

St. Teresa of Avila Catholic School
567 S. Richmond Ave.
Carson City, NV 89703
(775) 882-2079

Dear Parents and Students,

Welcome to St. Teresa of Avila Catholic School for the 2010-2011 school year. This handbook contains important information about our school, its policies and procedures. Parents and students are responsible for knowing and following the policies in this handbook. By upholding the policies in this book and working together, we can assure you that your children will have a faith-filled, safe, and academically enriched school year.

Any changes in the handbook will be communicated to parents through the home folders. In the back of this handbook, you will find a School/Parent/Student Contract. This states that you will support the philosophy, goals, policies, and procedures in the handbook. ***Both*** the parent and the student will sign the contract acknowledging their understanding of the handbook, and that you will follow and support the policies in this handbook. **Please sign and return to the school office by September 3, 2010.**

Here is to a successful and wonderful school year!

Together in Christ,

Christine Perdomo

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Contract37

Parents and students must print and sign the contract on the last page of the handbook.

Signed contracts are **due to the classroom teacher by **September 3, 2010.****

A hard copy of the handbook will be available for purchase in the office for \$5.00.

MISSION STATEMENT

St. Teresa of Avila Catholic School community proclaims Christ is the reason for this school. We are committed to providing a safe, structured and caring learning environment dedicated to developing each student's God-given potential.

PHILOSOPHY, GOALS AND OBJECTIVES

The students of St. Teresa of Avila Catholic School community learn to create and maintain an environment that will maximize the chances that they will grow in faith and knowledge. With staff as facilitators, the students will model Christ, acquire knowledge, and serve God in the community, respect individuals of all faiths and cultures, value effort, and become productive citizens. Students will demonstrate the confidence, articulation, and well-mannered behavior consistent with good citizenship and self-discipline.

VISION STATEMENT

In a loving, spiritually charged environment, St. Teresa of Avila Catholic School is a community of committed parents and staff who develop faith-filled well-educated children prepared to live Catholic values, lead productive lives and serve others.

STUDENT LEARNING EXPECTATIONS

St. Teresa of Avila Catholic School students are:

God's people who respect all who search for God and who:

- † Demonstrate knowledge of Catholic doctrine, morals, and values.
- † Model good behavior and concern for others.
- † Participate actively in God's service and social justice.
- † Respect the dignity of life and share their God-given talents.

Critical Thinkers and Articulate Communicators who:

- † Demonstrate academic proficiency.
- † Practice good communication skills.
- † Ethically utilize skills to locate and use information.
- † Organize and manage time effectively to meet academic expectations.

Active Community Members and Globally Aware Citizens who:

- † Appreciate and value diversity.
- † Act as responsible citizens.
- † Respect God's people and the Earth's finite resources.
- † Value justice.
- † Demonstrate responsibility for those in need .

Self-Reliant, Confident, Productive Individuals who:

- † Appreciate the unique gifts they and others possess.
- † Develop responsibility and the ability to work cooperatively with others.
- † Plan, set, and achieve personal goals.
- † Respect and nurture the mind, body and spirit.

SCHOOL POLICIES AND PROCEDURES

PRIVATE SCHOOLS ACT

The Catholic Schools of the Diocese of Reno are exempt from the Private Elementary and Secondary Education Authorization Act as allowed by NRS 394.211.

This means that the schools are recognized by the State of Nevada as alternatives to public schools but are not subject to the licensing requirements of the State. Exempt schools are required to provide a curriculum equivalent to that required for public schools and that follows the state curriculum standards. Instructional time, length of day and school year must meet state requirements. The schools are required to comply with all applicable state, county and local health, safety and fire inspections and laws, ordinances and regulations including those relating to fire emergency drills, vehicles and immunization of pupils.

The standard curriculum in use in the Diocese of Reno incorporates the curriculum guidelines developed by the Archdiocese of Cincinnati, Ohio along with the Nevada State Standards. Changes in the curriculum are made as deemed appropriate to meet the needs of students and for alignment with the Nevada State Standards.

All elementary school students in grades 2-8 (First grade is optional) are tested annually in the fall of the school year using the Stanford Achievement Test 10th edition.. Test results are provided to parents at the end of the first quarter of the school year. Students in grades 5 and 8 participate in the Nevada Writing Proficiency Exam. The Curriculum at Bishop Manogue Catholic High School meets or exceeds the Nevada State Standards in all content areas.

The elementary schools are accredited by the Western Catholic Educational Association. Every six years, each school develops a self-study that is reviewed by a Visiting Committee of educators through a formal visit to review the school's progress. A school receives a term of accreditation of up to six years.

Bishop Manogue Catholic High School is accredited by the Northwest Association of Schools and is evaluated according to the norms of that agency. All entering freshman complete the Scholastic Testing Services High School Placement Exam. The PSAT is administered to all sophomores and juniors. All students are required to take the SAT (Scholastic Aptitude Test) and many also take the ACT. The results of these tests are shared with students and parents alike. All students must pass the Nevada High School Proficiency Examination in order to receive a diploma.

For further information, contact your child's school.

St. Teresa of Avila School is accredited and certified through 2016.

NOTICE OF NON-DISCRIMINATION POLICY AS TO STUDENTS

The schools of the Diocese of Reno operate in compliance with Title VI of the Civil Rights Act of 1964 and the non-discriminatory requirement of Title IX of the Education Amendments of 1972 (P.L. 92-318).

The Diocese of Reno does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs and athletic and other school-administered programs.

Co-educational schools of the Diocese do not discriminate against any applicant or student because of sex in educational policies, admissions, educational program or activities of the school.

ADMISSIONS

St. Teresa of Avila School is a parish school that provides children with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, health, and academic requirements is eligible for admission. All new 6th, 7th, and 8th grade students may be required to be interviewed by the principal.

Children entering Kindergarten must be five years old by September 30th of the enrollment year and are required to pass a Kindergarten readiness test. Birth and baptismal certificates and health records are to be presented to the office personnel upon registering for school.

First Graders must be six years old by September 30th of the enrollment year. If the child is registering at St. Teresa's for the first time, parents must show proof that the child completed an accredited kindergarten program. Birth and baptismal certificates and health records are to be presented when registering for entrance into the school.

Enrollment of a child in St. Teresa of Avila School implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's focus, parents and students must agree with and support the philosophy of the school and the Code of Discipline.

CATEGORY DEFINITION

St. Teresa of Avila Catholic School extends a priority of admission to the families according to the following guidelines:

*It is understood that Category A is only for those Catholics who are registered, practicing and contributing members of St. Teresa of Avila Catholic Parish. Contributions will be proven by your family's weekly contribution record, which is verified at registration time **each year**.*

Category A In order to meet the qualification of Category A, families must be Catholic, attend mass weekly, be registered in St. Teresa of Avila parish and share your time, talent and treasure. Families must have a previous 12 month history (January 2009 – December 2009) of contributions of at least \$400.00 to St. Teresa of Avila Parish and an annual gift of \$50.00 or more to CSA. For the school year 2011-12 families must have a

previous 12 month history of contributions (January 2010 – December 2010) of at least \$500 to St. Teresa of Avila Parish and an annual gift of \$50 or more to CSA. Please use your church envelopes each week for your contributions. You must tithe at least monthly. Periodic, “one time” or “once a year” monies will not be accepted in order to qualify for Category A.

Category B All Catholic and non-Catholics who do not meet the above criteria of Category A.

REGISTRATION

Registration for currently enrolled students and new students will begin sometime in the second semester each school year. Open enrollment will continue until all classes have been filled. All prospective students will be placed on a waiting list.

New students who register after the beginning of the school year will begin paying tuition the month of enrollment, regardless of the day they begin. Total registration and educational fees are charged no matter when the student enrolls. Students transferring to St. Teresa of Avila Catholic School may be asked to take a pre-entrance test, show previous standardized test scores, and present a current report card before final acceptance.

