



*Saint Teresa*  
REGIONAL SCHOOL

***Student – Parent Handbook***  
***2015 - 2016***

**St. Teresa Regional School**  
**27 E. Evesham Road**  
**Runnemede, NJ 08078**

**Student / Parent Handbook**  
(Revised August, 2015)

**School Administration**  
Pastor: Rev. Joseph Ganiel  
Principal: Sister Patricia Scanlon, IHM, M.Ed.  
Advancement Director: Kathleen Giardino

**Important Phone Numbers**  
School: 856-939-0333  
School fax: 856-939-1204  
School Advancement Office: 856-939-1207  
Nurse: 856-939-0850  
Parish Business Office: 856-939-1681

**School Website:** [www.stteresaschool.org](http://www.stteresaschool.org)  
**Facebook page:** St. Teresa Regional School  
**Emergency closing # 552**

### **MISSION STATEMENT**

Fostering a unique partnership with families and dedicated faculty,  
St. Teresa Regional School, a Pre-K through 8 Catholic  
educational institution strives to empower students  
to know themselves  
as created and loved by God.  
Forming minds and hearts for Leadership and Service  
we achieve academic excellence, spiritual development  
and individual responsibility in a safe and nurturing environment.

## **ST. TERESA REGIONAL SCHOOL PHILOSOPHY**

St. Teresa Regional School follows the educational policies set forth from the Office of Catholic Schools of the Diocese of Camden and the Congregation of the Sisters, Servants of the Immaculate Heart of Mary.

The philosophy of St. Teresa Regional School is rooted in the pastoral message on Catholic Education, To Teach as Jesus Did. The National Conference of Catholic Bishops state:

“The educational mission of the Church is an integral ministry embracing three interlocking dimensions: the message revealed by God which the Church proclaims; fellowship in the life of the Holy Spirit and service to the Christian community and the entire community.”

### **Beliefs**

- We believe that religious instruction in St. Teresa School is the underlying reality in which the students’ experiences in worship, learning, and living achieve coherence and meaning.
- We believe that all students are children of God. Therefore students are counseled to respect others and exhibit concern and compassion through the use of good manners, affording each other their rightful dignity in all circumstances.
- We believe the administration and faculty seek to provide a program that is spiritually and academically strong so that students are empowered to share their gifts and talents with a sense of responsibility for service of God and neighbor.
- We believe the review and development of curriculum is an ongoing process that requires the cooperation of classroom teachers, coordinators and administration to act in conjunction with the guidelines set forth by the office of Catholic Schools of the Camden Diocese.
- We believe that the educational practices and tools to facilitate learning include an integration of language arts across the curriculum as well as multimedia and technological resources with cooperative learning experiences in all curriculum areas.
- We believe that both formal and informal evaluations serve to assist teachers in ascertaining student mastery of concepts, the need for remediation, accommodations and/or modifications.

- We believe parents are the primary educators of children and share in the responsibility and coordination of efforts with the faculty to provide a safe environment encouraging a love for learning and the nurturing of self-esteem in children.
- We believe that weekly class participation in the Holy Eucharist fosters students' growth as members of the Catholic Christian community ready to live out the call of Jesus to serve others.
- We believe that the whole child is developed spiritually, morally, intellectually, socially and physically by the faith community of school and parish in a safe and loving environment. To this end every effort is made to help students acquire skills, virtues and habits of heart and mind necessary for effective leadership and service.

**The goal of St. Teresa Regional School  
is to educate children  
for  
Leadership and Service.  
The strategy to accomplish the task is RACE:**

**RACE to Achieve  
Responsibility  
Academic Excellence  
Catholic Identity  
Empowerment**

**“Do you not know that the runners in the stadium  
all run in the race,  
but only one wins the prize?  
Run so as to win.  
Every athlete exercises discipline in every way.  
They do it to win a perishable crown,  
but we an imperishable one.”  
1 Corinthians 9: 24-25**

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**Accept the challenge of St. Paul:  
Run so as to win!  
Work to achieve your personal best  
for the glory of God  
Who blesses you with gifts and grace.**

**Absence (new 2015)**

Parents are asked to call the nurse's office (856-939-0850) before 8:30 AM. The parents must state student's name, grade and reason for absence. When returning to school, the student must bring a note stating dates and reason for absence. Failure to bring a note for absence will be considered an unexcused absence. Following a third unexcused absence in a marking period a detention will be issued to the student. Students absent for three days or more are required to present a doctor's note upon their return.

Homework assignments may be retrieved by parent on the day of absence of the child after 2:30 PM. Books and assignments will be available on the bench outside the office. Students who are absent for three consecutive days need a doctor's note upon their return.

