



**PARENT/STUDENT  
HANDBOOK  
2020 – 2021**



**St. Therese School**  
**135 Main Street, Succasunna, New Jersey 07876**  
**Phone: 973-584-0812**  
<https://sts.stthereserobury.org>

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**Dear Parents and Students,**

**Our school mission statement reads, “The St. Therese School was founded to promote learning, to enhance a Catholic faith community and to prepare students for a changing world.” The 21<sup>st</sup> century has set in motion paradigm shifts which call for new world vision, a new vision of technological learning and a new vision of church community and involvement. There are three major skills needed to promote learning. They are: collaboration, communication and critical thinking.**

**St. Therese School, through Catholic faith experiences, curriculum, enrichment activities, technology and ongoing professional development, is continuing to develop the skills students need to succeed in the 21<sup>st</sup> century. Together we are preparing leaders and critical thinkers of tomorrow who will use their skills to serve others. At the St. Therese School we promote a Catholic faith commitment, academic excellence, a collaborative model, an environment for communication, and skilled critical thinkers.**

**Therefore, we ask that you read this document carefully and sign the Parent/Student Acknowledgement Form on the last page. This acknowledgement form states that you intend to abide by the policies of St. Therese School during the 2020-2021 school year.**

**The faculty and staff of St. Therese School look forward to working with you to continue the good work that was begun here fifty-four years ago.**

**God Bless,**

**Mr. Tim Dunnigan  
Principal STS**

**ST. THERESE SCHOOL**

135 Main Street, Succasunna, NJ 07876 • 973-584-0812 • STS.StThereseRoxbury.org

**FAITH. FAMILY. FOUNDATION. #theSTSDifference**

**Dear Parents and Students,**

**I am happy to have this opportunity to contribute my thoughts to the Parent-Student Handbook of St. Therese School. Our school is completely and totally based on the values of the Gospel of Jesus. Therefore, all the policies which follow, whether they arise from a diocesan or parish level, will reflect the gospel values.**

**Our school principal, along with her faculty and staff, are responsible to see to it that the policies of our school are carried through as written. As pastor, it is my responsibility to support, assist, and advise the principal and faculty in any, and all matters that they bring to my attention. The policies put forth in this handbook are shared with our community to help us, as a school community, to fulfill our primary mission of first, fostering the Catholic faith of our children and second, enhancing their academic talents.**

**As always, I will continue to keep our school community in my prayers.**

**Peace,**

**Rev. Rick Kilcomons**

## **Mission Statement**

St. Therese School was founded to promote learning, enhance a Catholic faith community, and prepare students for a changing world.

## **School Vision**

As a community of faith, St. Therese School, administration, faculty and parents are dedicated to the personal and intellectual formation and advancement of the whole child. We strive to do this by an environment permeated by Christian example, moral values and by the gospel spirit of freedom and love.

At St. Therese School we strive to instill in the children a desire to fulfill their potential, using the gifts bestowed upon them by their Creator so that they will reflect in their adult lives their exposure to quality Catholic education.

The primary concern of the administration and faculty is the spiritual and moral development of every child. All children have many opportunities to share, plan, implement, and evaluate their spiritual growth. This is available through daily religion programs, participation in liturgies such as First Friday and Holy Day observances, Advent and Lenten services, and opportunities to receive the Sacrament of Reconciliation and many other prayer activities.

Our students learn to love God and serve local and global neighbors by participation in visitations to Merry Heart Nursing Home, various mission activities, giving to the Holy Childhood Association, donating food to the parish pantry, and participation in the Armada Blanca Club and St. Therese Service Club activities. All are a means to help develop each child into a mature person who will lead a Catholic, Christian life, and become an active member of the Catholic Church in today's society.

Since each child is unique, our curriculum is developed to meet each one's needs so that each may participate and feel his/her self-worth through intellectual, physical and social development in the 21<sup>st</sup> century. It includes the important basics as well as an introduction to the age of technology needed in our changing world. All our students are prepared for high school and continuing higher education once they've graduated from St. Therese School.

## **School Status**

St. Therese School was awarded “Star School” status in 2008 by the Diocese of Paterson for exemplary program “A Geographical Study Leading to Global Awareness and Compassion for Cultural Diversity.” This acknowledged St. Therese School as a school that promotes high student achievement and has an identifiable specialization which addresses the educational services and needs of the students. The faculty is engaged in ongoing, professional development and there is administrative and fiscal efficiency demonstrated in the educational program. Outstanding performance is measured in terms of student results and school accomplishments and there are collaborative efforts with parents, parish and the community.

## **History of our School**

On June 2, 1963, Bishop James J. Navagh laid the cornerstone for St. Therese School. Rev. Leo Lambert was pastor of St. Therese parish at that time and our school officially opened in September. Grades 1 through 4 were accommodated the first year with an enrollment of approximately 180 students. Each year a new class was added until grades 1 through 8 were enrolled. The school was staffed by the Dominican Sisters from Newburgh, New York.

St. Therese School prospered for ten years under the Dominican leadership and for fifteen years under the guidance of the Salesian Sisters of St. John Bosco. During the early years of the Salesian administration, a kindergarten was added with two half-day sessions.

By 1988, St. Therese School was staffed entirely by lay teachers, with a religious principal, Sr. Jean Makovsky of the School Sisters of St. Francis.

In September 1990, our school family was led by Sr. Jean Cordis Mangin, a Sister of Charity of St. Elizabeth.

From 1992 to 2010, Sr. Mary Elizabeth Davies, S.C. served as principal of St. Therese School. In 1994, a full day kindergarten was opened as well as an afterschool care program for grades K through 5. On April 27, 1995, the school received Middle States Accreditation. An action plan was then formulated for the next three years. This included expansion of our school facility and ongoing staff development. In March 1997, the existing convent was renovated, and the school expansion began.

On September 8, 1997, St. Therese School opened its first Pre-Kindergarten program for three and four year olds. The four year olds attended on Mondays, Wednesdays, and Fridays and the

three year olds on Tuesday and Thursdays. Morning and afternoon sessions were available. Students are now afforded the opportunity of attending full day (8:30AM – 2:30PM). Library and computer rooms were expanded and opened in September as well.

In April 2005, St. Therese School was awarded a re-accreditation by the Middle States Association of Colleges and Schools. The school has now joined the Diocese of Paterson in being accredited by AdvancEd. Re-accreditation took place June of 2017.

On June 12, 2008, St. Therese School was awarded Star School status from the Diocese of Paterson.

From July 1, 2010 to Jun30, 2016, Mrs. Lisa Hirschfeld served as the first lay principal of the school.

On August 15, 2016 Mr. Tim Dunnigan began his ministry as the second lay principal of the St. Therese School.

