

# **St. Teresa of Avila Parent/Student Handbook 2023-2024**



**Reverend Zachary Cecil, Pastor  
Mrs. Jennifer Ostertag, Principal**

**7:40 A.M.-2:30 P.M.  
1194 Rulison Ave.  
Cincinnati, Ohio 45238  
(513) 471-4530  
[www.stteresa.net](http://www.stteresa.net)**

Dear Bruin Family,

Welcome to the 2023-2024 school year! We are so happy to have you as part of our Bruin family. We know it is going to be an amazing year!

The Parent/Student Handbook reflects the policies and values of our school. Parents are highly encouraged to read the handbook and share it with their child/ren. After reviewing the handbook, please acknowledge that you have read and shared it with your child/ren by affirming those statements as they are listed in the electronic forms on Final Forms available at the beginning of the year. This agreement states that your family and child/ren intend to uphold the policies and practice the values we promote.

Our school faculty and staff look forward to working with you in providing an outstanding experience that focuses on challenging all students to be their best person: spiritually, academically, physically, socially and artistically. It is our honor to work with and walk with you and your family on the journey to be closer to Christ. If we can be of any assistance, please contact us.

God Bless,

A handwritten signature in black ink, appearing to read "Jennifer Ostertag".

Jennifer Ostertag  
Principal

# Student Handbook

St. Teresa Student/Parent Handbook can be found on Final forms and our website.  
Please go to [www.stteresa.net](http://www.stteresa.net) and click on the Student Handbook tab.

**Please read the handbook carefully. On Final Forms, fill out the Handbook Agreement/Photo Permissions . The following statements will be on Final Forms.**

( ) 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)

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Student Signatures:

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Grade:

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## **HISTORY**

St. Teresa Parish was formed in 1916 by Catholics living in an area west of Price Hill known as Covedale. The design of St. Teresa of Avila Church was inspired by architecture Kunz had seen at the Panama-California Exposition held in San Diego in 1915. The small church, twenty-eight by eighty feet, was built in Spanish mission revival style. The church was constructed in twenty-one days by 200 men, including some parishioners, working six days a week. Dedication was December 24, 1916 for the simple, but dignified home of a growing congregation.

The Sisters of Mercy, a religious community founded in Dublin, Ireland voted to staff a school for the new St. Teresa parish. There were fifty students enrolled in 1918-1919. The school consisted of two classrooms constructed on the back of the original church, educating children in grades first through eighth.

The parish continued to thrive. By 1922 the parish was poised to embark on an ambitious building project: a larger combination church and school for the parish's nearly 500 families. The groundbreaking for the new building occurred on June 10, 1922. Plans were finalized for the construction of the new school with eight classrooms. With the increasing enrollments, the school needed more space. The parish members responded generously, raising funds to expand the school building as well as add an auditorium/gymnasium and cafeteria. The new building opened on September 6, 1941. In 1969, the primary building was erected, adding six classrooms to the plant.

On October 9, 2016 the Parish Family of St. Teresa of Avila was pleased and excited to celebrate their 100<sup>th</sup> Anniversary! The school followed, celebrating 100 years during the 2019-2020 school year!

St. Teresa of Avila has for over 100 years been a sign of God's grace and hope to the people of Price Hill and the Archdiocese of Cincinnati. What a wonderful time in St. Teresa of Avila's history but surely not as wonderful as the history embarked upon right now.

*St. Teresa of Avila, 1916-2016: A Parish History*  
*By: Rev. David J. Endres with Ray Grothaus and*  
*Rev. Michael L. Bidwell*

## **ST. TERESA OF AVILA MISSION STATEMENT**

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, 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 SCHOOL'S BELIEFS**

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**

On my honor, as a student of St. Teresa School, I pledge to be motivated by God in all my actions. I will treat my fellow students and teachers with honor and respect at all times. I will be honest, show integrity and do my own work. I will act in a positive manner that is helpful to others and myself. In the event that I witness an act that violates the Honor Code, I will report the act to a teacher.



## **ADMINISTRATION**

Pastor	Father Zachary Cecil
Principal	Mrs. Jennifer Ostertag
Director of Religious Education	Mrs. Maria Williams
Director of Student Needs	Mrs. Michelle Stevens
Administrative Assistants	Mrs. Lisa Hingsbergen
	Mrs. Mindy Collins

## **IMPORTANT PHONE NUMBERS**

School Office (Monday – Friday)	471-4530 Fax 471-1254
Business Hours 7:15 a.m. - 3:00 p.m.	
Rectory Office/Business Office 9 a.m. – 5 p.m. M – F	921-9200 Fax 921-0307
Religious Education Office	921-9200

## **ACCREDITATION**

St. Teresa of Avila is accredited by the Ohio Schools Accrediting Association (OCSAA).

## **RIGHT TO AMEND THIS HANDBOOK**

This handbook is not a binding contract on St. Teresa of Avila School. Rather, it is an unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time. Parents, guardians, and students will be given notification if changes are made.

## **ADMISSIONS POLICY & REGISTRATION**

### **NON-DISCRIMINATION STATEMENT**

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.

### **ACCEPTANCE OF REGISTRATION**

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.

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.*

Registration for St. Teresa of Avila Parish School for the upcoming school year will end on a date determined by 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
4. Special needs of the child
5. Consultation with the pastor

Acceptance of registration at St. Teresa of Avila is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

### **ACCURACY OF INFORMATION STATEMENT**

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

### **TRANSFER STUDENTS**

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.

### **SCHOOL AGE**

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

### **EDUCATING STUDENTS WITH SPECIAL NEEDS**

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.

