

PARENT/STUDENT HANDBOOK 2020-2021

KINDERGARTEN – 8TH GRADE



ST. THERESA SCHOOL

540 Washington Avenue, Kenilworth, NJ 07033

Phone	908-276-7220	
Main Office ext.	200	Principal ext. 201
Finance ext.	205	Nurse ext. 202
Fax	908-709-1103	

www.mysts.org
principal@mysts.org

Revised: August, 2020

TABLE OF CONTENTS

Accreditation.....	4
Non-Discrimination Policy	4
Purpose of and Amendments to Handbook	4
Mission Statement.....	3
Admission Policy	8
School Requirements	5
Custodial and Non-Custodial Parent’s Rights	9
Academic Policy	9
Discipline Code.....	14
Health and Safety	16
Dress Code	21
School Related Matters	24
Covid-19 Guidance (adapted from NJDOH)	28
Addendum for Remote Learning	37
Acknowledgment and Receipt Form	41

MISSION STATEMENT

Saint Theresa School, a Catholic School in the Archdiocese of Newark, is dedicated to the cultivation of academic excellence and the spiritual, social and emotional growth of each student.

Our school nurtures an environment of cultural diversity in which a caring faculty, through the implementation of the educational system of St. John Bosco, based upon reason, religion, and loving kindness, seeking to develop in each student to his/her full potential.

With Christ and Mary as our examples, the Saint Theresa Community grows in a family atmosphere in which each individual experiences respect, challenge, responsibility, and exceptional love.

The sign over the door in our front entrance expresses our Mission and Philosophy in different terms:

*Let it be known to all who enter here
that Jesus Christ
is the reason for this school,
the unseen but ever present Teacher in its classes,
the Model of its faculty and staff,
the Strength of its parents,
the Inspiration of its students.*

PHILOSOPHY

St. Theresa School is committed to providing a quality education in a Catholic environment. This commitment is based upon our belief that Jesus Christ is the Master Teacher. He is the perfect person and the Model whom we offer to our students. As a Salesian Catholic school, we strive to make Mary, our Blessed Mother, known as our Mother, Teacher, and Guide.

The true follower of Christ thinks and acts in accordance with reason and faith. Each staff member assists the children in developing their spiritual, moral, social, intellectual, and emotional growth. They integrate culture, faith, and life through the teaching of all subject areas in the light of the Gospel so that the children can become “good Christians and honest citizens.”

Inspired by the example and teaching of St. John Bosco, the patron of educators and the friend of youth, the faculty implements his educative principle of reason, religion, and loving kindness in their daily interactions with the students. Thus a wholesome family atmosphere is created and a feeling of mutual respect and trust exists between staff and students.

The school staff acknowledges the responsibility given them by the children’s parents and the parish. They believe that through the cooperation of all three the child will become a person of true character. Hence, the school seeks to promote communication and unity between itself, the home, and the parish.

The personal formation given at St. Theresa School is based on a vision of preparation for Christian life. Its message is born and grows within the communities of family, school, and parish. It reaches its fulfillment in the gift of service to God and to others in imitation of Jesus Christ and His mother.

ACCREDITATION

St. Theresa School is accredited by the Middle States Association of Schools and Colleges. It is the Archdiocese of Newark School System and is registered with the NJ Department of Education Office of Non-Public Services.

NON-DISCRIMINATION POLICY

St. Theresa School admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Theresa School does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

PURPOSE AND USE OF THIS HANDBOOK

This handbook exists to foster the efficient operation of St. Theresa School. To meet this objective, the School Administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or their parents/guardians.

AMENDMENTS TO THIS HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the School Administration. After changes to this handbook have been approved by the appropriate authority, parents/guardians will be notified within 30 days.

SCHOOL REQUIREMENTS

Absence and Tardiness

When a student is going to be absent from school, the parent/guardian is required to notify the School Nurse before 9:00 AM. If a call has not been received by 9:00 AM, the School Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, (s)he must present to the teacher a written excuse from a parent/guardian stating the student's name with the dates and reasons for the absence. An absence of three consecutive days requires a doctor's note.

Parents should make sure to notify the office in the case of a prolonged absence, i.e., three (3) or more days. Students should not return to school unless they are well enough to participate in school activities, and **after a prolonged absence, a note from a medical professional must be submitted in order for the student to return to school. In case of prolonged absence, the student may be permitted to access Remote Instruction.**

It is required that the student will make up the work missed for each class. Students and their parents are responsible for seeing that all missing work is completed. Arrangements for obtaining daily class work can be made by calling the school office in the morning. This gives the teacher time to prepare the assignments.

Any student who is not in the school building by 8:00 AM is considered late. The student is then required to enter through the school main office door, receive a late slip and report directly to class. The teacher will receive the slip, and keep it on file. When a student (K-8) is tardy 3 times in one trimester, he/she will receive a detention. Should a student not attend their assigned detention, he/she will receive a lunch/recess detention.

Every attempt should be made to schedule doctor's appointments after school hours. In the event that it is not possible, it is the student's responsibility to make up any missed work.

A student absent for 18 or more days during the school year is in danger of not being promoted or not graduating. Reasons for absence vary so individual circumstances are always part of the consideration. However, the student's grades (particularly class participation) are always affected by non-attendance.

In case of prolonged access, the student may be permitted to access Remote Instruction. Parents should make this request directly to the Principal if necessary.

Absence from School and Participation in School Activities

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to participate in extracurricular or athletic activities that day, i.e., in the afternoon as well as in the evening. This extends throughout the day of the illness as well as the assigned term of the disciplinary action.

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

Appointments with School Personnel

Parents/guardians who wish to meet with their child's teacher should contact the teacher directly through written note or email; should a parent/guardian wish to meet with the principal or any other member of the faculty or staff, the parent/guardian should contact the school office to arrange a mutually convenient conference time. For the sake of order in the school, parents may not approach members of the faculty/staff during the school day without a prior appointment.

Members of the staff who wish to communicate with parents/guardians of a student will do so by phone, letter, email, or at a mutually convenient conference. Teachers will not schedule conferences at times that would conflict with teaching or supervisory duties. When appointments are made, both the parent/guardian and the school staff member should be aware of the purpose(s) of the conference so that all concerned may be appropriately prepared.

Attendance

Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these 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. Children participating in "Take Your Child to Work Day" will be marked absent, but as long as a note from the parent states this is the reason for the absence, it will be considered an excused absence and will not count against "perfect attendance."

Catholic Applicants

A Baptismal Certificate and verification of reception of any additional sacraments is required.

Children Bringing Cash to School

St. Theresa School strives to operate as a "cash-less" school, especially in the midst of our Covid-19 environment. Most payments will be able to be made online.

Any money that is sent to school should be placed in a sealed envelope and identified with your child's name and classroom, the amount enclosed, and its purpose.

Communication with Parents

Due to the Covid-19 pandemic and subsequent directives, St. Theresa School will communicate with all parents/guardians through the monthly school calendar, posted on our website at www.mysts.org. Likewise, all that previously was sent home in the communications folder/envelope will be posted electronically. Please make it a regular practice to consult the school website each Thursday and whenever contacted to do so via email or text. Teachers will publish homework, etc. online at www.mysts.org on the Teacher Pages.

Early Dismissal and Planned Closings

Planned early dismissals and planned closings will be indicated in the yearly and monthly calendars. The preliminary annual calendar is **tentative**, and subject to change. The monthly calendar will indicate any change(s).