**Attendance\*\***

The school day begins with the first bell at 7:45 AM each morning and extends to 2:45 PM. Early dismissal days end at 12:30 p.m. Regular and punctual attendance contributes to sound achievement in every student. Parents are urged to anticipate morning traffic and make every effort to have their children present and on time daily.

**Academic Policies****Preparation for Class\*\***

The student is responsible for completing all class assignments and homework on time. Homework, projects, etc. are not options. They are requirements which enable the students to demonstrate comprehension, application of acquired skills, as well as, independence and responsibility in the learning process.

Students' progress is monitored daily through teacher observation. Copybooks and assignments of any nature are expected to exhibit neatness and completeness of work. Attitude in class, respectful participation, and multiple forms of assessment are part of the overall report card grade.

Students are required to use copybooks properly. They may not tear pages from copybooks, skip pages, or use his/her copybooks for a drawing or scribbling pad. All book covers, pencil cases and other school materials are to be free of any kind of writing or markings. Torn out pages should never be submitted as a final piece of work to the instructor.

**Class Participation\*\***

Students are expected to:

- give attention and respect to the teacher at all times; this includes "specials" teachers
- show respect and concern for other students by taking turns and listening politely to others
- actively participate in class by attentiveness and responding orally or in writing as circumstances dictate
- refrain from disturbing the class in any inappropriate manner

**Homework\*\***

The objective of homework is the extension and support of learning beyond class time. It should be scheduled into the evening for each child. Homework includes both written and study assignments in grades K through 8. Homework may also include having parents see and sign test papers and other school communications. Incomplete homework assignments or lateness in assignments will ultimately affect the student's report card grade. *Parents share the responsibility for homework with the student.*

All classroom teachers post homework on the board daily or on homework sheets in the primary grades. Homework is also posted on the class pages of the website along with the rubrics and timeline for every project at every grade level. This procedure is in place *to assist parents in their responsibility* to check that the work is completed in a timely manner. *Parents and teachers share responsibility* to be in communication whenever tests or school work is significantly and/or repeatedly lacking in achievement.

## Homework Policy\*\*

**All parents are responsible to make sure students comply with implementation of study skills appropriate for their grade level.**

**Grades K, 1, 2** – Teacher will contact parent by phone or e-mail when **two** consecutive assignments have been missed. Parent-Teacher conference will follow if the situation is not improved. As children in the primary grades are *absolutely dependent* on the adults in their life to support them in the formation of good study habits, parents/guardians are considered the responsible party to help children be prepared for class each day in all ways.

**Grades 3, 4, 5** – Teacher will contact parent by phone or e-mail when **two** consecutive assignments have been missed. It is the parent's responsibility to check the online assignments and assignment book to monitor the necessary attention needed for academic progress. Parent-Teacher conference will follow if the situation is not improved. While children at this age should be learning some independence in their study skills, parental supervision and guidance is still quite necessary. Continuous neglect of homework or preparedness for class will result in detention for the student and parent-teacher conference as soon as possible to address the issue.

**Grades 6, 7, 8\*\*** - Students in these grades experience a departmental structure (three teachers) for instruction. Parents are responsible to check the homework assignment book nightly and to monitor students if there is need of additional direction for their child to learn to be responsible for their homework. Students at this level are required to make *study cards for all curriculum* areas to enhance their study skills. Outlining as a study tool is also introduced at this level.

In the event of a second missed assignment for an individual teacher the student will receive a "Missed Assignment Form." This is warning to parent and student of a lack of responsibility. Parents are asked to sign and return the form to school the next day as well as contact the teacher to discuss the matter.

A third omission of work for the same teacher will result in an after school detention for the student. Parents will be required to confer with the teacher and student at the conclusion of the served detention. The purpose of the meeting will be to design a period of Academic Probation (see description below) for the student to improve in the area of responsibility in studies. Academic probation may last from 3 weeks to an entire marking period. Consistent improvement must be evident for the probation to be lifted.

If a parent cannot meet with the teacher on the same day of the served detention the meeting must take place within that week. The meeting may take place before the start of the school day. In the case of a deferred meeting the student may be admitted to class before the actual meeting of parent and teacher.

Mid-term and final term examinations will be administered in Religion, Math, Social Studies, Science, and Spanish. These evaluations will offer the students the opportunity to make applications of skills and concepts learned throughout the semesters.

