St. Teresa Catholic School

Student/Parent Handbook

2026 – 2027

ST. TERESA CATHOLIC SCHOOL

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WELCOME TO ST. TERESA CATHOLIC SCHOOL

We Believe...
We are disciples of Jesus Christ.
We are committed to academic excellence.
We are called to serve and lead others.

MISSION STATEMENT

St. Teresa Catholic School, an integral component of St. Teresa Church, serves the community by passing on the Catholic Faith and values while immersing the student within a Christ-centered environment.

A continued partnership of St. Teresa Parish, families, and staff within a tradition of academic excellence will provide students the opportunity to learn about the Church's teachings, to incorporate them in their daily lives, and to take an active role in addressing social concerns.

We are committed to the children and their families, who desire the best in Catholic education.

PHILOSOPHY

Education at St. Teresa School is a gradual development of the human person through the inspiration of the Divine. It is a continuation and an enrichment of what is begun in the home that strives to develop the spiritual, academic, social, and psychological aspects of the child.

The philosophy of the school is based on the principle that Catholic schools are to be communities of faith, in which the Christian message, the experience of community, worship, and social concern are integrated in the total educational experiences of the students, their parents and members of the faculty.

Our school, in accordance with the above principles established by the United States bishops in their Catechetical Statement, *Commitment to Catholic Elementary Schools in the Third Millennium*, focuses on trying to maintain the highest possible standards of education. As a faith community, and as a member of an educational institution, the faculty of St. Teresa's determines specific objectives each year to further the accomplishment of these goals.

In order to achieve the knowledge and skills required by our society for genuine participation and leadership in the world of tomorrow, as well as to achieve the openness of mind and generosity of spirit needed to attain a sincere concern for all humanity, it is presumed that **parents who enroll their children in St. Teresa School will share this responsibility with their students**.

The school will attempt to provide a Catholic environment in which ethnic and cultural diversity is recognized and supported. Awareness and respect for multi-cultural churches and nations will be developed in each grade.

****PLEASE NOTE****

Contents of this policy handbook are subject to change at any time as deemed necessary by the Diocese, St. Teresa School Advisory Council, Pastor, or Principal. This process does not require prior notice to parents in writing. Parents are invited to share their views if necessary during

monthly School Advisory Council meetings. The board meets monthly, reviews and approves policy, and the meetings are open to parents and parishioners. Notification of policy updates will be made available following formal approval.School Advisory Council minutes are available for review on the St. Teresa website (stteresatigers.org). References to School Advisory Council (SB) and Diocesan (DP) policies are as noted; direct quotes are italicized. The principal reserves the right to deviate from the handbook with good cause, so long as the School Advisory Council and Diocesan Policies are considered. The school follows the educational policies of the Diocese of Belleville, which are available on the Diocesan website, even when not formally spelled out in this handbook. A notice of receipt of this handbook will be sent home at the beginning of the school year requiring the signature of parent/guardian indicating they have received, discussed and supported the content of this handbook. We ask that it be returned with the other important documents at the beginning of the school year.

I. ADMISSION

St. Teresa Catholic School, along with all other Catholic Schools of the Diocese of Belleville listed in the official Catholic School Directory, published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, disability, national and ethnic origin in the administration of educational policies, admissions policies, scholarship and local programs, athletic and other school administered programs. (DP 5111.1) (SB Policy 511)

Re-admission for students who attended St. Teresa School in prior years and are seeking readmission may be readmitted to the School if there is a class opening but it is at the discretion of the Principal. Proof must be provided that the student was in good academic and behavioral standing from the school in which he/she is transferring. A student may be asked to undergo evaluation for placement in St. Teresa's academic program.

A. EXPECTATIONS

1. All families are expected to **respect and support** the total school program, including participation in religious instruction and worship.

2. Non-Catholic families are expected to have some religious affiliation and permit their child to attend and participate in Religion classes and religious services.

3. Each family will **provide insurance coverage** for their student either through a family policy or by purchasing an individual student policy. Proof of insurance is required for school time and for all extra-curricular activities.

4. Each family is expected to uphold contractual and verbal commitments in regards to tuition as well as other procedures defined by the School Advisory Council.

5. Each family is expected to conduct themselves in a respectful and professional manner in all communication with faculty and staff members at St. Teresa School. Harsh or harassing emails/texts/social media communication will not be tolerated. If a family is deemed to be conducting themselves in a non christian manner towards an employee of St. Teresa School the family may be prohibited from returning the following school year, however, at the discretion of the Priest, Principal, and/or School Advisory Council the family may be asked to find another educational institution before the completion of the school year.

6. Students are expected to comply with all school regulations and to conduct themselves during school hours in a manner that is conducive to learning and to true Christian behavior.

7. Parents are expected to become actively involved in St. Teresa School and Church in order to reinforce the values and attitudes for living a truly Christian life. They must show an interest in the education of their students and cooperate with the Principal and faculty on school matters.

8. As supporting and participating parishioners, families are expected to donate their time, talent, and treasure to St Teresa Parish. The parish provides a substantial subsidy to the school each year, keeping the cost of tuition down and comprising a sizable portion of the overall school budget. Therefore, it is expected that families contribute to the parish on a weekly or monthly basis and attend Sunday mass. This expectation is in addition to tuition payments and fundraising for the school. The parish business manager tracks donations to the parish. Families who are not contributing to the parish on a regular basis after a 3-month period will meet with the principal or designee to discuss how they can contribute time, talent or treasure in the future. If after 3 months such contributions are not evident, the principal and the business manager reserve the right to charge the family a non-parishioner tuition rate.

9. **Parishioner Tuition Rate**
   Families seeking the parishioner tuition rate must be registered parishioners of the parish before the parishioner rate takes effect. A letter from the rectory confirming parishioner status must be provided to the principal before the rate can be applied. All families receiving the parishioner rate must remain in good standing with the church by contributing their **time, talent, or treasure** on a regular basis. This includes, but is not limited to:
   - **Time:** Participating in parish events, attending parish functions, or assisting with school or parish activities.
   - **Talent:** Volunteering in parish ministries, committees, or school programs.
   - **Treasure:** Providing consistent financial support to the parish through regular offertory contributions.

   Failure to remain in good standing may result in the loss of parishioner tuition status.

10. **Tuition Nonpayment Policy**
    Families are expected to keep tuition accounts current. The following steps will be taken for past due accounts:
    - **1–30 days past due:** A reminder notice will be sent regarding the outstanding balance.
    - **31–60 days past due:** A first warning letter will be issued, notifying the family that the account remains unpaid.
    - **61–90 days past due:** A second warning letter will be issued.
    - **More than 90 days past due:** A dismissal letter will be sent, and the student's enrollment will be terminated.

    Students with past due accounts will not be permitted to participate in **Field Day, field trips, or graduation ceremonies** (Pre-K or 8th Grade) until the account is brought current. **Report cards, transcripts, and student records will also be withheld** until the account is paid in full.

B. ADMISSION

The following priority list has been established for students seeking admission into our school

each school year. These following factors along with a review by the Pastor and Principal will be the final basis in determining admission.

1. **Supporting parishioners*** with students already enrolled.
2. Catholics from St. Luke's parish with students already enrolled.
3. Supporting parishioners with their first child entering school.
4. Catholics from St. Luke's parish with their first child entering school.
5. Non-supporting Catholics from this parish with students already enrolled.
6. Non-supporting Catholics from this parish with their first child entering school.
7. Catholics from parishes not within our cluster with students already enrolled(Subject to approval of both pastors and principals)
8. Catholics from parishes not within our cluster with their first child entering school. (Subject to approval of both pastors and principals)
9. Non-Catholic families with children already enrolled.
10. Non-Catholic families with their first child entering school.

*Supporting parishioners are those who offer a fair portion of their time, talent, and treasure to the parish and the school.

Additionally, each category will be prioritized by the date the child's name is filed as a formal request for admission.

Parents are expected to become actively involved in St. Teresa or St. Luke Parish and School in order to reinforce the values and attitudes for living a truly Christian Life. **Sunday Mass with family is an integral part of the religious education offered at St. Teresa School.

C. CONTINUING ENROLLMENT

Re-enrollment for students currently enrolled in St. Teresa Catholic School includes the basic admission criteria, plus:

Having all fees for the current school year paid by August 1 of this school year or have made arrangements for payment with the Accounting Office at the Rectory.

Having Registration/Curriculum/Technology Fees paid for each child by the first day of school of the current school year.

Continued enrollment will also be dependent on the school's ability to provide for the academic and/or behavioral needs of each student. If St. Teresa School determines that we cannot adequately meet the educational needs of a student, the Principal will provide recommendations for placement in an academic setting that best fits the needs of the child.

There will be a 90 day probationary period for all new students to St. Teresa School and a 1 year probationary period for new seventh and eighth grade students, during which time enrollment can be discontinued if the school can not adequately meet the educational and behavioral needs of the student.

St. Teresa School reserves the right to deny re-enrollment to a student that has been previously suspended or expelled from St. Teresa or any other school. (SB Policy 511.2)

D. PRE-KINDERGARTEN ADMISSION

Students applying for Preschool or Pre- Kindergarten must be either 3 years of age or 4 years of age by September 1. (SB Policy 511.3)

E. KINDERGARTEN ADMISSION

Students applying for Kindergarten must be 5 years of age by September 1 (DP 5111). Determined by the results of the Kindergarten screening, birth date and student maturity, the parents may be advised to postpone entering their child in school for a year. This decision is rendered by the principal after deliberation and consultation with the preschool teacher, parents, and Kindergarten teacher. These decisions are made with the best interest of the child in mind. (SB Policy 511.4)

F. TRANSFER STUDENTS

Written permission from a parent or guardian must be given before information can be sent to St Teresa's from another school regarding a student. At the beginning of the school year, an information release form will be used for the necessary transaction of the student's permanent record, the attendance record, the health record, or any other confidential records, which will be kept on file during the school year. If a student transfers from one Catholic elementary school in the diocese to another, the permanent record, the attendance record, and the health record are sent to the school the child will be attending; if a child is transferring to a public school or a Catholic school outside the diocese, copies of the permanent and attendance record will be sent, along with the original health record. The Record of a Transferred Student form will be filled out and retained at the school the student is transferring from. It shall be placed in the appropriate class file and moved with other permanent records of that class each year until graduation, at which time it is sent to the Diocesan Office of Education for scanning along with other permanent records. This same process will be done for departing students. (DP 5119)

When a student departs St. Teresa to another Catholic or Public School and has an outstanding balance, an unofficial record of student grades will be sent to the requesting school. This means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include identifying information about the student and school. If a student is withdrawing from St. Teresa school, a formal withdrawal should be made at the school office. (DP 5119)

When appropriate, tuition will be prorated and refunded if a student withdraws during the school year. After August 1, Curriculum/Technology fees are non-refundable. (SB Policy 511.2)

There will be a 90 day probationary period for all new students to St. Teresa School and a 1 year probationary period for new seventh and eighth grade students, during which time St. Teresa holds the right to dismiss the student.

G. REGISTRATION

Registration forms for the following school year will be given to all students **currently enrolled** in St. Teresa during the spring semester.

Students entering **Pre-Kindergarten**, **Kindergarten** and **Grade 6** must have a Physical Exam on file as required by the School Code of Illinois. Students in **Kindergarten**, **Grade 2**, and

Grade 6 must have a Dental Exam on file as required by the School Code of Illinois. Students entering **Kindergarten** and any student new to Illinois are required to have an eye exam performed by a licensed optometrist and an eye exam report on file at school by **October 15th**. The medical and dental forms will be given to the parents after registration and must be filled out by the **physician and dentist** and returned to school by **September 1st**.

Registration for **new students** will also be held each year during the spring semester. New families must register in the parish. If the child was not baptized at St. Teresa, baptismal records must be presented. Records from the previous school(s) attended, birth certificate, and any other pertinent information will be requested.

Pre-Kindergarten, Kindergarten and Grade 1:

- A child may be admitted into Pre-Kindergarten who is age 3 or age 4 by Sept. 1
- A child may be admitted into Kindergarten who is age 5 by Sept. 1.
- A child may be admitted to First Grade who is age 6 by Sept. 1.

H. CURRICULUM/TECHNOLOGY FEES

At the time of admission and registration, Curriculum/Technology Fees are charged to the students in order to pay for the purchase of new curriculum materials, new technology, and supplies. During the Spring Registration period, a per student registration fee of $115 is due. This fee is applied to the technology fees which total $340 for each student in grades K-8. The balance of $225 is due on November 1st. The enrollment deadline of any current school family is July 1st, any student enrolled after that date will be placed on a waiting list for the upcoming school year. (SB Policy 325) The initial registration fee guarantees your child a place in school next year.

All additional registration fees are to be paid by the opening day of classes in August unless arrangements have been made with the Principal. (SB Policy 325)

I. TUITION

The tuition rates for students attending St. Teresa School in **Grades K – 8** for the 2026-2027 school year are:

RATE	ANNUAL (Parishioner)	ANNUAL (Non-Parishioner)
One Child	$5,071	$6,671

Since this amount only covers a portion of the cost of your child's education, St. Teresa Church and parishioners cover the remainder of all school expenses with a parish subsidy and fundraising. Tuition Assistance requests can be made by completing a Financial Aid application through FACTS (factsmgt.com) An application is made to determine need and assistance. The applications must be submitted by August 1st to be considered before the beginning of the school year.

Preschool/Pre-Kindergarten tuition rates are....

RATE	ANNUAL
One Child	$6,520

Tuition and Pre-K fees are to be paid monthly during the school year.

A 3% reduction in tuition is given if tuition is paid in full before August 17 by cash or check to St. Teresa School.

St. Teresa School Tuition Assistance Policy January 2023

Families applying for tuition assistance must submit an application to FACTS Grant & Aid Assessment for evaluation. Families are also encouraged to contact the Principal to discuss their situation once they have submitted their applications.

If families have a hardship in paying FACTS fees for the tuition assistance application, they should notify the business manager. FACTS fees can be waived if the family qualifies for tuition assistance.

A "Committee of Three" consisting of the business manager, a parish trustee, and a member of the School Advisory Council finance committee, will consider tuition assistance applications on a rolling
basis, depending on availability of tuition assistance funds, and volume of applications.

The "Committee of Three" will use objective information from the FACTS application, as well as information on families' contribution of time, talent, and treasure to the school and parish community, and input from the Principal who can serve as an advocate for the family. The Committee can also reach out to the family for more specific information.
The business manager and/or Principal will notify the family in writing of the Committee's decision and tuition assistance package.