Family Vacations

St. Theresa School strongly discourages student absence from school because of family trips or vacations. If parents choose to take children out of school for such purposes, homework/class work will not be provided to a student prior to the absence. The student will be held responsible to make up all work and tests upon returning to school. **Final exams will be made up at the discretion of the teacher in consultation with the Principal.**

Immunization Requirements

Age appropriate immunizations are required for ALL students.

- DTaP: Four doses with one dose given on or after the fourth birthday, or any five doses.
- IPV: A minimum of three doses provided at least one dose is given on or after the fourth birthday, or any four doses.
- Measles vaccine: two doses administered on or after the first birthday and between the 4-6 birthday.
- Rubella vaccine: one dose administered on or after the first birthday.
- Mumps vaccine: one dose administered on or after the first birthday.
- Hepatitis B: K-8: three doses or two doses adolescent formulation.
- Varicella: one dose on or after the first birthday and one dose between the 4-6 birthday.
- Tdap- One dose of the Tdap vaccine is needed when entering 6th grade and at 11 years of age.
- Meningococcal vaccine is required when entering 6th grade and when the child is 11 years of age (no younger).
- Hib – four doses by 15 months.
- Flu

A STUDENT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED INTO ST. THERESA SCHOOL.

Physicals are required in specific grades. The school nurse will inform parents of these requirements.

Registration

Age Requirements:

A birth certificate with a raised seal must be submitted as proof of age.

The Kindergarten child must be 5 years old on or before October 1.

The First Grade child must be 6 years old on or before October 1.

ADMISSIONS

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of any parish in the Archdiocese.

Parents of new students must present the child's current and the previous two years' report cards, birth and baptismal certificates, and updated immunization records.

In order to be admitted to St. Theresa School, children must have a satisfactory academic and conduct record.

Conditional Acceptance at St. Theresa School

Any student accepted conditionally in St. Theresa School must meet the agreed upon conditions. If the conditions are not met, the student may not be allowed to continue through the school year or be re-registered for the next school year.

Re-Registration

At re-registration for the new school year a registration form must be filled out and a registration fee paid. This fee is **non-refundable**.

Students may not re-register for the following school year if their misbehavior results in the following:

- A K student has an average of "U" on two social behavior reports.
- A 1st-3rd grade student has an average of "N" in the social development area on three report cards.
- A 4th-7th grade student has an average of "U" in the personal development area on three report cards.

If a student's behavior is generally disruptive and uncooperative, it will be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education of the whole class because of the disruptive behavior of one student.

Transfer Students

In addition to all the registration items, a transfer notification, a most recent report card, and standardized test scores from the previous school are required before being admitted into St. Theresa School. The applicant and his/her parents/guardian must be interviewed by the Principal. The applicant may be asked to pass a readiness test or entrance exam.

Supervision

St. Theresa School's responsibility for the supervision of students begins at 7:40 AM and ends at 3:00 PM. Children who are not picked up by 3:00 PM will be brought to aftercare and their parents will be charged the aftercare fee. For children properly enrolled in the school's extended care program, the school's responsibility for supervision may begin as early as 7:00 AM and end as late as 6:00 PM.

CUSTODIAL AND NON-CUSTODIAL PARENT’S RIGHTS

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 school 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 would be useful to the school in fulfilling its obligations and especially in the case of parents having joint custody.

Parental Access to Student School Records

St. Theresa School 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 parental request, the school will provide the non-custodial parent with access to the student’s essential academic records.

Pick-up from School

The School will permit only the custodial parent, or his/her designee, to pick up the child during, or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during the day or at the end of the school day unless there is a written authorization from the custodial parent. In an emergency, a clearly defined, one time telephone authorization, letter or fax may be acceptable. Student Emergency and Release Forms must always be updated by the parents/guardians.

ACADEMIC POLICY

Acceptable Use Policy

The use of computer services at St. Theresa is a privilege, not a right. While the school acknowledges the legitimate role of the Internet in education, it also reserves the right to set the terms and limits on its usage. All parents and students must sign and return the Acceptable Use Policy established by the Technology Department before students may access the internet. In addition, students/parents who receive Chromebooks will be asked to sign the STS Technology Agreement.

Grading, Honors and Award Policy

Report cards are issued three times a year for grades K-8.

Conferences for Grades K-8 will be scheduled after the first trimester report card, and as needed.

Grades K through 3 will receive letter grades based upon the following academic code:

E = Exceeds

S = Secure

D = Developing

B = Beginning

N = Not yet performing

Grades 4-8 students will receive letter grades based upon the following academic code for Religion, ELA, Mathematics, Social Studies and Science (Major Subjects):

A+ (97-100)

A (92-96)

B+ (88-91)

B (83-87)

C+ (78-82)

C (73-77)

D (70-72)

U (below 70)

Grades for Art, Health, Spanish, PE & Technology, as well as Personal Development are:

O (Outstanding)

I (Improvement Needed)

S (Satisfactory)

U (Unsatisfactory)

Students in grades 4-8 can earn honors based on the following criteria:

First Honors

A in ALL Major Subjects

S in ALL Minor Subjects

S in ALL areas of Conduct (Personal Development),

i.e., for major and minor subjects

Second Honors

A/B+ in ALL Major Subjects

S in ALL Minor Subjects

S in ALL areas of Conduct, (Personal Development),

i.e., for major and minor subjects

Graduation Honor Cords

Gold Cord A *Final Average in All Major Subjects AND*

S *in all minor subjects AND*

S *in ALL areas of Conduct*

Blue Cord B+ *Final Average in All Major Subjects AND*

S *in all minor subjects AND*

S *in ALL areas of Conduct*

The major subjects are those with more than 3 class periods per week, namely: RELIGION, LANGUAGE ARTS, MATH, SCIENCE, AND SOCIAL STUDIES.

The minor subjects are Music, Art, Gym, Computers, and Introduction to World Language.

Repeated detentions and/or any misbehavior will result in the loss of honor cords.

Such decisions are at the discretion of the principal.

Make-Up Work

All make-up work for days absent is the responsibility of the student. It is up to him/her to inquire from the teacher the materials that were missed and to ask what must be done pertaining to assignments and/or tests.

Progress Reports

Midway through each trimester, progress reports will be sent by the teachers to the parents of students in Grades 1-8 in order to indicate current academic/conduct standing and to facilitate communication.

Social Behavior reports will be sent to all K students at their designated times.

Promotion/Retention

Primary Grades: St. Theresa School strives to ensure that each child has a valid formation in the basic skill areas that will render him/her capable of living in a society as a responsible citizen. In order, therefore, for a student in the primary grades (K-3) to be promoted to the next grade, he/she must pass each of the LANGUAGE ARTS SUBJECTS (Reading, Phonics, English, and Spelling) and MATH SKILLS.

Intermediate/Junior High: Students in the intermediate and junior high grades will not be promoted if they have a failing average in more than two major subjects, namely: RELIGION, MATH, LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES.

Students who have failed one or two of the major subjects must attend summer school or be tutored by a certified teacher during the summer months. Verification of summer course work is required for promotion.

Graduation Requirements: To receive a diploma from St. Theresa School, a student must have maintained a passing average in each major subject. Additionally, all financial obligations to the school must have been met before graduation.

Records and Transcripts

A parent/guardian has the right to view his/her child's academic records, standardized test results, health records, and emergency sheets. These records are available upon request.

Records attached to publicly funded services provided through the local Board of Education or Union County Educational Services Commission (USESC) such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc., are the property of the Board of Education/USESC. A parent/guardian who wishes to examine these records or to obtain copies for his/her own use must apply to the local School Board or the UCESC. The School is not permitted to distribute this information to anyone, including the parents/guardians.

