

PARENT/STUDENT HANDBOOK

2023-2024

Pre-KINDERGARTEN – 8TH GRADE



ST. THERESA SCHOOL

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MISSION STATEMENT

Saint Theresa School is dedicated to the cultivation of academic excellence and the spiritual, social, and emotional growth of each student in an environment of cultural diversity and family spirit.

We seek to develop each student's full potential as he or she experiences respect, challenge, responsibility, and love from a caring faculty inspired by the love of Jesus and Mary, and the Salesian educational system of St. John Bosco.

The sign over the door in our front entrance expresses our Mission and Philosophy in different terms:

**Let it be known to all who enter here
that Jesus Christ
is the reason for this school,
the unseen but ever-present Teacher in its classes,
the Model of its faculty and staff,
the Strength of its parents,
the Inspiration of its students.**

PHILOSOPHY

St. Theresa School is committed to providing a quality education in a Catholic environment. This commitment is based upon our belief that Jesus Christ is the Master Teacher. He is the perfect person and the Model whom we offer to our students. As a Salesian Catholic school, we strive to make Mary, our Blessed Mother, known as our Mother, Teacher, and Guide.

The true follower of Christ thinks and acts in accordance with reason and faith. Each staff member assists the children in developing their spiritual, moral, social, intellectual, and emotional growth. They integrate culture, faith, and life through the teaching of all subject areas in the light of the Gospel so that the children can become "good Christians and honest citizens."

Inspired by the example and teaching of St. John Bosco, the patron of educators and the friend of youth, the faculty implements his educative principle of reason, religion, and loving kindness in their daily interactions with the students. Thus a wholesome family atmosphere is created and a feeling of mutual respect and trust exists between staff and students.

The school staff acknowledges the responsibility given them by the children's parents and the parish. They believe that through the cooperation of all three the child will become a person of true character. Hence, the school seeks to promote communication and unity between itself, the home, and the parish.

The personal formation given at St. Theresa School is based on a vision of preparation for Christian life. Its message is born and grows within the communities of family, school, and

parish. It reaches its fulfillment in the gift of service to God and to others in imitation of Jesus Christ and His mother.

ACCREDITATION

St. Theresa School is accredited by the Middle States Association of Schools and Colleges. It is the Archdiocese of Newark School System and is registered with the NJ Department of Education Office of Non-Public Services.

NON-DISCRIMINATION POLICY

St. Theresa School admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Theresa School does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

PURPOSE AND USE OF THIS HANDBOOK

This handbook exists to foster the efficient operation of St. Theresa School. To meet this objective, the School Administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or their parents/guardians.

AMENDMENTS TO THIS HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the School Administration. After changes to this handbook have been approved by the appropriate authority, parents/guardians will be notified within 30 days.

SCHOOL REQUIREMENTS

Attendance

Prompt regular attendance is absolutely essential to academic success, beginning in PK3. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Children participating in "Take Your Child to Work Day" will be marked absent, but as long as a note from the parent states this is the reason for the absence, it will be considered an excused absence and will not count against "perfect attendance."

Absence and Tardiness

When a student is going to be absent from school, the parent/guardian is required to notify the School Nurse before 9:00 AM. If a call has not been received by 9:00 AM, the School Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, (s)he must present to the teacher a written excuse from a parent/guardian stating the student's name with the dates and reasons for the absence. An absence of three consecutive days requires a doctor's note.

Parents should make sure to notify the office in the case of a prolonged absence, i.e., three (3) or more days. Students should not return to school unless they are well enough to participate in school activities, and **after a prolonged absence, a note from a medical professional must be submitted for the student to return to school.**

It is required that the student will make up the work missed for each class. Students and their parents are responsible for seeing that all missing work is completed. Arrangements for obtaining daily class work can be made by calling the school office in the morning. This gives the teacher time to prepare the assignments.

Any student who is not in the school building by 8:00 AM is considered late. The student is then required to enter through the school main office door, receive a late slip. The teacher will receive the slip and keep it on file. When a student (K-8) is tardy 3 times in one trimester, he/she will receive a 7:30am detention. Should a student not attend their assigned detention, he/she will receive a lunch/recess detention.

Every attempt should be made to schedule doctor's appointments after school hours. If it is not possible, it is the student's responsibility to make up any missed work.

A student absent for 18 or more days during the school year is in danger of not being promoted or not graduating. Reasons for absence vary so individual circumstances are always part of the consideration. However, the student's grades (particularly class participation) are always affected by non-attendance.

Absence from School and Participation in School Activities

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to participate in extracurricular or athletic activities that day, i.e., in the afternoon as well as in the evening. This extends throughout the day of the illness as well as the assigned term of the disciplinary action.

If a student is absent from school for a reason other than an illness or disciplinary action, the school reserves the right to make an individual judgment regarding the same day extracurricular and/or athletic participation.

Appointments with School Personnel

Parents/guardians who wish to meet with their child's teacher should contact the teacher directly through written note or email; should a parent/guardian wish to meet with the principal or any other member of the faculty or staff, the parent/guardian should contact the school office to arrange a mutually convenient conference time. For the sake of order in the school, parents may not approach members of the faculty/staff during the school day without a prior appointment.

Members of the staff who wish to communicate with parents/guardians of a student will do so by phone, letter, email, or at a mutually convenient conference. Teachers will not schedule conferences at times that would conflict with teaching or supervisory duties. When appointments are made, both the parent/guardian and the school staff member should be aware of the purpose(s) of the conference so that all concerned may be appropriately prepared.

Catholic Applicants

A Baptismal Certificate and verification of reception of any additional sacraments is required.

