

HANDBOOK
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St. Theresa of the Child Jesus School
300 Leonard Street
Hellertown, PA 18055
610-838-8161
altnst@ptd.net

Monsignor Alfred Schlert, Pastor
Father Jerome Tauber, Assistant Pastor
Mrs. Louise Glass, Principal

MISSION STATEMENT

St. Theresa of the Child Jesus School provides a Catholic centered education consistent with the educational mission of the Church. We emphasize teaching basic skills through a blend of traditional and current creative teaching methods and use of technology. A caring faculty, supportive parents and parishioners foster the spiritual, intellectual, and emotional growth of the whole child.

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St. Theresa School Staff

Administration

Pastor	Msgr. Alfred Schlert
Assistant Pastor	Father Jerome Tauber
Principal	Mrs. Louise Glass

Teachers

Kindergarten	Mrs. Judy Kelly
Grade 1	Mrs. Karen Jamann
Grade 2	Mrs. Dolores Fartel
Grade 3	Mrs. Ann Heavilon
Grade 4	Mrs. Marybeth Okula
Grade 5	Miss Sharon Gillespie
Grade 6	Miss Brigid Ford
Grade 7	Mrs. Carol Rogers
Grade 8	Mrs. Catherine Reichenbach
Computer/Library	Mr. Ken Westgate
Physical Education	Mrs. Alice Fowler
Music	Mrs. Jean Cunningham
Art	TBA
Spanish	Mrs. Aurora Martinez
Religious Enrichment	Sr. Marie Eugene
Kindergarten Aide	Mrs. Karen Anderson
I.U. Remedial/IST	Mrs. Mary Ann Bennett
Instrumental Music/School Band	Mrs. Pam Reiss
Occupational Therapist	Mrs. Nancy Torrence
Speech Therapist	Mrs. Helen Capparell
Psychologist	Mrs. Karen Sternat
School Nurse	Mrs. Sue Desmit

Secretaries

Mrs. Rosemary Benner
Mrs. Rose Koslap

Hot Lunch

Coordinator	Mrs. Sue Glovas
Aides	Sr. Dennis
	Sr. Jude
	Sr. Lorraine
	Sr. Marie Eugene

ADMISSIONS/REGISTRATION

New kindergarten students must be five (5) years old on or before October 15 of the school year in which they are enrolling. New first grade students must be six (6) years old on or before October 15. A physical examination is required when a student enters school for the first time. New students are admitted under an eight-week probationary period.

REGISTRATION REQUIREMENTS

- Completed registration from
- Birth Certificate
- Baptismal Certificate
- Proof of Immunization
- Medical History Form
- Report Card and Standardized Tests (students transferring to our school)
- Registration Fee (non-refundable)

TUITION/FEES/MANDATORY FUNDRAISING

Tuition is set in 2 categories: *Parishioner* (a registered member of the parish who actively participates in the life of the parish) and *Non-parishioner*. Tuition and fees are determined EACH SPRING. The primary option for payment is an automatic (monthly) electronic bank account transfer. (Additional payment options are available.) A fundraising quota is assessed each family. (A buy out is an option). Financial obligations must be met in order for the following to occur: participation on field trips, receipt of report cards, re-registration for the upcoming school year, participation in graduation activities and issuance of transfer records.

EMERGENCY INFORMATION

Each school year the students will receive a form to update their emergency records. **Notify the school immediately of any changes in: the student's home address; home telephone number; change in court orders, etc. (including parent/guardian work/cell numbers; emergency contacts).** Accurate contact information regarding your child is essential. This is information that only you as a parent or guardian can provide.

CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address during the school year.

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names(s)
2. Complete and current address
3. Home telephone, parent(s) or guardian(s) work telephone number and cell phone number
4. Emergency telephone number of a friend or relative
5. Physician's name and telephone number
6. Medical alert information

COURT ORDERS

St. Theresa School complies with the provisions of the Buckley Amendment:

“Non-custodial parents will be given access to unofficial copies of the student records and the staff will be available to discuss the records, unless a court order stating otherwise is filed with the school.”

Divorced parents are required to file a copy of the **custody section** of their divorce decree with the school.

NURSE

The school nurse’s area is located in the Main Office, located at the main entrance to the school. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, assistance in health teaching, hearing, and vision screening. Please be sure to contact the nurse if your child has any unusual health problems.

MEDICATION POLICY

St. Theresa’s school strictly follows the Diocesan policy for the administration of medication prior to dispensation of any medication. Parents **must** complete a “Request for Administration of Medication” form obtained from the school office. This applies to **prescription as well as over-the-counter medication**.

If prescription or over-the-counter medication is to be administered during school hours, the “Private Physician Request for Administration of Medication During School Hours” form must be filled out by the attending physician.

These forms will be kept on file with the school nurse. Under no circumstances will any medication be administered to your child without these forms being properly prepared and on file with the school nurse. At no time will your child be permitted to self-medicate.