The following items are required at the time of registration. Please see the office for a complete list of forms and documents needed:

- Registration form
- Immunization records (current)
- Birth certificate
- Baptismal certificate (if Catholic)
- Registration fee per student
- Education fees per student
- Kindergarten fee

WITHDRAWAL FROM SCHOOL

Parents who choose to transfer their child to another school during the school year must fill out a Withdrawal Form and submit it to the principal two weeks before planned withdrawal. Records will be forwarded to the new school upon request and only if the parent has signed a student record release and all financial obligations have been paid in full before withdrawal. **An exit conference will be held with the parents and principal before all records are forwarded to the new school.**

TUITION AND FEES

A \$200 registration fee is due upon acceptance into St. Teresa’s School. **This fee is non-refundable.** The annual re-registration fee (\$200) is due during the re-enrollment period (February 1st – April 1st). **A \$100 late fee will be added to the \$200 re-registration fee after the April 1st deadline.**

A \$370 educational fee per student is due at the time of enrollment. All Kindergarten students are required to pay an additional \$400.00 kindergarten fee upon acceptance into the program. Educational fees are refundable at 50% before August 1st. **Please note that refunds will not be given to parents/guardians after the August 1st deadline.**

SMART TUITION SYSTEM

Parents who elect to pay on a **monthly basis** or **bi-annual basis** will receive monthly statements indicating the tuition and payment amount from **SMART**, our tuition management company.

- * A **\$43.00 fee** will be added to your first tuition payment for the year if you are a participant of the **SMART** program.

Tuition payments are **due** on the **tenth of the month**.

A late fee of \$45.00 will be imposed when a tuition payment is ten (10) days late. The late fee will be charged every month until you bring your account current with all tuition and fees. SMART follows up late payments with e-mails and/or phone calls. It is your responsibility to stay current with payments and clear up any outstanding balances with SMART.

LATE FEES

Any monies owed to the school (other than tuition), such as ASP, fundraising assessment and any other school billings are due by the 30th of the following month. Statements are sent the first week of the month every month. If payment is not made by the 30th of that month a late fee of \$25.00 is applied to your account. A list of tuition and fee delinquencies is sent to the Finance Committee each month for review.

Please notify the office as soon as possible if you are unable to pay delinquent fees or tuition. If tuition and/or other fees have not been paid by the end of the semester without making previous arrangements with the administration, a student's placement will not be held for the next semester. Continual refusal to pay outstanding tuition or fees will be referred to a legal or collection agency.

Semester Report Cards and/or school records may be withheld until delinquent accounts are brought current.

RETURNED CHECK FEES

For each check written to the school or SCRIP program that is returned by the issuing bank, a \$25.00 fee will be charged. The \$25.00 fee may be added to your school account and included in your monthly statement. If a second returned check is received from the bank on the same account, we will require that all financial obligations be paid with cash, money order or a cashier's check.

VOLUNTEER PROGRAM

The parents of children attending St. Teresa of Avila Catholic School have chosen to join together to provide our children with the opportunity to grow in their Catholic Christian values and spirituality, as well as in their academic and physical development. This obligation to be present to our children through volunteering our time and talent is an example of the

commitment we place on being active in our child's educational and spiritual lives. Our volunteer service gives this important witness to our children and neighbors but also helps keep the costs of educating our children at St. Teresa School affordable for all. Therefore, we require each family to do the following:

* **3 days** (three days) lunchroom duty per year per family

* **30 hours** (thirty hours) per year by helping in classrooms, playground duty, lunch duty, teacher assistant, tutoring, hot lunch program, special school events, fundraisers, morning crossing guard, and the list goes on.

Fifteen hours must be completed by December 31st, however, if your volunteer hours are scheduled after this date, please notify the principal of that commitment. Any hours less than required will be billed to you at \$20 per hour. You may pay the service assessment (\$600) if your schedule does not permit you to volunteer. Please see the volunteer form in the appendix.

Parents may earn one (1) volunteer hour for by attending PTO meetings.

Free dress passes will no longer be issued for parent attendance at PTO meetings.

Failure to meet your volunteer obligations will result in an additional charge.

PROTECTING GOD'S CHILDREN / FINGERPRINTING

As an elementary school in the Diocese of Reno, we take our responsibility for the safety and welfare of all children very seriously. We require all staff, parents, and adults volunteering to work with children in Catholic schools to participate in the Protecting God's Children training. All faculty and staff at St. Teresa School are current in their training under the Protecting God's Children program and have been fingerprinted. All other organizations associated with the children at St. Teresa's School have fulfilled these same requirements.

For adults involved at the classroom level, volunteering to serve lunch, drive for field trips, coach a CYO sports team, work in the library, substitute teach, or any other capacity where you would work with children, it is mandatory that you attend a Protecting God's Children class, remain current in your training, and have a copy of your fingerprints on file.

All volunteers must be fingerprinted through the Carson City Sheriff's Office.

FUNDRAISING OBLIGATIONS

THE SCRIP PROGRAM

What is SCRIP?

The SCRIP Program has been part of St. Teresa of Avila Catholic School for over 10 years. The term that easily defines SCRIP is "**substitute money.**" When you purchase SCRIP, you are purchasing negotiable gift certificates and/or prepaid cards that can be used just like cash. SCRIP can be used at many businesses throughout our community.

How SCRIP generates revenue for the school

SCRIP is a popular fundraising program because families don't have to sell anything. St.

Teresa of Avila families produce revenue by making regular household purchases they would make anyway. Groceries, clothing, toys, gifts, and even gasoline can be purchased with SCRIP.

This is how it works:

The school purchases SCRIP from Great Lakes SCRIP Center and other local vendors at a discounted amount. The school can then re-sell the certificates and gift cards to our families at the full value price. The difference between the discount and the full value amount can range from 2%-25% which then becomes St. Teresa of Avila Catholic School's earned revenue. Through the use of SCRIP, we are able to keep tuition costs affordable for all families attending our school.

Family Obligation: Each family is expected to purchase SCRIP in the amount that will generate **\$200.00** of actual SCRIP profit for the school. This can be done in a variety of ways. A simple example of how to reach your goal of \$200.00 is:

One week's purchase:

<u>Vendor</u>	<u>SCRIP Purchase</u>	<u>Profit %</u>	<u>School Dollars</u>
Wal-Mart	\$150	2%	\$3.00
Arco	\$ 50.	2%	\$1.00
Pizza Hut	\$ 20.00	8%	\$1.60
Starbucks	\$ 20.00	7%	\$1.40
Total:	\$240.00		\$7.00

Another example: (Home Improvement Project)

<u>Vendor</u>	<u>SCRIP Purchase</u>	<u>Profit%</u>	<u>School Dollars</u>
Home Depot	\$550.00	3%	\$16.50

The total amount generated toward a family's \$200.00 "school dollars" obligation is: \$23.50.

This is only an example of what can be purchased with SCRIP. **Remember, buying SCRIP is using money you would ordinarily spend.** There are countless other options available to reach your "school dollars" goal. Please take into consideration the places you normally shop and dine. Now you will have to do some "preplanning" to make your purchases work for you.

Remember this formula: 40 weeks x \$5.00 of school revenue = \$200.00 actual "school dollars" generated.

Other Fundraising Obligations:

Parents are also expected to support all of St. Teresa of Avila Catholic School's major fund-raisers. These include but are not limited to the following: Basque Festival (September); Christmas Benefit (December); and the Walk-Jog-a-Thon (Spring). These are supported by attendance and participation in sales of tickets that are sent to each family.

Basque Festival:	
4 dinner tickets @ \$25.00 each	\$100.00
raffle tickets	\$80.00

Christmas Benefit: raffle tickets	\$100.00
Walk/Jog-a-thon, Spirit Fest in sponsors	\$50.00

We encourage families to sell as much of this as they can so the burden of cost is not all on the family. Of course we encourage everyone to sell more than this but these are the minimums. Fundraising is a vital part of our continued operation and keeps our tuition costs down. Please keep in mind that these projected amounts could change if ticket prices change. Families not meeting these minimums will be charged the balance to meet the minimum amount.

SCHOOL ARRIVALS

Morning school bell rings at 8:25 AM.

School hours: 8:25 AM – 3:15 PM

Students may be dropped off at school between 8:05-8:20 AM. Students should go directly to the playground upon arrival at school. Students are not allowed to leave the school grounds or stand in the front of the building after being dropped off by parents. **Please be aware that there is no supervision on the playground before 8:05 AM.**

For those parents who need child supervision before 8:05 AM, they may enroll their children in the Before School Program (BSP). Supervision in this program begins at 7:30 AM. Students are expected to remain on the playground until the morning bell rings at 8:25 a.m. If students have specific permission from their teacher and a hall pass, they may go to their classrooms before that time. Exceptions will be made for inclement weather at which time students will gather in the lunchroom until the bell rings.