**Recommended homework times:** Gr. 1-2, 30 minutes; Gr. 3-4 – 45-60 minutes; Gr. 5-6 – 60-90 minutes; Gr. 7-8 – 60-120 minutes - Time allotment clearly indicates that "study" time is particularly important for success. Parents are responsible to see that children study and review each night. Parents are requested not to count on the after school program as a place for children to complete their homework.

### Academic Probation

Academic probation is a designated time period of 3 to 9 weeks or more during which evaluation of a student's progress is monitored as follows:

- The parent and student will confer with the classroom teacher. The teacher will outline the student's program for improvement.
- The teacher will inform the parent and principal of the student's progress in a manner agreed upon at the meeting.
- When the student is successful in meeting his/her academic responsibilities, the student will be removed from probation and the parent will be notified in writing.

**NOTE: If a student fails a major subject for the year he/she will be required to attend an approved summer program for reinforcement of skills.**

**Accident / Illness at School**

Accidents or unusual illness occurring in school are reported immediately to the principal or school office personnel. When a student becomes ill or meets with an accident, the parent is contacted. If the parent cannot be reached, the emergency contact person will be called. No medicine of any kind, including aspirin, may be given to the student without written permission of the parent. Only basic first aid may be administered for student while in school.

**Admissions**

St. Teresa School admits students of any race, color, national, or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students.

St. Teresa School endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance when circumstances indicate a necessary deviation from written policy.

Children must be 5 by September 30<sup>th</sup> to be admitted to Kindergarten. First grade children must be 6 by September 30<sup>th</sup>.

**After School Clubs**

Generally when volunteers are available after school clubs begin in February with two 4-week sessions. A third session may be a sports introduction program for younger students. Children are encouraged to participate in these programs. Older students are encouraged to support the program by their participation or assistance to parent or teacher moderators.

**Before / After Care Program**

Children may attend the Before School program	6:30-7:30	\$5.00/day
Children may attend the After School program	2:45-6:00	\$10.00 day/per student
Early Dismissal Days after care	12:30-4:00	"

Parents who may use this program only upon need should register their children at the beginning of the year so that important contact and health information is available when the need arises for use of the service.

**Birthday celebrations\*\***

Parents may send a small treat for the class to celebrate a child's birthday. Birthday celebrations will take place only during the snack time at recess. Parents are asked to inform the teacher before a treat is sent to school.

*(new 2015)STRS is a peanut friendly school. Students with this or other food allergies will take snack and lunch in a safe space. Parents are asked to be specific with direction for classroom teacher as well as nurse in this regard.*

**Books and Materials\*\***

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. Copybooks are to be covered in clear contact paper. All covers and belongings must be neat and clean and free of inappropriate material. Absolutely no drawing on the inside or outside of textbooks or covers is permitted. Books, copybooks, pencil cases, and materials are to be properly kept and identified with a student's name and grade. All school supplies should be kept in good order and free of any drawings or words added by students. Individual student desks are to be in good order at the close of each day.

**Cell Phones (and electronic devices)**

Cell phones may be carried for safety reasons according to parents' discretion. Cell phones are permitted only under certain conditions.

- Cell phones must be kept in schoolbag and turned off.
- They may not be used at any time during the school day or after school without permission.

- Cell phones may not be used to take pictures at any time on school property or on buses.
- Harassment or threatening of individuals via the cell phone is prohibited.
- Cell phones may not be used for playing games, accessing Internet or email, gambling, texting, sexting or making purchases of any kind.
- A cell phone which rings during the school day or is out of the student's schoolbag will be taken by the teacher, placed in an envelope and given to the Principal. The student is responsible for informing the parent that the Principal has the phone. The parent may call the Principal to set an appointment to retrieve the phone. The student should accompany the parent to reclaim the phone.

### **Change of Names, Addresses, and Phone numbers**

It is important that parents inform the school office and the homeroom teacher if there is a change in address and/or telephone/cell number. This includes the change of emergency contact numbers.

### **Chewing Gum**

Students may not chew gum at any time in the school building, school yard, church, or on the grounds of Holy Child Parish.

### **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the Principal or Pastor, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended.

### **Communication\*\***

Several forms of communication exist at St. Teresa School to help keep parents informed of student progress, policies, activities and coming events. These include: Student/Parent Handbook, yearly calendar, monthly calendar, weekly E-Newsletter, Class Pages on website, Quarterly academic warnings, Cornerstone (online marks and quarterly report cards,) Parent-Teacher Conferences, Progress Reports, Home and School meetings, Global Connect Messaging System and e-mail reminders to families who provide e-mail addresses. Parents are welcome to contact teachers or administration via email or phone message with concerns. Return communication will be given within 24 hours.

