

Parent/Student Handbook



2019 - 2020

Academy of St. Therese of Lisieux

220 Jefferson Avenue

Cresskill, NJ 07626

(201) 568-4296

www.academyofsttherese.com

Dear Parents and Students,

Let us welcome the new school year with joy and thankfulness– thankful to God for the opportunity to grow in knowledge and to participate in the mission of the Academy of Saint Therese. We are best described as a community of faith whose members are united by the spirit of God. We should all be guided by the teaching and spirit of Jesus.

We are thankful for our energetic school community. We understand that nothing forms and reinforces character in quite the same way as support and friendship for one another. When the courses are forgotten, what each generation will remember longest about its schooling will be the love that the members of the community had for one another. Therefore, let us continue in joy and faith to nurture Gospel values in our children, to encourage the dignity of the human person in all the small ways available to us, to cherish an appreciation of the importance of family, and to be committed to the common good of the entire St. Therese community.

We welcome with joy all the new families that have joined our school community. We value the trust that the parent community places in us and we look forward to a wonderful partnership with you in the education of your children.

We ask that you read the handbook carefully and reflect with your children on the content. A student with a good knowledge of what is expected is much more likely to set goals and regards personal development, to understand the importance of completing homework, being prepared for class, being cooperative with teachers and engaged in the classroom.

Have a wonderful school year!

Cordially,

Rev. Samuel Citero, O. Carm.

Pastor

Mr. Glenn R. Clark

Principal

Academy of St. Therese of Lisieux

Brief History

Responding to the rapid growth of the young Saint Therese of Lisieux Parish and sensitive to the fact that education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community, construction of Saint Therese of Lisieux School began in 1956. From the outset, there has been a harmony between the school and the parish. Indeed, we can say that the school lies at the very heart of the parish. It is an authentic participant in the evangelizing mission of the Church.

The school opened its doors to the first four grades on September 3, 1957 under the direction of Father Joseph Moynihan, Pastor, and the Felician Sisters of Lodi, New Jersey. The first class of 38 students graduated in June of 1961. The school was administered by the Felician Sisters from Lodi from its opening in 1957 to June of 1976. In 1976, Ms. Edith DeWald became Principal and served the school for ten years. Ms. DeWald was followed by Sister Irene Laurence, mfc, who was Principal from September 1986 to June of 1994. School year 1994 – 1995 was under the direction of Miss Kerr. In 1995, the Missionary Franciscan Sisters again assumed the leadership role under the direction of Sister Lucy Flaherty who served from 1996 -2002. In June of 2002, the leadership of the school was assumed by Sister Helene Byrne, mfc, as Principal and Sister Agnes Regan, mfc, as Vice Principal. The sisters retired in June of 2012, but the lay principals have continued the Catholic values for which St. Therese has become known.

In October 1995, a new wing was added to house the pre-kindergarten, kindergarten, and first grades. The addition of a spacious room designed for special parish and school functions and dedicated to the memory of Father Armand Mayville, O Carm. was also part of this renovation.

In 2005, Saint Therese School was fully accredited by the Middle States Association of Colleges and Schools. During school year 2006 – 2007, with pride in its accomplishments and amid the great rejoicing of Rev. Joseph P. O'Brien, Pastor, and the Carmelite Fathers who over the years have continued to support the Parish School, the school celebrated its Golden Jubilee. Parents, graduates, friends and a host of well wishers joined the school during a year of celebration and remembrance and forward planning.

In 2009, following an extended visit from Brother Ralph Darmento, FSC, Deputy Superintendent of Schools, and Sister Marie Gagliano, Area Superintendent, the school was given the status of Academy. From the letter of conferral, we quote the following: *Sister Marie Gagliano and I found the school to be in compliance with the Guidelines for Transitioning a School to an Academy. Great work has been accomplished in establishing an atmosphere where academic rigor and right relationships are clearly evident. Truly the hard work of this community has created an academy where students and teachers strive for excellence, where they build up one another through encouragement and challenge, and where all achieve as a result of the dynamic teaching/learning interaction.*

The Academy of St. Therese is an integral part of the Archdiocese of Newark. Standardized test results on the national level witness to the rigorous preparation provided by a committed and talented staff. The program of studies at the Academy continues to reflect the importance which the Academy and Parish attach to Christian formation.

Mission Statement and Philosophy

Mission Statement:

The Academy of Saint Therese of Lisieux is a Catholic community of educators, learners, and families that provide a faith-based, vibrant learning safe environment committed to inspire each student to learn, develop, and achieve their full potential and become leaders of tomorrow.

Philosophy:

The Philosophy of the Academy of Saint Therese is rooted in the belief that every individual is valuable and unique. We take a holistic approach, striving to educate the spiritual, moral, intellectual, social and physical aspects of the student. Graduates of The Academy of Saint Therese of Lisieux will:

Spiritually

- express their faith through right relationships with God, others, self and creation.
- embrace Gospel values and Catholic social teaching.
- enjoy a personal and community prayer life nourished by the liturgical cycle.
- value and respect all faith traditions.

Morally

- act responsibly and ethically.
- respect the dignity and right of every person.
- share their gifts by working for the common good, promoting peace, justice and the integrity of creation.
- make a life commitment to service.

Intellectually:

- communicate orally and in writing in an effective manner.
- be highly motivated self-learners with an enduring appreciation for scholarship.
- integrate information from various disciplines, world views and multi-cultural perspectives.
- apply acquired principles to real life situations.
- appreciate the arts.

