



---

# SAINT THERESA ELEMENTARY & MIDDLE SCHOOL

---

**Experience the Saints Difference!**

## HANDBOOK FOR PARENTS AND STUDENTS

"I feel that my mission is soon to begin; my mission is to make others love God as I love him... to teach souls my little way."

... St. Theresa ...

*Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.*

**YOUR VITAL ROLE, AGREEMENT TO HANDBOOK POLICIES:** *This Handbook includes a form for parents/guardians to sign with their registration online. All signed forms will be kept on file in the office. Your signature is a crucial step that acknowledges and agrees to Saint Theresa School's policies and procedures.*

*Rooted in God's Love*

# Table of Contents

<b>Introduction</b>	5 - 7
Portrait of the School	
Mission Statement	
Belief Statements	
Student Promise	
Philosophy	
Parents as Educators	
How Much to Expect from Your Child	
Parent Code of Christian Conduct	
<b>Admissions</b>	7 - 8
Admissions Criteria	
<b>Academics / School Information</b>	8 - 16
Curriculum	
- Preschool	
- Kindergarten	
Faculty	
Grade Reporting/Grade Reports	
Homework	
Make-Up Work	
Make-Up Assessments	
Weather Emergencies	
Snow Days/School Closures & Homework	
Virtual Learning Day	
Care of Books	
Student Support	
Instructional Support Program	
Middle School – Pre-Algebra, Algebra 1, ELA	
Enrichment	
Auxiliary Services	
Sacrament Preparation	
Religious Activities	
Library	
Field Trips	
Promotion/Retention	
Arrival	
Absences / Attendance / Appointments	
Tardiness	
Truancy	
Family Trips	
Dismissal	
Car Riders	
Walkers and Bike Riders	
<b>Cancellations and Closings</b>	
Fire and Safety Drills	21

<b>Communication</b>	21
Student/Parent/Teacher Communication	
Parent-Teacher Conferences	
Telephone	
<b>Discipline / Student Conduct</b>	22 - 42
Discipline Code	
Student Expectations	
Locker Policy – Middle School Students	
Dress Code	
Harassment and Bullying	
Anti-Hazing Policy	
Cell Phone/Electronic Devices Policy	
Gum	
Cafeteria	
Recess	
Weapons, Alcohol, Tobacco, and Drugs	
Weapons Policy	
Leaving School Property	
Lost and Found	
Transfer of School Discipline Records	
Suspension	
Academic In-School Suspension	
Expulsion	
Unauthorized Articles	
Valuables	
<b>Extra-Curricular Activities</b>	42
<b>Finances</b>	42- 43
Tuition	
Cafeteria Account	
<b>Parents/Volunteers</b>	43 - 45
Volunteers	
Visitors	
Classroom Parties	
Classroom Visitation	
Non-Custodial Parent	
Change of Address/Phone Number	

<b>Services/Organizations</b>	46
After School Programs	
Inspiration Station	
St. Theresa School Board of Education	
Parent Teacher Organization	
<b>Student Health</b>	46 - 47
Health Services	
Medication	
Illness, Injury, or Emergency	
Insurance	
<b>Technology and the Internet</b>	47
Technology	
Computer Guidelines	
<b>Transportation</b>	49 - 50
Bus Riders	
Student Bus Misconduct	
<b>Release Clause</b>	51
<b>List of Appendices</b>	52-57
Appendix A. Catholic School Parents Memorandum of Understanding	
Appendix B. Diocesan Policy - Gender Identity Questions - Students 5112.6	
Appendix C. E-reader Acceptable Use Policy	
Appendix D. Safe Schools Act of 1997	
Appendix E. Child Abuse Policy	
Appendix F. AIDS/HIV Policy	
Appendix G. Acceptable Use Policy	

**Agreement Form**

## **INTRODUCTION:**

### **PORTRAIT OF THE SCHOOL**

St. Theresa School is in the charming, small town of New Cumberland, Pennsylvania. Although it is surrounded by many small towns and rural areas, it is only a few miles from our state capital, Harrisburg, and is not far from other areas of historical and educational interest. Our student enrollment is about three hundred fifty students, ranging from preschool to eighth grade.

