



**PARENT / STUDENT HANDBOOK  
2021–2022**

**St. Therese School  
135 Main Street, Succasunna, New Jersey 07876  
973-584-0812**



## Table of Contents

Principal’s Letter .....	5
Pastor’s Letter .....	6
Mission Statement.....	7
School Vision .....	7
School Status .....	7
History of our School .....	8
Admission Policies, Registration and Enrollment .....	9
Non-Discriminatory Statement .....	9
Re-Registration.....	9
Enrollment.....	10
Tuition Policy .....	10
Tuition Payment .....	10
Outstanding Tuition Payments.....	10
St. Therese School Tuition Schedule 2021-2022 .....	11
Health Services .....	12
Mission Statement .....	12
Health Records .....	12
Immunizations.....	13
Absences and Make-Up Work.....	15
Injury or Illness .....	15
Medications.....	15
Arrival Time .....	17
Attendance .....	17
Attendance hours.....	17
Academic Policies .....	18
Curriculum.....	18
Academic studies include .....	18
Enrichment studies include .....	18
Extra-Curricular Activities.....	18
Grading.....	19
Allergies .....	19
Before and After School Care .....	20
Birthdays/Holiday Parties .....	20
Buckley Amendment .....	20
Busing .....	20
Bus Rules .....	20
Calendar .....	21
Care of School Materials.....	21
Car Rider Line.....	21
Change of Address/Telephone .....	21
Child Abuse Laws .....	22
Chromebook and Ipad Use .....	22
Detention.....	22

Discipline Code – Behavior .....	23
Harassment, Intimidation and Bullying .....	23
Student Threats and Violence .....	24
Dress Code .....	25
Boys K-8 Uniform .....	25
Girls K-8 Uniform .....	25
Boys and Girls K-8 Gym Uniform .....	26
Drugs and Alcohol.....	26
Emergency and Storm Closings and Late Openings.....	26
Field Trips .....	26
Fire and Emergency Drills .....	26
Food Sales.....	27
Homework .....	27
Lunch .....	27
Lunch Time Behavior .....	28
Parking.....	28
Parent Service Requirements .....	28
Parent-Teacher Conference.....	28
Plagiarism .....	28
Playground and Lunch Area.....	29
Report Cards.....	29
Retention .....	29
Room Parents .....	29
Grades Pre-K through Grade 6 .....	29
Grades 7 and 8 .....	29
Sacraments – Reconciliation and Eucharist.....	30
Specials Classes.....	30
Physical Education.....	30
Art Appreciation and Instruction.....	30
Music Appreciation .....	30
Computer Education .....	30
Standardized Testing .....	31
State and Federal Benefits.....	31
Student Records .....	31
Supply List.....	31
Title IX.....	31
Transfer of Students .....	32
Visitors.....	32
Protecting God’s Children Program .....	32
Right to Amend.....	32



**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 2021-2022 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-eight 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**



# ST. THERESE CHURCH

REV. RICHARD D. KILCOMONS - PASTOR

**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. Richard 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, donating food to the parish pantry and Roxbury Social Services, 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 21st century. It includes the important basics, enhanced by technology, both needed in our ever-changing world. All of 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 that year as well.

In April 2005, St. Therese School was awarded a re-accreditation by the Middle States Association of Colleges and Schools. On June 12, 2008, St. Therese School was awarded Star School status from the Diocese of Paterson. STS has joined the Diocese of Paterson in being accredited by AdvancEd (now known as "Cognia"). Re-accreditation took place June of 2017 and STS is now in the process of its five-year re-accreditation for 2022.

From July 1, 2010 to June 30, 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, Registration and Enrollment

## 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.

## Re-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, just prior to Open Enrollment which is held during Catholic Schools Week. Only families who are in good standing and current in their tuition payments may register for the upcoming academic year. Returning K-8 families are required to submit a registration fee per family. All registration fees are non-refundable.

Re-registration will be based on academic achievement and cooperation throughout the year, tuition account status, and fulfillment of fundraising commitments. The Re-Registration Form must be completed and returned to school no later than the designated date and **MUST INCLUDE** the Registration Fee. If parents do not respond by that date the child will lose his/her "reserved" place in the next grade and that place will be available for Open Enrollment. As openings become available, the following priorities will be used to accept new students to St. Therese School: Members of St. Therese Parish, Members of other parishes, 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 (if applicable)
- Health records
- Immunization Records
- Birth certificate (original)
- Baptismal certificate (Catholic applicants only)
- Report Cards (last three years)
- Standardized test results (last three years)
- Record of IEP/ISP (if applicable)

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.