SCHOOL DEPARTURES

After dismissal, all students are to leave the school grounds promptly and go directly home or their day care unless they are remaining for a supervised activity and accompanied by a teacher. Please note that there is no supervision after 3:15 PM except for those students enrolled in ASP, the After School Program. Parents are responsible for their children and should see to it that they are picked up promptly following dismissal.

If parents do not pick up their children by 3:20 PM, children will be placed in the After School Program (ASP) for their safety. Parents will be charged the After School Program daily fee of \$8.00. Please notify the school in writing informing us of the persons to whom children may go home with if it is someone other than their parent or legal guardian.

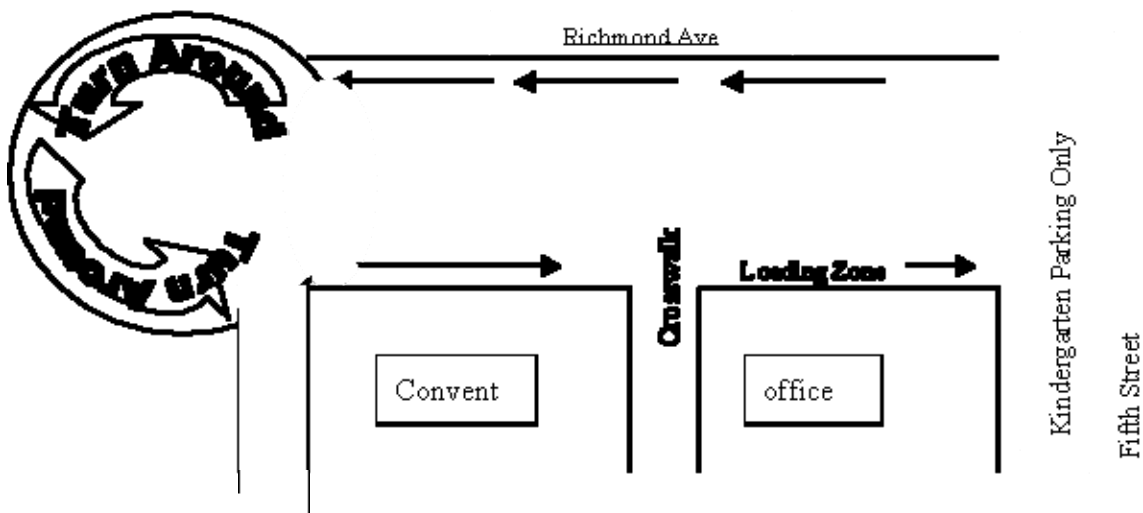
Kindergarten through 3rd Grade children and siblings should be picked up in front of the Fifth Street entrance steps. Other students waiting to be picked up after 3:15 p.m. are to wait in front of the office area.

TRAFFIC RULES

The following rules are for the safety of our students and are to be adhered to by students and by parents when coming to or leaving the school grounds during school hours:

- * Parents as well as students are to obey the school Safety Patrol and the Crossing Guard.
- * Parents as well as students are to cross the streets at crosswalks only between the white lines.
- * Students who ride bikes, skate boards, roller skates or roller blades to and from school are to walk their bikes, etc. from the corner of Fifth Street to the school grounds and from the school grounds to the Fifth Street corner. Helmets and safety gear are highly encouraged. Also, students are to walk their bikes, etc., to and from the turnaround on the south end of Richmond Street (This includes both the east and west sides of the street). Bike riding, roller blading, skate boarding and roller-skating are prohibited on the school grounds at all times. St. Teresa of Avila Catholic School is not liable for lost or stolen bikes or other equipment. Personal property of this nature should be locked up at the bike rack at all times during school hours.
- * Parents, who drive students to school, please note that we have designated loading zones marked in yellow on both Fifth Street and Richmond.
- * **DRIVERS IN THESE LOADING ZONES MUST STAY WITH THEIR CARS AND PULL THE CAR FORWARD AS CARS AHEAD OF THEM DRIVE AWAY BEFORE SCHOOL AND AFTER SCHOOL. CARS ARE NOT TO BE LEFT UNATTENDED AND NOT TO BE BLOCKING ANY SCHOOL OR RESIDENTIAL DRIVEWAYS.**

DRIVERS WILL FOLLOW THE CAR LINE AS SHOWN IN THIS DIAGRAM:



- * Students will be allowed to leave or enter a car only while it is parked at the curb on either the east or west sides of Richmond, or the north or south sides of Fifth Street. Students are to follow the crosswalks if they enter or exit from the opposite curb of the school. **STUDENTS MAY NOT ENTER OR EXIT FROM DOUBLE-PARKED CARS.** Drivers are asked not to block residential driveways.
- * The preschool driveway and the area adjacent to the preschool lawns are both designated for faculty parking. The driveway between the school and the preschool is designated as a fire lane. Drivers may not pull in or out of either of these areas; they may not turn around in these areas nor may they allow a student to enter or exit from their cars in these areas. Also, drivers may not park their cars in these areas. Please keep in mind that students' safety is jeopardized when vehicles back up.
- * **Do not use the loading zone for temporary parking between the times of 8-8:45 AM, 2:30-3:15 PM on regular days and 12:00-12:45 PM on minimum days. At all other times the loading zones may only be used for temporary parking (10-12 minutes) not extended parking. CHILDREN SHOULD NEVER BE LEFT UNATTENDED IN A VEHICLE. NOT EVEN FOR A MINUTE.** No parking is allowed during dismissal time. Drivers who are in the yellow zone are to remain in their cars in case a car needs to be moved. Drivers are asked to drive forward as space becomes available.
- * Drivers may not park, enter or exit from a red zone area. This is to ensure the safety of the pedestrian traffic in the crosswalk, and to leave fire lanes open. Double parking is never permitted.
- * All students in Fourth through Eighth grades will exit school onto Richmond Street between the school and the preschool. The Fifth Street exit will be used for students in Kindergarten through Third grade. Only parents of Kindergarten through Third grade may park on Fifth Street or use that loading zone.

ATTENDANCE POLICIES:

Each student is a vital member of his/her classroom learning community; therefore, punctuality and regular attendance are necessary requirements for a student's progress in school. Each time a child is absent, he/she misses valuable instructional experiences that cannot be duplicated. The teachers work very hard to facilitate a learning community, not just a sequence of lessons.

Absences:

- * If it is necessary for your child to be absent, parents are required to report the absence to the office by 8:45 AM.
- * If the absence is not reported, a parent note will be required when your child returns to school. Please include the date/s and reason for absences. The note must be signed by the parent/guardian for the absence to be considered excused.
- * Students who arrive at school after 9:30 AM will be marked with a morning absence.
- * Students who leave school before 2:00 PM will be marked with an afternoon absence.

- * Eighteen (18) or more unexcused absences per year may result in failing grades and/or grade retention considered. A mandatory conference with the teacher, principal and parent will be held to assess and discuss the student's achievement to determine if the child is academically ready for the next grade.
- * Requests for obtaining approval for business or pleasure trips must be submitted to the principal at least one week prior to the scheduled trip. All missed work must be made up when the student returns.

Excused absences are defined as illnesses or absences relating to personal illnesses, medical appointments, family crisis, or exceptional excuses cleared through the principal.

Unexcused absences may include, but are not limited to, babysitting, shopping trips, minimum days, hunting trips, skiing, absence of a sibling, oversleeping, etc.

- * If a student accrues five (5) unexcused absences in a grading period, a parent conference will be required.
- * If a student accrues six (6) or more unexcused absences in a grading period, a remedial program as assessed by the teacher and administration may be required.
- * A doctor's statement may be required for absences of three consecutive days or more.

It is strongly recommended that medical and other appointments be scheduled outside of school time and that family vacations and/or trips be taken when school is not in session.