St. Teresa of Avila School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

### **NEW STUDENTS**

All new students are accepted on probation. If at any time within the first year after

admittance the teacher(s) and principal judge the student to be inadequately adjusting to discipline or the academic program, or the school is not able to meet the student's needs, the parents may be asked to seek enrollment in a different school. New students should achieve appropriate academic progress, comply with discipline policies established by the classroom and the school, attend school regularly and on time and give all personnel proper respect. Parents/guardians should follow school procedures and give all personnel proper respect.

### **VOLUNTARY WITHDRAWAL OF STUDENTS**

1. The school office must be notified in advance of a student's impending withdrawal. Prior to the last day of school, the parents should inform the office of the last day the student will attend class at St. Teresa of Avila, as well as the name and address of the new school. School fees and tuition payments must be paid in full. All text books, library books and devices borrowed from the school must be returned before the student's records are processed for transfer to another school. School fees cover a variety of areas: cafeteria, library, PTG bills, damaged goods or any other expenses relating to school programs. Interim progress reports or report cards can be withheld if fees are not paid.
2. Withdrawal of Pupils from School for Academic Reasons
  - In the event a student is asked to voluntarily withdraw for academic deficiencies, the following conditions must be met:
    - Sufficient advance notice of the contemplated action must have been given in writing to the parents.
    - The required progress reports have been given.
    - The parents must have an opportunity to discuss the future school placement of the pupil with the appropriate staff members.
    - The school agrees to cooperate with any receiving school in matters concerning the placement of the pupil in an instructional program.
3. Withdrawal and Student Records
  - A parent withdrawing a child or children from St. Teresa of Avila is requested to notify the Principal two weeks in advance in order that records and report cards may be available for forwarding at the time of the transfer to another school. All student records are processed and released according to guidelines established by Public Law 93-380 or the Family Educational Rights & Privacy Act (FERPA, January 8, 2009). A request for release or transfer of school records must be signed by a parent or guardian prior to their release.
4. Reporting Transfers and Withdrawals Transfer or withdrawal of any student will be reported to the local public school attendance officer.
5. Tuition and Withdrawal
  - For students who move out of the state or area served by St. Teresa of Avila School, tuition owed or due will be prorated.
  - For students who must transfer from St. Teresa of Avila School during the school year due to special academic or health needs, tuition owed or due will be prorated.
  - School records may be withheld until all financial obligations to the parish and/or the school are finalized.

## **ACADEMIC PROGRAM**

### **ACADEMIC EXPECTATIONS**

Students at St. Teresa of Avila School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

### **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.

### **BLENDED LEARNING SCHOOL**

Blended Learning is a classroom instruction model that blends:

- Direct instruction from a teacher
- Collaborative learning among students
- Individualized learning on Chromebooks

St. Teresa of Avila School implements blended learning, the concept of data-driven instruction based on the integration of online learning and traditional teacher-led instruction, in kindergarten through 8<sup>th</sup> grade.

St. Teresa of Avila is committed to integrating online learning into its core curriculum, blended learning at St. Teresa consists of students spending approximately a third of their class time working online and the rest is offline. St. Teresa uses a "rotation model," where students split into subgroups that rotate between:

- Self-directed, independent study using cutting-edge online curriculum including iReady, Reading Plus, Imagine Math, Lexia, and IXL.
- Teacher-led small group and one-on-one instruction
- Independent individual or small-group study offline

Blended Learning has many benefits, including:

1. Individualized instruction: Students begin each online session by logging on to a secure, individualized account; our online curriculum providers recognize each student and deliver content and questions that push each student regardless of his or her level. Students who are behind grade level can catch up more quickly; students who are ahead of grade level continue to be challenged.
2. Increased teacher effectiveness: Online content providers handle student assessment automatically, so teachers spend less time grading papers and more time with students. Teachers can analyze the data in near-real time and use that information to organize small groups for more effective instruction offline.
3. Reduced cost: The economics of education technology follows that of other forms of technology – costs continue to drop as products also become more powerful. Additionally, with half the class

working independently online, the cost of a teacher can be spread out across larger class sizes while delivering more-effective, individualized instruction.

### **ADVANCED PROGRAMS**

**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. Teachers and administrators will look at students' NWEA MAP scores, as well as their classroom performance in Language Arts to determine if they will be placed in the Advanced Language Arts classes. A student's effort and work ethic will also be taken into consideration of placement.

**The Advanced Math Program** services children in grades 5-8. It is a full-time, graded, academic course of study. Teachers and administrators will look at students' NWEA MAP scores, as well as their classroom performance in Math to determine if they will be placed in the Advanced Math classes. A student's effort and work ethic will also be taken into consideration of placement.

### **ACADEMIC INTEGRITY**

1. Students must complete their own work. Accurate assessment of student progress is not possible when academic integrity is compromised.
2. Homework may be completed with help and reference to other sources. However, outright copying of homework compromises academic integrity, as it inhibits a determination of student understanding.
3. Testing and other assessments must be completed without reference to the work of others, unauthorized notes, or any other sources of information. Talking to others or looking at another's paper compromises academic integrity as it calls into question the test-taker's ability to show mastery. Violations of testing procedures must result in the voiding of the student test or assessment involved. Remakes are allowed at the teacher's discretion.
4. Researched written work must be substantially the work of the student. Referenced work must be properly noted and credited to the original source. Students who compromise academic integrity by copying the work of others (plagiarism) may lose substantial or all credit for an assignment. Students may also be subject to disciplinary action.

### **HOMEWORK**

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, make-up work the student has missed, etc. 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 actively monitor students' assignments and Option C. Google Classroom is utilized by many teachers. Please be sure to check with your child's teacher.

### **GUIDELINES FOR HOMEWORK COMPLETION**

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. 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. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Approximate homework times are:

Kindergarten=10-15 minutes

Grade 1 = 20 minutes

Grades 2 & 3 = 30 minutes

Grades 4, 5, & 6 = 60 minutes

Grades 7 & 8 = 75-90 minutes

### **HOMEWORK POLICY**

In grades 4-8, 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 the student will receive a 0%. Once the final deadline has been reached and a 0% is issued, the student may not make the assignment up. The 0% will stand. 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.