Socially:

- exercise leadership in religious, civic and school activities.
- work with fellow students, appreciating diversity and learning how differences contribute to growth.
- engage in service to others, especially to the disadvantaged.
- give evidence of a positive sense of self and a commitment to personal growth.
- value friendship and be willing to work toward cultivating and maintaining friendships

Physically:

- strive for a healthy, balanced lifestyle which integrates nutrition, fitness and regular health care.
- maintain a positive body image which respects self and avoids self-destructive behavior.
- engage in activities and make choices that promote safety for self and others.

- recognize the consequences of alcohol abuse or the use of illegal drugs and make responsible decisions in their regard.

The Policy of Non-Discrimination

Non-Discrimination Policy:

The Academy of St. Therese of Lisieux admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the Academy of School. St Therese of Lisieux does not of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

The Handbook exists to foster the efficient administration of the Academy of St. Therese of Lisieux. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

THE POLICY ON ADMISSION OF STUDENTS

The Academy of Saint Therese of Lisieux gives preference to:

- Registered parishioners
- Catholic students registered in parishes other than St. Therese of Lisieux
- Non-Catholic students

Technical Requirements:

Age. A birth certificate must be submitted for proof of age.

- Children entering the Pre-K 3 must be three years old on or before October 1st of the current year or start after their third birthday. The children must be toilet trained
- Children entering the Pre-K 4 must be four years old on or before October 1st of the current year. The children must be toilet trained
- Children entering our Kindergarten must be five years of age on or before October 1st of the given academic year.
- Children entering the first grade must be six years old by October 1st. of the current year.

Health Requirements: Students must have a complete physical before admission.

IMMUNIZATION REQUIREMENTS

- DTP: A minimum of four doses
- OPV: A minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- Measles vaccine: one dose administered on or after the first birthday
- Rubella vaccine: administered on or after the first birthday; children who are immunized before the first birthday are to be re-immunized.
- One dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

Catholic Applicants: A Baptismal Certificate and verification of reception of any additional sacrament are required.

Transfer Students: A complete copy of their scholastic records, standardized testing and health records are required.

Financial Responsibilities for School year 2019-2020.

Tuition payments must be made to our tuition collection agency, FACTS.

Payments are due on the 5th or 20th day of each month. Payments start in July and end in April.

Late payments will be charged a \$30.00 Fee.

If a tuition payment is thirty (30) days past due, the child will not be able to return to school until the bill is paid.

Registration Fee: \$100.00 per student

Administrative Fee: \$250.00 per student Prek 3 to 8

The Registration and Administrative Fees are non - refundable

ATTENDANCE, SUPERVISION, AND SAFETY

The gym doors will open at 7:50 am. Students arriving between 7:50 and 8:00 will remain in the gym under faculty supervision. At 8:00 am the students will report to their homerooms. Any student entering the school between 8:00 and 8:15 will report directly to their homeroom. After 8:15 students are considered late and will need to be signed in at the main office. Students in homerooms will then proceed down to the gym for morning activities listed below:

- Morning prayer – 8:20am
- Salute of the flag
- Announcements

Teachers will participate with their students in morning prayers and patriotic exercise.

All students will follow the carline procedures by the glass doors.

Absences/Late Arrivals/Early Dismissal Policies

General Statement: Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature, adult behavior in the future.

New Jersey State law requires the recording of student school attendance.

POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school no later than 7:30 a.m. to report a student's absence. If no call has been received by 9:00 a.m., the school nurse or secretary will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. The procedures represent a mutual effort to account for the presence of the student during school hours.

Students absent from school for any reason must bring a note from the parent/guardian explaining the absence. These notes are kept in the teacher's student file. An absence of three or more consecutive days requires a doctor's note.

The teacher will inform the Principal if numerous absences occur.

The homework assigned during the time that the student is out of school for grades K-5 will be placed on the bench near the School Office Manager's office and will be picked up at dismissal time by the parent/guardian. Make-up work is the responsibility of the student with the supervision of the teacher. Make-up work will be passed in to the teacher for credit.

Students in Jr. High should see their teachers when they return to school to receive the work they missed while absent. A date for submission of the missed work will be set by the teacher.

If a pattern of absences is noticed for a particular child (i.e. a student is frequently absent on a Monday or Friday, or on days of test) a conference will be requested with parent/s.

In the event of prolonged absences (two weeks or more) a student is required to take part in a home tutoring program or a supervised study program to make up the work.

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

Late Comers/ Tardiness: All students are expected to be in their homerooms by 8:15 am. Students arriving after this time are considered late. Students arriving after 8:15 am must enter the building, accompanied by parent, through the Jefferson Avenue door and report to the school office for a “late pass” which they present to the teacher upon entering the classroom.

If a student is late for school more than once in a week, a parent conference with the Assistant to the Principal will be requested.

Frequent or habitual tardiness will be handled by the Principal’s office with the parent and the student. A student arriving late is expected to begin working with the class and make up missed work after school or at home.

Unexcused tardiness breaks a student’s perfect attendance record.

Early Pick-up/Dismissal: Parents wishing to take a child out of school at any time other than the regular dismissal time must send a written note to the teacher indicating the time the student will be leaving, the person coming to sign the student out and whether or not the student will be returning to school that day. This parent note is sent to the school office for documentation. The student will be called to the office when the designated person comes to sign him/her out. No student may be dismissed early to a parent/guardian from the classroom, the lunchroom, or the school yard. Students must be dismissed from the school office. Parents wishing to grant their child permission to leave the campus to walk home, must fill out a Permission to Leave Campus form from the office.