MEDICATIONS

Any medication that your child is taking **MUST** be listed on the Emergency Medical Card. If any changes occur, parents are responsible to notify the office. The medication or subsequent changes will be noted on the Emergency Medical Card.

ILLNESS OR INJURY

The school nurse or a member of the school staff will provide care in the event a child becomes ill or is injured at school. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parent or guardian will be contacted. If the parents or guardians are not available, the child will be taken to the emergency room at the nearest hospital. **A current emergency telephone number where parents or guardians can be reached, and the name and telephone number of the student’s family doctor MUST be on file at school.**

IMMUNIZATIONS AND VACCINATIONS

State Law requires that every child who is admitted to a school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, hepatitis-B, and polio. Also required are rubella/rubeloa, chicken pox vaccinations, and a tuberculin skin test. The law makes exceptions for those who cannot be immunized for medical reasons or on religious grounds. If there is any medical reason why your child is not fully immunized, you must submit a

statement authorized by your physician stating the reason. If you object to immunizations for religious reasons, the state requires that you sign a form to this effect. (Students will not be permitted to begin school until all immunization and vaccination requirements have been fulfilled.

The following regulations are for the control of communicable and infectious diseases:

Chicken Pox

Communicable...6 days from the last crop of vesicles
Incubation Period...2-18 days

Conjunctivitis (Pink Eye)

Communicable...First 24 hours after instillation of antibiotic

German Measles

Communicable...4 days from the onset of rash
Incubation Period...10-18 days

Impetigo/Pediculosis

Communicable...until judged non-infectious by school nurse or physician

Measles (Rubella)

Communicable...4 days from the onset of rash
Incubation Period...8-14 days

Mumps

Communicable...9 days and until all swelling has subsided
Incubation Period...14-21 days

Respiratory infection, strep, and scarlet fever

Communicable...First 24 hours after instillation of antibiotic

Ringworm

Communicable... Until judged non-infectious by school nurse or physician

Scabies

Until judged non-infectious by school nurse or physician

Requirements for return to school following a communicable/infectious disease:

A note from the attending physician is desirable, but students may return to school after the interval specified as communicable by the Bureau of Health.

EXPECTATIONS FOR STUDENT BEHAVIOR

Students are required to see themselves and others as children of God. Therefore, a basic expectation for behavior is that everyone is treated with dignity and respect.

1. Every student has the responsibility for the safety of himself and others and, as such, verbal and social interactions should be based on the Ten Commandments.
2. Every student has the responsibility for increasing not only his or her knowledge of faith, but also the practice of it. Through daily prayer, weekly participation in liturgy, and reception of the sacraments, all should strive to see Jesus in others and have others see Jesus in them.
3. Every student has the responsibility to help create a peaceful learning environment in the classroom for themselves and others throughout the school day.
4. Every student has the responsibility to obey and respect authority figures in order that proper supervision may occur to protect the safety, health, and welfare of everyone in our building.
5. Every student has the responsibility for respecting his/her own body and also the bodies of other students. Inappropriate physical contact and bullying of any kind will be viewed as serious violations of God's intention for us to "love our neighbor as ourselves".
6. Every student has the responsibility for taking care of his or her own physical appearance and personal space. Students should take pride in keeping their bodies clean and their appearance neat by following the dress code guidelines. Also, students' desks, lockers and belongings should be organized, maintained, and handled correctly.

7. Every student has the responsibility for keeping the school's physical environment clean and attractive. All students should be proud of our facility and take ownership of its appearance.

There will be times when a student does not live up to an expectation or responsibility. At these times it is necessary to correct behavior. Depending on the infraction and the seriousness of it, the teacher, principal, and other adults in authority will attempt to have students understand the problem through verbal correction, written discipline reports, exclusion from certain privileges, or detentions. In some cases, suspension or possible expulsion may be necessary. In dealing with misbehavior, it is desired that teachers, students, and parents work together to turn a possible negative situation into a positive understanding of what Jesus would want us to do.

- The **lunchroom** requires respectful and orderly management. Students must remain seated, use inside voices, and obey teacher directives.
- The **library** is a quiet place. Its main purpose is for selecting and reading books. Talking should only occur when performing group research or when instructed by a teacher or librarian
- The **play yard** regulations must be followed in all areas so everyone can enjoy recess. Safety must be a priority.
- **Bus** transportation is a privilege. Bus behavior includes remaining seated and having quiet conversations. The bus driver's job is very difficult. Please respect the driver and be kind and courteous to everyone on the bus.
- **Restroom** conduct should always display respect for our bodies and the privacy of others. Food or drink is not permissible in these areas.
- **Dismissal times** are quiet times. Following prayers, students will receive dismissal notification over the intercom, thereby following specific dismissal instructions. Students are to remain in their classroom until it is their turn to leave. Carefully walk to the line and exit as a group when instructed by the teacher and safety patrols.
- **Prayer times** are times of respectful peace. Once prayers are announced, all other activity ends.