Collection of Money

It is preferred that there be no hand-to-hand exchange of monies/checks and that all payments be made online. As much as possible, field trip and any other "fees" will be made by the parents on the school website.

Mission money is to be collected each Tuesday.

No money may be collected from the students for a cause without permission of the Principal.

Communication with Parents

St. Theresa School will communicate with all parents/guardians through a weekly email from the Principal and the monthly school calendar, posted on our website www.mysts.org. **Please make it a regular practice to consult the school website each Thursday and whenever contacted to do so via email or text.** Teachers will publish homework, etc. online at www.mysts.org on the Teacher Pages or through Google Classroom.

Families participating in our After School Care Program should also use "Brightwheel" to communicate with After Care personnel regarding delays or change of plans.

Early Dismissal and Planned Closings

Planned early dismissals and planned closings will be indicated in the yearly and monthly calendars. The preliminary annual calendar is **tentative**, and subject to change. The monthly calendar will indicate any change(s). Parents will be contacted via the School Communication System regarding any emergency closings or delays.

Family Vacations

St. Theresa School strongly discourages student absence from school because of family trips or vacations. If parents choose to take children out of school for such purposes, homework/class work will not be provided to a student prior to the absence. The student will be held responsible to make up all work and tests upon returning to school. Final exams will be made up at the discretion of the teacher in consultation with the Principal.

Immunization Requirements

Age-appropriate immunizations are required for ALL students.

- DTaP: Four doses with one dose given on or after the fourth birthday, or any five doses.
- IPV: A minimum of three doses provided at least one dose is given on or after the fourth birthday, or any four doses.
- Measles vaccine: two doses administered on or after the first birthday and between the 4th and 6th birthday.
- Rubella vaccine: one dose administered on or after the first birthday.
- Mumps vaccine: one dose administered on or after the first birthday.
- Hepatitis B: K-8: three doses.
- Varicella: one dose on or after the first birthday and one dose between the 4-6 birthday.
- Tdap- One dose of the Tdap vaccine is needed when entering 6th grade and at 11 years of age.
- Meningococcal vaccine is required when entering 6th grade and when the child is 11 years of age (not younger).
- Hib – four doses by 15 months.
- Flu
- Pneumococcal: at least 1 dose given after the first birthday.

**AS PER ARCHDIOCESE OF NEWARK SCHOOLS' OFFICE POLICY,
NO STUDENT WILL BE PERMITTED TO REGISTER AT ST. THERESA SCHOOL
UNLESS THEY ARE UP-TO-DATE OR IN THE PROCESS OF BECOMING
UP TO DATE WITH THEIR IMMUNIZATIONS.**

**RELIGIOUS EXEMPTIONS FOR IMMUNIZATIONS
ARE NOT ACCEPTED BY SCHOOLS OPERATED BY
THE ARCHDIOCESE OF NEWARK.**

Physicals are required in specific grades and for participation in sports. The school nurse will inform parents of these requirements.

ADMISSIONS

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of any parish in the Archdiocese.

Parents of new students must present the child's current and the previous two years' report cards, birth and baptismal certificates, and updated immunization records.

To be admitted to St. Theresa School, children must have a satisfactory academic and conduct record.

Registration

Age Requirements:

A birth certificate with a raised seal must be submitted as proof of age.

The Pre-K 3 child must be 3 years old on or before October 1.

The Pre-K 4 child must be 4 years old on or before October 1.

The Kindergarten child must be 5 years old on or before October 1.

The First Grade child must be 6 years old on or before October 1.

All students enrolling in the Pre-K program at St. Theresa School are required to be fully potty/toilet trained. However, it is recommended that each child keep a full change of uniform clothes (shirt, pants or jumper, underwear, and socks) at school in case of an occasional "accident."

Conditional Acceptance at St. Theresa School

Any student accepted conditionally in St. Theresa School must meet the agreed upon conditions. If the conditions are not met, the student may not be allowed to continue through the school year or be re-registered for the next school year.

Transfer Students

In addition to all the registration items, a transfer notification, a most recent report card, and standardized test scores from the previous school are required before being admitted into St. Theresa School. The applicant and his/her parents/guardian must be interviewed by the Principal. The applicant may be asked to pass a readiness test or entrance exam.

Re-Registration

At re-registration for the new school year a registration form must be filled out and a registration fee paid. This fee is **non-refundable**.

Students may not re-register for the following school year if their misbehavior results in the following:

- A K student has an average of "U" on two social behavior reports.
- A 1st-3rd grade student has an average of "N" in the social development area on three report cards.
- A 4th-7th grade student has an average of "U" in the personal development area on three report cards.

If a student's behavior is generally disruptive and uncooperative, it will be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education of the whole class because of the disruptive behavior of one student.

CUSTODIAL AND NON-CUSTODIAL PARENT’S RIGHTS

Court Orders

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which would be useful to the school in fulfilling its obligations and especially in the case of parents having joint custody.

Parental Access to Student School Records

St. Theresa School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon parental request, the school will provide the non-custodial parent with access to the student’s essential academic records.

Pick-up from School

The School will permit only the custodial parent, or his/her designee, to pick up the child during, or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during the day or at the end of the school day unless there is a written authorization from the custodial parent. In an emergency, a clearly defined, one time telephone authorization, letter or fax may be acceptable. Student Emergency and Release Forms must always be updated by the parents/guardians.