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.

### **GRADES AND GRADING**

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-8 use the Archdiocesan recommended reporting structure for recording student progress.

#### **Report Card Archdiocesan Grading System:**

For students in Kindergarten – Grade 3:

4	Consistently Demonstrates/Exceeds Proficiency
3	Frequently Demonstrates Proficiency
2	Progressing Toward Proficiency
1	Demonstrates Limited Progress Toward Proficiency
N/A	Not Assessed This Grading Period

For students in Grades 4 – 8:

#### **PROGRESS CODE**

A	Superior 93-100
B	Very Good 85-92
C	Satisfactory 77-84
D	Below average 70-76
F	Failing Below 70

### **FIELD TRIPS**

Field trips are privileges afforded to students and not absolute rights. Students who consistently neglect their schoolwork and/or exhibit consistent discipline problems will not be permitted to accompany their classes on field trips. Students who have received a suspension may not be able to attend the field trip following that suspension. This will be determined by the principal. 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.

Since Field Trips are school sponsored events, students are expected to follow the same behavior expectations that they do at school, including but not limited to transportation service and field trip destinations.



Field trip chaperones must be a parent or legal guardian and must have attended Safe Parish training and are current on their bulletins, as well as have received a background check. For liability reasons, younger children may not accompany chaperones on any field trip.

### **PROMOTION AND RETENTION**

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis with consideration given to academic abilities, maturity, and the physical growth of the child. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/Guardians' input will be considered.

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 K-3; a student having a 1 in Math and/or Reading 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.

### **RECORDS REVIEW**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/Guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **REQUIRED SUMMER INSTRUCTION**

If a student in grades 4-7 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 25 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**

Beginning July 1, 2015, any third-grade student who attends a chartered nonpublic school with a scholarship awarded under either the educational choice scholarship program, prescribed in

sections 3310.01 to 3310.17, or the 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 program or the 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.

#### **WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS**

A student may be asked to withdraw for academic reasons from St. Teresa of Avila School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St. Teresa of Avila School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

### **WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS**

St. Teresa of Avila School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **CURRICULUM**

St. Teresa of Avila School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion Courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

### **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.

### **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 parents 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 their gym clothes on physical education days. Students have Kelly Green shorts with logo along with gray Bruin gym shirt. In the winter, they will wear the gray or black gym sweatpants, along with the gray Bruin gym shirt. If students do not wear the proper gym uniform the following consequences will be given:

- K-3: Sit out of the gym class for that day
- 4-8: Receive a conduct point

### **STANDARDIZED TESTING**

St. Teresa of Avila School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. The Archdiocese of Cincinnati requires that the MAP or iReady Assessments be administered each fall, winter, and spring. Students receiving State of Ohio scholarships may be required to participate in additional state testing.

The Archdiocese of Cincinnati also requires all students in grades 5 and 8 to take the ACRE (Assessment of Child Religious Education) Test. All students, regardless of religious affiliation, take the test.

### **REPORTING STUDENT PROGRESS**

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 4-8 can log on to OptionC to check their child's grades and homework. It is the parent's responsibility to sign up with OptionC to receive these emails. Log-in information is given at the beginning of the year.
- *Interim reports* are issued three (3) times a year, midway between trimesters for students in grades 4-8 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**. Reports will be sent home for students in grades K-3 if there are academic concerns.
- *Report cards* are sent home with the students at the end of each trimester. 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.
- *Two conferences are scheduled per school year, one in the fall and one in the spring.* 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.

### **AWARDS**

#### **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 check marks 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 check marks on report card regarding behavior.

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

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

**Principal Awards (Grades K-8):**

These awards are given to students who demonstrate being a BRUIN according to our PBIS Expectations. (B-Build Relationships, R-Radiate Christ, U-Utmost Respect, I-Individual Ownerships of Words and Actions, and N-New Day work hard each day to be a Bruin

**STUDENT SUPPORT PROGRAMS**

St. Teresa of Avila School follows applicable guidelines for student support programs offered through these sources. St. Teresa School provides special services as an extension of the regular curricular program. These services are provided through state and federal funding. In partnership with the local school district, the following student support services are offered via a multi-tiered support system (MTSS) or response to intervention (RTI) method:

*Auxiliary Services (State)*

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

*Title I Reading & Math*

- Special remedial Reading & Math classes for students who qualify.

*Intervention Specialist**Speech Language Intervention***Students with Disabilities / Participation in Competency- Based Education Programs**

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) has 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.

**TEMPORARY HOME INSTRUCTION**

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

**FAITH FORMATION**

St. Teresa of Avila strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason,

students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

### **RELIGIOUS FORMATION**

Religious formation is central to the purpose of our school. Our formation program is prescribed by the Parish Formation Office and the Archdiocese of Cincinnati Graded Course of Studies. Our goal is to form and develop the knowledge, and commitment to the Church of our Catholic students, and to help them grow into a way of life centered on our Catholic faith. Additionally, our non-Catholic students should gain an appreciation for the history and basic beliefs of the Catholic Church so as to encourage ecumenical understanding.

1. All students, Catholic and non-Catholic, participate in the Religion lessons which are implemented as part of the school curriculum. Students are instructed in the basic beliefs of Catholicism. The Religion program includes liturgical celebrations, prayer services, penance services, and sacramental celebrations. With the assistance of faculty and staff, students will plan and celebrate a weekly liturgy/prayer service (normally on Tuesday mornings).
2. Our second graders prepare for and receive the Sacraments of Reconciliation and First Communion.
3. Our seventh and eighth graders prepare for and receive the Sacrament of Confirmation. This is held every other school year.