DISCIPLINE POLICY

Discipline is taught at home and reinforced in school. Without discipline, learning cannot effectively take place. Therefore, it is important for your child to know that your authority and the school authority are one. The climate presented by faculty and staff expresses the belief that we are all children of a loving and forgiving God. The essence of Christian discipline is self-discipline. A child is free to choose one behavior over another and to accept the consequences of the chosen behavior. The students who attend St. Theresa School are expected to behave in a respectful, courteous, and self-disciplined manner.

The students in grades K-8 are developing skills in responsibility, maturity, decision-making and conflict resolution, etc. at varying levels. Therefore, the degrees of disciplinary action taken are based on the age, development level, and maturity of each student. All teachers review the grade-appropriate code of conduct and discipline policies at the beginning of the school year.

Discipline problems can usually be solved through proper communication. If a problem arises, parents should always first consult with the teacher, so that they can work together to remedy the situation. If the situation needs to be further addressed the principal is consulted.

The education of a student is a partnership between the parent and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that:

1. The partnership is irretrievably broken
2. The student's offense questions his/her safety or the safety of the school community.

The school will not tolerate the following offenses:

1. Disregard or disrespect for authority and insolence to teachers or adult volunteers
2. The use of profanity, obscenities and abusive language toward staff or other students at any times
3. Making statements that insult, ridicule, threaten or hurt another's feelings
4. Any type of physical assault towards another individual
5. Stealing, destruction of school or personal property of teachers or students, (which will further require restitution).
6. Truancy, cutting classes, excessive tardiness
7. Alcohol, drugs, smoking
8. Lying, forgery, cheating, plagiarism
9. Possession of a weapon, or threat of bodily harm
10. Leaving school property without permission
11. Any serious unwarranted act affecting the safety of self or others

Conduct in or out of the school that is detrimental to the reputation of the school is reason for expulsion. Suspensions and expulsions will be issued when deemed necessary. The directives in the *Diocesan Crisis Manual*, in conjunction with the Diocesan Office of Education, will be followed. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

DAILY ATTENDANCE INFORMATION

DAILY SCHEDULE

Elementary ...8:20 AM – 3:00 PM

LATENESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. In order for teachers and students to begin the day properly, all students are required to be in the classrooms on time. Students are expected to arrive no earlier than 8:00 AM and no later than 8:20 AM.

A student who arrives after the 8:20 AM bell is considered tardy, (unless arriving late by bus). A parent/guardian must accompany the student to the office where a late slip will be issued and handed to the homeroom teacher. Tardiness is recorded on the report card. **If a student is late, (not counting excused tardiness due to doctors appointments, etc.), more than three times during the school year, an after school detention will be given for each subsequent occurrence.** Following detentions, parents/guardians are responsible for providing transportation home. In the interest of safety any student not picked up by their parent/guardian following detention will be transferred to Extended Care and the parents will be billed accordingly.

ABSENCE

Please telephone the school (610-838-8161) by 9:15 AM if your child is going to be absent from school. If possible, make arrangements with a sibling or neighbor to take schoolwork home. The office is open following dismissal for parents to pick up work if other arrangements cannot be made. If your child has a fever he/she should be free of a fever for 24 hours before returning to school. Upon returning to school your child **must** have a written note with a parent's signature explaining the child's absence. If a child is absent three or more consecutive days due to illness, a written note from a doctor must be presented upon return to school. If the respective excuses are not received within 2 days of the student's return to school, the absence will be recorded as unexcused.

APPOINTMENTS DURING SCHOOL HOURS

Please try to schedule your child's dentist and orthodontist appointments after school hours. If this is not possible, your child must bring a **written note** to school in order to be dismissed during school hours. **Parents must come to the school office, sign the child out and escort the child from the building.** Upon returning to school, the student must be signed in by a parent, at the school office and present a written notice from the doctor, dentist or orthodontist. Your child is responsible for obtaining and completing all missed assignments, in a timely fashion.

VACATION

The school administration and faculty realize that it is sometimes necessary to plan for vacations during the school year, resulting in student absence for many days. Please consider the following guidelines when planning for your vacation:

- Notify the teacher as soon as vacation plans have been made or at least one week in advance.
- Notification will enable the teacher to plan for compiling a list of homework and test study material for the dates absent.
- All written assignments will be given to the student on his/her first day back from the vacation.
- The student will have 1 calendar day for each day of school missed to complete the assignments. (For example: if a student returns on Thursday after missing 4 days of school, he/she has until Monday to complete all assignments).
- All tests will be administered according to a schedule determined by the teacher. (Student may be required to complete up to three make-up tests in one day).

ARRIVAL AND DISMISSAL PROCEDURES

CLOSING OF SCHOOL

If severe weather causes the school to be closed, start late or have an early dismissal, please do NOT call the school. Phone lines must be open to communicate with school districts and the media. Please listen to any of the following radio and television stations or turn on your computer.

WABE...AM 790 and FM 104.1

WFMZ...FM100.7, TV Channel 69, and wfmz.com

99 The Hawk...FM 99.9

If your school is not specifically mentioned, the decision of the Saucon Valley School District will be followed.