With many years of tradition behind, the school looks forward to the future with its challenges and rewards, confident that it will continue to prosper and fulfill its mission as educators of the children of God.

## **Admission Policies**

### **Non-Discriminatory Statement**

St. Therese School admits students of any race, color, religion, and national or ethnic origin. It does not discriminate on the basis of sex in educational programs or activities and employment under the applicable regulations of Title IX of the Educational Amendment of 1972.

As openings become available, the following priorities will be used to accept students to St. Therese School:

1. Members of St. Therese Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K3 must be three (3) and Pre-K4 must be four (4) years of age by October 1, respectively. Students entering Kindergarten must be five (5) years of age by October 1. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance diagnostic test.



At the time of registration, all new students seeking admission to St. Therese School are evaluated on the basis of standardized test scores (last three years), report card scores (last three years, if available).

Requirements include:

- Verification of active parish affiliation
- Health records
- Immunization Records
- Birth certificate (original)
- Baptismal certificate (Catholic applicants only)
- Report Cards (see above)
- Standardized test results (see above)
- Record of IEP/ISP (if applicable)

A **Medical Record Form** must be completed by the family physician prior to the first day of school. **Failure to comply will result in your child being unable to attend school until this is completed.**

All of the above will be reviewed to determine whether the program at St. Therese School will meet the educational needs of the students. Testing in some academic areas may be held for new, incoming students in grades 1-8.

All new students will be given a trial period of not less than one marking period in which to prove himself/herself both academically and socially. If, during this trial period, there are any problems, a student may be asked to withdraw his/her attendance at St. Therese School.

Non-Catholic students whose parents accept the philosophy of St. Therese School will be accepted on a space-available basis.

## Physical Examinations

Physical examinations are mandatory before entrance of all incoming Kindergarten and new students. St. Therese School also requires physical forms for all students in grades 1,3,5,7. Students should be taken to their personal physician as physical examinations will not be offered in school.

## Immunizations

The following immunizations are required for enrollment into **Kindergarten**:

DPT	Four (4) doses, one after the fourth birthday
POLIO	Four (4) doses, one after the fourth birthday
MEASLES	Two (2) doses, the first one must be after the first birthday, or laboratory evidence of immunity
RUBELLA	One (1) dose on or after the first birthday or laboratory evidence of immunity
MUMPS	One (1) dose on or after the first birthday (usually given as MMR-Measles, Mumps, Rubella) or laboratory evidence of immunity
HIB	At least one dose
HEPATITUS B	Three (3) dose series – this is MANDATORY for Kindergarten, grade 1 and grade 6. This series takes five months to complete. Please be sure to make your Appointment early enough to complete this series by the end of August before entering school in September.
VARICELLA	As of September 1, 2004, every child born on or after 1/1/98 is <b>required</b> to have received one dose of the varicella (chicken pox) vaccine prior to entry into school. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.

Students in grades Pre-Kindergarten, Kindergarten, and Grade 6 are required to have a physical exam. A Medical Record Form must be completed by your family physician and returned before the first day of school. For all students in **grades 1 through 8** the State Immunization Laws have changed and now require the following:

### **Diphtheria and tetanus toxoids and pertussis vaccine**

Every child born on or after January 1, 1997, and entering or attending Grade Six on or after September 1, 2008, shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10<sup>th</sup> birthday.

Children entering or attending Grade Six on or after September 1, 2008, who received a Td booster dose less than five years prior to entry or attendance shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.

### **Pneumococcal conjugate vaccine**

Every child 12 months through 59 months of age enrolling in a preschool facility on or after September 1, 2008, shall have received at least one dose of PCV on or after their first birthday.

Children six months through 59 months of age attending any preschool facility on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.

### **Meningococcal vaccine**

Every child born on or after January 1, 1997, and entering or attending Grade Six on or after September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.

# Financial Obligations

## TUITION SCHEDULE / SCHOOL YEAR 2020-2021

### Kindergarten through Grade 8

<i>Active Parishioner Rate</i>	(one child)	\$5,107.00
	(two children)	\$9,214.00
	(three/more children)	\$13,121.00
<i>Inactive/Non- Parishioner Rate</i>	(one child)	\$5,835.00
	(two children)	\$10,670.00
	(three/more children)	\$15,305.00

**Additional Fees:** Scrip Fee \$250.00 per **Family**

**Technology Fee:** \$200.00 per **Student, (three/more children): \$500.00**

All payments are made to **SMART Tuition Company**. However, payment may also be paid in full by August 1 directly to the rectory. For those using the payment plan, payments begin on August 1 for a period of ten (10) months and **must be received by SMART Tuition on the 1<sup>st</sup> of each month.**

### Pre-Kindergarten

<b>Three year old</b>	Three Half Day rate	\$3,309.00
	Three Full Day rate	\$5,515.00
	Five Half Day rate	\$5,515.00
	Five Full Day rate	\$7,900.00
<b>Four year old</b>	Three Half Day rate	\$3,309.00
	Three Full Day rate	\$5,515.00
	Five Half Day rate	\$5,515.00
	Five Full Day rate	\$7,900.00

All payments are made to SMART Tuition Company. However, payment may also be paid in full by August 1 directly to the rectory. For those using the payment plan, payments begin on August 15 for a period of nine (9) months and **must be received at SMART Tuition on the 15<sup>th</sup> of each month.**

*Registration fee:* \$200.00 per new family, \$125.00 for returning family paid with the return of the Letter of Intent by May 1 of the current year. This fee is non-refundable. Checks are made payable to “**St. Therese School.**” Late registration fee is \$175.00.

*50/50 Raffle:* As mandated by the Home & School Association Executive Board and affirmed by the pastor, Fr. Rick Kilcomon, there is a \$300 obligation of every family towards the annual 50/50 Raffle. This amount shall be paid in full along with the return of the contract by the due date. New families must pay the \$300 obligation by the first day of school. Those families who pay for less than three tickets by the last day of school of the previous year will not be placed in the “Free Tuition Raffle” drawing, however, will receive the number of 50/50 tickets purchased. No contracts will be accepted by the school unless the full amount (\$300) of the 50/50 raffle ticket payment is received. If the family of an eighth-grade student, whose child is the only one in the school, wins the free tuition raffle they will receive cash representing the tuition amount for an active parishioner. Payment of the obligation is to be made separately from the registration fee and checks should be made payable to St. Therese School 50/50 Raffle.

*Bingo:* One parent is strongly encouraged to work bingo during the contract term. The Home & School Association will issue a schedule to each family indicating the team and schedule for the upcoming school year. The Bingo term runs from June 1, 2020 through May 31, 2021.