If other arrangements for payment of tuition need be made, you need to contact the Principal. All fees for the current year must be paid by the final day of school each year unless arrangements for payment have been made with the Pastor. Non-payment of tuition will result in the holding of report cards and may eventually lead to a request to make other arrangements for your child's education. (See Addendum A - Board Policy on Delinquent Tuition/Fees - SB Policy 324)

J. CLASS SIZE POLICY

Procedure:

Final determinations will be made on splitting or freezing each grade by May 1 of each year. The Pastor and Principal will make this decision with input from the Board of Education, taking into account 1) the abilities and dynamics of children in the class allowing for effective teaching/learning 2) the ability of the teacher to effectively meet the needs of the students 3) fiscal stewardship taking into account the entire school budget and 4) current evidence-based best practices for class size depending on grade level. Every effort will be made to accommodate all students. Effective teaching practices may also be maintained through the use of licensed instructional aides. Decisions will be made by the administration in consultation with the Board of Education each year to develop methods to adequately deal with the needs of any class. Specifically, board approval by vote prior to the first day of school is needed for K-1 classes over 26 students, 2nd grade classes over 28 students, and 3rd-8th grade classes over 32 students. (SB Policy 615, revised and approved 6/20/17)

Classroom Assignments:

There are many variables that determine a good class make-up, e.g., a good mix of students of varying abilities, student personalities, the number of boys/girls in each class, etc. Therefore, classroom assignments for the next class year are the responsibility of the principal with the recommendation of the previous year's teacher. It is the teacher who has the best insight into the children's academic needs for the next year, especially in relation to all the students in the class. Because of this, input from parents is considered but cannot be the deciding factor in class assignments.

K. STUDENTS WITH UNIQUE NEEDS

A student's continued enrollment at St. Teresa is dependent on the school's ability to provide for the necessary academic and behavioral needs of that student.

If a student is having difficulties progressing academically at St. Teresa School, a conference will be held with the parents to determine the best means of dealing with the child's individual needs.

Non-disclosure of critical information about your child may cause your child to be unable to successfully complete our academic program or participate in specific programs.

When the school believes that it cannot adequately provide for the needs of a student, the administration shall notify the parents to see how the student's needs could best be met.

Such recommendations may range from:

1. Special Testing by the Student's Home School
2. Counseling
3. Tutorial Work
4. Retention (Repeating the grade)
5. A change in the academic environment (SB Policy 51.3)

L. OFFICIAL RECORDS

The Family Educational Rights and Privacy Act gives parents the right to access records. St. Teresa parents are asked to give the school office twenty-four hours notice by written request if they wish to view a record.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order.

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records. Each pupil will have a Permanent Record folder in the local school file.

These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child.
The Permanent Record folder contains only:
Student's name, birth date and place, parent's names and addresses;
Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved; Attendance record;
Social Security Number;
Health records and accident reports;
Record of release of permanent record information.

These records shall be maintained for not less than 60 years after the student has transferred or graduated from the school. In the Diocese of Belleville, these permanent records are kept in the Office of Education permanently.

The Temporary Record folder contains:
Teacher anecdotal records (destroyed at the end of the school year); Notes from parents (destroyed at the end of the school year);
Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received;
Other disciplinary information;
Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based.

These additional records and reports shall be reviewed annually and only maintained if the information is viewed as relevant and important. Temporary records are to be destroyed when the child leaves the school.

*When students graduate from St. Teresa, the permanent record folder, which includes health records and daily attendance records of these students are sent to the Office of Education to be stored electronically. The original records will then be returned to the school and **will** be maintained in the school for at least **four** years.*

Parents or representatives designated by parents and students have the right to inspect and copy all permanent records.

School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:
Parents, students, or representatives designated by a written consent of the parents. Office of Education
*Any person as specifically required by law, provided the person presents **appropriate identification** and am **of the statute authorizing such access**.*
Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.
The courts, in response to a court order.
Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

Upon notification by the Illinois State Police of a child's disappearance, the school in which the

child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway. The school will immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school will remove the flag from the student's record.

When a student transfers from our school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. ***Health*** *records cannot be* ***withheld*** *and must be forwarded upon receipt of a written request. (DP 5125)*

Parents may challenge the accuracy and relevance of the information in the student record, exclusive of academic grades. Parents may add a written statement explaining their position regarding any disputed material. This statement becomes a part of the student record. (DP 5125)

A valid State Birth Certificate and a baptismal certificate must be presented at the time of registration. A completed health form including immunization must be filed by Sept. 1. (SB Policy 515)

M. STUDENT SCHOOL SUPPLIES

A supply list is available at the beginning of each school year. Parents are requested to purchase only the items on the list. Upper grades must use standard loose-leaf paper with 5/8-inch lines. Collegiate or narrow lined paper should not be used in grade school.

N. TEXTBOOKS

All textbooks are owned by the school and loaned to the children on a rental basis. Children are expected to keep their books covered and to return them at the end of the school year in good condition. Fines are assessed for damage beyond normal wear. Parents must pay for textbooks that their student(s) lose, damage or destroy.

O. ADOPT-A-KID

St. Teresa Catholic School wants to provide spiritual development and an excellent education for all children desiring to be students here. Some families do not have the financial means to afford tuition and fees at our school, yet want their children to receive the kind of education we offer at St. Teresa. The Adopt-A-Kid Program allows families the opportunity to provide financial support to the school in the name of those families unable to do so. There are different ways you can help: pay full or partial tuition for a child, pay the book fees for a child, or donate any amount of money at any time that would be applied to tuition and/or fees for a child. Should you be in a position to help, please consider contributing to this program. If you have further questions, feel free to call the school office or the rectory. All names will remain confidential.

II. ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

It is the philosophy of the School Advisory Council, administration, and staff that regular and punctual attendance is crucial to a student's academic achievement, to promote proper student attitudes, and to encourage student responsibility toward school and work. The students also obligate themselves to all work assigned in each grade or course in which they are enrolled. Parents and students are responsible to make sure necessary missed work is made up.

A. SCHOOL HOURS

School begins each day at 8:00 a.m. Students will be supervised in the cafeteria after 7:30 a.m. Children should not arrive on the school grounds before 7:30 a.m. No supervision is provided before then and the school assumes no responsibility for children who arrive earlier. Student safety is the primary concern in their not being properly supervised.

Once a student has arrived on campus, he/she may NOT leave without the permission of the Principal.

The dismissal bell rings at 3:00 p.m. for all students. Supervision is available until 3:10 p.m. Students not picked up by 3:10 p.m. will be sent to the Extended Care Program. The parents will be charged the appropriate fee for time spent in the program. All students should leave the school grounds unless they are working with a teacher, involved in an approved extra-curricular activity, or signed in at the Extended Care Program.

School Office hours are as follows:

Monday – Friday 7:30 a.m. – 3:30 p.m.

B. ABSENCE

Absenteeism and Truancy Diocesan Policy 5113.1

Attendance Procedures

When a student is absent from school, the student's parent/guardian is requested to contact the school to communicate the student's absence.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Absences
Schools in the Diocese of Belleville recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more cumulative days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Family Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

Make Up Work
Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Extracurricular Activities: Students who wish to participate in after school activities **MUST** attend at least half of the school day. After school activities include but are not limited to sports, clubs, choir practice, choir concerts, Christmas/Spring Concert, etc.

Tardy:
Students arriving after the bell rings at 8:00 a.m. will be marked tardy. When a student is tardy, he/she must be signed in at the office by their parents. Repeated tardiness is a serious problem. It disrupts the classroom environment and hampers instruction for every student in the class. It will lead to disciplinary action. Make every effort to have your student at school and on time. (SB Policy 511.8)

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.

2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.

3. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one (1) hour, the student will not be considered as absent. If a student is gone for more than one (1) hour, the student will be considered ½ day absent. If a student leaves school within one (1) hour of normal dismissal, the student will not be considered as absent. (Diocesan Policy 5113)

C. RELEASE OF PUPILS FROM SCHOOL

The school is responsible for students during school hours. Therefore, the principal will not release a student from school into the custody of any person other than the student's parents, guardian, or person authorized in writing by the parent.

When parents or guardians request by telephone that their student be sent home because of an emergency in the family the office must check the authenticity of the message by calling the telephone number listed for the student's parents or guardian on the EMERGENCY CARE SHEET for the student.

If it is necessary for the student to stay after school with a teacher, the student will attempt to notify the parents by telephone from the office.

Be certain your student knows where you are and how to reach you or some other responsible adult each day. This is especially important in the case of younger students. Be certain to notify the office if there is any change of address or telephone number at either home or work. (SB Policy 511.9)

D. EUCHARISTIC CELEBRATION

The celebration of the Eucharist begins at 8:30 a.m. Attendance at and participation in the liturgy are expected of all pupils, grades K - 8. Students leave for church after the 8:00 a.m. bell has rung. Students attend all school mass on Wednesdays at 8:30 a.m.

Family members are most welcome to attend and celebrate with us.

E. EXTENDED CARE PROGRAM

St. Teresa School offers an Extended Care Program for any of our students who need to stay beyond 3:00 p.m. The after school program runs from 3:00 p.m. to 5:30 p.m., or beginning immediately after school on early dismissal days.

The afternoon program is $13 per day. Students using the program need to register online. Service will be denied to families that fail to keep their accounts up-to-date. For more information, call the school office at 618-235-4066. (Addendum J - SB Policy 614.6)

F. EARLY DISMISSAL

1. Inclement Weather

Information on school closings due to bad weather or for emergency reasons will be posted on the St. Teresa School Facebook Page and St. Teresa School Website; and on Television Station KMOV Channel 4. When the weather turns bad once school is in session we will make every attempt to complete the school day to avoid having to dismiss early. Under no circumstances will the school or Extended Care be closed until every student has been picked up. Parents always have the option of picking up their children if they feel the conditions warrant that course of action. No student will be released to another parent without proper parental authorization. (SB Policy 611.4)

2. Faculty Meetings

Faculty meetings will normally be held on the first Friday of each month. On these days, the children will be dismissed at 11:30 am with no lunch being served.

G. INDOOR RECESS

Written permission is required in order for a student to remain indoors during recess when the rest of the students are going out. On occasion, a student may need to stay indoors for health reasons but this should not be a habitual occurrence. You are asked to write a permission note for your student to stay in at recess. This permission should be requested only in emergencies due to the extra supervision required. Extended waivers will require a doctor's excuse.

H. LEAVING SCHOOL

Students are expected to remain at school throughout the school day unless a note is received in the school office. The person arriving to pick up children before dismissal is required to come to the office to sign the student out. Students will be sent to the office to be dismissed with the authorized person. The following is the required procedure for students leaving the building.

1. A note must be sent to the homeroom teacher stating the time the student is to be dismissed, the reason for dismissal, and the time the student is expected to return. The teacher will forward the note to the office. It will then be stapled to the attendance record and kept on file.

2. Parents or the person picking up the student must come to the office and sign the student out of school before he/she can be dismissed. The child will then be called to the office in order to leave. **FOR SAFETY REASONS PLEASE DO NOT GO TO THE CLASSROOM FOR THE STUDENT.**

3. The parent and student must report to the office and sign in upon re-entry to school from an appointment or his/her tardy entry. It is the responsibility of the student to contact the teacher after 3:00 p.m., concerning make-up work.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

Ill. COMMUNICATION

Parents are encouraged to talk with teachers about their concerns and about any issue which they feel may affect a student's behavior and/or work in school. If there is a change in family life due to a death, separation/divorce, serious illness, or any other factor, we ask that you inform us so that we will understand the student's reaction.

A. CHANGE OF ADDRESS

Report any changes in your address or telephone number to the school office as soon as possible. Parents must keep us informed of any changes in address and home or work phone numbers.

No name or address of any student shall be given to any unauthorized individual without written consent of the parent or guardian.

B. CLASS INTERRUPTIONS

Classes should not be disturbed during the school day. It is our primary concern that neither the faculty nor the children be disturbed during instructional time. Students must also learn from preschool on how to be responsible for their books, paper, etc. If it is necessary that parents bring something to school, please bring these items to the school office and they will be given to your student.

C. CLASSROOM GUIDELINES AND PROCEDURES

Each teacher will prepare and compile a brief Classroom Behavior Guidelines and Procedures handout to be sent home. Each parent should receive one from each teacher your student(s) has. Any questions should be addressed immediately. A signature receipt is required.

D. CONFERENCES

An Open House will be conducted before the start of school. The purpose of the August Open House is to acquaint the parent with the teacher, establish lines of communication, and drop off supplies and required forms.

The fall Parent/Teacher Conferences are held after the end of the First Quarter and after the distribution of the IOWA Test results. This conference will give parents an opportunity to discuss their child's progress. Your child's classroom/homeroom teacher will conduct the conference. If you need to talk with another teacher about a grade, you should schedule a separate appointment.

Unauthorized individuals shall not interview your child at school.
If you have any questions or concerns during the school year, please feel free to contact the teacher as soon as possible.

E. SCHOOL-HOME COMMUNICATION

1. Each week, most information forms/handouts will be sent directly via an electronic newsletter to your home e-mail address via your -FACTS account. It is critical that each week a few minutes be designated to looking over the electronic newsletter. You don't want to miss pertinent information about functions and activities at school and at church.

2. Younger children - Various order forms, teacher written communication, and graded papers/tests will also be sent when required.

3. Parents should review the enclosed and on-line sources and return anything as indicated on the next school day.

4. The school administration and School Advisory Council continue to look for ways to improve communication through phone applications and the FACTS computer program; it is imperative that all families register with FACTS for an account.

5. It is expected that teachers will send a weekly newsletter update electronically directly to parents.

6. In general the website and social media will be used to promote the school to prospective

families, donors, the parish, and the community, but parts of the website will still be devoted to internal communications, forms, calendars, and updates.

