



St. Teresa School
Parent Student Handbook 2016-2017

School Policies

Academic Expectations: St. Teresa School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. A parent's signature indicates that the parent is aware of the student's progress.

Admission Policies: Roman Catholic schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the parishes within the Archdiocese, Catholic school regions, or religious communities with the Archdiocese.

The process for admission to St. Teresa School is: parents must complete the school application form and provide all required documents. Following an interview, an entrance test for students entering grades two through seven, and the evaluation of the application documents, the parent will be notified in writing about the status of the child. Students entering Pre-K, Kindergarten, and grade one are also required to have an interview with the principal as part of the application entrance process.

The process for re-registration to St. Teresa School is: parents will be notified in writing if their child is being invited to return to the school in September or if the



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

child is not being invited back. There is re-registration fee of \$50.00 non-refundable.

St. Teresa School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish or, if a regional school, active in a parish outside the region; fourth, to non-Catholic students.

Arrival Procedures:

School Hours:

Grades UPK-8: 7:50 AM – 2:30 PM – Monday through Friday

*Check website monthly for any dismissal time changes

www.stteresaschoolsi.org

St. Teresa School does not have staff available to supervise students present on school grounds before 7:30AM and after 2:30 PM. Non-bus students should not arrive on the school grounds prior to 7:40 AM. IN THOSE INSTANCES WHEN NON-BUS STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:40 AM, THEY WILL BE PLACED IN THE EARLY MORNING PROGRAM AND A \$6.00 PER CHILD, PER DAY FEE WILL BE CHARGED TO THE PARENT. IF A CHILD IS NOT PICKED UP AT DISMISSAL HE/SHE WILL PLACED IN THE AFTER SCHOOL PROGRAM AND A FEE WILL BE CHARGED TO THE PARENT.

Grades UPK through 8 – All students should be in the school building by 7:50 AM.

Grades K - 8 are to go directly to the cafeteria to wait for their teacher. Any student not in the building by 7:50 AM will be considered late. Student lateness interrupts the learning process for your child and all other children in that classroom. Students who arrive late must report to the security desk at the main entrance.

Grade 1 – When all Grade 1 students who take the school bus arrive they will be brought directly to where the Grade 1 students will be waiting. All other Grade 1



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

students upon arrival are to enter the building through the RED DOORS located in the large schoolyard. The principal and or faculty member will be there to assist them.

Kindergarten – When all Kindergarten students who take the school bus arrive they will be brought directly to where the Kindergarten students will be waiting. All other Kindergarteners upon arrival are to enter the building through the RED DOORS located in the large schoolyard. The principal and or faculty member will be there to assist them. Dismissal will be through the Pre-Kindergarten door located near Windsor Road.

UPK – Upon arrival are to enter the building through the RED DOORS located in the large schoolyard. A faculty member or staff member will be there to assist them to their classroom. Dismissal will be through the UPK doors.

Dismissal Procedures:

Walk-home students: Students in grades 1- 8 are dismissed into the large schoolyard. Grades 1, 2, 3 will be dismissed from the red doors located in the middle of the schoolyard. Grades 4, 5, & 6 will be dismissed from the Red Doors where students enter in the morning, and grades 7 & 8 will be dismissed from the gym red doors located near Slosson Avenue. The Kindergarten and UPK students will exit from the Pre-Kindergarten room doors at 2:25 PM, but not before all buses have been called.

Bus Students: The school buses depart from school:

From 2:20-2:30 PM - at regular dismissal and from 11:50 – 12:00 at Noon dismissal

- No student will be allowed to ride a school bus that they are not eligible for
- Students will only be allowed to ride the bus they are on file for
- If a bus child will not be taking the bus home on a particular day, the teacher must be informed in writing.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Early Dismissal – A written request from the parent must be sent to the homeroom teacher and then approved by the principal or administrative assistant. NO STUDENT WILL BE RELEASED TO ANYONE WHO IS NOT OF LEGAL AGE, AND IS NOT LISTED ON THE STUDENT’S EMERGENCY FORM.

After School and Early Morning Program: Admission to the Early Morning Program and or After School Program is available to students (PK4-8) of St. Teresa School. The

Early Morning Program is available from 7:00 AM until 7:40 AM. The After School Program is available from dismissal until 6:00 PM. Families interested in one or both of the programs must register, fill out the monthly calendar, and submit all paper work and monies, before your child/ren can attend. Families interested in one or both of the programs should contact the school office to obtain the program’s Parent Handbook that will have all the necessary information and paperwork you will need for use of these programs. Students who participate in these programs are expected to follow the rules and regulations as stated in the programs handbook. Students will be released only to a parent or a person previously specified IN WRITING by the parent. If your child is scheduled to attend the after school program, and also wishes to attend an after school club on the same day, they must report to the after school room for attendance taking and then they will be brought to their club activity.