St. Theresa School was established in 1948 and has grown steadily over the years. When the school was founded, it was staffed by the Sisters of Mercy, and for fifty-four years there was a Sisters of Mercy presence at Saint Theresa School. In March of 1998, Monsignor Robert Lawrence broke ground to build an addition to our school because of our growing enrollment.

### **MISSION STATEMENT**

**Saint Theresa School empowers students to deepen their relationship with Jesus Christ and strive for excellence in education, preparing them to become 21st-century leaders.**

### **BELIEF STATEMENTS**

We believe....

- ...that we are to instruct the students on the teachings and traditions of the Catholic faith. We strive to instill within each student a strong foundation of moral and ethical ideals by empowering them to take an active role in the Catholic Church's mission to serve through involvement in school, parish, and community activities.
- ...that we are to foster academic excellence and encourage life-long scholarship in our students by integrating diverse curricula with meaningful classroom experiences. We utilize modern technology and pedagogical practices to provide an exceptional education for each student.
- ...that we are to promote the formation of personal values such as self-motivation and discipline, respect for self and others from all cultural backgrounds, and responsibility for one's actions. Within our students, we develop the values and skills necessary to navigate the ever-changing world.

### **Saint Theresa Student Promise**

Here at St. Theresa Catholic School...

1. I am a unique individual created and loved by God.
2. I value myself and others as God has taught us.
3. I will grow spiritually, academically, and socially.
4. I will treat all others as I want to be treated, regardless of their culture, beliefs, appearance, or abilities.
5. I will show respect by serving God and others.
6. I will follow the example of St. Theresa and her — "little ways."

## **PHILOSOPHY**

The dedicated laypeople staff at Saint Theresa School is led by our principal, Dr. Patricia Woods. They believe that education must involve the total efforts of family, school, and community if it is to affect the highest good in the growth and development of each child.

We are conscious of our responsibility to recognize each child's distinct and unique individuality. As Christian educators, we take a Christ-centered approach to the spiritual, emotional, physical, mental, and social development of each student, striving to provide continuous and sequential learning experiences. We accept the responsibility of instilling in the youth entrusted to us the attitudes and ideals that Christ exemplified and which we, as children of God and members of the Christian family, seek to emulate.

## **PARENTS AS EDUCATORS**

St. Theresa School is an extension of the education that begins on the day a child is born. Long before the age of three, four, or five, parents instilled many habits and attitudes in their children. When children begin their formal education upon entering school, this formality is merely a continuation of their learning, in a more structured, academic atmosphere. As the primary educator of your child, your assistance and support are crucial in the academic and religious education of your children.

Positive parental attitude toward Saint Theresa School and its faculty is most important since this is reflected in the attitude of the child. We all know the importance of consistency and unity when raising children. We are partners in educating our students. To achieve the most successful partnership, we ask that parents maintain this consistency between home and school. When complaints or criticisms are offered against the faculty or the school in front of your child, they are often adopted by your student. This is not a desirable or productive outcome, and we know that we can rely on you to contact the school with any concerns you may have so that we will be able to address them.

## **HOW MUCH TO EXPECT FROM YOUR CHILD**

Every child achieves more when they receive encouragement and praise. You should expect your child to always do his/her best work but take care that your expectations do not exceed your child's developmental capabilities.

## **Parent Code of Christian Conduct**

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents, guardians, teachers, administrators, family, and friends—is expected to behave in accordance with these principles.

*It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles, or procedures set forth in our school's handbooks.*

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the school's Christian principles. These principles include, but are not limited to, the policies, principles, or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility, and excellence. As a partnership, we all need to understand the importance of a good working relationship.