Transcripts of academic records and health records may not be given directly to the parent/guardian in the event of a student's transfer. A request for transfer must be submitted in written form by a parent/guardian. The transcript and health records will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the "sending" school.

Religious Education and Religious Services

Non-Catholic students are welcome at St. Theresa School. Non-Catholic families are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and participate in liturgical services scheduled for students during the school year.

Sports/Activities Eligibility Policy

Students who wish to participate in school-sponsored extra-curricular activities, i.e., sports, Forensics, Student Council, etc., must meet the demands of St. Theresa's academic as well as discipline code. Students and parents are bound to the Academic/Activity Policy established by the school. *This policy states that students who participate in any extra-curricular activities must maintain a passing average in major subject areas and an "S" in all minor subjects, as well as an "S" in all areas of conduct.*

Standardized Testing

Standardized testing is required by the Archdiocese of Newark. The NWEA MapGrowth Tests are used to assess the academic strengths of students in Reading, Language Arts, Math, and Science. It is important that each child be present for the group testing, so that the child may obtain a score which will contribute to a more accurate test interpretation. Standardized test dates are indicated on the monthly calendar, and will be administered in the fall, winter and spring in order to ascertain student's growth.

Student Council

Students in grades 7 and 8 may run for a student council office if they have received no grade lower than a "B" on their current report card in every major subject, and no mark lower than "S" in all minor subjects and all areas of conduct.

Students in grades 5-8 may run as an executive committee member if they meet the above criteria.

DISCIPLINE CODE

Discipline Philosophy

The Discipline Code serves as a guideline for students and their families. It represents the expectations St. Theresa School has for its students as individuals and as a whole student body. A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment of St. Theresa School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students learn responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- Warning Notice
- Punishment assignments
- Denial of privileges
- Detention, in-school suspension, out-of-school suspension, or expulsion

School Building Rules:

For the proper upkeep of St. Theresa School and the safety of the persons in it, the following rules must be enforced:

1. Students are to enter and exit the building quietly, corridor movement should be in silence.
2. Paper and other garbage must be disposed of properly.
3. Running is prohibited in the corridors.
4. Restrooms must be used at the proper time and be kept clean.
5. Lost and found articles are to be brought to the Office.
6. Smoking, alcohol, or drugs are not permitted. Any student using these could be dismissed from the school.

Harassment is any sort of ongoing behavior that is troublesome, including inappropriate internet communication. It can be words, gestures, or actions which tend to bother, alarm, or verbally abuse another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she:

- makes a telephone call/electronic communication without purpose of legitimate communication
- insults, bullies, taunts or challenges another in a manner likely to promote a disorderly response
- makes repeated communications anonymously or at extremely inappropriate hours, or in offensive coarse language
- subjects another to offensive touching
- engages in any other course of alarming conduct serving no legitimate purpose.

Harassment occurs then, when one person makes repeated verbal, written, physical, or internet contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

Actions that violate the law, threaten or cause harm to another student or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a conference will be scheduled with the Principal, parent, and student. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home-school efforts to help the student to improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences.

Expulsion is the permanent removal of the student from the school. Ordinarily, expulsion should be employed only when all other means of discipline, including suspension, have been used and proven ineffective. It is a serious consequence of a student's behavior choices and is not invoked lightly. After two formal suspensions, a student is subject to expulsion. However, if in the sole determination of the school, a student's conduct or activity reflects such grave discredit on the school or otherwise presents a definite impediment to the welfare and progress of the school community, the student may be expelled without the school's having taken prior disciplinary measures.

In cases of serious disciplinary matters, parents/guardians may initiate an appeal process. A written request must be made to the Principal within five (5) business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing within these five (5) business days forfeits the right to a hearing.

Carry Over

The Administration reserves the right to carry over from trimester to trimester any conduct incidents, detentions, and In/Out of School suspensions depending on specific cases.

Detention

Detentions are at the discretion of the Teacher and/or Administration. Students will serve detention in their homeroom. Students will be given a written assignment.

In/Out of School Suspension

In/Out of school suspensions are assigned for repeated Major Offenses or a Severe Offense, as described above, or at the discretion of the administration for severe or repeated offenses. The term of the suspension will be determined by the administration. Failure to meet the terms of the suspension by either the student or the parent may result in suspension or expulsion.

- **In-School**

Students will be given schoolwork for that day and other assignments to be completed at a determined location. Any class work missed will be the responsibility of the student to complete. Tests will be administered to the student during in-school suspension. The student is responsible for meeting all class deadlines independent of suspension. An in-school suspension automatically results in the loss of honor roll status for that trimester.

- **Out-of-school**

Students must make up any work or grading opportunity missed during the time of the suspension. This includes class work, homework, tests, or other assessments due on that day. An out-of-school suspension automatically results in the loss of honor roll status for the trimester.

Documentation

Disciplinary Forms (Warning Notices)

In cases where the teacher feels student behavior warrants, a Warning Notice will be issued. The teacher will complete and sign the form. The form will be sent home to be signed by a parent/guardian and returned to the teacher the following day. If the form is not returned, the student is accountable for the consequences.

In the report card for grades 4-8, each teacher will assign the student's conduct grade based on the grading scale for his/her class.

This conduct grade will be referred to for awarding honors and for sports/activity eligibility.

Honors: A student receiving an "I" or lower in any major or minor subject will not qualify for honors.

Search

St. Theresa School reserves the right to search desks, students, and personal belongings in order to insure the safety, health, and property of the school, students, and staff.

Smoking, Drugs, Alcohol

Smoking, alcohol, or drugs are not permitted. Any student found using these will be required to leave STS.

HEALTH AND SAFETY

Arrival and Dismissal Procedures

The students' arrival/dismissal procedure is as follows:

- Anyone entering the building will be required to undergo a temperature check. Parents will be asked to read posted Covid-19 Symptom Signs at each entrance, and exclude their own children if these symptoms apply.
- School doors open at 7:40 AM and the students who arrive earlier are to register for morning care. These students are to be dropped off by the **main Gym door** after 7:00AM.
- **DOOR F: (formerly the Day Care entrance) Grades 4-5, 6-7 will enter the building and go directly to their 2nd floor classrooms.**
- **DAY CARE: Infants, Waddlers, and Toddlers enter from their outside doors; Toddler+ enters from Door D. There should be no other traffic in the Lil Stallions Hallway.**
- **MAIN OFFICE DOOR: Grade 2, KB, Grade 1, Grade 3.**
- **DOOR G (Computer Room): PK-4A & PK-4B**
- **DOOR H (Boiler Room Door): PK-3A, PK-3B, KA.**
- **CAFETERIA DOOR: Grade 8**
- PK students attending only the morning session will be dismissed from **Door H (Boiler Room Door)** at 11:00 am. **PK 3 & PK 4 will be dismissed at 2:30 from the doors they entered from.**
- Students in **Kindergarten, Grade 1 & Grade 2** will be dismissed at 2:35 pm from the **doors they entered.**
- **Students in Grades 3, 4, & 5** will be dismissed from the **door they entered in (Doors F & H)** at 2:45 pm.
- Students in grades 6-8 will be dismissed from the **door they entered in (EXIT F & I)** at **2:55** pm.
- Parents should pick up multiple children in the order of youngest to the oldest; all children must be picked up from their assigned dismissal area.

Due to Covid-19 requirements students and their families are not permitted to re-enter the school building after dismissal for forgotten items, restrooms, etc.. If there is a need to do business at the school office parents must use the main entrance.

If it is necessary to pick up a student before dismissal a note from the parent/guardian to the Office and the homeroom teacher is required. Upon the parent/guardian's arrival at the school, the student will be sent for.

