



St. Therese Catholic School Family Handbook 2024-2025

*"Rooted in the sacramental life of the Church,
St. Therese Catholic School fosters a culture of academic
excellence where together we seek to know, love, and serve
Jesus Christ through loving and serving others."*

430 South Main Street, Wayland Michigan 49348
269.792.2016

www.sttcatholicsschool.org

Right to Amend

*St. Therese Catholic School reserves the right to amend this Handbook.
Notice of amendments will be sent to parents through email communication or weekly newsletter.*

This is certainly an exciting time to be a part of the St. Therese Catholic School family. We are a growing and vibrant school committed to providing a quality Catholic education to every child.

As a Catholic School, we recognize that by virtue of the Sacrament of Marriage, parents are the first teachers of their children. We are grateful and humbled that you have invited us to be a part of their lives. Please know that all that we do, we do with the goal of preparing your child with the virtues, skills, knowledge and world outlook to go out into the world and follow God's call for their life.

This handbook is a starting point for how we will operate together as a school community. Please read it carefully and feel free to reach out if you have any questions, ideas, or comments. It is a living document in that we are always working to clarify and focus on what is most important. It is a process.

St. Therese, Sts. Cyril and Methodius, pray for us,
Sheryl O'Connor
Principal



Diocese of Kalamazoo Catholic Schools Dynamic-Distinctive-Devoted

Jesus said, "Go, therefore, and make disciples of all nations..." (Mt 28:19). Today's Catholic schools are the current bearers of a long and rich tradition that can be traced right back to the early centuries of the Church's existence. That tradition, the teaching mission of the church, comes from Christ Himself. Catholic education remains critically important in the formation of the human person by teaching how to live well now so as to be able to live with God for all eternity.

The Catholic Diocese of Kalamazoo spans 9 counties in southwest Michigan and has 21 Catholic schools educating students in preschool-grade 12 in mind, body, and spirit. Faith, knowledge, and service are the pillars of Catholic education. In all three of those areas, we strive to be dynamic, distinctive and devoted.

Faith: Our school communities have a dynamic way of living our faith. Our Catholic schools are distinctive in what a Catholic faith is and brings to each individual and their relationship with Jesus Christ. In all things, we are devoted to our faith.

Knowledge: Each of our schools offers their own dynamic learning environment. Our teachers educate in distinctive and innovative ways rooted in the Catholic faith. Our parents, teachers, and administrators are devoted to the success of each student.

Service: Students participate in service opportunities that provide a dynamic impact. Our schools provide distinctive opportunities for students to serve all of God's creations. Graduates of our Catholic schools are devoted to serving others.

Philosophy of St. Therese Catholic School

At St. Therese Catholic School we believe that each child has the right to a complete education: one that promotes spiritual, academic, social, and physical growth and development.

- We believe that each child is a unique individual worthy of being treated with dignity and being loved as a child of God. Every child has a right to feel safe and happy in his or her learning environment.
- We believe every child can learn when taught and directed as an individual. Each child has a right to an education that will enable him or her to gain knowledge and make sound decisions based on Christian principles and Catholic teachings.
- We believe in a curriculum that both challenges and fulfills each individual. We believe that parents are their children's primary educators.
- We believe it is our responsibility to support, assist and involve parents in this role by helping develop their children's academic skills and instilling in them a sense of responsibility.

Vision Statement of St. Therese Catholic School Without a vision, the people perish. –Proverbs 29:18

We, the staff of St. Therese, will strive to create a caring and stimulating learning environment. We are dedicated to quality instruction that is prayerfully guided by a Christ centered curriculum.

Our vision is that all students will leave St. Therese with:

- Spiritual and moral values that recognize the worth of all of God's creation
- A strong sense of self worth tempered by the teaching of Jesus Christ
- A complement of learning skills, providing a solid base for future growth
- High personal expectations fueled with a desire for knowledge
- The ability to incorporate technology as an effective learning tool.

We value the partnership that must exist between school, parents, and the Church community, fully recognizing the role that each plays in realizing this vision. We are dedicated to educational excellence and high expectations for every child, every day!

Statement on Our School's Catholic Identity

We are a preschool through 5th grade Catholic elementary school with proven academic excellence. As a part of our school community, all students study our religion curriculum, pray with the school community and participate in school liturgies through prayer and song. All members of our community practice, develop, and live Catholic values.

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Together We Seek

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We Seek to Know, Love, and Serve Jesus Christ through loving and serving others

We are called to love others as Jesus loved us. This is a tall order! We are to serve others as a sign of our love for Jesus. While this means that we always value relationships over policies, as a community of diverse people, we have policies and procedures which guide us in working together for a safe and loving environment where all are learners and disciples.

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Rooted in the Sacramental Life of the Church...

To be rooted in the sacramental life of the Church is to be immersed in prayer and the life of the Church. We are disciples of Jesus Christ and He is our foundation for all we do.

Theology

The freedom to teach and practice our religion is the reason for the existence of St. Therese Catholic School. We are a Catholic school and all students, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments. All students regularly take part in liturgical and para-liturgical services.

Mass Schedule for Students

St. Therese Catholic School students attend Mass each week. Weeks which include a holy day of obligation or other special event may include a second date for Mass. Mass will be on Wednesdays at 9:30 am.

Students take an active part in the school liturgies each week. Parents, grandparents, and friends are always welcome to worship with us.

Preschool students will begin attending Mass every other week in October. Following Christmas Break, they will attend Mass every week. Due to requirements of preschool licensing, a permission slip must be on file for each preschool student with the stated dates for Mass attendance.

Preparation for Sacraments

In addition, St. Therese Catholic School partners with the Religious Education program for the parish to prepare students in the first and second grades to make a first confession and receive the grace of reconciliation and to receive their first communion. Expectations for participation and classes outside of the school day are set by the priest along with the director of religious education.

Preparation for Service at the Altar

Students, both Catholic and non-Catholic will have the opportunity to learn how to serve God and our school community through service at the Mass.

Lectoring: In January of each year, our second grade students are invited to begin service as a Lector at Mass.

Altar Servers: Training will be offered for third, fourth, and fifth grade students to prepare for serving at the altar. While it is beneficial for all students to deepen their understanding of the Mass through training, only students who have made their First Communion will be able to serve during the Mass. All students who are Catholic are invited and encouraged to begin serving for parish Masses on the weekend end. Following training, a permission slip will be sent home.

Additionally, altar servers are occasionally called upon to serve for Funeral Masses at St. Therese Catholic Church during the school day. Parents will be notified when children are serving at funerals.

A Culture of Academic Excellence...

A culture of academic excellence is one which fosters high standards, continuous improvement, collaboration, and innovation among all stakeholders.

Academic Program

St. Therese Catholic School offers a full academic program, including theology, math, English/ language arts, science, social studies, and handwriting. Computers and other forms of developmentally appropriate technological tools are incorporated into the curriculum and each grade level. Teachers at St. Therese are considered “highly qualified” according to the Michigan Department of Education. St. Therese Catholic School is fully accredited by the Michigan Association of Non-public Schools.

Attendance

Regular attendance is an expectation for all students enrolled at St. Therese Catholic School. We are here to work with families in the event of chronic absence or tardiness. In the event of chronic absence or tardiness by a student, the classroom teacher will contact the parents and the school administrator to resolve the problem. If we are unable to come to a resolution, the principal may turn over the situation to the local truancy officer.

Screening for Illness

It is especially important now more than ever, that all members of our community monitor for symptoms of any contagious illness. If your child is ill, or it is necessary for them to be absent from school, parents are asked to call the school office by 8:15 am. The office phone number is 269.792.2016 ext 25. Please feel free to leave a voicemail if you call prior to 8 am.

Vacations and School Schedule

We recognize that family vacations are sometimes scheduled during school time and that travel is a valuable educational experience. In a classroom environment which values hands-on learning, it is not possible for teachers to create separate lessons or tasks for students to complete during an extended absence. If you are planning a family vacation, please consult with your child’s teacher; however, please know that school policy does not require teachers to supply work or create vacation packets.

Missed Work

Any time your child is absent, your child's teacher will determine what work should be completed when they return to school. If your child will be out multiple days, your child's teacher will be happy to have homework prepared the next morning for pick up. Because our teachers are expected to focus on instruction, they are not able to respond to same day requests for work.

We are unable to discuss any child's attendance or work with someone other than their parent or guardian, therefore we ask that only parents or guardians call to inform us of absences or to request homework. If your child/ren need to leave early, or are absent for part of the day, inform the school office. When it is necessary to pick your child up early from school, parents will need to enter the building through the West door and the office will contact the teacher.

Brain Breaks (Recess)

All students daily go out for supervised play on the playground, weather permitting. On rainy days, or days when it is deemed too cold, students will have recess in the classroom or gym. Quiet play is encouraged for indoor recess.

For the safety of our students, we expect that they will be under adult supervision at all times during the school day. Due to lack of staff for supervision for those children whose parents request indoor recess following an illness, please keep your child(ren) home until they can fully participate in school activities. In emergency situations, children may be kept in at noon if they have a signed note from a doctor or parent. If your child has a serious medical problem that may be aggravated by outdoor play, the parent is to contact the office. Please see that your child(ren) is dressed appropriately for the weather.

Computer/Technology Use

St. Therese Catholic School provides appropriate 1:1 technology for student use. Students are actively encouraged to use them in the classroom setting. Proper use of equipment is required of all students. Parents and students are required to complete the Acceptable Use form found in the Web Forms section of Family Portal.

Students and their parents will be expected to sign Electronic Information Access & Acceptable Use Contracts for Students (K-5) each year so that proper use of school tablets, iPads, computers, and other devices is being maintained.

Internet Usage

St. Therese Catholic School has high speed internet service and has tablets and Chromebooks available for student use. Parental permission for each of our students is required and the form is available on your Family Portal>>Web Forms. Be assured that St. Therese Catholic School will take all precautions possible to protect our students from unacceptable websites and will only allow student access to the internet under adult supervision.