## **Conduct**

### **Philosophy of Student Conduct**

The Administration, Faculty, Staff and Parents realize that each child is created by God and that the dignity of each individual child must be upheld. To that end St. Teresa School strives to ensure that each child improves in personal development, interpersonal skills, and takes responsibility for his/her actions. All corrective measures are aimed at overcoming faults and weaknesses so that the student realizes that he/she is truly called by God to become more Christ like.

### **Guideline for Student Conduct (new 2015)**

No discipline code can ever be written which covers all possible behaviors. St. Teresa students will be taught and expected to adhere to the following conduct guidelines:

- Respect oneself, others, and the learning environment.
- Contribute to the learning environment.
- Follow school and classroom procedures.
- *Be responsible* in readiness for school daily - do homework, have supplies ready each day
- Students who are disruptive or disrespectful to any teacher will receive one directive for negative behavior. A *second* direction for this type of behavior will result in a written *warning to parents and detention for the student*. The *third* infraction will result in an automatic one day suspension from school followed by a meeting with teacher, student, parent and administration.

### **Bullying**

Bullying can be evidenced in three forms:

- Physical: includes hitting, kicking, spitting, pushing and taking personal belongings
- Verbal: includes taunting, malicious teasing, name-calling and making threats

- Psychological: involves spreading rumors, manipulating social relationships and engaging in social exclusion, extortion or intimidation

St. Teresa School mission statement reads that we “foster a unique partnership with families . . . to empower students to know themselves as created and loved by God.” The mission statement also calls each person involved with the school to individual responsibility to support a safe and nurturing environment in which students at every level can achieve their best academically and develop personally and spiritually. Therefore bullying is seen as a grave offense to any student or teacher in the school. It will not be tolerated in St. Teresa School.

In consultation with the Education Committee of St. Teresa School Board, the following policy is issued against bullying in St. Teresa School and at any school related functions. This policy is maintained through the 2015-2016 year.

#### **Some facts regarding Bullying**

- In every instance of bullying there is the bully, the victim and the witnesses.
- Bullying is harmful to the victim, to the bully and to the other children in the school.
- Bullying is a subtle form of violence which can lead to an explosive situation.
- Further examples of bullying
  - Teasing – name calling, insulting, or other behavior that would hurt another’s feelings or make them feel bad about themselves
  - Exclusion – starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends
  - Physical Bullying – pushing, slapping, grabbing, flicking, poking, pinching, gestures, tripping or other violations of personal space
  - Severe Physical Bullying – punching, kicking and similar behavior that could result in injury to others
  - Threat of serious violence – threats of using a weapon, or other conduct which should be immediately reported to the police
  - Harassment – racial, ethnic or sexual name-calling or other severe harassment

Harassment, intimidation or bullying means any intentional written, verbal or physical act, when the intentional written, verbal or physical act may

- physically harm a student or damage the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the classroom or school

#### **Consequences for Bullying at St. Teresa School or at school-related functions**

Consequences may include the following:

- Parent call (always)
- Loss of privilege (to be determined in consultation with teachers at that level)
- Office referral (student sent to office for reflection on action)
- Individual plan - outlining clear consequences for further incidents
- Suspension – in-school or out-of-school (determined by principal according to bullying policy)
- Expulsion – determined by principal, pastor and diocesan superintendent
- Police Contact – Police must be contacted when students break the law.

New Jersey State law indicates that appropriate action in dealing with bullying may involve law enforcement.

Consequences will be given in an age appropriate manner for students who bully others.

## **Social Media and Bullying\*\***

Parents are asked to take the responsibility to monitor, to the best of their ability, their child's use of technology in social networking. School bullying incidents often occur as a result of what happens through texting, Facebook, Instagram, etc. Bullying in school is also fueled by inappropriate and irresponsible use of such media in reaction to an incident that happens outside school.

The principal may report allegations of cyber-bullying to law enforcement authorities. In the event that an in-school investigation results in cyber-bullying committed by a St. Teresa student using technology tools away from school grounds, the principal may report the investigation to local law enforcement.

Students who use electronic devices of any kind in an inappropriate manner while riding the school bus or while attending any school related function (sports events, dances, etc.) are liable for reprimand and appropriate consequences. Acts of bullying or cyber bullying that take place outside of school and are brought into the school will be referred to law enforcement for investigation.

The newly defined New Jersey State Law clearly indicates that every student has the right to a safe environment while attending school for the purpose of education. Behaviors which impede that safe environment must be changed. An Acceptable Use of Technology policy is signed by students each year in St. Teresa School. Those who choose to violate the signed agreement whether in school or out of school will be liable for consequences which may range from intervention and/or suspension to expulsion.