ACADEMIC POLICY

Academic Irregularities / Plagiarism

Plagiarism is presenting work done in whole or in part by someone else as if it were one’s own. Academic dishonesty includes but is not limited to reproducing information from the internet, including text without proper citation, illegal use of copyrighted materials, falsification of data, and any form of cheating (on exams, tests, quizzes, laboratories, essays, or homework). Students who allow others to copy their work to be submitted as their own engage in academic irregularities and are subject to disciplinary action. Plagiarism and academic irregularities must be documented by the instructor.

Acceptable Use Policy

The use of computer services at St. Theresa is a privilege, not a right. While the school acknowledges the legitimate role of the Internet in education, it also reserves the right to set the terms and limits on its usage. All parents and students must sign and return the Acceptable Use Policy established by the Technology Department before students may access the internet. In addition, students/parents who receive Chromebooks will be asked to sign the STS Technology Agreement.

Grading, Honors and Award Policy

Report cards are issued three times a year for grades K-8.

Conferences for Grades K-8 will be scheduled after the first trimester report card, and as needed.

Grades K through 3 will receive letter grades based upon the following academic code:

E = Exceeds

S = Secure

D = Developing

B = Beginning

N = Not yet performing

Grades 4-8 students will receive letter grades based upon the following academic code for Religion, ELA, Mathematics, Social Studies and Science (Major Subjects):

A+ (97-100)

A (92-96)

B+ (88-91)

B (83-87)

C+ (78-82)

C (73-77)

D (70-72)

U (below 70)

Grades for Art, Health, Spanish, PE & Technology, as well as Personal Development are:

O (Outstanding)

I (Improvement Needed)

S (Satisfactory)

U (Unsatisfactory)

Students in grades 4-8 can earn honors based on the following criteria:

First Honors

A in ALL Major Subjects

S in ALL Minor Subjects

S in ALL areas of Conduct (Personal Development),

i.e., for major and minor subjects

Second Honors

A/B+ in ALL Major Subjects

S in ALL Minor Subjects

S in ALL areas of Conduct, (Personal Development),

i.e., for major and minor subjects

Graduation Honor Cords

Gold Cord ***A Final Average in All Major Subjects AND***

S in all minor subjects AND

S in ALL areas of Conduct

Blue Cord ***B+ Final Average in All Major Subjects AND***

S in all minor subjects AND

S in ALL areas of Conduct

The major subjects are those with more than 3 class periods per week, namely: RELIGION, LANGUAGE ARTS, MATH, SCIENCE, AND SOCIAL STUDIES.

The minor subjects are Music, Art, Gym, Computers, and Introduction to World Language.

Repeated detentions and/or any misbehavior will result in the loss of honor cords.

Such decisions are at the discretion of the principal.

Make-Up Work

All make-up work for days absent is the responsibility of the student. It is up to him/her to inquire from the teacher the materials that were missed and to ask what must be done pertaining to assignments and/or tests.

Progress Reports

Traditional Progress Reports will not be sent out, but throughout each trimester, parents are encouraged to utilize Power School to review their child's current academic/conduct standing and to facilitate communication with the teacher.

Social Behavior reports will be sent to all PK and K students at their designated times.

Promotion/Retention

Primary Grades: St. Theresa School strives to ensure that each child has a valid formation in the basic skill areas that will render him/her capable of living in a society as a responsible citizen. In order, therefore, for a student in the primary grades (K-3) to be promoted to the next grade, he/she must pass each of the LANGUAGE ARTS SUBJECTS (Reading, Phonics, English, and Spelling) and MATH SKILLS.

Intermediate/Junior High: Students in the intermediate and junior high grades will not be promoted if they have a failing average in more than two major subjects, namely: RELIGION, MATH, LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES.

Students who have failed one or two of the major subjects must attend summer school or be tutored by a certified teacher during the summer months. Verification of summer course work is required for promotion.

Graduation Requirements: To receive a diploma from St. Theresa School, a student must have maintained a passing average in each major subject. Additionally, all financial obligations to the school must be met before graduation.

Records and Transcripts

A parent/guardian has the right to view his/her child's academic records, standardized test results, health records, and emergency sheets. These records are available upon request.

Records attached to publicly funded services provided through the local Board of Education or Union County Educational Services Commission (USESC) such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc., are the property of the Board of Education/USESC. A parent/guardian who wishes to examine these records or to obtain copies for his/her own use must apply to the local School Board or the UCESC. The School is not permitted to distribute this information to anyone, including the parents/guardians.

Transcripts of academic records and health records may not be given directly to the parent/guardian in the event of a student's transfer. A request for transfer must be submitted in written form by a parent/guardian. The transcript and health records will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an

authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the “sending” school.

Religious Education and Religious Services

Non-Catholic students are welcome at St. Theresa School. Non-Catholic families are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and participate in liturgical services scheduled for students during the school year.

Sports/Activities Eligibility Policy

Students who wish to participate in school-sponsored extra-curricular activities, i.e., sports, Forensics, Student Council, etc., must meet the demands of St. Theresa’s academic as well as discipline code. Students and parents are bound to the Academic/Activity Policy established by the school. ***This policy states that students who participate in any extra-curricular activities must maintain a passing average in major subject areas and an “S” in all minor subjects, as well as an “S” in all areas of conduct.***

Standardized Testing

Standardized testing is required by the Archdiocese of Newark. The NWEA MapGrowth Tests are used to assess the academic strengths of students in Reading, Language Arts, Math, and Science. It is important that each child be present for the group testing, so that the child may obtain a score which will contribute to a more accurate test interpretation. Standardized test dates are indicated on the monthly calendar, and will be administered in the fall, winter and spring in order to ascertain student’s growth.

Student Council

Students in grades 7 and 8 may run for a student council office if they have received no grade lower than a “B” on their current report card in every major subject, and no mark lower than “S” in all minor subjects and all areas of conduct.