Differences can usually be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy, then, is to provide a reminder to all members of the community of the expected conduct so that we may continue to thrive, progress, and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

To support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/ or threatening electronic, written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

### **Admissions:**

Saint Theresa School does not discriminate based on race, sex, creed, color, or national origin. It also does not discriminate based on disability if, with reasonable accommodations, the student can meet the school's academic and behavioral requirements.

\*Please refer to Catholic School Parent's Memorandum of Understanding (Appendix A)

## Admissions Criteria

The cut-off date for admittance is October 1. A child must be 3, 4, or 5 by that date to be enrolled in Preschool 3, Preschool 4, or the kindergarten program. All preschool and kindergarten students must be potty trained prior to the start of the school year. No pull-ups or training pants are permitted.

Students in grades 6th, 7th, and 8th will need to take Math and English Language Arts placement tests to be placed in academic programs.

Students who have just moved into the area or who are transferring from a Catholic School and intend to enroll at Trinity for high school are given priority admission into the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades.

**Once a child is accepted**, consideration for continued admissions may be determined by the following:

- 1) Willful, delinquent tuition.
- 2) Lack of cooperation on the part of both parent and student.
- 3) Record of unacceptable student behavior during the school year.

## Academics:

### CURRICULUM

Students are instructed in the following curriculum areas: Religion, English Language Arts, Math, Science, Social Studies, Art, Music, Physical Education, Computer Technology, and STEM. The curriculum guidelines from the Diocese of Harrisburg, <https://www.hbgdiocese.org/catholic-schools/diocesan-elementary-curriculum/> are used as the basis for instruction. Textbooks are updated periodically.

### PRESCHOOL

St. Theresa School includes a 3 and 4-year-old preschool. 3-year-olds attend on Tuesday and Thursday mornings from 8:15 AM until 10:45 AM, September to December, and then 8:15 to 11:15 from January to May. 4-year-olds attend on Monday, Wednesday, and Friday morning or afternoon from 8:15 AM until 11:15 or from 12:00 PM until 3 PM. The program is developmentally appropriate for the age. Our preschool program has been accredited by the Middle States Association, the National Association for the Education of Young Children, and the Catholic Diocese of Harrisburg.

### KINDERGARTEN

Saint Theresa School offers full-day Kindergarten. **To be eligible for kindergarten, a child must be 5 years old by October 1, with no exceptions.** Birth and baptismal certificates, Social Security cards, and proof of immunizations must be provided at the time of registration in the spring.

Perspective students will be screened prior to enrollment. The purpose of a kindergarten screening is to ensure a child is developmentally ready to start kindergarten and to determine whether any additional classroom support may be needed. Kindergarten screenings are also a great way to familiarize your child with the new school and provide the school an opportunity to meet your child.

### FACULTY

Saint Theresa School is staffed by qualified lay teachers. All teachers must have Pennsylvania teacher certification or completing their student teaching under the supervision of a mentor teacher and have acquired a Diocesan religious certification to teach religion.



## **GRADE REPORTING**

Progress reports will be available at the midpoint of each marking period. Report Cards are distributed on a trimester schedule. Report cards allow parents to review and evaluate their children's efforts and achievements, aiding them in their efforts to help, encourage, and assist their children with their academic development.

### **Grade Reports:**

In accordance with diocesan guidelines for kindergarten and primary grades, 1<sup>st</sup> – 3<sup>rd</sup>, the marking code for all areas will be as follows:

**P** is for skill growth that is proficient, which indicates that a student can accomplish skills with the support of the teacher and classroom setting. Application of newly learned material is achieved within a standard measure of time. Students easily work with new skills in a group setting but are not yet independent.

**I** is for skill growth that is still In progress, which indicates that a student is at the level where he/she needs repeated practice over an extended period of time to acquire new skills. The student is unable to apply new skills independently or within group work and often requires individual teacher support.

**E** is for students who exhibit skill growth that exceeds expectations. This indicates that a student learns independently and can accomplish newly acquired skills without the teacher's support. The student can easily and independently apply knowledge to new material and beyond.