Conferences and Communicating Concerns

Acting as Jesus would want us to act should be the goal of all in our school community. We should try to deal with differences of opinion in a manner that indicates to all observers that we are followers of Christ.

Conferences are held in the fall and the spring. Teachers will work to meet with parents to work together for the best possible learning plan for your child.

In the event a problem does arise before scheduled conferences, normal procedure is to contact the teacher directly by calling the school office or sending a note to the teacher expressing your concerns and requesting a meeting if necessary. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed should the principal be contacted.

If you have a difficulty with the principal, you should first contact the principal to try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good faith resolution with the principal, then the pastor, the LCAB, or the superintendent can be contacted. In serious cases, if these efforts fail. The diocesan grievance procedure can provide a further avenue for appeal.

Plagiarism

Plagiarism is defined as passing off someone else's work (including that of another student's) as your own. It is a form of cheating. Students are expected to use research references as guidance to help them understand the material in question but must then relay that information in their own words. Rearranging words or sentences or cutting and pasting information from the original source still constitutes plagiarism. This includes any written word, graphics, statistics, theories, opinions, etc. If a student feels the need to use information directly from a reference source, they must cite that source so that credit is given where it is due. Students are encouraged to enlist the help of their teachers if they need assistance

in understanding and avoiding the issue of plagiarism.

Study/Field Trips

Knowing that academic excellence is achieved when learning happens in a variety of settings, teachers are encouraged to include opportunities for learning which occur off of our regular campus.

St. Therese Catholic School students represent their school community when off campus on field trips. This may include walking trips downtown or trips requiring transportation. Student behavior expectations are the same, both on and off campus. Field trips are often taken in uniform. Students must abide by uniform guidelines while on these field trips. Some field trips may require or allow non-uniform clothing. Parents will be notified of the appropriate dress via the permission slip. **ALL STUDENTS MUST HAVE A SIGNED PARENTAL PERMISSION SLIP ON FILE BEFORE THEY ARE ALLOWED TO GO ON FIELD TRIPS.** For the protection of your child(ren) and the school, no exception will be made to this rule. Permission slips are provided in the Family Portal>>Web Forms. Please double check that you are saving all information before closing the form.

Transportation for field trips may be by Wayland Union Schools transportation or parent drivers. All drivers must have a current Volunteer Driver Information sheet on file with the office as well as complying with all other volunteer expectations (Protecting God's Children/Virtus Training and Criminal Background Checks).

Field trip chaperones must. . .

- Have completed the VIRTUS program and completed a criminal background check.
- Not allow strangers to interact with the children in their care.
- Watch for behavior warning signs in all people the children in your care encounter.
- Follow the driving route given, not making any stops that are not scheduled for the trip.
- Call given numbers in case of an emergency.
- Not use a cell phone while driving.
- Avoid personal cell phone calls during a trip.
- Have all children wearing seatbelts and/or seated in appropriate car seats.
- Expect appropriate, polite behavior from students.
- Report any discipline problems to the teacher in charge. Please refrain from

disciplining children other than using means to insure immediate safety. Anything else becomes the responsibility of the teacher.

Under no circumstances is a driver to take unauthorized side trips with children. No chaperone or driver is to consume alcohol or smoke while entrusted with children.

Learning Differences

We affirm our commitment to teach as Jesus did, to reach all God's children and to provide a faith filled and academically excellent education. We embrace students of differing abilities and strive to contribute to the development of self-sufficiency and self-confidence. We are dedicated to meet the needs of every child, to the extent that available resources, funding, and facilities present.

Special Needs Students

St. Therese Catholic School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. While St. Therese does not have a special education program, we do provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan (AEP), or Individualized Education Plan (IEP), Nonpublic Service Plan (NPSP), or a Behavior Intervention Plan. Direct special education services are provided by the public school district in which the child resides with input and support from St. Therese Catholic School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand. St. Therese Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases, it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, St. Therese Catholic School will attempt to assist families in finding appropriate alternatives.

Identification of Students with Special Needs

St. Therese Catholic School will work with parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student's needs and provide any records necessary for St. Therese Catholic School to assess appropriate accommodations. The refusal to provide such information is grounds for terminating enrollment in the school.

Modifications will be reviewed as needed to ensure adequate progress. If potential special needs are identified while at St. Therese Catholic School, the administration and teacher will meet with parents to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services and/or to have your child evaluated. The results of the evaluation will be shared with the school and parents, and a plan implemented on behalf of the child. To accommodate a student who has been evaluated for special learning needs, parents are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

Educational Plans

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) or Non-Public School Plan (NPSP) which provided by the public schools, and/or Adjusted Educational Plan (AEP) provided by St. Therese Catholic School should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an AEP written at St. Therese Catholic School. St. Therese Catholic School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The classroom teacher and parents will monitor the student's progress throughout the year as well as the services provided by the LEA.

In the appendix of this document is a full description of the Child Study Process which documents accommodations/modifications and provides access to additional testing and services.

Kindergarten and Kindergarten Readiness

St. Therese Catholic School offers a developmentally appropriate preschool through kindergarten program for our students. Age appropriate materials are used for readiness and activities helping to build social skills. Early assessment

provides basic information for reading readiness. Each student in kindergarten receives individual attention in reading based on assessment testing. Although every student may not be ready to read in Kindergarten, all will advance along the path to independent reading skills during this year.

The 3 year old Preschool Program focuses on social and emotional development of young children helping them to navigate the school and classroom environment. Learning is focused on learning to use language to meet individual needs.

The 4 year Preschool Program begins to further focus on kindergarten readiness and early work on sounds and skills in attending to sounds and stories. There are times through the partnership between the parents and school, the decision can be made to have a child complete a second year of 4 year old preschool before entering kindergarten.

Kindergarten Eligibility

Parents wishing to enroll their child in Kindergarten may do so as long as the child is 5 years of age by September 1.

Any parent wishing to have their child who is not yet 5 years of age by September 1 placed in Kindergarten may petition the school to waive their child into Kindergarten. This waiver will only be granted if the child will turn 5 before December 1 and is academically and developmentally ready. An assessment will need to be scheduled with the school in August to determine readiness. This policy also applies to any family wishing to enroll their child after the start of the school year. The permission of the Superintendent of Catholic Schools for the Diocese of Kalamazoo is required for kindergarten waivers.

Kindergarten Readiness is an appropriate placement for children who will turn 5 between September 1 and December 1 of the current school year.

Promotion to the Next Grade

Promotion to the next grade is based on several factors, including mastery of skills needed for the next level, maturity of student, and work/study habits. Occasionally, due to various reasons, it becomes necessary to recommend that a child repeat a grade. Should retention be a consideration, dialogue between parents and teachers will be an on-going factor as this decision is reached. This decision will be reached only after conferences with the parents and, if it can be determined, it is in the best interest of the child.

Report Cards

Report cards are issued each quarter, four times a year. Report cards will be sent electronically. Dates on which you can expect your child's report card will be published in the school newsletter.

Should a parent have any questions or concerns regarding a child's report card, an appointment should be made with the teacher.

Textbooks and Supplies

Parents are expected to purchase for their students the necessary supplies from the school supply list each summer. Textbooks are supplied by St. Therese Catholic School.

Extra-Curricular Activities

St. Therese Catholic School at times sponsors extra-curricular activities. All students are expected to adhere to the Student Code of Conduct during after school activities. Information about extra curricular activities will be shared via the school weekly newsletter, via Facebook and the school website.

Coaches shall follow all guidelines stated here and in accordance with school, diocesan, and state regulations. All coaches shall attend Protecting God's Children (Virtus) training and be up to date on all bulletins before meeting with students, meet diocesan standards for safety and concussion guidelines, and have a current Criminal Background Check (which may require fingerprinting) on file.

Field Day

An annual end of the year field day is held in the last week of school, usually on the last full day of school. This is a beautiful time for our students to celebrate our school family with fun and games. Please watch the school newsletter for details as the big day approaches.

Talent show

Another end of the year tradition is our student talent show on the last Friday of the school year. Starting about a month before the big day, parents can help their children sign up for the talent show. Before being added to the program, all acts; including costumes and music, must be approved by supervising staff. Parents are encouraged to be sure that all music, songs, performances uphold the values of St. Therese Catholic School. The principal holds this final say on which acts will be performing.

Together We Seek

Christ calls us to a higher way of living. In Christ, we are to bridge the gaps of intolerance and hatred with love and acceptance. We are to mend the wounds of poverty and inequality with compassion and grace. We are to bind up the brokenhearted and outcast with the healing reassurance of God's forgiveness and reassurance. Living in unity, we put into place guidelines and procedures to bring clarity and light to how we operate together as we seek Christ's call in our lives.

Admission

Admission to St. Therese Catholic School is in accordance with Title IX of the Educational Amendments of 1972. St. Therese Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title. Likewise, no student who wishes to enroll in St. Therese Catholic School, provided there is room for additional students, shall be denied admission to the school based on race, faith, color, or national origin. Michigan School Law requires that each child be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, Hepatitis B, and varicella before entering school for the first time. In accordance with this law, St. Therese Catholic School requires all students to submit proof of these immunizations prior to admission.

Birthday Treats and Birthday Parties

Often students wish to bring a special treat on their birthday. We ask that you work out details for this in advance with your child's teacher and inquire about any known food allergies. If treats are brought to the school, it is expected they will be provided for everyone in the class.

If you are planning a birthday party for your child outside of school, we ask that you mail invitations rather than having your child hand them out at school.

Buckley Amendment

St. Therese Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts.

Cafeteria Rules

Lunch period is designed to balance the provision of ample time for students to eat their lunch and get some much needed time or run and play, enjoy some fresh air.