Students in grades 5-8 may run as an executive committee member if they meet the above criteria.

DISCIPLINE CODE

Discipline Philosophy

The Discipline Code serves as a guideline for students and their families. It represents the expectations St. Theresa School has for its students as individuals and as a whole student body. A spirit of Christ-like charity, respect for authority and cooperation are essential elements of the learning environment of St. Theresa School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their

obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students learn responsible behavior and the elements of good citizenship.

In order to help children learn the self-control appropriate to their age, St. Theresa School seeks to establish a safe, calm, respectful, and orderly atmosphere for all students and staff. St. Theresa School has four general rules:

- ☐ Keep hands, feet, and other objects to yourself.
- ☐ Talk respectfully. No answering back, name calling, teasing, cursing or unkind words.
- ☐ Follow directions the first time.
- ☐ Adhere to all school rules.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- Warning Notice
- Punishment assignments
- Loss of privileges
- Detention, in-school suspension, out-of-school suspension, or expulsion

For PK students, accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- Time out
- Loss of privileges
- Parent/Teacher conference
- Behavior chart

If a student's behavior is generally disruptive and uncooperative, it will be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education and safety of the whole class because of the disruptive behavior of one student.

School Building Rules:

For the proper upkeep of St. Theresa School and the safety of the persons in it, the following rules must be enforced:

1. Students are to enter and exit the building quietly, corridor movement should be in silence.
2. Paper and other garbage must be disposed of properly.
3. Running is prohibited in the corridors.
4. Restrooms must be used at the proper time and be kept clean.
5. Lost and found articles are to be brought to the Office.
6. Smoking, alcohol, or drugs are not permitted. Any student using these could be dismissed from the school.

Harassment is any sort of ongoing behavior that is troublesome, including inappropriate internet communication. It can be words, gestures, or actions which tend to bother, alarm, or

verbally abuse another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she:

- makes a telephone call/electronic communication without purpose of legitimate communication
- insults, bullies, taunts or challenges another in a manner likely to promote a disorderly response
- makes repeated communications anonymously or at extremely inappropriate hours, or in offensive coarse language
- subjects another to offensive touching
- engages in any other course of alarming conduct serving no legitimate purpose.

Harassment occurs then, when one person makes repeated verbal, written, physical, or internet contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

Actions that violate the law, threaten or cause harm to another student or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a conference will be scheduled with the Principal, parent, and student. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive home-school efforts to help the student to improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences.

Expulsion is the permanent removal of the student from the school. Ordinarily, expulsion should be employed only when all other means of discipline, including suspension, have been used and proven ineffective. It is a serious consequence of a student's behavior choices and is not invoked lightly. After two formal suspensions, a student is subject to expulsion. However, if in the sole determination of the school, a student's conduct or activity reflects such grave discredit on the school or otherwise presents a definite impediment to the welfare and progress of the school community, the student may be expelled without the school's having taken prior disciplinary measures.

In cases of serious disciplinary matters, parents/guardians may initiate an appeal process. A written request must be made to the Principal within five (5) business days from the date of official communication by the school administrator of the disciplinary decision. Failure to request a hearing within these five (5) business days forfeits the right to a hearing.

Carry Over

The Administration reserves the right to carry over from trimester to trimester any conduct incidents, detentions, and In/Out of School suspensions depending on specific cases.

Detention

Detentions are at the discretion of the Teacher and/or Administration. Students will serve detention in their homeroom. Students will be given a written assignment.

In/Out of School Suspension

In/Out of school suspensions are assigned for repeated Major Offenses or a Severe Offense, as described above, or at the discretion of the administration for severe or repeated offenses. The term of the suspension will be determined by the administration. Failure to meet the terms of the suspension by either the student or the parent may result in suspension or expulsion.

In-School

Students will be given schoolwork for that day and other assignments to be completed at a determined location. Any class work missed will be the responsibility of the student to complete. Tests will be administered to the student during in-school suspension. The student is responsible for meeting all class deadlines independent of suspension. An in-school suspension automatically results in the loss of honor roll status for that trimester.

Out-of-school

Students must make up any work or grading opportunity missed during the time of the suspension. This includes class work, homework, tests, or other assessments due on that day. An out-of-school suspension automatically results in the loss of honor roll status for the trimester.

Documentation

Disciplinary Forms (Warning Notices)

In cases where the teacher feels student behavior warrants, a Warning Notice will be issued. The teacher will complete and sign the form. The form will be sent home to be signed by a parent/guardian and returned to the teacher the following day. If the form is not returned, the student is accountable for the consequences.

In the report card for grades 4-8, each teacher will assign the student's conduct grade based on the grading scale for his/her class.

This conduct grade will be referred to for awarding honors and for sports/activity eligibility.

Honors: A student receiving an "I" or lower in any major or minor subject will not qualify for honors.

Search

St. Theresa School reserves the right to search desks, students, and personal belongings in order to ensure the safety, health, and property of the school, students, and staff.

Smoking, Drugs, Alcohol

Smoking, alcohol, or drugs are not permitted. Any student found using these will be required to leave STS.

HEALTH AND SAFETY

The students' arrival/dismissal procedure is as follows:

School doors open at 7:40 AM and the students who arrive earlier are to register for morning care. These students are to be dropped off by the **main Gym Door** after 7:00AM.

ALL students, PK-8, will use our Morning Drop Off system. Parents are to pull into the back parking lot via the N. 22nd Street entrance and pull forward to a parent volunteer who will open their car door to let the student out. Children should have all their belongings readily available to ensure that they can exit the vehicle safely and quickly. Cars are to exit via N. 23rd Street.