## **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.

## **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.

### **Outstanding 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. After one month of outstanding tuition, the parent receives a written notice from the pastor. After two months, the parent receives a written notice requesting that the parent contact the pastor and meet with the pastor and the principal. 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.

## St. Therese School Tuition Schedule 2021-2022

<b>KINDERGARTEN THROUGH GRADE 8</b>
-------------------------------------

<i>K-8 Registration Fee</i>	(NEW Family)	\$200.00
	(Returning Family by January 29, 2021)	\$150.00
	(Returning Family as of February 1, 2021)	\$200.00
<hr/>		
<i>Active St. Therese Church Parishioner Rate</i>	(one child)	\$5,440.00
	(two children)	\$9,880.00
	(three/more children)	\$14,120.00
<hr/>		
<i>Inactive/Non-Parishioner* Rate</i>	(one child)	\$6,168.00
	(two children)	\$11,336.00
	(three/more children)	\$16,304.00

*\*Our Tuition Coordinator will request a subsidy from your parish, if active in another parish.*

**Additional Fees:**

HSA Agreement (Fundraising)

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

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

<b>PRE-KINDERGARTEN (THREE- and FOUR-YEAR OLD PROGRAMS)</b>
---

<i>Pre-K Registration Fee</i>	(NEW and Returning/PER student/includes supplies)	\$175.00
<hr/>		
<i>Tuition &amp; Programs</i>	Three Days, morning	\$3,309.00
	Three Days, full	\$5,515.00
	Five Days, morning	\$5,515.00
	Five Days, full	\$7,900.00

All tuition payments are made directly to **SMART Tuition Company**. However, payment may also be paid in full by August 15, directly to the rectory. For those using the SMART Tuition payment plan, payments begin on August 15 for a period of ten (10) months and **must be received by SMART Tuition on the 15th of each month.**

BEFORE and AFTERCARE: PK BeforeCare (7:30am), K-8 BeforeCare (6:30am) and PK-8 AfterCare (until 6pm) are available for a separate fee/registration.

**REGISTRATION FEES are non-refundable and due with REGISTRATION FORM(S).  
Once Registration is complete, Contract will be issued.**

# Health Services

## Mission Statement

Our team of School Nurses seek to enhance the educational process of the students by modifying or removing health related barriers to learning and by promoting optimal levels of wellness. St. Therese School advocates for health education, healthy activities, and a healthy environment for students and staff.

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

## Health Records

**All Pre-Kindergarten and incoming Kindergarten students are required to submit health information prior to entrance into St. Therese School.**

St. Therese School requires that all students have an ANNUAL physical and submit the NJ State [Universal Child Health Record](#), completed by their personal physician, to the Nurse's Office once finalized yearly. In addition to a record of general health, the health form must have an attached record reflecting the child's IMMUNIZATIONS. Comprehensive NJ State Requirements can be found [HERE](#). Students who fail to submit a completed health form and immunization record will not be permitted into the school until the form is submitted.

**Transfer students** must provide all necessary health and immunization records to the School Nurse/School Administrator. Parents/guardians will be advised regarding immunization deficiencies as soon as students' health records are received. Students with an immunization deficiency will not be permitted to attend school until the deficiency is corrected and certified by a physician.

**New students** entering from a school in New Jersey will not be permitted entrance without the proper immunization records. New students entering from another state must have immunization records on transfer.

Parents must adhere to all New Jersey and diocesan policies in regard to required preventative health measures.

# Immunizations

The following immunizations are required for enrollment into PK

FOR CHILD CARE/PRESCHOOL DIRECTORS AND PARENTS: IMMUNIZATION REQUIREMENTS



## NJ Department of Health (NJDOH) Vaccine Preventable Disease Program

### Summary of NJ Child Care/Preschool Immunization Requirements

Listed in the chart below are the minimum required number of doses your child must have to attend a NJ child care/preschool.\* This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details [https://www.nj.gov/health/cd/imm\\_requirements/acode/](https://www.nj.gov/health/cd/imm_requirements/acode/). Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