During lunch students should:

- Respect supervisors, both staff and volunteers.
- Eat neatly, talk quietly, and remain seated at all times.
- Raise their hand for assistance or for permission to use the restroom.
- Clean up their own area: empty trays/waste in the garbage can when they are finished eating. Students should not be traveling back and forth to the trash can.
- Observe silence when the supervisor indicates it is time to be quiet.
- Remain in the lunchroom until dismissed.
- Table cleaners may be assigned by classroom teachers. Table cleaners get a cloth and a bucket from the lunchroom supervisor and wipe off the tables.

Continuous Enrollment

St. Therese Catholic School recognizes the value of long-term relationships with families as we partner in the education of their children. To further this end, St. Therese Catholic School is offering a continuous enrollment contract. The contract provides you with the comfort of knowing that your child's place is secure and frees you from unnecessary electronic submissions. From the time of admission, your child will be considered enrolled at St. Therese Catholic School through the highest grade offered unless the parent, a guardian, or the school provides notice of a change in this relationship. The student's annual re-enrollment is through an opt-out process with a deadline by which to notify the school using the process described below. You will only need to complete this process if your child is not returning to St. Therese Catholic School.

This continuous enrollment contract (the "Enrollment Contract:") is made and entered between St. Therese Catholic School (the "School") and the undersigned responsible party(ies) (the "Responsible Party(ies)"), for the student. In consideration of enrollment in the School, the Responsible Party(ies), do hereby agree to the following:

Statement of Faith: Our Catholic faith is the center of all we do as a Catholic school. St. Therese believes in the core beliefs of the Catholic faith found in the Nicene Creed. St. Therese actively practices our faith and, while all are welcome in our school, all students enrolled will receive religious instruction in the Catholic faith as an integral part of our curriculum.

Term of Enrollment Contract: This Enrollment Contract applies for the first academic year for which it is signed and will automatically renew for each successive academic year until the earlier of (1) the student's graduation from the School or (2) termination by either party in accordance with the terms set forth in the Termination section below.

For the 24-25 School Year, re-enrollment must be completed for all returning students. There is a \$50 non refundable enrollment fee that will end after the 24-25 school year. The terms regarding continuous enrollment will begin with the 25-26 school year.

Schedule of Tuition and Fees: Each year in January, the School shall publish a Schedule of Tuition and Fees, which may be adjusted annually by the Priest upon recommendation of the School principal and the Local Community Advisory Board for the upcoming school year. The Schedule of Tuition and Fees shall include the tuition amount and Enrollment Deposit amount. Any incidental expenses or fees not included on the Schedule of Tuition and Fees will be billed separately by the School for such activities in which the student participates.

Payments Due: The Responsible Party(ies) agree to pay the initial Enrollment Deposit upon execution of this Enrollment Contract, and to pay all tuition, fees, and subsequent Enrollment Deposits for future years as they become due. The Enrollment Deposit for each subsequent year shall be billed to the Responsible Party(ies) shortly after March 1, the opt-out date each year for the following academic year, provided that the Responsible Party(ies) have not notified the School by the opt-out date of their intention to withdraw for the upcoming year as described in the Termination section below.

The Enrollment Deposit amount, which will be published annually in the School's Schedule of Tuition and Fees, is due and payable once billed and will be credited to tuition and fees. An enrollment seat cannot be guaranteed for an academic year until the Enrollment Deposit for that year is received.

Payment Plans: The Responsible Party(ies) understand that the Responsible Party(ies) are financially responsible jointly and severally in the case of multiple Responsible Party(ies), for tuition, fees, and the Enrollment Deposit for the entire academic year; provided, however, the School agrees not to hold the Responsible Party(ies) financially responsible for the balance of an upcoming academic year's tuition and fees if the School receives written notice from the Responsible Party(ies) of the intention to withdraw the student on or before March 1 for the upcoming

academic year (the "Opt-Out Date"). The Responsible Party(ies) understand that if enrollment is canceled on or after the Enrollment Opt-Out date for any reason whatsoever, including withdrawal, dismissal, or expulsion, the obligation to pay the Enrollment Deposit is as follows:

Prior to March 1- Opt Out with no fee

After March 2- Enrollment Deposit is non-refundable

Special Considerations for 25-26 enrollment and beyond: St. Therese Catholic School recognizes that family plans change. For any unique circumstances (such as the following) families disenrolling after the announced deadline may be exempt from the above deposit penalty:

- Moving/Relocating
- Educational needs for the student can no longer be met at St. Therese Catholic School as determined by the school leadership, faculty or parent/guardian
- Other circumstances not outlined here but at the discretion of the principal or priest

Payment Agreements: The Responsible Party(ies) understand that they must select a payment plan offered by FACTS Tuition Management System. The Responsible Party(ies) understand that if the Responsible Party(ies) do not elect a payment plan by August 1, the Responsible Party(ies) will be automatically enrolled and responsible for all fees associated with the 10-MONTH PAYMENT PLAN SELECTION. The Responsible Party(ies) understand that the Responsible Party(ies) will elect their payment plan through the FACTS Tuition Management system and that their election will remain in effect unless changed by the Responsible Party(ies) for a subsequent academic year.

Termination: Enrollment Contract may be terminated prior to a student's graduation from the School (1) by the School or (2) by the Responsible Party(ies) provided written notice to the School of termination. If the notice of termination is received by the School prior to the opt-out date for an upcoming academic year, then the Enrollment Contract shall not renew for the upcoming academic year.

The Responsible Party(ies) understand that the student may be required to withdraw or be dismissed from the school because of disregard for rules and regulations, violations of the law, personal maladjustment, prolonged academic deficiency, failure to comply with the policies outlined in the Student/Parent Handbook, nonpayment of tuition and/or fees as required, or when the principal deems it in the best interest of the student or the School. In the event the

student withdraws or is dismissed, the balance of any outstanding tuition for the current academic year will be due immediately and payable to the School.

Other Conditions: It is understood that enrollment for an academic year is contingent upon the students satisfactory completion of the previous academic year and the Responsible Party(ies) remaining in good financial standing with the School. Grade, classroom, and course placement are determined in the sole discretion of the School. The School reserves the right to determine how and by what method education instruction will be provided to students.

The School reserves the right to adjust the School calendar as needed. In the event the School is unable to meet in person for any reason, the School may continue to operate on a distance-learning basis as deemed necessary by the principal and with the approval of the Local Community Advisory Board. In such an event, the School may extend the school year up to and including June 30.

Electronic Signatures: The school requires a number of forms for consent or approval both for the enrollment of the student and the upkeep of their records on a yearly basis. By signing this enrollment contract, parents agree to conduct their dealing via electronic means. Parents have the option to sign forms in a paper format if they make such a request. By signing this Enrollment Contract, the Responsible Party(ies) agree(s) to accept and adhere to the policies, rules and regulations of the School as set forth in this Enrollment Contract, the Student/Parent Handbook, as may be amended from time to time, and such other policies, rules, regulations, and instructions as may be provided by the School. This contract is signed electronically during the initial enrollment in St. Therese Catholic School.

Corporal Punishment

Corporal punishment is strictly forbidden.

Discipline Philosophy

"Human virtues acquired by education, by deliberate acts, and by perseverance ever-renewed in repeated efforts are purified and elevated by divine grace. With God's help, they forge character and give facility in the practice of the good. The virtuous man is happy to practice them." (CCC 1810)

"God gives the growth."
-1 Corinthians 3:7

“If you remain in me and my words remain in you...by this my Father is glorified, that you bear much fruit and become my disciples.”

-John 15: 7-8

The root of the word discipline is disciple. We believe every disciplinary situation is an opportunity to teach positive, Christian behavior. We believe that students, teachers, parents and others in Catholic schools should respect each other because they respect Jesus who lives in them. We will encourage children to join with others to respect and show justice to one another. We believe in developing self-control in students through discipline that is positive, consistent, and fair according to the needs of each child. Central to this idea is the constant reminder that the students are expected to act in ways reflective of our Christian community and which foster a positive learning environment; to this end our discipline policy and rubric will reflect the habits of doing good or virtues.

From Disciple of Christ Virtues: “In Baptism we are grafted onto Christ the vine; He enters us and remains in us as long we desire His presence. By freely choosing to live as one with Christ, we permit Him to transform us from within. This life in Christ is rooted in the virtues and gifts received at baptism (see CCC 1266).”

All members of our school community; students, staff, parents, and guests are expected to conduct themselves in a manner that reflects the moral teachings of the Catholic Church.

At St. Therese Catholic School, we will...

1. Be obedient to all teachers. (Romans 13:1-2)
2. Show respect to everyone. (Phil 2:3- 4)
3. Be kind and use charity. (I Cor. 13:4-8)
4. Practice self-control in speech and action. (1 Peter 2:16-17)
5. Use technology appropriately and responsibly. (I Cor. 4:12)

Consequences

In most disciplinary situations, general procedure follows:

Step 1 Warning given to student by adult supervisor (teacher, principal, playground supervisors, etc.)

Step 2 If continued misbehavior occurs, a reasonable consequence will follow (determined by the adult supervisor and/or rubric)

Step 3 If continued misbehavior occurs, the adult supervisor will assign a consequence which may include requiring the student to complete an improvement plan. The child will be responsible for completing the improvement plan to the best of their ability. (Younger children may use pictures or invent spelling.) The parent must be contacted with a concise explanation of the behavior and the consequences.

Step 4 If the misbehavior continues after the above steps, the matter will be brought to the attention of the principal. The student will complete a virtue goal sheet under the supervision of the principal or designee. The virtue goal sheet will be signed by the student, principal and teacher. The virtue goal sheet will go home with the student for parent signature.

Students may skip steps 1-3 where a supervisor determines that misbehavior is serious and falls into one or more of the following categories: dangerous, disrespectful, or defiant. The student is sent to the principal and begins at Step 4.