### **LITURGICAL CELEBRATIONS**

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

### **ATTENDANCE**

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

The school day is from 7:40 a.m. until 2:30 p.m. (All day Kindergarten dismiss at 2:20 p.m.). Children are to be in their homeroom at their desks by 7:40 a.m. **Those who arrive after 7:40 a.m. must report to the school office to obtain a Tardy Slip in order to be admitted to the classroom and will be marked tardy. (See Tardy Policy)**

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 restrictions 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.

### **THE SCHOOL DAY**

#### **Arrival**

The business hours of the school office are from 7:15 a.m. to 3:00 p.m. on school days. The official school day begins at 7:40 a.m. Students are permitted to enter the building beginning at 7:15 a.m. Students who arrive before 7:30 a.m. should go to the cafeteria and those entering between 7:30 and 7:40 a.m. should go to their homerooms. **Any students arriving after 7:40 AM Bell MUST report to the office for a tardy slip. Refer to Tardy Policy in the Parent/Guardian Information Section.**

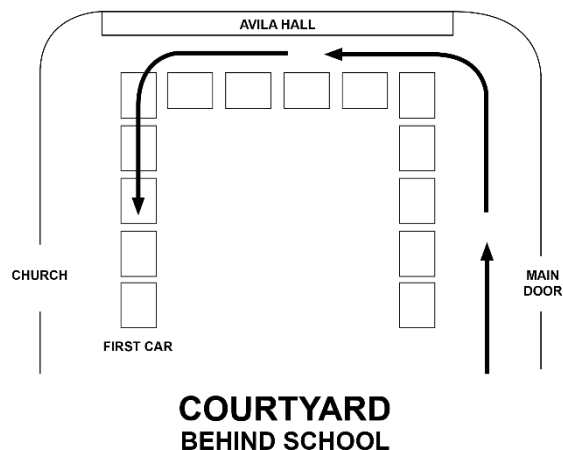
#### **A.M. Traffic Flow**

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. **Please do NOT drop off students across the street on Rulison. It is not safe for them to cross the street in the morning.** Students in all grades 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**

Kindergarten is dismissed at 2:20 p.m. They will be picked up in the courtyard in the back of school. If there is an older sibling, they may also be dismissed at 2:20 p.m. and go directly to their car in the courtyard.

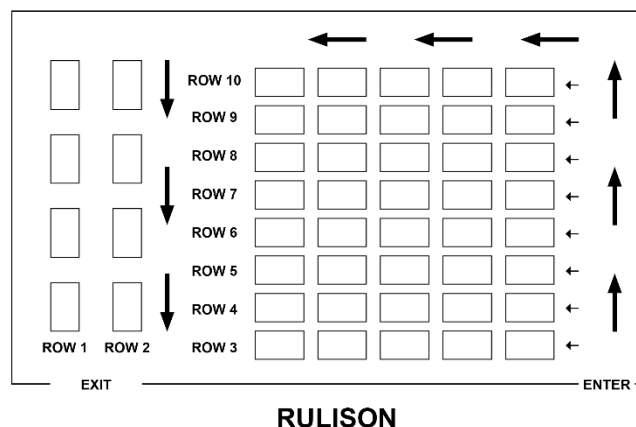
#### **KINDERGARTEN DISMISSAL ONLY**



Bus riders and walkers are dismissed at 2:25 p.m. Car riders are dismissed at 2:30 p.m. 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.

### **PM Traffic Flow**

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 or in the parking lot by the gym when their children are car riders. For everyone's safety, please park in the Rulison lot for picking up car riders.**



### **APPOINTMENTS, SCHEDULED EVENTS, VACATIONS**

When possible, medical and dental appointments should be scheduled outside of school hours. 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, which will be recorded as an excused tardy. Failure to follow this policy will result in



the student receiving an unexcused Early Dismissal, which will be recorded as an unexcused tardy. When the parent/guardian arrives to pick up the child, the student will be called to the school office. Parents/Guardians must sign students out in the school office.

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.

### **EARLY DISMISSAL DAYS**

There are times when the children will be dismissed early at 1:00 p.m. **Students who ride the bus will need to find an alternative way home as the bus company is unable to provide transportation for early dismissals in the afternoon.**

### **SHADOWING**

Students are permitted **TWO** days to shadow at the high schools. These two days will be excused absences. 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.

### **CHANGE IN TRANSPORTATION**

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.

### **REPORTING AN ABSENCE**

State law requires parents to call the school to report a child’s absence. **Please call the office by 8:00 AM to report absences.** 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. Please see COVID section for more guidelines.**

### **MAKE UP WORK**

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. They will have one day for every day absent to complete assignments upon their return to school. Missed work will be ready to be picked up at 2:30 pm.

### **EXCESSIVE ABSENCES**

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.

### **TARDINESS**

Students who arrive after 7:40 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.

### **Tardy Policy**

<b>UNEXCUSED TARDY</b>	<b>"But it's just 10 minutes!"</b>
<ul style="list-style-type: none"><li>• 3rd Unexcused Tardy~ Warning &amp; Call Home to Parents/Guardians</li><li>• 4th Unexcused Tardy~ Lunch/Recess Detention (Tardiness Intervention Plan is discussed) &amp; Call Home to Parents/Guardians</li><li>• 5th Unexcused Tardy~ Lunch/Recess Detention &amp; Call Home to Parents/Guardians</li><li>• 6th Unexcused Tardy~ Lunch/Recess Detention &amp; Parent/Student Meeting within 24 hours with administration</li><li>• 7th Unexcused Tardy~Student put on a Probationary Contract, issued one day of ISS (Grades 3-8) or Recess/Lunch Detention (Grades K-2) &amp; Parent/Guardian Meeting within 24 hours</li><li>• Additional Unexcused Tardies will be determined on a case by case basis</li></ul>	<p>Just being 10 minutes late per day can add up! That's almost an Hour per week Or 1 ½ weeks per school year OR ½ a school year over a school career!</p> <p><i>Don't be late; You'll miss something great!</i></p>

*Regular School Attendance is important to student success. We believe in partnering with families to help ensure that our students are able to be in school everyday possible. Parents, please help us teach our students this life skill of being responsible and on-time.*

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St. Teresa of Avila is a Catholic School that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expressions of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St. Teresa of Avila School when determining whether to admit or retain a student.