*Scrip Program:* Each family participates in the Scrip Program by including a \$250 profit per family per year as determined by the tuition contract. Families are encouraged to actively use the program throughout the year.

**Should families not complete the requirements set forth by the tuition contract the following sanctions will be imposed on students until the requirements are met. Students will not be permitted to attend class/school field trips, after school care will not be available, students will not be allowed to participate in after school clubs and parents will not be provided access to Rediker Parent Portals.**

## **Absences and Make Up Work**

Parents must call the school nurse in the morning to report a child’s absence. If the student is absent for three or more days **a doctor’s note must accompany the child back to school.** When a student is absent a parent must call the school nurse by 9:00AM to report the absence and may request homework at that time. Students should also check their teacher’s blog. Books and assignments must be picked up between 3:00-3:30PM. Students will be allowed one

day to make up work for each day of absence due to illness. For example: a student who was absent three days should be given three school days to complete the missed work.

## Arrival Time

Children should arrive ON TIME for school by the 7:55AM bell, but not before 7:30AM. If a child is late three (3) times in a month, he/she may have a detention. Excused absences will include attendance at a Leadership Conference or absences accompanied by a doctor's note.

For 2:30 dismissal:

- Any child not picked up by 2:45PM will be sent to the After-School Care Program and will be charged the rate of **\$5.00 per hour and must be payable, in cash or check, upon pickup of the children.**

For 3:30 dismissal (clubs, remedial, etc.):

- Any child not picked up by 3:45PM will be sent to the After-School Care Program and will be charged the rate of **\$5.00 per hour and must be payable, in cash or check, upon pickup of the children.**

## Attendance

Regular attendance has an important bearing on a child's success in school. Please schedule DOCTOR and DENTIST appointments well in advance so your child will not miss the teacher's presentation of IMPORTANT CLASSWORK. However, if this is not possible, a child may be excused early from school only by the principal. Parents are required to notify the principal of the reason for the early dismissal. Parent/guardian must sign the child out at the secretary's office. The following guidelines will be followed:

- Any student accumulating more than 18 absences for the year may not be promoted to the next grade unless acceptable documented evidence is presented to the school administration.
- It is understood that occasional school absences will occur. Therefore, the following may be considered as a documented absence:
  - Illness requiring longer than a three-day recuperation period as verified by a doctor's note;
  - Certified hospital stay;
  - Periods during which bedside instruction is received;
  - School approved reason such as field trips (those not attending field trips will be considered absent), suspension, or death in the family;

- Parents are required to call the school by 8:30AM to report a child's absence. Upon the child returning to school the absence should be verified by a note addressed to the teacher.

## Attendance hours

A full day of school for grades Kindergarten through 8 is scheduled from 7:55AM to 2:30PM. Morning (AM) instruction is from 7:55AM through 12:00PM.

Afternoon (PM) instruction is from 12:40PM through 2:30PM.

In order for a student to be credited with a full day of attendance he/she must be present for four (4) hours of instructional time. An AM absence will be charged to a student if they complete **less than two (2) hours of instructional time**. A PM absence will be charged to a student if they complete **less than one (1) hour of instructional time**. On half days (7:55AM-12:00PM) a student must be present for **at least two (2) hours of instructional time**.

Students entering Kindergarten must be 5 years old by October 1 of the current calendar year and will be evaluated prior to registration.

Parents must phone the nurse's office (973-584-1821) before 8:30AM to report that their child is going to be absent that day. A note indicating the reason for an absence MUST accompany student upon return to school.

## Academic Policies

### Curriculum

The curriculum of St. Therese School is designed and facilitated to develop students who are prepared to live and function in the 21<sup>st</sup> century. It includes important basics as well as an introduction to the age of technology needed in an ever-changing world.

### Academic studies include

- Religion – including service projects (10 hours)
- Mathematics – including Pre-Algebra (grade 7), Algebra (grade 8)
- Reading (including Phonics, Vocabulary and Literature)
- English (grammar and composition)
- Handwriting
- Spelling

- Social Studies
- Science
- STEM – promotes innovation and creativity and uses the design process

**Enrichment studies include**

- Computer
- Music
- Art
- Physical Education
- World Language (Spanish)
- Library

***STUDENT BEHAVIOR IS EXPECTED TO BE EXEMPLARY DURING ALL ENRICHMENT STUDIES.***

**Extra-Curricular Activities**

Each student and parent is required to sign and abide by a contract for each activity throughout the school year.

- |   |  |
|---|--|
| Altar Servers (Grades 4-8)                | Armada Blanca Club (Gr.3-5 boys/girls)     |
| St. Therese Service Club (Grades 6-8)     | Instrumental Band (Grades 4-8)             |
| DARE program (Grades 5 and 7)             | Lego Club (Grades 3-5 – Limit 30 students) |
| Chess Club (Grades 3-8 Limit 30 students) | Robotics Club (Grades 4-8 Limit 10/team)   |
| Media Club (Grades 6-8)                   | Coding Club (Grades 2-8)                   |
| Art Club (Grades 3-5)                     |  |

Parents must write a note to their child’s teacher if they are staying for an afterschool club. Parents who are picking their child(ren) up from extra-curricular activities may:

- Wait for the adult who is supervising the club to dismiss the children to the atrium.
- Wait in the atrium of the school for their child(ren).
- Wait in their cars for the child(ren).

**Grading**

<u>Marking Code – Grades 4 – 8</u>		<u>Specials Codes</u>	
A+	97-100	VG	Very Good
A	93-96	G	Good
B+	89-92	S	Satisfactory
B	85-88	I	Improvement Needed
C+	80-84	U	Unsatisfactory



C	75-79
D	70-74
F	69 and below

Mid-term and final exams are given to all students from Grades 6 through 8. Students are assigned to a math level in grades 5-8. They may not switch out of a group after December 31 for grades 3-4-5. Students in grades 6-8 will remain in last year's group unless significant improvement is evidenced to move to the advanced math group.

**First Honors (Grades 4 through 8)**

Must achieve 93 to 100 in all numerically graded subjects, including Spanish and Computer, with nothing below an "S" in all others. Negative comments ("needs to respect persons and property," "needs to respect authority," "needs to improve general conduct") in academic or conduct will exclude students from honors.

**Second Honors (Grades 4 through 8)**

Must achieve 85 to 92 in all numerically graded subjects, including Spanish and Computer, with nothing below an "S" in all others. Negative comments ("needs to respect persons and property," "needs to respect authority," "needs to improve general conduct") in academic or Conduct will exclude students from honors.

**National Honor Society (Grades 6 through 8)**

- St. Therese School is a local chapter of a national organization
- Students work on service projects for the school and community
- Students must achieve First Honors by the end of the first marking period
- Students must attend meetings set by the moderator
- If a student's grade point average (G.P.A.) drops below First Honors in the subsequent marking periods his/her grades will be reviewed by the moderator and principal and the student will have ½ of that marking period to raise their G.P.A. to First Honors in order to remain in the club.

