

# Student Handbook

St. Teresa Student Handbook is online!

Please go to [www.stteresa.net](http://www.stteresa.net) and click on the Student Handbook tab.

Please read the handbook carefully. Check the statements that apply and return this page to the school office by Friday, August 6, 2016.

I/we have read and agree to be governed by the policies and procedures in this Student Handbook.

## Photo Permissions

Please check the following items if you do NOT want your child in pictures or wish to have his/her information sent out. If you check that we can't use your child's photo, your child will be pulled out of class pictures.

I/we do not permit the use of our child's photo and/or name to be used in positive press releases regarding St. Teresa of Avila School in newspapers, Twitter, Facebook etc.

I/we do not permit the use of our child's name (first name only) or photos to be used for positive recognition on St. Teresa of Avila School and teacher websites.

I/we do not permit that our child's name and home phone number can be given to School organizations such as the PTG, youth group, athletic association etc.

I/we do not permit that our child's name, address and phone number be given to the archdiocese for students in grades 5-8 for mailings from the high schools.

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

\_\_\_\_\_  
Parent Name (please print)

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

\_\_\_\_\_  
Parent Name (please print)

Student Signatures:  
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Grade:  
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## **Introduction**

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Welcome to a new school year! This handbook is provided to acquaint you with St. Teresa School and to facilitate cooperation with the administration, teachers, and other staff members in providing a quality education.

## **St. Teresa of Avila School's Mission**

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St. Teresa of Avila Elementary School is an Archdiocesan Roman Catholic school operated by the parish of St. Teresa of Avila. Our mission is to empower children to develop strong academic skills in a Catholic atmosphere. We strive to educate, in partnership with the parents, the whole child: spiritually, intellectually, physically, socially and emotionally. Ultimately, our mission is to enable our students to become responsible and contributing Christian members of society.

## **St. Teresa of Avila Schools' Beliefs**

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1. We believe that home, school, and parish share a common goal to educate each child.
2. We believe each child's faith formation begins at home and continues to be an ongoing process which is taught, lived, and celebrated in our school.
3. We believe that through academics, prayer, worship, and daily interactions we strive to impart to our children the Catholic traditions and faith and to live the Gospel of Jesus Christ by serving the Church and community.
4. We believe that all children can learn and that optimal learning takes place when students are actively engaged and are in a safe and accepting environment.
5. We believe that all children can be accepting and appreciative of others' gifts in a culturally diverse society.

## **St. Teresa of Avila School's Honor Code**

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On my honor, as a student of St. Teresa School, I pledge to be motivated by God in all my actions. I will not lie, cheat, steal, or tolerate such behavior.  
I will treat my fellow students and teachers with honor and respect at all times.  
I will not act in a destructive manner that is harmful to others or myself nor will I tolerate such behavior.

In the event that I witness an act that violates the Honor Code, I will report the act to an adult- parent/guardian, teacher, or principal.

- a. It may be done in person.
- b. It may be done in writing and left on a teacher's desk or sent to the school office. I am encouraged to sign the note to better resolve the situation. I understand that anything that I report will be handled responsibly.

**St. Teresa of Avila School**  
**Important Phone Numbers**

School Office (Monday – Friday)	471-4530
Business Hours 7:30 a.m. - 3:00 p.m.	Fax 471-1254

Rectory Office/Business Office	
9 a.m. – 5 p.m. M – F	921-9200
	Fax 921-0307

Religious Education Office	921-9200
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Before & After School Care	921-9200
2:30 – 6:00 p.m.	

## **ADMISSIONS POLICY / REGISTRATION / TUITION**

St. Teresa of Avila School was established and continues to serve the membership of St. Teresa of Avila Parish. Children of non-members will be considered for enrollment if classroom space is available, parents or guardians fulfill tuition requirements, and the administration believes the interests and needs of the child and the school will best be served by admission.

In accordance with Christian principles, St. Teresa of Avila parish school admits students of any gender, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, admission policies, and other school-administered programs. Our school does not provide programs to assist all students with disabilities and will, therefore, not be able to accept all students with disabilities.

Classroom space will be allocated according to the order of preference listed below. If all spaces are filled, a waiting list will be established. When space becomes available, any openings will be filled in that same order.

Order of preference for admissions:

1. A child currently enrolled in St. Teresa of Avila School in our kindergarten through grade 8.
2. A child with brothers and/or sisters currently enrolled, seeking enrollment for the first time, whose parents are considered active parishioners.\*
3. A child, seeking enrollment for the first time, whose parents are considered active parishioners. If there are more parishioner applicants than openings; order of admission will be determined by the families' initial date of parish registration.
4. A child, seeking enrollment for the first time whose brothers and/or sisters are currently enrolled, whose parents are non-members of the parish.
5. A child, seeking enrollment for the first time, whose parents are non-members of the parish.

*\*An active parishioner is one who participates in the Sunday liturgies, takes part in parish projects, and supports the parish through active participation in the parish stewardship program.*

### **Age Requirements**

An incoming kindergartener must be five years of age by October 1 of their admission year to kindergarten.

An incoming first grader must be six years of age by October 1 of their admission year to enter grade one. The final decision for admission outside this requirement is left to the principal.

### **Registration**

Registration for St. Teresa of Avila Parish School for the upcoming school year will end on June 1 for new students in grades 4-8 and June 12 for all new students in grades K-3. Registration subsequent to June 1 and June 12 is at the sole discretion of the principal. Criteria to be used in his/her decision will include but not be limited to:

1. Availability of space in that grade level
2. Parish Membership
3. Presence of other siblings in St. Teresa School
5. Special needs of the child
6. Consultation with the pastor

## Enrollment for All Students

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Saint Teresa of Avila School is committed to supporting all of its students. Accordingly, efforts are made to develop individual intervention plans to assist students experiencing behavioral and/or educational problems. In some instances, however, it may become apparent that Saint Teresa of Avila is no longer an appropriate educational placement for a student despite the interventions that have been implemented. This outcome could be due to a history of chronic behavior problems or educational needs beyond the capabilities of the school. In such cases, a conference will be conducted with the parents, principal, school psychologist (if possible) and/or the student's teachers to help identify an appropriate placement for the student.

## Transfer Students

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Before a student is considered for acceptance into Saint Teresa of Avila School, the following documents must be received by our school office for review:

- Cumulative folder including official transcripts or grades

In addition, the following records may be requested:

- Psychological testing, counseling records

- Individual Education Plans

- Standardized testing scores (State Proficiency Tests, Terra Nova Tests, etc.)

New students' academic and behavioral progress will be reviewed at interim report time. If the reviews are unsatisfactory, a conference will be held with teachers, parents, school psychologist (if possible) and the principal in order to devise an academic and/or behavioral intervention plan. This intervention plan will be re-evaluated within four weeks. If the reviews continue to be unsatisfactory, another plan may be considered or the student may be asked to withdraw from St. Teresa of Avila School.

## Tuition and Fees Policy

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Parents/guardians are required to support the school both financially and through their volunteer efforts. The Sunday collection is the primary source of funding for the school. Tuition and fees are the second source through which the school obtains its operating funds. To enable the Parish to plan and meet its budgetary requirements, tuition and fees must be paid in a timely manner.

Tuition and fees are suggested by the Education Commission and approved by Parish Council. The following policy has been approved by the Education Commission and Parish Council:

- Tuition will be charged for each student enrolled in St. Teresa of Avila School.
- A non-refundable registration fee of \$100 for new students and \$50 for returning students is due at time of registration.
- A technology fee of \$50.00 per student is due at time of registration and is refundable up to the 1st day of school.
- Tuition payments are made in ten (10) monthly installments, beginning on July 15th of each year and continuing through April 15th of the following year. Eighth grade tuition is paid in six (6) monthly installments (July-December.)
- Tuition payments are due by the fifteenth (15) of each month.
- If tuition is not current, the child(ren) will not be permitted to return to school the following school year.
- At the end of each quarter, report cards will be held for students not current with tuition or fees.

- If a student wishes to withdraw, all tuition and fees must be paid before school records are released.
- Eighth grade tuition must be paid in full by December 31. Final transcripts will not be forwarded to the high schools until tuition is paid in full. We will release copies of report cards, standardized testing scores etc. in November to the high schools.
- Tuition payments can be made monthly by check or by automatic monthly transfer from a checking or savings account.

## Tuition Assistance

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For families who are parishioners who are unable to pay their half of the cost, which is the tuition charged per student, there is a limited amount of money that is designated for additional tuition assistance. The system is as follows:

- Families who are parishioners and who have already registered for school can apply online using FACTS by May 1.
- The Pastor, the Parish Financial Director, and the principal will make the decisions as to who will receive assistance and how much assistance will be distributed for the following school year. These notification letters will then be mailed out in late May.
- Each family will then be asked to pay each month at least a given amount; hopefully, income will increase so they can pay more or even the entire amount.

## New Parishioners

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St. Teresa of Avila welcomes new members. When a family moves into the area or wishes to transfer to St. Teresa School, they will receive the full Parish school tuition subsidy for each student provided the following criteria are met:

1. They register with the Parish
2. The parents/guardians become active parishioners
3. Tuition and fee payments are kept up-to-date
4. They register for the school prior to the June 1 and June 12 deadlines.

## **ARRIVAL AND DISMISSAL**

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### Arrival

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The business hours of the school office are from 7:30 a.m. to 3:00 p.m. on school days. The official school day begins promptly at 8:00 a.m. Students are permitted to enter the building at 7:30 a.m. and are asked to go to the cafeteria until the 7:50 a.m. bell rings. At 7:50 a.m. the students are permitted to go to their classrooms.