### **STUDENT PREGNANCY**

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.

### **GENDER IDENTITY POLICY**

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same

The Archdiocese of Cincinnati has specified the following policy regarding gender identity: in Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or the parents?
2. Is the request in keeping with the teaching of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

## **HEALTH AND SAFETY**

### **MEDICAL INFORMATION**

At the beginning of each school year, parents/guardians will complete current medical information for the students. If information changes during the school year, parents/guardians should contact the school with the current information.

St. Teresa of Avila Schools follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students. **Each individual child needs a separate form per medication they are to take at school.** No exceptions. This form must also be resubmitted for any medication or dosage change.

At the beginning of the new school year, the parent or guardian must bring in the medications necessary for the student, with the forms appropriately filled out. **Medications should not be in a plastic baggy, or out of the bottle.** The medication must have a pharmacy label on it with the correct student name, date of birth, medication name, drug dosage, times given, and route. What is written on the label of the medication bottle MUST match what is written on the physician's forms. Failure to do so will be a call home to the parent for correction, as well as require the parent to come give the child their medication or the child misses a dose of the day.

**Students may not bring medication to school.** No exceptions. The nurse may give the child the empty bottle with a form of request refill, but it is the parent or guardian to bring the refilled medication to the front office the next academic school day.

If your child is no longer on a medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible, accompanied by a prescriber's signed order to discontinue the medication. If the medication is not picked up by parents from the health aide or school office within 30 days, it will be properly disposed of.

### **ADMINISTERING MEDICATIONS TO STUDENTS (R.C. 3313.713)**

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs or (2) authorize designated employees to do so.

In the event the School adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the School. Likewise, if the School adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The School receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the School and its employees from any and all liability for

- damages or injury resulting directly or indirectly from the presence of the medication in the School or its use by the student;
2. The school receives a statement, signed by the prescriber, that includes the following information:
    - a. The name and address of the student;
    - b. The school and class in which the student is enrolled;
    - c. The name of the drug and the dosage to be administered;
    - d. The times or intervals at which each dosage of the drug is to be administered;
    - e. The date the administration of the drug is to begin and end;
    - f. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
    - g. Special instructions for administration of the drug, including sterile conditions and storage.
  3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
  4. The employee(s) designated by the School to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
  5. The drug is received by the employee(s) designated by the School to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
  6. Any other procedures required by the School are followed.

If the School adopts a policy permitting the administration of drugs to its students, the School shall keep and retain copies of; (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The School shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The School also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the School must have written approval from the student's parent or guardian. Secondly, the School must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

1. The student's name and address;
2. The names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;

5. Circumstances in which the autoinjector should be used;
6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
7. Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
8. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent or guardian; and
11. Any other special instructions from the prescriber.

The School also must have received a backup dose of the anaphylaxis medication from the student's parent or guardian. And in the event a student or School employee has to administer anaphylaxis medication to the student, the School must immediately request assistance from an emergency medical service provider.

Per Ohio State guidelines, students may carry inhalers 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.

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.

#### **ST. TERESA OF AVILA POLICY ON STUDENT USE OF MARIJUANA**

St. Teresa of Avila School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

St. Teresa of Avila School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana will be treated the same as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

#### **DRUGS/ALCOHOL/TOBACCO POLICY**

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, including vape products 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. Students may not bring any alcohol or drug paraphernalia onto school grounds.

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. Students 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.)

### **CHILD PROTECTION**

St. Teresa of Avila School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect. All staff are considered mandatory reporters of suspected child abuse.

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

The Archdiocese of Cincinnati Decree On Child Protection of 1993 and current SafeParish, 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 SafeParish interactive training session. **You will also be required to participate in an interactive online bulletin each quarter as a continuing education element to stay current with the SafeParish 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.

### **IMMUNIZATIONS**

St. Teresa of Avila complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Teresa of Avila School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Ohio law specifies for children to meet certain immunization and health testing requirements for each school year. 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.

### **HEALTH SCREENINGS**

Vision and hearing screenings shall be provided regularly. Parents of students who have a suspected problem based on these screenings will be notified.

### **ILLNESS**

We understand that children can become ill during school hours. If in the case the child has a temperature of 100 degrees Fahrenheit or higher, the parent/guardian will be called and the child is required to go home. The child may not return to school until they are fever-free for 24 hours, without the use of Tylenol or other fever-reducers. If the child is prescribed an antibiotic, they must be on it for at least 24 hours before returning to school. Given the recent pandemic, we are asking you to keep your child(ren) home if they are sick prior to the start of school. If the child is vomiting or experiencing diarrhea, they must stay home for 24 hours from the last episode.

### **INJURIES/EMERGENCIES**

Any student who is injured at school will be observed by the school nurse or designated personnel, and treated. In the case of an emergency, 911 will be called. Medication treatment that may legally be given will be administered as necessary, and the parent will be notified. If the parent cannot be reached, instructions on the Emergency Medical Form will be followed. If the child falls and hits their head, the child will be monitored for concussion, a Letter of Head Injury will be sent home, as well as a phone call home.

### **LICE AND NITS**

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 nurse to be screened before returning to class.

### **BED BUGS**

If bed bugs are found on a student or on their belongings, the student will be brought discreetly to the nurse. A student's clothes and belongings will be examined. Parents will be notified. If there is found to be an infestation at home, parents will be encouraged to treat their house by professionals. Students should not return to school until treatment has been concluded. If there is not an infestation, students may return to school and will be checked for bed bugs on arrival. If a bed bug is found in the classroom, a trained pest management will be called in to inspect for bugs. If there is evidence of an infestation, a treatment will be applied. If there is no evidence of an infestation then the school maintenance will continue to monitor the classroom.