TARDIES:

- * The school day begins at 8:30 AM with Morning Prayers/Announcements in the Cafeteria.
- * A student will be considered tardy when not present with his/her class in the cafeteria after 8:30 AM when Morning Prayers begin.
- * The tardy **may** be considered excused if a parent/guardian writes an excuse explaining the tardy.
- * Valid reasons for tardiness are the same as for excused absences. **TARDINESS IS RECORDED** and is subject to the appropriate consequences listed below.

If a student accrues five (5) excused or unexcused tardies in a grading period, a parent conference may be required with the principal and teacher to determine consequences for this behavior.

SNOW DAYS

Our general policy is to remain open. We will close only if the Carson City District schools close. Please listen to local radio stations which announce school closure due to inclement

weather. **All school days missed due to school closures because of snow must be made up at the end of the year.**

EARLY DISMISSAL

Students may not leave the school grounds without the permission from the school office. If a child must be excused early or for a certain period of time during the school day, a note from a parent must be presented to the teacher prior to the dismissal and permission given by the office. Any student who is leaving early must have a parent sign the student out at the school office and, if returning, the parent must also sign the student in at the school office. Parents are to come to the school office and not go to the classroom to pick up the student.

The Diocese of Reno has allowed the school a minimum day once a month for faculty meetings as well as for retreats. ON MINIMUM DAYS DISMISSAL WILL BE AT 12:30 P.M. UNLESS OTHERWISE STATED. School holidays as well as teacher institute days are noted on the school year calendar. Sometimes special opportunities for in-service arise in the Diocese which are not on the yearly calendar. Parents will be notified of these as soon as possible.

Make-up Work Following an Absence:

- * Please notify your child's teacher if your child will be out for two or more days due to illness.
- * All assignments must be returned to school following an absence.
 - If the child has a prearranged absence and you would like to request assignments in advance, please allow the teacher an adequate amount of time to prepare the work for you.

All prearranged assignments are due upon your child's return to school.

ILLNESSES

Do not send your child to school when he/she is ill or showing signs of any illness. Keep your child home if they have a fever of 100° or more, or if they have vomited or had diarrhea within the past 24 hours. **Students may not be admitted to school until fever/vomiting/diarrhea is gone for 24 hours without the use of medication.** St. Teresa of Avila Catholic School does not have a nurse or medical attendant on duty, and other children should not be exposed to the illness.

The school must be notified immediately of any communicable disease that a student has contracted. The student should not be returned to school until a doctor or the Public Health Nurse has given written permission. When children become ill at school, their parents will be notified to take them home.

MEDICATION

Parents are required to notify the school of their child's serious or chronic health problems so that attention may be given to the child at school. Health regulations prevent the school from

dispensing any medications, including over the counter products, unless a "Request for Medication Assistance" form is completed and signed by a parent/guardian. **STUDENTS SHALL NOT HAVE MEDICATIONS IN THEIR POSSESSION.** Please consult the principal with any serious medical issues.

All medications, including asthma inhalers, must be delivered to the school office by the parent and the medication must be in the original container that is appropriately labeled as to content and proper dosage. The school drug policy forbids students to have **any** medication in their possession or in their belongings during the school day. **All medications are kept in the school office**, this includes aspirin, Tylenol, inhalers, and cough drops.

EMERGENCY CARE

An emergency contact is required for each student who is registered. This will guarantee prompt action and notification in the event that the child becomes ill or is injured while at school.

In the event that your child is injured at school and parents cannot be contacted, nor the emergency contact person reached within a reasonable time period, the school will call the paramedics to give emergency treatment. If you prefer we do otherwise, please put in writing for the school office the specific instructions you want the school to follow.

FIELD TRIPS

Field trips are privileges, and students may be denied participation at the principal's discretion if they fail to meet class academic and behavioral requirements.

Students may leave the school grounds or be released from school only with the written permission of the parent, which is given by signing a form written according to our diocesan insurance guidelines. A separate field trip permission slip, which must contain the educational purpose of each trip, is required for every field trip. These are distributed by the classroom teacher and held on file in the office. A simple note from the parents is not sufficient to cover our liability, nor is a parent phone call acceptable in lieu of the required permission slip. Notices will be sent home notifying parents of upcoming field trips and if any money is due to cover your child's participation.

FIELD TRIP DRIVERS REGULATIONS AND RESPONSIBILITIES

Parents who volunteer to drive for field trips are expected to stay and help chaperone students according to the teacher's directions. Vehicles used must have a seatbelt for every passenger. As required by Nevada State Law, NRS 484.474, effective June 1, 2004; any child less than 6 years of age who weighs less than 60 pounds must ride in an approved child restraint system booster seat. Drivers may not make any stop between the school and the destination.

Insurance regulations mandate that parents provide a copy of their current driver's license and proof of insurance card. This information will be kept on file in the office for the current school year. We must have this information by the first day of school. It must be re-submitted every year and upon expiration of insurance coverage. Driver's insurance policies must cover passengers. These requirements are for the protection of all those on the field trip.

MASS DAYS

All students ARE REQUIRED TO ATTEND MASS on Mass days twice a month. If a student is not present at Mass that student will be marked tardy or absent as is appropriate. Students must meet at St. Teresa of Avila Catholic Church at 3000 N. Lompa Lane by 8:15, on the days Mass is celebrated at the church. Mass begins promptly at 8:30 a.m. Parents are responsible for their children before 8:15 a.m. There should be no playing, running, jumping, sliding, yelling, etc., in the Gathering space or on the church grounds.

School Mass uniforms are required on all Mass days. No sweatshirts or P.E. clothing may be worn on Mass days, nor can free dress coupons be redeemed on these special event days.

TELEPHONE CALLS

A student may not receive telephone calls at school except in the case of an emergency; in such cases contact the office and the message will be delivered to the student. **Do not call and ask to speak to your child during school hours.** The school phone is a business phone, and students are discouraged from using it altogether. Any and all arrangements for your child during or after school should be finalized before he/she comes to school.

DISCIPLINE

“A Spirit of Cooperation is expected of all students, parents/guardians, and teachers in obeying the rules of the school.”

The purpose of discipline is to promote genuine student development, to increase respect for authority, to assist the growth of self-discipline, and to provide an environment conducive to learning for all students that is safe and secure.

There shall be a logical consequence for the misbehavior and it shall be appropriate in severity. Generally, the faculty and staff are responsible for determining whether a specific event or condition is either a MINOR or MAJOR OFFENSE and are considered the primary contact for infractions. Examples of the types of offenses are set forth below, however this list is NOT considered fully inclusive and are merely a guideline. Lastly:

**“THE PRINCIPAL IS THE FINAL RECOURSE
IN ALL DISCIPLINARY SITUATIONS.”**

MINOR OFFENSES will include, but are not limited to the following:

- Failure to follow the directions of the faculty
- Play that could result in injury or property damage
- Disturbing the peace and quiet of others
- Incomplete or missing homework
- Uniform violation(s)
- Tardiness
- Littering
- Use of cell phones during school hours
- Spitting

- Improper language

Penalties may include, but are not limited to one or more of the following consequences:

- Verbal reprimand
- Writing assignment
- Isolation from class
- Detention
- Restitution
- School service projects

A note and/or conference call to parents/guardians may follow any repeated offenses to inform parents about the situation. Results of this communication will be presented to the principal in writing.

MAJOR OFFENSES will include, but are not limited to the following:

- Lying
- Cheating
- Forgery
- Stealing
- Profane Language
- Open and/or persistent defiance of authority/faculty
- Use, sale, distribution, or possession of tobacco, drugs, firearm(s), or alcohol.
- Truancy
- Bullying, verbal harassment, physical harassment, or sexual harassment.
- Violation of civil laws
- Deliberate or serious damage to property, or to act so as to endanger others.

Penalties may include, but are NOT limited to one or more of the following consequences:

- Referral note and/or phone call to parents/guardians
- A meeting with the principal, student, parents/guardians, and/or others.
- Notification of any necessary governmental agency or department.
- Any of the penalties for minor offenses may apply, but with greater severity.
- Probation for an extended period of time, to be determined on a case-by-case basis.
- Suspension (administered by the principal only), can be an in-school or out-of-school suspension. A student on probation or suspension cannot attend school activities or other associated events.
- Expulsion

Procedures for In-House Suspension:

- Parents/Guardians will be notified
- Students will report to principal on time on each designated day(s).
- The student will not be marked absent. All class work will be sent to the student and completed by the end of the day. Full credit will be given for all work.