DELAYED START

One hour delay...Children should not arrive before 9:00 AM

Two hour delay ...Children should not arrive before 10:00 AM

There will be no adult supervision before the above time.

EARLY DISMISSAL

Early dismissal days are noted on the monthly school calendar. Dismissal time is usually 12:00 noon. There is no lunch period on early dismissal days. Extended Care is available except days preceding holidays and the last day of the school year. There is no Extended Care on days where early dismissal is weather related or involves emergency situations.

BUSING

Busing of our school children in Grades K-8 is provided by the school district in which the child resides. Arrangements to provide approved busing are made through the school office. The public school districts servicing our school determine bus routes and stops. Therefore in order to insure the safety of all student bus riders, St. Theresa's students are required to follow the rules established by the respective school district.

Infractions of these rules will be brought to the attention of the principal and parents. Any abuse of bus privileges may result in the denial of transportation.

Buses drop off /pick up in front of the school in the area of the chain-linked fence. **This area is for buses only.**

Students who are not scheduled as bus students are not permitted to ride the buses to and from school at anytime during the school year. If, on occasion, a scheduled bus student wishes to ride with another scheduled bus student, a bus pass may be issued. To obtain a bus pass, a note must be sent to school **from the parent of the child wishing to ride an alternative bus. Students may only ride on a bus from the school district in when he/she resides.**

WALKERS AND CAR RIDERS

If you drive your child to/from school, please do not arrive before 8:00 AM. **Do not park or stop in the bus area (along the chain link fence).**

All walkers and car riders will enter/exit from the playground gathering area. **All students must be escorted to/from the car.** When the weather prohibits waiting outside in the playground area in the morning - **please drop your child off at the main entrance of the school. They will proceed to Friendship Hall on their own. Parents, guests, etc. are not permitted in school unless they are formerly “clearanced”.**

EXTENDED CARE

The Extended Care Program is designed to assist parents who need supervision of their children before and/or after normal school hours and is offered at an hourly rate. The program runs from 7:00 AM to 8:00 AM in the morning and from 3:00 PM to 6:00 PM in the afternoon. These hours are modified for late starts and early dismissals, (please contact the office for specific hours).

There is NO Extended Care on days when the school is closed. If the school dismisses early for a weather related emergency or other emergency situation there is NO EXTENDED CARE.

Students who either arrive before 8:00 AM on a regular day, or are not picked up at dismissal, will go to Extended Care, and the current fee will be charged. A late fee of \$1.00 per minute will be charged after 6:00 PM.

COMMUNICATING WITH ADMINISTRATION AND FACULTY

Parents are encouraged to communicate with their child’s teacher. Please send a note or call the school office and a message will be relayed to the teacher. Teachers will return the call as soon as possible. If an appointment for a conference is needed, it can be made at that time.

Complaints should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address this concern with the teacher. If attempts to contact the teacher have failed, or the issue at hand has not been resolved, the principal should be contacted. Please DO NOT initiate a conference during school hours. Teachers devote the hours between 8:00 AM to 3:00 PM to all their students. Teachers will be better able to focus on your concerns if you have an appointment after school hours. If you are not able to keep a scheduled appointment, or are running late for the appointment, please call the school office as soon as possible.

COMMUNICATION FOLDER

A *Communication Folder* is used to convey important communications, notes, updates, etc. *Communications Folders* will be sent home with the youngest child each Wednesday and are to be returned to school the next day. A parent will not receive three following Wednesday’s communications if the folder is not returned.

Any money, notes or communications to be returned to school should be placed in separate envelopes. Each envelope MUST be clearly marked or labeled indicating your child’s name, grade and contents.

VOLUNTEERS . . . “CLEARANCED” PROCESS

St. Theresa’s School considers its volunteers a very special resource. In accordance with Diocesan mandates, ALL our volunteers MUST be “clearanced”: obtain a Background Check, attend the Diocesan Program for Protecting God’s Children, sign the Diocesan Code of Conduct

acknowledgement and sign the Diocesan Sexual Abuse Policy acknowledgement. Volunteers are encouraged to help in all classrooms, school programs, and extracurricular activities. Please call the school office if you have time or skills you can donate to make our school an even better place for students to learn and grow.

VISITORS

All visitors, parents, guardians and volunteers are to report to the main office upon entering the school building where they **MUST sign in and out**. *All visitors, parents, guardians and volunteers must wear a VISITORS BADGE while on school property*. Students being picked up during the school day are signed out and picked up in the school office. Parents must supervise/accompany younger children at all times.

For safety reasons, under NO circumstances are parents or visitors allowed to go directly to the classrooms. ALL visitors must be announced.

CONTACTING STUDENTS

In case of EMERGENCY, parents or guardians should contact the school office. A message will then be relayed to the student.