**Marking Codes – Kindergarten through Grade 3**

4	Exceeds proficiency
3	Proficient
2	Developing
1	Beginning

## Allergies

St. Therese School is considered to be a “nut-aware” school. This means that all persons will refrain from bringing foods to school that contain nuts or nut products, or foods that may have been packaged in a facility that may have contained nuts. Students are never allowed to share food snacks before, during or after school.

## After School Care

St. Therese School offers after school care for our working parents. This program runs from 2:30PM-6:00PM, Monday through Friday. On half days, it runs from 12:00PM-6:00PM. Children must bring their own snacks, lunches on half days and play clothes that they can dress themselves in. (the after-school care staff are not permitted to assist the children in dressing). Children are permitted to work on their homework and have ample, structured play time.

After Care is not open on the half days before a holiday (Thanksgiving, Christmas, and Easter). Parents can select part time or full-time arrangements. There are also provisions for occasional care, however, whatever you commit to, you must pay. Costs are determined annually. There is a registration fee of \$10.00 per child and only children who are registered may attend.

## Birthdays/Holiday Parties

St. Therese School recognizes that we have students in our school with serious allergies (life-threatening). Therefore, birthday snacks (or for special holidays such as Halloween, Christmas, Valentine’s Day, Easter, etc.) are not permitted in school. Each child will be recognized for their special day by their teacher and principal. Party invitations may be given out ONLY if the entire class or same gender students are invited.

## Buckley Amendment

St. Therese School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

## Calendar

A yearly **tentative** calendar is posted on the school website along with a welcome letter from the principal, the dress code and class supply list. A monthly calendar indicating days of no school, half days, milk cost, lunch selections, club meetings and special events is issued from the office for the following month and **supersedes** the tentative yearly calendar. If there are any concerns regarding dates scheduled please contact the school by September 30.

## Care of School Materials

Books are very important tools that should be properly taken care of in the following manner:

- 1) Students should carry them in a regular size backpack (no wheels) sufficient to hold books.
- 2) All hard-covered books must be neatly covered at all times and labeled with name and grade.
- 3) Workbooks may be covered at the discretion of the teacher.
- 4) Any lost books that are badly damaged must be paid for by the student.
- 5) Chromebooks that are badly damaged must be paid for by the student.

All belongings must be labeled with a permanent marker, for example, backpacks, lunch boxes or bags, sweat suits and sweaters. This is important in all grades. School supplies should be replenished as needed during the school year.

Desks and lockers should be kept clean and neat inside and outside at all times. There will be a general inspection periodically.

## Car Rider Line

Parents are asked to line up along the curb at dismissal time to pick their children up after school. The first row shall line up no further than the Learning Center, then a second, third, fourth and fifth line will fall in line. Once in line parents should wait until all buses have exited the parking lot and wait their turn to pick up their children. Parents should not pull out of line as this is a safety hazard to all.

## Change of Address/Telephone

Any change of address or telephone number should be reported to the teacher, secretary and principal immediately so that school records will be correct.

It is school policy not to release or publish addresses or telephone numbers of St. Therese School families without their express or written permission. Forms for the School Directory are due back to the school office by “Back to School Night.” This policy has been set to protect the rights and privacy of parents and their children whose family status may have changed, as well as the rights of all families who do not wish that their addresses and telephone numbers become public information. A school directory is composed each year for those families who wish to receive notification of events, announcements, etc. via email. Parents should make updates to their Instant Alert account.

## Child Abuse Laws

St. Therese School abides by the Child Abuse laws of the State of New Jersey. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Division of Child Permanency and Protection (DCPP)

## Detention

Detentions will be assigned by the teacher with 24 hour notice. Detentions will be held from 2:30PM-3:30PM for grades 4-8 and 2:30PM-3:00PM for grades K-3, or during lunch recess. If a student receives more than three (3) detentions in a marking period they may receive an in-school suspension according to the severity of the offense. This pertains to behavior and/or tardiness (3 per month).

Detentions for lateness takes place in the school auditorium from 7:15AM-7:45AM. Specials teachers will hold their own detention on days that they are in school. All detention slips must be signed and returned to school the next day.

## Discipline Code – Behavior

Students are expected to use self-discipline. They are to show self-control, good character, and orderliness during classroom lessons, in the school hall, lavatories, assemblies. **Students will respect their teachers at all times, and any other person who, in any way, is involved in the school community (teacher aides, library aides, lunchroom aides, etc.)** They should practice Christian charity among themselves, avoid name calling, bullying, ridiculing, insulting, fighting, unbecoming language, and conduct themselves in an honorable way. Infractions of these policies will be reflected on the report card. If, after repeated warnings, a student does not show improvement in his/her behavior, parents will be called in for a conference. Serious transgressions will be brought to the principal’s attention. Suspension or expulsion may result.

Chewing gum presents a number of cleaning and sanitation problems. Students, therefore, are not permitted to chew gum in class or have gum with them on the school premises or on the bus.

## **Harassment, Intimidation and Bullying**

The St. Therese School prohibits acts of harassment, intimidation or bullying of a pupil. A safe 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 a student's ability to learn and a school's ability to educate its pupil in a safe and disciplined environment. Since students learn best by example, school administration, faculty, staff and volunteers should commend students for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate, harassment, intimidation and bullying.

**Harassment, intimidation or bullying means** any gesture, written, verbal or physical act or electronic communication, that takes place on school property, at any school-sponsored function or on a school bus. Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Any act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, or mental, physical other sensory disability, or by any other distinguishing characteristic; and that a reasonable person should know, under the circumstances, that the act(s) will have an effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or that has an effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation and bullying.

The St. Therese School prohibits active or passive support for acts of HIB. Faculty, staff and students are encouraged constructively attempt to stop HIB when they see it, and report these acts immediately to the building principal or designee. All reports will be documented. **Students who make false accusations of HIB will be subject to disciplinary action.**

Pupils, parents, and visitors are encouraged to report alleged HIB violations to the principal on the same day they occur. HIB can be reported anonymously, but this does not guarantee that formal action will be taken solely on an anonymous report. An investigation must yield evidence.

Consequences and appropriate remedial action for pupils who commit acts of HIB may range from positive behavioral interventions up to and leading to suspension and expulsion. Consequences shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent future occurrences, protect and provide support for the victim.

1<sup>st</sup> offense: A verbal and written warning will be made to student and parent with the possibility of a detention, or suspension depending on the severity of the HIB incident.