- Assigned homework will be completed at home and turned in at the beginning of the next school day.

Procedures for Out-of-School Suspension:

- Parents/guardians will be notified.
- The student shall be marked as an excused absence during the suspension.
- Make-up work must be completed AFTER readmission and will only receive 50% credit.
- A written summary of all information relating to the suspension will be sent to the student's file.

SEVERE DISCIPLINARY PROCEDURES

A student who, in serious matters, shows deliberate, continual refusal to observe school rules and appropriate Christian behavior will be suspended for a period of not longer than five school days unless the recommendation by NRS (Nevada Revised Statute) is longer. The Diocese of Reno Department of Education Administrative Handbook states in Article 4211, "Suspension of a student may be adopted for disruptive behavior or infractions of school regulations." Should the principal deem suspension necessary, the student will be made aware of the reason for the suspension and be given the opportunity to respond to the accusations.

Article 4220 of the Education Administrative Handbook states, "Ordinarily a student should not be suspended until there has been a conference with the student and his/her parents. Immediate suspension may be necessary at which time a conference with parents should follow as soon as possible. The time period of suspension may not exceed five school days. A written record of the reason for the suspension and the date and matter of conference(s) will be kept on file. In-school suspension may be a preferable option. Days absent from school because of suspension are recorded as days absent."

Being under the influence of alcohol or any controlled substance and/or possession of a weapon, alcohol, any illegal or controlled substance are sufficient grounds for immediate suspension/expulsion. Local, legal authorities will be notified.

The Diocesan Weapons Policy states: "any student who possesses a dangerous weapon, or an instrument considered by school authorities to be a dangerous weapon, on school grounds at any time, at any school activity, function or events, or en route to or from school, will be removed from school immediately and subject to dismissal. Lawful authorities will be notified and arrest may be possible."

Expulsion is considered a last resort in dealing with a disciplinary issue and may not be imposed without the principal consulting the pastor. The school will make every reasonable effort to assist the student and parent in correcting the student's unacceptable behavior before expulsion is imposed. However, the school will impose a student's immediate removal from the school because of disruptive behavior or conduct that threatens the physical and moral welfare of other students. Any student considered for expulsion would be notified of the charges against him/her and will have an opportunity to respond to the charges. Parents will be notified in writing as to a hearing date and time and will be expected to attend.

Parent cooperation is for the welfare of the students. If, in the essential opinion of the administration and the pastor, parental uncooperative behavior seriously interferes with the teaching/learning process, the school may require the parents to withdraw their child/children. This action would be taken after all attempts at conflict resolution have failed

STUDENT RECORDS

Parents/Guardians have the right to review their student's official school records. St. Teresa of Avila Catholic School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and the principal will be available to discuss the student's records, unless a court order providing otherwise is filed with the school.

If you wish to review your student's records, please call the office and schedule an appointment with the principal to do so. **All student records will be held and not sent to transferring schools until all financial obligations are met.**

SCHOOL TEXTBOOKS AND EQUIPMENT

All school textbooks, library books, supplies and instructional equipment used by a student become his/her responsibility. If items are lost or damaged, the student will be expected to pay for the replacement of such items. Students are also responsible for fines on overdue and lost library books. Students are asked to cover their textbooks and keep them covered during the school year. **Any student who willfully or carelessly injures the person or property of others, including any school property is liable for the damages.**

LUNCH

Students in Grades K through 3 have lunch and recess from 12:15-1:00 PM. Those in grades 4 through 8 have lunch and recess from 11:45-12:30 PM. All students are to show respect for themselves, their families, and consideration for others by observing good manners in the lunch room. Students must bring their own lunch from home, as well as their own eating utensils and napkin. Milk can be purchased at school for 35¢ per day. A milk ticket for the year may be purchased for \$58.00 by the second week of school only. Chocolate and/or flavored milk is available only on Wednesdays and Fridays. Drinks brought from home must be in non-breakable containers. No carbonated beverages or glass containers are allowed.

PLAYGROUND

Students will observe all playground regulations and respectfully obey all adults on duty to ensure the safety of all.

1. Students will play only in assigned areas. No one will play in front of school at any time nor will they play between the two buildings, or in the drive between the convent, sheds, and the neighbors' fences. Students will refrain at all times from climbing, hanging or leaning on any fences or trees.
2. Students will help maintain a neat and safe playground.
3. All students will stop activities at the sound of the bell. When the yard supervisor

blows the whistle, all students will walk quietly to their designated areas.

4. Students may throw only sports equipment meant for that purpose and in a manner appropriate to the game. They will not throw snow, rocks, dirt, sand, etc.
5. Students will use only soft balls, rag balls and/or T balls for playing baseball.
6. Students will use only sports equipment provided by the school. **No toys or sports equipment from home may be brought to school.**
7. If sports equipment goes over the fence, the students will have to wait until the neighbors find it in their yard and throw it back. It is not appropriate to disturb our neighbors to ask for lost articles.
8. Students will immediately report any accident on the playground to a yard supervisor, who will notify the office.
9. No standing on top of any equipment.

DRESS CODE

Free Dress or Theme Days and School Dances:

- * All hair, jewelry, and make-up rules still apply unless specifically stated otherwise.
- * No crop tops, tank tops, spaghetti straps, or bare midriffs
- * No hats or bandanas (outside wear only)
- * No clothing with inappropriate or vulgar sayings or symbols
- * No open-toed shoes
- * For Dress-Up Days: Girls may wear skirts, dresses, or nice slacks; boys may wear collared shirts, and slacks. No open-toed shoes, shorts, tee-shirts, or sweats.
- * No cut-offs, holes, frayed hems, or seams
- * Underwear must not be visible above or below pants, shorts, or skirts

General Uniform Rules:

No fingernail polish
No open-toed shoes
No hats or bandanas
No holes in any clothing
No writing on the body
No sagging of pants
No ill-fitting uniforms. Too big or too small uniforms will not be allowed.
Shirts should be kept tucked in at all times.

Jewelry:

All grades: No body piercings or tattoos
Ladies K-8: One wristwatch, small post-style earrings only one per ear (no dangle earrings), one small ring total, small religious style necklace.
Gentlemen K-8: One wristwatch, one small ring total, small religious style necklace, NO earrings of any kind.

Make-up:

All grades: No make-up, including fingernail polish, eye-shadow, blush, eye-liner, mascara and lipstick. Lip gloss must be clear and applied only in the privacy of the restroom.

Hair:

Hair styles should be styled in good taste and kept clean. Gentlemen's hair should be trimmed above the collar in the back, around the ears and above the eyebrows. No dyed, painted, spiked, or fad hairstyles including shavings or tails are permitted.

UNIFORMS

All uniform clothing must be purchased from Dennis Uniform only. Clothing purchased from other vendors will not be considered compliant with the school's standards.

The principal reserves the right to enforce and interpret the uniform policy as necessary.

GIRLS UNIFORM DRESS CODE

Required Mass Uniform:

Grades K-5:

- Peter Pan blouse, short or long sleeve, with plaid jumper, or
- Peter Pan blouse, short or long sleeve, with plaid pleated skirt

Grades 6-8:

- White $\frac{3}{4}$ sleeve blouse with navy blue skirt.

All grades: Navy v-neck pullover.

Regular Uniform

Shirts:

- Polo, white only, short or long sleeve (K-8)
- Peter Pan blouse, short or long sleeve (K-5)
- White $\frac{3}{4}$ sleeve blouse (6-8)

Pants & Shorts:

Shorts may be worn from April 1st – November 1st.

A belt is required for all pants and shorts with belt loops in grades 2-8.