DROPPING OFF ITEMS

If it is necessary to drop off emergency items , special occasion treats, etc. for students, these items must be brought to the school office. **At no time are parents/guardians permitted to go directly to the classrooms.**

ACADEMICS

While a primary goal of St. Theresa School is academic excellence, the academic and all other programs of the school exist within the framework of the Catholic Church. We follow the curriculum guidelines promulgated by the Diocese of Allentown, which meet PA State Standards. We follow the Diocesan Guidelines on grading and curriculum modifications. St. Theresa School is accredited by the Middle States Association of Colleges and Schools and has been since 1989.

HOMEWORK

Homework is an extension of the learning that takes place in school. Its purpose is to provide practice and drills that reinforce the classroom learning. Homework provides needed reinforcement of educational skills and provides the teachers with an indication of what a student understands and potential areas of difficulty. It is also designed to provide opportunities for the development of responsibility, independent study, research, and creative thinking. Parents can help their children by arranging for a quiet, comfortable place for them to work. Reviewing assignments together ensures that assignments are accurately completed. Generally, parents can expect his/her child to have schoolwork assigned each night.

Grades 1-4

The homework policy for Grades 1-4 is teacher directed. Parents and students are informed at the beginning of the school year regarding homework and expectations.

Grades 5-8

A homework grade will be considered a major test grade in every major subject area. All students begin each quarter with 100 as their homework grade in every area. Any homework assignment that is missed, forgotten, or not completed [according to the teacher's directions and standards for neatness, legibility, and quality of work] will result in a *No Homework* for that day.

Each *No Homework* will result in a 2 point deduction from the homework grade (e.g., one *No Homework*: $100 - 2 = 98$ points). Three *No Homeworks* in a major subject area during the academic quarter will result in an after school detention. Failure to return a test or academic paper with a parental signature after the allotted time will be considered a *No Homework*.

TESTS, QUIZZES, AND GRADED ASSIGNMENTS

Major tests will be given with several days prior notice to allow the child sufficient study time. Quizzes may be given regularly with a one-day notice. To keep parents informed of the child's progress, all tests and quizzes must be signed by parents. Each child will have a test take-home folder. The child will take the folder home when directed by the teacher. Tests and quizzes **MUST** be signed by the parents and will be collected and checked.

EXAMS

Exams are given in January and June in all major subjects. All students receive an exam schedule, as well as the material to be included in the exam, at least one week prior to exams. Exams will count as a major test grade.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are formerly scheduled once a year after the first report card is issued in November. Additional conferences may be scheduled at the request of the parents or teachers on an as-needed basis. Written notes and phone conversations are also considered an important part of our communication system.

GRADING SYSTEM

The grading system administered by the school is determined by the Diocesan Department of Education. The First and Second Grade report card is an assessment designed to inform parents about the individual skill development of the student. Report cards will be issued four times a year. Progress reports will be sent home once each quarter to communicate mid-quarter progress.

Grades 3-8

95-100...Excellent	75-84...Average
90-94...Very Good	70-74...Below Average
85-89...Good	69 and under...Failure

If a student is having academic difficulty it is the responsibility of the student, parents, teachers, and administration to work cooperatively to overcome academic obstacles or determine the school's ability to meet the needs of the child.

HONOR ROLL

Students in grades 5-8 are recognized quarterly for their academic achievement. If a child earns a detention during the quarter, he/she is not eligible for Honors.

Distinguished Honors

- * 96% or higher in all major subjects
- * Satisfactory or above in all minor subjects
- * Satisfactory or above in Conduct and Effort

First Honors

- * 93%-95% in all major subjects
- * Satisfactory or above in all minor subjects
- * Satisfactory or above in Conduct and Effort

Second Honors

- * 88%-92% in all major subjects
- * Satisfactory or above in all minor subjects
- * Satisfactory or above in Conduct and Effort

PROMOTION AND RETENTION

Students are promoted from one grade to the next at the end of each academic year. If retention is recommended, the parents may appeal that recommendation to the principal, whose decision is final.

INSTRUCTIONAL SUPPORT TEAM

The Instructional Student Support Team is an extension of our mission to view every student as a unique creation of God. The Goal of the Support Team is to promote a successful, positive learning experience for all students. Members of the team include: The school psychologist, the remedial teacher, the principal, the classroom teacher and the parent/guardian. The team has the professional responsibility to meet the particular needs of students who may be experiencing difficulties in academic, social, or behavioral developmental areas.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

NON-PUBLIC SCHOOL SERVICES

The Colonial Northampton County Intermediate Unit provides the school with the following services:

- Remediation in reading and math
- Psychological services (do NOT include testing to diagnose a learning disability)
- Speech Therapy

Parents or teachers may request the above services for a child. Parental permission is always required before a child is assigned to a program. Questions concerning these services should be directed to your child's teacher or the principal.

FIELD TRIPS

Field trips are privileges given to students. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Parents will receive notice of field trips well in advance of the scheduled trip date and will be asked to sign the standard field trip permissions form. A fee may be required from each student to defray transportation and/or facility use costs. Students who fail to submit the proper form or fee will not be allowed to participate in the field trip. Phone calls will not be accepted in lieu of the written permission form. There is no reimbursement of fees charged if a student misses a field trip for any reason.