Step 5 A conference will be held with the parents, teachers, student and principal present. The student will formulate a new plan for improvement which includes the virtue the student can use to avoid this situation in the future. The plan will be distributed to all appropriate teachers.

Step 6 If, after meeting as a family and school partnership, failure to follow school rules and regulations continues, unsafe and dangerous student behavior may result in suspension or expulsion.

If a student receives 3 Virtue Goal Sheets within a week, that is an indication that something else is going on in the student's life. For this reason, if a student receives 3 Virtue Goal sheets within a week, even if they are for unrelated inappropriate behaviors, a meeting with the student, parents and school adults will be scheduled.

In-School Suspension:

A teacher may remove a student from class to a place designated by the principal when the persistence of misbehavior or the disruptive effect of behavior make the continued presence of the student intolerable.

Removal of a student from class is considered serious. The teacher will contact the parent regarding this action.

Out of School Suspension: The school will not tolerate conduct which endangers the moral and/or physical well-being of the student body or staff or conduct that is in

open disregard for school authority. The school realizes its obligation to the students and will extend reasonable effort to assist students to adjust to the social and academic requirements of the school environment. When it becomes necessary to separate a student from the school setting for a specific time period, the following procedure will be carried out by the principal:

- The principal will contact the parent at the time of the suspension. The parents will be required to come to school, meet with the principal and accept the responsibility of their child for the duration of the suspension.
- The suspended student will be afforded the opportunity to state his/her account of the incident which caused the suspension. Parents will receive in writing the criteria involving the out of school suspension. These criteria will include the specific reason for the suspension and the length of the suspension and/or conditions for its termination.
- The student will be expected to complete all assignments during the suspension. Assignments will be turned in to the principal or teacher upon student's return to school. Grievous Offense A grievous offense is any act that has grievous threat or consequence to the health, safety, or well-being of oneself or other members of the school community. Examples include but are not limited to:
 - Possession of illegal substances the immediate suspension of a student until the parents, teacher(s) administration and Pastor meet to determine if the student will be allowed to continue his/her enrollment. Additional actions may include, but are not limited to: mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance which must be verified to the school on a regular basis

Permanent expulsion from school

Referral to law enforcement agencies for prosecution Other action as the administration deems appropriate The student maintains his/her right to notification of violation of these standards of conduct and a hearing regarding such violations. Possession of weapons Violation of laws, ordinances, safety codes, or fire codes A grievous offense will result in the immediate suspension of a student until the parents, teacher(s) administration and Pastor meet to determine if the student will be allowed to continue his/her enrollment. Additional actions may include, but are not limited to: Mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance which must be verified to the school on a regular basis

- Permanent expulsion from school
- Referral to law enforcement agencies for prosecution

- Other action as the administration deems appropriate The student maintains his/her right to notification of violation of these standards of conduct and a hearing regarding such violations.

Dress Code/Uniforms

All students kindergarten through fifth grade are required to wear school uniforms each day. The full dress code/uniform policy can be found in Appendix I at the end of this document. The principal retains final say on what is and is not acceptable under the dress code.

Drop Off and Pick Up from School

The safety of our students is our primary concern during arrival at school and departure at the end of the school day. Please use caution when driving in and around our school building and always be on the lookout for children.

Preschool: Please follow procedures found in the Preschool Handbook.

Elementary (kindergarten-fifth grade)

Morning Drop Off: Parents may drop off their children to the playground between 8:15 and 8:30 am. Students will be supervised while on the playground. We gather for prayer immediately before entering the building.

After School Pick Up: Parents will stay in their cars and form a pick up lane along the south side of the building. We utilize a card system with a number assigned to each family. A member of the school team will verify the family number and enter it into our database. Teachers inside the school will send out students as their names appear in the database. Families are encouraged to get a number from the office and to request multiple cards for all persons who are authorized to pick up their children. In the event that someone does not have a number, we will verify their identity and authorization to pick up before the child will be released from the school.

Early Dismissal (including Emergency Dismissal)

Once the school day has begun, no student may leave without authorization from the office. When an emergency requires an early dismissal, parents are asked to contact the office so arrangements can be made. Parents must report to the office when picking up their child(ren). Office staff will notify the classroom teacher or get your child for you.

School scheduled early dismissals will be noted on the monthly school calendar and in Growing Saints.

In the event of an unforeseeable event requiring the school to close and an early dismissal, parents are asked to have a written plan on file in the school office. Please review this plan with your child in the case of such an event. During an emergency situation, our focus will be on the immediate safety and well-being of our students. We will rely on your written plan versus communication from your child.

The FACTs Parent Alert, Instant Alert and local television and radio stations will be used to communicate plans. If the weather is starting to deteriorate, please keep a close eye on those communication avenues.

In case of an early closing, parents may come to pick up their child(ren). They are asked to report to the office and not the classroom. The office holds responsibility for knowing the whereabouts of each child. All communication should be directed to the office. Students will NOT be released to an adult other than those listed on the emergency form. For everyone's safety, we ask that parents not pick children up during a tornado warning. Parents are welcome to come and take shelter with their child until the warning is lifted.

Any time a parent or authorized adult picks up a child during the school day, they are required to sign the child/ren out in the school office. At no time should parents go directly to their child's classroom. Please allow school staff to be one to interrupt the classroom and bring your child to the office.

Emailing and Texting Staff Members

St. Therese Catholic School recognizes that email is a valuable communication tool that is widely used across our society. Texting and email is a fast and convenient way for you to send messages, but this is not always the case with educators. It is our practice to respond to parent communication as quickly as possible but understand that communication during instructional time is impossible due to the focus on teaching and learning. (Diocesan Policy P-6150) It is our desire to answer all correspondences within 24 hours.

Staff member to student e-mail communication should only take place using school assigned web sites or through school appropriate email accounts.

Please do not use email for matters of controversy or real distress. Your child's

academic progress, learning expectations or behavioral issues are best addressed through a phone conversation or by scheduling a personal conference with your child's teacher.

Generic Email Response: If a teacher chooses not to use email as a communication tool or feels like the topic is too sensitive for an email reply, the following generic responses may be used:

"Thank you for your email. St. Therese Catholic School does not use email to discuss student information. To best address your concerns and quickly answer your questions, please feel free to call me at (XXX-XXXX) and I will be happy to discuss this with you further."

"Thank you for your email. I believe this concern is too sensitive for email. I would prefer to speak with you regarding this matter. I will call you on (insert date and time) to discuss this matter further."

Expulsion of Students

Expulsion is defined as the permanent dismissal of a student from the school. It will usually be enacted only as a last resort after all other means of motivation and correction have failed. However, in circumstances of crime, scandal, immorality, disruptions, or serious infraction of school regulations, this action could be taken immediately. Diocesan policy, a copy of which is available for review in the school office, will always be followed in this matter. See **Discipline**.

Financial Assistance

No student shall be denied an education due to financial hardship. St. Therese Catholic School offers financial assistance programs to our families.

Please meet with the school principal to request financial aid forms. Each spring, there is financial aid for the next school year available through the interest earned on our Endowment Fund and other support programs. However, new families or families experiencing financial difficulties may apply at other times.

All financial aid is a confidential process and all paperwork submitted should be sealed in an envelope marked Confidential.

Health Appraisals

Health Appraisals must be completed and on file in the school office within 90 days of the child's start date.

Immunizations

All students entering St. Therese Catholic School for the first time must be immunized in accordance with state law. Immunization records signed by a doctor, or a signed waiver, must be submitted to the school office before a child may start school. See **Admissions**.

Local Consultative and Advisory Board (LCAB)

The St. Therese Catholic School Local Consultative and Advisory Board (LCAB) is the consultative and advisory body for St. Therese Catholic School. This organization serves in an advisory capacity to the administration. Public meeting dates and times will be sent home via the school calendar. Visitors are always welcome to attend board meetings. If you wish an item to be placed on the agenda for consideration, contact the board chairperson. His/her name is available at the school office and on the school website.

Medication Policy

The Diocese of Kalamazoo prohibits the administering of medication, including over the counter medications (ibuprofen, Tylenol, etc.), to any student without written permission from the student's doctor; however, the school may give emergency first aid. Parents must supply all medications administered to their children. Each medication must accompany a Medical Authorization Form which is available in the school office and on the school website.

All prescriptions and over-the-counter medications that parents bring to school must be in the original container and kept in the school office. The child's name, grade, and dosage must be marked on each item. Prescriptions handed in at the office for short-term use may be picked up at the office at

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the end of the school day. All medications given to students are entered on the daily SCHOOL MEDICINE DISPENSING SHEET each time they are administered. Antibiotic medications and others needing refrigeration will not be given at school as the school does not have the necessary equipment to store the antibiotics properly (i.e. locked refrigerator for medication only). All antibiotics can be given in doses that do not require dispensing at school. Students can receive medication on field trips ONLY if a Medical Authorization Form is on file at the school.

Over the counter **NON-SPRAY TOPICAL** medication (lotions, bug repellent, lip balm, sun screen) may be brought to school and students may self-possess and

self-administer these medications **as long as parents provide a written note indicating permission for the use of non-spray topical medications.** The principal may discontinue a student's right to self-possess and self administer over the counter non-spray topical medications if there is misuse by the student (i.e.: sharing them with others, etc.). The denial shall follow a consultation with the parent/guardian. Over the counter cough drops may be administered in the school office as long as parents submit a note indicating permission for students to take them.

In the event of an emergency, the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions which might cause fainting or other emergencies so that the proper procedures might be followed with the least possible trauma for the child.

It is the parent's responsibility to pick up any unused medication; medication left at the school after the last day of the school year or after a student has left the school must be picked up by the parent or guardian within one week. If this is not done, it will be properly disposed of following diocesan procedure.