Announcements: Informational announcements are handled through the school P.A. system. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.

Assessments: In addition to class and school exams, every student will take part in the Archdiocesan testing program, which includes the Archdiocesan religion test, interim assessments, and New York State Education Department assessments.

**Archdiocesan Test (Will be used as the student’s end-Year Examination)
Religion Test Grades 3 to 8 June**

**Archdiocesan-approved Standardized Assessment
Standardized Assessment – Administered One Time a Year in the Spring**

Grades K-2 Standardized Assessment



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Interim Assessments

Interim Assessments – Administered Two Times a Year

Grades K-8 Interim Assessments

NY State Tests

New York State Exams

Grade	Tests
3	English Language Arts and Mathematics
4	English Language Arts and Mathematics
5	English Language Arts and Mathematics
6	English Language Arts and Mathematics
7	English Language Arts and Mathematics
8	English Language Arts and Mathematics

The principal and the faculty of St. Teresa School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

Accidents: A student accident insurance fee is added to every child's general fee. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Attendance:

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads, extreme weather; all other absences are unexcused. When the child returns to school, from an absence, a written excuse must be given to the teacher stating the reason and the date of the absence. If a note is not presented, your child will be marked illegally absent. After four consecutive days absent, a doctor's note is required.

Lateness:

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects



Saint Teresa School

**Free Pre-K for All
K—8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

your child's ability to be on the honor roll, may lead to disciplinary action and could impede your child's re-registration for the coming year.

Doctor or dental appointments should be scheduled for after school or on Saturdays. The school provides families with a tentative yearly calendar and posts the monthly calendar to ensure the appointments and vacations are not scheduled for days when school is in session. If it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00AM. Absence notes are still required in addition to the phone call.

Birthday Parties: Birthday parties for Grades Pre-K through Grade 3 may be held in each homeroom with the teacher's permission. Parents should notify the teacher in writing.

Books: All resource materials chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs, or other electronic-based supplementary resources that contain profanity, inappropriate sexual references, and other immoral information would be in violation of this policy.

All books must be properly covered. Contact paper is **NOT** to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis,

the New York State Department of Education requires that:

- a. the pupil's name be placed in the space provided in each book
- b. the teacher makes a record of the number of the book
- c. the teacher makes a record of the condition of the book
- d. in September, each child will put a clean cover on each textbook received



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

e. in June, all textbooks are collected, extra materials and covers are removed

f. all workbooks are collected in June

2. SUPPLEMENT BOOKS: When books are handed out to the children for use during a

specific period within the classroom, they will be immediately collected after they have

been read. If the book is to remain with the child for any length of time, his/her name

must appear in the book and the teacher should have a record of this.

Bus Service: The Office of Pupil Transportation of the City of New York provides bus service. Any student who is eligible may ride the school bus. Students may only ride the bus to which they have been assigned. MISBEHAVIOR ON THE BUS IS NOT TOLERATED. Students found throwing snowballs, rocks, etc..., pushing in line, not staying seated while on the bus, making loud noises, using inappropriate language, or any action that is seen as endangering the welfare of others will be written up by the bus driver.

Any student who is written up twice will no longer be allowed to ride the school bus.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all time on the bus.

- Students should obey the driver and monitors at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, the school will work in consultation with the public school district about possible consequences.

Change of Address, E-mail, Phone: The school office must be informed immediately, in writing, if there is a change of home address, e-mail address, cell phone number, or home telephone number for purposes of mailing and/or emergency notification.

Charter for the Protection of Children and Young People:

- All institutions and programs of the Archdiocese will comply with the Safe Environment



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Policies of the Archdiocese.

- The Department of Education has developed a curriculum for the children in our parishes and schools entitled “Right, Safe, Good Relationships”, which provides age-appropriate instruction in child sexual abuse. The lessons in this curriculum must be given annually to all children in all grades.
- Parents reserve the right to remove their children from the classes. The school administration should take care to cause as little embarrassment of these student as possible.
- If parents choose not to have their child participate in the safe environment classes, the parents will be offered training materials, and will be asked to sign a form acknowledging that the materials were made available to them. This form will be maintained in the records of the school. If the parents decline to sign such a form, a notation of this will be made in a record maintained by the school.

Child Abuse Laws: Under NYS law, school personnel are legally obliged to report suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs or abuse or neglect.