For the intermediate grades (grades 4-8) the marking code for Christian Values and Work Habits will be **P** is showing proficiency, **I** is showing an area that is in progress, and **E** is exceeding expectations.

The marking code for all other subject areas, grades 4th- 8th, will be A, B, C, D, and F. The following grade scale will be used:

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

Report cards will be distributed three times during the school year. Each trimester will consist of approximately 12 weeks of instruction. Parents and students (grades 1-8) may check grades and the academic process at any time through our Learning Management System, REDIKER.

## Honor Roll

The Honor Roll System is designed to celebrate and recognize those students in grades 5-8 who achieve academic excellence and adhere to our Christian Values for any or all three marking periods/trimester.

There are two levels of achievement for the Honor Roll:

- Distinguished Honor Roll: All —A's
- Honor Roll: Any combination of —A's and/or —B's

The core subjects, as they appear on the report card, that stand alone for a letter grade are Religion, Language Arts, Math, Science, and Social Studies/History. Also, Christian Values, translated into an E, P, and I (either an E or a P would be equivalent to an A. An I would be a C or below), carry weight equal to the core subjects.

Please see below for the specials' content areas as they pertain to grade levels 5 through 8.

Grades 4 - 8
The specials are Art, Music, Physical Education, STEM and Computer Technology.
Each of these classes will be weighted 20% and averaged together for one grade equal to the weight of a grade from the core subjects.

## HOMEWORK and STUDY HABITS

Homework is important for reinforcing skills, developing good study habits, and developing a sense of responsibility. It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the student to work regularly each day and by seeing that assignments are completed on time and to the student's ability.

Students at all levels are required to do homework. Written assignments must be neat, legible, and complete, and books and notebooks should be free of scribbling inside and out. As with all aspects of learning, acquiring good study habits and homework skills is a sequential process.

The amount of homework is left to the discretion of the teacher.

Guidelines are:

- Grades 1 & 2- 20 minutes per day.**
- Grades 3 & 4- 30-40 minutes per day**
- Grades 5 & 6- 50-60 minutes per day**
- Grades 7 & 8- 60-90 minutes per day**

The individual classroom teachers establish homework policies for their grades/subject area. All homework assignments, tests, and projects will be posted on individual teacher websites and/or Google Classroom and Google Calendar. Each classroom teacher writes the homework in a specified classroom area each day and teachers will provide homework assignments and dates for upcoming tests/projects on teacher websites and/or Google Classroom and Google Calendar. Each student is responsible for reviewing assignments listed in Google Classroom and Google Calendar daily. Persistent neglect of homework assignments will be reflected in a student's grade.

Assignments include material to be studied and written. Homework should be viewed as an opportunity to enrich and strengthen class work. Homework is assigned daily and may be assigned over the weekend. Long-range assignments may be due on a Monday.

Some homework hints:

- Provide your child with a quiet place to study.
- Insist on regular homework time each day, free from distraction.
- Make sure assignments are clearly written.
- Check your child's homework for accuracy and completion. Never do your child's homework for them. Act as a resource person.
- Check your child's homework and orally quiz him/her on the work that has been assigned.
- Remind your child it is important to review and study for tests in advance
- Encourage your child to do their best regarding accuracy, neatness, and arrangement.
- Encourage your child to read books at home and collect materials to help in school.
- Communicate to the classroom teacher if your child struggles with a particular piece of homework.
- Check with the teacher when assignments are not clear.
- Work on "chunking" work for long-term assignments/projects.

**Please check Google Classroom or Google Calendar for your child's homework assignments.**

It is unnecessary to call the school for homework for a student absent for a day or two. Homework assignments may be found using Google Classroom or Google Calendar. Please request homework assignments for your student with an extended absence when you report their absence to the office. Homework for absent students must be picked up at the office before 4:00.

### **MAKE-UP WORK**

It is the student's responsibility to make up missed work from absences or activities such as instrumental lessons or serving Mass. Students are to check with the teachers and complete the required assignments.