### **SAFETY PLAN**

St. Teresa of Avila School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. St. Teresa of Avila School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

### **EMERGENCY PROCEDURES**

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 tornadoes and earthquakes. 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.

### **WELLNESS PLAN**

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 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/Bottle Fillers will be available throughout the school day and students will be permitted to bring water bottles to school.

## **STUDENT CODE OF CONDUCT**

St. Teresa of Avila School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

St. Teresa of Avila reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for St. Teresa of Avila to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been fully remedied. As with the method and extent of any disciplinary measures, St. Teresa of Avila reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a conference will be scheduled with the teacher, parents/guardians, and principal.

**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. This year we will implement a Positive Behavior Intervention Support System (PBIS)

All adults on staff are responsible for providing positive reinforcement for appropriate behavior as well as for enforcing discipline. This PBIS system will be used to enhance a positive culture in our school. Students and parents will receive information on this program at the beginning of the school year.

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. Voices should be at a level 0.
- 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.
- Students are to not draw/write on their skin or clothing at school, nor draw/write on their skin/clothes at home and come to school with it on themselves.

### **Expected Behaviors**

#### **Cafeteria – Lunchtime Rules:**

- 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.
- May not go back to the classroom unless they have a note from a teacher.

**Cafeteria – Before School Rules:**

- Sit in the assigned section for each grade level.
- Keep hands, feet and all objects to yourself.
- Speak quietly to those around you.
- No cell phones, smart watches 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:

- Take ownership of individual learning.
- Participate fully in online content providers.
- 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 a 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.
- No gymnastics.
- Play in a safe manner in regards to self and others.

**School Bus:**

- All students are to be seated.
- No running or moving about the bus.
- No loud talking or noise.
- No eating.

- No 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.

### **CONDUCT IN OR OUT OF SCHOOL**

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school or when they represent the school. Any violations of the Student Code of Conduct may result in consequences issued by the school administration.

St. Teresa of Avila reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

### **ILLEGAL SUBSTANCES**

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

### **CELL PHONES AND ELECTRONIC DEVICES (INCLUDING SMART WATCHES AND SMART GLASSES)**

All cell phones, iPods and other electronic devices must be turned off before entering the school building and kept in the student's backpack until the 2:15 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.

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.

### **ST. TERESA OF AVILA HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

It is the policy of St. Teresa of Avila (the "school") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The Parish and School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the school.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms**

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
  - “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusions from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the internet, online websites, blogs or social media/networks (also known as “cyber”-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the internet, websites, blogs, or social media/networks;

- o Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- o Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### **Complaints Regarding Harassment**

#### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

#### **Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

#### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

#### **Criminal Misconduct**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

#### **Conduct Disclaimer**

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the

student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the students(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in the Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **GENERAL BEHAVIORAL CONSEQUENCES**

The following general rules and expectations serve as reminders and are in support of the student.

**Kindergarten – Grade 2** 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 2 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 2 will:

- Have loss of recess, lunch detention or time out in school office
- Have notes sent home to parents
- Parent phone call and/or conference with the principal
- Be excluded from special activities, i.e. field trips.
- Be suspended
- Be expelled

### ***Demerits - Grade 3– 8 Depending on the severity of the offense may result in multiple demerits***

- Chewing gum/eating in class
- Uniform violation
- Not following directions
- Disruption in the classroom/hallway/church/cafeteria/playground
- Having cell phone out
- Failure to get planner signed if a demerit or academic was issued
- Inappropriate language (written or verbal)
- Inappropriate/unruly behavior
- 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 (Smart Watches) without prior approval
- Harassment – physical, verbal, emotional or electronic
- Threats, bullying, intimidation, or intentionally excluding others
- Leaving a designated area without permission
- Forgery
- Plagiarism
- Fighting
- Stealing
- 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 (or look-alike) of any kind to school or using any item as a weapon
- Any behavior involving drugs/alcohol/tobacco/vaping (or look-alike) 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 3 – 8 Behavior Consequences**

Demerits are accrued on a half year basis for grades 5-8. At the beginning of the second half of the year, the student begins with 0 demerits again. In grades 3 and 4, demerits will begin with 0 at the beginning of each trimester. 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

### **BUS TRANSPORTATION**

St. Teresa of Avila School will comply with the local public school district's transportation policies with regards to bus service as it relates to misconduct on the bus.

### **DETENTIONS, SUSPENSIONS, EXPULSIONS**

A student may be suspended due to the severity and/or occurrences of misbehavior. Suspensions require due process by the Principal, Pastor, or Designee and may be assigned in school or out of school. In the case of a suspension, the student is responsible to complete and submit all missing work to the appropriate teacher(s) upon return to the classroom after the suspension. The student is also responsible for making up tests and quizzes in a timely manner at the discretion of the teacher. Students may be prohibited from field trips depending on the severity and/or occurrences of misbehavior.

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A conference will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then a conference will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

A student may be immediately expelled for the following, including but not limited to:

- Misbehavior that poses a danger and/or threat to persons or property
- Ongoing disruption of the academic process
- Delinquency and immorality that could result in commitment to a correctional institution or would constitute a menace to the morale of the school

- Incurrigibility, numerous absences and/or tardies , and actions contrary to the philosophy and objectives of the Catholic school.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A conference will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, 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/guardians. 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.

#### **FINALITY OF DECISIONS**

1. In consultation with the pastor, the principal will make the final decision on all cases. Notification will be given in writing to the parents/guardians of the disciplined student.
2. The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion. Notification will be given in writing to the parents/guardians of the disciplined student.