F. TELEPHONE CALLS

Neither teachers nor pupils will be called from their classrooms for PHONE CALLS during the school day EXCEPT in the case of an emergency. If an urgent message must be delivered, please give it to the secretary. Students will be permitted to use the office telephone in the case of sickness or emergency. Cell phones should **never** be used during the course of the school day or on school grounds. Infractions will result in disciplinary action. (SB Policy 616)

G. CELL PHONE AND ELECTRONIC DEVICES POLICY

Personal entertainment electronic devices are not permitted at school. Students who possess cell phones or electronic devices must have them completely turned off and in the student's backpack once the student arrives on school property until the student exits the school building at the end of the official school hours. If a (i) student's cell phone or other electronic device rings, beeps, vibrates or makes any sound or noise; or (ii) the student is caught with a cell phone or electronic device during school hours, the student will be sent to the Principal's office where the cell phone or electronic device will remain until the student's parent picks up the cell phone or electronic device. The student will be denied the privilege of bringing their cell phone or other electronic device to school for a set period. If, in the course of a school year, the same (i) student's cell phone or electronic device rings, beeps, vibrates or makes any sound or noise; or (ii) student is caught with a cell phone or electronic device during school hours, the student will receive an in-school suspension in addition to the above mentioned guidelines. If the same student violates the above policy a third time, the student will receive two consecutive days of in-school suspension in addition to the above mentioned guidelines. The use of a cell phone during testing will immediately be deemed as cheating and the student will receive a zero for that test. (SB Policy 516)

Electronic Devices

Electronic readers (Sony Reader, Kindle, Nook, etc.), laptop computers, and tablet computers (iPad, Kindle Fire, etc.) may be brought to school for specific classroom use. If parents voluntarily choose to send an electronic reader or computer to school in response to an approved class project, it must be accompanied by a note to the office relieving the school of all liability for loss, theft, or damage of the device. The school will assume no liability for the device while it is at school, or in transit to or from the school.

At St. Teresa School, students in grades 5 through 8 will use Chromebooks/iPads with electronic curriculum (e-Books).

The school will be outfitting each student's Chromebook so that it can access the school's wireless network, which has a firewall that is very effective in blocking inappropriate content. In addition a mobile device management system will be in place so that certain apps, sites, and settings will be unavailable to students while they are using the school's network.

St. Teresa School's electronic media policy will fully apply to use of all electronic devices utilized during school hours.

Specifically, social media such as Facebook, Twitter, and lnstagram can be used in a positive manner and can be used to promote the image of St. Teresa School. Technology provides

additional tools for students as they grow in their knowledge of the world, and technology skills are important for students in their future professional and social lives. However, the use of technology at St. Teresa School is a privilege, not a right, and with this privilege comes responsibility to use technology and social media for educational purposes only and school rules of good behavior and moral responsibility apply. All school personnel, students, volunteers, and families are expected to use technology and social media with the following guidelines:

1. Use of comments or pictures involving St. Teresa School or Parish employees, volunteers, or students, without their expressed consent is forbidden.
2. A student's enrollment or staff member's employment at St. Teresa school may be in jeopardy if he/she posts or provides any content that conflicts with the values and ideals of St. Teresa School's mission as a Catholic school. All posting must comply with the Diocese of Belleville and St. Teresa School policies, and must reflect the general behavioral standards set forth in the student handbook. Any content, including pictures and videos, posted online or on social networking sites should reflect positively on the student and St. Teresa School.
3. Negative comments about St. Teresa School, St. Teresa Parish, the Diocese of Belleville, or the Bishop of Belleville are not to be posted. Harassment or obscene/unwelcome messages of any kind using technological systems or social media is also prohibited.
4. Use of the school's logo or any organizational material may only be used with permission by the principal of St. Teresa School or the pastor. This includes electronic and non electronic uses and transmissions. No school equipment may be used for private gain or commercial purposes.
5. Creating links to the school or Diocese of Belleville website or the posting of any Diocese of Belleville material on a social media network site is prohibited without permission from the appropriate entity.
6. All St. Teresa School and Diocese of Belleville policies and regulations that regulate off-duty conduct apply to social media activity, including but not limited to policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.
7. Employees, students, or volunteers may not use the school equipment for non-work related social media and internet/electronic media activities without permission. Students and staff may not access objectionable materials on school equipment, which include pornography, instructions that encourage violent or illegal acts, racist tracts, or hate speech used for anything other than legitimate academic pursuit.
8. Student use of technology on campus should be primarily for educational purposes and they may only use electronic devices in classrooms with the permission of teachers. Students are not allowed to make phone calls, Skype, or send text messages during the academic day without permission of the administrative office. Students should never take pictures, record video, or audio on the property of St. Teresa School or parish without permission from a teacher or administrator.
9. Use of social media to contact students or teachers for personal matters is forbidden.
10. Violations of this policy shall lead to revocation of technology privileges, and discipline up to and including the immediate termination of employment. (SB Electronic Media Policy approved in 2015)

In general, school rules of good behavior and moral responsibility apply. A student's enrollment at St. Teresa school may be in jeopardy if he/she posts or provides any content that conflicts with the values and ideals of St. Teresa School's mission as a Catholic school. All posting and electronic communication during school hours must comply with the Diocese of Belleville and St. Teresa School policies, and must reflect the general behavioral standards set forth in the student handbook. Any content, including pictures and videos, posted online or on social

networking sites should reflect positively on the students and St. Teresa School.

All St. Teresa School and Diocese of Belleville policies and regulations that regulate electronic media behavior apply to i-Pad usage, including but not limited to policies related to illegal harassment, cyber-bullying, code of conduct, non-discrimination, and protecting confidential and/or proprietary information. Students may not use the iPads for non-work related social media or internet based activities without permission during school hours, or access objectionable materials on school equipment, which include pornography, instructions that encourage violent or illegal acts, racist material, or hate speech used for anything other than legitimate academic pursuit. Text messages may not be sent during the academic day without permission of the administrative office. Students should never take pictures, record video, or audio during the school day without permission from a teacher or administrator. Violations of this policy may lead to corrective action, up to and including revocation of technology privileges, and/or discipline which may involve the immediate termination of enrollment.

This policy is in line with and was derived from Diocesan Policies 1152 and 6179, as well as DP 1341, the Internet Code of Conduct, which is included in this handbook as an addendum, along with the Chromebook Policy Handbook.

Restroom and Locker Room Privacy

The school shall take the following reasonable measures to protect the privacy of individual students using restrooms and locker rooms during and after the school day:

- Under no circumstances can a person utilize a cell phone, camera, video recorder, or any other recording device in a restroom, dressing room or locker room to capture, record or transfer a video image of a student/person in that environment.
- Anyone who violates this policy shall be subject to school disciplinary action and/or penalties. This would include as a minimum a multi-day school suspension and could even entail a recommendation to the pastor for expulsion.
- The infraction would also be turned over to the local police in terms of violation of federal, state, and municipal laws.
- This policy will be posted in all restrooms, dressing rooms, and locker room facilities.

1. Student Photo Etiquette

Great care needs to be taken in terms of photographing and then transmitting photo images of children during school and extracurricular activities. It is recommended that the posting of photos electronically not be done. Common courtesy dictates that such posting be done only with parental permission/ approval in advance.

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student's or person's consent, such as but not limited to, in a restroom, locker room, or changing room. It is against Diocesan Policy for a student or person to knowingly make a photograph, video record or transmit live video of another student or person with or without that student's or person's consent in a room that is being utilized by a student or person to change clothes resulting in the exposure of such as but not limited to a student's or person's underwear, bra or private naked body parts such as breasts, buttocks or genitals. It is also unlawful and against Diocesan Policy for anyone to knowingly disseminate, or permit someone to disseminate a

photograph, video record or live video that violates the intent of this policy or is in any way unlawful. It is also against Diocesan Policy for the transmission of any inappropriate photograph, video record, live video or text (sexting) that may be viewed as offensive, bullying, or harassing by the Administration. When it is suspected or known that unlawful video related occurrences have taken place, police are to be notified and in all occurrences the person involved and parents of any students involved shall also be notified. "Video record" means and includes any videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and "live video" means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image. Diocesan Policy 5131 also indicates expectations regarding appropriate student behavior on or off campus.

Any student or staff believed to have violated this policy is subject to suspension or expulsion as determined by the principal at his/her sole discretion. (DP 5126)

H. VISITATION

St. Teresa School encourages involvement from our school families. However, for planning purposes, please contact the classroom teacher at least 24 hours in advance prior to visiting. All guests are required to check-in at the main office to sign-in and secure a "Visitor" or "School Volunteer" badge to be worn as you conduct business throughout the property.

Visitors and school volunteers will be required to provide a valid proof of ID during the check-in process.

I. POLICY ON "VOLUNTEERS PRESENT IN SCHOOL DURING SCHOOL HOURS"

To ensure the security of our school building and the safety of our children, we have the following policy on "Volunteers Present In School During School Hours".

1. All requests for volunteer help must be cleared by the principal.

2. The office will notify the teacher making the request of approval or disapproval. The Chancery Office must clear all volunteers in order for them to work in a Catholic School environment.

3. All approved volunteers will register at the School Office upon arrival.

This policy has been implemented through the Office of Education, the Diocese of Belleville. (SB Policy 430)

J. SCHOOL VOLUNTEER APPLICATIONS

Diocesan policy states that all volunteers must be approved by the Principal at least one day prior to being involved in a school. All volunteers must be in compliance with Child Protection Policy Diocese of Belleville. The proper forms and Child Protection Training must be completed. All volunteers must agree to hold in confidence all staff or student concerns/issues which may be brought to their attention as a result of their volunteer status in the school. All volunteers must have a specific role or task along with appropriate supervision. All schools shall keep a personnel file on every staff person and volunteer connected with the school. This includes coaches, cafeteria workers, teacher aides, playground supervisors, room mothers, crossing guards, etc.

All schools must establish procedures, whereby no one shall be admitted to the school during the time students are present without first signing in at the school office and obtaining permission from the Principal. (DP 6162.3)

All children have the right to be safe and protected from harm in any and all environments - home, school, religious institutions, neighborhoods and communities. The Catholic Diocese of Belleville (the "Diocese) embraces this right to safety and is dedicated to promoting and ensuring the protection of all children. The Diocese will do all in its power to create a safe environment for children and young people, to prevent the physical abuse, sexual abuse and neglect and to bring the healing ministry of the Diocese to bear wherever possible. It is the expectation of the Diocese that all individuals and entities under its auspices comply with the provisions stated in this policy. This Child Protection Policy (the "Policy") builds on a 1990 policy issued by the Diocese that was updated in 1993 with an additional policy document regarding clerical sexual misconduct with minors. This Policy continues and expands our concern for children and reflects the provisions contained in the revised Charter for the Protection of Children and Young People (approved by the full body of U.S. Catholic Bishops at its November 2002 General Meeting) and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons (approved by the Congregation for Bishops December 8, 2002).

With renewed faith, we commit ourselves to the original goals of this Policy:

a. *To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse;*
b. *To identify and observe reporting requirements to civil and Diocesan authorities;*
c. *To address the spiritual, physical and emotional care of the abused child and the family, as well as the affected Catholic community;*
d. *To address the spiritual, physical and emotional care of the individual against whom the charge was made; and*
e. *To address other actions to be taken when child abuse is alleged.*

All Personnel and Volunteers as defined in the Diocesan Child Protection Policy are required to abide by the Child Protection Policy of the Diocese. (DP 2110)
All volunteers agree to abide by the Parent Student Handbook of St. Teresa Catholic School.

St. Teresa School relies on the service of many people who volunteer their time to help students in many ways. **Diocesan policy requires that anyone who works with children be required to complete a Volunteer Application Form, CANTS Form, Background Check and Child Protection Training through the Diocese; before that person can work with students or volunteer at St. Teresa School**. This includes teacher aides, cafeteria workers, playground supervisors, coaches, library workers, secretarial help, crossing guards, room parents, field trip monitors, etc. Before any of these persons can work in the school, the three forms must be on file and approved by the principal. This policy is necessary for the safety of our students. Application forms are available at the school office. (SB Policy 430.1)

IV. CONDUCT AND DISCIPLINE

St. Teresa School, in pursuant of our mission to pass on our Catholic faith and religious values by immersing students within a Christ-centered environment, believes that our discipline policy must assist students, parents, teachers, and administration achieve our mission. Within our education community are individuals who have different needs, expectations, and abilities, while at the same time all individuals share the same Christian dignity and equality. In order to function as a successful Catholic education community where students may contribute, learn, and grow, our discipline policy must help teach students to develop their own self-control so that they

can ultimately be independent, responsible, and have a strong Christian value system.

Each child has a responsibility to respect themselves, others, and our educational community. At no times will bullying or harassment be permitted. (Addendum I) The three foundations of our discipline policy are: a) respect yourself, others, and things; b) contribute to the learning environment; and c) follow rules and procedures. As students grow, they must learn the cause and effect relationship of their decisions. Discipline will be administered with wisdom and love, but also with an attendant level of firmness and fairness that will enable the student to develop the necessary self-discipline to make appropriate choices in the future. Discipline will not needlessly humiliate nor cause harm to the student physically, or emotionally.

Expected behaviors and appropriate choices as well as disciplinary consequences school-wide, will be clearly spelled out to all members of our education community. Classroom teachers, with limited input from their students, will create classroom rules, rewards, and consequences. The principal will approve these classroom discipline plans, and then parents will receive a copy for their signature.

A. DISCIPLINE

The classroom discipline plan is a system that allows the teacher to clarify the behaviors expected from students and what they can expect from the teachers in return. The goal of a classroom discipline plan is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which a teacher can teach and students can learn.

A classroom discipline plan allows a teacher to integrate effective behavior management into their teaching routine - whatever grade level, or style of teaching. It is a flexible system that recognizes the individual needs of a teacher, and the needs of the students. Above all, a classroom discipline plan stresses positive recognition as a powerful tool for encouraging responsible behavior and raising student self-esteem. However, at no time may the behavior of an individual student interfere with classroom instruction and the learning of fellow students.

The plan consists of three parts:

1. **RULES** that students follow at all times.
2. **POSITIVE RECOGNITION** that students will receive for following the rules.
3. **CONSEQUENCES** that result when students choose not to follow the rules.

A note of receipt will be sent home at the beginning of the year with the Classroom Discipline Plan requiring the signature of parent/guardian indicating they have received, reviewed, and discussed the plan. (SB Policy 514)

B. GENERAL RULES OF BEHAVIOR

At all times, rude behavior, running or sitting in the hallways, sliding down banisters, loud talking in the corridors, bathrooms, or stairways, and pushing, poking, or tripping others will not be tolerated. This includes both during the school day and at dismissal.

Students are expected to act courteously in the cafeteria. Misbehavior of any kind can be corrected and disciplined by any teacher, staff member, or Principal.

The following are some of the rules that come into play the most often at St. Teresa School or they reflect some of the most serious health and safety infractions that could occur. Each of them

carries with it a consequence in keeping with its severity. This list does not reflect all of the rules.