Students who retaliate against any other student or teacher who report an act of bullying or cyber-bullying will receive consequences and remedial action as determined by the Principal in consultation with the Faculty Discipline Committee.

### **Reporting Bullying**

Every student and staff member has the responsibility to report acts of bullying.

The child who is bullied:

- Report the incident to a teacher
- Report the incident to your parent
- Answer questions honestly

The witness:

- Report what you see or hear to the teacher or the principal
- Do not join in the bullying

The teachers or staff member receiving report:

- Take all reports seriously
- Listen to the child
- Validate the child's feelings
- Report the incident to the principal or designee

### **False Reporting**

Any student who issues a false report regarding bullying by another child will receive consequences appropriate to the action.

**St. Teresa Regional School**  
**Bullying Policy**  
**(Revised August, 2011; maintained for 2015-2016)**

The following guidelines will assist Faculty, Administration and Parents with consistency in regard of incidents of bullying and cyber-bullying that may occur during the school year. These guidelines have been approved by the School Board for St. Teresa Regional School and therefore must be executed accordingly for the just rights and safety of all students.

<b>Behavior</b>	<b>First time</b>	<b>Second time</b>	<b>Third time</b>
<b>Foul Language</b>	Inform principal Verbal reminder Parents called	<u>Former consequences</u> Detention	<u>Former consequences</u> Parent meeting w/principal Behavioral probation
<b>Teasing/ Exclusion</b>	Inform principal Verbal reminder Parents called	<u>Former consequences</u> Privilege loss- 2 days Reflection by student Parent meeting w/principal	<u>Former consequences</u> Classes only -3 days Detention Behavior probation
<b>Physical Bullying</b>	Inform principal Privilege loss In-school suspension Parents' meeting w/ principal Student reflection	Suspension from school 2 day loss of privileges upon return <u>with parents</u> Behavioral probation Contact police/MOA	Contact police/MOA Immediate suspension Parent interview to discuss alternatives
<b>Severe Physical Bullying</b>	Inform principal  Immediate suspension	Immediate suspension  Police contact	<b>Cyber-bullying</b>  All incidents of cyber bullying will be dealt with according to the directives issued in the stated policy.
<b>Threats of serious nature</b>	Contact police/MOA (consider age & history of student)	Immanent expulsion in consultation with pastor	
<b>Violence</b>	Suspension	Inform diocesan superintendent	
<b>Harassment</b>	Parents meet w/principal before student may return Behavior plan/ Counseling support required		

**Expulsion from St. Teresa Regional School under any circumstances will be the joint decision of Pastor and Principal following due process.**

### **Consequences and Confidentiality\*\***

Sometimes the school's response to an incident is dictated by state law and/or diocesan policy. Sometimes diocesan legal counsel advises the administration in determining consequences or action to be taken. At all times the administration will seek a solution that will keep all students safe and at the same time help those who are at the source of the difficulty to learn to make better choices. *Parents should be aware that full disclosure regarding details of investigations as well as resolutions is not always possible. Parents are asked to respect the process.*

### **Custodial Agreements and Student Access\*\***

It is the responsibility of the parent/legal guardian to present the school with a notarized copy of the court order determining custody agreements. The copy will be kept in a confidential file.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that a non-custodial parent is denied access to that information.

### **Detention (new 2015)**

Disciplinary procedures for Kindergarten through grade 8 are generally handled on an individual basis by the classroom teacher. After school detentions will be issued if warranted. Detentions for any reason will be held on Wednesday after school for one hour from 3-4:00.

### **Dress Code\*\***

Students are expected to be neatly groomed and in school uniform at all times. Neatness and cleanliness in personal attire are part of a child's education for life and the responsibility of parents and guardians. The uniform shall be worn in the way it is intended to be worn. Full uniform attire is available at Flynn & O'Hara Uniforms in Cherry Hill. Certain pieces of the uniform may be purchased at alternate locations provided the dress code is maintained. The administration reserves the right to ask about non-compliance in uniform if a note from the parents has not been presented.

**Emergency closing - #552 will be announced on KYW radio. ABC, Channel 6 will carry school name in event of emergency closing. A telephone message alert will also be sent to all families.**

**Kindergarten uniform** – The uniform for Kindergarten boys is long dark blue pants, golf shirt or turtleneck and Prescott red sweater or vest. Kindergarten girls will wear the same jumper as girls in lower grades. In warm weather the Kindergarten children's uniform shall be navy blue shorts and golf shirts. Children may wear sneakers all year long. Belts are not mandated for Kindergarten boys but should be black if worn. Pull-on pants are recommended for independence in self-care.