### A.M. Traffic Flow

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All traffic should flow north on Rulison Avenue (towards Cleves Warsaw) and children should be dropped off on the side of the school to avoid having children cross the street. Students may be dropped off near the gym entrance in the main school lot. Drivers utilizing the main school

lot should enter the courtyard area only by Rulison Avenue in a single lane. Cars must exit past the church to Glenway Avenue (right turn only) or onto Overlook Avenue (recommend right turn). Be mindful that children are walking in these areas. Students may be dropped off at the breezeway. Cars are to drive through the circle driveway.

## Dismissal (Please see map at the end of this handbook)

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All Day Kindergarten and bus riders are dismissed at 2:17 p.m. Car riders are dismissed at 2:25 p.m. and walkers are dismissed at 2:30 p.m. Bus riders are dismissed when the bus arrives. After school, no student is permitted in the building unless a teacher is present with them. Students who remain after school must have written permission from a parent/guardian.

Parents driving should enter the Rulison lot by the driveway closest to Cleves Warsaw. Cars will form a line beginning with a line closest to the fence and moving outward. Teachers will walk the children out to the parking lot. Cars will be dismissed in an orderly fashion after all students are in the cars. **Parents should not park on the street when their children are car riders.**

Although it is not recommended, students may be excused for necessary dental or medical appointments. An Early Dismissal requires a note from a parent/guardian. All attendance related notes should contain the child's full name, date, and time of early dismissal, full name of the person picking up the child, homeroom teacher's name, name of physician, dentist, etc. When the student arrives at school, he/she must give the note to the homeroom teacher, who will forward it to the school office. Following this process allows the student to have an excused Early Dismissal. Failure to follow this policy will result in the student receiving an unexcused Early Dismissal. When the parent/guardian arrives to pick up the child, the student will be called to the school office. Parent/Guardian must sign student out in the school office.

## Early Dismissal Days

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There are times when the children will be dismissed early at 1:00 p.m. Latchkey will be provided until 6:00 p.m. Students will be permitted to eat a snack in the classroom and will be permitted to get milk/snacks from the cafeteria. **Students who ride the bus may have to find an alternative way home as the bus company is sometimes unable to provide transportation for early dismissals in the afternoon.**

## Transportation

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If parents of children, who normally use one method of transportation at dismissal, change from the norm, a note must be sent to the homeroom teacher. The note must state the date; child(ren)'s name(s) and the method the child(ren) will be using to go home. If the school does not receive a note, the child will be dismissed by his/her normal mode of transportation.

## Bicycles/Skateboarding

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All bicycles must be properly set in racks and locked. No bicycle riding or skateboarding is permitted in the school yard at any time. Students must walk bicycles to and from the racks when entering and leaving the school yard.



## Extended Care Program

The Extended Care program is reserved for students in kindergarten through grade 8. Afternoon care begins at dismissal until 6:00 p.m. This program begins the first day of school and is open any day school is in session other than the last day of school. When the school is closed for inclement weather, in-services, holidays, or any other reason there will be no after school care. Students are expected to follow all rules and expectations as outlined in this book. Students have free time, snack, and homework/quiet time. All students participating in after school care must be enrolled at St. Teresa of Avila School in order to use this service. This service is provided for a nominal fee as established each year. Please contact Karen Rackers at 921-9200 ext. 130 with any questions. Registration forms are available at Latchkey, the Rectory, and the School Office.

## ATTENDANCE POLICY

Regular attendance is necessary if a student is to be successful in school. The school day is from 8:00 a.m. until 2:30 p.m. (All day Kindergarten dismiss at 2:17 p.m.). Children are to be in their homeroom at their desks by 8:00 a.m. Those who arrive after this time must report to the school office to obtain a Tardy Slip in order to be admitted to the classroom and will be marked tardy.

All students are expected to participate in all curricular and extracurricular programs and activities during the regular school day. If a child cannot participate:

- The parent or guardian must submit a written note each week to the child's homeroom teacher. The note must state the reason, specific limitations or restriction and the anticipated duration of the condition.
- A note from the doctor may be required in certain circumstances. The note must state the reason, specific limitations or restrictions and the anticipated duration of the condition.
- It is the parent's or guardian's (not the teacher's or principal's) responsibility to be certain the child understands his/her limitations and heeds them.

## Absence

State law requires parents to call the school before 9:00 a.m. to report a child's absence. If the absence is not reported, parents will be contacted at home or at work to verify the absence. If no parent can be contacted, the office will leave a message. **State law also requires that a written excuse stating the reason for the absence, the date(s), and the parent's signature is required when a child returns to school after an absence.** A physician's note is required for an extended absence. After five absences during the year, the school may require a written doctor's excuse. Students with excessive absences will be reported to the truancy officer for the district. Eighth grade students are permitted two high school shadow days.

**Parents are required to keep children home for infectious/contagious illnesses which are accompanied by sore throat, cough, rash, nausea, etc. Students must remain home for 24 hours after an episode of vomiting, diarrhea, fever, or starting an antibiotic for a contagious illness.**

Withdrawal of students for purposes of family vacations, trips, etc., during the school term is discouraged. Teachers are **not** required to prepare work ahead of time for students taking a vacation during the school year and it is the responsibility of the student to make up missed work.

“Take Your Son/Daughter to Work Day” is not recognized by the Archdiocese of Cincinnati or St. Teresa of Avila School as an excused absence from school. Students who want to learn more about their parents’ workplaces and careers may do so during the summer months or on a day when school is not in session.

## Tardiness

Students who arrive after 8:00 a.m. are marked tardy. Students who miss between two and three and one half hours will be marked one half day absent. Any absence longer than three and one half hours will be counted as a whole day absence. After five tardies in one quarter, the parents will be notified by the teacher. At eight tardies, the principal will call home. Students may be put on probationary contracts for excessive tardiness.

## Excessive Absence

Students should be in school every day as absence is a major cause of failure in school. The Ohio Revised Code states, “Every parent or guardian has the responsibility to assure regular daily school attendance of their children.” As currently indicated in the Ohio Revised Code “a child being of compulsory school age, being absent without legitimate excuse from school 7 or more consecutive school days, ten or more school days in one school month or fifteen or more school days in a school year is considered delinquent.” St. Teresa of Avila School adheres to these state laws.

Students with excessive absences may be placed on a probationary contract. As a result of excessive absence, summer school and/or retention may be required. Repeat offenders may be reported to the local truancy officer.

## Shadowing

Students are permitted two days to shadow at the high schools. Parents are required to fill out the Shadowing form **prior** to the shadowing and to also call the school office on the day of the shadowing. Please do not schedule shadowing for a day of a test. The high schools are contacted for verification of the student’s attendance. It is the student’s responsibility to get missed assignments from the teachers and to complete the assignments.

## Weather/Emergency Closings

Weather conditions or another emergency could require school to be closed on a given day. In the event of inclement weather that would necessitate the closing of school on a given day, the following plan will be in effect:

Please listen for these announcements on Radio or TV:

**Oak Hills Local School District is closed** = St. Teresa School will be closed.

**Oak Hills Local School District is on a two (2) hour delay** = St. Teresa School will be on a two (2) hour delay and will begin at 10:00 a.m. Dismissal on two hour delay days will be at regular time. During a two (2) hour delay, supervision of students will begin at 9:30 a.m. There will be no bus service if Cincinnati Public Schools are closed.

**Oak Hills Local School District is closing early** = When weather is questionable during the school day, it is possible that we will dismiss early.

It is the parent's responsibility to check the local news for Oak Hills Local School District (television, radio, school website etc.) for information regarding an early dismissal. Phone calls will not be made home. Students will be sent home according to the instructions given by the parent on the Early Dismissal Form sent home and completed by a parent at the beginning of the school year. There will be no bus service.

**Cincinnati Public Schools are closed, Oak Hills is open** = There will be no bus service.

## ACADEMICS

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### Curriculum

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The curriculum adopted by the school is based on the course of study, *Teaching for the 21<sup>st</sup> Century*, adopted by the Archdiocese of Cincinnati and in accordance with the minimum standards of the State of Ohio.

The school calendar and schedule for classes and activities meet, and in some areas exceed, the minimum standards for Ohio elementary schools and the Archdiocesan Education Commission.

### Homework

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Homework is assigned as an outgrowth of the instructional program and to reinforce skills taught at school. Homework may include written assignments, study or reading material, long range projects and make-up work the student has missed. Students are to come to class prepared each day with all assignments completed. It is imperative that students complete their own homework, with minor help from a parent. Students are required to purchase a standard homework assignment book available through the school. **Parents are to monitor the homework assignments carefully and to sign or initial the assignment book each evening.**

The amount of the time spent on homework will vary according to the grade level, the nature of the assignment, and the individual student. Teachers will attempt to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework. Parents should be aware that students will vary in the amount of time required to complete the same assignment.

Approximate homework times are:

Grade 1 = 20 minutes

Grades 2 & 3 = 30 minutes

Grades 4, 5, & 6 = 60 minutes

Grades 7 & 8 = 75-90 minutes

It is important for the student to develop good study habits. It is recommended that each student have a suitable environment and specific time set aside for the completion of homework assignments.