If someone else will be picking up a student at dismissal, parents must notify the teacher in writing. If an emergency arises during the school day, a parent may call the office to give notification of a change about who will be picking up their child.

Parents who are not able to pick up their children by 3:00 pm are required to make use of the school's extended care program. Any students who remain in the dismissal areas after 3:00 pm will automatically be brought to the extended care program, and the parents will be charged for this service.

Students who are registered for Morning Care are to be dropped off through the front door of the Gym after 7:00 AM. Students in the After School Program will also be picked up from this door.

If it is necessary to pick up a student before 2:45 PM, a note/phone call from the parent/guardian to the Office and the homeroom teacher is required. Upon the parent/guardian's arrival at the school, the student will be sent for.

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document, as well as inspection reports, are available for examination upon request.

Buses

Students who ride the bus to and from school must abide by the following rules, **along with all Covid-19 School Bus requirements:**

- Stay seated at all times while the bus is moving. No switching seats. Seat belts must be worn at all times while the bus is in operation.
- Keep aisles clear of belongings and sit properly so that legs and arms don't block the aisle.
- No one may put any part of their body outside the bus windows.
- No one may throw anything outside the bus windows.
- Students may not change buses or invite friends to ride with them.
- Students must behave in a respectful manner towards adults and fellow students.

Bus Transportation

- a. Students arriving by bus enter the building by way of the main school entrance.
- b. At the end of the school day, bus students will be called to the gym where attendance will be taken prior to boarding the bus.
- c. A written note/other notification to the School Office/Teacher is required from parents/guardians if a student will not be taking the bus on a given day.
- d. Students who have not applied for bus service will not be permitted on the bus under any circumstances.

Any questions, particularly those related to Covid-19 bus seating, cleaning and sanitizing requirements, should be directed to the Union Board of Education or Villani Bus Company.

Emergency Closings

Parent/guardians will be notified through the school Honeywell Alert System of emergency (unplanned) closings resulting from inclement weather or other emergency situations. They will likewise be notified of delayed openings in the same manner. **It is imperative that the Secretary be notified of any phone/email changes in order to keep the Alert System accurate.**

Emergency Evacuation Procedures

In the event of an evacuation of the school building, the students and staff will exit according to fire drill procedures. They will walk to St. Theresa Church and wait for directives from the administration.

Emergency Information

All parents must complete the emergency information form at the beginning of the year. These forms will be used if the need arises to contact them. **Should a change of address or telephone number occur during the school year, either at home or at work, parents should notify the school office immediately so that our forms will always be current and this system will be effective.**

Fire/Safety Drills and Emergency Operations Plan

St. Theresa School will have fire/safety drills each month. **Due to the Covid-19 Pandemic alternate-formatted fire/emergency drills have been deemed acceptable by the State of NJ.** Students are expected to follow the directions of their teachers and to walk quickly and quietly to their assigned places.

There is a plan of action for emergency operations to provide guidance and safety for the students and staff at St. Theresa School. The students and staff perform emergency drills/school safety drills and review emergency procedures throughout the school year to ensure their safety.

Health Information

Parents are required to give written notification to the school nurse of their child's health problems (allergies, asthma, hearing or sight deficiencies, etc.).

Injury or Illness

If a student becomes ill or is injured during the school day, parents will be notified by phone and asked to pick up the child within a one hour window of time.

In the event that a parent cannot be reached, the school will call emergency contacts authorized by the parents.

It is imperative that parents update their phone numbers for such emergencies.

CHILDREN MUST NOT BE SENT TO SCHOOL IF THEY ARE ILL OR HAVE NOT BEEN SYMPTOM/FEVER FREE FOR 24 HOURS WITHOUT THE USE OF ANY FEVER REDUCING MEDICATIONS. AFTER 3 CONSECUTIVE ABSENCES DUE TO ILLNESS, A DOCTOR'S NOTE IS REQUIRED UPON RETURNING TO SCHOOL. THIS NOTE MAY BE FOLLOWING AN ACTUAL VISIT OR A TELEHEALTH MEETING.

Due to Covid-19 restrictions, all students, teachers and staff members will receive a temperature check before entering the building. Any student, teacher or staff member exhibiting a fever, fatigue, cough, aches and pains, etc. will not be permitted to enter the building or will be sent home.

Medication

St. Theresa School strongly discourages the administration of either prescription, as well as non-prescription medication, in school and on field trips. If it is absolutely essential, however, for a student to receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse may administer the medication under the following conditions:
 - a. The medication must be given to the school nurse or the Principal by the parent/guardian with full written instructions for its use.
 - b. The medication must be in the original pharmacy-labeled container.
 - c. 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 and is only effective for the school year for which it is granted; it must be updated annually for each subsequent school year.
 - d. Any child needing medication must be accompanied by a parent on a field trip.
3. Medications must be brought to school by a parent, guardian or other responsible adult. **CHILDREN ARE NOT ALLOWED TO CARRY MEDICATIONS TO AND FROM SCHOOL unless they have written permission from a physician authorizing them to carry self-administered medication such as an EpiPen or inhaler for a life-threatening condition. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication" in School" form. The parent or guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. This form is available from the School Nurse.**

Administration of the Epi-Pen by the School

As permitted by New Jersey law, the school shall follow the orders of a physician or authorized medical professional for emergency administration of epinephrine via a pre-filled auto-injector (e.g., EpiPen) for anaphylaxis.

Written authorization for administration of the epinephrine via a pre-filled auto-injector must be received from the parent or guardian of the student, along with the required orders from a physician or authorized medical professional. The parents/guardians of the student shall be notified that upon administration of the epinephrine via a pre-filled auto-injector 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 epinephrine via a pre-filled auto-injector to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law and must sign a statement acknowledging their acceptance and understanding.

The school nurse shall have primary responsibility for administration of the epinephrine via a pre-filled auto-injector. In the absence of the school nurse, another school employee designated and trained in administration of the epinephrine via a pre-filled auto-injector by the school nurse pursuant to New Jersey law may administer the epinephrine via a pre-filled auto-injector.

Nebullizer Treatments

DUE TO THE COVID-19 PANDEMIC Nebulizer treatments will no longer be administered at school. Please schedule your child's treatments either before or after school. Parents will be permitted to administer nebulizer treatments to their own child during the school day.

Parent Involvement

Parent involvement is encouraged at St. Theresa School, **although it is presently being limited as an effect of the Covid-19 Pandemic.** Any parent who wishes to volunteer must be approved by the Principal, and must submit proof of a Sterling Background Check and attendance at a "Protecting God's Children" Workshop, and an acknowledgement of the STS Volunteer Handbook.

Class Parents

Parents who wish to serve as Class Parents must contact the School Office to submit their names, and be willing to attend monthly meetings of the Home-School Association, serving as a liason between the HSA and the other parents in the class. It is required that they submit proof of a Sterling Background Check, attendance at "Protecting God's Children" Workshop and an acknowledgement of the STS Volunteer Handbook.

Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 (the Act) requires school district to implement an Integrated Pest Management IPM Plan. In accordance with the requirements of the Act, the implementation of the IPM procedures will control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the district.

Restrooms

Restrooms are never to be used as places for playing, conversing, or loitering. Students are given ample opportunity for restroom use. If a child must use the restroom more frequently, a note from the doctor is required. Restrooms must be left neat and orderly at all times to ensure the health and safety of all. Students who deface property must repair the offense in a suitable way. **Restrooms will be regularly disinfected after student use and in between class use.**

Student Accident Insurance

The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents of students in the Archdiocesan schools against financial loss. In the event that a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for required medical treatment which are in excess of benefits payable under other insurance covering the student.