Supervision: The School’s responsibility for the supervision of students begins at 7:50 a.m. and ends at 3:00 p.m. Children who arrive any time before 7:50 a.m. will go to the Before School Care Program in Fr. Armand Hall and be charged accordingly. The Before Care Programs begins at 7:15 a.m.

The School’s responsibility for children enrolled in the After-School Care Program begins at 3:00 p.m. and ends at 6:00 p.m.

Family Vacation: We discourage parents taking children out of school for trips or vacation. However, when such absences occur, the student is responsible to ask the teacher for all make-up work.

Early Dismissal and Emergency Closings: Early dismissals and emergency closings are communicated to parents by means of a **SchoolMessenger** Text.

Safety: Safety is a priority at the Academy of St. Therese. The following procedures are to be observed:

- Once the school day begins, all external doors are locked.
- Admittance to the school is through the Jefferson Avenue door only.
- No student may open an external door for anyone even if he/she recognizes the person. Instead, the student will alert an adult.

After School Sessions

If a student is to be detained or invited to remain after school for any reason, the parent must be notified before the school day is over.

COMMUNICATIONS

Appointments: Requests for early dismissal must be in writing stating the reason for the need of an early dismissal. The adult picking up a student before dismissal must come to the office to sign the student out.

Appointments made during the school hours interfere with a student's educational performance. Therefore, we request that parents consult the school calendar and arrange dental or medical appointments on days of early dismissal or after school.

Appointments with School Personnel: Parents who wish to meet with the principal, a teacher, or any member of the school staff may contact the office to arrange a mutually convenient meeting time or email the principal or teacher. For the sake of good order in the school, parents may not approach staff members during the school day without having made an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, e-mail, memo or by scheduling a meeting at a mutually convenient time. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

Regular Communication with all Parents: The Principal communicates regularly with the parents by letter/memo/ e-mail.

Children Bringing Cash to School: Money or checks that are sent to school are placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose.

CUSTODIAL AND NON-CUSTODIAL PARENTS

SCHOOL RECORDS:

PARENTAL RIGHTS TO SCHOOL RECORDS

The Academy of St. Therese of Lisieux abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the Academy will provide the non-custodial parent with access to the student's essential academic records.

COURT ORDERS AFFECTING PARENTS:

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the Academy with an official copy of the court order. The custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which may be useful to the Academy in fulfilling its obligations.

Pick-up from School: The Academy of St Therese will permit only the custodial parent, or her/his designee, to pick up the child during school or at the end of the school day. The non-custodial parent will not be permitted to remove the child from the Academy during the school day or at the end of the school day unless the Academy is authorized to do so by the custodial parent.

ARRIVAL AND DISMISSAL PROCEDURES

Dismissal

Students are dismissed at 2:50 p.m. All homeroom teachers participate in the supervision of student dismissal. Due to the leasing of the lower lot to the public school, parents need to make sure that they are on time to help the traffic flow.

All teachers will ensure that the students are picked up by a designated person. Students are not to walk down to the Lower Lot to meet their rides.

If a child usually goes to aftercare and has changed the routine on a particular day, please let After Care know.

Pre-K 4 and First Grade Students are accompanied by their teachers at dismissal and will be picked up by a parent/guardian at the door beside the Armand Hall.

Pre- K 3 and Kindergarten children will be picked up at the door of their own classroom.

The drop off and pick up are as follows:

Drop-off: Cars will enter top lot from Monroe Avenue. The driver will please obey the traffic person on duty in the school yard. The children will exit the cars quickly and walk directly to the gym door.

Pick-up: Cars must be parked in the lower lot facing forward.

At dismissal no child is permitted to go with anyone other than parent/s or guardian/s unless the school office has been notified and a description of the person is given. The School by law has the responsibility to ask for proper identification.

School is in session from 8:20 am until 2:50 pm. The school is not responsible for students on the premises beyond those hours unless the student is involved in a school sponsored activity. Students not picked up on time from school or from a school sponsored activity will go and do homework in the Aftercare Program until they are picked up. The cost is \$7.00 per hour or part thereof. If a parent for a particular reason on occasion is running late, the parent must call the school to alleviate anxiety on the part of the child. At no time may a student leave the school yard unaccompanied by a parent or guardian.

The final homeroom is at 2:45 pm. At that point the children prepare to get ready. Dismissal is at 2:50pm. Expect the children in the yard at 2:50pm. If everyone moves to the cars quickly, we will avoid the traffic jam created by two schools being dismissed within twenty minutes of each other.

On half days, the first bell will ring at 12:10pm. The second bell will ring at 12:15pm. Expect the children in the yard at 12:15pm. Children not picked up on those days will be placed in the Aftercare Program.

SCHOOL SCHEDULE

Grades K – 8	8:15 am – 2:50 pm
Pre-K 3 (3 half day program)	8:15 am – 11:30 am – M, W, F
Pre-K 3 (3 full day program)	8:15 am – 2:30pm – M, W, F
Pre-K 4 (5 half day program)	8:15 am – 11:30 am – M-F
Pre-K 3 and Pre-K4 (5 full day program)	8:15 am – 2:30 am – M-F

Faculty meetings are usually held on the first Friday of every month. On these days school is in session for a half day. Dismissal is at 12:15 p.m. Whenever there are half day sessions, dismissal is at 12:15 p.m, with the exception of the Archdiocese Mass for teachers, as identified on our School Calendar. There is an 11:30 dismissal that day.