- During lunch and recess times, students must use the restrooms located in the cafeteria. At recess, students are never to retrieve balls that go over the fence onto the street.
- Gum is not to be chewed by students at any time during the school day. In fact, students should not bring gum to school with them at any time.
- Candy or other snacks are not to be eaten during class without the teacher's permission. Students may have a snack during their morning recess or break.
- Students are not allowed inside during recess unless supervised by a teacher. Students will respect school property and not litter or damage school furnishings.
- Dangerous items are prohibited and should not be brought to school.
- Textbooks are to have protective covers.
- The office phone is only to be used in emergencies.
- Students may not run in the halls nor sit on the hall floors.

Students should also leave at home all electronic games, cell phones, IPODS, Airpods, and other expensive personal items. The possibility of loss as well as their possible intrusions upon educational time dictates their prohibition. Students are not to display or use cell phones at school or during school/student functions. (See Section Ill G)

Do call or make an appointment to talk things over, if you have questions about your child in any way. We may not immediately conform to your wishes, but we can certainly come to some understanding, which will safeguard the child's respect for both parents and teacher.

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school. All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session. The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending school activities, volunteer work, etc.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted. (DP 5131)

C. SCHOOL SAFETY

A safe, respectful and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority at St. Teresa School. For this reason, students who engage in such activities as vandalism, assault, battery, theft, arson, drug or alcohol possession, drug or alcohol use, or the carrying or use of a weapon, dangerous object, or look-a-like weapon are subject to serious penalties. These penalties could include up to a ten-day suspension or even expulsion from school. Any student who has initiated or taken part in any serious crimes against the school or persons herein will be reported to the police. (SB Policy 326 & DP 5142)

D. DISCIPLINE PROCESS AND CONFLICT RESOLUTION

Every effort will be made to deal with student behavior in a manner that is consistent with Christian dignity and respect for all persons involved. The classroom teacher will develop a discipline plan they feel is suited to their students with the approval of the principal. Students and parents will be informed of the plan at the beginning of the school year.

Every effort should be made to solve problems immediately and at the appropriate level. There is no substitute for open and honest communication whenever a question or problem arises. The normal process for consultation would be as follows:

- Teacher – student
- Teacher – student – parent contact
- Teacher – parent conference
- Principal – teacher – parent conference

Severe Clause: The principal may go directly to a suspension if a violation warrants it. Example: causing physical harm to someone.

In-school suspension: If placed in In-school suspension, the student will be confined to a designated room for one or more school days in an isolated environment and they will be expected to complete all work before being dismissed. They will receive credit for their work.

Out-of-school suspension: A student is denied the opportunity to attend school or participate in after school activities for a specific amount of time. While absent the student may make up work and have all work completed upon their return to school to receive credit for the assignments. (SB Policy 514.1)

This discipline process is in line with and derived from DP 5144 regarding emphasizing positive action approaches to discipline.

E. SUSPENSION AND/OR EXPULSION

The Principal of the school may suspend a student for a period not to exceed ten school days per incident or may expel a pupil as the situation demands.

Students may be suspended or expelled who are found to have serious violations in the areas of:

- discipline
- respect
- behavior
- cooperation

- fighting
- and/or disrupting the educational process or orderly conduct of the school by provoking a minor disturbance.

Suspension or expulsion will be reported immediately, or as soon as practical, to the parents or guardians of such students, along with a full statement of the reason for this action. A conference /hearing with the principal, student and parents will be held. The period of suspension will be spent in school or at home, based on individual circumstances, at the discretion of the Principal. During the period of suspension, the student is not allowed to participate in any extracurriculars.

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions. The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Superintendent of Schools for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class. Any academic ramification of suspension shall be determined by the principal at both the elementary and high school level.

When all other means have failed and expulsion is being considered, the following procedure shall be followed: The student will be suspended for a period not to exceed ten school days. The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered. The principal shall meet with the pastor to review the merits of the expulsion.
When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Superintendent of Schools, along with the pastor, before an expulsion can be implemented.

Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed. In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential. (DP 5114)

The parents must arrange a meeting with the Principal, Pastor, and the Child's teacher before the child will be readmitted to school. Parents, students, and Principal will reach an understanding establishing conditions and behavioral norms before the student may return to school from an out- of-school suspension. Return to school could be on a probationary status.

F. CONFIDENTIALITY

While striving to maintain consistency and uniformity in the discipline process, confidentiality and equity play definitive roles. Teachers and the principal will make every effort to enforce the rules fairly and at the same time maintain student confidentiality. At times a teacher's need to protect confidentiality can be misconstrued as being unresponsive to a situation, when in fact, discipline has occurred but that information cannot be shared.

Equity is relative to the student(s) involved and the situation at hand. At times the school may have information about a student that is not known to others. Thus mitigating circumstances could alter disciplinary outcomes for individual students. (SB Policy 327)

G. LINE OF AUTHORITY

Parents who have questions or concerns about their students have every right to address those concerns with the party involved. It is absolutely critical that they make every attempt to resolve the issue with the person(s) most directly involved in the situation. In most cases, this is the **teacher**. If necessary after meeting with the teacher, an appeal can be made to higher authorities in the following stages. They would be as listed in the following order:

- Principal
- Pastor
- Diocesan Office of Education

H. RESPECT/TOLERANCE/KINDNESS

It is the belief at St. Teresa's that everyone should enjoy our school equally. Every student has the need to feel safe, secure, and accepted regardless of color, race, gender, athletic ability, popularity, intelligence, religion, social skills, or nationality. Every child is a special person created by God. They are to be treated with respect, dignity, tolerance, politeness, gentleness, and kindness. You may not necessarily like every person that you know, but you must respect their right to be at St. Teresa School and make every effort to work with them and get along. If you choose to act upon your negative feelings towards another individual you will face disciplinary action. Being unkind, either physically, socially, or verbally is not acceptable. In an effort to cause everyone to focus on this issue we will give every family and every student an Anti-bullying pledge. We would like each family to discuss the contents of the document so that we might all be better Catholics and appreciate the kindness that Christ embodied during his time among us. He loves us all. After looking over the form please sign both and return them to homeroom teachers. (SB Policy 514.2)

I. ILLEGAL DRUGS AND ALCOHOL

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid himself of the abusive behavior. (DP 5114.1)

Students found to be in violation of this policy will be disciplined by the Principal on an individual basis. Disciplinary measures may include professional family counseling, withholding of privileges, and/or suspension or expulsion. The Principal may also notify the authorities.

J. THREATS OF VIOLENCE

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or other persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat has occurred. This action may include non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. The local police may also be notified of the threat. (DP 5142.1)

K. CARE Of PROPERTY

A student is responsible for the care of school property. Any child who deliberately damages school property shall make restitution. For serious injury to property, consultation with the parents will be held. Serious problems will lead to suspension, arrest, and/or expulsion.

l. CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. The offense may result in suspension from school. (SB Policy 518)

M. SEARCH AND SEIZURE

The administration of the School is free to enter a student's locker, desk and school bag any time

to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents. However, the school may not request that a student provide passwords or other related account information, unless it is owned by the school, i.e. school Google Account.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion. (DP 5115)

N. OFF CAMPUS MISCONDUCT

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educational process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- *Alcohol use*
- *Arson*
- *Burglary*
- *Drug possession or inappropriate sharing/sales*
- *Illegal drug and substance use*
- *Inappropriate/illegal sharing of prescription medicine*
- *Fighting*
- *Illegal firearm possession*
- *Hazing*
- *Illegal activity*
- *Inappropriate internet usage on/off campus*
- *Physical or sexual harassment*
- *Psychological or emotional harassment*
- *Robbery*
- *Sexual assaults*
- *Threats of violence*

O. CODE OF CATHOLIC/CHRISTIAN CONDUCT

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending school activities, volunteer work, etc.

The school's procedures for appeal shall be available to students and parents when this policy is implemented. The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted. (DP 5131)

P. BULLYING AND HARASSMENT

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that: is motivated by any actual or perceived characteristic, such as race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or, by any other distinguishing characteristic; and a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the target's race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).Catholic

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victims. (DP 5142.2)

V. CURRICULUM

The curriculum at St. Teresa includes Religion, Reading, Mathematics, English, Science, Social Studies, Spelling, Handwriting, Fine Arts, Physical Education, Health, STEM, Computers, and Library Skills.

A. HONOR ROLL

The Honor Roll is a very special recognition for academic achievement for students in Grades 5 through 8.

To determine which students are on it, their grade averages are found by first assigning a numerical value to each letter grade.

A+ = 4	B- = 2.67	D = 1
A = 4	C+ = 2.33	D- = 0.67
A- = 3.67	C = 2	F = 0
B+ = 3.33	C- = 1.67	
B = 3	D+ = 1.33	

The grades for the six major subjects are added together and that total is divided by six. (Math, Science, Social Science, English, Reading, and Religion) For a student to attain:

- **High Honors Roll**, he/she must have a grade average of 3.8 to 4.0 and not have more than one “N” in the Work Study Skills areas.

- **Honor Roll**, a student must have an average of 3.5 to 3.79 and not have more than two “N's” in the Work Study Skills areas.

- A grade of “D” or “F” automatically eliminates a student from the Honor Roll.

B. GRADING

St. Teresa's grade scale is as follows:

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

(A) = Superior/Excellent in all work, written or oral; performs extra work and shows initiative and leadership.
(B) = Above average work, written and oral; assignments are done very well.
(C) = Average work; does what is expected.
(D) = Below average/Poor work; work and effort need improvement
(F) = Fails to accomplish at all; work does not meet basic requirements. Students could be retained in the same grade if they fail two subjects for the year.
(I) = No Grade - Incomplete pending completion of missing assignment(s)
(O) = Indicates strong point, outstanding
(S) = Indicates satisfactory
(N) = Indicates needs improvement

C. NATIONAL JUNIOR HONOR SOCIETY

Students in grades 6-8 who qualify are invited to become members of the National Junior Honor Society (NJHS). Membership in the NJHS is one of the highest honors that can be awarded to a junior high student. The standards used for the selection of students for membership are Scholarship (3.6 cumulative average), Leadership, Service, Character and Citizenship as demonstrated by activities and teacher recommendations. Membership is not only an honor, but carries with it the responsibility to demonstrate these outstanding qualities that resulted in a student's selection. Failure to uphold the standards of the NJHS will lead to loss of membership.

D. FIELD TRIPS

Field trips are considered part of a student's regular academic studies and are scheduled by the teacher with the permission of the Principal. Trips may be taken to sites and/or events that are deemed cultural and/or educational. Generally, a class assignment or topic ties in with the trip. Expenses for field trips must be assumed by the parents of the students attending the field trip. Parents are notified in advance of any field trip. Permission slips will be sent home for all outgoings a week in advance of the trip.

NO CHILD CAN BE PERMITTED TO GO ON A FIELD TRIP IF HIS/HER WRITTEN PERMISSION SLIP IS NOT RETURNED PRIOR TO DEPARTURE ON THE DAY OF THE TRIP. HE/SHE WILL REMAIN IN THE SCHOOL WITH ADEQUATE SUPERVISION AND ASSIGNMENTS TO COMPLETE. (See Addendum D)

Teachers are encouraged to take their classes on at least one educationally enriching field trip each school year. All field trips must be approved by the Principal before plans are finalized.

Students who ride the bus to a field trip destination will be required to ride the bus back to school

for accountability and safety purposes. Parents are encouraged not to schedule appointments during days their student has a field trip as the student will not be released during or after the field trip unless prior approval and arrangements have been made with the principal. All students are expected to ride the bus back to school after the field trip and leave school at the scheduled release time.

Diocesan Policy 6153 (Revised- Sept. 09): Generally the rule is that the younger the children are mentally or chronologically, the greater the standard of care. A good ratio might be one adult to every 10 students. With very small children, one adult for every seven or eight children might be considered. Per Diocesan Policy no younger siblings are to be taken on class trips.

It is the hope of faculty and administration that all interested parents will eventually be afforded an opportunity to chaperone a field trip during their child's enrollment at St. Teresa School.

The Diocese of Belleville recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom.

This policy permits principals to approve field trips during normal school hours on a single school day. However, if out-of-state field trips (over 100 miles), or any field trips to foreign countries are planned, these must have the ultimate approval of the Office of Education and local School Advisory Council. The following regulations should be taken into consideration when any field trips are being planned:

1. *Adequate supervision by qualified adults, including one or more certificated employees of the school. For field trips other than interscholastic athletic field trips, the following supervision requirements should be maintained: for every ten students, there should be one adult.*
2. ***Complete the proper forms and Child Protection Training. These forms and training are as follows:***
    - ***Application for volunteer service***
    - ***Child Abuse and Neglect Tracking System (CANTS) form***
    - ***Attendance at Initial Child Protection Training***
    - ***Background check for those who have resided in Illinois less than 5 years.***
3. *Supervision is both mental and physical. Be sure your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.*
4. *Voluntary release forms completed by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.*
5. *Permission in a written form from each student's parent or legal guardian.*
6. *Field trips should have an educational or programmatic purpose. Eighth grade "rite of passage" type of trips to amusement parks do not fall into this category of educational trips.*
7. *Inclusion of a proper first aid kit and fire extinguisher.*
8. *Proper insurance for students, personnel and equipment.*
9. *A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.*

Finally, to ensure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A thorough discussion should be held regarding the purpose or purposes, as well as, the goal or goals of the trip. Additionally,

an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.

Bus transportation is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (see form attached).

1. *The driver must be 21 years of age or older.*
2. *The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.*
3. *The vehicle must have a valid and current registration and valid and current license plates.*
4. *The vehicle must be insured for the following minimum limits: $100,000 per person/$300,000 per occurrence.*

*A signed **Driver Information Sheet** on each vehicle used must be submitted to the principal prior to the field trip.*

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

FIELD TRIP RULES FOR VOLUNTEERS/CHAPERONES

1. *All school/program rules are in force, unless the administrator has explicitly stated otherwise.*
2. *Volunteers/chaperones are to stay with their assigned groups.*
3. *Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.*
4. *If your own child is on the trip, he or she must not be treated any differently than any other child.*
5. *We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety.*
   - *Mary Angela Shaughnessy, SCN, J.D., Ph.D.*

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer you have the right to:

1. *be welcomed as a valued member of the community;*
2. *be assigned to a volunteer area where you feel comfortable and confident;*
3. *the respect of our community;*
4. *receive necessary information and orientation;*
5. *have your questions answered clearly and promptly;*
6. *make suggestions to the professional staff;*
7. *volunteer as long as you and the administration agree.*

As volunteer, you are responsible for:

1. *arriving on time and staying for the agreed upon time;*
2. *notifying the appropriate persons if you are going to be absent or tardy;*
3. *performing your tasks to the best of your ability;*
4. *understanding that the administrator values your service, but not always be able to honor*

your preferences for days, times and places of service;
5. *keeping young people under your supervision safe and appropriately occupied;*
6. *notifying your supervisor or the administration about unsafe conditions or issues causing you concern;*
7. *supporting the teachings of the Catholic Church and living in accordance with those teachings;*
8. *supporting the authority of teachers, staff and administrators;*
9. *upholding school and/or program rules;*
10. *keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;*
11. *promptly making known the confidences of young persons that involve issues of health, life and/or safety. (DP6153)*

E. STUDY SKILLS/HOMEWORK

1. Study skills

A parent can help his/her child be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well and take part.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do the very best work possible. Just "getting by" is not acceptable.