2<sup>nd</sup> offense: Student will be given a one day detention with the possibility of a suspension depending on the severity of the incident.

3<sup>rd</sup> offense: Student will be suspended and the principal will meet with the student and parent. Any further offenses will result in possible expulsion from the school.

Faculty and staff will receive ongoing professional development on the prevention and identification of Harassment, Intimidation and Bullying. The professional development will be offered to parents to help them educate their children how to respond to HIB.

## **Student Threats and Violence**

Schools in the Diocese of Paterson maintain a zero tolerance in dealing with threats and incidences of actual or potential violence. ALL threats will be taken seriously. Students who make threats will be suspended from school and normally will be required to get a psychiatric evaluation. The student can return to school only if he/she presents a written statement indicating he/she is ready to return to school and the administration is willing to have the student return. If the student returns to school, then the student's parents should be notified in writing that a second offense will result in automatic expulsion.

Any student who reports or makes a false threat will be suspended from school and subjected to disciplinary action. He/she will also be required to get counseling before being readmitted to school.

Our school personnel must be alert to the early warning signs and take notice of the behavioral changes in our students. There are warning signs that can often "head off" possible tragedy if administrators, teachers and parents notice the signs and deal appropriately with them. Faculty and staff must be aware of and attentive to the verbal and non-verbal activity of the young people entrusted to them and be prepared to take immediate, rapid, and appropriate action.

Administrators must ensure that local policies and practices require teachers and other school staff personnel to reveal confidential information if someone's health, life and/or safety are at stake. Programs should be in place to help students manage anger. Referral systems must be available to deal with students at risk and active counseling must be available to address the needs of students who are calling out for help.

### **What Constitutes a Threat**

A threat can be physical, verbal, written and/or a weapon.

A threat can be reported to an adult by a victim to is frightened.

## **Bus**

Hopatcong, Netcong and Stanhope residents residents are transported to St. Therese School by their township buses. Others must provide their own transportation but may qualify for financial reimbursement from their township or borough.

Children reported to the school office for misbehavior at the bus stop, or on the school bus will be disciplined as follows, with a Disciplinary Notice sent to parent:

1<sup>st</sup> offense Will not ride the school bus for one week

2<sup>nd</sup> offense Will not ride the school bus for one month

3<sup>rd</sup> offense Will not ride the school bus for the remainder of the school year

Children may not ride any bus other than the one assigned to them by their township transportation department. Transportation to locations other than home for visits with friends, birthday parties, Girl and Boy scouts, religion meetings, dancing lessons, etc. ***is not permitted by insurance regulations. Switching buses between townships is prohibited. This is also against insurance regulations.***

Bus rules:

- Observe same conduct as in the classroom
- Be courteous and respectful at all times
- Profane language or gestures are forbidden
- No eating or drinking on bus
- Keep bus clean
- Listen and cooperate with the bus driver at all times.

## Dress Code

**Summer Uniform** is worn September 1 through October 31, and April 1 through the end of the school year. **Winter Uniform** is worn November 1 through March 31. Flynn & O'Hara offers several types of shoes for boys and girls. Purchasing them from Flynn & O'Hara is optional. Boys' hair must be kept neat and presentable and hair must remain their natural color (boys and girls) and may not cover either eye. Earrings for boys and any body piercing are not permitted. All girls (K-8) may wear one set of post earrings on their earlobes only and NO NAIL POLISH, ARTIFICIAL NAILS or MAKEUP at any time. No bracelets may be worn except one "honor" bracelet (boys and girls) may be worn.

### Boys K-8

#### Summer Uniform

- Gray walking shorts and belt
- Banded maroon polo-shirt (no belt if wearing banded shirt)
- Maroon, gray or black socks
- Black dress shoes

#### Winter Uniform

- Charcoal gray flannel trousers and belt
- Maroon turtleneck or long/short sleeved maroon banded polo shirt (no belt if wearing banded shirt)
- Maroon, gray or black socks
- Black dress shoes

#### Gym Uniform

- School gym shorts - ash color-mesh material (during Summer uniform months)
- Maroon or gray t-shirt (during Summer uniform months)
- Maroon sweatshirt and sweatpants (during Winter uniform months)
- Solid white socks
- Athletic tied sneakers

### Girls K-8

#### Summer Uniform (Grades K-8)

- Gray skort
- Or (grades 5-8) maroon plaid kilt skirt (knee length)
- Maroon shirt
- Maroon (orlon) knee socks
- Black Mary Jane shoes - only one inch heels (K-3)
- Low black shoes (grades 4-8) NO BALLET SHOES



## Winter Uniform

### **K-4 Maroon plain jumper (knee length)**

- Or gray twill pants
- Pink Peter Pan short or long sleeve blouse with maroon cardigan
- Long sleeved maroon banded polo shirt or maroon turtleneck
- Leotards or maroon knee socks
- **No ballet shoes**

### **5-8 maroon plaid kilt skirt (knee length)**

- Or gray twill pleated pants
- Pink short or long sleeve oxford button down blouse with maroon cardigan, V-neck sweater
- Or long-sleeved maroon shirt or maroon turtleneck
- Leotards or maroon knee socks
- **No ballet shoes**

## Gym Uniform

- School gym shorts – ash color-mesh material (during Summer Uniform months)
- Gray t-shirt or maroon t-shirt (during Summer Uniform months)
- Maroon sweatshirt and sweatpants (during Winter Uniform months)
- Solid white gym socks
- Athletic tied sneakers

**On gym days, girls with longer hair must wear their hair in a ponytail or braids. Girls should use scrunchies or headbands.**

## Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## Electronic Reading Devices

Students in grades four (4) through eight (8) are encouraged to bring the following electronic devices to school, Kindle, Nook, or iPad for the SOLE PURPOSE of reading, either for recreation or classwork. These devices must be outfitted with a function like “Net Nanny” to ensure proper controls in the school. The device may not be used outside of the classroom. Students will not be allowed to share their e-tablet with any other student. Students are responsible for the care and control of their e-tablet. The school will not be held responsible for any damage to the e-tablet while on school grounds or to/from school. The policy for iPad and Chromebook use will be according to a signed contract for all students.

If there is an infraction of the rules, consequences will be as follows:

1<sup>st</sup> offense:

- device is taken from student and parent/guardian must make arrangements to pick up the device from school
- student will receive a detention

2<sup>nd</sup> offense:

- device is taken from student and parent/guardian must make arrangements to pick up the device from school – student's privilege to bring a device to school is taken away until the end of the school year
- student will receive an in-school suspension

## Chromebook and Ipad Use

Students in grades 2 - 8 have the use of a chromebook for the academic year. Textbooks and some workbooks are loaded for grades 6, 7 and 8. Students in grades 6, 7 and 8 may bring the chromebook home and are responsible for taking care of the device and its accessories.