Newsletter/Communication/Emails

A weekly communication newsletter will be sent home via email on Thursday of each week. Included will be updates for the monthly calendar and other pertinent information. In our effort to follow Pope Francis's exhortation to be good stewards of our resources, the school newsletter will be emailed to parents. Every effort is made to send all home/ school information through this channel as this eliminates many lost pieces of information in the bottom of book bags.

Occasionally, material comes to the office that is dated and cannot wait until the next newsletter. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an "as needed" basis. Every effort is made to keep these items to a minimum. Items which require a parent signature may be found in your Family Portal>>web forms.

Pets

As much as we love pets of all shapes and sizes, all visits to school must be preplanned and approved by the principal. If your child would like to introduce a pet to their class, arrangements must be made with the classroom teacher.

Pets have a documented history of safe behavior in crowds and be up to date on all required vaccinations.

Picture Policy

Students who attend St. Therese Catholic School may occasionally be asked to participate in school publications and/or public relations activities. These activities may include videotaping, recording, and/or photographs which may be published, displayed, distributed, or broadcast outside by the school or third parties with school's consent. Publications also may include use of the student's name, photograph, art, written work, voice, verbal statements or portrait (video or still) in school publicity, videos, digital or electronic media or on the school's website. For example, pictures and articles about school activities may appear in local newspapers or school publications.

A "Permission to Photograph" form is included in the enrollment form for each year. If a parent prefers photos of their child(ren) not be used or published, the school must be notified in writing.

The school does not anticipate commercial use or sale of your student names, pictures, art, written work, voice, verbal statements, portraits, (video or still). However, to the extent works described in this form result in any profits, by signing this form you and your student agree to waive all rights to any copyright interest in such works and any royalties that may be paid. Any profits generated by the works described in this form will be used to benefit St. Therese Catholic School and its programs. No monies or other compensation will be or become due to you, your student, or your heirs, agents or assignments at any time because of participation in publication activities. Consent for your student's participation in school publication activities may be rescinded at any time by written notice to the school principal.

Playground Policy

Our playground policy goes hand in hand with our discipline policy and the discipline rubric will be used when needed.

- Students should be considerate of the space we have and keep in mind the need to take turns with group activities. All children should be allowed to join in games.
- Students should never leave the playground to talk to a parent who pulls up in a car.

- Once outside for recess, children need permission from the playground supervisor/assistant to go back into the building. Reasons to re-enter include, but are not limited to: medical, bathroom use, and retrieving appropriate clothing. It is up to the discretion of the playground supervisor.
 - Only balls may be thrown; sticks, wood chips, snowballs, etc. may not be thrown.
- Boundaries Students are to stay within the playground area which is the blacktop, not past the cones, the grass by the Church up to the sidewalk and the area known as the "valley."

Play Equipment Students are expected to use all equipment for its intended use, respecting rules of safety. This includes, but is not limited to:

- No walking up the slide; go down sitting, feet first only.
- No standing or sitting on top of the monkey bars.
-

Balls

- Can only be retrieved from off of the playground by the adult supervisor on duty.
- Can be kicked during organized games only.

General Courtesies

- No chicken fighting or king-of-the-mountain.
- No tackling, kicking, throwing others to the ground, or carrying others on one's back.
- No food or beverages should be taken outside. There is no gum permitted in or out of school.
- When called at the end of time, all students should cease play and walk immediately to the line-up area, remembering to enter quietly while walking.
- Appropriate language is expected at all times, as is consideration of others and respect for all.
- In winter, there is no throwing of snow. If there is a minor problem on the playground, the playground staff will handle it. If there is behavior that falls under our discipline rubric, the playground staff will send the student/s to the office for administrative intervention. See **Discipline**.

Registration

Families who wish their child(ren) to attend St. Therese Catholic School can begin the process with the online application.

Re-enrollment for students already attending St. Therese Catholic School will begin during Catholic Schools Week of each year. Parents who complete re-enrollment

prior to February 15, will have the enrollment fee dropped to \$20 per student. After February 15, the enrollment fee will increase to \$50 per student.

Student Records

Student records are kept in compliance with Diocesan Policy #5125. It states: "An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a Catholic school in the Diocese of Kalamazoo. The Cumulative Record is the property of the school and the school administrator has jurisdiction over its contents. The school administrator is charged with seeing that these records are stored in a safe and secure place."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child (ren)'s permanent record. They may do so by requesting this in writing to the school administration. A time and date for this review will be set within two working days of receipt of the written request.

Suspension from School

A student may be suspended anytime the administrator determines that a student's presence threatens the health or safety of others or impairs the normal activities of the school. Before the student is readmitted, a meeting will be held with the student, parent(s), teacher(s) and administrator to resolve the situation. There will be no student participation in school events while under suspension. See **Discipline**.

Tardiness

St. Therese Catholic School opens daily at 8:30 am. Students may be dropped off for school starting at 8:15 am. School begins at 8:30 am. Anyone not in attendance by 8:50 am is considered tardy. Any students coming in after 8:50 am must first stop at the office to check in.

Excessive absences and/or tardiness can have a negative impact on a student's learning. We ask that parents/guardians please do their best to have students to school on time. See **Attendance**.

Tuition/Fees

For students to be enrolled in school, their application fees must be paid at the

time of enrollment. Tuition and fees are combined and divided into monthly payments collected through FACTs tuition management system or school office; August through June. Any family that experiences financial difficulty during the school year should immediately speak with the principal. Arrangements and grace periods can be arranged in emergency situations.

School tuition rates are set annually.

Tuition assistance is available to families who demonstrate financial need. Forms for this purpose are available in the school office. All inquiries and grants for tuition assistance are kept confidential.

Tuition Reimbursement Incentive Program (aka TRIP, previously known as SCRIP)

TRIP Program allows families to earn tuition reductions by buying normal everyday items from vendors who participate with the TRIP program. Gift cards and Ecards can be purchased through TRIP and used for everyday shopping; groceries, gasoline, travel, both in stores and on-line. TRIP can be purchased in the office, at school events, after Masses and may be Tuition Reduction Incentive Program (TRIP Program): The TRIP program ordered on-line. For more information, ask in the school office. Families who consistently use SCRIP can earn around \$400-500 in tuition credit each year. Grandparents and other family members are welcome to participate and contribute to a family's tuition credit.

Please note that all of the proceeds from TRIP are applied toward tuition and cannot be paid out as cash. At the end of a child's enrollment at St. Therese, any remaining balance will be applied to the Tuition Angel's program to provide emergency tuition assistance to families.

Uniform Policy - see appendix

Volunteers

St. Therese Catholic School welcomes volunteers as they help with many aspects of the school program and are crucial to the overall success of our school. Volunteers are needed as classroom helpers, room parents for parties, as chaperones on field trips, etc. Please note: VIRTUS training and a criminal background check is required by the Diocese of Kalamazoo for any volunteers at the school.

We Seek to Know, Love, and Serve Jesus Christ through loving and serving others

We are called to love others as Jesus loved us. This is a tall order! We are to serve others as a sign of our love for Jesus. While this means that we always value relationships over policies, as a community of diverse people, we have policies and procedures which guide us in working together for a safe and loving environment where all are learners and disciples.

Asbestos

In compliance with diocesan policy, St. Therese Catholic School has been inspected for asbestos and have been found to be within the guidelines and regulations for both. Reports of all current and previous inspections, as well as records of any corrective action regarding asbestos are on file in the school. Upon request to the school administrator, these reports will be made available for your review.

Blood Borne Pathogens

All staff at St. Therese Catholic School has been instructed in blood borne pathogen precautions.

Cellular Telephones and Electronic Devices

The use of any electronic devices, including phones, iPads, and games which have the capability of internet access or electronic texting is strictly forbidden. If students are found using electronic devices on school grounds while under the supervision of staff, including during extracurricular activities, the device will be taken and held by the school administrator until a parent is able to come in and pick it up. Devices will not be returned directly to students.

With prior arrangement with the school administrator, the possession of cell phones by students may be permitted provided the phone is turned off and stored with the student's coat or backpack during the school hours of 8:15 am-4 pm. Phones are to remain off during all school-sponsored field trips and extracurricular activities. The school cannot be responsible for lost, stolen or broken items. As with all other electronic devices, if students are found using cell phones on school grounds while under the supervision of staff, including extra-curricular activities, the device will be taken and held by the school administrator until a parent is able to come and pick it up.

Change of Address/Phone/Emergency Number

Every change of address or phone number must be reported to the office immediately. Up-to-date records are essential in handling emergency situations. The school must have an up to date Child Information Form on file for every student. The form must include a current phone number and alternative phone number of a relative or neighbor for emergencies when the parent cannot be reached.

Concussion Law

St. Therese Catholic School adheres to State of Michigan Concussion Laws. All staff are expected to complete initial training and annual updates will be offered. The school plan of action is available in the school office for review.

Crisis Plan

St. Therese Catholic School has a crisis plan (Emergency Operations Procedures/EOP) in place and it is available for parents to read in the school office. Exterior school doors are locked during school hours, and staff/students participate in regularly scheduled fire/tornado/shelter in place drills per Diocesan and State of Michigan requirements. Documentation of emergency drills can now be found on the school website.

Diocesan Policies

The Diocese of Kalamazoo has published a policy manual by which all diocesan schools are bound. These policies override any local or internal policies which a school may develop. St. Therese Catholic School strictly adheres to all diocesan policies regarding the operations of its school. A copy of the diocesan policy manual is available in the school office for parental review.

Eye Protection

Eye protection devices will be provided by the school for lab work, etc. Students and staff are required to wear such devices if they are participating in activities that could possibly cause injury to the eyes, face, or head.