2. Class work and Homework

Homework is an important reinforcement of work done in school. All children, and especially the younger ones, require some help in this area. Here are some suggestions:

- Show an interest in your student's work.
- Set up proper conditions for study at home, a quiet area without distractions.
- Encourage your student to develop good study habits, such as remaining with one task until it is finished.
- Stress the importance of homework.

REMEMBER: HOMEWORK DOESN'T NECESSARILY MEAN SOMETHING WRITTEN. Reading and studying are a very important part of home assignments. We presume all assignments will be completed. When a child has been absent, tardy, or released early from school for any appointments, the child is responsible for work missed and therefore should inquire of the teacher(s) what was assigned. This should be taken care of before or after school, not during class hours. The teacher will generally go to the student and request make-up work. If work is not made up within a reasonable time after the absence, the result will be a failing grade. We recommend that students not be out of school for vacation during the school year. If students do have to miss for an extended period of time, schoolwork would be given to them prior to their departure, not upon their return. In most cases, the work would be due upon their return.

F. RELIGIOUS LIFE

Opportunities for regular Mass attendance, the Sacrament of Reconciliation and special seasonal

practices such as Stations of the Cross and praying the Rosary are given to all students. All students are expected to participate in the Religious Education Program as well as the Program for Education in Human Sexuality.

Parental notification will be sent home prior to the start of the Human Sexuality unit. This should enable the family to augment the classroom unit with family reflection. A student may be excused from human sexuality classes but only if parents present a written request and submit an alternative instructional plan in writing to the pastor.

Students in grades 6 – 8 are invited to participate as Mass servers. Instructions are given during the school year as the pastor's schedule allows.

G. SACRAMENTAL PREPARATION

Students preparing for First Communion and/or Confirmation will receive necessary information regarding parent participation several months prior to the event. Children who are already Baptized Catholics and wish to be enrolled for the celebration of First Communion and/or Confirmation are required to have attended at least one year of catechesis immediately prior to the enrollment. They and their parents are required to participate in the immediate preparation for these sacraments, as designed for them and communicated to them by the Pastor, Director of Liturgy, and/or Coordinator of Religious Education at the appropriate time. Lack of participation and/or excessive absences may be indicative of the need for a "sacramental delay."

H. SACRAMENTS

All students are given the opportunity to receive the Eucharist regularly and the Sacrament of Reconciliation several times during the school year. However, this does not relieve parents of their parental responsibilities. Frequent reception of the Sacraments and attendance at Sunday Mass are sources of grace and lead the children to find peace and joy in Mass participation and Sacramental reception.

I. HONORS ALGEBRA PROGRAM

Students in eighth grade who are eligible academically can participate in the Honors Algebra Program. They have classes during the school day and if they successfully complete the program they earn high-school credit at Althoff for Freshmen Algebra while attending our school.

J. STUDENT PROGRESS

1. *Report Cards* are distributed four (4) times a year, at the end of each quarter.

2. *Progress Reports* are available via the on-line grade book at any point or time during the school year. Hard copies will be distributed four (4) times a year, halfway through each quarter but only to those students who are receiving a D or F.

3. Parents are encouraged to contact the teacher at any of the report sequences in order to assist the student with redirection of behavior and performance prior to final semester/quarter grades going on the report card. Student progress reports must be signed by the parents/ guardians and returned to school. Hopefully with the parents' encouragement, those students having difficulties will work to raise their grade before the end of the grading period.

4. *Testing Programs* are regulated by the Diocesan Office of Education. The Iowa Basic Skills Test is administered annually to grades 2 through 8. An inventory is also taken every other year of 5th or 8th grade students' knowledge of and attitudes toward their Catholic Faith (ACRE Testing). Periodically, various diagnostic tests are also administered. All these tests enable the teacher to evaluate his/her teaching and to know the needs of the child. More extensive testing is available through the Belleville Area Special Service Co-Op (BASSC) and student's home school. This is a valuable service, which can be obtained upon parental request. It is required that the principal of the school arranges for this service. (DP 6162.5)

K. FAILING GRADES

A child who fails in a subject for two quarters of the year or fails for the semester will be required to attend summer school or be tutored for fifteen (15) hours in order to be promoted to the next grade. In the case of an eighth grader failing a subject, the diploma will not be issued until the work is completed. (SB Policy 519)

L. SUPPLEMENTAL INSTRUCTIONAL PROGRAMS

1. Computers

Students in grades Pre-Kindergarten through eight at St. Teresa School have formal computer classes once a week. Besides educating our students as to how to use the computer and software, they also learn keyboarding skills, word processing, graphics, power point, and Internet. All students are required to sign an internet code of conduct. Students are also required to print, whenever possible, all copies of their computer generated work at home on their own printers. Running off papers can be done on an emergency basis here at school due to printer problems at home. To print homework at school will require verification on the part of the parent. (Addendum E)

2. Library

St. Teresa has a staffed library and classes are given opportunities to check out books on a regular basis. Students are required to treat books with respect and return them on time.

Grades Pre-Kindergarten through 3rd may borrow books for one week and Grades 4 through 8 may borrow books for two weeks. A damaged or lost book will require payment to purchase a new book. Report cards may be withheld due to fees for lost or overdue materials.

Sponsor-A-Book Program:

The St. Teresa Sponsor-A-Book Program is an ongoing voluntary program that gives individuals an opportunity to help the children of the school, by purchasing needed books for the library.

The program is simple. Purchase a book. Send the book to the school with the purchaser's name. The donor's name will be placed in the book. A book can also be donated and dedicated to a specific person or event. Such events can be a child's birthday, an anniversary, a graduation, a birth, or a memorial. The book will then be placed in the library for circulation or reference.

3. Physical Education

The State of Illinois requires that all students participate in a structured physical education

program as part of the school curriculum. At St. Teresa School this is done in two methods. A) Students participate weekly in a regular Phys. Ed. Class. This program consists of a structured program of study and activities taught by an instructor with full college qualifications in Physical Education. Attendance and participation in the class is required. Students will not be excused from class nor class activities except in extreme situations. Prolonged absence from the class or recess, will require a physician's note. Unless a return to activities date is listed on the physician's note, a separate note from the physician is required before a return to physical education, recess, or sports activities B) Regular recess time is also an integral component of fulfilling our Physical Education requirement. Unless engaged in academic endeavors, students are to be engaged in physical activity at recess time.

4. Fine Arts

Fine Arts graded and part of the student report card and permanent record. There are three major performances divided by grade levels. Individual and full band lessons/instruction are offered at least weekly for kindergarten through 8th grade. Students may perform at music and spirit assemblies over the course of the school year, as well as the possibility for State Music Competitions.

5. Cursive Writing

Cursive Writing will be introduced and taught in the 2nd and 3rd Grades. It is a critical and necessary element of their education and training. It will then be reinforced in the 4th grade. Once students enter 5th Grade and continue through 8th Grade, the use of cursive becomes more optional. This is true of classroom assignments and homework.

M. PROMOTION AND RETENTION

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.

The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.

Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.

Parents must be informed at least 9 weeks before a final decision is made to retain a student. The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the

individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above. (DP 5123)

N. REPORTING TO PARENTS

Teachers' reports to parents shall consist of a printed quarterly Progress Report Card and/or electronic copy or electronic notification and parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary. (DP 5124)

O. TESTING

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one. In order to ensure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education. (DP 6162.5)

VI. DRESS CODE

All students attending St. Teresa Catholic School will be required to wear the school uniform and follow the dress code procedures. The purpose of St. Teresa's dress code is for the students to present a neat, uniform, and attractive appearance while attending school and to present to the community a positive wholesome image. The students in the Monsignor Eichenseer (Little Tigers) Pre-K Program are not governed by the details of the dress code. (School Advisory Council Policy 513.2- revised in 2016) However, the Pre-K dress code is listed after the Kindergarten thru 8th grade policy.

A. KINDERGARTEN THRU 8th GRADE

SHOES: Comfortable rubber soled shoes in athletic styles suitable (any color) for both the playground and the classroom are required. Open style shoes including sandals, flip-flops, crocs, clogs, boots, and platform styles with heels higher than 1 inch are not permitted. Roller shoes are prohibited.

SOCKS: Plain white or black socks must be worn.

PANTS/SLACKS: Pants/slacks must be BLACK and should not have a brand label on them. Pants/slacks may be purchased at stores that sell “Uniform-type” slacks. No cargo-style or pants with zippered pockets are permitted. Corduroy slacks are not permitted. A white, black or gold uniform shirt must be worn with the pants/slacks.

SHORTS: Shorts must be black without a brand label on them. They may be worn during the entirety of the school year. Shorts may be purchased at stores that sell “Uniform-type” shorts. No cargo-style or shorts with zippered pockets are permitted. Shorts should be no more than four (4)

inches above the top on the knee. A white, black or gold uniform shirt must be worn with the shorts.

SHIRTS: White or black polo (long or short sleeve) style shirts may be worn. There may not be a brand label/emblem on them. The collar may be pointed, round, or ruffled. No additional ruffles except on the collar are permitted. White or black polo shirts may be purchased from Lands End, Tommy Hilfiger, or any retail outlet that sells uniform-style clothing. As an option, not required, you may have the school academic logo embroidered on your white or black polo shirt. If you choose to have the school logo embroidered on your white or black polo shirt, that shirt must be purchased through Lands End where the embroidery is approved for application on St. Teresa School uniforms. A polo shirt must be worn under all sweaters, sweatshirts, pullovers, fleeces, or hoodies at all times during the school day.

- A white polo shirt must be worn on all school Mass days.

½ ZIP PULLOVERS / SWEATERS: Black sweaters/pullovers/fleeces without a brand/label on them may be worn. Sweaters may be vest, crew, button/zipper styles, or V-neck cardigan, crew, or V-neck pullover. No sweaters with emblems or other colors may be worn in the classroom. As an option, not required, you may have the school academic logo embroidered on your black sweater. If you choose to have the school logo embroidered on your black sweater, that sweater must be purchased through Lands End where the embroidery is approved for application on St. Teresa School uniforms. Students may also wear the black/gray Sherpa pullover embroidered with the school logo available from ArtWear.

- **All sweaters, pullovers, fleeces, and hoodies must be worn over a polo shirt.**
- **Eighth-grade students must wear either a school-approved polo shirt or an approved St. Teresa School class t-shirt under hoodies.**
- NOTE: Students will not be permitted to wear fleece or sweaters that are not St. Teresa School wear during the school day.

BELTS: Plain black belts must be worn with pants/slacks or shorts that have belt loops.

The following items are optional, but require the embroidered academic logo and may only be purchased through Lands End:

OXFORD SHIRTS: A white/black/gold oxford shirt may be worn and must have the embroidered school academic logo. This optional item must be purchased through Lands End. Only approved styles of this shirt will be available on the Lands End St. Teresa School Uniform site.

JUMPERS/SKIRTS: Gold/white/black plaid jumpers and skirts may be worn by girls in any grade. The jumpers require the embroidered school academic logo. (The skirts do not offer the option for a logo.) The skirts and jumpers are an alternative option for girls instead of wearing shorts or pants. Either shorts or black leggings must be worn under all jumpers and skirts. Jumpers/Skirts must be no more than four (4) inches above the top of the knee.

UNIFORM SITES -All UNIFORM items listed on the Lands End and Tommy Hilfiger sites have been approved for wear in the St. Teresa School classrooms. However, spirit wear items are also offered for sale on the Lands End site. When you click for more information on an item, a message will note if the item is approved for uniforms, spirit wear or both.

Grooming Guidelines

To promote a neat, distraction-free learning environment, students are expected to follow these grooming standards:

Hair

- Hair must be neatly groomed, clean, and kept out of the eyes.
- Only natural hair colors are permitted.
- Hair tinsel, glitter, or other decorative additions are not allowed during school hours.
- Headbands, hair ties, barrettes, and similar items must be functional rather than purely fashionable and should not distract from the learning environment. (SB uniform policy revised 2016)
- St. Teresa Catholic School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

Nails

- Nails must be kept short and clean.
- Nail polish is allowed.

Make-up

- Make-up is not allowed. The only exception is a clear or very light lip gloss.

Jewelry

- Only girls may wear earrings.
- Earrings must be small, post-style or modest hanging types. Long, dangling earrings are not allowed for safety reasons.

Headwear

- No hats, headgear, hoods, sweatbands, or bandanas may be worn inside the building during school hours or at designated indoor school functions.

General Hygiene

- Students are expected to maintain good personal hygiene, including regular bathing and wearing clean clothing.

B. GENERAL INFORMATION:

- Any plaid uniforms worn must be identical in color and pattern to those of our uniform supplier, Lands End/Tommy Hilfiger. If uncertain of uniformity, please check with the school for final clarification and approval prior to a final purchase. Non-matching plaids, as determined by the school, will be prohibited.
- Uniforms are worn from the first day of school to the last day unless a “non-uniform” day is announced.
- Scout uniforms (for both girls and boys) may be worn on the day of a scout meeting or other Scouting event.
- In the event of an emergency regarding uniforms, a note should be sent to the teacher.
- The physical education teacher will establish what is appropriate attire for PE Class.

Athletic/tennis shoes are required for PE Class.

- All volunteers must adhere to dressing in a conservative manner that represents the Catholic faith and values.

C. PRE-KINDERGARTEN DRESS CODE

Pre-Kindergarten students do not need to purchase a school uniform. “Play clothes” are the best choice for our Pre-K program. Remember, your child will be using the restroom alone, so please make sure your child has mastered their snaps, belts, etc. before wearing the outfit to school.