At this age the child should have received the following vaccines:	2 months	4 months	6 months	12 months	15 months	18 months	19 months	20-59 months
Diphtheria, tetanus & acellular pertussis (DTaP)	Dose #1	Dose #2	Dose #3			Dose #4		
Inactivated Poliovirus (Polio)	Dose #1	Dose #2				Dose#3		
<i>Haemophilus influenzae</i> type b (Hib)	Dose #1	Dose #2		1-4 doses <sup>†</sup> (see footnote)		At least 1 dose given on or after the first birthday		
Pneumococcal conjugate (PCV 13)	Dose #1	Dose #2		1-4 doses <sup>†</sup> (see footnote)	At least 1 dose given on or after the first birthday			
Measles, mumps, rubella (MMR)					Dose #1 <sup>‡</sup>			
Varicella (VAR)							Dose #1 <sup>§</sup>	
Influenza (IIV; LAIV)				One dose due each year <sup>1</sup>				

**\*Interpretation:** Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. If a child has not received any vaccines, he/she would need at least one dose of each required vaccine to enter school provisionally and be in the process of receiving the remaining doses as rapidly and as medically feasible. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.

---

**The following immunizations are required for enrollment into K-8**

---

FORSCHOOLS AND PARENTS: K-12 IMMUNIZATION REQUIREMENTS



**NJ Department of Health (NJDOH)  
Vaccine Preventable Disease Program**

**Summary of NJ School Immunization Requirements**

Listed in the chart below are the minimum required number of doses your child must have to attend a NJ school.\* This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details [https://www.nj.gov/health/cd/imm\\_requirements/acode/](https://www.nj.gov/health/cd/imm_requirements/acode/). Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

Grade/level child enters school:	Minimum Number of Doses for Each Vaccine						
	DTaP Diphtheria, Tetanus, acellular Pertussis	Polio Inactivated Polio Vaccine (IPV)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)	Hepatitis B	Meningococcal	Tdap (Tetanus, diphtheria, acellular pertussis)
Kindergarten– 1 <sup>st</sup> grade	A total of 4 doses with one of these doses on or after the 4 <sup>th</sup> birthday <u>OR</u> any 5 doses <sup>†</sup>	A total of 3 doses with one of these doses given on or after the 4 <sup>th</sup> birthday <u>OR</u> any 4 doses <sup>‡</sup>	2 doses <sup>§</sup>	1 dose <sup>  </sup>	3 doses	None	None
2 <sup>nd</sup> – 5 <sup>th</sup> grade	3 doses <i>NOTE: Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Td. For use of Tdap, see footnote.</i> <sup>†</sup>	3 doses	2 doses	1 dose	3 doses	None	See footnote <sup>†</sup>
6 <sup>th</sup> grade and higher	3 doses	3 doses	2 doses	1 dose	3 doses	1 dose required for children born on or after 1/1/97 given no earlier than ten years of age <sup>¶</sup>	1 dose required for children born on or after 1/1/97 <sup>¶</sup>

## Absences and Make-Up Work

Parents must call or email the school nurse (x104 or Nurse@StThereseRoxbury.org) by 9:00am to report a child's absence along with a reason for the absence. **If the student is absent for three or more days a doctor's note must accompany the child back to school.**

Parents should reach out to their child's teacher to request make-up work. Students should also check their teacher's blog. Books and assignments must be picked up between 3:00-3:30PM unless otherwise communicated by the student's teacher. 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 will be given three school days to complete the missed work.

## 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/guardian will be notified. If it is not possible to contact the parent or guardian, the Emergency Response System will be activated and the child will be taken to the hospital.
3. In case of illness during school hours, the nurse will notify the parent/guardian and request that the parent/guardian pick up the student immediately or arrange for immediate alternate transportation for the student to go home.

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.

Children with fever **greater than 100 degrees** MUST be sent home from school and MUST remain home from school until fever free for 24 hours **without** the use of medication.

Any child with a **fever, vomiting, or diarrhea** (illness related) must remain home until free of condition for at least 24 hours.

## Medications

New Jersey State law PROHIBITS administration of ANY medication, including Tylenol, Advil, or any other "over-the-counter" (OTC) medication without a DOCTOR'S ORDER AND A PARENT'S OR GUARDIAN'S WRITTEN CONSENT. These forms are available on the St. Therese School website Nurse's Office tab and satisfy all necessary requirements listed below regarding medication administration at or during school.