**Girls Grades 1-4 \*\***– Prescott red plaid uniform jumper; white blouse or turtleneck, black or Prescott red knee socks or black tights and sturdy school shoes are required. Hair is to be neat with only a *simple hair band*. Girls will be asked to remove other decorations from their hair. Hair is not to be dyed or streaked. No jewelry is worn in school except a small cross on thin chain or a medal of Our Lady. Girls may not wear make-up or any decoration for fingernails. Nail polish worn to school will be removed during school in the office of the nurse. Earrings must be smaller than the earlobe and not dangling or hoops. Only one pair of earrings is permitted.

**Girls Grades 5-6\*\*** – Prescott red plaid uniform skirt to the knee with white oxford buttoned down collar blouse and matching v-neck sweater or vest are required. Sweaters may not be oversized. All descriptors for girls in grades 1-4 apply to girls in 5-6 as well. Hairstyles should be sensible and simple without hair hanging in or draped over the eyes. Girls will be asked to fix hair that is inappropriately worn during school hours. Only *simple hair bands* may be worn.

**Boys – Grades 1-6 \*\***– Navy dress pants and **belt** are required. Boys' pants and shirts may not be oversized or cargo pants. Pants are to be *worn at the waist*. All must comply with this standard. Boys wear a white shirt or turtleneck. Regulation tie is worn by students in grades 1-7. Eighth grade boys may

wear alternate ties. All boys are to wear sturdy black shoes (no high tops or boot style shoes.) Earrings are not permitted on any boy at any time. Boys must wear dress socks and not athletic socks.

All boys must have neatly combed and trimmed hair that is clean and always worn above the collar. Bangs may not cover the eyebrows. Trendy designs in shave cuts are never permitted. The only visible line in a haircut for boys should be the actual hairline or part.

**Boys/Girls 7th and 8th-** Navy blazers, white or blue shirts, gray trousers or skirts (to the knee)

Navy golf shirts and gray shorts may be worn in spring and fall.

All descriptors for hair and shoes remain the same throughout the school.

**All students wear the school uniform on all school days unless special permission is given.**

**Physical Education Uniform (new 2015)** – All students will wear the regulation blue gym suit for PE classes. Sneakers (no high tops permitted) are to be *basic white with laces tied appropriately*. Children may wear STRS sports team tee shirts if they are in good condition. No extra writing permitted on T-shirts.

#### **Out of Uniform (new 2015)**

If at any time during the year an exception in uniform is necessary, a courtesy note of explanation should be sent to the child's teacher who will forward it to the office. This note should indicate the expected date by which the uniform will be complete. If a note is received a student out of uniform will receive a formal notice. The third time a student receives and out of uniform slip during a marking period they will serve a detention.

#### **Drug and Alcohol Possession / Use**

A student who brings any unauthorized drug, alcohol, or any substance of that nature will automatically be suspended from school. Parents will be required to meet with the school administration regarding the situation. A decision will be made by the Pastor and the Principal as to whether the student will be readmitted to the school following the suspension for drug or alcohol possession or use.

In the state of New Jersey, incidents on school property involving any controlled dangerous substance, drug paraphernalia or the possession or consumption of alcoholic beverages by a minor is a police matter. These incidents will be handled accordingly.

#### **Field Trips**

Teachers plan field trips that are educational and enjoyable. Students must have parent permission forms signed and fees paid and cleared to participate. Students may be withheld from field trips due to consistent inappropriate behavior. Any student withheld from a field trip must report to school for the day.

Occasionally a check is issued by a parent for a field trip and then returned for insufficient funds. Parents will be asked to pay the fee for the trip and the additional \$15-30.00 charged to the school for the bad check. This amount is to be paid in cash or by money order.

#### **Guidance\***

St. Teresa Regional School offers on-site counseling for students. The guidance counselor is in attendance 4 hours weekly, usually on Thursday. She sees students who request assistance and whose parents have signed a permission statement. This service is offered for short term assistance. It does not answer the need for students who require long term counseling.

#### **Harassment**

St. Teresa School follows the Camden Diocesan Policy (514.1) prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention or remarks, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is a form of discrimination. It is behavior or words that may be repeated or be very offensive in a one time incident. It is a behavior that will not be tolerated. Any student, parent or guardian

who is found to have violated this policy will be subject to appropriate disciplinary and/or legal action up to and including dismissal of the student.