For your child's safety and the safety of the other children TENNIS SHOES (Velcro is preferred} and socks MUST be worn every day.

Crocs, boots, dress shoes, sleeveless shirts, tank tops, and spaghetti straps are prohibited.

D. FULL NON-UNIFORM vs. SCHOOL SPIRIT DAYS

School Spirit days will be announced by the principal and on those days students will be permitted to wear any St. Teresa sponsored wear along with their normal uniform bottoms. On full non-uniform days, students are expected to dress tastefully in keeping with our philosophy that they represent to the community a positive, wholesome image. Non-uniform shorts and skirts may be worn but must be no more than four (4) inches above the top of the knee. Blue jeans are permitted if they are without holes, tears, patches, or excessive wear. Cargo pants and shorts are permitted. Leggings without a skirt over the top is prohibited. To support our drug-free status, do not wear clothing displaying tobacco, drug or alcohol related graphics. Do not wear clothing that is too revealing such as halters, tank tops, spaghetti straps, spandex or tops that expose the body above the waistline. Shoulders are to be covered.

E. DRESS CODE VIOLATION

If a student is in violation of the dress code, the following steps will be taken:

1. Parents contacted and may be called to bring the appropriate uniform items.

2. The student may not be permitted to participate in the next non-uniform day.

F. UNIFORM/SPIRIT WEAR SUPPLIERS

Lands' End, Inc.
1 (800) 469-2222
www.landsend.com/school
SCHOOL CODE – 900134107
Tommy Hilfiger
www.globalschoolwear.com
SCHOOL CODE – STTEOl

ArtWear
1916 Lebanon Avenue
Belleville, IL 62221
(618) 234-5522
www.artwearstl.com

VII. HEALTH AND SAFETY

A. ASBESTOS & PEST CONTROL NOTIFICATION

St. Teresa School is inspected on a yearly basis for asbestos according to state and federal regulations. The asbestos management plan is available in the office for inspection or public review.

Pest Control procedures are only conducted when students and staff are out of the building. Notification is posed on the entry doors.

B. EXAMINATIONS AND IMMUNIZATIONS

"Physical examinations are prescribed by the Department of Public Health and are required of all students prior to or upon their entrance into Pre-Kindergarten, Kindergarten and upon entrance into the Sixth Grade and Ninth Grade, and irrespective of grade, immediately prior to entrance into school if such student has not previously been examined according to Illinois Law. In addition, prior to entering Pre-Kindergarten, Kindergarten or first grade, every student shall be immunized." (Illinois School Code, Section 27-8)

The students in Pre-Kindergarten, Kindergarten and grade six must have a new Certificate of Health on file by September 1. Students in Kindergarten, Grade 2, and Grade 6 must have a Dental Exam on file by May 15. The medical and dental forms will be given to the parents after registration and must be filled out by the **physician and dentist**. If school health forms are not on file by **October 15**, it will result in removal of said student until health forms are filed. This also applies to all new students. Students transferring into St. Teresa from an out-of-state school will need to have a physical within one month of entry to our school. Additionally, incoming Kindergarten students and students new to the State of Illinois must have a completed eye exam form on file prior to **October 15**.

Vision screenings are required of Pre-K, Kindergarteners, 2nd, and 8th graders unless a current eye exam is on file. Auditory screenings are required of Pre-K, Kindergarteners, 1st, 2nd, and 3rd graders unless a current audiology report is on file. These screenings are done by the school nurse. All students new to St. Teresa School or who have an IEP must be screened, plus those students who are referred for testing by teachers or parents.

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois {105 ILCS 5/27-8.1) in regard to health examinations and immunizations. Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.0.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school. (DP 5141.3)

Illinois School Law requires that children who are not completely immunized be sent home after one month of school. Students are protected and in compliance when they have received the

following (per 77 Ill. Adm. - Code 665 Sec. 665-240):

2. **Hepatitis B** – All children entering St. Teresa's are required to have completed this immunization, having been given in a series of 3 doses.

3. Diphtheria, Tetanus, Pertussis (DPT)

Six (6} years of age or older:

Has received four or more doses of DPT or OT with the two doses received no less than four weeks apart and the final or ending dose being a booster. The booster must have been received no less than six months after the last dose and on or after the fourth birthday, but prior to school enrollment. All students entering, advancing, or transferring into 6th through 8th grades are required to show proof of receipt of one dose of Tdap vaccine (combined tetanus, diphtheria, acellular pertussis) regardless of the interval since their last DTap, DT or Td dose.

Most students have already received the vaccine and simply need to provide the nurse with verifying documentation from their family health care provider.

4. Measles – Mumps – Rubella

All students will be required to show evidence of having received two doses of live measles virus, mumps, and rubella vaccines, the first dose at 12 months of age and the second dose no less than one month after the first or other proof of immunity described in the part."

5. Polio (T) PV

All students must have received three or more doses of TOPV with two doses received no less than six weeks apart with the final or ending dose being a booster. The booster must have been received no less than eight months after the last dose and on or after the fourth birthday.

6. Chicken Pox (Varicella)

Any student entering K, 6th, or 9th grades for the first time, shall show proof of having received doses of varicella (chicken pox) vaccine. All students must have documented immunization either due to vaccination, history of disease, or medical exemption.

7. Tuberculosis

It is recommended that all students should have a current T.B. test.

8. Haemophilus lnfluenzae (Hib)

All Pre-Kindergarten children must show proof of Hib immunization.

9. Meningococcal (Meningitis)

Students in grades 6th-8th will need to show proof of having received a Meningococcal Vaccination. The first dose should be on or after the 10th birthday.

**If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician shall endorse such a fact upon the health

examination form.**

C. ILLNESS DUE TO FEVER

Your child must be fever free for 24 hours without the use of medication (i.e. Tylenol, Acetaminophen, Ibuprofen) prior to your returning them to school. Please be aware, this return to school timetable also applies to cases of stomach or intestinal disorders (Vomiting/Diarrhea).

D. LEAD SCREENINGS

These are high risk zip code areas for lead poisoning.

62040	62205	62240	62204
62201	62206	62257	62225
62202	62207	62264	62289
62203	62220		

Children under 6 years of age need to have a capillary blood drawn by their private physician or at the St. Clair County Health Department. Should you have further questions, please call the Health Department at 618-233-7769.

E. COMMUNICABLE DISEASES

The following indicates the rules for specified diseases:

1. **Chicken Pox**: may not attend until six (6) days following the eruption of the last crop of vesicles.

2. **Strep Throat**: must be excluded from school until all abnormal discharge and strep throat have ceased, they have been on an antibiotic for twenty-four hours, and body temperature has been normal for twenty-four hours.

3. **Whooping Cough**: must be excluded from school three weeks from onset of the paroxysmal cough.

4. **Impetigo**: must be excluded from school until all sores are healed.

5. **Conjunctivitis** (Pink Eye): must be excluded from school until the contagious period is over, according to a licensed physician.

6. **Head Lice**: Parents of students will be notified by the school. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the school day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

   Two treatments of Quell or similar products must be used. Child may return to school after the first treatment. The second treatment is to take place seven to ten days later. A note should be sent to the school office signed by a Doctor or Parent stating the date of each treatment.

7. **Hand, Foot, and Mouth**: must be excluded from school until blisters dry up and fever is

gone. Usually three to seven (3-7) days.

If your child contracts a communicable disease, please inform the school office of this as soon as possible so that we will be aware to watch for it in other children and State mandated recording will occur. (DP 5141.3)

F. FIRST AID

School personnel, salaried or volunteer, are not permitted to administer first aid to students unless there is a need for emergency treatment or in the case of sudden illness or injury to a student. Further medical attention to a student is the responsibility of the parent or guardian, or of someone the parents or guardian have designated in case of emergency. Parents/guardians must be contacted and approve any necessary immediate first aid procedures. In absence of the nurse, students receiving cuts or scrapes will be instructed to wash with soap and water. Bandages will be administered as needed. The school has an Automated Electronic Defibrillator (AED) for emergency use. The staff and some coaches have been certified in the use of the AED equipment.

G. INJURIES

1. **Minor**: If the injury or illness is minor, it may be appropriate to retain the student in the school for the remainder of the day, but in the interest of school - parent relations, the office will contact the parent/guardians to inform them of the situation. If the parent/ guardians cannot be reached, the alternate contacts provided by the parents will be contacted. If a student requires medical attention, the parent/guardian will be notified immediately by the school. The parent will be asked to arrange for proper treatment. In non-emergency cases, if efforts to reach the parents/ guardians or other responsible adults in the home are not successful, the student will be kept in school under the observation of a staff member.

2. **Major**: If in a matter of an accident or illness a student requires medical attention, the following procedures will be followed:

    a. The parents will be contacted immediately. If the parent or relatives cannot be reached at once, the student will be cared for until contact can be made.

    b. If in the judgment of the school nurse or principal the injury or illness is serious enough to require hospitalization, the student will be transported upon approval of the ambulance staff.

    c. The school will give the police, fireman, or other rescue officials written information concerning the student's name, parents'/guardians' names, telephone number, home address as well as their school medical forms.

3. **Recording Emergency Treatment of Illness**: Anyone giving emergency first aid to a student will record such treatment in the records provided by the school. Health problems will be recorded by the school nurse, principal or school secretary.

4. **Limitation and Return to School Activities**: In order for a student to be excused from physical activity at school, a physician's note must be submitted to the school office. Similarly, when a student is allowed to return to activities, **it must be verified in writing by the physician**. Neither the school nurse nor a parent/guardian is allowed to override the doctor's instruction.

H. INSURANCE

A parent and/or guardian shall enroll their child/children in either the student insurance plan, if offered, through the school or the parent and/or guardian shall sign a waiver form stating that their child/children is/are already enrolled in a comprehensive accident and/or health insurance plan. The waiver form shall also state that the parent and/or guardian will not hold the school responsible for any medical expenses incurred while their child/children are involved in any school-sponsored activity.

Any student whose parent and/or guardian refuses to provide insurance or sign a waiver form shall not be admitted to the school. If a family is not able to afford insurance, the school shall assist the parent in enrolling the student/s in a student insurance plan, if offered, through the school. (Diocesan Regulation 5143)

I. MEDICATIONS

The Illinois Health Law prohibits school personnel from dispensing medicine to children, including dispensation of aspirin, antacids, antihistamines, cough drops, eye drops, or cough syrup without proper authorization. If your child needs medication during the school day, a completed physician/parent **MEDICATION RELEASE FORM** will need to be on file in the school. This form is provided by the school office and must be re-filed on a yearly basis.

1. **Long term medication release**: This authorization is kept on file along with the medication in the school office. It provides written orders from a parent/guardian and physician detailing the name of the drug, dosage, and time interval medication is to be taken. These medications are used throughout the school year {i.e. inhalers, insulin, prescription or non-prescription medications, etc.)

2. **Short term medication release**: This authorization form is kept on file along with the medication in the school office. It provides written order from a parent/ guardian and physician detailing the name of the medication, dosage, and time interval it is to be taken during a period no longer than one school week (i.e. cough drops, cough syrup, cold or sinus capsule, antibiotics, Tylenol, etc.)

It is the student's responsibility to ask the teacher permission to leave the room to take the dosage as well as to bring the container(s) home for the evening. One release form will suffice if dated for the duration the medication is to be taken. If any of the above are found in a student's possession, the teacher will send the product(s) to the office until a parent note is forwarded to school. Unless mandated by a physician, all medication must be kept and administered in the school office. Administration must be witnessed by the school nurse or designated staff member. In serious cases of food allergies and asthma, it is the parent's responsibility to provide to the school all emergency medications and an approved physician's emergency action plan.

Only those medications which are necessary to maintain the student in school and must be given during school hours shall be administered.medication

Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature of the person

administering the medication or supervising the child in self-administration. In the event a dosage is not administered as ordered, the reasons, therefore, shall be entered in the record.

The certified school nurse may, in conjunction with a licensed prescriber and parent(s)/guardian, identify circumstances in which a student may self-administer medication.

Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly or more frequently as determined by the certified school nurse.

A procedure shall be established for written feedback to the licensed prescriber and the parent(s)/guardian at scheduled appropriate intervals for long-term medication or as requested by the licensed prescriber.

All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

Medication must be brought to the school in the original package or an appropriately labeled container. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request and medications are brought to the school.

Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the certified school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness. (DP 5141.1)

J. DISASTER EMERGENCIES

Drills for fire, tornado, earthquake, and intruder/active shooters are held periodically during the school year. All students are instructed in the proper procedures during the first month of each school year. The following safety procedures have been developed in the event of any disaster:

1. No student will be dismissed from school unless a parent, or someone designated by a parent, comes for him/her.

2. No student will be allowed to leave with another person, even a relative or baby-sitter, unless the parent gives written permission to that effect or that particular person is listed on the emergency form in the school files.

3. All parents or designated parties, who come for students, must sign them out with a staff member.

4. If you are not able to reach the school, your child will be cared for here until you are able to arrive. The school will be in communication with local emergency services.

5. In case of an evacuation of the grounds, students would be taken to and kept in a safe location until they could be picked up and checked out by their parents/guardian.

This policy is in line with and derived from DP 6114.1

K. THE ST. TERESA WELLNESS PLAN

As required by State and Federal Laws, St. Teresa School has in place a mandated "Wellness Plan." It is aimed at providing healthy and nutritional minimum standards for students while at school. It dictates that Federal regulations must be met in terms of the school "hot" lunch program. Furthermore, the plan recommends that student snacks and treats be limited to the list of nutritionally balanced snack items developed by the U.S. Department of Agriculture and the Department of Health and Human Services.

L. FOOD ALLERGIES

Due to the severe nature of some student's allergies to certain foods (peanuts, nuts, seafood, etc.), it will be necessary to prohibit certain types of food from classroom parties, daily snacks, and individual cafeteria tables. Please be aware and courteous of the dietary needs of other students when sending snacks and food items to school. We have several life threatening conditions in the building. Parents will receive written explanations of individual concerns in their child's classroom at the start of the school year. The Food Service at District 118 also requires that students with special dietary needs complete a "Substitution Needs" Form for the cafeteria to assure that proper types of food can be provided to students with severe allergy concerns.