SCHOOL SUPPLIES

The teacher of each grade compiles a list of supplies needed for their grade. The list for the upcoming school term is sent home in June's final Wednesday Communication Folder. As noted on that list, certain supplies must be purchased at the school. Prices for those items will be found on the supply list. Money for stationary supplies should be sent to school the first day of school in a marked envelope, including the child's name, grade and the amount enclosed. Students are responsible for having the necessary supplies every day in class. To enhance proper study habits, student copy books should be kept neat and organized according to teacher directives.

CARE OF BOOKS AND SUPPLIES

All students must have a book bag. Textbooks are to be covered at all times. No hard covered textbook is to be covered with contact paper. Workbooks and copybooks must be covered with clear contact paper or book socks. Students must make sure their names are on all their belongings. All students are responsible to have all required supplies with them at all times.

COMPUTER AND INTERNET ACCESS POLICY

St. Theresa School employs the Diocesan Acceptable Use Policy for Computing and Internet Access. Every family will receive a copy of this policy at the beginning of each school year. Parents and each child in the family must sign and return the consent form before gaining access to the computers and to the internet.

LIBRARY

The school library is available to the students. Individual classes are scheduled to visit on a weekly basis. Students are required to abide by the rules. Fines are charged for overdue books. Parents will be billed replacement costs for any damaged or unreturned book or library materials.

CASUAL DAYS

Approximately once a month, Student Council holds a “Dress Down Day” for a minimal fee. This fee is used by Student Council for its school spirit events and outreach programs. These days are marked on the monthly calendar.

“Dress Down” means that jeans or other appropriate casual clothes are permitted. However, torn jeans, short shorts, clothing with messages contrary to our mission as a Catholic School, clothing in styles that are contrary to our mission as a Catholic School, and shoes that are dangerous for play (e.g. clogs, flip flops, sandals, heels) are NOT permitted.

UNIFORM EXCHANGE

Parents wishing to donate outgrown uniform items in good condition may bring the items to the school office. There is a bank of uniforms available should a student be in need of a particular item.

PLAYGROUND SUPERVISION

School staff supervises the playground beginning at 8:00 AM. Additional supervised playtimes are the morning and afternoon recesses. The playground is not supervised after school and students are expected to leave for home immediately following dismissal, unless they are participating in a scheduled school activity.

STUDENT COUNCIL

The Student Council of St. Theresa’s School: is dedicated to the call of our faith, seeks to promote good citizenship, encourages a high standard of scholarship and leadership, promotes a spirit of pride within our school and contributes to the general welfare of the school and the community.

All elected representatives must remain academically stable, and maintain a minimum grade of satisfactory in conduct and effort. Through participation in the work of the Council, representatives and elected officers have the opportunity to develop positive leadership skills. The Teacher Advisor is appointed by the administration. This advisor is present at all meetings and events of the Council.

The Student Council representatives gather for a regular meeting once a month. Other meetings are held when necessary to implement plans for special events or service activities. St. Theresa’s Student Council events involve the entire school population.

H.S.A./HOME & SCHOOL ASSOCIATION

The Home & School Association (H.S.A.) serves as a facilitator of communication between home and school. Its primary function is fundraising in order to assist the school in providing income for the school budget, performing facility upgrades, and other enhancements to the school.

The H.S.A. has been highly involved in school programs and activities. All families, (active/inactive participants) are expected to pay their H.S.A. dues. All parents are encouraged to actively participate. Meetings are scheduled four times during the year and are announced several weeks in advanced.

Each year the H.S.A. sponsors several moneymaking projects. With the help of all parents, these projects can be very successful, allowing our H.S.A. to fund many important activities at the school.

FUNDRAISING

There are a variety of fundraisers offered to full-fill the per family fundraising quota. Information regarding these events is made available to all families. Families unable to full-fill their obligation through fundraising are required to forward their monetary obligation to the school office by year's end.

PARTIES/SPECIAL OCCASIONS

Invitations for parties to be held at home cannot be distributed in school unless all children in the class, or all children of the same gender as the child having the party, will be receiving an invitation. If a special occasion is to be celebrated in school, please supply the school with enough party snacks to ensure an equal share for each child in the class. Please be considerate of students who have food allergies when sending in a party snack.

SCHOOL PICTURES

School pictures are taken in the fall and spring. The fall photographs are taken wearing school uniforms only-(pictures are used for the yearbook). Students being photographed in the spring, (this is an optional service), are not required to wear school uniforms for their picture on that day. No jeans, sweatshirts or sneakers are permitted. Details about school pictures will be sent home early in the school year and again in the spring.

USE OF STUDENT INFORMATION/PICTURES

The school reserves the right to use student pictures in publications and on the school website. Any parent who does not wish his or her child's picture used must notify the principal in writing no later than the first week of each school year.