Suspected Child Abuse and/or Neglect

New Jersey 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 (DCCP).

Visitors

All visitors, including short term workers, will enter the building by using the front office door and will report to the school office and **undergo a temperature check.**

Visitors will remain on the premises with the knowledge and consent of the secretary and must sign a visitor log. They must visibly wear a Visitor Pass during their time at STS.

Permission from the Principal is needed for visitors to visit classrooms during the school day, **and in this period of concern for COVID-19 contamination, will be strictly limited.**

DRESS CODE

Due to the Covid-19 Pandemic, some flexibility will be exercised regarding school uniforms; the PE uniform will be permitted to be worn throughout the week, as long as it is neat, clean and orderly.

The dress code is as follows:

Boys: K- Gr.8:

- Navy blue trousers (may be purchased elsewhere but **MUST** resemble **Mr. G's** pants)
- Brown, black or navy blue belt
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue fleece with school name printed
- Navy blue vest with school emblem
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Navy or white ankle socks
- Shoes: (K-3 – may be purchased at **Bests Foot Forward Shoes**)
- Black, rubber soled Velcro or slip on shoe
- No sneakers are allowed.
- Shoes: (Grades 4-8 – may be purchased at **Bests Foot Forward Shoes**)
- Black, rubber soled, Velcro, slip on, or laces shoes.
- No sneakers are allowed.

Girls: K-Gr.4:

- Plaid jumper
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue fleece with school name printed on it
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Navy blue knee socks or tights during the year
- Shoes: (may be purchased at **Bests Foot Forward Shoes**)
- Navy blue or black Mary Jane or loafer
- *NO SNEAKERS WEDGES, HEELS, OR "BALLERINA" STYLE SHOES ARE ALLOWED.*

Option: navy blue pants instead of plaid jumper

Pants may be purchased elsewhere but MUST resemble **Mr. G's** pants.

Girls: Gr.5- Gr.8:

- Plaid skirt or skort (must be no shorter than 2" above the knee)
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue vest with school emblem
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Shoes: (may be purchased at **Bests Foot Forward Shoes**)
- Navy blue or black Mary Jane shoes
- Flat, rubber soled, black, "penny loafer,"
- Navy blue knee socks or navy blue leotards may be purchased where parent chooses.
- *NO SNEAKERS, HEELS OR WEDGES, OR "BALLERINA" STYLE SHOE ARE ALLOWED. LOAFERS MUST COVER MOST OF THE TOP AREA OF THE FOOT.*

Option: navy blue pants instead of plaid skirt or skort

(Pants may be purchased elsewhere but MUST resemble **Mr. G's** pants).

Girls may wear school gym sweatpants under their uniforms to and from school and during recess in the winter. However, the gym sweatpants must be removed during the school day.

Summer Uniform (must be purchased at **Mr. G's** Uniform Company)

This may be worn from April 15 until October 15.

Boys and Girls:

- Navy blue shorts
- Light blue short-sleeved knit shirt with school emblem
- *NO NAVY BLUE FLEECE MAY BE WORN BEFORE OCTOBER 15TH OR AFTER APRIL 15.*
- Shoes:
- *ALL WHITE SNEAKERS, BLUE, BLACK or GREY SNEAKERS*

- *WHITE ANKLE SOCKS (MUST BE OVER THE ANKLE AND DEVOID OF LOGOS OR DECORATIONS). THESE MAY BE PURCHASED WHERE PARENT CHOOSES.*
- Gym Uniform (must be purchased at **Mr. G's** Uniform Company)

NO "HEELY" TYPE OR LIGHT UP SNEAKERS, PLATFORM OR BACKLESS SNEAKERS MAY BE WORN IN SCHOOL AT ANY TIME.

STUDENTS MAY COME TO SCHOOL IN THEIR GYM UNIFORMS ON GYM DAY.

NO STS SPORT UNIFORM SHORTS OR SHIRTS MAY BE USED FOR GYM;
ONLY THE GYM UNIFORM.

THE STS EMBLEM MUST BE ON JUMPERS, SHIRTS, VESTS AND SWEATERS.

ONLY STS STALLION HOODIES MAY BE WORN WITH THE UNIFORM DURING THE SCHOOL DAY WITHIN THE BUILDING.

Uniforms are purchased online, by phone or at:

MR. G's EMBROIDERY

713 Kearny Ave. – Kearny, NJ 07032

(Rear entry on Magnolia Avenue; delivery to STS is available)

201-991-0030

www.myschooluniformstore.com

Password: mysts

General Appearance... *any styles/trends/accessories which may be distracting to other students will not be permitted.*

- Uniform shirts are to be tucked in.
- Students are expected to be well groomed at all times.
- Boys' hair should not exceed collar length in the back. Hair must be cut around the ear on the sides and must be appropriate in width.
- Girls' hair should be neatly combed and out of the face
- Extreme hairstyles, including dyed hair, or carved designs/words/numbers/symbols, are not permitted for boys or girls. Boys may not have mohawk haircuts or similar extreme hairstyles. *Girls may not wear other accessories in their hair, e.g., beads, feathers, etc.*
- ***GIRLS WITH PIERCED EARS MAY WEAR SMALL EARRINGS. ONLY ONE EARRING PER EAR IS PERMITTED. NO CARTILAGE PIERCING. ONLY POST EARRINGS ARE PERMITTED.***
- For safety reasons, no hanging jewelry, ie., necklaces and earrings are to be worn.
- Boys are not permitted to wear earrings to school.
- No make-up, nail polish, or nail enhancements are permitted.
- The use of a wristwatch and one small ring per hand is permitted. Smartwatches, Fitbits or Bracelets are not permitted.
- The school is not responsible for any valuable jewelry worn to school.
- Simple brown, black, or STS hair bands or scrunchies are permitted. No bandanas or head coverings are allowed.
- Girls in grades 5-8 may use a purse for storage purposes. The purses are to be small, i.e. no larger than one half a sheet of paper.

TAG DAYS clothing must be modest and appropriate for a Catholic School educational setting. One of the purposes of a “tag day” is to help the children learn how to dress appropriately in a given situation. Therefore:

- No sleeveless tops
- No backless shoes
- No flip flops
- No holes in jeans
- No midriffs
- No low cut shirts
- No short shorts or skirts
- Leggings are only allowed if worn with a skirt or dress.

**** Parents/guardians of any student arriving at school dressed inappropriately will be asked to bring the student appropriate clothing or their school uniform. If the parent/guardian is unable to comply or is unable to be contacted, the student will be given a clean (but lightly-used) school-supplied PE Uniform to wear.*

Incomplete uniform

Students will receive a warning notice for any uniform infraction. Repeated offenses will result in a detention.

SCHOOL RELATED MATTERS

Backpacks

Rolling backpacks are allowed but they are not encouraged for younger grades.

Books

Students should be taught to have the proper respect for property. They must take care of all books. Hardcover books should be treated with particular care since they are loaned to different students over a period of years.

Students are responsible to replace books which they damage or lose. This includes library books.

Students will be responsible for overdue library books and/or damaged, lost textbooks, workbooks, library books, and such.

All books should be carried to and from school in a backpack.

Chromebooks

Students (and parents) are responsible for the use and care of their Chromebooks, as outlined in the STS Technology Agreement.

Care of School Property

St. Theresa School expects the students to use and take care of school property properly. Therefore, all students should share in the responsibility by:

- Keeping textbooks properly covered per teachers' direction in class.
- Never marking or defacing textbooks, desks, walls, or other school property.
- Realizing that they and their parents are responsible for replacing lost or damaged school property.
- Handling school equipment carefully.