PROGRAM OF STUDIES AND ACADEMIC POLICIES

The Academy of St. Therese implements the curriculum in a Catholic Christian atmosphere.

The following subjects comprise the curriculum for Grades Pre-K 3-8:

Religion	Music
Reading	Art
Language Arts	Spanish
Mathematics	Physical Ed.
Science	Technology and STEM
Social Studies	Supplementary/Compensatory Education

Students who are diagnostically tested and qualify for extra help in Math, Reading, Speech or English participate in the Supplementary/Compensatory Education.

Homework: Homework is an important aspect of the learning process. Homework is assigned to supplement and reinforce class work and to help students gain skill and mastery in concepts as they are taught. Each student is required to write down the homework assignment in the assignment pad. Parents are asked to sign the homework pad each night to ensure that assignments are completed accurately and neatly. The homework assignment pads are checked regularly by the teachers to ensure that students are writing homework assignments correctly.

Teachers in Grades K-5 will email parents the students' homework daily. Junior High classes will have the homework posted on their Teacher Web Page.

The homework assignments of each teacher will be planned taking into consideration the age of the child.

Teachers working in departmentalized programs will coordinate homework assignments, quizzes, and tests to avoid excessive amounts.

Both written and study homework are assigned. All written homework must be completed accurately, neatly and handed in on time. Study and reading assignments are monitored through the student's participation in class and performance on quizzes on the material. In addition to the regular homework, long term assignments are an integral part of the program.

Homework performance is considered in the report grade. All High Schools request a statement on a student's track record in this area.

Homework assignments – both study and written- should not exceed the following limits per night:

Grade 1 and 2	35 minutes
Grades 3, 4, and 5	60 minutes
Grades 6, 7, and 8	120 minutes

Communication

- The Teachers in grades K-5 will email the daily homework to the Parents and to the Principal. Junior High homework should be on the teacher's webpage.
- Teachers will respond to a parent's request for a meeting in a prompt manner.

Internet Use

Person-to-person telecommunications carries the potential to harass and be harassed.

Students need to learn the responsibility for their actions online.

Faculty has the responsibility to supervise student use of these resources.

Use of these resources must always be in conformity with law and the religious mission of the Academy of St. Therese. No faculty member or student is permitted to access inappropriate content that has no place in classrooms. This includes materials, but is not limited to offensive racial, sexist, political, and sexual themes, in the form of text, graphics, photos, film clips, and sound bytes.

Social Networking Policies

There are boundaries when using the Internet as your source of communication. When using these technologies, effort must be made in order to create and maintain safe and secure environments.

It is a Diocesan Regulation that teachers not have students on their Facebook page.

Please be aware of your child's status on Facebook. The children should be monitored for their own safety.

No student under the age 13 may post on Facebook. It is the law.

Parent Notification of Grades

Parents should be notified of any student who is not working to his/her potential in any area of a class. There should be no surprises come report card time. While grades are available on Powerschool, the teacher will still contact the parent to discuss the steps to be taken to assist the child.

Powerschool

All grades should be recorded on Powerschool within one week of the given test or assignment when possible.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in October/November for Grades K-8
The conferences are held in January for the Pre-K 3 and 4 Programs.

Test Schedules

Grades 1-5 Teachers will try not to schedule more than one test a day.
Grades 6-8 Teachers will not schedule more than 2 tests a day.

Teachers working in departmentalized programs will coordinate the assessment schedules.

At least a 2 day notice will be given to students to prepare for a test/quiz.

Limited homework (30 minutes) may be given on a night in which the students will be attending a school event. Tests or quizzes will not be given the day after a school event the students attended regardless of when the test or quiz was assigned.

Limited homework (30 minutes) may be given during the standardized testing.
Major tests will not be given during the standardized testing or during Final Exams.

In addition to the regular homework, long term assignments are an integral part of the program.

Students may be penalized for handing in homework after the assigned date.

Make-up Work. All make-up work for days absent is the responsibility of the student with a teacher reminder.

Written Work:

- Handwriting must be legible
- Papers must display the proper heading
- Notebooks with perforated pages must be used for all assignments that are handed in to the teacher.

Student School Supplies

Students are expected to come to class with the materials they need. The student's grade may be lowered for that particular assignment due to the student not being prepared. If a student comes to class unprepared frequently, the parent is to be alerted.

Care of books

All books must be covered. Student's full names are to be written on the name plate inside the cover of each book. The teacher will keep a record of textbooks loaned out to the students. Every student in grades K – 8 must use a book bag. Students in grades 6 – 8 also use a tote bag to transport books and supplies when changing classes.

Teachers are asked to check textbooks periodically. Students whose books are not properly covered, or whose books are damaged in some way, will be fined, and must rectify the problem. Books lost or destroyed must be replaced at the student's expense.

Library books lost or damaged must be replaced at the student's expense.

Student Progress: Parents are kept informed of their child's progress through Power School and through regular communication with the respective teachers.

Reports:

- Report cards are issued three times a year.
- Parent – Teacher Conferences are scheduled during the month of November.

Exams:

- Students in Grades 6 – 8 take final exams in all the major subjects in the final trimester of the school year. These exams provide some experience to students on being tested on a larger body of work. No exemptions are permitted.
- All students are continuously assessed through regular testing, class participation, projects and homework.

Report Cards: Letter grades are mandated in the new reports cards from the Diocesan School Office. Equivalent numerical grades are listed on the report card. Copies of the cards are inserted for your information.