## Homework Policy

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In grades 5-8, an academic point scale is used for missing homework. Students will receive a demerit for the fourth missing assignment they receive and EVERY missing assignment thereafter. Teachers will fill out the academic card. On the card the assignment will be listed, the date of the assignment and the final deadline for the missing assignment. If the assignment is not completed by the final deadline, which will be a week after the assignment was due, the student will receive a 0%. If the assignment is completed in the week's time, a checkmark will be marked in the planner. However, points will be deducted for the assignment being late. Once the final deadline has been reached and a 0% is issued, the student may not make the assignment up. The 0% will stand. Just like every 3 conduct demerits warrants a detention, every 3 academic demerits will warrant a detention. The consequences for each academic demerit will remain the same as the consequences for the conduct demerits.

## Absence/Class Work/Homework

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All in-class schoolwork and homework missed due to absence because of illness, medical appointments, and/or family emergencies must be completed within a reasonable length of time. The amount of time to complete these assignments is determined by the number of days absent. If absent one day, a student has one day to make up the work. If absent two days, two days are given to make up the work, etc. (Other arrangements should be discussed with your child's teacher.) Books and assignments will be put together for the students who are absent if the school is notified by 9:00 a.m. Books and assignments will be sent home with another student or may be picked up by a parent/guardian between 2:30 – 3:00 p.m. – NO EARLIER at the school office. These assignments are not available earlier in the school day.

It is the responsibility of the student to contact the teacher to find out about missed assignments and tests or quizzes. A time and date for the missed tests or quizzes will be made by the student and the teacher. If the student does not complete the work as stipulated or fails to make up tests or quizzes, the student may receive a zero on all missed assignments and tests and/or quizzes.

Withdrawal of students for purposes of family vacations, trips, etc., during the school term is discouraged. Teachers are **not** required to prepare work ahead of time for students taking a vacation during the school year and it is the responsibility of the student to make up missed work.

## Reporting Pupil Progress

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St. Teresa utilizes a variety of methods to apprise parents of their child's progress in school. It is our hope that the different communications will help both the parent and the teacher to provide for the needs of the child.

- *On-line Grade Reporting* – Parents of students in grades K-8 will receive a daily email with student grades and homework. It is the parent's responsibility to sign up with Ascend to receive these emails. Log-in information is given at the beginning of the year.
- *Interim reports* are issued four (4) times a year, midway between quarters for students in grades 1-8 who are in jeopardy of failure. The interim report is to be signed by the parent or guardian and returned to school within **one week**.
- *Report cards* are sent home with the students at the end of each quarter. These reports will indicate progress and areas of needed improvement. Academic skills as well as growth in

social and personal responsibility are reported. Much attention and importance should be given to the social and personal responsibility marks. The report card is to be signed by the parent or guardian and returned to school within **one week**. Report cards will not be sent home if tuition is not current.

- *Conferences* are scheduled after the first quarter. See calendar for conference dates. Notices are sent home indicating the time schedule for the conferences. During the conference, the child's progress and development will be reviewed and discussed. Parents are encouraged to contact the school for additional conferences with the teacher should the need arise.

**Report Card Archdiocesan Grading System:**

For students in Kindergarten:

<b>PROGRESS CODE</b>	
M	Strong, mastered
S	Satisfactory progress
D	Developing
NP	Needs more practice

For students in Grades 1 – 3:

<b>PROGRESS CODE</b>	
O	Outstanding Progress
S	Satisfactory Progress
N	Needs improvement

For students in Grades 4 – 8:

<b>PROGRESS CODE</b>	
A	Superior 93-100
B	Very Good 85-92
C	Satisfactory 77-84
D	Below average 70-76
F	Failing Below 70

**Promotion, Retention and Graduation**

In order for a student to fully benefit from the educational program, it is necessary for him/her to successfully complete the academic requirements at each grade level. Students will be placed, retained or promoted based upon attendance and performance in class work, homework, and tests. All matters of promotion, retention, and placement will be handled on an individual basis with consideration given to academic abilities, maturity, and the physical growth of the child.

**Promotion/Retention**

Students who satisfactorily complete the course of study objectives at their grade level will be promoted to the next grade.

The following criteria will be used to determine retention:

- Grades 1-3; a student having an N in Reading or Math may be retained.
- Grades 4 – 8; a student having a 69 average or below for the year in three or more subjects will be retained.

## Required Summer Instruction

If a student in grades 1-7 fails one or two major subjects, he/she will be required to successfully complete a program of instruction during the summer in the subjects that were failed. The program of instruction requires that 30 hours of instruction occur as well as 15 hours of independent work for EACH subject failed. A progress report from the certified teacher who conducted the program must be sent to St. Teresa School at completion. Failure to successfully complete such a program of instruction will cause that student to be retained at the same grade level for the next school year. If an eighth grade student fails a subject, communication will be made with the high school to determine appropriate summer work before promotion.

**Note:** All students are required by Ohio law to complete one year of American History and one-half year of Ohio Studies for promotion from eighth grade. Students who transfer from out of state may have to attend summer school to complete this requirement.

## Third Grade Reading Guarantee for EdChoice Scholarship Students

Beginning July 1, 2015, any third-grade student who attends a chartered nonpublic school with a scholarship awarded under either the educational choice scholarship pilot program, prescribed in sections 3310.01 to 3310.17, or the pilot project scholarship program prescribed in sections 3313.974 to 3313.979 of the Revised Code, shall be subject to the third-grade reading guarantee retention provisions under division (A)(2) of section 3313.608 of the Revised Code, including the exemptions prescribed by that division. For purposes of determining if a child with a disability is exempt from retention under this section, an individual services plan created for the child that has been reviewed by either the student's school district of residence or the school district in which the chartered nonpublic school is located and that specifies that the student is not subject to retention shall be considered in the same manner as an individualized education program or plan under section 504 of the "Rehabilitation Act of 1973," 87 Stat. 355, 29 U.S.C. 794, as amended, as prescribed by division (A)(2) of section 3313.608 of the Revised Code.

As used in this section, "child with a disability" and "school district of residence" have the same meanings as in section 3323.01 of the Revised Code.

(1) Each chartered nonpublic school that enrolls students in any of grades kindergarten through three and that accepts students under the educational choice scholarship pilot program or the pilot project scholarship program shall adopt policies and procedures for the annual assessment of the reading skills of those students. Each school may use the diagnostic assessment to measure reading ability for the appropriate grade level prescribed in division (D) of section 3301.079 of the Revised Code. If the school uses such assessments, the department of education shall furnish them to the chartered nonpublic school.

(2) For each student identified as having reading skills below grade level, the school shall do both of the following:

(a) Provide to the student's parent or guardian, in writing, all of the following:

(i) Notification that the student has been identified as having a substantial deficiency in reading;

(ii) Notification that if the student attains a score in the range designated under division (A)(3) of section 3301.0710 of the Revised Code on the assessment prescribed under that section to measure skill in English language arts expected at the end of third grade, that section to measure skill in English language arts expected at the end of third grade, the student shall be retained unless the student is exempt under division (A)(1) of section 3313.608 of the Revised Code.

(b) Provide intensive reading instruction services, as determined appropriate by the school, to each student identified under this section.

(C) Each chartered nonpublic school subject to this section annually shall report to the department the number of students identified as reading at grade level and the number of students identified as reading below grade level.

## Advanced Programs Criteria

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**The Advanced Language Arts Program** services children in grades 5-8. The Advanced Language Arts class replaces the regular Reading / Language Arts class for qualified students. It is a full-time, graded, academic course of study. The following criteria must be met for admittance into the program.

In April, incoming students will be ranked according to three equally weighted areas: ability, achievement, and classroom performance. The total of the following four scores will provide a student's weighted score:

The composite score on the Cognitive Abilities Test(CogAT)

The subtest score for Reading on the Iowa Test of Basic Skills (ITBS)

The average in Reading for the first three quarters

DIBELS scores.

Once the weighted score is determined for each student, the top students will be admitted into the program. The number may vary based on the weighted scores. A baseline of 80<sup>th</sup> percentile on the CogAT and the ITSB Reading test is recommended; as is a baseline of 90% for classroom achievement.

**The Advanced Math Program** services children in grades 5-8. It is a full-time, graded, academic course of study. The following criteria must be met for admittance into the program.

In April, incoming students will be scored according to two equally weighted areas: achievement and classroom performance. The total of the following two scores will provide a student's weighted score:

The Math Total score on the ITSB

The average in Math for the first three quarters.

Once the weighted score is determined for each student, the top students will be admitted into the program. The number may vary based on the weighted scores. A baseline of the 80<sup>th</sup> percentile on the ITSB Math Total score is recommended; as is a baseline of 90% for classroom achievement.

A student who qualifies based on his/her score must have proven his/her ability to work in small groups. The student's previous teachers will be surveyed to validate his/her collaborative skills.

To remain in Advanced Math throughout the academic year, a student must maintain an 85% average in Math.

## Awards

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### **Perfect Attendance:**

This award is given to any student who has not missed a day of school during the entire school year (this includes no unexcused tardies, early dismissals, and no partial days absent).

### **Honor Roll (Grades 4-8):**

First Honors – At least five A's and nothing below a B+ (90-92%) in academic subjects, the absence of a "2" in effort in any subject, and no checkmarks on report card regarding behavior.

Second Honors – All A's and B's in academic subjects, the absence of a "2" in effort in any subject, and no checkmarks on report card regarding behavior.

Academic Subjects are Religion, Reading, English, Math, Science, Social Studies.

For Physical Education, Music and Art, students must have a "C" or higher to be eligible for first or second honors.

## Scholarships

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*CHRISTIAN WITNESS AWARD:* In January of 1993, an anonymous donor pledged to donate \$100 annually for 20 years to be given to a student in Grade 7 "whose attitude and behavior truly reflect the ideals of Catholic living". The guidelines for awarding this scholarship were formulated by the principal and faculty and approved by the pastor. These guidelines are shared with the students of Grade 7 in September and the scholarship is awarded in May.