**Students are allowed one day for every one day absent to make up assignments from an absence. For an absence of more than three (3) consecutive days, arrangements may be made for an extension. It is the student's responsibility to meet with every teacher, including any specialist teacher, to discuss the work they missed on the day of their return to school.**

### **MAKE-UP ASSESSMENTS**

It is the student's responsibility to coordinate days and times with any teacher to make up assessments resulting from an absence. **If a teacher announces an assessment due date (quiz, project, test) and the student is absent the day of the assessment and returns the next day, the student is expected to take the assessment on the day of return.** Options for making up assessments will be before school, during recess/lunch, and/or after school.

### **WEATHER EMERGENCIES**

In case of inclement weather, announcements will be made on the local radio and television stations. If school is to be closed or the hours of operation changed. In general, St. Theresa School will follow the announcement made for the West Shore School District. Specific instructions for St. Theresa School will be a separate announcement.

## **SNOW DAYS/SCHOOL CLOSURES & HOMEWORK**

Should school be closed due to snow or for any other reason, homework, projects, tests, etc., assigned the day(s) prior are due the day we return to school.

If teachers anticipate a closure, they may assign additional homework. It is the student's responsibility to know what work is needed and have the necessary materials. The additional homework should not be work from content that has not yet been taught. On a day of closure, teachers will utilize Google Classroom, Google Calendar, and/or website postings to post assignments in a timely manner (i.e., by 9 AM the morning of the closure).

## **Virtual Learning Days and Flexible Instructional Days (FIDs)**

Virtual Learning Days are scheduled days or may be used for inclement weather days or when school cannot be held in person. Students will meet virtually for instruction through Google Meet. Attendance will be tracked. Students must have a virtual check-in with all scheduled content teachers. Google Meet schedules will be planned and communicated through Google Classroom, Google Calendar, and teacher websites.

Flexible Instructional Days (FID) are an option for emergencies.

If we can anticipate a day out due to weather, you will be informed ahead of time that we are using a Virtual Learning Day. Each day is considered an instructional school day and will count as a full school day. Each teacher will provide you with their specific classroom method for implementation as needed.

### **Why are we implementing Virtual Learning Days?**

We are doing so because we believe that continuity of instruction is important. By adding make-up days to other points in our calendar, we sometimes make up a day but lose momentum in learning. Virtual Learning Days allow us to continue learning and provide a chance to do so in creative and engaging ways that can involve parents more fully in the learning process.

## **CARE OF BOOKS**

Textbooks are procured at great expense.

Students are responsible for the proper care of books. **Textbooks must always be covered.** Writing in or marking hardback books is not permitted. If a book is lost or damaged, parents must assume the cost. The final report card will not be issued until payment is received.

Students are responsible for their own belongings and all those issued to them by the school. For CHROMEBOOKS, students and parents will receive a separate Acceptable Use Policy (AUP) to review and sign. Students/parents are responsible for replacing the Chromebook if it is lost, stolen, or damaged.

## **STUDENT SUPPORT**

The Student Support Team (SST) is composed of the Principal, Assistant Principal, Instructional Learning Support teacher, IU Personnel, and the classroom teacher. This group meets as needed to discuss any student whose name has been submitted by the classroom teacher. The teacher is recommended on how a program may be altered to meet the student's needs.

## **INSTRUCTIONAL SUPPORT PROGRAM**

Because we at Saint Theresa School recognize that each child is unique with individual learning needs, we have an instructional Learning support program with a full-time Instructional Learning support teacher. In determining whether we can meet the needs of students, it is necessary to review all academic records, including psychological reports, so that we effectively balance the needs of the students with the resources we have available. If your student requires Instructional Learning Support the following guidelines will be observed:

1. Parents are to provide the school with all relevant data on their child, including complete transcripts, psychological evaluation, existing learning plans, discipline and attendance records, and other evaluative materials at the time of registration.
2. If a student has not been previously identified as needing Instructional Learning support, a request for an evaluation must be made by the parent to the student's home school or the local Intermediate Unit (IU#15).
3. Based on the student's identified need, reasonable and appropriate accommodation(s) may be made for the student.
4. All students requiring instructional learning support are to be reviewed periodically to determine whether the school continues to offer the necessary support.
5. Students with exceptional social, emotional, or academic needs must be evaluated by the student's home school or the local Intermediate Unit (IU#15) to determine if that child can be served appropriately by St. Theresa School within our existing programs.
6. **Students who require more intensive assistance may need to be served in other educational settings where the necessary resources are available.**
7. **Students who have been accepted at St. Theresa School and later exhibit indications of needing more intensive instructional learning support may be asked to seek other educational opportunities where their academic, social, or behavioral needs may be better met.**

## **Middle School (Pre–Algebra, Algebra1, ELA)**

Admission to these specific classes in middle schools through a set benchmark score determined by standardized test scores, placement tests, teacher recommendation, and grades from their previous classes. Students must meet the benchmark score required and maintain an A or B average to remain in these classes. Changes to class assignments may be made anytime during the school year when a student does not continue to meet the class requirements.

## **Students in Enrichment**

STS is dedicated to all its learners and in efforts to meet all students' needs, STS has implemented an enrichment program. In developing this program, we are creating criteria to measure students' overall developmental and cognitive abilities to identify those students whose academic skills are well above grade level. From this, students would be enriched beyond the basic standards of the classroom, and classroom teachers may receive assistance in providing various opportunities within the classroom and help provide for parents at home.

## **AUXILIARY SERVICES**

State funds from Act 89 provide services to nonpublic schools. These services include reading and math intervention, speech therapy, school counseling, educational testing, and psychological screening.

## **SACRAMENT PREPARATION**

As a ministry of St. Theresa Parish, St. Theresa School provides religious instruction every day to all students. Catholic Students are also prepared for the reception of the sacraments of initiation (Holy Communion and Confirmation). Those sacraments are properly celebrated in the student's parish of registration. Should a Catholic student not be a member of St. Theresa Parish but wish to receive that sacrament with his/her class, that student's parent must receive a "letter of permission" from his/her proper pastor of the parish of registration for that sacrament to be celebrated and received at St. Theresa Church.

Students in 2nd grade are instructed in the Sacraments of Reconciliation and Eucharist. Parental involvement is necessary to make these programs meaningful to the children. Students begin preparing for Confirmation in 7th grade for their sacrament. 7th and 8th grade students are required to complete service hours as part of their preparation to become adult members of the Christian faith community.

For students who either seek Full Communion with the Catholic Church or wish to pursue initiation into the life of Jesus Christ through Baptism, Confirmation, and the Holy Eucharist, arrangements can be made through cooperation with the parish's Office of Religious Education. Should these sacraments be sought, careful discernment of desires and personal and familial commitments must be made.

## **RELIGIOUS ACTIVITIES**

Parents and the school share the responsibility of educating our children. The religious training of our students, which begins at home, is continued throughout the school year through daily prayer and various other prayer services and liturgical opportunities afforded to the students throughout the year.

**Liturgy:** Holy Mass for the entire student body is held weekly and on Holy Days of Obligation. During Lent, students attend the Stations of the Cross. Individual teachers, with the consent of the parish office and school leadership, may sometimes take their class to morning Mass in the parish church. Throughout the year, students who are properly prepared and capable will assist with the liturgy as altar servers, lectors, or cantors.

**Daily Prayer:** Morning and afternoon prayer is said daily during school announcements. Classes begin with prayer. Grace before and after meals is said in each classroom every day before classes go to the cafeteria and upon returning to the class from the cafeteria.

**Reconciliation:** Throughout the year, the entire student body has opportunities to celebrate the Sacrament of Reconciliation (confession).

**Marian Devotions:** Each year, in the months dedicated to Mary, the teachers and students conduct May Crowning (May) and Living Rosary (October). Throughout the year, other traditional celebrations in honor of the Blessed Virgin Mary are observed.