Students in **grades four through eight** are encouraged to achieve the honor roll.

Academic Honors:

- Principal's List: 95 or above in four of the major subject areas with no grade less than 90.
- First Honors: 90 or above in four of the major subject areas with no grade less than 85.
- Second Honors: 85 or above in four of the major subjects with no grade less than 80.

- To be recognized on the Academic Honors Roster, the student must receive a minimum of "S" in the personal development area in all subjects including art, music, physical education, Spanish and Computer Science. In grading the student in this area, the teacher considers the following:
 - **Preparation:** Student comes to class prepared and on time. The student has homework completed and has books, pens, pencils and other needed supplies.
 - **Attentiveness:** Student is regularly and consistently attentive and participatory
 - **Diligence:** Student manifests an attitude of responsibility and initiative. The work presented shows thoroughness, neatness and completion.
 - **Cooperation:** Student is respectful and demonstrates a spirit of helpfulness. The student does not prevent others from learning by interrupting the class or by speaking out of turn.

The National Junior Beta Honor Society: The purpose of the National Junior Beta Honor Society is to promote the ideals of character, scholarship, service and leadership. Students in the 5th through 8th Grade who fulfill the criteria for membership are inducted in the spring term. Inductees fulfill the following requirements:

1. Citizenship – Good Conduct
2. Evidence of Academic Achievement, Service, Leadership and Character.

Academic Requirements:

5th Grade: Principal's List

6th Grade: Maintains 1st Honors

7th Grade: Maintains 1st Honors

8th Grade: Maintains 1st Honors

New members pay a one-time fee of \$15.00 and Beta provides membership cards, certificates, Beta pins, Beta Journal subscriptions, access to the National Beta Club website and diploma seals for graduates.

Student of the Month: The Student of the Month Program gives deserved recognition to students who excel in various areas of growth and development consistent with the school philosophy:

- **Citizenship:** the student exemplifies Gospel values of kindness, helpfulness, thoughtfulness of others, follows school regulations, actively participates in class, leads by example.
- **Consistent Application to Study:** the student works to his/her ability at all times.
- **Academic Excellence:** the student is recognized for superior performance in academics. Minor as well as major subjects are considered.

Promotion and Retention: In the case of failure in two subjects, summer school is required before the student is admitted to the next grade the following September. A student receiving a U (unsatisfactory) in three or more major subjects will not be promoted to the next grade.

Graduation from Grade 8:

The Diploma of graduation is conferred on The Academy of St. Therese eighth grade students who receive the minimum of a passing grade in all major subjects. Failure in a major subject area requires that the student attend summer school before the diploma is conferred.

Spola Scholarship: A scholarship to the Academy of Holy Angels is awarded each year to an eighth grade girl, whose family belongs to St. Therese of Lisieux Parish, through the Spola Scholarship Fund. In order to be eligible for the scholarship, the following requirements are necessary:

- Parents must submit a copy of their income tax forms for the year.
- The Student's academic grades for 6th, 7th and 8th grade and standardized test scores must be given to the board, in order to determine that the student is capable of maintaining a "B" average at the Academy of the Holy Angels.

Once students are accepted into the Academy of the Holy Angels and parents have submitted their income tax forms, the trustees will make a decision.

Other scholarships are available to:

Regis in New York City	(all boys)
Ralph and Muriel Miller Memorial Scholarship	Catholic School of choice
Mother Cabrini Scholarship	Catholic School of choice
The Patrick Nilsen Memorial Scholarship	School of choice
St. Therese Scholarship	School of Choice

Records and Transcripts: Viewing Records: A parent may review:

- the child's academic records
- standardized test results
- health records
- emergency sheet

Government Records: Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL are the property of the local Board of Education. A parent who wishes to examine these records or to procure additional copies must apply to the Board. The school is not permitted to distribute this information to anyone, not even to the parents.

Transcripts of academic and health records are sent directly from school to school when The Academy of Saint Therese receives an official request from the receiving school.

DISCIPLINE

A spirit of Christ like charity, respect for authority and mutual cooperation are essentials of the learning environment at the Academy of St. Therese.

Students are expected to act with courtesy and respect towards one another and toward all members of the staff. They must take seriously their obligation to develop life-time habits of self-control and concern for the wellbeing of others. The home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

If there is a serious problem or disruption in the classroom, the teacher will send the student accompanied to the office.

After notifying the parent, the teacher may keep the child before school or after school to complete missed classwork or homework or as a disciplinary measure.

If a student continues to have a discipline problem, the teacher will notify the parent and discuss the issue. The teacher will notify the Principal if needed. The Principal has the discretion to further discipline the student depending on the severity of the unacceptable behavior.

Physical Violence

Hitting will not be tolerated and will result in immediate in-school suspension at the discretion of the Principal.

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/ Parent/ Student conference will be scheduled.

Cell Phones and Electronic Devices

The use of cell phones, MP-3 players, I-Phones, I-Pads, paging devices and or any other electronic/gaming equipment is not permitted in school.

All cell phones and electronics will be left off in the student's locker in Grades 6-8 and in all other students' back packs for the entire school day, including before school, lunch, lunch recess, and in After Care.

The devices may not be turned on until the student is out of the building.

The teacher will remind the students of this rule as needed.

First Offense: If a student has a device taken from him/her during the school day, during Before Care, or during After Care, the teacher will give it to the Principal and it will be held in the Principal's office until the parent retrieves it. The student will check the device in and out of the Principal's office for one week.