- Navy twill pleated pants (K-8)
- Navy flat front pants (K-8)
- Navy twill Capri pants (K-8)
- Navy pleated cuffed shorts (K-8)
- Khaki twill pleated pants (6-8)

- Khaki flat front pants (6-8)
- Khaki twill Capri pants (6-8)
- Khaki pleated cuffed shorts (6-8)

Jumper, Skort & Skirts:

- Plaid skort (K-8)
- Plaid jumper (K-5)
- Plaid pleated skirt (K-8)

Sweaters & Jackets:

- Navy v-neck cardigan (K-8)
- Navy v-neck pullover – required for Mass (K-8)
- Navy fleece Jacket
- Navy fleece vest

P.E. Uniform:

- K-4, no P.E. uniform required
- Navy nylon mesh shorts (5-8)
- White St. Teresa T-shirt (5-8) or other spirit T-shirts
- Navy St. Teresa sweat pant (5-8)
- Navy St. Teresa sweatshirt – crew or hooded (5-8)

Accessories:

- Navy bike shorts (for under skirts)
- Dennis uniform plaid scrunchy, headband or bow.

Shoes/Socks:

- Shoes must be **predominately** one color. Shoe colors must be white, blue, black or brown with only a *minimal* amount of one other color allowed. **NO NEON, PASTELS, OR HOT COLORS ACCEPTABLE.** Shoes must be a tennis or leather dress shoe.
- Shoelaces must match the color of the shoes. NO NEON COLORS.
- No light up shoes are acceptable.
- Heels on shoes must not exceed 1 inch.
- Boots of any kind may be worn only during the snowy season as a snow boot.
- Fashion boots are not allowed.
- **Socks** – students may select from the following types of socks: white crew, white or navy knee highs, white or navy tights, or white sport socks that are up to the ankle (socks must be seen).

BOYS UNIFORM DRESS CODE

Required Mass Uniform:

Grades K-5:

- White oxford shirt, short or long sleeve, with navy pleated or flat front pants.
- Navy tie & navy, brown or black belt.

Grades 6-8:

- White oxford shirt, short or long sleeve, with khaki pleated or flat front pants.
- Navy tie & navy, brown or black belt.

All grades: Navy v-neck pullover.

Regular Uniform:

Shirts:

- White oxford shirt, short or long sleeve (K-8)
- Polo, white only, short or long sleeve (K-8)

Pants & Shorts:

Shorts may be worn from April 1st – November 1st.

Belt is required for all pants and shorts with belt loops in grades 2-8.

- Navy twill pleated pants (K-8)
- Navy flat front pants (K-8)
- Navy pleated shorts (K-8)
- Navy flat front shorts (K-8)
- Khaki twill pleated pants (6-8)
- Khaki flat front pants (6-8)
- Khaki pleated shorts (6-8)
- Khaki flat front shorts (6-8)

Sweaters & Jackets:

- Navy v-neck cardigan (K-8)
- Navy v-neck pullover – required for Mass (K-8)
- Navy fleece jacket
- Navy fleece vest

P.E. Uniform:

- K-4, no P.E. uniform
- Navy nylon mesh shorts (5-8)
- White St. Teresa t-shirt (5-8)
- Navy St. Teresa sweat pant (5-8)
- Navy St. Teresa sweatshirt – crew or hooded (5-8)

Accessories:

- Navy tie, (clip-on or tie)

Shoes/Socks:

- Shoes must be predominately one color. Shoe colors must be white, blue, black, or brown with only a **minimal** amount of one other color allowed. Shoes must be a tennis or leather dress shoe.
- Shoelaces must match the color of the shoes.
- No light up shoes are acceptable.
- Boots of any kind may be worn only during the snowy season as a snow boot.
- **Socks** – students may select from the following types of socks: white crew, or white sport socks that are up to the ankle (socks must be seen).

School Dances

School dances are an opportunity for students to practice social skills in a controlled environment. Dances are for 6th-8th grades only. Students from other parochial schools may be invited to attend the dances under the guidelines set forth by our school. **NO GUESTS ARE PERMITTED** unless the principal has approved it prior to the dance. Students that are placed on probation or suspension are not allowed to attend the dance.

Only prearranged chaperones may attend the dance. The dance organizer will be the person who determines the number of prearranged chaperones. All chaperones must meet the eligibility requirement requirements regarding fingerprinting and have taken the Protecting God's Children class.

- * Students must arrive at the dance within one half hour of opening time. If this is not possible, prior arrangements must be made with the dance organizer.
- * The dress code that is provided for each dance must be followed.
Only students that appear on the school roster will be admitted to the dance.
- * Students may leave the dance only with a parent or a designated chaperone.
- * Once a student leaves the dance area without permission, he/she will not be readmitted and parents will be called to pick up their child.
- * Any student who arrives at the dance under the influence of drugs or alcohol will be detained until the sheriff and the parents have been called. The student will be suspended from school according to NRS 392.464 regarding possession, consumption or purchase of alcohol by a minor.

8TH GRADE PROMOTION CELEBRATION

Please note: All 8th grade students must meet the following guidelines:

- * State statutes currently require that a middle school student earn a minimum of 1.5 credits in Math and 1.5 credits in English during their 7th and 8th grade year to be promoted to high school. Students who have not met this requirement will not participate in the ceremony.
- * During the 8th grade year, students who have more that 20 absences or 20 tardies (unexcused or excused) for the school year will not be allowed to participate in the promotion celebration.
- * **EXTENUATING CIRCUMSTANCES FOR THE ATTENDANCE REQUIREMENT FOR PROMOTION CELEBRATION WILL BE APPROVED BY THE PRINCIPAL:** These will apply to students who have missed an excessive amount of school due to circumstances beyond their control. To participate, students must have:
 1. A teacher's recommendation
 2. Grades must comply with set standards, and show improvement and effort
 3. If a student has been absent for an extended period, he/she must have a doctor's note for each absence or tardy over 20
 4. Behavior must have been appropriate, with limited suspensions
- * 8th grade students with 3 or more F's on the 1st semester, 3rd quarter report card, and the final 4th quarter progress report will **not** participate in the promotional exercises. Students who have met the above requirements but continue to exhibit poor academic behavior could lose promotional privileges.
- * The principal will determine the participation of students who have exhibited continued

behavior and academic problems.

ATHLETIC ACTIVITIES & EXTRA CURRICULAR ACTIVITIES

Under the direction of the Athletic Director, the school offers volleyball each Fall and basketball each Winter to boys and girls in grades 5-8. Track and field events are offered each spring to students in grades K-8. Students are encouraged to participate in these activities. We depend on volunteers for coaching, practicing, as well as transportation to and from games and practices. Students who participate will be charged a \$20.00 participation fee for each sport, and a uniform deposit to be determined by the Athletic Director.

Extra Curricular activities that may be offered are: Yearbook, Missoula Children's Theatre, Newspaper and Student Council. These activities are offered when time, funds and advisors are available. Students should understand that while participating in school sponsored activities, they are bound by the rules and philosophy of the school and are required to conduct themselves in an appropriate manner. Students must be in school the day of an activity in order to be eligible to participate.

Students must maintain a "C" grade in every subject and a satisfactory grade or better in conduct in order to participate in any practice, game or activity. Any student whose grades fall below this will remain ineligible until the grade is raised to at least a "C" and/or "S" in each subject. The Principal and the teachers will decide if the student is again eligible.

PARENT AND SCHOOL COMMUNICATION

It is very important that parents and the school community establish a positive working relationship to ensure all children's success in school. The school utilizes a variety a ways to communicate with parents through the handbook, Thursday Folders, the monthly newsletter - The Tiger Tidings, notes to parents, calendars, Back-to-School Night, Family Event Nights, Parent-Teacher Organization Meetings, telephone calls and through the school website. All events are posted on our website: www.stts.org. The teachers communicate with parents through the website, parent-teacher conferences, monthly classroom newsletters, telephone calls, emails, notes, mid-term progress reports, and report cards. Please contact the office if you have a change of address, home, work or cell phone number, or e-mail address.

HOME FOLDERS

Home folders are sent home weekly with your child's work. Along with weekly papers, parents will receive school and community announcements, SCRIP order forms, and other important information from the school and church. Students will also receive a weekly conduct grade that reflects his/her behavior in class, daily work habits, and a notation regarding incomplete assignments if necessary. Please read the teachers comments carefully and if you have any questions regarding your child's weekly progress report, it is important that you contact the teacher immediately. **Parents are required to sign or initial the home folders every week.** By doing so, we can ensure that your child's academic progress and social/behavioral issues are being addressed in a timely manner. If your child loses his/her weekly folder, parents will be charged \$1.50 to obtain another. If the child/children reside in more than one household at any time, weekly information may be picked up from the school office.