**Adoration Chapel:** Individual teachers take their classes to the Adoration Chapel throughout the year.

## LIBRARY

Each class, Kdg-8th grade, has a weekly scheduled library period to check out materials. The library is also available for individual or class research for students in all grades. Library holdings include fiction, non-fiction, biographies, story collections, and reference materials. Overdue fees are charged for those who forget books. Report cards will be held if books are not returned in June.

## FIELD TRIPS

Each class will be permitted one field trip per year. In general, field trips within our area and to nearby points of interest (Whitaker Center, the State Capital, Trinity High School, etc.) are not considered one field trip. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the community's resources. Students are expected to attend all field trips taken by their class.

As per Diocese of Harrisburg policy, All field trips must be approved by the Principal of the school.

Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. No student will be allowed to attend the trip without a proper permission slip on file in the office. Handwritten notes are unacceptable.

**An amount of money will be requested from each student to cover the cost of the trip. Students and chaperones will be billed through Simple Tuition Solutions for the cost of the field trip. According to the Diocesan policy, for reasons of safety and because of insurance, all transportation for field trips must be by bus.** Parents are encouraged to attend field trip outings with their children provided the parents have all the required Diocesan security clearances on file.

Students may be deprived of field trip privileges if their behavior choices or their academic performance have been consistently poor throughout the year.

### **Diocesan Policy - FIELD TRIPS - ELEMENTARY SCHOOLS 5134.1a**

Visits to places of cultural or educational significance enrich classroom instruction. To ensure the desired outcomes of such trips, teachers should prepare the students for the places to be visited and the things to be seen.

All participants on a field trip should be members of a particular activity or class, except as otherwise permitted by the Principal.

All field trips involving only one day are to be left to the discretion of the local Principal. Only field trips approved by the Principal are covered by the Diocesan insurance plan. Such trips include travel outside the diocese to places such as Philadelphia, Scranton, Baltimore, Washington, DC, New York City, etc. All trips of this nature, as well as trips within the Diocese, except those involving a short distance, are to be made in public, licensed carriers or school buses, adequately chaperoned by responsible adults.

The use of private vehicles is strongly discouraged. If a private passenger vehicle is to be used, the following must be verified by the school (see attached form):

- The driver must be at least twenty-one years of age.
- The driver must possess a valid, non-probationary driver's license.
- The vehicle must have a valid registration.
- The vehicle must have a valid state inspection sticker.
- The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

A signed Volunteer Driver Information Sheet must be submitted to the Principal for each vehicle used. Each driver and/or chaperon should be given a copy of the approved itinerary. Students in Diocesan elementary schools are not permitted to go on overnight trips without specific written permission from the Diocesan Superintendent of Schools.

The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

- Name, location, and date(s) of the event.
- Cost to the student.
- Mode of transportation to be used.
- Name of supervisor overseeing the activity.
- Parents'/Guardians' responsibility.

No student may participate unless a signed permission slip for the specific event is on file with the office. The adult responsible for the trip must carry the signed permission slips, which must be retained in the school office after the trip.

Policy Revised: September 1, 2000, NCD/Bishop of Harrisburg

### **PROMOTION/RETENTION**

Students usually proceed from one grade to another in an orderly fashion. Sometimes, however, a child needs time to mature. We might suggest a "gift of time" to you. If we think that a child will not be able to successfully meet the challenge of the next grade, we will recommend retention. A meeting with the parent, teacher, instructional support teacher, and administration will be held to discuss at length the needs of the student. The parent may be asked to sign a document agreeing or not agreeing with the school's recommendation. The school can make a recommendation; the parent has the final word regarding his/her child.