Second Offense: If a second infraction occurs, the same consequences will occur and the student will serve a one day suspension. Extenuating circumstances will be taken into consideration.

PLEASE ALSO SEE APPENDIX B**Bullying**

See Appendix A

This policy of zero tolerance is in place for fighting or bullying.

Extra Curriculum Activities**Student Council**

Meetings usually held at lunch time

Basketball Teams

Boys/Girls Pee Wee	3 rd & 4 th grade
Boys/Girls Junior	5 th & 6 th grade
Boys/Girls Varsity	7 th & 8 th grade

Before School Program

7:15 am – 8:00 am (K-8) 7:15 – 8:30 am (Pre K)
 Registration fee: \$25.00 for one child and \$50 per family
 Fee: \$7.00 per day for 1 child; \$12 per day for 2 children;
 \$15 per day for 3 children
 Regardless of the arrival time at Before Care the charge is
 \$7.00.

After-School Program

3:00 pm – 6:00 pm
 Registration fee: \$25.00 for one child and \$50 per family
 Fee: 1 child -\$7.00 per hour or part thereof
 2 children - \$12 per hour or part thereof
 3 children - \$15 per hour or part thereof

If a child is picked up after 6:00 pm, the parent will be charged an additional \$7.00 per child and a late fee of \$10.

The After School Program should not be used for playdates.

Choir - Practice on Wednesday for participating students from Grades 4 – 8 from 2:30 – 4:00 pm.

Art Club – Moderated by Mrs. Fuhrmann

Other Clubs – To Be Announced

Lunch Program

A hot lunch is provided every day. We remind parents who may choose not to use the hot lunch program that at the Academy of Saint Therese, we strive to be a completely nut-free school as a support to families whose children have serious allergies.

In regard to the hot lunch program, it is essential that the orders are placed on time as directed. Late orders cannot be accommodated. The food we serve follows the New Jersey Food Nutritional Guidelines.

The following lunch guidelines are new to the school and must be followed.

- Please plan ahead and pack lunch daily for your child if you have not ordered hot lunch for that particular day.
- Parents may not drop their child's lunch to the main office on a regular basis.

Protecting God's Children

All parents who volunteer in any way at our school, as a chaperone on field trips or as coach of a team or a monitor of a club, need to attend Protecting God's Children, which is offered by various parishes in the Archdiocese.

Field Trips

The Academy of St. Therese sponsors and conducts field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip form is provided by the school.

Parents who do not wish their child to go on a particular field trip have the right to refuse permission. However, the decision not to go on a field trip does not offer a day off from school. Students will be expected to attend school, in accordance with diocesan requirement.

In the event that the school nurse is unable to attend the field trip, parents of students with allergies requiring epi-pens must attend the field trip.

Medication

The Academy of St. Therese strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- The parent or guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the School Nurse or her designee will administer the medication under the following conditions:
- The medication must be given to the School Nurse or Principal by the parent/guardian;
- The medication must be in the original pharmacy labeled container;
- The parent/guardian and the student's physician must complete and sign an *Authorization to Administer Medication in School Form*. This form is available from the school.

Students will be permitted to self-administer medication only in case of life threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an *Authorization for Self-Administration of Medication in School Form*. This form is available from the school.

Policy on Administration of Epinephrine: As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements regarding Liability: Written authorization for administration of the epi-pen must be received from the parent/guardian of the Student. The parent/guardian of the Student shall be notified that upon administration of the epi-pen, in accordance with procedure below as provided by law, the School and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parent/guardian of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury as provided by law.

Administration of the epi-pen by the School: The School Nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School Nurse, another school employee, designated and trained in administration of the epi-pen by the School Nurse pursuant to New Jersey law, may administer the epi-pen.

Health Services

Hearing: Each year all students in grades K, 1, 2, 3, 4, 6, and 8 are tested for hearing.

Height and Weight: Each student in grades K – 8 will have their height and weight recorded annually.

Vision: Every student K – 8 is given a vision test annually and parents are notified if further testing is needed.

Scoliosis: All students in grades 5 and 7 are checked annually for scoliosis by the school nurse

Physical Examinations: In accordance with the State of New Jersey's School Health Act, physical examinations are required three times in the nine years of school.

- Original entry of the child into the school by their private physician.
- In grades Kindergarten, 3rd and 6th by private physician.
- All Pre-K students must have a completed immunization form including any allergies or medical problems.
- **Illness:** A student with a fever (temperature 100 degrees or higher), must remain at home until the student has been fever-free without medications for 24 hours. A student absent for 3 days or more must present a physician's note upon returning to school. If the student's absence was due to contagious illness, a physician's note stating that the student is no longer contagious must be presented on return to school.
- It is the policy of the Academy of St. Therese require periodic tuberculosis testing for all staff and students. Any experiencing positive results will be excluded from school. The individual may return to school only after a chest x-ray, or symptom assessment by their physician and submission of a plan of action.

Child Abuse or Neglect: New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Child Protection and Permanency.

Child Abuse Hotline - 1-877-NJ ABUSE

Dress Code

Uniforms are supplied by:

Flynn and O'Hara, School Uniforms, Emerson Plaza, 473 Old Hook Road, Emerson, NJ 07630
(201) 634 – 0111.

The Academy of St. Therese has a dress code which requires cooperation from parents. The school uniform for the girls must be worn at an appropriate length, no more than **two inches** above the knee. Students rolling up the skirt or blouse will be corrected and the parent will be notified of the infraction.

