days per year, St. Therese Catholic Classical School may 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.
- The school is obliged to keep an accurate record of daily attendance. This record is to be placed in the pupil's permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absences requires administrative intervention. Excessive tardiness and/or absences may be cause for retention or request for withdrawal.
- The parent/student handbook should contain a statement of local school policy regarding attendance and excessive absences/tardiness. Truancy is a violation of Colorado law. (Archdiocesan Policy No. 2120).

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 Classical School is centered on our Core Beliefs of Truth, Beauty, Goodness, and Unity; therefore, it is considered an aspect of moral guidance and not a form of punishment. Effective discipline builds responsibility, self-control, 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 complete person in the image and likeness of Christ. Good disciplinary structures allow students to reflect on their own behavior, identify ways to positively change behavior, and repair harm that may have been caused to others through their actions.

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 Classical School has developed a management plan, which explains the procedure for handling difficult situations (see “Harassment/Discipline” section of this handbook). Parents are notified of inappropriate behavior and the consequences with a phone call from a school official and/or an incident report in the online Sycamore system. For severe behavior situations, acts of violence, and major/repeated 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 Classical 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 dignity 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 uses a Restorative Practices philosophy to manage student behavior. We believe this system allows students to properly and prayerfully reflect on the impact of their actions, make atonement for any harm they caused, and learn more deeply from their mistakes. More information about Restorative Practices can be found in the Harassment/Discipline section of this handbook.

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 in order to keep all students challenged and engaged.
3. We will continue our efforts in creating a dynamic climate where all participants accept ownership and take responsibility for their actions.
4. We will utilize all conversations about student behavior as an opportunity to help students to grow in virtue and foster a deeper relationship with Jesus Christ.

Student Expectations

1. Students will strive to behave in ways that are true, good, and beautiful throughout the school day, while communicating with members of the school community online or electronically, and at all school-sponsored events. This includes but is not limited to kind, respectful, and safe words and actions.
2. Students will learn from and reflect upon their actions, and will work to repair harm

caused by their actions.

3. Students will strive to grow in virtue and in their vocation to become saints.
4. Students will realize they are responsible for their behavior, be it positive and/or negative expression, and the consequences resulting from its expression.

Examples of Behavior Unacceptable for St. Therese Catholic Classical School

1. Actions and activities that deprive other students of the right to learn:
 - a. Loud and unnecessary talking during class activities.
 - b. Open displays of dislike for or harassment toward other students.
 - c. Lack of self-control and self-discipline in the classroom.
2. Actions and activities that inhibit personal growth in virtue:
 - 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 and will notify the parents of the minor discipline issue through a phone call, email, or via Sycamore.

Major infractions handled by the Principal:

- a. Disrespect for school personnel.
- b. Fighting on school premises.
- 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).

THE SCHOOL'S RESPONSE WHEN MISBEHAVIOR OCCURS:

1. **First offense:** Restorative Practice task (depending on severity of offense)
2. **Second offense:** Restorative Practice task **or** in-school suspension (depending on severity of offense)
3. **Third offense:** In-school suspension or out-of-school suspension; placement on Behavior Probation and implementation of Individual Behavior Plan
4. **Fourth offense:** Withdrawal or expulsion from school

It is important to note that all behavior incidences and the students involved are unique and therefore deserve to be approached on a case-by-case basis. While the above outlines general steps taken to address misbehavior at St. Therese Catholic Classical School, the principal and pastor reserve the right to adjust or modify the school's response based on the individual circumstances of each situation.

If parents refuse to cooperate, 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 may be asked to withdraw 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 students 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 Classical 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 advance 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.

STUDENT RETENTION

The decision to retain a student in the same grade for the following school year is always a difficult one and will be made on a case-by-case basis. A team of people will be tasked to make retention decisions. The team will consist of the principal and/or assistant principal, the parents, at least one teacher, and an intervention teacher (if applicable). Considerations when debating retention include the following:

- a. Grades
- b. Body of evidence of work samples
- c. General academic performance and growth
- d. Reading, math, and other academic ability levels (as determined by STAR testing)
- e. Social skills
- f. Teacher observation
- g. Habits of Scholarship and Discipleship

If retention is being considered, it will first be discussed with parents before the end of the second trimester. Final retention decisions are made at the end of the third trimester.

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 Classical School communicates with parents regarding student progress 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 office 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. Teachers can also be contacted via email. Please allow teachers one business day to return a phone call or email.

STUDENT RECORD RELEASE

Upon written request from a receiving school, St. Therese Catholic Classical 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 the names of any 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 more information we have, the better we can assist you in difficult situations. 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 limitations around 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 Classical School will not release a student to an adult who appears visibly impaired by liquor, legal or illegal drugs, 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 Classical School for any reason other than relocation or educational needs may not be accepted back as a student at St. Therese Catholic Classical School. This applies also to those who do not meet the registration deadline.

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, especially when they themselves do not model Truth, Beauty, Goodness, and Unity. Parents may be requested to remove their students from the school for the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to Archdiocesan or school policies and regulations.
- Interference in matters of school administration or discipline.
- Public rejection of the law, norms, and teachings of the Catholic Church.

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 an effort does not correct the situation, the principal, upon consultation with the pastor and 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. 2660).