LUNCH

Lunch is served in two sessions, starting at 11:30 AM. Students may pack a lunch or purchase a hot lunch. School lunches must be ordered in advance. Beverages are also available and they may be purchased either daily or by use of the milk card. Hot lunch and milk card orders are sent home in the Communication Folder. **Lunches brought in from fast food restaurants are NOT permitted.**

GRANDPARENTS' LUNCH

Throughout the school year, each grade is given the opportunity to have lunch with their grandparents. Detailed information on these lunches is sent home by the host grade level in the Communication Folder.

DRESS CODE

The school uniform contributes to a simple lifestyle for your child and serves to encourage full attention on religious and academic development.

[GYM UNIFORM – GRADES K-8 –BOYS AND GIRLS (GYM DAYS)]

- Flynn & O’Hara maroon shorts with St. Theresa logo
- Flynn & O’Hara maroon gym shirt with St. Theresa logo
- Flynn & O’Hara maroon sweat pants with St. Theresa logo
- Predominately white sneakers [no high tops/no fad (e.g. light-up) sneakers, etc.]
- White crew socks that come at least one inch above the ankle.

*STS sweat pants and sweatshirts must be worn from November 1 to March 31.

[KINDERGARTEN UNIFORM – BOYS AND GIRLS – GYM UNIFORM, as listed above]

[BOYS’ UNIFORM– GRADES 1-8]

Summer uniform: worn first day of school to October 31/April 1 to last day of school

- **OPTION ONE:**
- Predominately white sneakers [no high tops/no fad (e.g. light-up)sneakers, etc.]
- White crew socks that come at least one inch above the ankle
- Flynn & O’Hara khaki walking shorts
- Flynn & O’Hara maroon polo shirt with new St. Theresa logo
- Black or brown dress belt
- **OPTION TWO:**
- Flynn & O’Hara uniform pants, black or brown dress belt, (gray, black or white) dress socks, black or brown buck-skin style shoes, NO sneakers

Winter uniform: worn November 1 through March 31

- Flynn & O’Hara dress khaki pants
- Long or short sleeve, maroon, STS embroidered polo
- White dress shirt with Flynn & O’Hara maroon tie, with STS embroidered sweater
- White STS embroidered turtleneck- with STS embroidered sweater
- Flynn & O’Hara maroon, new embroidered logo, sweater (vest; V-neck or crew – cardigan or pullover)
- Black or brown dress belt
- Black, or white dress socks
- Black or brown tied buckskin-styled shoes
- *The white Flynn & O’Hara turtleneck with St. Theresa logo may be worn in lieu of white shirt and tie

[GIRLS’ UNIFORM – GRADES 1-4]

Summer uniform: worn first day of school to October 31/April 1 to last day of school

- **OPTION ONE;**
- Predominately white sneakers [no high tops/no fad (e.g. light-up) sneakers, etc.]
- White crew socks that come at least one inch above the ankle
- Flynn & O’Hara khaki skort
- Flynn & O’Hara maroon polo shirt with new St. Theresa logo
- Black, brown, dress belt
- **OPTION TWO:**
- Flynn/O’Hara uniform plaid tunic, uniform polo shirt, (gray, black or white) dress socks, black or brown tied buck-skin styled shoes or black mary jane style shoes, NO sneakers

Winter uniform: Worn November 1 through March 31

- Flynn & O’Hara maroon plaid tunic worn to the knee (length no shorter than 2 inches from the floor when measured from a kneeling position)
- White long or short sleeve blouse with collar (oxford or Peter Pan style), with STS embroidered sweater
- White STS, embroidered turtleneck, with STS embroidered sweater
- Flynn & O’Hara maroon sweater with new St. Theresa logo
- White, or maroon knee socks or tights
- Flynn & O’Hara khaki dress slacks may be worn with above blouse and maroon, embroidered new logo sweater or vest, gray, black or white dress socks, black or brown dress belt.
- Black or brown tied buck-skin styled shoes or black mary jane style shoes (no heels and sole that is not higher than 1 inch)
- The white Flynn & O’Hara turtleneck with St. Theresa logo may be worn in lieu of white blouse

[GIRLS' UNIFORM – GRADES 5-8]

Summer uniform: worn first day of school to October 31/April 1 to last day of school

- **OPTION ONE:**
- Predominately white sneakers [no high tops/no fad (e.g. light-up)sneakers, etc.]
- White crew socks that come at least one inch above the ankle
- Flynn & O'Hara khaki walking shorts
- Flynn & O'Hara maroon polo shirt with new St. Theresa logo
- Black or brown, dress belt
- **OPTION TWO:**
- Flynn & O'Hara uniform plaid tunic, uniform polo shirt, (gray, black or white) dress socks, black or brown buck-skin styled shoes or black mary jane style shoes, NO sneakers