The implementation of an effective food allergy plan will take the coordination of parents, physicians, teachers, administrator, secretary and kitchen staff

The following forms shall be kept in the students' permanent record file:
Allergy Assessment Form (Sent home by secretary to be completed by parents) Authorization for Emergency Form (Sent home by secretary to be completed by physician)
Medical Alert Form for Teachers (Copies also kept by teacher of student with allergy)
Medical Alert to Parents Form (Informs parents not to send food to school containing allergen)
Individual Health Care Plan form (To be completed by parents to provide guidelines for staff)

All staff will be required to have training on food allergy management at least once every two years. This training reviews the handling of students who are in a food allergy emergency, as well as use of an epinephrine auto-injector (Epi-Pen). (DP 5141.5)

M. BICYCLES/SKATES

1. The school assumes no responsibility for bicycles. Bicycles are never to be ridden on the school grounds.
2. Skate boards, roller skates, roller shoes, and in-line skates are not allowed at school.

N. PREGNANT STUDENTS

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure

confidentiality.

If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality. Pregnancy shall not be a reason for expulsion. (DP 5138)

O. WELLNESS/COUNSELING

Counseling services are available through the school counselor on site. If additional services are determined to be needed, the principal and teacher will meet with parents and counselor to discuss options that are available. Teachers and parents may refer a child for counseling services.

VIII. SPORTS

A. POLICY. RULES AND REGULATIONS

The purpose of the St. Teresa Athletic Program is to provide an environment where students can develop individual skills, positive attitudes toward themselves and their team, and good sportsmanship toward fellow participants and opposing teams. Students who participate in practices will have opportunities to play in some games, but this will not necessarily be on an equal basis due to individual abilities, effort, and game situations.

A sound education is the number one priority at St. Teresa School. With this goal in mind, students are expected to maintain good grades in all classes.

Extra Curricular Grade Eligibility

In accordance with Diocesan Policy 6145.2.11.3.B: A student may not be excluded from participating in sports activities because of low grades or unfinished homework. However, students participating in extracurricular activities that will be entering events with SIJHSAA, IJHSA, or IESA will be required to follow their grade eligibility policies in order to participate. SIJHSAA, IJHSA, and IESA require students to have weekly grade checks and pass each subject. This requirement will be applied yearly to students involved in those organizations.

Students who participate in sports are expected to attend practices and cooperate with the coach. Students who are absent from school are not allowed to attend a practice or game that day unless the absence was due to a funeral or they have permission from the principal.

Any student suspended from school is automatically suspended from sports/activities. Any other circumstances, which could result in a student being suspended from games and practices or dropped from a team, will be left to the discretion of the Principal and Pastor.

Every student who participates in sports must have a physical each year before the sport begins. Any seventh grade student playing on the eighth grade team will be restricted to a total of four quarters or one complete match/game per day unless the game would go into overtime.

All academically eligible and medically cleared students have the right to try out and be evaluated fairly but all students do not have the right or expectation to be selected for the team or to have equal playing time during games.

St. Teresa athletic program allows student athletes to modify their athletic or team uniform for

the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences.

St. Teresa's athletic program will function under the Diocesan Sports Policy and adheres to regulations defined in that document. It is available to parents of athletes via the St. Teresa website.
(stteresatigers.org)

This is in line with Diocesan Policy 6145.2 and also School Advisory Council policy 614.52, which is included in this handbook as an addendum.

B. USE OF THE GYM

1. **FEES**: Anyone "NOT" a parish team or school team or organization will pay for the use of the school gym. Organized teams are in Grades 4 - 8 only.

    a. The rate for teams or groups (not sponsored by the Parish) to use the Gym is $25.00 per hour.

    b. All schedules are subject to approval of the Athletic Director.

    c. Use of equipment and/or supplies etc. is subject to approval of the Athletic Director.

    d. All groups are expected to clean the gym before leaving. All equipment is to be stored in its proper place and trash is to be taken out to the dumpster.

    e. Everyone is expected out of the gym by 10:00 p.m. unless the game/event runs over that time.

    f. Any scheduled events etc. after 10:00 p.m. will require special permission from the Pastor.

    g. Non-school users must also provide proof of insurance.

2. **GENERAL POLICY**: Policy for all Sports events is as follows:

    a. No one is permitted on the floor other than team members, before, during and after games. This certainly includes and is meant mainly for half-time during the games...NO ONE IS PERMITTED ON THE GYM FLOOR...PLAY AREA BELONGS TO TEAMS AT THAT TIME, NO ONE ELSE...they are part of the scheduled activities.

    b. Gym will also be closed during the summer in August for maintenance and cleaning purposes.

    c. Parents/fans and supporters of the parish athletic program must not use abusive language at the referees, players, coaches, or fans from either team.

    d. Parents/fans and supporters of the parish athletic teams must treat all student athletes, coaches, and officials with respect and refrain from criticizing officials during and after games.

e. Parents/fans must refrain from posting derogatory, discourteous, or disrespectful comments on social media.

f. Parents/fans are reminded that their actions reflect on the reputation and good name of the school. Parents and fans represent the Catholic community to those in attendance.

g. The actions of fans and parents must promote good sportsmanship among everyone present.

h. There is a "24 hour" cooling off period to diffuse potential problems between parents/coaches/ officials.

i. Parents who are spectators are not to coach or criticize their child or other children during the game.

IX. GENERAL POLICIES AND PROCEDURES

A. SCHOOL DAY ACTIVITIES

1. LUNCH

A hot lunch program is provided at St. Teresa School and is available to all students in all grades Pre Kindergarten through Eight. Nutritional snack foods are available, but will be restricted to certain age groups. Upon written parental request snacks will be prohibited for individual students.

Free and reduced priced lunches are provided for children of those families who meet government requirements. Applications and approvals are made through the principal.

Students may bring lunch. Milk may be purchased. In fairness to other students and due to dietary concerns, soda/pop and fast foods are prohibited in the cafeteria during lunch time.

Microwave use will be restricted to students 5th through 8th grades. The danger of burns is much too high with younger students. The amount of time allocated to warming a dish is restricted to ninety seconds. The microwave should be used to warm food, not to cook meals.

Public Notification: The school lunch program is available to all eligible participants without regard to race, color, sex, age, disability, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should contact:

By phone the Office at St. Teresa School
(618) 235-4066
Or write
Administrator, Food and Consumer Service
3101 Park Center Drive
Alexandria, Virginia 22302

2. RECESS

During recess students are required to play outside. Exceptions are made during inclement

weather or illness. Students are encouraged to use the restrooms before going outside for recess. Students will not b.e allowed to enter the building without permission from the supervisor on duty.

3. PLAYGROUND REGULATIONS

1. Cleanliness and attractiveness of the school grounds becomes the responsibility of each child. Students are not to litter the school building or grounds with paper and the like. A trash barrel is in place on the playground.

2. Cars are only permitted to park behind the parish center off Church Street during the school day. This is for the safety of the children.

3. Expensive toys should not be brought to school. CD players, IPOD, and radios are not allowed on the playground during recess or before and after school. The school assumes no responsibility for toys belonging to a student that are broken, lost or taken during the school day. Cell phones and electronic games are not permitted to be used on school grounds.

4. No forms of fighting/wrestling are allowed on the playground at any time.

5. During lunch recess no food or drink may be taken onto the playground.

6. The supervisors on duty are the only persons permitted to retrieve playground balls that go into the streets or past the orange cones.

7. The playground is supervised at all recess periods. However, accidents may happen when so many children are playing. Encourage your children to obey the playground rules and to respect each other, the teachers, and supervisors.

THE SCHOOL IS UNABLE TO ASSUME RESPONSIBILITY FOR CHILDREN WHO LEAVE THE PREMISES WITHOUT PERMISSION

4. WATER BOTTLES

Students may bring a reusable water bottle to school for use throughout the school day. Water bottles do not need to be clear or transparent; however, they must contain plain, unflavored water only. Flavor packets, sports drinks, juice, soda, coffee, energy drinks, or other beverages are not permitted. Students may also bring an empty water bottle and fill it at school.

Water bottles must have a secure, closable lid or cap to help prevent spills and must remain closed when not in use. Teachers may designate where water bottles are kept within the classroom. Students are responsible for helping clean up any spills caused by their water bottle.

If a staff member has reasonable concern that a water bottle contains something other than plain water, the contents may be checked. Any prohibited beverage must be emptied. **Repeated violations may result in the student being required to utilize the school water fountain in place of a water bottle.**

The privilege of having a water bottle at school depends upon students using it responsibly and following school and classroom expectations.

EXTRA-CURRICULAR ACTIVITIES/SERVICES

Recognizing that education involves more than just classroom learning, various activities and extracurriculars are offered at St. Teresa. These activities help to develop the individual talents of our students. Students are encouraged to get involved in school activities and functions. There is much to be said for being a well rounded, active, and involved individual. Activities that are offered and/or endorsed include:

1. SCOUTS

St. Teresa has active Cub Scout, Scouts, Brownies, and Girl Scout Programs. Adult involvement is essential to keep the Scout Program alive at St. Teresa's. Scout Leaders are responsible for cleanup when using a classroom for meetings. Trash should be taken out to the dumpster and the classroom should be left in good order. Troop leaders are required to schedule meetings through the school office. No meetings may be scheduled on days when students are not in attendance.

2. SERVICE PROJECTS

The students at St. Teresa Elementary School learn to show their care and concern for children locally and around the world by participating in charitable activities and by generous giving without an expectation of reward. The students voluntarily lend support to service projects throughout the year.

3. SAFETY PATROL

The Safety Patrol System at St. Teresa is conducted as recommended by A.A.A. Patrol members are required to pass a safety test before being accepted. They are expected to act courteously and to follow all safety rules.
The patrol moderator or the Principal may suspend any member who is uncooperative and/or violates rules from duty.
To safeguard the lives of children crossing busy streets near the school, patrol boys and girls assist the children crossing Lebanon Avenue. They will also help supervise the three building exits as well as the parking lots utilized by students at the close of the school day. They also monitor the traffic signal as classes go to and from church. They will always impress upon the students never to cross the parking lot without looking and never to cross the street other than at the designated places. Students who are not cooperative and do not obey the patrol boys and girls will be reported to the Principal.

4. CLUB/ORGANIZATIONAL/MUSIC/TEAM ACTIVITIES

- Chess Team (grades first through eighth)
- Student Council (grades fifth through eighth)
- Participating in liturgies as lectors, cantors, petition readers, gift-bearers, instrumentalists
- Servers for Mass (grades six through eight)
- Annual Spelling Bee (grades five through eight)
- Diocesan Speech League (grades six through eight)
- Scouts
- Junior St. Vincent DePaul Society
- Athletic Program (grades five through eight)

- Soccer (kindergarten through fourth grade)
- National Junior Honor Society (grades sixth through eighth)
- Music Productions (grades fifth through eighth)
- Twirl Girls (grades first through eighth)
- Scholar Bowl (grades fifth through eighth)

5. PARTY INVITATIONS

Children should be encouraged to include all students when making arrangements for parties outside of school; therefore, individual party invitations shall not be given out at school unless all of the girls and/or boys of a class are invited.

CONCUSSION PROTOCOL

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly**. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
• Headaches • "Pressure in head" • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns	• Amnesia • "Don't feel right" • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
Signs observed by teammates, parents and coaches include:	
• Appears dazed • Vacant facial expression • Confused about assignment	

- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

Concussion Consent Form

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to- Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:
http://www.cdc.gov/ConcussionInYouthSports/

Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions.

10. Student

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

11. Parent or Legal Guardian

Name (Print): _____

Signature: _____ Date: _____

Relationship to Student: _____

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

B. THE BUILDING AND GROUNDS

1. USE OF FACILITIES

St. Teresa has a very active parish and school. It is mandatory that the Rectory and School Office be notified of use of the facility to assist scheduling and help to avoid any possible conflicts. Our buildings are well maintained and require respect and consideration at all times by students, parents, and parish members. Any damages while in the building will become the expense of the person(s) responsible. Remember to turn off lights and secure the building.

2. USE OF EQUIPMENT

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment, unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

3. PARKING LOTS

The front and side parking lots are closed during recess and lunch. Parking during the school day is on Church Street and Koerner Street, behind the Parish Center, or at the front of the school office.

4. LOST AND FOUND

Lost and found articles will be placed on a shelf in the cafeteria and periodically disposed of if not claimed. Items, which are found, which have the child's name in them will be returned to the individual. We highly recommend that you label your child's lunch box and wear apparel.

E. REPORTING SAFETY CONCERNS: DRUGS, WEAPONS, AND ABUSE

At St. Teresa Catholic School, keeping our school community safe is a shared responsibility. If you ever witness or become aware of drugs, weapons, or abuse, it is important to report it right away. Below are the steps on **how to report** these serious concerns:

How to Report Drug Violations

If you see or know that someone:

- Has illegal drugs, vaping devices, or alcohol at school or a school event,
- Is using or sharing these items on school grounds,
    - Is under the influence during the school day,
- **Report it immediately** by:
    - Telling a teacher, principal, or staff member in person.
    - Writing a note and giving it to the principal or school office.
    - Asking to speak privately with a trusted adult at school.
- All reports will be handled discreetly. You will not get in trouble for reporting a concern in good faith.

How to Report a Firearm or Weapon
If you see or hear about:

    - A firearm, knife, or other dangerous weapon at school or on the bus,
    - Someone threatening to bring or use a weapon,
    - A social media post, message, or drawing that includes weapon threats,
- **Do this right away**:
    - Tell the principal, a teacher, or staff member immediately.
    - Do **not** try to handle or take the weapon yourself.
    - If it feels urgent, go straight to the nearest adult you trust.
- The school will contact law enforcement and follow safety procedures. Reporting a weapon or threat could protect lives.

How to Report Suspected Abuse or Neglect

If you are being hurt, or if you know or suspect that someone else is being abused, neglected, or living in an unsafe situation:

Here's what to do:

- Speak to a teacher, the principal, or another trusted adult at school.
- You can also ask to speak with the school counselor or a priest.
- You do not need proof—just share what you've seen, heard, or suspect.

All school employees are **mandated reporters** and must report suspected abuse to the Illinois Department of Children and Family Services (DCFS). Reports will be handled confidentially and taken seriously to ensure everyone's safety.

Important Reminders

- You will never be punished for reporting something in good faith.
- Reports can be made anonymously if needed.
- If something makes you feel unsafe, uncomfortable, or worried—**tell someone**.

Creating a safe, respectful, and faith-filled environment starts with speaking up and looking out for one another.

ADDENDUM A
TUITION AND FEES

Dear St. Teresa School Families,

The School Advisory Council is sending this letter to give families a better understanding of how St. Teresa School manages its nearly $1.5 million annual budget. It should also help you to understand how some financial decisions have been made in the past few years.