Electronic Devices

No student is permitted to use a cell phone/Smartwatch or other electronic communication devices during school hours. If cell phones and other electronic communication devices are brought to school, they must be turned off and kept in the backpack during the school day.

Electronic devices for educational purposes may be allowed at the discretion of the teacher.

The school is not responsible for the loss or damage of any students' personal property.

Failure to comply with these rules will result in the confiscation of the devices until a parent/guardian comes to school to retrieve it.

Field Trips

Due to the Covid-19 Pandemic, all field trips are currently cancelled. When it is deemed safe to have field trips, they must be of an educational nature, and may be taken during the school year. Exceptions will be made for an additional field trip when particularly enriching opportunities arise. Participation is a privilege and may be denied a child whose behavior has been questionable. Under special circumstances parents may be required to accompany their child on a field trip. All students are required to submit a signed permission slip provided by the office before they can participate. Only this form will be accepted. No parental approval by phone will be accepted.

Students not participating on the field trip should not come to school and will be marked as absent. All fees and permission slips must be collected before the day of the field trip. **All fees will be paid online through SMART Tuition.**

Chaperones may not bring babies or any other children with them on the field trip since they are responsible to supervise St. Theresa School students.

Chaperones are required to have completed "Protecting God's Children", have undergone a "Sterling Background Check" and completed the entire STS Volunteer Packet.

CHILDREN WILL NOT BE PERMITTED TO PARTICIPATE IN THE END OF THE YEAR TRIP IF ALL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE NOT BEEN MET. THIS INCLUDES BUT IS NOT LIMITED TO:

- ***TUITION***
- ***HOME SCHOOL OBLIGATIONS***
- ***CANDY SALE***
- ***OTHER FUNDRAISERS***
- ***RE-REGISTRATION***

Home and School Association

All parents, by reason of enrollment of their children in St. Theresa School, belong to the Home-School Association. They are strongly encouraged to attend meetings each year and to participate in all activities. They must abide by the conditions they agreed to when signing the Home-School contract upon registration.

Library

Due to the Covid-19 Pandemic, the STS Library will not be in use. It is strongly encouraged that each student apply for a Library Card at their local library. This is considered to be a “best practice” for continuing education and will allow them on-line access to materials from the Union County Library Consortium. With that said, it is important that parents monitor all materials withdrawn by students from their local Library in terms of age and material-appropriateness.

Lost and Found

In order to facilitate the return of lost articles, we ask that all belongings be labeled clearly and permanently. The school is not responsible for lost articles. Lost items will be brought to the office. Items unclaimed after a reasonable amount of time will be turned over to a local charity.

Lunch

Due to the present Covid-19 emergency, no school lunches will be provided through the cafeteria service. Teachers, staff and students should provide a lunch brought from home. (Respecting privacy laws, teachers should make all parents in the class aware of any severe allergies (eg., peanuts) that children in the class may have.

Before and after lunch, desktops should be disinfected. Before and after lunch, hands should be sanitized.

Missions

Every Tuesday is Mission Day at St. Theresa School. Children are asked to make a sacrifice each week and bring in a monetary offering on Tuesdays for the missions. During the year there are different mission activities which make our students aware of the needs of the poor and destitute of the world.

Monies

Other than Mission Money, due to Covid-19 guidance, St. Theresa School will become a “cashless” school. All fees, payments, etc. will be made on-line using the Smart Tuition system.

Movies

All movies shown must be connected to the curriculum. Movies with a “G” rating may be shown to all students. Movies with a “PG” rating may only be shown to students in grades 3-8 with previous parental notification.

Parties and Invitations

No invitations to individual parties are to be given to a select group in the classroom. Invitations may be given out in the school building only if all boys and/or girls in the class are invited.

Penmanship

Students in grades 4-8 are required to write in cursive handwriting. All work, except math, will be done in blue or black pen.

Spiritual/Liturgical Activities

The spiritual growth of every child is the primary concern of the education imparted at St. Theresa School. Therefore, the student body will gather frequently for the celebration of the Eucharist throughout the school year. **Due to the Covid-19 Pandemic, these liturgical celebrations will be limited in the number of grades/children who will be permitted to attend.**

Other spiritual opportunities are made available through frequent Confessions, liturgical/non-liturgical celebrations of major Church feasts, preparation for the Sacraments, and charitable service projects and initiatives.

Religious Formation

The love of God that is learned in the family is the foundation on which education can be built. Religion is not just a subject to be taught, but a way of life to be lived. It is a life of friendship with God and lived in Christ. As Church, we are called to form a community of love, faith, and hope with Christ as our Head. It is absolutely essential that students live the Faith they are learning in and out of school. Positive parental attitudes, example, and encouragement are necessary if the efforts of the school are to bear fruit. Family participation at Sunday Mass and worship on a regular basis is essential for the growth and faith life of the children.

NJ DOH COVID GUIDANCE – August 13, 2020 to be Implemented at St. Theresa School

Students and staff should stay home if they have:

- Tested positive (viral test) for COVID-19
- Parents should not send students to school when sick. For school settings, CDC recommends that students and staff with the following symptoms be promptly isolated from others and excluded from school:
 - At least **two** of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; **OR**
 - At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.
- Potential exposure to COVID-19:
 - Recent close contact (being within 6 feet for at least 10 minutes) with a person with COVID-19 in the past 14 days.
 - Travelled to an area with high levels of COVID-19 transmission in the past 14 days:
 - NJ travel advisory list: <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>
 - International travel advisory: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Students and staff may return to school according to the NJDOH:

If student/staff have tested positive and have had symptoms, student/staff can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
- Most people do not require testing to decide when they can be around others;
- however, if your healthcare provider recommends testing, they will let student/staff know
- when you can resume being around others based on the test results.

If student/staff have tested positive and have NOT had symptoms, student/staff can be around others:

- If student/staff continue to have no symptoms, student/staff can be with others after 10 days have passed since student/staff had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if student/staff healthcare provider recommends testing, they will let student/staff know when they can resume being around others based on the test results.

If student/staff develop symptoms after testing positive, follow the guidance above for “If you tested

positive and have symptoms...”

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

ST. THERESA SCHOOL POLICY REGARDING RE-ENTRY TO SCHOOL:

Should a child, teacher or staff member (or a family member whom the individual has been in close contact with) be diagnosed with Covid-19, the ENTIRE CLASS must be quarantined for 14 days. If the teacher is asymptomatic, she will continue remote instruction; if the teacher is symptomatic a substitute teacher will provide the instruction. Documentation must be provided that the concerned individual is no longer communicable before returning to school.

Maintain Social & Physical Distancing and Small-Group Cohorting

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

The risk of COVID-19 transmission is lower when:

- Students remain at least socially distanced and do not share objects
- Groups of students stay together and are with the same teacher throughout the school day and groups do not intermingle.

School Sports and Extra Curricular Activities:

St. Theresa School will follow the guidance of the Archdiocese of Newark CYO Program regarding all competitive sports (basketball, volleyball, etc.).

Sports and extra curricular activities which may be held outdoors, weather permitting, may be allowed.

Choir and Music Activities:

Due to potential increased risk of droplet transmission, choir and music activities will be suppressed for the first trimester. When these activities and classes are permitted, physical distancing will be prioritized. When it’s safe and weather permits, music and choir activities will be held outdoors where there is better circulation of air and more possibility of maintaining social distancing.

Limit Use of Shared Supplies and Equipment

Students at St. Theresa School should be supplied with learning materials as required by the grade. No sharing of materials will be permitted.

Hand Hygiene and Respiratory Etiquette

Handwashing with soap and water for at least 20 seconds will be monitored by teachers and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer).