If the teacher or school nurse suspects abuses or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody: At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

- Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Communication: Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy, never in a hallway or in the schoolyard. A parent who is refused such a meeting should notify the principal.

Parent-teacher conferences will be scheduled each year in conjunction with report card distribution to provide an opportunity for in-depth discussion of student growth. Parent- teacher conferences are required at the end of the first marking period. Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students.

Confidentiality: There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents, or peers. Always the sense of confidentiality should prevail.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Contacts with the Media: Parents have the right to exclude their children from videotaping, audio recording, school pictures, and other photography or participation involving printed materials or on the Internet. Parents should provide such documentation to the school office; otherwise, they must fill out the photo/video release form.

Crisis Plan: St. Teresa School has had a crisis plan in place for many years. Should a crisis require evacuation from the St. Teresa School building, students will be brought to St. John's Lutheran School located at 663 Manor Road and parents can meet them there.

(IRIS) Immediate Response Information System will alert the parents in any crises with all needed information.

For further information concerning the crisis, parents can refer to the following:

Radio On the Dial On the Internet
WOR 710 AM www.wor710.com

WCBS 880AM www.wcbs880.com

WINS 1010AM www.1010wins.com

WADO 1280AM (Spanish)
WPAT93.1FM (Spanish) www.lamusica.com

WSKQ 97.7FM (Spanish) www.lamusica.com

Discipline Code for Student Conduct:

The goal of discipline in a Catholic school is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safe guard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Teachers discipline students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items, or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violations of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion from the Superintendent of Schools for such an offense.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Superintendent of Schools for any serious offense.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline for acts such as , but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime of a crime on or off school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code: Your school uniform confirms your attendance at St. Teresa School and is a symbol of unity within a school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

Uniforms must be purchased at our official uniform company, Flynn & O'Hara. Uniform shoes must be purchased at our official shoe company Styl –O– Pedic. Imitation shoes or uniforms purchased elsewhere will not be permitted or accepted. Sneakers must be all black or all white with no other colors on them including the logos. Students who do not comply with the dress code will have three days to purchase the official item. Students who do not comply, will not be allowed to participate in school activities, and may face suspension. Students who are not in the proper uniform sneaker will not be allowed to participate in gym.

PreK 3 – School gym uniform.

Girls K – 3: White blouse, plaid jumper or black uniform slacks, uniform maroon crew neck sweater, maroon socks or tights, uniform black shoes



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Girls 4 – 8: Uniform gray golf shirt, solid maroon skort (cannot be more than 1 inch above knee) or black uniform slacks, uniform maroon crew neck sweater, maroon socks or tights, uniform black shoe

Boys K – 8: Uniform gray golf shirt, uniform gray pants, uniform maroon crew neck sweater, black belt, and black uniform shoes

Gym Uniform K-8: Uniform ash gray tee shirt, uniform maroon shorts, uniform maroon sweat pants and sweatshirt, white socks that go above the ankle, ALL BLACK or ALL WHITE sneakers (no other colors on the sneakers will be acceptable including the logos)

Summer Uniform K-8 (OPTIONAL from September 4 - October 15 and May 1 – June): gray uniform golf shirt, uniform gray Bermuda walking shorts, (boys black belt) white socks that go above the ankle. ALL BLACK or ALL WHITE sneakers (no other colors on the sneakers will be acceptable including the logos)

Girls: No dyed hair, spiked, streaks, or highlights, including on any extensions
No Tattoos

Only one earring in each ear

No long dangling or large hoop earrings

No make-up, nail polish, nail tips, lip-gloss, or lipstick

No multiple bracelets or necklaces allowed

No jewelry allowed at all on gym day

Boys: No dyed hair, streaks, or highlights

No hair carving designs

No spiked or Mohawk hair styles

No Tattoos

No earrings are allowed

No multiple chains or bracelets allowed

No jewelry allowed at all on gym day

Girls and Boys: The presence of anything that proclaims a current fad is not permitted.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms must be neat and clean

Hair should be clean and well groomed. The boys' hair must not be below the shirt collar. Bangs should not be below the eyebrows.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the principal will be in order.

Any student caught smoking on school premises will automatically be suspended for three school days. The school reserves the right to expel such a child.

Drug and Alcohol Policies: In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Teresa School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- The principal will verify the teacher's observation and will notify parents, the police may be called, and parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school; and
- Any student who appears to be under the influence of alcohol or any drugs, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

Electronic Devices: Electronic devices may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the school day and after school. (i.e., cell phone, I-pads, I-phones, and other personal electronic devices).



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Inappropriate use of any electronic device may result in serious consequences as stated in the school's Technology Use Policy.