Tuition plays a crucial role in covering a large percentage of per pupil expenses. The current tuition rates are $5,071 per student for a parish family, and $6,671 per student for a non-parish family. Tuition primarily covers faculty, staff and administrative salaries and benefits. The annual $225 technology/curriculum fee is used to fund all technology and curriculum costs which include hardware and software upgrades, maintenance, and IT Support staff.

The total cost to educate each individual student is not fully covered in the annual tuition. The "tuition gap" between actual tuition collected and the cost to educate each student has hovered around $2,000 per student over the past several years. Some fundraising efforts, including the Annual Fund and the PTO Dinner Auction, make up some of these shortfalls, but much of it is covered by the Parish Subsidy; the amount that the parish is allowed to donate to the school to assist in operating expenses

The Diocese of Belleville restricts the amount of the Parish subsidy to 40% of total annual parish revenue. The subsidy that the Parish Finance Committee has approved for 2026-2027 is $140K, based on current Sunday collection trends in the parish. As a reference point, the amount that was subsidized in 2011-2012 was $318K. That is a substantial difference over 16 years.

If Sunday collections continue to fall, then tuition rates may have to rise further, fundraising may have to go strictly to operating expenses rather than upgrades and new initiatives, and services may need to be scaled back. The School Advisory Council encourages every family paying the parishioner tuition rate to prayerfully consider what they can further contribute to St. Teresa Parish in terms of time, talent and treasure.

Thank you for your consideration. Please continue to pray for the success of St. Teresa School.

Respectfully,

ADDENDUM B
STUDENT SUPPORT ORGANIZATIONS
2026-2026

ST. TERESA SCHOOL ADVISORY COUNCIL

CATINA MAHR	PRESIDENT
JEFF NAYLOR	VICE PRESIDENT
MELISSA MEIRINK	SECRETARY
EMILY TOTEL	MEMBER
AARON DAY	MEMBER
MICHAEL OCHSNER	MEMBER
MITCHELL BAUM	MEMBER
OPEN	MEMBER
OPEN	MEMBER

Meetings are held the third Tuesday of each month at 6:30 p.m.

ST. TERESA PTO

SHEILA FASZOLD	PRESIDENT
KELLY NEIGHBORS	VICE PRESIDENT
KATE LANGE	TREASURER
TIFFANY KRAUS	SECRETARY

Meetings are held the second Tuesday of each month at 6:30 p.m.

ST. TERESA ATHLETIC ASSOCIATION

BRIAN KLOUSTERMEYER	ATHLETIC DIRECTOR
BOB PETZ	ASST. ATHLETIC DIRECTOR
STEPHANIE MUNACO	TREASURER

Meetings are scheduled as needed.

FIELD TRIP PERMISSION FORM

Dear Parent or legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St. Teresa School. A brief description of the activity follows:

Destination:
Curriculum Goal:
Designated Supervisor of Activity:
Date/Time of Departure:
Date/Time of Return:
Method of Transportation:
Lunch:
Student Cost:
Dress:

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As a parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. **No student may participate in a field trip without a signed participation form. Telephone calls by the parent or guardian may not substitute for a signed participation form.**

****

I hereby request participation by my child, _____ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property, or for bodily injury to others, caused by the above named child, whether by accident or intent. In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form and I fully understand and consent to its terms.

_____

Parent/Guardian Signature

Return bottom portion of form by:

ADDENDUM D
INTERNET CODE OF CONDUCT

Authorization for Internet Access (DP 1341)

In order to access and use the school's Internet and other related technologies {the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s} must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").

Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space, printing supplies, etc.;
f. Gaining unauthorized access to resources or entities;
g. Invading the privacy of individuals;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Users will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The

System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.

Network Etiquette. Users of the network and of any email services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in your messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
d. Do not use the Network in any way that would disrupt its use by other Users.
e. Consider all communications and information accessible via the Network to be private property.

E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all Email entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

Indemnification. The User shall indemnify the school/parish/diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.

Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of

User privileges. Any User identified as a security risk may be denied access to the Network.

Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while e-mailed or employed by the school/parish.

Acknowledgment and Agreement

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

*****Agreement in Student Packet to be signed and returned.**

ADDENDUM E
ANTI-BULLYING PLEDGE

ANTI-BULLYING PLEDGE

Anti-Bullying Pledge – Parents

We, the parents of St. Teresa Catholic School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the parents/guardians agree to:

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any bullying has occurred.

Parent Signature: _____

Parent Name (printed): _____

Date: _____

ADDENDUM F
EXTENDED CARE

EXTENDED CARE REGISTRATION 2026-2027

Daily Fees:

3:00-5:30 pm - $13.00 per child per day
*Late fees: $5.00/every 15 minutes after 5:30 pm

Drop-In Fees:

$15.00 per child per day

ONLINE PRE-REGISTRATION IS REQUIRED FOR EACH DAY IN ATTENDANCE. STUDENT'S ACCOUNTS WILL BE CHARGED REGARDLESS OF ATTENDANCE ONCE THEY ARE REGISTERED.

NAME OF STUDENT(S)	GRADE
_____	_____
_____	_____
_____	_____
_____	_____

I have received and read the 2026-2027 Extended Care Handbook.

_____

Parent Signature (required)

ADDENDUM G
COVID-19

CLOSE CONTACT WITH A COVID-19 POSITIVE PERSON (Per CDC Guidelines)

For teachers, staff and adults in the indoor K-12 classroom setting, CDC defines a close contact as an individual not fully vaccinated against COVID-19 who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. According to the new CDC close contact definition, classroom students who were within 3 to 6 feet of the infected student are not treated as close contacts as long as both the infected student and exposed student were engaged in consistent and correct use of a well-fitting mask and other K-12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 setting.

Vaccinated individuals currently do no need to quarantine if they are determined to be a close contact. To avoid quarantining procedures as a result of close contact, the parent(s) or guardian(s) of a fully vaccinated student may be asked to provide proof of vaccination prior to returning to school. Proof of vaccination may be provided to the school office at any time.

• DIAGNOSED WITH COVID-19: WITH SYMPTOMS OR SHOWING SYMPTOMS OF COVID-19

If your child has been diagnosed with COVID-19, or has symptoms of COVID-19 (see "SIGNS AND SYMPTOMS" below) and/or awaiting COVID-19 test results:

- Your child is highly encouraged to stay home.
- It is strongly encouraged for your child to get a COVID-19 test, if a test is not obtained, your child must obtain a note from a medical professional that they do not have COVID-19.
- If a COVID-19 test is obtained and is positive, the St. Clair County Health Department will be notified and they will assist the school with quarantining measures, contact tracing, and return criteria.
- Your child will be provided with homework/e-learning with details communicated by the teacher.
- Students/families will report any exposure to COVID outside of school and will receive return to school criteria.

• DIAGNOSED WITH COVID-19 WITH NO SYMPTOMS

If your child continues to have no symptoms, but tested positive:

- The St. Clair County Health Department will be notified and they will assist the school with quarantining measures, contact tracing, and return criteria.
- Your child will be provided with homework/e-learning with details communicated by the teacher.

POSITIVE COVID-19 CASE IN A ST. TERESA CLASSROOM

If St. Teresa School has a student or staff test positive for COVID-19 after attending school:

- The St. Clair County Health Department will be notified and they will assist the school with quarantining measures, contact tracing, and return criteria.
- If a case is confirmed, the classroom that the student was in will be thoroughly cleaned prior to students returning to the classroom.
- If quarantining is required, your child will be provided with homework/e-learning with details communicated by the teacher.
- IDPH, DOE and Governor's office will have ultimate authority over quarantine/isolation/closure

STAFFING PLANS IF A STAFF MEMBER/TEACHER HAS TO QUARANTINE OR IS ILL WITH COVID-19

- If a teacher needs to quarantine or is diagnosed with COVID-19, the Principal will contact the families with students in the teacher's class with any additional information as appropriate. Substitute teachers will be available to assist when needed.

LOGISTICS FOR POSITIVE OR SUSPECTED CASE IDENTIFIED WHILE IN SCHOOL

- Students will go to the office until he/she can be safely picked up by parent or guardian; staff interacting with students will be masked.

COVID 19- SIGNS AND SYMPTOMS

- Recognizable symptoms of COVID-19 include a new onset or worsening cough or shortness of breath or at least two of the following symptoms: fever of 100.4 F, chills, muscle aches, headaches, sore throat, loss of taste or smell, nasal congestion/runny nose, or diarrhea. Children have also presented inflammatory symptoms, such as bright red rashes, swollen lips, hands, and feet, as well as reddened or discolored palms and soles of the feet. Symptom clusters are evolving and CDC/IDPH guidance will be followed.
- Will utilize the IDPH Return to School Flowsheet

HIGH RISK STUDENTS

- Parents of high risk students may contact the school office to discuss their child's individual needs.

HIGH RISK STAFF

- High risk faculty or staff should meet with the principal to discuss any concerns or potential accommodations related to COVID-19.

- **ATTENDANCE**

- Current attendance policy that implies potential loss of credit if 10 days are missed in a quarter. Any extended absence during the 2022-2023 school will be addressed on a case by case basis with the principal.

• TRAVEL GUIDANCE

- If you return from travel anywhere in the US or outside the country, please monitor symptoms upon return.
- If CDC travel guidance changes after the printing of this manual, we will then make an amendment to follow CDC travel guidelines.

FACE COVERINGS

- Per ISBE, IDPH, and Diocese of Belleville guidelines, face coverings are optional. Masks must cover the mouth and nose and not have inappropriate logos or markings per principal's discretion. Athletic neck warmers are not recommended per IDPH guidance and vented masks not recommended per CDC Guidance.

• SCREENING

- Each family is encouraged to screen their children for COVID symptoms and report symptoms to the office.

ADDENDUM H
Diocesan Procedures Concerning Students Infected with HIV/AIDS

In accordance with the directives and procedures set forth by the Illinois Department of Public Health, Illinois State Board of Education, and the U.S. Center for Disease Control, the American Red Cross, and the U.S. Catholic Conference concerning students infected with HIV, the following procedures are to be followed:

1. Students with HIV enrolled or seeking enrollment in grades K through 12 shall be permitted to attend school or parish education programs and shall not be excluded from attending school or parish religious education programs for reasons of the infection unless exceptional conditions are evident. When a is infected with the virus, the principal and or ORE and pastor must be informed by the student's parent/guardian.

    a. Decisions regarding the type of educational and care setting for HIV - infected students should be based on the behavior, neurologic development, and physical condition of the student and the expected type of interaction with others in the school setting. These decisions are best made using the team approach including the student's physician, public health personnel, the student's parents or legal guardians, and the appropriate school or religious education program administrator, and, in the parish setting, the pastor. The Diocese Office of Education should be notified before a final decision is made.

    b. For most infected school-aged children, the benefits of an unrestricted setting would outweigh the risks of both their acquiring potentially harmful infections in the setting and the apparent nonexistent risk of transmission of HIV to others in the school setting. These children should be allowed to attend school in an unrestricted setting.

    c. Sometimes exceptional conditions are evident, such as when; 1) a student is neurologically handicapped and lacks control of his/her bodily secretions; 2) a student is not toilet-trained, is incontinent, or is unable to control drooling; 3) a student displays abnormal behavior, such as biting and is unusually aggressive; 4) a student who has uncoverable, oozing lesions. In these situations, a more restricted environment is advisable until more is known about transmission in these settings.

    d. Cases shall be referred to the Office of Education when disagreement on the existence of the excluding conditions prevents the student's parents or legal guardians, the appropriate school or religious education administrators and, in parish setting, the pastor from reaching a decision on admission or continued enrollment.

    e. Periodic evaluations of the student's physical condition are to be made with written certification from a physician allowing continuing participation in regular academic activities. When a student's condition worsens, his/her hygienic

practices may deteriorate; therefore, evaluation to assess the need for a restricted environment should be performed regularly.

f. A student with AIDS who is excluded from attending school shall be provided with alternate means of catechetical instruction by the student's parish.

2. Based on available data, mandatory screening for antibodies to HIV or other signs of infection with this virus is not warranted as a condition for school entry.

3. Persons involved in the care and education of HIV - infected children should respect the student's right to privacy, including maintaining confidential records in accordance with the law. The number of personnel who are aware of the student's condition should be kept at a minimum to assure proper care of the student and to detect situations where the potential for transmission may increase (e.g. bleeding injury). Although school officials must be sensitive to issues of confidentiality, parents of HIV cases must also be aware of the possibility of social isolation should their child's condition be made known.

It is necessary for the home and school to work together in order to protect all students. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD HAD THE FOLLOWING SYMPTOMS:

1. acute cold/discharging nose
2. sore throat/ persistent cough
3. ear ache
4. swollen glands
5. inflamed eyes
6. skin eruptions or rashes
7. diarrhea
8. fever
9. general signs of listlessness, weakness, drowsiness, flushed skin, headache or irritability

PLEASE KEEP YOUR CHILD HOME 24 HOURS FEVER FREE (without medication) FOLLOWING ILLNESS

ADDENDUM I

Faith's Law Family Resources

https://www.isbe.net/Documents/Faiths-Law-Guidance-FAQ.pdf
https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

St. Teresa Catholic School
1108 Lebanon Avenue
Belleville, IL 62221
618-256-4066

August 1, 2026

Dear Parents/Guardians,

The 2026-2027 Parent/Student Handbook is available online at **stteresatigers.org**

In order that you might better understand the philosophy and requirements of St. Teresa Catholic School, it is important that you thoroughly read the St. Teresa Parent/Student Handbook.

Please sign/date and return the bottom half of this letter which indicates that you have read and accepted the rules and regulations by September 4, 2026.

Sincerely,

Nicole Green
Principal

- -

Detach and return to school by September 4, 2026

I have read and will support the rules and regulations as presented in the St. Teresa Catholic School Parent/Student Handbook.

_____ **Date:**_____
Parent/Guardian Signature

_____ **Date:**_____
Parent/Guardian Signature

_____
Student(s) names (please print)

_____
Student(s) names (please print)

The Prayer to St. Teresa

0 Little Teresa of the Child Jesus,
please pick for me a rose
from the heavenly gardens
and send it to me as a message of love.
0 Little Flower of Jesus
ask God this day
to grant the favors
I have placed with confidence
in your hands.
St. Teresa,
help me to always believe as you did,
in God's great love for me,
so that I might imitate
your “Little Way” each day.
Amen