Consequences for improper use of the device will result in the following:

First offense:

One detention and loss of chromebook use for 1 week with a letter written to parents.

Second offense:

One detention and loss of chromebook use for 3 months with a letter written to parents.

Third Offense:

One suspension and loss of chromebook use for the remainder of the school year.

Added as of 2018-19 school year: Chromebooks have a warranty effective from 7/2017 until 7/2020. Covered in the warranty is: Liquid damages, mechanical & electrical failures, screen failures, wi-fi failures, Won't power up and Hard Drive Failure. Screens damaged are not covered and will be billed to parents. Cost is \$150

Each student in grades 6, 7 and 8 will be required to complete a contract for using the device owned by St. Therese. This must signed prior to the training.

## Emergency and Storm Closings and Late Openings

Parents will be notified of emergency and storm closings and late openings of the school through the Rediker Notify System and/or Parent Square. Also, please listen to the radio station

WRNJ 1510AM or watch New Jersey television channel 12, NBC Channel 4 or CBS Channel 2 for emergency closings. St. Therese School follows the Roxbury School District for emergency, storm closings and late openings. If there is a delayed opening, the starting time is 9:55AM and dismissal time will remain the same, 2:30PM.

In the event of an early dismissal or full day school closing all after school activities are cancelled for school and parish.

It is the responsibility of parents to be aware of school delays or closings in their own town and make arrangements for dropoff/pickup accordingly. Parents are also asked to update the Rediker Notify System with changes in home and cell phone numbers, email numbers, etc. It is **strongly suggested** that the cell phone be the primary phone number for Instant Alerts.

## Enrollment

Enrollment of a student in St. Therese School implies the willingness of both parents and students to comply with the policies and regulations of the school as put forth in this document. In order to realize the school's aim, parents and students must agree with and support the philosophy and goals of the school. St. Therese School reserves the right to dismiss, after repeated warnings, any student who consistently fails to respect these regulations or who, by his/her conduct, does not live up to the standards of the school. A probationary period of eight (8) weeks exists for those students whose academic ability, attitude, or effort is questionable. Any child who, after admission, does not perform satisfactorily will be asked to withdraw from our school.

## Field Trips

All field trips should be of an **educational nature** as directed by the Diocese of Paterson. As these trips take place during the school day, they should be a real learning experience. ***Students who do not attend field trips are considered absent from school.*** There should be a preparation for the trip and a "follow up" so that students get the greatest possible benefit from the trip.

## Fire and Emergency Drills

Fire drills are conducted once a month. At the sound of the fire alarm the children will leave the building through the assigned exit in silence and in single file. According to the ruling of the

local fire department, windows and doors must be closed and electric lights must be turned off. Every teacher will carry the class register and must check attendance as soon as their class has reached its designated area. Any child not accounted for should be reported immediately to the principal. Children will walk back from the fire drill the same way they went out; in silence and in single file.

A School Emergency Operation Plan was developed with the assistance of our local police department and approved by the Diocesan Office. The D.A.R.E. officers instruct our children on safety practices and how to respond to emergencies. Emergency drills are practiced monthly.

## **Food Sales**

Food sales run from September through June.

- For grades K-8, parents may purchase as many lunches as they choose per month for their child(ren). Children may decide daily if they will take lunch that day (grade K through 8). All lunches will be ordered on-line through our lunch provider “Simply Gourmet” at [SimplyGourmetLunches.com](http://SimplyGourmetLunches.com)
- Any child who forgets their lunch will receive Cheerios and milk for lunch.
- Late orders are accepted, but parents must contact Simply Gourmet at 973-891-1955.
- Students may not bring money to purchase food on that day.
- Milk may be purchased on a monthly basis. There is a separate form for milk. Children may choose from either white or chocolate milk.

## **Health Services**

There are nursing services five days a week at St. Therese School. One nurse is provided through state funds and the other is employed privately by St. Therese School. Visual testing, auditory test, and scoliosis exams are available to the students.

## **Homework**

Homework is neither a reward nor a punishment. Homework is designed to extend and reinforce class work. Nightly homework and assignments are posted daily on teacher Blog/Google Classroom, which can be accessed on the school website, or by the students Google Login that they have been given in grades 2-8. Parents can help their children by checking their homework and providing a quiet place for them to do their assignments. Study work is also part of homework. Homework must be presented to the teachers neatly and on time. If homework is not turned into the teacher, students will be kept in school to complete

assignments during their lunch recess. All homework requests for absent students must be received in the office by 9:00AM and must be picked up between 2:30-3:00PM that day. It is the child's and parent's responsibility that homework be completed. Weekend homework may be given. If a child goes on vacation during the school year, **he or she will be responsible for getting and making up assignments at the teacher's discretion.** Parents and students are not permitted to return to school for forgotten items after dismissal. Homework should be a reinforcement of taught skills. It is not necessary that homework be given in every subject every night.

**No homework assignments will be printed at school. Hard copies are due on the date they are assigned.**

Recommended amount of homework per night, per grade:

Grades 1, 2	30 minutes
Grades 3, 4, 5	1 hour
Grades 6, 7, 8	1 ½ - 2 hours

## **Injury or Illness**

Whenever a child is injured or becomes ill at school the following procedures will be followed:

- 1) First aid treatment will be given.
- 2) In case of an emergency, the parent or guardian will be notified. If it is not possible to contact the parent or guardian, the child will be taken to the hospital.
- 3) In case of illness, the nurse will notify the parent or guardian and request that he/she come for the student or arrange for transportation.

Children who have been excluded from physical education class by their doctor must present a note from the doctor to this effect. A doctor's note is also required when they are able to resume their physical activities.

Students must be fever-free for a 24 hour period before returning to school as well as those who have vomited (24-hour period, no vomiting).

## **Library**

Grades Kindergarten through 5 have an assigned time for library on a bi-weekly basis. Proper care is required and encouraged for all books. No additional books may be checked out until overdue books are returned. A fine is charged for lost or overdue books.

All students are expected to walk to the Learning Center quietly, sit down quietly and be respectful of everyone in the library. Students may ask for help or suggestions at any time, as well as check out books, sit and read and most of all enjoy reading.

The rules for our library are:

- Do not run, yell, push, or cut in line.
- Do not ask to renew a book you did not bring back to the library.
- Do not chat with your friends.

## Lunch

As we are a “nut-aware” school, snacks and lunches brought from home MAY NOT CONTAIN nuts or nut products or have been manufactured in a facility containing nuts or nut products.