Technology Use Policy

The use of a personal electronic technology device is a privilege. If a student misuses the technology in the ways listed below or does not comply with the technology code of use as stated in the Student/Parent Handbook:

- Consequences such as but not limited to losing the privilege of using the electronic device, detention, suspension, or expulsion as stated in the Telecommunications Policy Student Expectations in Use of the Internet and all electronic devices found in the Student/Parent Handbook will be followed.
- The student's electronic device will be confiscated and the parent will have to come up to school to get it.

Students will be allowed to use electron devices:

- For teacher directed instruction and assessment.
- To read assigned and personal books during class at the teacher's direction.
- To read or play an appropriate nonviolent game at lunchtime. No violent combatant games will be allowed. An example of approved games would be Wheel of Fortune, Bejeweled or Angry Birds. No more than two games on the electronic device.

The students may not:

- Connect to the internet unless directed by the teacher.
- To store inappropriate materials, pictures, etc.
- To have inappropriate language or materials in school or personal work.
- Take pictures, if their device has this capability.
- Use the device to bully, make fun of or embarrass another student.
- Use the device to phone or text.
- To view movies or shows.
- To play violent, combatant or inappropriate themed games.
- To give their electronic device to someone else to use.
- Use the device to send information not authorized by the teacher to another student.

Emergency Closings/Delayed Openings:

- Immediate Response Information System (IRIS) will notify all parents with any needed information. If your caller ID indicates an incoming call from 281-207-4890



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

this will be a message from IRIS.

- If New York City Public Schools are closed, Catholic Schools will also be closed.
- If our school is closed due to inclement weather or other unforeseen situation all school-related extracurricular activities, including after school are cancelled.
- You may call the school to listen to a recorded message that will state if school is closed.

The Superintendent of Catholic Schools will make the decision to close the schools. This decision will be made by 6:00 AM. All calls or announcements will be made after the superintendent's decision. As a parent/guardian you know your neighborhood best. Your concerns should also be considered in your decision about whether or not to send your child to school if school is not officially closed.

Expectations and Responsibilities for Students: Students attend St. Teresa School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities/Parish Sports Activities: Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must be maintaining a passing grade in each subject area and on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Faculty Meetings: Faculty meetings are scheduled throughout the school year. Check the monthly calendar on the website for the dates.

Field Trips: Field Trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experience. Field trips are privileges given to students; no student has an absolute right to a field trip.

It is the policy of the Archdiocese that overnight trips, trips to water parks, amusement parks, dude ranches, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct or behavior.
- The school provided permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal, faxed or written permission cannot be accepted.

Financial Policies:

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so could result in the suspension of a child for delinquent tuition or fees.

- 1) Tuition Schedule: Grades K – 8
 - One Child \$ 5,995.00
 - Two Children \$ 8,943.00
 - Three Children or more \$11,330.00

*Tuition is non-refundable



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

Tuition Delinquency – Tuition is collected by the SMART Tuition Company and is due on either the fifth or twentieth of the month, according to the due date selected by the parent/guardian. Families who are 30 days late on tuition will receive notification from SMART tuition. If tuition payments are not received on or before the payment date you selected a \$30.00 late fee will be added to your next tuition payment. Late fees that are not paid will accrue and additional late fees will be added to your payment. Tuition is an annual fee paid in 10 monthly installments from August through May. It is the responsibility of each family to stay current with their tuition payments. Families who are delinquent 60 days on tuition will receive a letter from the principal. Upon receipt of this notification, parents/guardians are asked to contact their principal to discuss a tuition payment plan. If a parent/guardian does not contact the principal within two weeks of receiving the letter the child/children may not be permitted to attend school. If a family chooses to withdraw their child(ren) attended one or more days that month.

Report cards will not be distributed and no parent conferences will be scheduled if there are any outstanding financial obligations (i.e., tuition, tuition late fees, or school fees) at the time of report cards and conferences. Also, no student will be allowed to take the mid-terms, final exams, or participate in any graduation exercises if the tuition is not up to date.

Student Information Systems enables you to view your child's grades, assignments, and attendance records online. If at any given time you are delinquent in tuition, tuition late fees, or any school fees, your child's records will be blocked from viewing. In order for you to access any of this information your financial obligations must be current at all times. If you need your user name and password, please notify the office.

3) School Fees

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld and no parent conferences will be scheduled until all due fees are paid. Problems or difficulties involving finances must be taken up with the Principal.