SHOES

The shoe is a fully tie or buckle shoe, low heel, secure and sturdy enough for play—**no ballerina, clogs, platform, moccasin style shoe shoes**. Shoe must be Blue, Dark Brown or Black in color. Black Sneakers may not be wore in lieu of school shoes.

Girls – During the winter months, no boots, may be wore all day long.

Sneakers, when worn for gym, or as part of the summer uniform, are a standard white sneaker. No boot-like, high tops, over the ankle sneakers or roller sneakers are allowed. Black Sneakers may not be worn in lieu of school shoes.

Dress Down: On occasion, we have a dress down day.

This is **DRESS DOWN CODE** for the children on “**DRESS DOWN DAYS**”. We ask that the children come appropriately dressed for school. The following clothing is not appropriate.

- Tanks tops/ belly shirts (crop tops)/ sleeveless shirts
- No short shorts or short(mini) skirts; shorts & skirts must be 2 inches above the knee.
- Flip flops or any open toe shoes
- No boots of any kind
- Tee shirts with inappropriate logos or language
- Ripped jeans, leggings, jeggings
- Hats
- No shorts in winter months

NOTE: Regulation on jewelry is the same as our regular days.

In keeping with our philosophy of respect and non-violence, we do not allow:

- Costumes that are suggestive or have violent overtones
- Costumes with weapons

The Principal will make decisions about Dress Down Days and exceptions to the dress code policy.

Students will ask the Principal if clarification is needed.

The Academy of St. Therese Home School Association

Current President: Ms. Megan Auguste

The Academy of St. Therese Home School Association (HSA) is a community of parents and guardians of students currently enrolled in the Academy of St. Therese.

The Home School Association has the responsibility of raising funds to supplement the tuition charged. The Association accomplishes this by requiring every family to get involved. Every family signs a contract with the school. There are two parts to the contract. The first part of the contract requires all families to participate in the four major fundraisers. The second part deals with time and talent requiring all families to get involved and to support scheduled events during the school year. Involvement in both parts of the contract is mandatory. Even when a family takes the option of a Buy-Out, still the family is encouraged to find a way to get involved in some manner.

The Academy of Saint Therese Advisory Board

The Board contributes in the following ways:

- **Planning:** establishing a mission statement and a strategic plan.
- **Finances:** Developing plans and means to finance ongoing educational programs, setting tuition, negotiating the parish subsidy and developing the annual budget.
- **Selection of the Principal:** participating according to the constitution and the policies of the diocese and the religious congregation in determining the Principal.
- **Development:** public relations and marketing, formulation of a plan, the development and presentation of a case statement to the public and the acquisition of funds to bring the plan to fruition.
- **Evaluation:** determining whether goals and plans are being met and determining the Board's own effectiveness.

The Academy of Saint Therese of Lisieux Contract Agreement 2019-2020 School Year

By sending our child/children to the Academy of Saint Therese of Lisieux, we acknowledge that the school has the right to expect us and our child/children to comply with the rules and regulations as set forth in the Parent/Student Handbook. We also understand that the school has the right to set policies and make decisions which are in the best interest of our child/children and also in the best interest of the whole student body.

Parents and Guardians pledge to:

1. Support the program and policies as set forth in the Handbook.
2. Pay the base tuition, registration and fees in a timely manner.
3. Participate fully in the mandatory fundraisers as part of the tuition or elect the buy out option.
4. Participate fully in the Time and Talent Program as part of the tuition or elect the buy out option.

****HSA financial obligations are an integral part of the tuition and must be paid in full.****

Students pledge to:

1. Abide by the regulations as set forth in the Handbook.

We do hereby contract with the Academy of Saint Therese of Lisieux that we, the undersigned parents and our child/children, will comply with the decisions made by the school as stated in the Handbook.

The administration retains the right to amend this Handbook for just cause. Parents and students will be given prompt notification if changes are made.

PARENT/STUDENT HANDBOOK AGREEMENT

I have read the Academy of Saint Therese Parent/Student Handbook and agree to abide by the regulations set forth in it during attendance at the Academy of Saint Therese.

CONTRACT ACKNOWLEDGEMENT FORM

I, the undersigned, have read and acknowledged each of the contractual policies included in the 2019 - 2020 Academy of Saint Therese Parent/Student Handbook. I understand that continued enrollment at the Academy of Saint Therese is conditional on acceptance of and compliance with the provisions of the policy and that violation of the policy may result in immediate termination from the Academy of Saint Therese.

Parent/Student Handbook Agreement

Parent/Guardian Signature (PK3 - 8th grade)

Date

Student Signature (Grades 3 – 8)

Grade

Date

Appendix A

THE ACADEMY OF SAINT THERESE Bullying, Harassment and Intimidation

Policy:

The Academy of Saint Therese, as part of its mission as a Catholic School recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the Academy's ability to educate its students. They are counter to the philosophy of the Academy as a caring Christian community, formed to proclaim and live the Gospel of Jesus Christ.

Definition of bullying, harassment and intimidation:

Any behavior that takes away the rights of another and or causes a person not to feel safe constitutes bullying, harassment, and intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication (any communication transmitted by means of an electronic device including, but not limited to, a telephone, cell phone, computer or email) that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic such as race, color, religion, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus that:

- a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing the student in reasonable fear of harm to his/her property or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption or substantial interference with, the orderly operation of the school or the student's ability to be educated.