Parents who do not wish to participate in drop-off must park their cars on the side streets and walk their child to the back door (Door F).

Once inside the building, students in grades 1-8 are to report directly to the gym, and students PK and K are to report to their classroom. Older students will be by the doors to assist the younger ones.

It is essential that all students PK3-Grade 8 arrive on time. Students must be seated in the gym (or their classroom for PK/K) by 8:00AM.

To facilitate the smooth dismissal of all students, the following procedures are to be followed:

PK 3 students will be dismissed from the Door I (Cafeteria) at 2:45 PM.

PK 4 students will be dismissed from Door H at 2:45 PM.

K students will be dismissed from Door G at 2:45 PM.

Grades 1 and 2 will be dismissed from Door F at 2:45 PM.

Grades 3-8 will be dismissed from Doors E and F at 2:50 PM.

Parents should pick up multiple children in the order of youngest to oldest; all children must be picked up from their assigned dismissal area.

For everyone's safety, parents are to leave the property as soon as they have their children. Allowing the children to run and play in the parking lot and/or the front of school is very dangerous.

Parents who are not able to pick up their children by 3:00 pm are required to make use of the school's extended care program. Any students who remain in the dismissal areas ten minutes after their dismissal time will automatically be brought to the extended care program and the parents will be charged for this service.

Students in the After School Program will be picked up from the Cafeteria door.

Students are not permitted to re-enter the school building after dismissal for forgotten items, restrooms, etc. If there is a need to do business at the school office parents must use the main entrance.

If it is necessary to pick up a student before dismissal a note from the parent/guardian to the Office and the homeroom teacher is required. Upon the parent/guardian's arrival at the school, the student will be sent for.

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document, as well as inspection reports, are available for examination upon request.

Emergency Closings

Parent/guardians will be notified of emergency (unplanned) closings resulting from inclement weather or other emergency situations through our School Messenger System. They will likewise be notified of delayed openings in the same manner. **It is imperative that the Secretary be notified of any phone/email changes to keep the school communication system accurate.**

Emergency Evacuation Procedures

In the event of an evacuation of the school building, the students and staff will exit according to fire drill procedures. They will walk to St. Theresa Church and wait for directives from the administration.

Emergency Information

All parents must complete the emergency information form at the beginning of the year. These forms will be used if the need arises to contact them. **Should a change of address or telephone number occur during the school year, either at home or at work, parents should notify the school office immediately so that our forms will always be current and this system will be effective.**

Fire/Safety Drills and Emergency Operations Plan

St. Theresa School will have fire/safety drills each month. Students are expected to follow the directions of their teachers and to walk quickly and quietly to their assigned places.

There is a plan of action for emergency operations to provide guidance and safety for the students and staff at St. Theresa School. The students and staff perform emergency drills/school safety drills and review emergency procedures monthly throughout the school year to ensure their safety.

Health Information

Parents are required to give written notification to the school nurse of their child's health problems (allergies, asthma, hearing or sight deficiencies, etc.).

Injury or Illness

If a student becomes ill or is injured during the school day, parents will be notified by phone and asked to pick up the child within a one-hour window of time.

In the event that a parent cannot be reached, the school will call emergency contacts authorized by the parents.

It is imperative that parents update their phone numbers for such emergencies.

CHILDREN MUST NOT BE SENT TO SCHOOL IF THEY ARE ILL OR HAVE NOT BEEN SYMPTOM/FEVER FREE FOR 24 HOURS WITHOUT THE USE OF ANY FEVER REDUCING MEDICATIONS. AFTER 3 CONSECUTIVE ABSENCES DUE TO ILLNESS, A DOCTOR'S NOTE IS REQUIRED UPON RETURNING TO SCHOOL. THIS NOTE MAY BE FOLLOWING AN ACTUAL VISIT OR A TELEHEALTH MEETING.

Medication

St. Theresa School strongly discourages the administration of either prescription, as well as non-prescription medication, in school and on field trips. If it is essential, however, for a student to receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse may administer the medication under the following conditions:
 - a. The medication must be given to the school nurse or the Principal by the parent/guardian with full written instructions for its use.
 - b. The medication must be in the original pharmacy-labeled container.
 - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school and is only effective for the school year for which it is granted; it must be updated annually for each subsequent school year.
 - d. Any child needing medication must be accompanied by a parent on a field trip.

Medications must be brought to school by a parent, guardian or other responsible adult. **CHILDREN ARE NOT ALLOWED TO CARRY MEDICATIONS TO AND FROM SCHOOL** unless they have written permission from a physician authorizing them to carry self-administered medication such as an EpiPen or inhaler for a life-threatening condition. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication" in School" form. The parent or guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. This form is available from the School Nurse.

Administration of the Epi-Pen by the School

As permitted by New Jersey law, the school shall follow the orders of a physician or authorized medical professional for emergency administration of epinephrine via a pre-filled auto-injector (e.g., EpiPen) for anaphylaxis.

Written authorization for administration of the epinephrine via a pre-filled auto-injector must be received from the parent or guardian of the student, along with the required orders from a physician or authorized medical professional. The parents/guardians of the student shall be notified that upon administration of the epinephrine via a pre-filled auto-injector in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epinephrine via a pre-filled auto-injector to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law and must sign a statement acknowledging their acceptance and understanding.

The school nurse shall have primary responsibility for administration of the epinephrine via a pre-filled auto-injector. In the absence of the school nurse, another school employee designated and trained in administration of the epinephrine via a pre-filled auto-injector by the school nurse pursuant to New Jersey law may administer the epinephrine via a pre-filled auto-injector.