Types of sexual harassment:

- Physical Sexual Harassment – unwanted, sexually-oriented physical act, such as grabbing or touching someone, tearing or pulling at a person’s clothing
- Verbal Sexual Harassment – offensive words and comments, spoken privately to a person or in front of them, such as, comments about body parts, sexual suggestions or threats, or sexual jokes, etc.
- Nonverbal Sexual Harassment – making obscene gestures, displaying obscene sexual material, passing obscene notes, etc.

### **Lateness (new 2015)**

Punctuality is a life skill encouraged in St. Teresa School. Students are required to be present in the school yard at the first bell, 7:45 AM. Chronic lateness has grown over the years. Parents and students are asked to plan ahead to be on time for school. While weather and traffic are recognized issues of concern parents who are aware of regular heavy traffic should make every effort to leave an appropriate amount of time to get children to school. Students are strongly urged to cooperate with morning procedures at home so that both student and parent will be on time for school and/or work.

A student will be allowed 3 times for lateness in a marking period; the 4<sup>th</sup> time will result in a detention. The 5<sup>th</sup> lateness will require a meeting between administration and parent to discuss the matter and solution.

### **Parent/Teacher Conferences\*\***

Kindergarten conferences are held twice a year. Formal conferences for grades 1 through 8 are held at the close of the first quarter (November.) Parents are free to make appointments with teachers at any time through e-mail or a phone call to the school office. Parent calls to the office will be forwarded to the teacher. Teachers will respond as soon as possible within 24 hours. Parents should always speak with their child’s teacher before bringing the matter to the administration.

*Parents are requested to refrain from having P/T conferences when they are in school to volunteer for an event or at dismissal time. Teachers’ attention is focused on students during the day and at dismissal.*

### **Security Drills (Fire drill / Lockdown) \*\***

STRS prepares students and staff for potential emergency situations. Students practice one lockdown drill and one fire drill each month. Records are kept so that improvements can be made in the security of all on the premises. An annual report is submitted the Office of Child and Youth Protection for Camden Diocese. That office sends the report to Camden County officials.

Any parent who has a question or suggestion regarding security procedures is welcome to present their concern to the administration.

### **Sports Program\*\***

Students in STRS are encouraged to join the Sports Program which includes volleyball, basketball, track, and cheerleading. **Parents must have all health documentation and fees paid before a child may participate in sports.** **Students must maintain passing quarterly grades to play on teams.** Students with a failure at any quarter will be suspended from the sport until consistent academic improvement is demonstrated.

### **Suspension**

Suspensions are issued for infractions of a serious nature as determined by the school administration. The usual length of suspension is from one to three days. Suspension may be issued for repeated disrespect, stealing, leaving class or building without permission, defacing any part of school property or other serious matters.

Following a suspension parents and student will be interviewed by the principal. A suspended student may not return to the school community until a parent meeting has been conducted and probationary measures are in place to empower the student to regain his/her personal best in behavior and academic success. Full

documentation will be kept regarding the infraction, suspension, parental interview, probationary measures and agreement to return.

### **Transfers**

Parents who wish to transfer their child to another school must have all tuition paid to date. While a transfer slip may be issued, no academic or health records can be forwarded to the receiving school unless all debts are paid.

### **Tuition\*\***

Tuition is paid through the FACTS Management program. Parents may choose the 5<sup>th</sup>, 10<sup>th</sup> or 20<sup>th</sup> day of the month on which their payment will be made directly from their account. Parents are asked to budget wisely so that tuition can be paid as regularly as other home costs. St. Teresa School is also on a budget and monthly bills must be paid. Parents must act responsibly regarding tuition payments. Failure to pay tuition may ultimately result in dismissal from the school if parents do not respond to inquiries regarding tuition. Every effort is made to support parents in their desire for Catholic education for their child.

### **Uniforms\*\***

Parents are responsible to see that boys and girls are wearing the required uniform each morning when leaving for school. Girls in grades 5 through 8 are required to wear skirts. Uniform skirts may be just above the knee in September. This will allow for growth throughout the year. Skirts may not be more than two inches above the knee by the time spring arrives each year. All uniforms (formal, gym and summer) are to be the appropriate size for each student. Extremely oversized gym uniforms are not acceptable.

### **Vandalism\*\***

Vandalism of any kind is prohibited in St. Teresa School. All students are responsible to treat school materials, whether personal, school property, or church property with respect. Any student who chooses vandalize in any way will be suspended from school. The parents of the student will be asked to pay for damages caused by their child.

### **Violent/Threatening/Inappropriate Conduct\*\***

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, bullying and offensive and inappropriate behavior. Parents are encouraged to listen to their children in conversation with others and to speak with their children regarding threats, intimidation, hostility, bullying and offensive behavior directed at others. Any incidents of this nature will be dealt with according to school, diocesan and legal policies.