Behavior Expected of Students:

In conjunction with the best traditions of Catholic morals and ethics, the Academy expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Academy believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others as well as for school and community property on the part of students, staff and community members. The Academy believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

Instruction:

The Academy will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

Consequences and Appropriate Remedial Action:

The Academy requires its Administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by the Administration in the development of the procedures for determining appropriate consequences and remedial measures for each act of bullying, harassment and intimidation.

Factors for Determining Consequences:

- Age, developmental and maturity levels of the parties involved;
- Degree of harm;
- Surrounding circumstances;
- Nature and Severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred;

Factors for Determining Remedial Measures:**Personal:**

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular Activities;
- Classroom participation; and
- Academic performance.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situations; and
- Family situation.

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial action for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Mediation;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Supportive student intervention;

Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;

- Behavioral management plan, with benchmarks that are closely monitored;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

Environmental (classroom, school building or school wide):

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions;
- Parent conferences;
- Family counseling;
- Peer support groups; and
- Law enforcement involvement.

Reporting Guideline:

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, or the Principal. All teachers and staff members, volunteers, parents and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the Principal.

The Academy can only address problems of which it is aware. Therefore, it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Report and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the Principal will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

Intervention and Responses:

The Academy recognizes that some acts of bullying, harassment or intimidation may be isolated incidents requiring that the Principal respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of bullying, harassment or intimidation that they require a response either at the classroom, entire Academy or by law enforcement officials. Consequences and appropriate remedial action for a student who commits and act of bullying, harassment or intimidation may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, the Principal shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The response of the Principal can range from school and community surveys, to mailings, to focus groups to adoption

of research based bullying prevention program models, to training for teachers and staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the Academy's response to the actions, in the context of the acceptable student behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers.

In addition, the Principal will make resources (e.g. counseling) available to individual victims of bullying, harassment or intimidation when appropriate and respond in a manner that does not stigmatize victim(s).

After results of investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, suspension or expulsion or consultation with/or reporting to law enforcement officers.

Depending on the severity of the incident, the Principal may take appropriate measures to ensure student safety, including but not limited to: implementing a safety plan, separating and supervising the student involved, involving school staff for intervention and/or ongoing support, developing a plan involving parents. Since parents are key partners in both changing the bullying behavior, the Principal shall discuss her/his findings, planned consequences and intervention plan with both the parent and the offending victim. The Principal shall keep a record of findings and remedial actions on file for future reference.

Reprisal or Retaliation Prohibited:

The Academy prohibits both reprisal and retaliation against any person who reports an act of bullying, harassment or intimidation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

Consequences for False Accusation:

The Academy prohibits any person from falsely accusing another as a means of bullying, harassment or intimidation. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying, harassment or intimidation may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying, harassment or intimidation shall be disciplined in accordance with Academy policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of bullying, harassment or intimidation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Staff Responsibilities:

The administration shall provide periodic training on the school's bullying, harassment and intimidation policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills

and strategies for continuing the education of the student in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their students' safety. All incidents must be immediately reported to the Principal in writing.

Implementation:

The Academy and all Academy personnel, with the support and guidance of the Principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Annual Policy Review:

The Academy shall review this policy on a regular basis, at least annually, and update or change it as needed.

Appendix B

THE ACADEMY OF SAINT THERESE Student Acceptable Use Agreement for Technology

The use of computer services at The Academy of St. Therese of Lisieux is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of the school's computers, iPads and information services at all times. Network and computer services include: use school computers and peripherals, the Internet, e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused. The Academy of St. Therese of Lisieux holds specific expectations for students at each grade level regarding their use of computers before, during and after school either in the computer lab, classroom, library or off school premises. The following Rules of Conduct apply to all information services.

Students:

- May not reconfigure or tamper with the network system in any way, not attempt to access or alter files without proper authorization.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is required from electronic sources and used in their assignment. (IF NECESSARY) *Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. In these instances, permission from the copyright owner must be granted.*
- Are held responsible for all activity conducted on his/her computer/iPad or under his/her password – including harassment. Are expected to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, Catholic morals and the avoidance of inappropriate language.
- May not run non-instructional computer games on any school-owned computer/iPad, server or network system.
- May not visit any site or use e-mail not authorized by the teacher.
- May never reveal their name, where they live, their phone number or any other personal information to anyone on the Internet.

- May not use social media or text message inappropriately outside of school and never in school. May not post private or personal information about or photographs of another student, teacher or staff member on the Internet, including, without limitation, YouTube, Facebook, Instagram, SnapChat or other social networking sites or via cellphone.
- May not attempt to log in through another person's email account or to access another person's files.
- May not participate in any communication that threatens, intimidates, or harasses any other student, teacher or staff member; or violate any other laws.

Every student is bound to the above terms of the Academy of St. Therese of Lisieux Use Acceptable Policy for Technology. This Acceptable Use Policy embodies responsible technology use by the students both on and off school premises. It is further acknowledged and agreed that The Academy of St. Therese of Lisieux may monitor students' computer use to determine if, in its sole discretion, such use negatively affects the safety, well being, atmosphere or culture of the school community. Failure to comply with these standards or acceptable use of The Academy of St. Therese of Lisieux technology will result, in the very least, in suspension or withdrawal of technology privileges, and may result in suspension or expulsion from school.

A copy of this agreement will be sent home with all students the first week of school. The bottom portion of the second page should be signed and returned by both student and parent to acknowledge understanding of the technology policy.