Family Medical Leave Act

Family and Medical Leave Act entitles eligible employees to take up to 12 work weeks of unpaid, job -protected leave in a 12 month period for specified family and medical reasons. Employees may elect to use other accumulated paid leave credits for the leave, consistent with normal requirements for receiving approval for such leave. St. Therese Catholic School will comply with the Family Medical Leave Act

(FMLA) as described in the Diocese of Kalamazoo School Policy Manual. (#4148-P)

Financial Support for the School

St. Therese Catholic School is a parish school meaning that it is an evangelistic mission of the parish and is dependent upon the parishioners of the parish for financial support. Parishioners support the school through:

- Contributing to the regular Sunday collection
- Tuition paid by families with children in school
- Donations (Annual Fundraisers, Scholarship funds, Annual Appeal, Endowment Fund)

The students, teachers and families of St. Therese Catholic School gratefully acknowledge both the financial and spiritual support for our school. May God continue to be glorified through our school!

Fire/Shelter in Place/Tornado Drills

Fire, shelter in place, lockdown and tornado drills are conducted regularly in compliance with state and diocesan guidelines. Documentation of the drills is kept at school and uploaded to the school's website as required by law. In addition, the schedule of drills is shared with the local emergency management services.

Fog/Weather Delays

St. Therese Catholic School will follow Wayland Union Schools concerning fog or other weather related delays. If WUS delays the start of school for fog or other weather-related issues, St. Therese will also be delayed. For example, if school is delayed 2 hours, then supervision on the playground will begin at 10:15 am with school starting at 10:30 am.

Parents will be notified via the FACTs Parent Alert, Instant Alert system, local TV stations, and Facebook..

NOTE: In the event of a school delay, there will be no school for morning-only preschool students when there is a 2-hour delay. Enrichment students may be dropped off when the elementary students start their school day.

Food Allergies

The school office is to be notified of students with life-threatening food allergies. Information about protecting children with life-threatening food allergies is shared through the classroom teacher. If you receive notification of a food allergy in your child's classroom, please abide by all snack and treat guidelines given, to keep all

students safe. If your child brings in a snack that contains the specified allergen in a classroom with a severe food allergy, he/she will not be able to eat the snack in the classroom.

For students with peanut allergies, labeled lunch tables will be set aside as a peanut free zone. All students who sit in the peanut free zone may have their lunches inspected to ensure the safety of our students with allergies. These tables will also be washed separately from other tables.

Please notify the office if you are sending in treats with any form of nut including peanuts and tree nuts, peanut oil or products manufactured in a factory where they use peanut oil. This information can often be found on the food label. Call the school office if you are unsure.

For all-school functions (open houses, gatherings, picnics, etc.) we ask that everyone adhere to a No nut/no nut oil products.

Food Services

The St. Therese Catholic School hot lunch program is provided by Wayland Union Schools. All checks for hot lunch payment are to be made out to WUS (Wayland Union Schools). Please note that private school students are not included in the recent legislation providing free hot lunch to public school students. Families are encouraged to apply for free/reduced lunch.

Forms are available on the Wayland Union Schools website for all families to access the Free and Reduced Lunch program. Each family is asked to complete the application for the Free and Reduced Lunch program regardless of their financial need. Through Wayland Union Schools, St. Therese Catholic Schools receives funding for support services which is determined by information provided through the Free and Reduced Lunch application. Every bit of data helps determine the funding designated to our students. Participation, even without a perceived need, helps ensure our school receives the appropriate funding through the Title programs.

Illness/Infectious Diseases

In case of an accident or illness during the school day, parents will be notified.

Parents will be notified by letter if students have been exposed to a public health concern such as head lice. In the event of a disease epidemic or pandemic, St. Therese Catholic School will follow the regulations and recommendations provided

by the Allegan County Health Department.

Children with communicable diseases such as, but not limited to chicken pox, strep throat, and impetigo need to stay home until they are no longer contagious. Please wait 24 hours after a fever has broken before having your child return to school. Returning students should not require medication to keep their fever down.

Please note that St. Therese Catholic School, along with all other schools is required to send a weekly report to the Health department reporting reasons for student absences. The school reserves the right to request parents document their child's treatment and readiness to return to school when appropriate.

Insurance

Generally speaking, parents' health insurance covers any injuries incurred during the school day. Accident forms are available in the offer to document injuries occurring during the school day. The diocese also provides student accident/medical coverage for all students through the Michigan Catholic Conference. Specific details and claim forms are available through the school office.

Lost and Found

Lost and found articles are kept in the office. These items may be checked anytime the school is open. All clothing or other articles bearing a child's name are returned to him or her. Unmarked articles will be given to a charitable organization at the end of the school year.

Michigan Tax Code

St. Therese Catholic School follows the Michigan Tax Code, which states that items purchased for resale must add sales tax at the time of sale.

Pesticide Use/Notification Policy

Pesticides are occasionally applied; you will be notified prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. You may also contact the school administrator if you have any questions regarding our pesticide management program.

School Hours

A St. Therese Catholic School instructional day runs from 8:30 am until 3:30 pm

for students in Kindergarten Readiness through 4th grade. Preschool runs from 8:30 am until 11:30 am.

School Visitors

St. Therese Catholic School welcomes visitors. For the safety of our students, faculty and staff, we require all visitors to stop at the office first before going to different parts of the building, including classrooms. If you are visiting the school to help in a classroom, deliver forgotten items to your child, or for any other reason, you must first check in with the office secretary. Guests who return on a regular basis will be considered volunteers and asked to complete the same safety requirements as all other volunteers.

Smoke Free Building

Since 2005, St. Therese Catholic School has abided by the Tobacco Free Schools Policy 129976. No smoking or vaping is permissible on school property at any time.

Title IX Coordinator

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to St. Therese Catholic School, the principal is appointed the Title IX coordinator. St. Therese Catholic School abides by Policy #4166.4 and its accompanying regulations found in the Policy Manual of the Catholic Schools –Diocese of Kalamazoo regarding avoidance of harassment. The principal will answer questions and disseminate information about Policy #4166.4, investigate complaints, and take appropriate corrective action pursuant to this policy.

Vandalism

Vandalism is defined as any deliberate misuse, damage, or destruction of school property that results in clean up, repair, or replacement costs. This includes the misuse of any of the school's computer/electronic equipment or software. Any costs incurred from vandalism will be assessed to the perpetrator. The family will be notified. Based on the severity of the incident, the school may take further action as necessary.

Although parents are ultimately responsible for the vandalism costs of their children, every effort will be made to help the student assume the financial responsibility incurred because of his or her actions.

Weapon Possession

State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency. “Dangerous weapons” include, but are not limited to: guns, firearms, explosives, daggers, dirks, stiletto, knives, pocket knives opened by mechanical devices, iron bars, brass knuckles, or any object that is intended to inflict harm.

St. Therese Catholic School is a Gun Free/Weapon Free area. Any student determined to have brought a firearm to school will be expelled for a period of not less than 180 days. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be suspended from school pending investigation by the appropriate public safety agency. The discipline policy will be followed. “Look alike” and toy weapons are prohibited and will be considered “dangerous weapons”. This prohibition includes any costume or prop for Halloween, plays, or presentations. There will be no exception to this.

Weather-Related Closings

St. Therese Catholic School will close if Wayland Union Schools announces a closing due to weather conditions. Snow, bad weather and other emergencies will be announced on local TV stations (WoodTV 8, WWMT Channel 3, WZZM Channel 13). You will also be notified through FACTs Parent Alert, Instant Alert, and the school Facebook page. Parents are encouraged to sign up for text alerts with one or both TV stations.

St. Therese Catholic School will follow Wayland Union School policy on dismissals regarding tornado warnings or other disasters. When weather emergencies arise while school is in session, and time does not permit safe dismissal, children will be sheltered at school.

If a tornado watch is in effect, after school events and classes hosted by St. Therese Catholic School will be canceled. In case of any public emergency, please do not call the school. Listen to the local radio or television station for school information. We will do our best to notify parents as soon as possible as to status and further instructions.

Wellness Policy

St. Therese Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy

eating and physical activities that support student achievement.

Right to Amend:

St. Therese Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents through email communication and/or the weekly newsletter.

Appendix I Dress Code

	Acceptable Styles- Any of the acceptable styles that are available in the school plaid or able to have the school logo monogrammed or silk screened will also be acceptable.	Unacceptable Styles-
Shirts Colors: Navy, White and Red	Turtleneck (including mock turtlenecks), polo's, oxfords, and girls' blouses with Peter Pan collars. Shirt must be tucked into the waistband.	Colored and long sleeve t-shirts are not acceptable. (The exception to this is if a child wears their Spirit shirt on a cold day and needs a solid long-sleeved shirt underneath it for warmth.) Camisoles and other layered shirts are not to be visible from the top or the shirt tail.
Slacks/Shorts Colors: Navy and Khaki	Fabric may be cotton, polyester and cargo pants. Khaki color must be light tan, sand, or tan. Shorts may not be worn to Mass. <i>Shorts season will run from spring until fall. The principal reserves the right to set the beginning and end of shorts season depending on the weather.</i> <u>Shorts must be longer than the child's fingertips when standing straight with arms at their side.</u>	<i>Please no shorts on Mass days.</i> NO JEANS with uniforms-even if they are khaki or navy. Khaki color cannot be green, gray, or dark brown in color. No corduroy, sweatpants, fleece pants, or other sports wear pants. Leggings are not considered pants. Please see tights/leggings for more specifics.
Dress/Skirt/Skort/Jumpers Colors: Navy, Khaki, and the approved plaid	Shorts, skorts, skirts, and jumpers must be longer than the child's fingertips when standing straight with arms at their side. Girls are encouraged to keep a pair of shorts at school to wear under skirts/dresses for modest outdoor play.	Simple girl's dresses may be solid red or navy. Dresses may have a white or same color collar, but should not have any design or print elements to the fabric.