School Fees are as follows:

General Fee: Due by September 30, 2014



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Pre-K 3	\$300.00 per child
Pre-K 4	\$300.00 per child
Kindergarten – Gr. 8	\$200.00 per child

Supervision Fee: Due by September 30, 2014
Pre- K 4 Full Day – Gr. 8 \$40.00 per child

Music and Art Fee: Due by September 30, 2014
Kindergarten – Gr. 8 \$135.00 per family

Computer Fee: Due by September 30, 2014
Pre-K 4 – Gr.8 \$150.00 per family

Fall Fun-Run: Due by September 30, 2014
Pre-K 3 – Gr.8 \$ 50.00 per family

*All school fees are non-refundable

FACTS Management Company Annual Enrollment Fee (per family) \$40.00 - Due along with the enrollment form. This fee is set by FACTS Management Company and therefore subject to change at any time during the school year.

Fund Raising Activities:

Fall Fund Raiser – Each family must contribute \$50.00 towards this event
Christmas Wrap & Gifts and Yankee Candle (Optional)
Spring Raffle – It is mandatory that every family sells/buys raffle tickets (\$100.00)
Candy Drive – Each family must participate in the annual February candy drive by selling a minimum of \$60.00 worth of candy

Fire Drills: Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Graduation: At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of a material condition of this



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

educational contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct.).

Guidelines for the Education of Non-Catholics: Parents must be made aware of the intentional Catholic witness in our schools. St. Teresa School, as a Catholic school within the Archdiocese of New York, has as its primary mission the formation of children in the Catholic faith. All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment/Bullying Policies: Harassment/bullying regulations need to be grounded in the belief that all persons have a right to be treated with dignity. In a Catholic Christian environment, all demeaning behavior is unacceptable.

St. Teresa School provides a safe environment for all. Schools within the Archdiocese participate in the ADAPP anti-bullying curriculum annually. Verbal, internet, telephone, or written threats made against the physical or emotional wellbeing of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. Students involved in harassing/bullying behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed/bullied, please notify the principal immediately. The principal will investigate all complaints of harassment and bullying. Teachers also should report threats made against them to the principal.

HIV/AIDS Curriculum: The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K-12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS.

Students with HIV or AIDS shall

not be excluded from school by reason of infection with HIV unless the following conditions are

evident as determined by the student's physician and parents, together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling
- The student is physically aggressive, with a documented history of biting or harming others

Grades and Grading: Report cards are distributed four times a year for Grades PreK-8. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

• The achievement mark in each quarter is based upon the demonstration of mastery of materials covered in class such as:

1. classwork/participation
2. homework
3. quizzes
4. formative assessments
5. summative assessments

There are no grades for Computer Science or Library as these two areas are to be supportive of, and integrated into, the total learning process.

Foreign Language will be given a letter grade if the class meets for less than 120 minutes per week. Foreign Language will be given a numerical grade only if the class meets for more than 120 minutes per week.

The Final Report Card Grade is the weighted average of the four previous quarter grades, and the mid-year and end-year tests (for Grades 5-8). This Final Grade will be recorded on the student's permanent record.

- Numerical marks are recorded on report cards for Grades 1-8



Saint Teresa School
Free Pre-K for All
K—8th Grade
(718) 448-9650
www.saintteresaschool.com

- A 4-1 scale is used to evaluate student progress toward grade level standards in each core subject area.
 - 4: Exceeding Standards
 - Student exceeds requirements for grade-level work and consistently applies and extends learned concepts and skills independently
 - 3: Meeting Standards
 - Student demonstrates and applies knowledge and understanding of learned concepts and skills, meets requirements for grade -level work, and completes work independently with limited errors.
 - 2: Approaching Standards
 - Student demonstrates partial understandings and is beginning to meet requirements for grade-level work. Requires some extra time, instruction, assistance and/ or practice.
 - 1: Below Standards
 - Student demonstrates minimal understandings and seldom meets requirements for grade-level work. Requires an extended amount of time, instruction, assistance and/ or practice.
 - N/A: Not Assessed
 - Students were not assessed on these standards this quarter.

- The marks are an average of summative assessments, quizzes, classwork, homework, and formative assessments

Passing is any mark 70% or above or any mark of D or higher.

Parents should be informed in a timely manner in the event of a student who is not satisfactorily performing in a course or activity.

Character Development

The Conduct and General Effort Scale indicates grades for General Effort and Character Development. A single letter grade is used with progress codes indicating improvement needed in any sub-category.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Honor Roll

The criteria for inclusion in the Honor Roll:

Grades 4-8	First Honors	95 average or higher No mark less than 90 No mid-term or final exams lower than 85
	Second Honors	A or B in conduct _____ 90-94 average No mark less than 85 No mid-term or final exams lower than 80
		A or B in conduct _____

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (Excellent) or B (good) in conduct to be eligible for honors. A student, who does not receive an A or B in conduct, will not receive First or Second Honors Award even though marks might warrant it.