Students and staff will be encouraged to cover coughs and sneezes with a tissue when not wearing a face covering/mask. Used tissues should be thrown in the trash and hand washing as outlined above should be performed immediately.

Hand hygiene should take place:

- Upon arrival at school.
- Before and after meals and snacks.
- After going to the bathroom.
- Before leaving for the day.
- After blowing nose, sneezing or coughing into tissue.
- When hands are visibly soiled.

Young children will be assisted to ensure proper handwashing.

Face Coverings

Wearing face coverings is an important step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing schools. Face coverings must be worn by staff, students, and visitors in all situations. This includes prior to boarding the school bus, while on the bus and until they are completely off the bus.

- STS will teach and reinforce the use of [face coverings](#) which must be worn by staff and students. Parents should begin this preparation at home before school begins.
- STS will have additional disposable masks or cloth face coverings available for students, teachers, and staff in case a back-up face covering is needed (e.g. face covering is soiled or lost during the day).

COVID-19 FACE COVERING REQUIREMENTS

Due to Covid-19 teachers and staff will be required to wear a mask and/or face shield when in direct contact with students and fellow staff members (that is, within 6' of them), as per NJ State and Archdiocesan Policy. Classrooms will be adapted with desk/table partitions. Students from Pre-Kindergarten-Grade 8 must wear masks and/or face shields when they are in direct contact with teachers, classmates, or others (that is, within 6' of them). "Mask breaks" will be permitted when the children/teachers are within their desk/table partitions.

Cleaning and Disinfection

St. Theresa School will follow standard procedures for routine cleaning and disinfecting with **daily** sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys. This will be increased when there is an uptick in respiratory or other seasonal illnesses. STS will also make use of after-school UV-sanitization.

Cleaning and disinfecting after:

Notification of a confirmed case of COVID-19:

- As long as routine cleaning and disinfecting have been done regularly, additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test.
- If the COVID-19 positive person is in school the day school officials are notified, areas used by the person who tested positive for COVID-19 (e.g. offices, bathrooms, classrooms, and common areas), will be closed off, outside doors and windows will be opened to increase circulation in the area and wait 24 hours after the COVID-19 positive person was last in school before cleaning and disinfection. If it has been more than 7 days since the person who tested positive for COVID-19 was at school, additional cleaning and disinfection is not necessary.
- Cleaning staff should clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces.
- Once area has been appropriately disinfected, it can be opened for use.

An individual becomes ill with COVID symptoms and meets COVID-19 exclusion criteria while in school:

- STS will immediately close off areas used by the person who is sick with COVID-19 symptoms (e.g. offices, bathrooms, classrooms, and common areas), open outside doors and windows to increase air circulation in the area and wait 24 hours before cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces.
- Once area has been appropriately disinfected, it can be opened for use.

Symptom Screening

Since the CDC **does not** recommend universal symptom screening be conducted by schools, St. Theresa School has posted signs at each entrance for parents to review upon bringing their child(ren) to school. Should students, teachers, or staff be exhibiting any of these symptoms, as listed on the signs and in the previous section of this document entitled “When Students and Staff Should Stay Home” Parents, Students, and Staff members are asked NOT to enter the building. Additional temperature checks will also be used for this purpose.

Parents/caregivers/teachers/staff are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should **not** attend school in-person. St. Theresa School will strictly enforce exclusion criteria for both students and staff.

Preparing for Illness

St. Theresa School will ensure that procedures are in place to identify and respond to when a student or staff member becomes ill with COVID-19 symptoms.

- The nurse will closely monitor daily reports of staff and student attendance/absence and identify when persons are out with COVID-19 symptoms.
- An isolation room has been prepared for individuals who become ill with COVID-19 symptoms while at school. The room is across from the present Nurse’s Office, equipped with additional Covid-19 PPE supplies, and a monitor/vcr so that the children may feel more comfortable while waiting for a timely pick-up. Staff members (the nurse or other designated persons) will follow distancing guidelines while supervising the student.

COVID-19 Symptoms

While some children and infants have been sick with COVID-19, adults make up most of the known cases to date. [Early research](#) suggests that fewer children than adults with COVID-19 get a fever, cough, or shortness of breath. Few children with COVID-19 have had to be hospitalized. However, severe illness has been reported in children, most often in infants less than a year.

Some children have developed [multisystem inflammatory syndrome \(MIS-C\)](#). Currently, information about this syndrome is limited. According to the CDC, children do not seem to be at higher risk for getting COVID-19. However, some people, including children with special health care needs, may be at higher risk. Those at increased risk include:

[Older adults](#) or people with serious chronic [medical conditions](#) like:

- Cancer
- Chronic kidney disease
- COPD
- Immunocompromised state from solid organ transplant
- Obesity (body mass index of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

Signs and symptoms of COVID-19 in children may be similar to those of common viral respiratory infections or other childhood illnesses. The overlap between COVID-19 symptoms and other common illnesses means that many people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year.

Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe illness. There is not a single symptom that is uniquely predictive of a COVID-19 diagnosis. A COVID-19 viral test is needed to confirm if someone has a current infection. Symptoms may appear 2-14 days after exposure to the virus and include the following:

- Fever or chills;
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

When Illness Occurs Within the School Setting

Children and staff with COVID-19 symptoms should be placed away from others and asked to wear a face covering/mask until they can be sent home. If a mask is not tolerated by the ill student or staff member due to their illness, other staff will adhere to the universal face covering policy and follow social distancing guidelines (6 ft. away).

- Ask ill student (or parent) and staff about potential exposure to COVID-19 in the past 14 days:
- Close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
- Travel to an area with a high level of COVID-19 transmission
 - [NJ travel advisory list](#)
 - [International travel advisory](#)
- Individuals will be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.
- St. Theresa School will notify local health department when students or staff are ill and have potential COVID-19 exposure, or when there is an increase in the number of persons with compatible symptoms.
- St. Theresa School will immediately close off areas used by the sick person, open outside doors and windows to increase air circulation in the area and wait 24 hours before cleaning or disinfecting, including isolation room. Once the involved areas has been appropriately disinfected, they will be opened for use.
- Parents and the school community will receive notifications as per Archdiocese of Newark directives.

When Someone Tests Positive for COVID-19

Parents and staff are required to notify the Principal/Nurse if they test positive for COVID-19. St. Theresa School, in turn, is required to notify the local Health Department. Parents and the school community will be notified as per Archdiocese of Newark directives.

COVID-19 Exclusion

COVID-19 exclusion criteria: Ill individuals with suspected or known COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms. Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result.

Outbreaks

While St. Theresa School must report single cases to the local health department, the local health department will work with St. Theresa School to determine if there is an outbreak. An outbreak in school settings is defined as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

Close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for at least 10 consecutive minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Closure

SCENARIO	CLOSURE
1 confirmed case in the school	School remains open; students and staff in close contact with positive case are excluded from school for 14 days.
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open; students and staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	School remains open; students and staff in close contact with positive cases are excluded from school for 14 days.
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Discussion between STS, local Health Department and Archdiocese of Newark Schools Office to determine if school should close for a minimum of 14 days.
A significant community outbreak is occurring or has recently occurred and is impacting multiple staff, students, and families served by the school community	Discussion between STS, local Health Department and Archdiocese of Newark Schools Office to determine if school should close for a minimum of 14 days.

2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission as determined by the State Department of Health.	Close school until COVID-19 transmission decreases.

*Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

Period of closure: After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of a school exposure could be identified and self-isolate, as appropriate.