*MONSIGNOR WILLIAM R. BOYLE SCHOLARSHIP:* This partial scholarship is given each year to a student in Grade 8 who will be attending a Catholic High School. The selection of the recipient is based on outstanding academic achievement as well as exemplary Christian living. Junior High students are made aware of this award at the beginning of the school year.

*MARY CASEY DONOVAN MEMORIAL SCHOLARSHIP:* The Mary C. Donovan Memorial Scholarship was established in March 1995 by the Donovan family in memory of Mary C. Donovan in recognition of her deep Catholic faith as well as her appreciation for the education her 10 children received at St. Teresa of Avila School. The recipient(s) will be chosen on the basis of outstanding scholarship, superior leadership ability, dedication to serving others, and high moral character. The scholarship is awarded in the spring to a student(s) in Grade 7 to be partial payment towards tuition for Grade 8.

*TONY SAMOYA SCHOLARSHIP:* The Tony Samoya Scholarship was established in loving memory of Tony Samoya, a St. Teresa first grader, avid sports fan, and athlete who died in November 1988. To qualify for this scholarship, the St. Teresa student must be in grades 1-8, be involved in sports, be a member of the parish, and have a financial need for the assistance. A selection committee chooses two recipients annually to receive a full year scholarship which is awarded each year in May. To be eligible for consideration, the student's parent must complete and return the application to the St. Teresa of Avila Parish Office (1175 Overlook Avenue, Cincinnati, OH 45238) at time of spring registration for the following school year.



*VOGEL FAMILY EDUCATIONAL FUND SCHOLARSHIP*: The Vogel Family Scholarship Fund was established from a bequest from Cletus A. Vogel. The scholarship is dispersed to 8th grade graduates of St. Teresa School including the current graduating class. Students who will be attending one of the following schools next year are eligible to apply: Elder High School, Seton High School, Mother of Mercy High School, St. Xavier High School, Xavier University, or the College of Mount St. Joseph. Approximately \$75,000 will be awarded annually in scholarships. Scholarships are solely based on financial need. Applications may be downloaded from the school website.

## School Supplies

Students are expected to come to class with all necessary supplies, such as paper, pencils, notebooks, a ruler, and items specified by the teachers in their grade level. At the end of the school year, a list of required supplies for the upcoming school year is enclosed with the student's report card. The list is also posted on the school website. [www.stteresa.net](http://www.stteresa.net). The student's name should be clearly marked on any personal items brought to school.

## Textbooks

Tuition covers the necessary texts, paperbacks, testing materials, audiovisual materials, playground equipment, etc. which a student needs. All hardback books that are taken out of the school building must have a cover. Each student is responsible for his or her books since they are school property. Failure to take care of a book will result in the student having to pay for the book. Failure of a student to cover a book could result in a demerit.

## Testing Program

In the Archdiocese of Cincinnati, competency tests (Iowa Tests) covering pupil performance objectives in math, language arts, reading, science and social studies are taken by students in grades 2-7. The test results are used by the principal and faculty for yearly program evaluation. The tests are criterion-referenced and as such are designed to measure the degree to which the students are mastering performance objectives in the respective courses of study.

## Fieldtrips

Every class at St. Teresa School will be given the opportunity to participate in at least one educational outing during each school year. However, field trips are privileges afforded to student and not absolute rights. Children who consistently neglect their schoolwork and/or exhibit consistent discipline problems will not be permitted to accompany their classes on field trips. Parents will be notified.

Field trips are planned to enrich the classroom learning experience and will have an educational purpose. Field trips sponsored by the school will be outgrowths of subject material being taught. Any child participating in a field trip **must** have a permission slip which releases the school from liability **completed by the date listed on the form** before attending the field trip. If an additional printed copy of the form is needed, parents may call the office and request another. If a student does not have a valid permission slip the student will not be permitted to participate in the field trip.

Field trip chaperones must be a parent or legal guardian and must have attended Virtus training, as well as have received a background check. St. Teresa conducts Virtus training. For

specific times, contact the parish office. For liability reasons, younger children may not accompany chaperones on any field trip.

## Library

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St. Teresa School maintains a central library available to all students. Because the library is a place for reading, study and research, a quiet atmosphere must be maintained at all times. A librarian and library assistant supervise all library activities and parent volunteers are utilized to assist them with their duties. Each class has the opportunity to come to the Library during the week. Books may be checked out to all students and staff members. Please adhere to the due dates for all materials. A fine is charged for overdue books for each school day the book is late. Students will be charged a fee for lost books. Students may not register for the new school year if fees are due to the library.

## Accelerated Reader Program

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The Accelerated Reader Program is a computerized system of testing and individual record keeping in which a student has the opportunity to select a book from the designated list and after reading it, takes a computerized test pertaining to that book. The students receive points based on the reading level of the book and performance on test questions. The goal of this program is to increase literature-based independent reading practice, to improve the reading skills of students and to instill a love of reading in students. A copy of the book list (which includes more than 2,000 titles) may be found in the school library and on the school webpage [www.stteresa.net](http://www.stteresa.net).

## Computer Studies

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All teachers at St. Teresa of Avila School use technology as a tool to enhance the curriculum, enrich the learning process, and to increase productivity. Students, teachers, staff, and administrators quickly and easily access the myriad of Internet resources, which provide the most current information available. Being proficient in the use of technology will enable students to meet the challenges of higher levels of education and to develop lifelong learning skills that will be needed in the technological world of the future. Technology resources are also used as a tool to promote communication between students, teachers, staff, and the parish community. The computer lab provides supervised access to computer applications and the Internet for research and supplementary materials. Students attend weekly classes that use the graded course of study of the Archdiocese of Cincinnati and Technology Standards and Competencies. The goal is to integrate the curriculum with the available technological resources and to develop student technology skills. Everyone who uses the computers at St. Teresa of Avila, including students and adults, is required to read and sign the St. Teresa of Avila Policy for the Acceptable Use of Technology. This policy, required by the Archdiocese of Cincinnati, must be completed before any user is allowed to use the computers or access the Internet at school. In order to meet the constant changes in technology, a plan was developed which outlines the mission, vision, goals, and objectives of the technology program at St. Teresa of Avila School. The Technology Plan, the Technology Standards and Competencies, the Policy for the Acceptable Use of Technology as well as all the latest school information, monthly calendar, and a variety of educational Internet links can be accessed at the school website: [www.stteresa.net](http://www.stteresa.net).

**Internet Policy:**

Internet access in the school is strictly limited to educational use and is teacher supervised. The school instructs about and guards against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

**Saint Teresa’s Responsibility:**

It is the school’s responsibility to maintain contact with the Internet provider, assure educational use, not allow open access to the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material. St. Teresa makes use of educational filtering to block objectionable sites from student access. This is not 100% effective but coupled with adult supervision provides the safest Internet access possible at this time.

**Student and Adult User Responsibility:**

Students and adults have Internet access through the school. Students will not have individual accounts or access to e-mail. In addition, the user must strictly adhere to the copyright laws and refrain from plagiarizing. Unethical and/or illegal activities will not be allowed.

**Online Conduct:**

No student may enter his or her full name or information about himself/herself onto any Internet site while using the school Internet access. Students will not be permitted to access social networking sites at school. All users are further encouraged to refrain from giving out personal information from a home computer without parental permission. The student and adult users agree not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material, nor shall the user encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state, or federal law is also prohibited and is a breach of the terms and conditions of this policy.

**Disciplinary Action:**

Disciplinary action for inappropriate use of the School’s Internet Access may result in loss of Internet privileges for a period of time. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures, such as demerits, may be given.

**Agreement Form:**

**Each student and their parent/guardian will sign an Internet User Form before being granted access to the Internet.**

**Please see [www.stteresa.net](http://www.stteresa.net).**

**Note:** St. Teresa of Avila School and the Archdiocese of Cincinnati reserve the right to modify this policy.

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**Physical Education**

A physical education teacher conducts weekly classes for all students. Each student will participate in the P.E. program unless a physician’s report indicates that this may be harmful. If a student is unable to participate on a particular occasion (i.e. minor injury, illness, etc.) a note from his/her parent must be presented in order to excuse the student for that day. All students must wear gym shoes during the gym class. Students who are unable to participate actively in physical education will be required to pursue the academic aspects of this course.

Students must wear appropriate clothes on their designated gym day. St. Teresa spiritwear is strongly recommended. Sweatshirts, sweatpants, athletic shorts and t-shirts are acceptable. Cut-offs, denim, muscle and tank shirts are **NOT** permitted. All clothing brought to be worn in gym class must be in presentable condition. Any clothing that promotes drugs, alcohol, or has inappropriate comments or pictures is not permissible.

## Special Programs

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St. Teresa School provides special services as an extension of the regular curricular program. These services are provided through state and federal funding.

### **Auxiliary Services (State)**

- Remedial reading and speech therapy classes for qualifying students in Grades K-8.
- A part-time registered nurse is available.
- A psychologist is available for testing and consultation.

### **Title I (Federal)**

- Special remedial reading classes for students who qualify.

### **Intervention Specialist**

- A teacher is available to work with students who have disabilities.

## Students with Disabilities / Participation in Competency- Based Education Programs

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Students with disabilities as defined in Ohio's Rules for the Education of Handicapped Children, are those who have been identified as disabled and for which an individualized service plan (ISP) have been enacted. The students may be exempted from participation in the competency based education requirements on an individual basis. The determination that an individual who is disabled is exempted will be made using the following procedure: 1. The student's present level of education performance as indicated by the ISP will be reviewed. 2. During the ISP meeting, a statement regarding participation or exemption will be identified on the ISP as part of the statement regarding the extent to which the child will be able to participate in regular educational programs. 3. If it is determined that the student will participate in the competency-based education program, any necessary modifications in the testing procedure will be indicated on the individualized service plan.