#### **SEARCH AND SEIZURE**

St. Teresa of Avila School reserves the right to search and inspect school property used by students at any time. St. Teresa of Avila School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

#### **CHEATING AND PLAGIARISM**

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

#### **PORNOGRAPHY**

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.

### **SEXUAL HARASSMENT**

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.

## **GENERAL INFORMATION**

### **EXTRA CURRICULAR ACTIVITIES AND SPORTS**

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

- Altar Servers (Grades 4-8)
- Athletics
- School Choir
- History Fair (required for Grades 7 and 8)
- Power of the Pen
- Scouting
- Spelling Bee Contest
- Youth Group (Grades 7 and 8)

Students will also have the opportunity to participate in various clubs throughout the school year. Information will be sent out through Final Forms and home throughout the school year.

When a student is participating in an extracurricular activity during after school hours, he or she is expected to be respectful and behave as a student is expected to behave. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

### **GIFTS**

Students may bring in treats for their birthdays. They must be in individualized portions for easy distribution. Please send napkins in with the treat. Any items being sent for a student's birthday must be dropped off to the office.

### **LIBRARY/MEDIA CENTER**

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.

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).

### **LOST AND FOUND**

Our Lost & Found area is outside the cafeteria. 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 trimester.

### **AFTER SCHOOL PROGRAM (LATCHKEY)**

We anticipate the After School Care Program opening this Fall. More information will be available in our BRUIN Newsletter.

### **LUNCH PROGRAM**

This school year we are providing a lunch and breakfast program for our students. If students qualify, they may receive breakfast/lunch for free or reduced price. If a student does not qualify, they may purchase breakfast and/or lunch. More information will be sent home as we get this program up and running.

### **FOOD ALLERGY POLICY**

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 a 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.

## **PARENT/GUARDIAN INFORMATION**

### **COMMUNICATION**

The best educational atmosphere is one in which parent/guardian, teacher, school, and church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write, email, or phone the teacher through the school office for an appointment time. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Parent/Teacher Conferences are formally scheduled twice each year, in the fall and spring. Parents may also request conferences at other times by contacting the teachers by written note, phone call, or e-mail.

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

- OptionC online grades for grades 4-8
- Trimester Interim Reports for students deficient in grades K-8
- Trimester Report Cards / Student Progress Updates
- Written communication/Email
- Parent Teacher conferences
- Telephone calls
- Sharing of standardized test scores
- Parent-Teacher-Group (P.T.G.)
- Bruin Newsletter
- Final Forms

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.

Parents sometimes request to observe their child in class. This is not permitted due to the fact that this is a distraction to the other children and the student observed doesn't usually act as they would without the parent present.

### **CONFIDENTIALITY REGARDING STUDENTS**

- All students, families and staff within the school have an expectation of privacy relative to their school experience. The expectation includes, but may not be limited to, behaviors noted during the day, performance on assignments or projects, and involvement in any special program.
- Many activities require the help of volunteers in order for us to complete our educational mission. Volunteers may, as a result of performing their duties, come to know information about our students, families and staff. Class project results, fundraising results and

behaviors observed while helping in a classroom are all examples of information a volunteer might be exposed to in the normal course of his or her duties. All information learned as a result of performing those duties is expected to be kept completely private and confidential. Sharing of information learned in the performance of volunteer duties, however incidental, is a violation of the privacy expectations of our students, families and staff. The volunteer should never discuss such information, even though it might become public in some other fashion. Rather, the volunteer should simply decline to discuss the information, neither confirming nor denying the information if it comes up in a conversation.

- All requests for information should be referred to the teacher or office. For example, while grading papers, a volunteer should not discuss grades with any student, other volunteers or parents. Questions regarding activities and practices in the classroom should be referred to the teacher. Parents asking about their own children should also be referred to the teacher. Even general comments, such as a child does not do well on tests, are inappropriate.
- Persons working with computer systems, in particular, must maintain a high level of discretion. Under no circumstances should passwords or other security information be divulged to any unauthorized person.

#### **COOPERATION AS CONDITION OF ENROLLMENT**

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St. Teresa of Avila School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

#### **CUSTODY POLICY**

Non-custodial parents have the right to information regarding a student's progress unless a current court order states otherwise. St. Teresa of Avila School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

#### **EMERGENCY CLOSURES**

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 9:40 a.m. Dismissal on two hour delay days will be at regular time. During a two (2)

hour delay, students can not arrive until 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.

### **SOCIAL MEDIA**

St. Teresa of Avila reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved photos or statements pertaining to school or school events.

No person may create a social media account in the name of St. Teresa of Avila School, Parish, or an official organization connected directly with the school and/or parish (examples include but are not limited to PTG, Athletics, individual sports, alumni, etc.) without the explicit, written permission of either the Pastor or the Principal. If such permission is granted, then all access information to monitor content, such as user name and password, must be given, in writing, to the Pastor or Principal. If at any time, the site is deemed no longer valid by the Pastor and/or the Principal, then it must be removed immediately.

### **TECHNOLOGY**

Use of the internet at St. Teresa of Avila School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be on Final Forms for parent's/guardian's signature before a student can use the internet at school.

While St. Teresa of Avila attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with St. Teresa of Avila School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Students and adults have Internet access through the school. Students in grades 4-8 will have a school email. In addition, the user must strictly adhere to the copyright laws and refrain from plagiarizing. Unethical and/or illegal activities will not be allowed.

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 from school or home, 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 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.

### **STUDENT RECORDS/ACCESS**

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.

### **TUITION**

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 \$50 for new students and 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 August 15th of each year and continuing through May 15th of the following year.
- Tuition payments are due by the fifteenth (15) of each month.
- If tuition is not paid the previous year, the child(ren) will not be permitted to return to school the following school year until the tuition has been paid. In addition, if the tuition is not paid by the end of the school year, the student's registration spot will no longer be guaranteed and the student's registration and technology fees will be applied to the outstanding tuition. The parents will need to reregister as soon as the tuition has been paid in full.
- At the end of each trimester, 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.
- Final transcripts for eighth graders 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.