Nebulizer Treatments

If your child requires a nebulizer treatment during the school day, a written authorization from a doctor/medical professional is required along with an accompanying note from the parent. It is preferred that you schedule your child's treatments either before or after school. Parents will be permitted to administer nebulizer treatments to their own child during the school day.

Covid-19

Although it seems that the Covid-19 Pandemic has subsided, St. Theresa School will follow directives of the Archdiocese of Newark, the State of New Jersey, and the CDC. The administration reserves the right to make any changes to this Handbook as the situation and guidance deem necessary.

Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 (the Act) requires school district to implement an Integrated Pest Management IPM Plan. In accordance with the requirements of the Act, the implementation of the IPM procedures will control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the district.

Restrooms

Restrooms are never to be used as places for playing, conversing, or loitering. Students are given ample opportunity for restroom use. If a child must use the restroom more frequently, a note from the doctor is required. Restrooms must be left neat and orderly at all times to ensure the health and safety of all. Students who deface property must repair the offense in a suitable way.

Students in Pre-K will be brought to the restroom as a group and will be supervised by the teachers. If a student needs to use the restroom more frequently, he/she may do so. Teachers are not allowed to help the children with wiping needs in the bathroom.

If a student wets his/her uniform, the school nurse and teacher's aide will supervise the child as he/she removes the wet uniform and underwear and changes.

If your child wets or soils their clothing during the school day, the Pre-K staff member and/or school nurse will assist your child by providing baby wipes to clean themselves with and help them change into clean clothes, if needed. If your child cannot do this or requires a more extensive cleaning, a parent or their designee will be contacted to either come change the child or pick him/her up. It is a requirement of St. Theresa School that PreK 3 & 4 children be fully potty-trained in order to be part of its program.

Student Accident Insurance

The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents of students in the Archdiocesan schools against financial loss. If a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for required medical treatment which are more than benefits payable under other insurance covering the student.

Supervision

St. Theresa School's responsibility for the supervision of students begins at 7:40 AM and ends at 3:00 PM. Children who are not picked up by 3:00 PM will be brought to aftercare and their parents will be charged the aftercare fee. For children properly enrolled in the school's extended care program, the school's responsibility for supervision may begin as early as 7:00 AM and end as late as 5:30 PM.

Suspected Child Abuse and/or Neglect

New Jersey Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Child Protection and Permanency (DCCP).

Visitors

All visitors, including short term workers, will enter the building by using the front office door and will report to the school office.

Visitors will remain on the premises with the knowledge and consent of the secretary and must sign a visitor log. They must visibly wear a Visitor Pass during their time at STS.

Permission from the Principal is needed for visitors to visit classrooms during the school day.

DRESS CODE

All uniforms must be worn in a neat, clean, and orderly fashion.
The dress code is as follows:

Boys & Girls: PK3

- The following items **MUST** be purchased at **MR. G's EMBROIDERY**:
- Royal blue shorts and t-shirt with STS insignia
- Royal blue sweatpants and sweatshirt with STS insignia for cold weather
- Shoes: (may be purchased where parent chooses)
- **ALL WHITE, BLUE, BLACK, OR GREY** Velcro sneakers
 - No "heely" type sneakers
 - No light up sneakers
 - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
 - Must be over the ankle
 - Must be devoid of logos or decoration

Boys: PK4 - Gr.8:

- Navy blue trousers (may be purchased elsewhere but **MUST** resemble **Mr. G's** pants)
- Brown, black or navy-blue belt
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue fleece with school name printed
- Navy blue vest with school emblem
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Navy or white ankle socks
- Shoes: (Grades PK-3 – may be purchased at **Best Foot Forward Shoes**)
 - Black, rubber soled Velcro or slip-on shoe
 - No sneakers are allowed.
- Shoes: (Grades 4-8 – may be purchased at **Best Foot Forward Shoes**)
 - Black, rubber soled, Velcro, slip on, or laces shoes.
- No sneakers are allowed.

Girls: PK4 -Gr.4:

- Plaid jumper
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue fleece with school name printed on it
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Navy blue knee socks or tights during the year
- Shoes: (may be purchased at **Best Foot Forward Shoes**)
- Navy blue or black Mary Jane or loafer
- *NO SNEAKERS WEDGES, HEELS, OR "BALLERINA" STYLE SHOES ARE ALLOWED.*

Option: navy blue pants instead of plaid jumper

Pants may be purchased elsewhere but **MUST** resemble **Mr. G's** pants.

Girls: Gr.5- Gr.8:

- Plaid skirt or skort (must be no shorter than 2" above the knee)
- Light blue knit shirt (long or short sleeve) with school emblem
- Navy blue sweater with school emblem
- Navy blue vest with school emblem
- *NAVY BLUE FLEECE WITH SCHOOL NAME PRINTED on it may be worn from October 15-April 15.*
- Shoes: (may be purchased at **Best Foot Forward Shoes**)
- Navy blue or black Mary Jane shoes
- Flat, rubber soled, black, "penny loafer,"
- Navy blue knee socks or navy-blue leotards may be purchased where parent chooses.
- *NO SNEAKERS, HEELS OR WEDGES, OR "BALLERINA" STYLE SHOE ARE ALLOWED. LOAFERS MUST COVER MOST OF THE TOP AREA OF THE FOOT.*

Option: navy blue pants instead of plaid skirt or skort

(Pants may be purchased elsewhere but **MUST** resemble **Mr. G's** pants).

Girls may wear school gym sweatpants under their uniforms to and from school and during recess in the winter. However, the gym sweatpants must be removed during the school day.