ADDENDUM: GUIDELINES FOR REMOTE LEARNING

Student Instruction

- The teacher(s) will communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates.
- During designated time, to the extent possible, teacher(s) will interact with students in real-time to deliver lessons, facilitate discussion, and lead other instructional activities.
- Lessons and other instructional activities will be archived for students to access later.
- Teachers will utilize agreed-upon communication plans (Monday thru Friday during the regular school day) to interact with groups of students and families, account for attendance (determined by presence in on-line meetings and the submission of assignments), and respond to messages from students and families in a timely fashion.
- For any student that is not engaging, the teacher will follow up by notifying the parent(s) via email. Should there be no response to this, the teacher will notify the parent(s) by phone.
- The teacher will monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students. As in regular classroom instruction, she will communicate with parents about student progress.
- For students who need additional support or enrichment, the teacher will identify appropriate activities and assignments to the greatest extent possible.

Approved Schedule for Kindergarten:

- The teacher will send an email to parents including schedule and expectations; as part of schedule, establish times of availability; eg., after school emails would be answered during the next school day.
- Daily Circle Time
- Incorporate videos, YouTube, Khan Academy, etc. into remote instruction, but daily face-to-face instruction is required.
- If classes are large, adaptations to instruction may be made; eg. large group on Monday and then meeting twice per week with two small groups.
- Instructions will be given on-line, sending written instructions to the parents, copies of materials, etc. Best practice would be to send all instructions electronically; if not, copied packets of materials may be picked up/dropped off on a weekly basis each Monday or Tuesday. In this way, there is ample time to gather required materials or pick them up at school.

Approved Schedule for Primary (Grades 1-2-3):

- The teacher will send an email to parents including schedule and expectations; as part of schedule, establish times of availability; eg., after school emails would be answered during the next school day.
- Daily Morning Virtual Meeting
- From Monday through Thursday, students will be provided with 30 minute virtual lesson — Religion, Reading/Literature, Language Arts, Mathematics, Science or Social Studies — between the hours of 9 a.m. and 1 p.m. This time frame allows for virtual office hours for students needing additional assistance and instructional planning. Assignments will be given for each lesson. All assignments are due two days after the lesson is taught unless otherwise determined in instructions.
- “Special” classes will be held on Fridays. These include art, physical education, Spanish, music, library and computers. All “Special” assignments are due one week after the assignment is posted. Recorded lessons and materials will be posted in Google Classroom for students to review independently.
- Incorporate videos, YouTube, Khan Academy, etc. into your remote instruction, but daily face-to-face interaction is required.
- If classes are too large, consider having a large group on Monday to introduce the concept and then meet in small groups.
- Instructions will be given on-line, sending written instructions to the parents, copies of materials, etc. Best practice would be to send all instructions electronically; if not, copied packets of materials may be picked up/dropped off on a weekly basis each Monday or Tuesday. In this way, there is ample time to gather required materials or pick them up at school.

Approved Schedule for Elementary (Grades 4-5):

- The teacher will send an email to parents including schedule and expectations; as part of schedule, establish times of availability; eg., after school emails would be answered during the next school day.
- From Monday through Thursday, students will be provided with 30 minute virtual lesson — Religion, Reading/Literature, Language Arts, Mathematics, Science or Social Studies — between the hours of 9 a.m. and 1 p.m. This time frame allows for virtual office hours for students needing additional assistance and instructional planning. Assignments will be given for each lesson. All assignments are due two days after the lesson is taught unless otherwise determined in instructions.
- “Special” classes will be held on Fridays. These include art, physical education, Spanish, music, library and computers. All “Special” assignments are due one week after the assignment is posted. Recorded lessons and materials will be posted in Google Classroom for students to review independently.
- The teacher will incorporate videos, YouTube, Khan Academy, etc. into your remote instruction, although daily face-to-face instruction is required.
- All classwork, homework and instruction should be Google Classroom-based.

Approved Schedule for Middle School (Grades 6-7-8):

- The teacher will send an email to parents including schedule and expectations; as part of schedule, establish times of availability; eg., after school emails would be answered during the next school day.
- From Monday through Thursday, students will be provided with 30 minute virtual lesson — Religion, Reading/Literature, Language Arts, Mathematics, Science or Social Studies — between the hours of 9 a.m. and 1 p.m. This time frame allows for virtual office hours for students needing additional assistance and instructional planning. Assignments will be given for each lesson. All assignments are due two days after the lesson is taught unless otherwise determined in instructions.
- “Special” classes will be held on Fridays. These include art, physical education, Spanish, music, library and computers. All “Special” assignments are due one week after the assignment is posted. Recorded lessons and materials will be posted in Google Classroom for students to review independently.
- Incorporate videos, YouTube, Khan Academy, etc. into your remote instruction, although face-to-face instruction is required daily.
- All classwork, homework and instruction should be Google Classroom-based.

REMOTE LEARNING WEDNESDAY SCHEDULE (Grades K-8) *(This schedule will be adapted and implemented if, at any time, it becomes necessary to switch to all-remote learning):*

8:00-8:15 am Morning Prayer and Virtual Assembly
8:15-8:50 am
8:55-9:35 am
9:40-10:20 am
10:25-11:05 am
11:10-11:50 am
11:55a-12:30 pm

PLAN FOR SWITCHING TO REMOTE LEARNING ***(IF NEEDED)***

Please refer to Recommended Schedule and Remote Learning Expectations for Students and Parents. Further information will be disseminated at that time.

REMOTE LEARNING EXPECTATIONS FOR STUDENTS

- Students will be on-time for all class meets and dressed appropriately for learning; pajamas or explicit T-Shirts, etc., are not acceptable in the virtual learning environment. They should be prepared with all the materials for the class (as previously posted on Teacher's Page).
- Other than a water bottle, no eating or drinking should take place during class meetings.
- The environment for student learning should be free from distraction of siblings, other electronic devices, etc.
- For all practical purposes, during class meets, the student is IN the classroom.
- Initially, all meetings should begin with microphones muted. The Teacher will unmute mics as needed. Some type of hand-sign should be established by each teacher to determine that someone wishes to speak.
- Students may not close the video portion of their participation. For a student to be considered "present" in class, they must appear in the meeting. No alternative backgrounds should be shown during remote learning meetings, including changing of names.
- Attendance will be determined by participation in class meets and by work submitted.
- For the youngest students, adult supervision is needed/encouraged, but it is important that parents allow the children to answer questions on their own. Even for these youngest children, this is their "learning" time.

REMOTE LEARNING EXPECTATIONS FOR PARENTS

- Parents should enable their student to meet the expectations listed above for their child(ren), providing a quiet, focused area reserved for their school encounters, free from distractions from family members or friends, other electronic devices, etc.
- Parents should recognize that, for all practical purposes, during class meets, the student is IN the classroom; while parents should be available during class meets if their child(ren) is in need of managing the technology, it is not their time to meet with the teacher, ask questions, make comments, etc.

**St. Theresa School
Kenilworth, NJ**

**Acknowledgement and Receipt of Parent/Student Handbook
2020-2021**

I acknowledge receipt of the Parent/Student Handbook containing the policies, rules, and regulations for St. Theresa School for the 2020-2021 school year. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and respect that the Administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of the students. I understand my responsibility to support the school in the policies it has established and to see that my child adheres to the rule and regulations set forth in the Handbook.

ADDENDUM – PLEASE READ CAREFULLY AND INITIAL

St. Theresa School reserves the right to suspend educational services if financial obligations to the school are not met. This includes, but is not limited to tuition, re-registration, Home-School Association obligations, Before School/After School Care.

Please initial here: _____

Name of Child(ren)

Signature of Parent(s)/Guardian(s)

Date _____