Winter uniform: Worn November 1 through March 31

- Flynn & O'Hara maroon plaid kilt worn to the knee (length no shorter than 2 inches from the floor when measured from a kneeling position) or Flynn & O'Hara khaki pants
- White long or short sleeve oxford shirt OR long or short sleeve, maroon, STS embroidered polo
- Flynn & O'Hara maroon sweater with St. Theresa new embroidered logo (choice: vest; or v-neck or crew – cardigan or pullover)
- Gray, white or maroon knee socks or tights
- Black or brown tied buck-skin styled shoes or black mary jane style shoes (no heels and sole higher than 1 inch)
- *The white Flynn & O'Hara turtleneck with St. Theresa logo may be worn in lieu of white shirt

OTHER IMPORTANT CONCERNS

- Make-up (including nail polish) is NOT permitted
- Jewelry is limited to religious medals
- Girls are permitted to wear one pair of small post earrings or small hoops (maximum ½" diameter)
- Boys may not wear earrings
- No other body piercing is permitted
- No baggy pants or shorts
- Shorts must be of "walking short" length
- Hair must be kept neat and natural in color, no fad hairstyles,(bang length covering eyes, etc.). Boys' length may not extend beyond top of collar.
- No tattoo of any type
- The teachers, together with the administration, reserve the right to deem something inappropriate
- Sandals and flip-flops are not allowed at any time

Flynn & O'Hara Uniform Company may be reached at:

Main office: 1-800-441-4122

Fax: 215-637-6392

www.flynnohara.com

or

Valley Plaza Chopping Center

1876 Catasauqua Road

Allentown, PA 18103

610-231-3788

The administration of St. Theresa's School reserves the right to amend this handbook as situations warrant.

ST. THERES SCHOOL
PRIVATE PHYSICIAN REQUEST FOR ADMINISTRATION OF MEDICATION
(This is a two-sided form)

To the Physician,

Schools in Pennsylvania may administer medication to a child only under orders of a physician. This applies to both **prescription** and **over-the-counter** drugs. Please complete this form if you wish your patient to receive medication during school hours.

STUDENT'S NAME _____ GRADE _____

MEDICATION PERSCRIBED _____

PERSCRIBED DOSAGE AND FREQUENCY _____

TIME OF DAY _____

REASON FOR MEDICATION _____

DOES MEDICATION REQUIRE REFRIGERATION? _____

PRECAUTIONS _____

SIDE-EFFECTS _____

IS THE CHILD TAKING ANY OTHER MEDICATIONS _____

It is my understanding that the employees of St. Theresa School charged with the dispensing of medication may rely upon my directions as contained in this form to dispense the medication I have prescribed for:

STUDENT'S NAME _____

The authorization shall be in effect from _____, 20____ to _____, 20____. I certify that I am the physician who prescribed the above medication and that the student who is to receive the medication is under my care. I further certify that it is imperative that the medication prescribed be taken during school hours.

DATE _____ SIGNATURE OF PHYSICIAN _____

PRINT NAME OF PHYSICIAN _____

ADDRESS OF PHYSICIAN _____

PHONE NUMBER OF PHYSICIAN _____

EMERGENCY NUMBER OF PHYSICIAN _____

**ST. THERESA SCHOOL
PARENTAL REQUEST FOR ADMINISTRATION OF MEDICATION**

This will confirm the fact that we have requested the School, and in particular the School Nurse or other designated school employee, to administer the medication at such time or times as may be directed in writing by the family physician. We will furnish you with a supply of medication and agree, as an inducement to you to comply with our request, to relieve the local school and Diocese of Allentown and the School Nurse or other designated employee from liability for injury due to misuse, or abuse of the said medication or from any kind of injury which may arise from the administration of said medication by injection on our child, whether such damage, injury, use, misuse, or abuse be caused by or result from the negligence of the School, its servants, agents or any other person or persons whatsoever.

I understand that if this release is for oral medication of a liquid medicine, the prescribed medicine will be in a plastic bottle if your child is to bring it to school by school bus. The bottle also is to contain only one day's supply. Furthermore, the name of the child and the dosage must be clearly visible on the label on the bottle. If the medication is in the form of a pill, the container properly marked should only contain one day's supply. The other instructions above also apply.

All medication must be sent in its original container.

SIGNATURE OF PARENT/GUARDIAN _____

PRINT NAME OF PARENT/GUARDIAN _____

DATE _____

ST. THERESA SCHOOL

300 Leonard Street
Hellertown, PA 18055

EXTENDED ABSECE FORM

Absences due to pleasure or business trips of parents or guardians are discouraged since the student misses the regular instructional program of the school.

Weighing the seriousness of loss of academic progress, we consider it necessary to request an extended absence from class.

STUDENT'S NAME _____

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

I UNDERSTAND IT IS THE RESPONSIBILITY OF MY SON/DAUGHTER TO MAKE UP ALL WORK THAT IS COVERED DURING THE ABSENCE. Assignments will be given on the final day of attendance prior to the approved absence or when my son/daughter returns to school. All assignments must be completed within the specified time the teacher allows.

Parent/Guardian signature _____ Date _____

Student signature _____ Date _____

Principal signature _____ Date _____

Teacher signature _____ Date _____