Homework: Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades Pre-K & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework.

Homework Website: This service allows the student, parent, or guardian to check the daily homework assignments or testing schedule. The service is available on the school's website or your child's Google Classroom.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Homework Requests For A Child Who Is Absent: A parent/guardian who wishes to request homework books for a child who is absent must call the school by 9:15 AM in order for that request to be honored. We can send the books home with another child, or a parent/guardian may come up to the school between 2:35 – 3:30 PM to pick the books up. Then, you must call the homework hotline after 4:00 PM or check the website www.saintteresaschoolsi.org to get the assignments. Mornings are very busy in the school. If you call to request homework books and you are transferred to our voice mail, please leave a message. Our voice mail is equipped with time and date. Any request made before 9:15 AM will be honored.

Homework Requests For Vacation:

Teachers will not provide homework or class work for a child who will be going on vacation during scheduled school days. Parents can call the homework hotline or access the website for assignments. Missed assessments, projects, and class work do need to be made up

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc. must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items. If forgotten books, supplies, homework, projects, folders etc. are brought to the school after 8:00AM they will NOT be given to the students in grades four through eight.

Illness: If a child has an illness or chronic medical condition it is the parent's responsibility to notify the school and to provide necessary documentation and medication. St. Teresa School reserves the right to call 911 in any case of a medical emergency.

Immunizations: Students are required to have all inoculations as suggested by the Department of Health before admission to the school and for continuance at St. Teresa School. See appendix for most current information published by NYC and NYS Department of Health. It is the responsibility of the parents and their personal physician to ensure that as immunization requirements change, students are kept current in their schedule.

The administration of varicella vaccine is not recommended for children under the age of one



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Liturgy/Religious Education: All Catholic elementary schools will follow and adhere to current Archdiocesan policies and curriculum guidelines in religion. Students in grades 3 through 8 are required to take the Archdiocesan Midterm and Final Religion Examinations.

Non-Catholic students are expected to participate in the religious formation and education programs of the school, including, but not limited to, liturgies, religious function, and religion classes for credit.

Parents of non-Catholic students must be willing to accept the standards, values and regulations of the school. They must understand the religious education program of the school at the time of enrollment.

Lunchroom: St. Teresa School does have a hot lunch program offered through the Manor House Restaurant. Orders are to be placed and paid for on the restaurant's website. If students are bringing their own lunch to school, it should be in a soft lunch bag or paper bag that is clearly labeled on the outside with the child's name and grade. No glass bottles or flip-top cans are allowed.

Please make sure your child has his/her lunch when coming to school. It is very disruptive to the learning process to have to keep calling children out of their classrooms to come to the office to pick up their lunches.

Only those parents who are assigned lunchtime supervision are permitted in the schoolyard during recess.

When in the lunchroom:

- Each child is assigned a seat and is expected to remain in it until dismissed
- It is the responsibility of the individual child to keep the area clean
- Respect and obedience are to be shown at all times to the adults who are supervising the children during lunchtime
- Respect must be shown at all times to fellow students



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Parents are not permitted to bring special lunches (Burger King, McDonalds, etc...) to their children at lunchtime. Parents may sign their children out for lunch at 12:05 PM and return them to school by 12:50 PM.

Maternity/Paternity Policies: As members of the Church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's education expectations.

Student Abortion Policies:

Rationale:

The Catholic Church teaches definitively and without question that life begins at conception. Pope John Paul declared that the Church's teaching on abortion is "unchanged and unchangeable...since it is the deliberate killing of an innocent human being."

Policies:

1. If a student decides to obtain an abortion, and if a school learns of it after the fact, she will be allowed to return to school only if she accepts counseling from a counseling program approved by the Office of the Superintendent of Schools.
2. If a student refuses counseling, she will not be allowed to continue as a student at the school.
3. The counseling requirements stated in Policies 1 and 2 also apply to the student who is considered the paternal father.