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 7:50 A.M. until 3:10 P.M. Extended Care is available from 6:30 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 participating in an extra-curricular activity 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 Office Administrator

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 Classical 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 Classical School will not accept the supervisory responsibility or the liability for registered St. Therese Catholic Classical School students or preschool age children or any children who are unattended outside of school hours and are not registered for any outside of school hours activity or event.

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. Severe or repeated incidences of 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 described in this handbook. 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 Classical 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 Office Administrator 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

St. Therese Catholic Classical School believes that technology can be a powerful learning tool when used meaningfully and sparingly. All students, along with a parent, sign an Internet Use Agreement on Check-in Day prior to the start of each school year. In addition, all middle school students and their parents sign a permission form agreeing to the use of Google Workspace.

The school's Computer and Internet Responsible Use Policy is to allow all staff, volunteers and students (defined as "user") accessing computers and networks 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 mechanisms 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 associated 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. Inappropriate communication through any technological means is subject to discipline at the school level. 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)

It is highly recommended that parents maintain reasonable limits and safeguards around technology use at home. Students who spend too much time on technology tend to struggle academically and are exposed to a myriad of moral dangers. Parents are asked to not allow their students to maintain accounts on any social media platform, including Facebook, Instagram,

Snapchat, Tik Tok, etc.

TELEPHONE CALLS

Students will have access to telephones during the school day when 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, 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 - please see the Cell Phone Policy section of this handbook.

TEXTBOOKS AND OTHER LEARNING MATERIALS PROVIDED BY THE SCHOOL

Student textbooks are distributed during the first week of school. If a student leaves St. Therese Catholic Classical 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. Students will be charged for lost or damaged school books.

THURSDAY FOLDERS or THURSDAY E-MAIL NOTES

To coordinate communications with our families, every Thursday the school sends an electronic newsletter via email (or in 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 on a weekly basis.

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 communication from a teacher, or compliment 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 of, 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 the event of a transfer to another Catholic school, St. Therese is required to notify the new school of any unpaid financial balance. 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 contract. (Archdiocese Policy No. 5010) Should the school be placed on remote learning or students are quarantined for any health reason, parents are still obligated to pay their tuition balance.

TUTORING and ACADEMIC SUPPORT

Students who need additional or specific academic support may be instructed in small groups by qualified intervention teachers, as well as parent or community volunteers. 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. (Archdiocese Policy No. 3600)

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” section of this handbook for more details).

For Kindergarten-5th Grade Students

- 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.
- No blue jeans are worn unless special notice has been sent home (see dress code details, pg. 23)
- Navy blue gabardine, “Docker style”, or corduroy slacks may be purchased at Educational Outfitters, 8170 S. University, #250 in Centennial, or local department stores.
- No baggy, oversized styles, tight or multi-pocketed slacks are acceptable. Additionally, students may not wear slacks that have a denim like appearance. Slacks

and/or belts may not have metal rivets, decorative stitching, or trim. “Joggers” are not acceptable.

- 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.
- 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.
- Belts (black, brown or navy blue) must be worn with both shorts and pants (beginning in 2nd grade) and match the size of the individual.
- For boys and girls: 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.
- Grey, burgundy, or navy blue 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.
- Only plain, navy blue or white T-shirts may be worn under the uniform shirt.
- 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). Boots are acceptable as long as they are worn under the pant leg, are plain colored (black, brown, dark blue, or white), and do not create a safety concern. Boots may not be worn with shorts or skirts.

For Middle School Students (6th-8th Grade)

Boys

- Short-sleeve or long-sleeve white dress shirt with buttons from top to bottom and a collar (to be purchased from a clothing store of your choice)
- Boys tie in the St. Therese school plaid (available for purchase in the front office or from Educational Outfitters)
- Navy blue shorts or pants
- Black, brown, or navy blue dress shoes or mostly white, black, or other solid colored tennis shoe, along with plain white, black, or navy blue socks
- A cardigan or v-neck sweater with the St. Therese logo or a St. Therese sweatshirt with the logo (for cold weather days)
- Boys must wear a brown or black belt

Girls

- Short-sleeve or long-sleeve white blouse with buttons from top to bottom and a collar (to be purchased from a clothing store of your choice)
- Girls cross-over tie in the St. Therese school plaid (available for purchase in the front office or from Educational Outfitters)
- It is highly encouraged that girls wear a skirt, skort, or jumper in the St. Therese

plaid (available through Educational Outfitters)

- White, navy blue, or black tights, leggings or knee-high socks may be worn under skirt/skort/jumper on cold weather days
- Girls may wear navy blue pants or shorts in place of a skirt/skort/jumper
- Black, brown, or navy blue dress shoes or mostly white, black, or other solid colored tennis shoe
- It is recommended that girls wear a white undershirt or tank top under their blouse
- A cardigan or v-neck sweater with the St. Therese logo or a St. Therese sweatshirt with the logo (for cold weather days)

For All Students

- 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.
- 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.
- Students may wear shorts before October 1st and after March 31.

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 drivers must submit a copy of their driver's license, insurance card and complete 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 28 degrees and there is precipitation, the students will not be outdoors. Wind chill factors will also be taken into consideration. If it is below 28 degrees and/or raining before school begins, 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, the school's Facebook page 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

Catechesis (PreK-5th grade)/Theology (6th-8th grade): Concepts range from Church History and Doctrine, Faith and Morality, Sacraments, Christian Anthropology, 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.

History 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.

*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 Classical 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. 1-7

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