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.

### **SCHOLARSHIPS**

*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 1998. 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.

### **NEW PARISHIONERS**

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 during the registration period.

### **USE OF STUDENT PICTURES/INFORMATION**

Parents must complete Final Forms to indicate permission to use students' pictures in St. Teresa's social media posts, bulletins, etc. Information is given to local high schools, unless a parent opts out on Final Forms.

### **VISITORS**

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.** Visitors must not go into classrooms without permission from the office.

### **VOLUNTEER ORGANIZATIONS**

PTG (The Parent Teacher Group) promotes participation of parents, guardians and teachers in the programs and activities of St. Teresa of Avila School. The efforts of the PTG are to be directed toward providing those things that contribute to the overall quality of education. This organization assists by building community, coordinating parent volunteers, and raising money to provide programs, services and equipment to enhance the educational experience at St. Teresa of Avila.

### **VOLUNTEERS**

*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 parents are 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.

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com and remain current with the scheduled SafeParish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form prior to volunteering.

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

### **SCHOOL UNIFORM CODE**

Parent/Guardian cooperation to enforce the dress code is essential. Parents/Guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

### **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 3–8 and classroom discipline procedures will be followed for students in grades K-2.

### **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 or Educational Outfitters.
- Belts must be worn on pants/shorts with belt loops for students in grades 4 - 8. A student in grades 4– 8 without a belt will receive a demerit. Belts must be brown, black or navy blue.
- Baggy or oversized pants, sweaters, shirts/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 (including temporary tattoos), no drawing with ink or markers, or body piercing (except as noted for post earrings).

### **Uniform for Boy and Girls**

- **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 under uniform. It is preferred that the leggings or knit pants go to the ankle but at least must be below the knee. Leggings must be a solid color.
- **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.
- **Blouse/ Shirt** Solid white, hunter green and navy 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 gray St. Teresa sweatshirt with an embroidered T may also be worn. All sweatshirts must be worn over a school blouse or knit shirt. **Hooded sweatshirts, St. Teresa or otherwise, 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. No hoop or dangling earrings for safety reasons. 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. Excessively long nails are not permitted. Nail length should not hinder writing and typing.
- **Hair** must be neat, clean, well-groomed and shall not create a safety or health hazard. Boys are not permitted to have facial hair.
- **Bandannas/Fanny packs/Purses** are not to be worn. Big hair bands are also not permitted.

**Gym Clothes for Boys and Girls**

Students must wear their gym clothes on physical education days. Students have Kelly green shorts with gray Bruin gym shirt. In the winter, they will wear the gray or black gym sweatpants, along with the gray Bruin gym shirt. Gym shoes must be worn on gym days.

**Out of Uniform Days / School Picture Day**

Students are to use appropriate judgment on out-of-uniform days/picture days and comply with the general rules of good taste (the following clothes are not permitted: short shorts, cutoffs, tank tops, midriffs, blouses that expose backs or waists, clothing that is torn in any way, or excessively tight clothes). Legging may be worn but need to be covered by a longer shirt, no midriffs/short shirts. 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 DAYS**

School Spirit Days will be held each month. 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.

**FUN FRIDAYS**

Fun Fridays will be held throughout each month. Students may participate in Fun Friday by donating \$1. On these days, students may come out of uniform. They are expected to follow the Out of Uniform expectations stated above. The money raised on Fun Fridays will be used for various student activities throughout the school year.

**ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, EMPLOYEES AND MEMBERS OF ORGANIZATIONS USING OR VISITING ST. TERESA OF AVILA PARISH FACILITIES.**

The purpose of this notice is to fulfill our legal obligation pursuant to the *Asbestos Emergency Response Act* (AHERA).

Asbestos is a naturally occurring material which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals and absorbs sound. Examples of asbestos-containing building materials (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material and pipe insulation. If ACBM is disturbed by deterioration of product, maintenance, renovation or demolition activities asbestos fibers may be released into the air. Uncontrolled asbestos contamination in buildings has been and remains an environmental and public health issue. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma and asbestosis. In 1986, Congress enacted AHERA requiring public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers.

In compliance with the AHERA Rule, St. Teresa of Avila Parish, through the Archdiocese of Cincinnati has had its school and related buildings inspected by an accredited asbestos inspector hired by the Archdiocese of Cincinnati. During the inspections (numerous throughout the years) areas of ACBM were identified. The type, condition and locations of ACBM were noted. Samples were taken of any suspected material to determine if the material was ACBM or not and noted. ACBM currently remain in certain locations of our school and related buildings.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan (*Plan*) was developed for the facility falling under the AHERA Rule. The Plan was developed by professional companies hired by the Archdiocese of Cincinnati who are accredited for such studies and plans. The Asbestos Management Plan includes a description of the measures being taken to ensure that the ACBM remaining are maintained in a condition that will NOT pose a threat to the health of our students, parents, employees or others who frequent our buildings. The Plan describes past response actions taken to abate ACBM as well as response actions of the future. Information is provided on a periodical monitoring of the condition of ACBM through triennial re-inspections conducted by accredited asbestos inspectors hired by the Archdiocese of Cincinnati and through semiannual surveillance conducted by trained maintenance staff. An asbestos awareness training program for maintenance and custodial personnel is in place and updated annually.

A copy of the Asbestos Management Plan is available for review at St. Teresa of Avila by calling for an appointment during regular office hours in the Parish Office. Mr. Bill Thoman is the designated Asbestos Program Coordinator for St. Teresa of Avila Parish. Please direct all inquiries regarding the Asbestos Management Plan to him at telephone 513-921-9200 ext. 124.