Guideline:

1. In the event a student decides to obtain an abortion despite being counseled by the school beforehand, the continued status of the student's enrollment in the school will be determined by the school administration. Factors such as the parents' role in the decision to abort should be taken into consideration.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Medications: If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (of school office in the absence of a nurse) and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- Student name
- Name and phone number of the pharmacy
- Licensed prescriber name
- Date and number of refills
- Name of the medication and dosage
- Frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school. The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self-administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered

Money: Money that is brought to school for a specific purpose (class trip, fees, etc...) must be put into an envelope with the child's name and class on it. Since snacks are sold on a daily basis, and supplies sold upon request, students may choose to bring in small amounts of money (no more than \$5.00) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the schoolbag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Non-custodial Parent: In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order. Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Parents as Partners: Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, and report cards; supervising home study; and reinforcing school policies
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers
- Seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures
- Making all tuition and fee payments on time, and participating in fundraising activities
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or the viewing of such in videos, movies, song lyrics, and on the Internet



Saint Teresa School

**Free Pre-K for All
K—8th Grade**

(718) 448-9650

www.saintteresaschool.com

- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance
- Arranging for a time and place for their child to complete homework assignments
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling
- Attending all Parent-Teacher Conferences and Home and School Association meetings
- By always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal or physical harassment may result in your child being asked to leave the school immediately or not being allowed to re-register for the following year

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

It is the policy of St. Teresa school not to hire parents as employees with the exception of lunch aides.

Parent Organizations: A Home-School Organization provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs

Parking: There is no parking in the small or large yards, behind the rectory, or on Slosson Ave. Also, there is no parking on Windsor Rd. from the front of Presentation Hall to Slosson Ave.

Promotion/Retention Policy:



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

Very few decisions we make about children are more important than recommendations to promote or to retain a student. When a school accepts a student, that school accepts the responsibility for providing appropriate instruction to help the student achieve the prescribed goals. If the student successfully achieves the program's objectives, the student progresses to the next level.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The principal and school faculty develop for each of these students a special program, based on the school's regular program, which follows the New York State Standards and Archdiocesan Essential Learnings. A copy of the student's modified program is retained in the student's file. Conferences must be held with the parents periodically to inform them of the specific demands of this program and on-going progress. Therefore, the decision to retain a student presupposes that the school has done everything to help the student achieve success, and the student still has not made satisfactory progress.

If a student is being considered for retention, teachers must begin discussing this possibility early in the school year with the principal. Parent conferences must be held periodically, and notification of the possibility of retention must be made no later than mid-January, with written notation having been made on the report card. Although the teacher consults with the principal, the final decision for retaining a student rests with the principal.

The following are specific criteria that will assist teachers as they consider a recommendation for retention.

The student has failed to pass the major subjects on each grade level.

The following table indicates the specific failures by grade level that might result in retention at that grade level:

LEVEL	ACADEMIC PROGRESS
Kindergarten	Evidence that the child is not meeting academic expectations of the program.
Grade 1	Evidence of insufficient developmental progress and a failure in Reading



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

Grade 2	Failure in Reading
Grade 3	Failures in Reading and Mathematics
Grade 4, 5, 6	Failures in Reading and Mathematics, <i>or</i> Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts
Grade 7, 8	Failures in Reading and Mathematics <i>or</i> Failures in Reading and Language Arts <i>or</i> Failures in Reading or Mathematics or Language Arts and failure in one of the following subjects: Religion, Science, Social Studies

The student has not demonstrated acceptable progress toward mastery of standards. The following types of behavior might indicate unacceptable progress:

- failure to complete assignments
- failures on multiple summative assessments
- repeated scores of 1 (“below standards”) in several standard domains on report card

Generally, a student would be retained only once in the elementary grades (1 - 5), and only once in the upper grades (6 - 8).

Release of Students (during the school day): The school has a sign-out book located in the main office. In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the administrative assistant will contact the name listed on the child’s emergency contact slip. Emergency slips are completed in September and must be updated as necessary. When a student is released to a parent or guardian,



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

that adult (must be 18 years of age or older) must sign the book. When the student is released for a prearranged appointment, the parent, guardian, or approved adult must sign the book. (Please note: only the principal may approve the release of a student for a prearranged appointment.)

Report Card Distribution: Report Cards are distributed in November, January, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Final report cards may not be given before the assigned date of June 17, 2014. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

School Calendar: On the first day of school each child will receive a tentative yearly calendar. Each month, the monthly calendar (that will reflect any changes to the tentative yearly) and the school newsletter will be posted on the school's website www.saintteresaschool.com.

The Mid-Year and End Year Examination schedule for Grades 5-8 will be available on the school's website when dates have been finalized.

School Publications: All student or parental publications are subject to review and by the school approval administration prior to publication.

School's Right to Amend: St. Teresa School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security: To assure the security of the building and the safety of each child, St. Teresa School strongly enforces its policy of requiring all visitors, even parents, to sign in at the security desk before being escorted to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

The school has a crisis management manual and each classroom has a school emergencies resource flipbook.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

Smoking: New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Teresa School building and in its schoolyards. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs: Students with learning differences are children of God and members of the Church. St. Teresa School makes every effort to meet individual student needs by providing accommodations. Sometimes, however, a student may have needs that do not permit him/her to benefit fully from the program. In those cases, your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The parent/guardian must make an appointment to meet with the principal to discuss the results of the evaluation and the recommendations, and provide a copy of the Individualized Education Services Plan (IESP).