<p>Sweaters/Vests</p> <p>Colors: Navy, Red, White</p>	<p>Polar fleece is acceptable if it is an approved sweater color (solid color) and style (vest or pullover).</p> <p>If shirts are layered, each layer will follow the dress code and be collared.</p>	<p>Sweaters and vests are to be SOLID colors-no stripes or designs.</p>
<p>Belts</p> <p>Color: solid dark color, please</p>	<p>Belts are optional.</p>	
<p>Socks/Tights/Leggings</p> <p>Colors: Navy, black, khaki/brown and white</p>	<p>All socks will be solid colors and will match one another.</p> <p>Leggings should be ankle length <i>and covered by a skirt or skort</i>.</p>	<p>No stripes or designs on socks.</p> <p>Girls may wear leggings in place of tights, socks are still required. Leggings should not replace pants.</p>
<p>Shoes</p> <p>Solid Color: navy, brown, black or white</p>	<p>All shoes must be one solid color and should be plain dark colors. Black shoes with white soles are acceptable.</p> <p>Either dress or sport shoes may be worn as long as they are plain, solid color as much as possible. Laces must be white or black.</p> <p>For physical education class: Tennis shoes must have white non-skid. Shoes for physical education may not be worn in class.</p>	<p>Boots and booties (short or ankle boots) are not to be worn as a part of school uniforms. This includes cowboy boots.</p> <p>Boots worn for inclement weather may not be worn in the classroom. Separate outdoor wear is required for winter weather.</p> <p>Shoes should have a back on the heel. No sandals, clogs, crocs, slides, or flip flops.</p>
<p>Jewelry</p>	<p>Simple gold or silver necklaces or bracelets which reflect our faith such as a crucifix, cross or religious medal.</p> <p>Watches must be simple in style and reflect dress code colors. No neon or bright colors are allowed.</p> <p>Earrings may be simple studs, no dangling earrings or non-uniform colors.</p>	<p>Jewelry which is not allowed includes anything which may create a safety hazard, bright or non-uniform colors, or anything which may provide a distraction in the classroom.</p> <p>No pierced body parts other than lower ear lobe. NOT ALLOWED are: tattoos, temporary or permanent, or other body art</p>

<p>Hair and Makeup</p>	<p>Hair ties and bows must be uniform colors of white, red, blue or the standard uniform plaid.</p> <p>Hair ties and scrunchies may not be worn as jewelry.</p>	<p>Distracting hairstyles including Mohawks, shaved heads, tails, hair with designs cut into it and coloring. Unnatural hair color is not allowed.</p> <p>No make up of any kind (This includes glitter lotions and sprays.)</p> <p>Nail polish is to be kept to a minimum and must be a neutral or light color. Bright colors are not allowed.</p>
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Uniform/Dress Code 2024-2025 The following are not permitted:

- Sleeveless tops or dresses, cut off tops, tops which show a bare stomach or backside, off the shoulder tops, low cut or tight tops
- Shirts with pictures or commercials
- Sweatshirts: If your child is cold in the winter, please have them keep a dress code sweater available at school. "Hoodies" and such may not be worn at school.

Dress Code for Preschool Students (P3 and P4)

Preschool children are expected to wear neat, clean and comfortable clothing conducive to a comfortable learning setting. They are not required to follow the standardized dress code.

Please consider:

- Modesty, no bare midriffs *or tank tops, spaghetti straps*
- Avoid flip flops and open toe shoes, preschoolers need to be able run and play without fear of being hurt

Uniform Holidays (Casual Days)

There is usually one Uniform Holiday day a month that will be determined by the school calendar. On Uniform Holidays, students may come in nice jeans, sweat suits, athletic pants, nice sweatshirts or t-shirts (no beer or violent logos, etc.). Sandals, clogs, and flip flops are still not permitted. All clothing must be neat, clean, in good repair and modest. Torn jeans are not acceptable. If a student forgets a Uniform Holiday, they will not be allowed to call home and request that parents bring casual clothing to school for them.

Spirit Days

Students involved with special teams or activities may have Spirit Days. During these days students that are on the involved teams and/or activities may wear their school issued t-shirts for the day. (The whole school does not get a Spirit Day, only the team or group activity highlighted.) If it is a day we attend Mass, students may wear nice jeans or sport pants. Field trip days and other special days may also be a Spirit Day. Notice will be sent in advance of such days. Students who forget items for such days will not be allowed to call home and request that the items be brought in. If a Spirit Day is a cold day, students may wear nice, solid color long sleeved shirts under their t-shirts.

The dress code will be reviewed each year.

Appendix II Child Study Team Process

St. Therese Catholic School

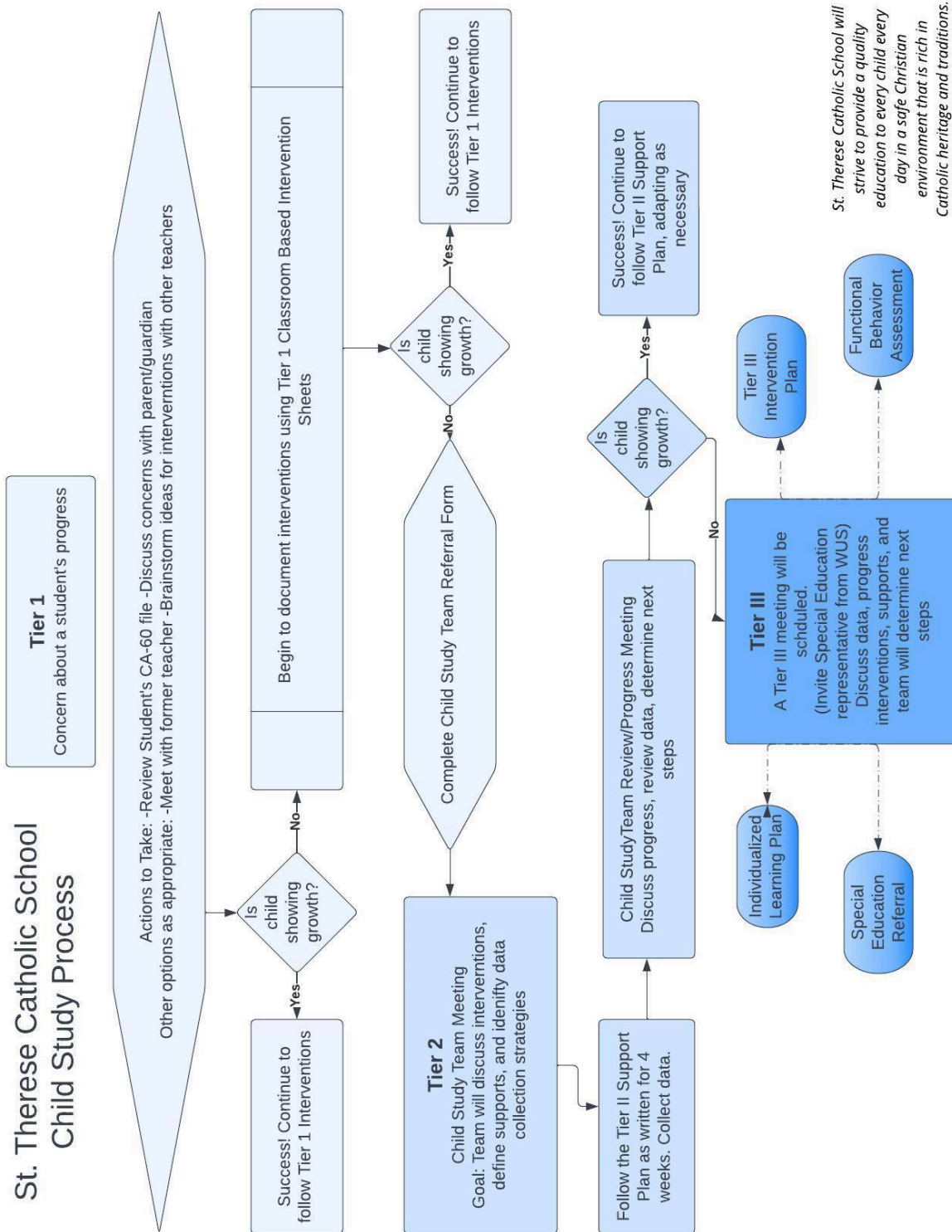
Child Study Team Process

1. Child Study Team Flowchart
2. Introduction to the Child Study Team
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 - b. Members of the Child Study Team
 - c. Accommodation vs. Modification
 - d. Considering a Referral to Child Study
 - e. Child Study Team Scheduling and Recordkeeping
 - f. Definitions of the tiered levels of support
3. Tier 1: Documentation Prior to Making a Child Study Team Referral
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Appendix

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- III. Phonological Awareness (K)
- IV. Phonics Activities (K-2)
- V. Fluency (2-3)
- VI. Vocabulary
- VII. Reading Comprehension
- VIII. Math Interventions
- IX. Teacher Selected Strategies

St. Therese Catholic School Child Study Process



1 Introduction to the Child Study Process

a. What is Child Study?

The Child Study Team is a multidisciplinary group of school professionals who gather together to pray for students and teachers, organize resources and offer assistance to teachers who are supporting children experiencing learning or behavioral difficulties in the classroom setting. Our goal as a team is to support teachers in guiding learning through collaboratively developed and data-driven interventions when students are experiencing difficulties. Assistance provided through the Child Study Team is part of the Child Find process required by IDEA.

All Child Study Members embrace the following philosophy:

- All children can learn.
- Parents are a child's first teacher by the grace of God.
- Our task as educators is to find the research based strategies and methodologies which are effective for each particular child.
- Confidentiality is a very important aspect of the Child Study/Child Find process.

b. Members of the Child Study Team

The members of the Child Study are fluid. The coordinator of the Child Study Team acts as casting director bringing together professionals who work alongside the classroom teacher and the child's parents with the shared goal of helping each child succeed and achieve at the highest level of their ability. The coordinator is also responsible for scheduling Child Study Team meetings.