### **Volunteers\*\***

Parent volunteers and other visitors are always welcome at St. Teresa School. All visitors and volunteers for library, cafeteria, clubs, etc. must sign in and out at the office and are required to wear a visitor badge while in the building. No parent may go to a classroom during the day. Those who bring forgotten items for children must leave the items in the office.

### **Weapons**

Possession of any dangerous weapon or firearm (or the resemblance of such) will be cause for the administration to make immediate contact with the law enforcement. Each case will follow the legal procedures mandated by the state of New Jersey.

## Technology Policy

### Purpose

Technology is a valuable educational tool. St. Teresa School is committed to teach students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure the responsible use of these tools.

### Goal

A goal of STRS is to prepare the Students for life in the global, digital community. To this end the school will:

- provide a variety of technology based tools
- teach technology skills appropriate for grade level
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety

### Responsibility of Users

St. Teresa School will make every effort to provide a safe environment for learning in the digital age. Those who participate in the use of technology at STRS (students and faculty) are called to responsible use of equipment with respect for the property and privacy of others in every way.

Faculty and students (grades 4 though 8) sign an *Acceptable Use Policy* for the proper use of technology within the school setting.

**(New 2015)** Each eighth grade student will have use of a school issued Chrome book. The purpose of the device is to assist students to learn how to use an online textbook (Religion for this year.) Any student who misuses the Chrome book in any way will relinquish the privilege and their parent will need to purchase the hardback edition of the textbook. These devices may be checked without warning at any time since they are the property of the school.

Parents are urged to monitor the use of all forms of technology by their children at home. Disproportionate use of video games, X-Box, etc. will clearly have an impact on a student's grades and overall ability for a student's personal best in academic excellence. Thirty minutes on homework and two hours on X-Box is considered disproportionate use of time. As responsible primary educators of their children parents are asked to monitor and create some balance of the student's study time with other forms of recreation.

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## Student Organizations / Programs

### Student Council

#### Criteria for Student Council Candidates

Candidates for Council Officers must submit the required Petition to run for office.

Candidates for office must be enrolled in St. Teresa School for at least one completed year prior to seeking office.

Candidates must have at least a B average for their school work. (80 or above)

Candidates will be reviewed by Principal after petition to run is filed with Commissioner of Elections.

Candidates must be willing to work with other officers as a team player.

Candidates must be willing to take direction from the Student Council Liaison (i.e., a designated school staff member.)

#### Office of President:

- Shall be the official representative of the Student Council
- Shall preside at the Student Council meetings
- Shall prepare the agenda for the meetings

- Shall preside at assemblies of students to assist the Principal
- Shall appoint committees with advice of Council Liaison
- Shall have voting power and may call special Council meetings with the consent of the Liaison
- Shall lead in any other capacity as assigned by Administration
- Shall act as official host for Visitors to STRS

**Office of Vice President**

- Shall preside in the absence of the President
- Shall have voting power
- Shall act as official host with the president
- Shall oversee, along with the president, the activities and Service Commissioners

**Office of Secretary**

- Shall be responsible for taking minutes at each meeting
- Shall be responsible for the publication and distribution of those minutes
- Shall keep a log of all minutes of the Student Council meetings
- Shall take attendance at all meetings
- Shall have voting power
- Shall be required to participate in activities and events Student Council is spearheading

**Office of Commissioner of Student Activities**

- Shall motivate Class representatives to gain student participation
- Shall have voting power
- Shall prepare report of student activities for advancement reports, STRS News

**Office of Commissioner of Student Service**

- Shall work with Class representatives to motivate participation in Project Hospitality and particular projects at Thanksgiving, Christmas, Easter, etc.

**Office of Class Representative**

- Shall represent classmates at council meetings
- Shall be appointed by teacher during the last week of September. No student shall serve in this position for two consecutive years. **(new 2015)**

**Student Government Team**

- Shall be responsible for supporting the Student Council officers in all areas and for learning the leadership skills needed to assist the administration and students in all appropriate matters. SGT members shall have voice but no vote on issues.

**National Junior Honor Society Selection Procedure**

The National Junior Honor Society chapter of St. Teresa Regional School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school.

Initial induction will be open to students after the second semester of sixth, seventh, and eighth grades. For the scholarship criterion, a student must have a cumulative average of 89. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.



- **November through June**
  - Same design: Learn by Your Design (LByD)
  - Same reward
  - Every student is able to achieve a celebration of their success in June.
  - Every student can be an independent learner and learn by their own design
  - Students completing eight months October through May with success will be treated to a luncheon in early June.