Summer Uniform (must be purchased at Mr. G's Uniform Company)
This may be worn from April 15 until October 15.

Boys and Girls:

- Navy blue shorts
- Light blue short-sleeved knit shirt with school emblem
- Shoes: *ALL WHITE SNEAKERS, BLUE, BLACK or GREY SNEAKERS*

WHITE ANKLE SOCKS (MUST BE OVER THE ANKLE AND DEVOID OF LOGOS OR DECORATIONS). THESE MAY BE PURCHASED WHERE PARENT CHOOSES.

Gym Uniform (must be purchased at **Mr. G's** Uniform Company)

NO "HEELY" TYPE OR LIGHT UP SNEAKERS, PLATFORM OR BACKLESS SNEAKERS MAY BE WORN IN SCHOOL AT ANY TIME.

STUDENTS MAY COME TO SCHOOL IN THEIR GYM UNIFORMS ON GYM DAY.
NO STS SPORT UNIFORM SHORTS OR SHIRTS MAY BE USED FOR GYM;
ONLY THE GYM UNIFORM.

THE STS EMBLEM MUST BE ON JUMPERS, SHIRTS, VESTS AND SWEATERS.
ONLY STS STALLION HOODIES MAY BE WORN WITH THE UNIFORM DURING
THE SCHOOL DAY WITHIN THE BUILDING.

Uniforms are purchased online, by phone or at:

MR. G's EMBROIDERY

713 Kearny Ave. – Kearny, NJ 07032 201-991-0030

(Rear entry on Magnolia Avenue; delivery to STS is available)

www.myschooluniformstore.com

Password: mysts

General Appearance... *any styles/trends/accessories which may be distracting to other students will not be permitted.*

- Uniform shirts are to be tucked in.
- Students are expected to be well groomed at all times.
- Boys' hair should not exceed collar length in the back. Hair must be cut around the ear on the sides and must be appropriate in width.
- Girls' hair should be neatly combed and out of the face
- Extreme hairstyles, including dyed hair, or carved designs/words/numbers/symbols, are not permitted for boys or girls. Mohawk haircuts or similar extreme hairstyles are not allowed.
- *GIRLS WITH PIERCED EARS MAY WEAR SMALL EARRINGS. ONLY ONE EARRING PER EAR IS PERMITTED. NO CARTILAGE PIERCING. ONLY POST EARRINGS ARE PERMITTED.*
- For safety reasons, no hanging jewelry, ie., necklaces and earrings are to be worn.
- Boys are not permitted to wear earrings to school.
- No make-up, nail polish, or nail enhancements are permitted.
- The use of a wristwatch and one small ring per hand is permitted. Smartwatches, Fitbits or Bracelets are not permitted.
- The school is not responsible for any valuable jewelry worn to school.
- Simple white, navy, brown, black, or STS hair bands or scrunchies are permitted. No bandanas or head coverings are allowed.
- Girls in grades 5-8 may use a purse for storage purposes. The purses are to be small, i.e., no larger than one half a sheet of paper.

TAG DAYS clothing must be modest and appropriate for a Catholic School educational setting. One of the purposes of a "tag day" is to help the children learn how to dress appropriately in a given situation. Therefore:

- No sleeveless tops
- No backless shoes
- No flip flops
- No holes in jeans
- No midriffs
- No low-cut shirts
- No short shorts or skirts
- Leggings are only allowed if worn with a skirt or dress.

**** Parents/guardians of any student arriving at school dressed inappropriately will be asked to bring the student appropriate clothing or their school uniform. If the parent/guardian is unable to comply or is unable to be contacted, the student will be given a clean (but lightly-used) school-supplied PE Uniform to wear.*

Incomplete uniform

Students will receive a warning notice for any uniform infraction. Repeated offenses will result in a detention.

SCHOOL RELATED MATTERS

Backpacks

Rolling backpacks are allowed but they are not encouraged for younger grades.

Books

Students should be taught to have the proper respect for property. They must take care of all books. Hardcover books should be treated with particular care since they are loaned to different students over a period of years.

Students are responsible to replace books which they damage or lose. This includes library books.

Students will be responsible for overdue library books and/or damaged, lost textbooks, workbooks, library books, and such.

All books should be carried to and from school in a backpack.

Chromebooks

Students (and parents) are responsible for the use and care of their Chromebooks, as outlined in the STS Technology Agreement.

Care of School Property

St. Theresa School expects the students to use and take care of school property properly. Therefore, all students should share in the responsibility by:

- Keeping textbooks properly covered per teachers' direction in class.
- Never marking or defacing textbooks, desks, walls, or other school property.
- Realizing that they and their parents are responsible for replacing lost or damaged school property.
- Handling school equipment carefully.

Electronic Devices

No student is permitted to use a cell phone/Smartwatch or other electronic communication device during school hours. If cell phones and other electronic communication devices are brought to school, they must be turned off and kept in the backpack during the school day.

Electronic devices for educational purposes may be allowed at the discretion of the teacher.

The school is not responsible for the loss or damage of any students' personal property.

Failure to comply with these rules will result in the confiscation of the devices until a parent/guardian comes to school to retrieve it.

Field Trips

Field Trips must be of an educational nature and may be taken during the school year. Exceptions will be made for an additional field trip when particularly enriching opportunities arise. Participation is a privilege and may be denied a child whose behavior has been questionable. Under special circumstances parents may be required to accompany their child on a field trip. All students are required to submit a signed permission slip provided by the office before they can participate. Only this form will be accepted. No parental approval by phone will be accepted.