## LITURGICAL CELEBRATIONS

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Students participate in liturgical and paraliturgical celebrations as a student body and in smaller classroom groups. Careful planning and practice sessions precede the celebrations to assure reverence and dignity of the worship experience.

### Liturgical and paraliturgical celebrations in which students participate:

- Weekly All School Mass Celebrations
- Special feast days of the liturgical year and seasons
- Catholic Schools Week
- Opening and Closing of the school year
- Sacrament of Reconciliation

- Liturgy in Honor of Blessed Mother
- Way of the Cross
- Individual classroom prayer and Scripture reading

## Student Activities

The following activities are available to students of St. Teresa of Avila School:

- ✚ Altar Servers (Grades 5-8)
- ✚ Athletics
- ✚ Bruin Paw Print Newspaper
- ✚ Choir
- ✚ Creative Writing Club
- ✚ Girls in Science (Grade 6)
- ✚ Girls on the Run
- ✚ Green Club
- ✚ History Fair (required for Grades 7 and 8)
- ✚ Lego Club
- ✚ Power of the Pen
- ✚ Scouting
- ✚ Spelling Bee Contest
- ✚ Student Council
- ✚ Westside Speech Contest (Grades 7 and 8)
- ✚ Yearbook
- ✚ Youth Group (Grades 7 and 8)

## CODE OF CONDUCT

Students are expected to respect the rights of each other so that all may learn. Self-discipline is a part of everyone's life; therefore, good discipline is essential to the emotional growth of every student at St. Teresa of Avila School. This discipline should be positive, consistent, and appropriate to the age of the student. Positive behavior is recognized in many routine ways throughout the school year.

At the same time, students must face the consequences of his/her actions. All adults on staff are responsible for providing positive reinforcement for appropriate behavior as well as for enforcing discipline.

In order to provide an environment for learning at St. Teresa of Avila School:

- Students are expected to enter, leave, and move about the building in an orderly manner, with no running, pushing, or shouting.
- Students are also expected to show courtesy to people and property on their way to and from school.
- At all times students are expected to cooperate with the school rules in and out of the classroom and to be respectful to teachers, staff, and fellow classmates.
- Everyone must work to reduce interruptions and distractions to the learning process. Students are therefore asked to:
  - Be sensitive to other's feelings. Do not exclude other children from playing games on the playground or avoid sitting next to someone in the cafeteria, at assemblies, or in class.

- Walk in a quiet, orderly manner in line, in hallways, and between buildings so as not to disrupt other classes.
- Show respect for other people, by speaking and responding to them politely.
- Show respect for other people by waiting quietly until their conversations have been completed before speaking. Be careful not to walk between two people who are talking.
- Show respect for all school property by conserving supplies and taking care that our school's facilities are kept orderly and without harm. Respect the personal property of others, just as it is expected that others respect our personal property.
- Hold doors for others and knock before interrupting a class.
- In the cafeteria be attentive and respectful in the lunch line and while eating lunch.
- Protect your health and the health of others by remembering to wash your hands and properly dispose of paper towels. Use the bathroom facilities properly.
- Show respect at all religious services and at all assemblies.
- Understand that major infractions of discourtesy will not be accepted and that students will receive appropriate consequences.
- Do not bring electronic or battery operated games or music devices to school unless requested by the teacher. The school is not responsible for loss or damage to such items.
- Students involved in fighting or rowdiness on the way to or from school or general misconduct in public places outside of school may be subject to disciplinary action by the school.

### **Expected Behaviors**

#### **Cafeteria – Lunchtime Rules:**

- Students will follow directions of staff and cafeteria supervisors in a respectful manner.
- Be courteous while moving through the lunch line.
- Use appropriate table manners and behave in an orderly manner by sitting while eating.
- Talk in a normal speaking voice.
- Eat food only in the cafeteria.
- Keep hands to themselves and do not touch any other student's food.
- Do not play with or throw food.
- Clean the table and leave it in an orderly fashion.
- Raise hand for permission to go to the restroom or to leave your seat for any reason.
- Students may not go back to the classroom unless they have a note from a teacher.

#### **Cafeteria – Before School Rules:**

- Students doing homework should sit in a special section together.
- Keep hands, feet and all objects to yourself.
- Speak quietly to those around you.
- No cell phones, pagers or electronic devices are to be used before school in the cafeteria.

#### **Classroom:**

The student is expected to contribute to the “proper atmosphere in which to learn” by following the classroom rules:

- Be an attentive listener.
- Participate in discussion and sharing ideas.
- Cooperate, becoming actively involved in group projects.
- Complete assignments on time.
- Refrain from being a source of annoyance to others.
- Treat others in a way that respects that person's dignity.
- Use learning materials meaningfully and return them to their proper place and in the proper condition.

**Church:**

- Use holy water if desired to make Sign of Cross.
- Walk quietly to pew, genuflect with your class.
- Kneel, reflect, be seated, and pray silently.
- Participate in songs and responses.
- Listen to readings and homily.
- Respect other people's desire to pray.
- Leave in a quiet, orderly manner with your class.

**Playground:**

- Stay in designated areas. Do not leave the school premises.
- Make proper use of playground equipment.
- Do not throw rocks, sticks, snowballs, or any other object.
- Place all paper in proper containers.
- No rough games are permitted on the playground.
- Students may not re-enter the building without permission from the staff member on duty.
- Respond to the bell that signals the end of recess. Students are to stop playing, walk to the designated line-up area, and take their places quietly.
- Students are not permitted to be on the playground unsupervised after school.

**School Bus:**

- All students are to be seated.
- No running or moving about the bus.
- No loud talking or noise.
- No eating.
- No hands, heads, or other parts of the body are permitted to extend out of the bus.
- No misconduct of any kind.

The bus driver has full authority to enforce the above regulations. If a student receives a discipline slip from the bus driver, the school will be notified and will take appropriate action as necessary.

All possible behaviors cannot be anticipated nor described within this document but their general intent should be clear. Thus, the more common situations only are included. The principal will use his/her judgment when there is a need for clarification or modification of these rules and policies.

## Discipline Policy

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**Kindergarten – Grade 3** The classroom teacher will develop and implement their classroom's code of conduct. When necessary, such as chronic misbehavior, the Principal will be involved in the discipline of a student. The behaviors listed in this code of conduct are expected of all students in Kindergarten through eighth grade. However, students in grades Kindergarten through Grade 3 will not receive demerits or be subject to the same consequences as older students. After the teacher exhausts normal classroom conduct consequences or the behavior exceeds accepted age level behavior, the students in Kindergarten to grade 3 will:

- Have loss of recess, lunch detention or time out in school office
- Have notes sent home to parents
- Have the parent bring up the correct school uniform after the third uniform offense
- Parent phone call and/or conference with the principal
- Be excluded from special activities, i.e. field trips.

- Be suspended
- Be expelled

**Demerits - Grade 4 – 8** The following behaviors will result in the indicated number of demerits:

**1 Demerit**

- Chewing gum/eating in class
- Uniform violation
- Not following directions
- Disruption in the classroom/hallway/church/cafeteria/playground
- Failure to get planner signed if a demerit or academic was issued

**2 Demerits**

- Inappropriate language (written or verbal)
- Inappropriate/unruly behavior
- Throwing any object

**3 Demerits**

- Disrespect to teachers, staff or students – written, verbal or electronic
- Profanity or vulgar language
- Cheating, lying
- Using an iPod, cell phone, or other electronic equipment without prior approval
- Harassment – physical, verbal, emotional or electronic
- Threats, bullying, intimidation, or intentionally excluding others
- Leaving a designated area without permission
- Loss of Conduct Card

**4 Demerits**

- Fighting
- Stealing
- Forgery
- Plagiarism
- Damage, destruction, or loss of school property

Some behaviors may cause immediate suspension/expulsion. This list is not comprehensive but provides examples of relevant offenses:

- Bringing a weapon of any kind to school or using any item as a weapon
- Any behavior involving drugs/alcohol/tobacco on school property
- Turning in false fire alarm, bomb threats or calls to 911
- Physical or verbal assault of anyone including faculty, staff member, or another student
- Bringing pornography into the school

**Grades 4 – 8 Behavior Consequences**

Demerits are accrued on a semester basis. At the beginning of the second semester, the student begins with 0 demerits again. If a student receives the number of demerits listed below, the homeroom teacher will send a letter home stating the consequence and the date of the detention.

Step System:

- |            |   |
|------------|---|
| 3 demerits | After school detention + teacher calls home |
| 6 demerits | After school detention + parent conference  |



9 demerits	After school detention + student misses next field trip + principal calls home
12 demerits	Friday evening detention (2:30 – 5:30 p.m.) + student pays \$50 (to pay for the teacher’s time) + parent conference
15 demerits	Student will be expelled

## Policy on Suspension and Expulsion

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A student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately suspended by the principal, without a hearing, with notice and hearing to follow as soon as practical. Suspension or expulsion of a student requires the action of the School Principal and Pastor. The principal and pastor are the final recourse in all disciplinary matters and may waive any and all rules for just cause. In case of suspension, the student is responsible to get work that is missed. All work will be due upon return. Students are to make arrangements with teachers to make up tests.

Any student may be expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurability, persistent, irregular attendance, and actions contrary to the philosophy and objectives of the Catholic school are also grounds for expulsion.