Parents are an integral part of their child's educational experience. We welcome parents to visit or volunteer in our school. Whenever a parent wishes to communicate with a teacher, he/she should arrange a meeting by contacting the teacher requesting an appointment.

All flyers **must** have the principal's approval and **must** be received at the office by Wednesday, 9:00 AM – no exceptions.

COURSE OF STUDY

Growing Together, a graded course of study from the Archdiocese of Cincinnati,

serves as the primary scope and sequence for St. Teresa of Avila Catholic School. The school also aligns its curriculum standards with the Nevada State Standards. Language arts, mathematics, social studies, science, religion, computers, and physical education are taught at all grade levels. This course of study is upgraded every few years.

GRADES AND ASSESSMENTS

Academic grades are based on scholastic achievement according to the following numerical grading system. Report card grades reflect an average of the type of work a student has done for that quarter.

Please contact the office for a copy of the appropriate grade level report card: Kindergarten Progress Report, Grades 1-3 Report Card, Grades 4-5 Report Card and Grades 6-8 Report Card. St. Teresa of Avila Catholic School uses Diocese of Reno report cards which reflect academic as well as behavioral achievement.

Academic grades are based on scholastic achievement according to the following numerical grading value:

Grades 1-5

A	94-100	Excellent
B	85-93	Good
C	70-84	Average
D	60-69	Below Average
F	0-59	Very Poor

Grades 6-8

A	97-100	Excellent
A-	94-96	
B+	92-93	
B	88-91	Good
B-	85-87	
C+	82-84	
C	75-81	Average
C-	70-74	
D+	67-69	
D	64-66	Below Average
D-	60-63	
F	0-59	Very Poor

HOMEWORK

Homework is an integral part of the educational program at St. Teresa of Avila Catholic School. Its primary purpose is to help students extend their learning beyond the school day, reinforcing skills that have been taught in the classroom, preparing for upcoming tests, to teach good work habits and to emphasize the importance of taking responsibility for their learning.

Students are expected to do their work independently but when necessary, they may ask parents for help. Homework will be assigned Monday through Thursday, however, it may extend into the weekend when long term projects or extended activities have been assigned before the weekend.

It is highly recommended that parents make homework a top priority at home every evening. We suggest that your student have a quiet place to work, supplies necessary to complete their work, set a time to do homework, provide assistance when needed, and to check to make sure the homework has been completed.

Students should spend the following amount of time on daily homework:

Kindergarten	- 20 minutes	4 th Grade	- 40 minutes
1 st Grade	- 25 minutes	5 th Grade	- 45 minutes
2 nd Grade	- 30 minutes	6 th Grade	- 1 hour
3 rd Grade	- 35 minutes	7 th & 8 th Grade	- 1 ½ hour

Students in 4th-8th grades will receive a Student Planner to record their homework assignments. Parents should check these planners on a daily basis to keep abreast of their children's assignments.

PROGRESS REPORTS

All progress reports are sent home by your child's teacher midway through the 1st, 2nd, 3rd, and 4th quarters. These dates are designated on the monthly school calendar. The purpose of progress reports are to inform parents of their child's academic achievement and progress halfway through the grading quarter. The progress reports must be signed by the parents and returned to the classroom teacher within 3 days. This is a good time for parents to communicate to the teachers any concerns they may have regarding their child's current performance in their classes.

REPORT CARDS

Report cards are distributed four times a year. **Parent/Teacher Conferences are held at the end of the 1st quarter of the school year. Please check your parent calendar for the exact dates for these conferences.** Grades reflect a student's overall performance in a specific subject, test scores, class participation, effort, daily work, homework, and the student's attitude toward learning. Teachers will review their grading procedures and expectations for their class at the Back-to-School Night presentation. Report cards can be withheld at the semester if your tuition and family account is not current.

HONOR ROLL

Recognizing students for their achievement and effort is one way that we acknowledge students for their hard work and success each quarter. Students in 4th through 8th grades will be recognized at a quarterly Awards Assembly following Morning Prayer/Announcements. Students will be recognized for academic achievement, citizenship, behavior, improvement, and service hours. The following criteria are used to determine 1st and 2nd Honor achievement:

1st Honors: The student must earn **A's** in all academic subjects and a satisfactory or above in conduct.

2nd Honors: The student must earn A's and B's in all subject areas and a satisfactory or above in conduct.

Citizenship: The student must earn a rating of good or excellent grade in conduct in all subject areas.

Most Improved: The teacher will select student/s in their class that have shown improvement in their work effort, work habits, academic achievement, behavior and/or attitude to receive this award.

Most Service Hours: The student who has worked the most community service hours for the quarter for their grade level will be recognized with this award.

PROMOTION/RETENTION

Students who satisfactorily complete the grade level standards and requirements consistent with state and Diocesan standards will be promoted to the next grade. If a child is being considered for retention, the parents, teacher, principal and specialists will meet to discuss the academic concerns of the child no later than the end of the 2nd quarter of the school year. The committee will help to develop appropriate interventions, modifications, special tutoring and remedial instruction to help the child with his/her academic deficiencies. The final decision to retain a child will be made with the input from parents, teacher/s, the principal and appropriate specialists before the retention is finalized.

SERVICE HOURS

Recognizing that we are all called to serve others, middle school students are required to perform community service hours as part of their Religion grade. Sixth grade students must perform three hours per quarter, seventh grade students must perform four hours per quarter, and eighth grade students must perform six hours per quarter. These hours are per student. Service must be for someone other than family and must be a service the student is not compensated for in any way (money, gifts, gift certificates, etc.) **One half of the service hours may be completed at school before or after the school day.** Service performed for the school must have prior approval from the principal. Community service completed during the summer can be applied only to the first quarter requirement if the hours are submitted by September 10. All community service hours must be verified by the adult in charge of the activity. Hours may not be carried forward from one quarter to another.

PRINCIPAL'S RIGHT TO AMEND

The principal retains the right to amend this handbook for just cause. Parents will receive prompt notification of such changes.

VOLUNTEER GUIDELINES FOR LUNCH SUPERVISION

Lunch:	Kindergarten—3rd Grade	12:15
	Dismiss to playground	12:35
	End of Recess	1:00
	4th—8th Grade	11:45
	Dismiss to playground	12:05
	End of Recess	12:30

Dismissal Procedure:

- * Ask all students to check their eating areas, pick up all trash on the table and under the table.
- * Dismiss 1 table at a time.
- * Students will empty their trash by the north double doors.

Parent volunteers will stand by the hallway double doors and by the “Shrine for Mary” to supervise students as they go to the playground.

Students must walk through the hallway out to Mary, then they may run to the playground.

Lunchroom Rules:

- * Students must use inside voices—no shouting!
- * Supervise students and monitor for good behavior
- * Students must raise hand before leaving table
- * Make sure students do not share food.
- * Ask students to clean up around their eating space before dismissing.
- * Dismiss students by rows.
- * Please help wipe down tables after students are dismissed from cafeteria.

When the bell rings, students need to freeze for about 3 seconds—ask children to pick up clothing, and return equipment to the ball rack.

PLAYGROUND DUTY GUIDELINES

- * All children are to check with an adult before using the restroom; no child is allowed to leave the playground without permission from an adult. Only two students are allowed in each restroom at a time.
- * All students are to have finished eating before entering the playground. Once students have entered the playground, they are not allowed to return to the building to change into their PE clothes. They are to change into their PE clothes (on their assigned PE day) after they have eaten and before entering the playground area.
- * Students are not allowed to walk/play in the gravel area near the Blessed Virgin Mary statue. It is considered a sacred place.
- * Students should remain an arm's length away from the fences. Students are not allowed to pick at plants, ivy, creepers, etc. Students are not allowed to go to the pine trees on the north end of the playground (some students like to throw pinecones at cars).
- * Students cannot stand on the top bars of the volcano monkey bars.
- * Students are not allowed to bring toys or equipment from home.
- * No horseplay, pushing, shoving, name-calling, etc. are allowed.
- * Please remember that effective supervision entails constantly looking around and moving around; eyes should always be on the students. Adults should refrain from socializing.
- * When the bell rings to signal the end of recess, students are to freeze. If they are on playground equipment or catching a ball, they get off the equipment or catch the ball then freeze. When students are still, a whistle will signal students to walk quietly back to class.
- * If you have any questions or doubts concerning a student-to-student situation, please contact a principal or teacher to deal with the situation.
- * Students are to be polite, respectful, and obedient to **ALL** duty personnel. If students are rude, disrespectful, or do not follow the duty personnel's directions, please report this immediately to the teacher or principal on duty.