Students not participating on the field trip should not come to school and will be marked as absent. All fees and permission slips must be collected before the day of the field trip. **All fees will be paid online on the school website (www.mvsts.org).**

Chaperones may not bring babies or any other children with them on the field trip since they are responsible to supervise St. Theresa School students.

Chaperones are required to have completed “Protecting God’s Children”, have undergone a “Sterling Background Check” and completed the entire STS Volunteer Packet, as per Archdiocesan regulations..

CHILDREN WILL NOT BE PERMITTED TO PARTICIPATE IN THE END OF THE YEAR TRIP IF ALL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE NOT BEEN MET. THIS INCLUDES BUT IS NOT LIMITED TO:

- ***TUITION***
- ***HOME SCHOOL OBLIGATIONS***
- ***CANDY SALE***
- ***OTHER FUNDRAISERS***
- ***VOLUNTEER HOURS***

Home and School Association

All parents, by reason of enrollment of their children in St. Theresa School, belong to the Home-School Association. They are strongly encouraged to attend meetings each year and to participate in all activities. They must abide by the conditions they agreed to when signing the Home-School contract upon registration.

Library/Media Center

The Library/Media Center plays an important part in the education of the student. Students should also be encouraged to take advantage of the services provided by the Libraries of the Union County Consortium. Teachers should encourage students to obtain a library card from their local library so that they may access their public library and access the materials and services of it.

With that said, it is important that parents monitor all materials withdrawn by students from their local Library in terms of age and material-appropriateness.

Lost and Found

In order to facilitate the return of lost articles, we ask that all belongings be labeled clearly and permanently. The school is not responsible for lost articles. Lost items will be brought to the office. Items unclaimed after a reasonable amount of time will be turned over to a local charity.

Lunch

Parents should either provide their students with a lunch brought from home to school daily or participate in our school lunch program. (Respecting privacy laws, parents should be made aware of any severe allergies (e.g., peanuts) that children in the child's class may have.

Grades K-8 will enjoy their lunch in the Cafeteria, supervised by alternate personnel; Grades PK-3 & PK-4 will enjoy their lunches in their classrooms since this is a more developmentally appropriate setting for the young child. An alternate table will be provided for students with severe allergies.

Missions

Every Tuesday is Mission Day at St. Theresa School. Children are asked to make a sacrifice each week and bring in a monetary offering on Tuesdays for the missions. During the year there are different mission activities which make our students aware of the needs of the poor and destitute of the world.

Monies

Other than Mission Money, St. Theresa School will act as a "cashless" school. All fees, payments, etc. will be made on-line at the school website (www.mysts.org).

Movies

All movies shown must be connected to the curriculum. Movies with a "G" rating may be shown to all students. Movies with a "PG" rating may only be shown to students in grades 3-8 with previous parental notification.

Naptime

Pre-K students nap each afternoon for approximately an hour. The school provides a rest mat with a built-in pillow. Parents have the option of sending in a small blanket. The teachers understand that not every child will fall asleep. If a child doesn't sleep, he/she is expected to rest quietly without disturbing others. The teachers show G-rated movies and/or play restful music to help the children settle down. All naptime materials will be sent home weekly for laundering.

Parent Involvement

Parent involvement is encouraged at St. Theresa School. Any parent who wishes to volunteer must be approved by the Principal and must comply with Archdiocesan regulations, completing the Volunteer application, which includes proof of a Sterling Background Check and attendance at a “Protecting God’s Children” Workshop, as well as an acknowledgement of the STS Volunteer Handbook.

Class Parents

Parents who wish to serve as Class Parents must contact the School Office to submit their names, and be willing to attend monthly meetings of the Home-School Association, serving as a liaison between the HSA and the other parents in the class. Class Parents are required to comply with Archdiocesan regulations for volunteers, as above.

Parties and Invitations

No invitations to individual parties are to be given to a select group in the classroom. Invitations may be given out in the school building only if all boys and/or girls in the class are invited.

Penmanship

Students in grades 4-8 are required to write in cursive handwriting. All work, except math, will be done in blue or black pen.

Religious Formation

The love of God that is learned in the family is the foundation on which education can be built. Religion is not just a subject to be taught, but a way of life to be lived. It is a life of friendship with God and lived in Christ. As Church, we are called to form a community of love, faith, and hope with Christ as our Head. It is essential that students live the Faith they are learning in and out of school. Positive parental attitudes, example, and encouragement are necessary if the efforts of the school are to bear fruit. Family participation at Sunday Mass and worship on a regular basis is essential for the growth and faith life of the children.

Spiritual/Liturgical Activities

The spiritual growth of every child is the primary concern of the education imparted at St. Theresa School. Therefore, the student body will gather frequently for the celebration of the Eucharist throughout the school year.

Other spiritual opportunities are made available through frequent Confessions, liturgical/non-liturgical celebrations of major Church feasts, preparation for the Sacraments, and charitable service projects and initiatives.

**St. Theresa School
Kenilworth, NJ**

**Acknowledgement and Receipt of Parent/Student Handbook
2023-2024**

I acknowledge receipt of the Parent/Student Handbook containing the policies, rules, and regulations for St. Theresa School for the 2023-2024 school year. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and respect that the Administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of the students. I understand my responsibility to support the school in the policies it has established and to see that my child adheres to the rule and regulations set forth in the Handbook.

ADDENDUM – PLEASE READ CAREFULLY AND INITIAL

St. Theresa School reserves the right to suspend educational services if financial obligations to the school are not met. This includes, but is not limited to tuition, re-registration, Home-School Association obligations, Before School/After School Care.

Please initial here: _____

Name of Child(ren)

Signature of Parent(s)/Guardian(s)

Date _____