Possible Members:

Principal	Classroom Teacher	Special Education Teacher
Parents/Guardians	Counselor	Reading Specialist
Title 1 Teacher	Literacy Coach	Student Support Specialist
Speech and Language Therapist		School Social Worker
School Psychologist		Director of Special Education

As a part of the Child Find/assistance process, team members may have access to information pertaining to individual students; including medical documents, intervention plans, and cumulative school records. *All information is confidential and must be treated as such.*

c. Accommodation vs. Modification

Supports, accommodations, modifications are terms which are sometimes incorrectly used interchangeably. Planning for how to support a child in achieving school success requires an understanding of each of the terms and how they are appropriately used.

Support is the most casual of the terms and may include both accommodations and modifications. Supports are any actions or tools which help a student to be successful in the classroom, it may be academic success or social-emotional.

Accommodations help a child to overcome or work around a difficulty or disability. Think of an accommodation as leveling the playing field, it helps all children to meet the same learning goals.

Modifications are a change in what is learned and is a change in the grade-level curriculum.

These are important distinctions. Teachers may implement accommodations to help students meet grade level expectations. Accommodations should be documented. Modifications may only be implemented as a part of a student assistance plan. Modifications must be documented in a team developed plan and on the report card and in the child's permanent record (CA-60).

d. Considering a Referral to Child Study

Any member of the St. Therese team may request assistance from the Child Study Team on behalf of any student. The process begins with information gathering as a part of Tier 1. Possible reasons for referral:

- Students with chronic absenteeism
- Students who are significantly behind grade level
- Students who may be considered for retention
- Students with disabilities
- Students recommended to have form adaptations/accommodations for instruction/assignments
- Students who have persistent or severe behavioral and/or emotional issues

e. Child Study Team Scheduling and Recordkeeping

The Child Study Team schedule will be kept by the coordinator. The team will meet prior to the start of the school year to review all previous assistance plans and consult with teachers about adaptations/accommodations needed as children begin a new school year. The team will meet a minimum of once each quarter. Other meetings will be scheduled as dictated by need.

All notes will be kept in a shared Google Drive. Access to documents will be provided to the principal and the Child Study Coordinator. Teachers will be given access as needed and in the manner determined by the team; such as either as hard copy or electronic access.

f. Definitions of Tiered Level of Supports

Tier 1:

Tier 1 is the lowest level of intervention on behalf of a student and is provided by the classroom teacher. The focus of Tier 1 is improving the core classroom instruction that all students receive. By design, Tier 1 interventions will guide teachers to reflect on focused instruction which may address the needs of many students even though they may be sparked by concern for a specific student. Teachers help students achieve instructional goals through using best practice such as flexible grouping, ongoing assessments, and targeting specific skills.

Tier 2:

Tier 2 provides teachers with assistance in accessing opportunities for students to be a part of supplemental instruction and/or behavioral support which may occur in addition to classroom construction.

Tier 3:

There are a small percentage of students who have received Tier 2 support and yet continue to have significant difficulty acquiring grade level skills and/or demonstrating appropriate behavior. These students require instruction and assistance which is more explicit, intensive, and specifically designed for their individual needs.

3. Tier 1: Documentation Prior to Child Study Team Referral

When a staff member or a parent has a concern about academic progress or has social/emotional concerns for a student in the classroom setting, they may begin the Child Study process. The teacher begins the documentation by making a copy of the Tier 1 Documentation and Intervention. Name the new document <<CST Student Last Name, Student First Name, Date>>

The first step is a conversation between the classroom teacher and the child's parents or guardians. Document the date and conversation.

Using the Tier 1 Documentation and Intervention file as a guide, begin interventions. If needed, talk with parents, previous teachers, principal, other possible Child Study Team members to brainstorm possible interventions for concerns. Record interventions and results of interventions.

Determine the effectiveness of Tier 1 interventions. If the student is successful, or making gains, continue with Tier 1 interventions and assistance. If there is a lack of growth or growth is limited, continue onto Tier 2.

4. Tier 2: Referral to Child Study Team

Continue to communicate concerns with the family of the student and let them know that you are going to begin a more formal process for assisting their child. Document this conversation.

Request Tier 2 Child Study Meeting by completing the Google Form, St. Therese Child Study Form.

A Tier 2 Child Study Team Meeting will be set up by the Child Study Team coordinator. The coordinator and additional team members will assist with completing the necessary paperwork at the meeting. These may include academic interventions, functional behavior assessments, positive behavior support plans, data collection procedures, and designated roles and responsibilities.

You will be asked to follow the assistance plan for 3-4 weeks before attending a second meeting to review progress, data and discuss next steps; continue with interventions, create a functional behavior plan, or move on to Tier 3. After reviewing the plan, the team will determine if the child is successful and showing some growth. If there is limited growth or a lack of growth, the team may determine to schedule a Tier 3 Child Study Team meeting.

5. Additional Support from the Child Study Team

Consistent with Tier 1 and 2, Tier 3 begins with communication with the family to let them know that the formal process of evaluating difficulties and planning support will continue. Document this conversation.

The Child Study Team Coordinator will schedule a meeting. The Director of Special Education from Wayland Union Schools should be contacted. She will invite the appropriate personnel from the WUS team to attend the meeting.

The Tier 3 Child Study Meeting will discuss the data collected, interventions and supports, and determine the next steps.

Possible next steps are:

- Develop and try Tier 3 interventions and accommodations
- Observations by staff may be planned and recorded in the student's Child Study Team digital file
- Plan to meet again in 4-6 weeks to determine effectiveness of new interventions, accommodations, and possible observations
- A referral for special education evaluation
- A formal Functional Behavior Assessment and the development of a formal Positive Behavior Support Plan

Appendix

I. Tier 1 Cover Sheet

Student Name		Date
Date of Parent/Guardian Contact		
Notes from Parent Contact		
1	Before beginning, create a copy of the file.	
2	Name copy file: CST Student Last Name, Student First Name, Date	
3	Fill in the blanks at the top of this page. This will act as a cover sheet if the file is printed.	
4	Complete the appropriate data collection sheets.	
5	Check off which data collection sheets have been used.	
Check	Data Collection Sheets	
	Non-specific Strategies	
	Phonological Awareness (K)	
	Phonics Activities (K-2)	
	Fluency (2-3)	
	Vocabulary	
	Reading Comprehension	
	Math Interventions	
	Teacher Selected Strategies	

II. Non-Specific Strategies

	Date Begun	Date Ended	Comments/Data
Preferential Seating			
Small Group Instruction			
Shortened Assignments			
Tests/Assignments Read Aloud			
Sensory Tools			
Behavior Plan Charts			
Differentiated Instruction			
Alternative Materials/Manipulatives			
Positive Behavior Supports			
Non-verbal Cues			
Frequent Breaks			

III. Phonological Awareness (K)

	Date Begun	Date Ended	Comments/Data
Identify and make oral rhymes			
Segment spoken sentences into words			
Segment spoken words into syllables			
Identify and practice onset and rhyme sounds			
Identify spoken words with same initial sounds			
Identify spoken words with same end sounds			
Blend orally presented phonemes into words			
Segment orally presented word into phonemes			

IV. Phonics Activities (K-2)

	Date Begun	Date Ended	Comments/Data
Match letter/sounds (initial and final letters)			

Blend sounds to read real and nonsense words			
Read aloud charts, stories, CVC, CVCe, blends, word families, diphthongs, etc.			
Dictate words with featured letter/sound pair			
Pair students for practice reading aloud			
Recognize print patterns-chunks, endings, etc			

V. Fluency (2-3)

	Date Begun	Date Ended	Comments/Data
Model fluent reading			
Repeated reading of same text (3-4 times)			
Choral Reading			
Echo Reading			
Shared Reading			
Text at independent reading level (95% accuracy)			

VI. Vocabulary

	Date Begun	Date Ended	Comments/Data
K-1			
Sort words into basic categories			
Describe common objects			
Classify categories of words			
2-3			
Teach common synonyms and antonyms			
Use known word in compound words			
Teach homophones/homographs			
Use dictionary to locate word meanings			
4-5			
Identify/apply knowledge of word origins, derivations, synonyms, etc. to derive meaning			
Use a thesaurus to identify related words			

VII. Reading Comprehension

	Date Begun	Date Ended	Comments/Data
Teach to self-monitor comprehension			
Teach use of graphic/semantic organizers			
Teach use of questions to guide reading			
Teach ways to generate questions			
Teach story structure			
Teach summarization			
Elaboration (predictions, prior knowledge, etc.)			

VIII. Math Interventions

	Date Begun	Date Ended	Comments/Data
Overall, skills are lower than grade level			
assess for level of instruction			

provide small group instruction on needed skills			
Difficulty remembering math facts			
separate facts into sets or fact families			
provide extra opportunities for practice			
provide references to assist in fact calculation			
use manipulative objects to model facts			
practice with flashcards with peer/volunteer			
use folding in technique for flashcard practice			
student self-check/correct practice sheets			
Difficulty attending to important details			
highlight operational signs/keywords			
use vertical lines/graph paper for organization			
reduce number of problems per page			
use a window overlay to isolate problems			
have student repeat directions to teacher			
Inability to read text for word problems			
align material with student's reading level			
highlight key words in math problem			
Slow rate of work completion			
reduce number of items to complete			
provide manipulatives			
Problems sequencing steps for computations			
consistent review of steps			
reference sheet kept at student desk			
use of acronyms to remember steps			
color coding steps			
use of manipulative objects			
use of calculator			
Failure to visualize concepts			
use simple, consistent language			
provide visual examples			
assess and explicitly teach concept terminology			

Difficulty solving word problems			
use concrete examples			
highlight key operational words			
have student restate problem			
use of calculator/manipulatives			
Other			
peer tutoring			
small group tutoring			
individual assistance fro teacher/volunteer			

IX. Teacher Selected Strategies

	Date Begun	Date Ended	Comments/Data

X. Child Study Form ([Completed in Google Forms](#))