**Parents are not permitted to purchase lunch from an outside vendor and deliver it to school during the school day. The children must bring their lunch or purchase it through the school lunch program. Parents are also not permitted to take their child from school for lunch.**

## Lunch Time Behavior

Students are expected to remain in their seats while eating lunch. Use of restrooms during lunch time is permitted by asking permission from the teacher on duty. Kindergarten students use the nurse’s office restroom during this time.

## Medications

No medications of any description (*including over-the-counter*) may be administered to a student by the school staff without the written permission of the parent or guardian. **All medication must be brought to the office by parents/guardians in original containers with the doctor’s prescription. Over-the-counter medications must be brought to the nurse’s office. Cough drops, with a parent note, may be given to the homeroom teacher.** Medication is to be given only by the school nurse. **If a student receives medications from an EPI-pen the previous day after leaving school the nurse MUST BE NOTIFIED. All medications must be picked up by the parent from the nurse on the last day of school.**

## Parking

During school hours all cars must be parked in the parking lot in front of the Learning Center. Parents may drive their children to the school entrance in the morning. However, extreme caution is recommended for everyone's safety. There is no parking or driving through the school playground between 11:35AM – 12:15PM. All car riders are dismissed from the front entrance of the school building **AFTER ALL BUSES HAVE LEFT.**

## Parent Service Requirements

The Home & School Association is composed of the parents of the school children, all the members of the faculty, the principal and the pastor. They meet regularly in order to facilitate communication and cooperation between home and school. This helps both parents and teachers fulfill their missions as co-educators of the children. Home & School Association meetings are held four times a year. One hundred percent cooperation is anticipated since it is only through parent cooperation and participation that St. Therese School is able to achieve the potential of each child. All parents of seventh (7<sup>th</sup>) graders will volunteer and serve at one of the following 8<sup>th</sup> grade events: Pin and Ring breakfast and graduation/awards reception. Sign up for these two events takes place at Back to School Night in the seventh-grade classroom.

## Parent-Teacher Conference

After the first marking period report cards are distributed, two days are set aside for parent-teacher conferences. In addition, parent-teacher conferences may be arranged or requested at any other time during the year. Appointments must be scheduled through the teacher. Please call the teacher's extension and the call will be returned. ***For safety reasons, no parent should speak to teachers while they are supervising children in class, in the lunchroom, or on the playground. Parents should not bring a class problem to the principal until they have first spoken to the class teacher.***

### **Physical Examinations**

**Physical examinations are mandatory before entrance of all incoming kindergarten and new students.** St. Therese School also requires physical forms for all students in grades 1,3,5,7. Students should be taken to their personal physician as physical examinations will not be offered in school.

## PLAGIARISM

Students who plagiarize other's work will receive a zero for that assignment as well as school consequences:

First Offense:	Detention
Second Offense:	Suspension
Third Offense:	Expulsion

## Playground and Lunch Area

All students must display respect for one another, avoid unnecessary pushing, touching, fighting, and bickering. They are to listen to and respect the teachers and volunteer parents in the lunch area and playground. Students who disregard the rules will not be permitted to play. Children play indoors during inclement weather in either their classrooms or auditorium.

## Registration

Each year in January, students presently enrolled at St. Therese School (exclusive of Grade 8) will be invited to re-register for the following school year. This re-registration will be based on:

- a) Academic achievement and cooperation throughout the year
- b) Tuition payments up to date and cooperation with our fundraising activities

Parents will be given a letter of intent to be completed and returned to school no later than the designated date along with a \$125 registration fee per family (\$175 if registering after May 1). If parents do not respond by that date the child will lose his/her place in the next grade.

## Report Cards

Report cards are distributed to students four times per year at the end of each marking period. The grades are based on class work (oral and written), homework, tests, book reports, and other projects. In lieu of quarterly progress reports parents have access to PowerSchool and should monitor their child's progress. Kindergarten children receive a report card in January and June. Students are provided with a report card envelope which must be signed by the parent(s)/guardian(s) and returned to school within two days after they are distributed. If, in the event that the parent/guardian is not able to sign the envelope, a note to the teacher explaining the reason for the delay must be sent into school.



## Retention

A student will be retained in a grade when there is reason to believe he or she will benefit from the retention. Every effort is made to meet the student's needs utilizing special services where they are required. Excessive absences, as defined by the diocesan attendance policy, and the inability to perform at grade level can be reasons for retention.

## Room Parents

### Grades Pre-K through Grade 6

The responsibility of room parents is to assist the classroom teacher with projects that the teacher has chosen, chaperone on field trips, help with activities during the year, i.e., Christmas Brunch, Catholic Schools Week, Field Day lunch. All parents chosen must have completed all three components of the "Protecting God's Children" program. To apply to be a room parent a parent must complete the Room Parent Application Form that can be downloaded from the school website. Once it is received by the teacher they are considered on a first come, first served basis. **There will be two (2) room parents assigned to each grade.** If a parent has already served as a room parent (PK-7) they are ineligible unless there are no other applicants. Typically, two parents are chosen for this responsibility. These parents are chosen at the discretion of both the principal and homeroom teacher.

### Grades 7 and 8

Due to the fundraising and activities that are associated with grades 7 and 8 parents who have already served may serve again at the discretion of the seventh and eighth grade teachers as well as the principal. **No more than four (4) parents may be selected for these responsibilities.**

## Sacraments – Reconciliation and Eucharist

Children in grade 2 receive the Sacrament of Reconciliation after Christmas of the school year and Holy Eucharist in April or May. This is a parish celebration, therefore, all children in the parish receive the sacraments together and, as such, there is **NO SEPARATION OF ST. THERESE SCHOOL STUDENTS FROM OTHER STUDENTS IN THE PARISH AT THESE LITURGIES.**

## Specials Classes

### Physical Education

The focus of physical education is different for each level of students. Grades K-2 work on movement education, gross motor activities, and cooperation activities. Grades 3-5 work on lead-up activities in the area of team sports and fundamental skill development. Grades 6-8 concentrate on sportsmanship, teamwork, and refining skills. The grading of the students is based on skill improvement, effort and conduct. Students are evaluated at the beginning, end and throughout each activity. Misconduct in a physical activity class results in a poor skill improvement grade because skills are not being practiced during poor conduct. Included in the Effort grade is preparation for class. The proper gym uniform is gray or maroon shorts and school t-shirt, solid white socks and tied sneakers for spring/fall and maroon sweat shirt and sweatpants, solid white socks and tied sneakers for winter. All students are expected to participate in Field Day which is included in their fourth marking period physical education grades. **All clothing must be labeled with student's name in indelible ink.**

### Art Appreciation and Instruction

A child's awareness of beauty is a part of his/her very being. The goal of the art program is to develop the creative ability within all children and to lead them to appreciate the beauty of the world around them.