- **Any Medication** (over-the-counter or prescribed) administered in school **MUST** be in its ORIGINAL PHARMACY CONTAINER and properly labeled with the student's name. ALL medications **MUST** be supplied from **home** and **labeled** with the student's name.
- Students **MAY NOT CARRY ANY MEDICATION ON THEIR PERSON** for the purpose of self-administration. **There are exceptions to that rule:** i.e. Inhalers and Epi-Pens for life-threatening conditions such as asthma, bee stings, and/or food allergies. Inhalers and Epi-pens may only be carried by students who demonstrate appropriate knowledge of technique and administration. Again, a doctor's order and parent's or guardian's written consent is necessary.

- All Medication must be delivered to the Health Office or Main Office by a parent or guardian. Students **are not allowed** to carry medication on the bus or into school. Any medication brought in by a student **will not** be administered. If medication is a controlled substance the number of pills must be verified with the school nurse.
- It is the **parent's responsibility to call the doctor to request a medication** order and fill out the appropriate state mandated paperwork (found on the website). We must have the written order form filled out by the physician for any medications that must be taken at school **including** over-the-counter medications. Each new school year requires a new set of physician orders. This order must include:
  - a. Diagnosis
  - b. Name of medication
  - c. Dosage and time it is to be given.
  - d. Is child to receive medication on half days
  - e. May medication be withheld for field trips (as most often a nurse is not available)
  - f. If medication is an inhaler, may he/she **carry it and self-administer?**
- Cough drops, with a parent note (and supplied from home), may be given to the homeroom teacher.
- Administration of Epinephrine, Asthma Medications and self-administration of either of these medications require additional documentation. Please check [HERE](#) for the appropriate FARE Allergy Plan Form and Asthma Action Form to be completed by the physician per the N.J. Department of Education.
- Medication is to be given only by the school nurse (or designated trained appointee if the nurse is unavailable)
- 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 Health Office or Main Office on or after the last day of school. If medications are NOT picked-up they will be discarded according to the state regulations.



## **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 21st 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)	

This list may change, based on volunteers and current school policy.

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

Marking Code – Grades 4 – 8		Specials Codes	
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.

### 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.

## **Before and After School Care**

St. Therese School offers quality Before and After School Care programs for our students in PreKindergarten through 8th grades whose parents work outside of normal school hours. K-8 Before School Care begins at 6:30am, supervised by a teacher, held in their classroom (to be determined).

PreK Before School Care begins at 7:30am, supervised by a teacher/aide, held in the auditorium. PreK-8 After School Care is held in the auditorium and provides professional child supervision in a structured program of both recreation and study time. This is available until 6:00pm.

The Registration Forms and Guidelines can be found [HERE](#). Both the Registration and Emergency Forms must be manually completed, signed, and originals returned to STS with applicable Registration Fee(s). We cannot accept these forms via Email. Please know that NO student is permitted to attend either Before or After School Care without having completed the Registration process.

## **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.

## **Busing**

This year, Hopatcong, Netcong, Stanhope, and Roxbury students are transported to St. Therese School by their districts. Others must provide their own transportation but may qualify for financial reimbursement from their township or borough. In order to be scheduled for busing or be eligible for any financial reimbursement by your residential school district, parents must complete the B6T busing form annually, supplied by the school in February for the upcoming school year. NJ State information can be found [HERE](#).

## **Bus Rules**

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:

1st offense Will not ride the school bus for one week

2nd offense Will not ride the school bus for one month

3rd 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.

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

## **Calendar**

A yearly tentative calendar is posted on the school website along with a welcome letter from the principal, class supply list, annual forms.

## **Care of School Materials**

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

Students should carry them in a regular size backpack (no wheels) sufficient to hold books.

All hard-covered books must be neatly covered at all times and labeled with name and grade.

Workbooks may be covered at the discretion of the teacher.

Any lost books that are badly damaged must be paid for by the student.

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 MAIN OFFICE and principal immediately so that school database and alert systems 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. 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.

## **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)

## **Chromebook and Ipad Use**

Students in Grade K - 8 have the use of iPads/Chromebooks for the academic year. Chromebooks are used in Grades 2-8; textbooks and some workbooks are loaded for grades 5, 6, 7 and 8. Students in grades 5, 6, 7 and 8 may bring the Chromebook home to complete assignments and homework. Students are responsible for taking care of the device and its accessories. Students are expected to have Chromebook fully-charged when they come to school. 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 2021 school year: Chromebooks have a warranty effective from 3/2021 until 3/2024.