If a student transfers in from a public school with an Individualized Education Plan (IEP), the parent/guardian must go back to the Committee on Special Education (CSE) to get an IESP.

When a student qualifies for a 504 Plan, the principal will meet with the parent/guardian

Summer School: A student who has failed in one or more of their subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In June, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

Sex Offender Policy: This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office.

You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> – or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Telecommunications Policy ~ Student Expectations in Use of the Internet and all Electronic Devices:



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

The use of the Internet and electronic devices is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct”, “Harassment Policies” in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school’s discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school’s guidelines.
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for the child to use the Internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others' passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards of "list servers". Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones, eBooks, tablets, iPads or other digital media is prohibited during the school day. Cell phones, camera phones, eBooks, tablets, iPads, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone, eBooks, tablets, iPads, or other digital media in school or in the classroom without permission will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use. Any parent requesting their child to carry a cell phone must first receive the approval of the principal; whereupon they will be instructed that all devices must be left in the office or with the student's teacher during the school day and will be returned to the student at dismissal.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda's), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct", "Harassment Policies" and the Summary Statement".



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

**(718) 448-9650
www.saintteresaschool.com**

- The school reserves the right to seek financial restitution for any damage caused by a student or another user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Withdrawals and Transfers: If you are going to remove your child from St. Teresa School you must notify the school office in writing. All books must be returned. All outstanding bills must be paid before records are transferred to another school. There are no refunds for tuition or school fees paid.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school.

Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports disciplinary records, anecdotal information, or reports by the school counselor).

At the discretion of the principal, each school has the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a diploma to the student, if there has been a breach of material condition of the contract (i.e. failure to meet financial obligations, infractions against the school's code of conduct).

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.



Saint Teresa School

*Free Pre-K for All
K—8th Grade*

(718) 448-9650
www.saintteresaschool.com

SUMMARY STATEMENT

Once students have met the necessary admission requirement and have been accepted in St. Teresa School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Teresa School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline, and character, St. Teresa School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Teresa School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church, or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Teresa School surrender involves searches and seizures. School Administrators may search a student’s person and belongings if there is a reasonable belief, in



Saint Teresa School

**Free Pre-K for All
K–8th Grade**

(718) 448-9650

www.saintteresaschool.com

the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks, which are at all times under the joint control of the school and the student to whom the desk has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desk.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish, the Catholic School Region Corporation, or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff, or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Teresa School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state, or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to rules, regulations, procedures, or programs covered in this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures, or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meeting with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.



Saint Teresa School

*Free Pre-K for All
K–8th Grade*

(718) 448-9650
www.saintteresaschool.com

ST. TERESA FACULTY

2015 – 2016

Pastor – Monsignor William Belford

Principal – Mrs. Anna Simione

Administrative Assistant – Mrs. Louisa Marrano

PrKc 3	Mrs. P. Simon
UPK 1	Mrs. C. McAlpin
UPK 2	Ms. K. Lillo
Kindergarten	Mrs. E. Morales
1	Ms. C. Borik
2	Ms. J. Nygard
3	Mrs. R. Azzopardi
4	Mrs. J. Ritchie
5	Mrs. T. Lombardo
6	Mrs. D. Bentevegna
7	Mrs. L. Messina
8	Ms. K. DeMaio
Art	Mrs. M. Lorreno
Music	Mr. S. Rosenberg
Phys Ed	Mr. J. Territo
School Nurse	Mrs. J. Wallace RN

ST. TERESA SCHOOL WEBSITE



Saint Teresa School
Free Pre-K for All
K—8th Grade
(718) 448-9650
www.saintteresaschool.com

www.stteresaschoolsi.org

Philosophy and Goals

St. Teresa School is an AdvancED Accredited Roman Catholic parish elementary school.

St. Teresa School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives: personal, spirituality, social justice, and strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family. Parents, faculty, students, and administration work together to provide quality education and give daily witness of having a faith commitment of love and service to others. St. Teresa School works to maintain goals of academic excellence and social responsibility.



Saint Teresa School
Free Pre-K for All
K—8th Grade
(718) 448-9650
www.saintteresaschool.com

Mission Statement

To educate Pre-School and Elementary School children in a Roman Catholic Faith filled community that; develops children of strong Faith and Academic Excellence where individuals are encouraged to achieve their personal best and give service to others.