### Music Appreciation

A child's appreciation of good music, his/her knowledge of the music theory, and the appreciation of this instruction are essential to the music program at St. Therese School. **As part of the Music curriculum, a Christmas and a Spring concert are held every year. All students are required to participate in the concerts as it is part of their second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) marking period grades.**

### Computer Education

The computer education program is designed to be consistent with the Paterson Diocese Technology Guidelines.

Grades K-2 are instructed in the basic use of computer devices (mouse, keyboard, monitor, and printer). Further development is achieved through the use of educational software.

Grades 3-5 are instructed in basic computer education and terminology. This is achieved through use of approved Google educational tutorials. The students are introduced to basic keyboarding which enhances their typing and computer navigational skills. Basic logic, Math

and English software are utilized to complement classroom work. Students use the Internet when assignments require.

Grades 6-8 are instructed in advanced computer education and terminology. This is achieved by using Google educational tutorials and students hands-on training. Students continue their keyboarding and navigational skills every class (continuous improvement).

## **Standardized Testing**

IOWA tests are administered annually in March to students in grades 1 through 7 as directed by the Diocese of Paterson. The test results are carefully considered and serve as an important criteria in curriculum planning. Test results are communicated to parents at the end of the year. Students in grade 8 are administered the COOP(HSPT) test which is used as a high school entrance exam into Catholic high schools. Typically, 8<sup>th</sup> graders take this test in early November and they do not take part in the IOWA testing. All 8<sup>th</sup> grade students in the Diocese of Paterson are mandated to take this test whether or not they will be attending a Catholic High School. Students in grades 5 and 8 take the nationally-administered ACRE test for Religion. This test is typically taken in March.

## **State and Federal Benefits**

St. Therese School cooperates with the public-school districts in providing state and federal aid to students in the following areas: teacher in-service training, textbook financing, busing or transportation reimbursement, health, psychological and speech services, educational testing, remedial materials in math and reading.

## **Student Records**

St. Therese School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other school will only be sent through the United States mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a request to the school office. All forms should be submitted to the St. Therese School office for distribution. Completed forms will be sent via the United States mail. Special handling will require that all postal fees be paid by the parents.

## Supply List

During the summer a supply list for coming year will be posted on the school website. Children should have these supplies prior to the first day of school.

## Title IX

St. Therese School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information).

## Tuition Policy

### Tuition Payment

All families must select and agree to a tuition payment option. Families that select a monthly payment plan must enroll in the SMART Tuition payment service for a ten month plan that begins in August and ends in May of the contractual academic year. Families that register after August must have an adjusted monthly payment that assures tuition will be paid in full by May of the contracted academic year. As a client of SMART Tuition, the family is also responsible for the annual SMART registration fee and any late fees incurred due to delinquency. A family may also elect the option of paying tuition directly to the rectory. This option is available only for families that submit one single payment in full in August or two payments, one in August and one in January. There is no administrative fee for the one and two payment options.

### Registration and Deposits

Only families who are in good standing and current in their tuition payments may register for the upcoming academic year. New families as well as returning families are required to submit a registration fee per family. All registration fees are non-refundable.

## Ongoing Tuition Payments

Families are expected to honor their commitment to pay tuition in a timely fashion. Tuition accounts are reviewed monthly. According to the guidelines of the Paterson Diocese, delinquent accounts that are three months overdue may result in the suspension of educational services for a family. The school will not provide transcripts or report cards to such families in that situation until the tuition accounts are paid to date. A family with special circumstances may contact the pastor in writing regarding a consideration to adjust tuition payments. Temporary or permanent adjustments may be arranged at the discretion of the pastor.

## Outstanding Tuition Guidelines

1. After one month of outstanding tuition, the parent receives a written notice from the pastor.
2. After two months, the parent receives a written notice requesting that the parent contact the pastor and meet with the pastor and the principal.
3. After three months of nonpayment, if the school receives no contact from the parent, educational services should be discontinued, in accordance with the aforementioned guidelines of the Paterson Diocese.

## Visitors

All school visitors to either the main building or Learning Center (volunteers, parents, etc.) must report to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of their departure.

No parent, volunteer, etc. may enter the Learning Center without first signing in the main office and wearing the designated visitor's badge.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and the educational process.

## Protecting God's Children Program

All parents, grandparents and guardians who volunteer on a regular basis (room parents, lunch room, lunch recess, library) at St. Therese School must complete all three components of the Protecting God's Children program prior to volunteering. Those components are:

- Completing a workshop entitled “Protecting God’s Children,” free of charge, at any of the locations where it is given throughout the diocese. All participants will receive a certificate upon completion of the course.
- Reading the Code of Conduct on the parish website and signing off on the final page in agreement with the Code of Conduct.
- Completing a background check (fee of \$6.25 made payable to “St. Therese Church.”

The signed code, workshop certificate and background check form and payment must be submitted to the school at the same time.

## **Right to Amend**

St. Therese School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday folder.



September, 2020

Dear Parents/Guardians:

In compliance with the U. S. Environmental Protection Agency (EPA) regulations and the Asbestos Hazard Emergency Response Act (AHERA), we performed inspections of our school building for asbestos-containing building materials. The inspection findings and Asbestos Management Plan are on file in the school administrative office.

To ensure safe management of our building, the EPA requires routine surveillance inspections to be performed by a designated individual, as well as a time-sensitive re-inspection from an accredited asbestos company. A copy of the Asbestos Management Report and the results of the re-inspection are on file in the principal's office and are available for review during normal school hours. Please contact the school at least twenty-four (24) hours prior to your visit. If you should have any questions, please contact Mr. Bernie Coll or Mr. Tim Dunnigan.

We, at the St. Therese School, take the necessary steps to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Timothy T. Dunnigan  
Principal STS

**ST. THERESE SCHOOL**

135 Main Street, Succasunna, NJ 07876 • 973-584-0812 • [STS.StThereseRoxbury.org](http://STS.StThereseRoxbury.org)

**FAITH. FAMILY. FOUNDATION. #theSTSDifference**



September, 2020

Dear Faculty, Staff, Parents and Guardians,

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. St. Therese School has adopted an Integrated Pest Management Policy (IPM) and has implemented an IPM Plan to comply with this law. IPM is a holistic preventative approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at this school.

The IPM Coordinator for St. Therese School is Mr. Bernie Coll. The business phone number is 973-584-0812. The business address is 135 Main Street, Succasunna, NJ 07876.

The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet (MSDS) when one is available, of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

Sincerely,

Timothy T. Dunnigan  
Principal STS

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# Parent/Student Signature Page

I have read the 2020-2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

FAMILY NAME \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parents and students must both sign above.

**SIGNED FORM DUE TO THE PRINCIPAL BY SEPTEMBER 11, 2020.**