Covered under the warranty: Liquid damages, mechanical & electrical failures, screen failures, wi-fi failures, inability to power up and Hard Drive failure. Screens damaged are NOT covered and will be billed to parents at a cost is \$150.00. Chromebooks have cases that should NOT be taken off; this is to protect the device and the edges/corners. If it is found the Chromebook is damaged for removing the case, the cost of a new Chromebook will be billed to the parents for replacement cost of \$300.00

## **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.

1st 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.

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

3rd 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.



## Dress Code

Fall/Spring 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; our school storefront [can be found HERE](#).

Boys' and Girls' hair must be kept neat and presentable and hair must remain their natural color and may not cover either eye. Earrings for boys are not permitted. Girls may wear one set of post earrings on their earlobes only and NO NAIL POLISH, ARTIFICIAL NAILS or MAKEUP at any time. No bracelets or body piercings may be worn.

### Boys K-8 Uniform

#### Fall/Spring (Monday, Tuesday, Friday)

Gray walking shorts and belt

Maroon banded short-sleeved polo shirt (no belt if wearing banded shirt)

Maroon, gray or black socks

Black dress shoes, NO sneakers

#### Winter (November 1-March 31: Monday, Tuesday, Friday)

Charcoal gray flannel trousers and belt

Maroon turtleneck or maroon banded polo shirt (no belt if wearing banded shirt)

Maroon, gray or black socks

Black dress shoes, NO sneakers

### Girls K-8 Uniform

#### Fall/Spring (Monday, Tuesday, Friday)

Gray skort with maroon banded polo shirt *OR*

**K-4:** Maroon plaid jumper (knee length) with pink peter-pan collared short-sleeved blouse

**5-8:** Maroon plaid kilt skirt (knee length) with maroon banded short-sleeved polo shirt

Maroon knee socks

**K-3:** Black Mary Jane shoes, NO ballet shoes or sneakers

**4-8:** Low-heel black dress shoes, NO ballet shoes or sneakers

#### Winter (November 1-March 31: Monday, Tuesday, Friday)

**K-4:** Maroon plaid jumper (knee length) with pink peter-pan collared blouse, maroon cardigan or V-neck sweater *OR* gray twill pants with long-sleeved maroon banded polo shirt/maroon turtleneck

**5-8:** Maroon plaid kilt skirt (knee length) *OR* gray twill pants with long-sleeved maroon banded polo shirt/maroon turtleneck

Leotards or maroon knee socks

**K-3:** Black Mary Jane shoes, NO ballet shoes or sneakers

**4-8:** Low-heel black dress shoes, NO ballet shoes or sneakers

## **Boys and Girls K-8 Gym Uniform**

### **(Wednesday and Thursday)**

Maroon or ash color, mesh material gym shorts

Maroon or gray t-shirt

Maroon sweatshirt and sweatpants (required during Winter uniform months)

Solid white socks

Athletic tied sneakers

\*Girls with longer hair must wear their hair in a ponytail or braids.

## **Drugs and Alcohol**

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

## **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 Parent Square. 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.

## **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 Evacuation, Shelter in Place and Lock Down 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.

## 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

## 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.

## **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 11:30AM – 12:20PM. 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 (7th) graders will volunteer and serve at one of the following 8th 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.

## **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.

## **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 (2nd) and fourth (4th) 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**

NWEA tests are administered 3 times per year to students in grades 2 through 8 as directed by the Diocese of Paterson. The tests are administered in September, February and May. 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, 8th graders take this test in early November. All 8th 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 Act) 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).

## **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.



# Parent/Student Signature Page

I have read the 2021-2022 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**PARENT/GUARDIAN NAME (please print):**

**PARENT/GUARDIAN SIGNATURE:**

**DATE:**

**STS STUDENT #1 NAME (please print):**

**GRADE:**

**STS STUDENT #1 SIGNATURE:**

**DATE:**

**STS STUDENT #2 NAME (please print):**

**GRADE:**

**STS STUDENT #2 SIGNATURE:**

**DATE:**

**STS STUDENT #3 NAME (please print):**

**GRADE:**

**STS STUDENT #3 SIGNATURE:**

**DATE:**

**STS STUDENT #4 NAME (please print):**

**GRADE:**

**STS STUDENT #4 SIGNATURE:**

**DATE:**

**Please print, sign, and return this printed Parent/Student Signature Page to the school office via your student.**

**This form MUST be remitted in original hard copy.**

**Thank you for your cooperation.**