Staff 2010 - 2011

		Phone Ext.	E-mail
Pastor	Father Chuck Durante	882-1968	
Principal	Mrs. Christine Perdomo	101	cperdomo@stts.org
School Secretary	Mrs. Michelle Kelly	100	mkelly@stts.org
Receptionist	Mrs. Angela Miles	100	amiles@stts.org
Business Mgr.	Mrs. Christina Lawson	102	chrlawson@stts.org
Kindergarten	Mrs. Kathy Hogan	200	hogan@stts.org
Kindergarten Aide	Mr. Neal Gruber	200	ngruber@stts.org
1st Grade	Miss Tracey Taylor	201	ttaylor@stts.org
2nd Grade	Miss Julie Hamilton	202	jhamiltons@stts.org
3rd Grade	Mrs. Staci Bayliss	203	sbayliss@stts.org
	Mrs. Kathy Roide	203	kroide@stts.org
4th Grade	Ms. Mary Gambrell	205	mgambrell@stts.org
5th Grade	Mrs. Patty Tyson	204	ptyson@stts.org
	Ms. Betsy Small	204	bsmall@stts.org
6th Grade (Social Studies)	Mrs. Mary Alice Murdock	213	mamurdock@stts.org
6th Grade (Science)	Mr. Tod Jennings	206	tjennings@stts.org
7th Grade (Language Arts)	Mrs. Cathy Evans	207	cevans@stts.org
8th Grade (Math/Religion)	Mrs. Jolena Johnson	208	jjohnson@stts.org
Technology	Ms. Marybeth Grant	210	mgrant@stts.org
Physical Educ.	Mr. Tod Jennings	206	tjennings@stts.org
Spanish	Mrs. Katie Larkin	213	klarkin@stts.org
Library	Mrs. Teya Cantwell	209	library@stts.org
Reading Spec.	Mrs. Bonnie Silsby		
Music	Mr. Jim Weismann		
Custodians:	Mr. Dirk Pabst and Mr. Melvin Salguero		
After School Program:	Ms. Heather Larsen and Miss Lucretia Salguero		

**ST. TERESA OF AVILA CATHOLIC SCHOOL
TUITION RATES AND FEES (PER STUDENT)
2010-2011**

NON REFUNDABLE REGISTRATION FEE: (per student)..... \$200.00

EDUCATIONAL FEES: (per student)..... \$370.00

Consist Of:	Book Fee	\$125.00
	Computer Fee	\$100.00
	PE Fee	\$ 30.00
	Scholarship Fee	\$100.00
	Diocesan Fee	\$ 15.00

KINDERGARTEN FEE (per kindergarten student)..... \$400.00

KINDERGARTEN TESTING FEE (per kindergarten student – due on testing date.. \$ 25.00

EDUCATIONAL FEES ARE DUE ON OR BEFORE WEDNESDAY, AUGUST 1, 2010

Educational Fees and Kindergarten fees are refundable at 50% before August 1, 2010.
NO REFUNDS will be given after this date.

TUITION RATES

CATEGORY A: Families must attend mass weekly, be registered in St. Teresa of Avila Parish and share your time, talent and treasure. For the school year 2010-2011 families must have a previous 12 month history of contributions (January 2009 – December 2009) of at least \$400.00 to St. Teresa of Avila Parish and an annual gift of \$50.00 or more to CSA. For the school year 2011-2012 families must have a previous 12 month history of contributions (January 2010 – December 2010) of at least \$500.00 to St. Teresa of Avila Parish and an annual gift of \$50.00 or more to CSA. Periodic, one-time or once a year donations will not be accepted in order to qualify for Category A.

First Child	\$3,375.00
Second Child	\$1,950.00
Each Additional Child	\$1,575.00

CATEGORY B: All others who do not meet above criteria

First Child	\$4,900.00
Second Child	\$2,750.00
Each Additional Child	\$2,200.00

TUITION PAYMENT OPTIONS:

- Option 1: Full payment due on August 10, 2010.
- Option 2: One half due August 10, 2010 – Balance due January 10, 2011.
- Option 3: Ten monthly payments due on the 10th of each month – Beginning in August and ending in May.

SMART Options: Option 2 & 3 families must enroll or re-enroll with the SMART Tuition Collection Program. The SMART Program requires an annual fee of \$43.00 per family, which will be added to the tuition amount.

GAP DONATION

The budgeted cost of education at St. Teresa of Avila Catholic School is \$6,262.00 per student.

For those with the financial ability to pay more than assigned tuition rate, this GAP between the assigned tuition and budgeted cost of education can be contributed as a tax-deductible donation.

Contribution of all or a portion of this GAP is greatly appreciated.



ST. TERESA OF AVILA CATHOLIC SCHOOL

Additional Parental & Financial Requirements

- Each family must volunteer 30 hours or more per school year. Fifteen volunteer hours must be completed by December 31; however, if your volunteer hours are scheduled after this date, please notify the principal of your commitment. All volunteer hours must be completed by May 31. Any hours less than required will be billed to you at \$20 per hour the first week in June and is due immediately. You may pay the service assessment (\$600) in advance if your schedule does not permit you to volunteer. It is the responsibility of the parent to record service hours in the volunteer binder in the office.
- Participation in the Scrip Program for \$3,000.00 per school year. Each family is expected to purchase at least \$1,500 by December 31st. A fee of \$75.00 will apply if you do not purchase at least \$1,500.00 by December 31st. Another \$75.00 fee will apply if you do not meet the \$3,000.00 requirement by May 31st.
- Participation in our 3 major fund-raisers: **physically and financially.** Volunteer hours cannot be substituted for any monies required for the events listed below:
 - Basque Festival in September: 4 dinner tickets @ \$25 each: \$100.00 per family
Raffle tickets: \$ 80.00 per family
 - Christmas Benefit in December: Raffle tickets: \$100.00 per family
 - Walk/Jog-a-thon in the spring: Sponsors: \$ 50.00 per family

Please keep in mind that the above ticket prices are subject to change once the committees complete their planning.
- Annual Milk Cards may be purchased for the year at \$58.00 per student. Milk may also be purchased daily for 35¢.
- Each parent must be fingerprinted once through the Sheriff's Department (2 cards): \$16.00 (subject to change) for each parent, and for any family member that volunteers at the school.
- Each parent and any volunteering family member must attend a one-time "Protecting God's Children" class that is required by the Diocese. **Twenty-four** training bulletins must also be completed by each participant.
- Lunchroom supervision is also required three days per year per family. Lunchroom supervision is from 11:45 – 1:00. You will be notified in advance of when you are scheduled for this duty.
- Supplies for each student (supplies vary by classroom)
- Uniforms must be purchased through Dennis Uniform. (cost varies)
- Parents and family members who transport any student at any time (other than their own child) must submit a copy of their driver's license and proof of insurance on any vehicle used to transport students. **The school must have a current copy at all times.**

**ST. TERESA OF AVILA CATHOLIC SCHOOL
SCHOOL/PARENT/STUDENT CONTRACT**

I have read the St. Teresa of Avila Catholic School Handbook and will support the philosophy, goals, policies and procedures which it contains. More specifically, I will show my support by following all of the policies and procedures of the school as outlined in the handbook. Also, I assume responsibility for my child and will see to it that he/she follows these same policies and procedures.

I have discussed the St. Teresa of Avila Catholic School Handbook with my child who understands the policies and procedures contained therein as well as his/her responsibility to follow them.

Both my child and I understand that serious infractions of the rules could lead to suspension and/or expulsion.

We also understand that this handbook is subject to change and notices to that effect will be sent home. It is our responsibility to read and acknowledge these changes.

Parent/Guardian Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

**PLEASE SIGN AND RETURN THIS CONTRACT TO THE SCHOOL OFFICE BY
SEPTEMBER 3, 2010.**