**Due Process:** The school administration will keep a record of violations of rules. The following procedure will be followed in the case of an expulsion or emergency removal (over 24 hours) from school:

- a) The advice of the psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- b) Written notice will be sent to the pastor, parents, and the student, stating the reasons for the student's removal and proposed expulsion.
- c) A hearing must be held between the school representatives and the parents.
- d) A report detailing the reasons for expulsion must be sent to the Superintendent of Schools on each student expelled from the school.
- e) Parents who believe their child has been expelled from a school for insufficient reason have the right to appeal, in writing, to the Superintendent.

**Withdrawal of Students Based Upon the Conduct/Financial Delinquency of Parents/Guardians:** Students may be withdrawn due to the conduct of their parents/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile or chronically disrespectful. Students may also be withdrawn if the parent/guardian fails to fulfill their financial/tuition obligations to the school.

## Harassment/Bullying Policy

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Harassment and bullying in any form is prohibited, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation. Harassment is defined as unsolicited, offensive behavior. It includes verbal jokes, insults, innuendoes, propositions or threats and nonverbal gestures, such as touching, assault or the display of pictures or other visual material. Harassment and bullying complaints should be reported to the teacher immediately. The teacher will conduct an investigation into the matter and if deems the situation warrants will contact and involve the principal. Consequences will be determined based on the offense, according to the above demerit schedule.

## Drugs / Alcohol and Tobacco Policy

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A student shall not possess, use, sell, transmit, or be under the influence of any narcotic, controlled substance, counterfeit (look-alike) drugs, marijuana, alcohol or tobacco product of any kind while on school grounds, during, before or after school hours, off school grounds at a school activity, function, or event unless the medication is prescribed by and taken according to the child's physician's orders.

Violations occur when a student is witnessed using or possessing; shows signs or visible effects of abusing drugs or alcohol or a student possesses, makes, sells, offers to sell, delivers or gives away those items while on school property or at a school function. Possession or sale of drugs, alcohol, and/or tobacco is illegal and police will be notified. Student will be liable for expulsion.

While aspirin, Tylenol, allergy sinus medication and cough drops, etc. are not illegal drugs, they must be administered in accordance with school policies that regulate distribution of medications. (See health and safety section.)

## Cell phones, pagers and electronic devices

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All cell phones, ipods and other electronic devices must be turned off before entering the school building and kept in the student's back pack until the 2:30 dismissal bell rings. If it is left on and rings and/or is used without prior approval, it will be confiscated and 3 demerits will be issued. A parent must claim the confiscated device in the school office. As with all personal property, St. Teresa School is not responsible for loss and/or damage.

## E-Readers

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Students are permitted to bring an e-Reader to school to use during the school day. However, all materials on the device must be appropriate for school use. If students are found using them for anything other than reading, they will be confiscated and three demerits will be issued.

Please know that you are assuming risk when your child brings anything of value to school, electronic or not. Items can "walk off" and accidents can happen. We respond to any situation seriously, but we will not be held responsible as a school if something happens to your child's device. All students are, of course, required to comply with any teacher or administrator requests regarding a device or any item that an adult considers distracting to the child or others. Consequences other than the ones listed above may be issued at the discretion of the school based on the circumstances of the offense.

## Fire Alarm

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Intentionally causing a false alarm by activating the alarm or security system is a serious offense. The student will be liable for expulsion.

## Pornography

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Any student who brings any pornographic material to school will face automatic suspension/expulsion. Parents will be notified immediately. Any student who knows of such material in school and doesn't tell a teacher or who views such material will also be disciplined. St. Teresa has a firewall to prevent any inappropriate material from getting through, however it isn't foolproof. If something inappropriate pops up on a computer, the student should tell the teacher immediately. If a student hasn't told the teacher and is seen looking at the material, he/she will receive consequences.

## Pregnancy

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Saint Teresa of Avila School, represented by the Pastoral Staff, Faculty, and Education Commission, has established the following policy concerning continued attendance by a pregnant student or a student who has fathered a child. The decision as to whether a student who becomes pregnant, or is known to have fathered a child, will remain enrolled in St. Teresa School will be made by the pastor and principal only after all interested parties have been consulted. Each occurrence calls for an individual decision based upon the principles of Christian charity and should take into account the common good and welfare of all students. This policy is based upon Section 510.00 of the Archdiocesan Commission on Education Policies.

## Sexual Harassment

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Students who engage in sexual harassment on or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

## Threats/Intimidation

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All threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to the teacher/principal. Appropriate action will be taken and police may be notified. Principal may request an exam of mental competency before the student returns to school.

## Authority of Principals and Teachers

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Under the laws of the State of Ohio, principals and teachers are given the authority of parents in the discipline and control of students. In a serious or an extreme case, the principal may by-pass the **Due Process** procedures and may suspend or expel a student for academic or disciplinary reasons that have serious and detrimental effects on the health, safety, or general welfare of that child, other students, faculty or school. The principal and/or pastor are the final

resource in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion (Archdiocesan policy).

## Notification to Legal Authorities

Notification of violations of the law may be made to juvenile court or legal authorities as deemed appropriate by the principal and/or pastor.

## Problem Resolution

In the event that a parent has a concern over a policy, procedure, or specific occurrence within the parish school, the issue should be addressed as follows:

1. Speak directly with the teacher or staff member involved.
2. If the issue is not resolved satisfactorily, the issue should then be addressed with the principal.

## Definition of Terms

**Time out:** Student is removed from classroom and is allowed to sit in the school office in order to allow the student an opportunity to calm oneself as to avoid additional disciplinary action.

**Detention:** A student will spend one hour engaging in assigned activities, not to include homework, after school once the parent/guardian has been notified in writing. It is the parent/guardian's responsibility to transport the student after detention.

**Out of School Suspension:** Removal of a student from the school premises and all related school activities for a period of time stipulated.

**Expulsion:** Permanent exclusion of a student from school attendance.

## DRESS CODE

The following Dress Code is used at St. Teresa of Avila School and Dress Code violations will result in demerits for students in grades 4–8 and classroom discipline procedures will be followed for students in grades K–3.

## General Points for Boys and Girls

Students must be presentable and representative of high standards with regard to modesty, cleanliness and good grooming. All students should be in the appropriate school uniform daily. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school.

- Colored or printed tee shirts may not be worn under the uniform shirt/blouse. Only solid white shirts are permitted under the uniform shirt/blouse.
- Only the top button on the shirt/blouse may be left unbuttoned.
- The uniform jumper and skirt must be purchased from Schoolbelles.
- Belts must be worn on pants/shorts with belt loops for students in grades 3 - 8. A student in grades 4– 8 without a belt will receive a demerit. A student in grade 3 will receive a warning which will result in lost recess time. Belts must be brown, black or navy blue.

- Baggy or oversized pants, sweaters, shirt/blouses or sweatshirts are not permitted.
- No skirt may be rolled at the waist.
- All shirts and blouses must be securely tucked in at all times.
- Pants and shorts must be worn at the appropriate waist level.
- No visible tattoos or body piercing (except as noted for post earrings /girls only).

## Uniform for Boys and Girls

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- **Skirts and Jumpers** must be no more than 3" above the knee. Jumpers and skirts are available at Schoolbelles or Educational Outfitters.
- **Leggings** may be worn during cold weather. It is preferred that the leggings or knit pants go to the ankle but at least must be below the knee.
- **Pants/Dress slacks** (corduroys, twill, or cotton blends) in navy blue or khaki must be worn at the natural waist. No jeans, no pants with rivets or multi pockets, logos, trim, or outside pockets are permitted.
- **Shorts Dress shorts** (twill or cotton blend) in navy blue or khaki must be worn. Shorts should be fingertip length (walking shorts) – no shorter than 3 inches above the knee. No knits, oversized or athletic shorts. Shorts may be worn from the first day of school until October 15th. Shorts may be worn beginning April 15th until the end of the school year.
- **Blouse/ Shirt** Solid white, hunter green and light blue collared knit shirts, with or without St. Teresa's logo, may be worn. Blouses and shirts must be tucked in at all times.
- **Sweaters** can be navy blue or dark green solid color, long sleeve cardigan or pullover exclusive of all ornaments, and logos.
- **Sweatshirts** Any solid navy blue or hunter green sweatshirt is acceptable. It may include a St. Teresa logo. A grey St. Teresa sweatshirt with an embroidered T may also be worn. All sweatshirts must be worn over school blouse or knit shirt. **Hooded St. Teresa sweatshirts may not be worn in class.**
- **Shoes** Gym shoes or practical dress shoes must be worn. Backless shoes are not permitted and **boots may only be worn when there is snow on the ground.**
- **Socks:** Choice of socks or leotards in any of the following colors: solid navy, black, dark green, or white. Socks **must** be worn.
- **Jewelry** One small post earring worn in the ear lobe per ear may be worn by the girls. No hoop or dangling earrings for safety reasons. The boys are not permitted to wear earrings at all. One watch, one ring, one simple chain necklace are acceptable. No bracelets are allowed. Excessive/distracting jewelry is unacceptable.
- **Make up** is not permitted but nail polish is permitted to be worn (any color.)
- **Hair** must be neat, clean, well groomed and shall not create a safety or health hazard. Extreme/unusual haircuts or hair coloring are not acceptable as determined by the Principal. Boys are not permitted to have facial hair.
- **Bandannas** are not to be worn with the school uniform.

## Gym Clothes for Boys and Girls

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Students must wear appropriate clothes on their designated gym day. St. Teresa spiritwear is strongly recommended. Sweatshirts, sweatpants, athletic shorts and t-shirts are acceptable. Cut-offs, denim, muscle and tank shirts are **NOT** permitted. All clothing brought to be worn in gym class must be in presentable condition. Any clothing that promotes drugs, alcohol, or has inappropriate

comments or pictures is not permissible. Students will not be permitted to call home for gym clothes.

### Out of Uniform Days / School Picture Day

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Students are to use appropriate judgment on out-of-uniform days/picture days and comply with the general rules of good taste (avoid clothing such as short shorts, cutoffs, tank tops, midriffs, blouses that expose backs or waists, leggings, clothing that is torn in any way, or excessively tight clothes). No clogs or shoes without a back strap may be worn. Students who do not observe this policy will be required to call home to obtain uniform attire.

### School Spirit Day

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School Spirit Days will be the last Thursday school is in session each month (September – May.) Students ***MAY*** participate in Spirit Days by donating \$0.25. Students may wear only a St. Teresa spirit wear shirt, jersey (including sports uniforms, unless directed otherwise by their coaches), or a solid color shirt in school colors (green or white) with no logos. Students may wear blue jeans, athletic pants, or appropriate length shorts that are in good condition. No flip flops or shoes without a back strap may be worn. Students who do not observe this policy will be required to call home to obtain uniform attire.

### Lost and Found

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Our Lost & Found area is in the cafeteria so the students may check on lost items at lunch. Lost jewelry, watches, and glasses may be reclaimed in the School Office. ***PLEASE MARK EACH CHILD'S VALUABLES AND CLOTHING WITH THEIR NAME AND/OR INITIALS.*** Parents and/or students are encouraged to check Lost & Found periodically. Items not claimed will be donated to a charity at the end of each quarter.

### Backpacks

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Students may not use rolling backpacks due to space limitations.

## **HEALTH AND SAFETY**

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Ohio law specifies for certain immunization and health testing requirements for students. Information on specific requirements is provided to parents of new students at registration. Parents of students who are not in compliance with regulations will be notified early in the school year so that the requirements can be met. Failure to provide evidence of compliance will result in the exclusion of the student from school until evidence is submitted.

The Hamilton County Board of Health requires all pupils entering or transferring from outside of the United States to have a tuberculin skin test (PPD - not the Tine test). This must be done within ninety days of the first day of school, unless documentation of tuberculosis screening within the previous year is presented.

In addition, the school nurse conducts screenings in hearing, vision and scoliosis at certain grade levels annually. Parents of students who have a suspected problem based on these screenings will be notified.

An Emergency Medical and Authorization Form MUST be on file in the Health Room.

A written note signed by the parents is necessary for a child to be excluded from Physical Education class. The note must include the reason and the period of time for the exclusion.

## Administration of Prescribed and Over the Counter Medications at School

The school nurse, Principal or designee (other authorized staff) are the only school employees authorized by St. Teresa of Avila to administer drugs, medicine or medicinal procedures.

Parents shall request that, whenever possible, physicians provide for medication to be given to students at times other than school hours. If medications must be given during school hours, parents are encouraged to come to school to administer the medication to their child. Parents must go to the school office with the medication. The student will then be called to the office thereby not disturbing the classroom.

In the event that medication must be administered to a student by someone other than a qualified physician, private nurse, or the student's parent during normal school hours, or while the student is on school premises, participating in or attending school functions, the following procedure shall be followed:

1. Parents shall sign an authorization and release form for administering medication. The authorization and release form must also be signed by the prescribing physician before school personnel can dispense medication.
2. All medication to be taken at school must be given to the school secretary or principal in the original container (this includes over-the-counter medication).
3. The medication must be delivered to the school by a parent. Students are not permitted to transport any medication, except inhalers and epi-pens.
4. It is the student's responsibility to go to the health room or school office to take their medication.

## Use of Self Administered Medications in School

Saint Teresa of Avila School recognizes that students with certain acute medical conditions frequently have a sudden onset of symptoms from a variety of causes including exercise. Often symptoms can be treated by self administered medications. For many students to function normally at school these prescribed medications must be readily accessible to them. Students whose parents and physician judge that they have sufficient maturity to control the use of self administered medications will be permitted to retain their medications in their possession, provided they have submitted a completed administration of medication order form, signed by the physician. Per Ohio State guidelines, students may carry inhalers and epi-pens with parent and physician permission. Students who require monitoring/assistance with their medications will have their medication stored in a locked area in the Health Office or School Office where they will report at the prescribed time(s) provided they have submitted a completed medication order form signed by the physician.

## Illness and Injuries

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Any student who becomes ill or who is injured at school will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the Emergency Medical Form will be followed. 911 will be called if necessary.

Parents are required to keep children home for infectious/contagious illnesses which are accompanied by sore throat, cough, rash, nausea, etc. Students must remain home for 24 hours after an episode of vomiting, diarrhea, fever, or starting an antibiotic for a contagious illness such as strep throat. St. Teresa follows the guidelines from the Ohio Department of Health concerning communicable disease exclusion.

## Lice and Nits

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St. Teresa has a no nit (eggs) policy on lice. If you suspect your child has head lice and/or nits, do not send the child to school until treated. Please notify the school office so that the classmates can be checked (if the nurse is available) and a letter will be sent home to the class. Upon returning to school, the student must report to the school office to be screened before returning to class.

## Health Concerns

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If your child is allergic to any medication, bee stings, etc., or has any health problems such as diabetes, asthma (including exercise-induced asthma diagnosed by a physician), seizures, bladder problem, etc., please indicate on the appropriate health form (Physician's Assessment and Emergency Medical Authorization) and notify our Health Office concerning any additional information or medical reports so necessary precautions can be taken. Please notify the teacher and school office.

## Tuberculosis Policy

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Ohio law requires schools to develop a policy for TB screening for teachers, staff and students. Hamilton County TB control program recommends St. Teresa of Avila require completion of a yearly TB screening survey which is submitted to the school nurse.

Individuals who are foreign born and recently (less than five years) moved from countries with a high TB rate and those who have been non-tourist travelers in a country with a high TB rate will be required to show evidence of a TB test for school entry.

If non-tourist travel is during the school year, a TB test must be completed in no less than 60 days and no more than 90 days after the return.

## Wellness Policy

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St. Teresa promotes the physical, nutritional, emotional, social and spiritual wellness of the students and staff.



#### Nutritional Education:

1. St. Teresa will implement the health objectives relating to diet, nutrition, and exercise as stated in the most current Archdiocesan Graded Course of Study for Science and Health in grades K-8.
2. Programs relating to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.
3. Appropriate materials, reminders, and programs will be prepared and presented to parents regarding proper nutrition, appropriate in-school snacks and lunches, and encouragement for each child to eat a healthy breakfast each morning.
4. Nutrition guidelines, food pyramid charts, suggestions for healthy food choices, and other messages related to health and nutrition will be posted in the school cafeteria.
5. Each student's amount of seated eating time in the cafeteria will be twenty minutes per day to allow for sufficient time to eat a lunch.

#### Physical Activity:

1. All students will participate in the school's physical education program.
2. Physical education programs will implement the objectives as stated in the most current Archdiocesan Graded Course of Study for Physical Education.
3. Teachers will be encouraged to integrate physical activities into class time (stretch breaks, activities which involve movement).
4. All students will have access to recess according to the school's schedule.
5. Discipline will be administered in ways other than depriving a student of physical education class.
6. Families will be encouraged to participate in parish and community sports programs, and to be physically active outside of school.

#### Other school-based activities

1. St. Teresa school staff will be encouraged to use non-food items or healthy food items for student rewards.
2. St. Teresa School encourages teachers and parents to provide healthy snacks and to minimize sugary treats for classroom celebrations.
3. Hand washing equipment and supplies are available in each restroom; Hand sanitizing supplies will be available in the cafeteria.
4. Fully operational and clean drinking fountains will be available throughout the school day and students will be permitted to bring water bottles to school.

## Cafeteria

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St. Teresa of Avila School does not have a hot lunch program. Students are to bring their lunches. Snacks, milk and orange juice are sold daily. Milk cards are available for purchase for \$5.00. Lunches brought in after 8:00 should be taken to the table outside the cafeteria. It will be the student's responsibility to check on the table for their lunch.

Special lunch days are presented by the PTG approximately 2-3 times a month. On these days, food will be ordered in advance from area restaurants. Order forms and payment in advance are required for these special lunches. The PTG also sells hot dogs, ice cream treats and popcorn on

designated days throughout the school year. Students may purchase these foods on specified days in the cafeteria during their regular lunch period. Special lunch days and special snack days will be marked on the monthly calendar which is sent home with the student. These are also posted on our webpage each month ([www.stteresa.net](http://www.stteresa.net)). Students may eat in the school cafeteria but no other place (without special permission.) Quiet conversation is permitted in the cafeteria. Proper behavior and good table manners are required.

## Food Allergy Policy

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The goals of this policy are:

1. To maintain the health and to protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.
2. To ensure the interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies throughout their school years in the educational setting and at all school functions.

In order to accomplish these goals, cooperation and shared responsibility are needed.

Family's Responsibility:

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, and on the school bus.
- Provide written medical documentation, instructions, and medications as directed by a physician. If the child uses a bus service, inform the bus service of the plan.
- Provide properly labeled medications and replace medications after use or expiration.
- Educate the child in the self-management of his/her food allergy including:
  1. Safe and unsafe foods
  2. Strategies for avoiding exposure to unsafe foods
  3. Symptoms of allergic reactions
  4. How and when to tell an adult that they may be having an allergy-related problem
  5. How to read food labels (age appropriate)
- Check with outside vendors (i.e. McDonalds etc.) concerning possible allergens when student purchases a hot lunch.

Schools' Responsibility:

- Be knowledgeable about and follow applicable federal laws and any state laws that apply.
- Review the health records submitted by the parents and physicians, and forwarded records from previous schools.

- Identify a team of school personnel (school nurse/office personnel, teacher, principal) to work with parents and the student to establish a prevention plan. Changes to the plan to promote management should be made with team participation.
- Ensure that all staff members who interact with the student understand food allergies, can recognize symptoms, and know what to do in an emergency.
- Review the Food Allergy Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- Ensure that medications are stored properly.
- Train school personnel to administer medications.
- Discuss field trips with the parents to decide appropriate strategies for managing the food allergy.
- Monitor classroom projects to ensure there are no food allergens.
- Provide alternative treats for the child with a food allergy for classroom parties.

#### Student's Responsibility:

- Do not trade foods with others.
- Do not eat anything with unknown ingredients or that may contain an allergen.
- Be proactive in the care and management of one's food allergies and reactions based on one's developmental level, being able to describe symptoms, and when/how to use medications.
- Know to notify an adult immediately if something potentially containing allergens is eaten.

## Choking - Heimlich Maneuver (Abdominal Thrusts)

A child's inability to communicate is one significant indicator that a child may be choking. They will not be able to speak or even cry. They may only be able to look at you with a panicked expression. Older children may make the universally known "choking sign" of putting their hands up to their throat.

In order to respond appropriately, you should know that:

- If the child is unconscious, you should call 911 and then administer CPR.
- If the child is conscious, you should attempt to force air out of their lungs to eject the object, but this must be done in an age appropriate way.
- For children over age 1 (and adults), abdominal thrusts are administered, using the Heimlich maneuver:
  - If the person is sitting or standing, position yourself behind the person and reach your arms around his or her waist. For a child, you have to kneel.
  - Place your fist, thumb side in, just above the person's navel (belly button.)
  - Grasp the fist tightly with your hand.
  - Make quick, upward and inward thrusts with your fist.
  - If the person is lying on his or her back, straddle the person facing the head. Push your grasped fist upward and inward in a movement similar to the one above.

- You may need to repeat the procedure several times before the object is dislodged. If repeated attempts do not free the airway, call 911.

## **CHILD PROTECTION, ARCHDIOCESAN DECREE ON**

The Archdiocese of Cincinnati Decree On Child Protection of 1993 and current updated version, Virtus of 2012, applies to all parishes, schools, offices, agencies and other institutions that operate under the administrative authority of the Archbishop. Child abuse, whether mental, physical, or sexual, and whether inflicted by clerics or laypersons, professionals or volunteers, cannot be tolerated in the Church. The purpose of the Decree is two-fold: to prevent the abuse of children and adolescents, and to provide a system for handling incidents of abuse if they occur.

All Saint Teresa of Avila staff and volunteers must complete two requirements BEFORE they can work or volunteer. These requirements are:

1. Attend a Virtus Program “Protecting God’s Children” training session even if they attended an older Child Protection Program. **You will also be required to read a short bulletin online each month as a continuing education element to stay current with the Virtus requirements.**
2. Have a background check done by fingerprinting. This can be done at the parish office during specific times. Please check current times for fingerprinting if you are unsure.

If you have questions or concerns, please feel free to contact our Safe Environment Coordinator for St. Teresa, Bill Thoman, at 921-9200 extension 124.

## **Child Abuse and Neglect**

Ohio Revised Code Section 2151.421 requires any school teacher or school authority to report suspected cases of child abuse or neglect to the Department of Human Resources or a municipal or county peace officer. The legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action. Safety is of prime importance to the entire school community. Every effort is made to provide a safe and healthy school environment. Rules and regulations are made with the safety of the students in mind.

## **Admittance to the building during school hours**

Doors to the school building remain locked during the school day. Anyone wishing to enter the school building must press the buzzer at the main entrance or courtyard doors and ask to be admitted. All visitors must report directly to the office to sign in.

To ensure safe arrival and dismissal of students, parents are asked to adhere to the traffic regulations posted by the Cincinnati Traffic Department as well as the arrival and dismissal policies of the school.

## Visitors

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1. All parents/guardians and visitors must report to the school office in order to receive permission to go to any part of the school building.
2. The visitor will sign in and receive a visitor pass in the school office.
3. Lunch money, medicine, schoolbooks, etc. should be brought to the school office.
4. Forgotten lunches should be taken to the table outside of the cafeteria.

## Smoke-free Building Policy

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St. Teresa of Avila School is a smoke-free environment. Anyone using the building for school events or activities during or after school hours must adhere to this policy.

## COMMUNICATION

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We encourage frequent communication between parents and teachers throughout the school year. The ordinary means of communication are:

- Ascend online grades for grades K-8
- Quarterly Interim Reports for students deficient in grades 1-8
- Quarterly Report Cards
- Written communication/Email
- Parent Teacher conferences
- Telephone calls
- Sharing of standardized test scores
- Parent-Teacher-Group (P.T.G.)

Communication between the school and parents is extremely important. There will be times when you will want to speak with your child's teacher about his/her progress or because you are concerned about something that happened in school. **Your concerns should always be taken to the teacher first and, then, if needed, to the Principal.** Since the teachers have little or no free time during the day, you can call the school to leave a message and phone number with the secretary, leave a message on the teacher's voicemail or send an e-mail. The teacher will respond to your call or e-mail as soon as possible. Please avoid speaking to a teacher before or after school unless you have scheduled an appointment. Teachers must be in the classroom at these times to supervise children or prepare for the next day.

Parents may not go to a classroom during the school day to speak to a teacher, a child, or to drop off a forgotten lunch, book, or homework. Please bring all items to the school office and they will be delivered. Students will be allowed to use the phone only if necessary. No calls will be permitted to see if a student may go to someone's house after school, or to obtain forgotten items when the child has had previous knowledge that the item is needed. The goal is to teach responsibility rather than serve as a punishment. In case of a forgotten lunch, provision will be made for the student in the cafeteria.

## Calendar

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A calendar representing the schedule for the entire school year will be distributed at the beginning of the school year. A calendar listing the specific events for each month will be sent home at the beginning of each month. These also can be found on the school website. ([www.stteresa.net](http://www.stteresa.net))

## Parent/Teacher Conferences

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Parent/Teacher Conferences are formally scheduled once each year. Parents may also request conferences at other times by contacting the teachers by written note, phone call, or e-mail. Unless requested by the teacher, students do not attend these conferences.

## Student Records/ Access

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All students at St. Teresa have a confidential cumulative file that is only released with expressed written permission from the parent. Parents have a right to review all of their child's educational records, as well as to obtain copies of these documents (for a nominal fee). They also have the right to have information in their child's file explained and interpreted to them. In addition, parents have the opportunity to challenge the contents of the records if they believe they are inaccurate or misleading. If a parent would like to review these records, please forward that request to the principal in writing.

## Custody in Divorce Situations

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In cases of divorce or separation, the school office must be informed, in writing, of any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree or custody must be sent to the school office.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information of his/her child. (Registration form is not considered a part of a student's permanent record and will not be shared.) If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## Withdrawals / Change of Address

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If a student is withdrawing from St. Teresa School, a release must be signed by a parent or guardian in order to forward records to another school. Notice should be given to the school office as soon as possible if withdrawal is anticipated. Records will not be released if tuition is owed. Please notify the school office of any change of address or phone number, including work or emergency numbers.

## Emergency Procedures

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In keeping with the State requirements, fire drills, tornado, lockdown, shelter-in-place, and earthquake drills are held regularly during the school year. Fire Exits are clearly marked in every classroom. Students are advised as to where the shelter areas are for tornado and earthquake. Drills are conducted in a quiet, orderly manner.

A Crisis Management Manual is kept in the school office, at the rectory, with the plant manager, with the school resource officer, and at the Archdiocesan office. This manual contains procedures to be followed in the event of fire, tornado, or inclement weather as well as procedures for crisis situations requiring lock down, critical incidents requiring evacuation and incidents involving a stranger in the building. These procedures will be reviewed and/or tested on a yearly basis. Please note that if the building is on Lock Down or a Shelter in Place, the doors will not be opened to ANYONE, whether a parent or not. Your child will need to stay at school until the All Clear sign has been given to us.

## Get Involved

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*Volunteers are always welcome.* One of the best ways to get to know the school, its staff, and other parents is to volunteer in one of the many areas where assistance is needed in a parish school, such as: the cafeteria, library, classroom, playground, festival, PTG events, and many other areas. A volunteer sign up form is sent home at the beginning of the school year; and additional requests are often made by the teachers throughout the school year. St. Teresa of Avila School is not responsible for the safety of young children brought to school while parent is volunteering. Young children may not be in a room with machinery. Young children should not be permitted to run around the school or act inappropriately.

***PLEASE NOTE: In compliance with Archdiocesan policy, any volunteer who will come in direct contact with students, i.e. room parents, recess monitors, classroom assistants, scout leaders, field trip chaperones, etc. will first be required to attend Virtus and be fingerprinted. This program is conducted on a monthly basis at St. Teresa. Contact the rectory for specific times for the program and fingerprinting.***

Please see the school website at [www.stteresa.net](http://www.stteresa.net) for specific group information.

## RIGHT TO AMEND THIS HANDBOOK

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The Principal, and Pastor reserve the right to amend this handbook at any time. Parents will be given prompt notification of any revisions and/or additions.