**Middle school students who fail any one major subject will be required to attend summer school and pass that subject before they can be promoted to the next grade. Summer school classes must be arranged through your school district of residence or through an online program. Any 8<sup>th</sup> grader who fails two major subjects may not attend graduation.**

The online program used during the 2024 summer is:

<https://www.keystoneschoolonline.com/credit-recovery/curriculum-and-catalog.html>

### **TRANSFERS/WITHDRAWALS**

When parents plan to move during the school year, they should notify the principal and school office as soon as possible and complete a student withdrawal form.

School records will not be released until the receiving school has sent an official request for them and all St. Theresa tuition and fees are satisfied.



## **Attendance**

Saint Theresa School is required to comply with the Pennsylvania School Attendance requirements. Absences and tardies to school are recorded daily. Excessive absences and tardies are reported to the student's home school district of the student and may result in fines or disciplinary action.

### **ARRIVAL: School begins PROMPTLY at 8:15 AM**

The school doors will open at 7:45 AM for the students to enter and walk to the cafeteria. At 8:00 AM, students will be dismissed from the cafeteria and sent to their classrooms.

**Students will be marked tardy if they are not in their classroom at 8:15 AM.**

The State School Code requires a minimum of 180 school days for all students in accredited institutions. Since there are 185 days of non-school attendance, we urge parents/guardians to limit trips, vacations, and other non-school activities to the weekend, summer vacation, and non-school days.

To be considered present, students must be present for the morning session before 10:00 A.M. Students who arrive after 10:00 A.M. will be considered absent for one-half day.

- **Students must be in school by 10:00 AM to participate in after-school events or by 10:00 AM on Friday to participate in a weekend event such as, but not limited to, athletic practices, games, tournaments, musical programs, or academic events.**

### **ABSENCES/ATTENDANCE/APPOINTMENTS**

Regular attendance is essential for a student's success.

On the day a child is absent or will not be present for attendance because of late arrival due to an appointment, the parents must **notify the school office before 8:00 AM**. Regular school office hours are from 7:30 AM through 4:00 PM. However, a message may be left on the school answering system at any time to report an absence or a late arrival. The office **MUST** receive a phone call or a note prior to the absence or delayed arrival of a student. If a call or note is not received, the office staff will call your home to check on your student. If contact is unsuccessful, the absence will be recorded as **unexcused**.

**You MUST also notify the office directly if your student will be absent.** The following are circumstances recognized as excused absences:

- Personal illness
- Appointment with a healthcare professional
- Death in the immediate family
- Serious family illness
- Educational and/or scholastic trip experiences pre-approved by the principal

Students who attend a scholastic event such as science fairs, academic competitions, etc., and are accompanied by a teacher and/or administrator are deemed present.

Upon returning to school after an absence, the student must bring a written excuse that is signed by the parent or guardian explaining the reason for the absence and the dates of absence. **If a written excuse is not presented, the absence will be recorded as unexcused. After 3 consecutive days absent due to illness, an original doctor's excuse must be presented upon return to school indicating the date of the visit and the date the student may return to school.**

**A physician's verification of illness letter is required for a student's readmission after 10 days of accumulated absences for reasons other than extensive periods of hospitalization or doctor-verified illness.** The law requires that students attend school 180 days per year. If a student's frequent or prolonged absence prevents him/her from satisfactorily completing the work for the school year, it may be necessary for him/her to attend summer school or repeat the grade.

A child should not be permitted to return to school until he/she is well enough to participate in all activities, including physical education and lunch/recess activities. The normal time of absence for pinkeye is 24 hours with medication, and for head lice, it is when the head is free. A child should be fever-free **for 24 hours prior to returning to school.**

### **APPOINTMENTS**

Parents are asked to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused from these special appointments. It is the parent's responsibility to notify the school in writing if a student must be released early for appointments. The parents or authorized adult must come to the office to sign the release paper.

No student will be permitted to leave the school directly from the classroom.

### **TARDINESS**

All students are expected to arrive promptly at school. Late arrival disrupts class and causes a loss of instruction time. Any child who arrives at school after 8:15 AM is considered tardy. Students must get a late slip from the office before proceeding to their classroom.

**Students who are habitually tardy may receive a letter after 3 tardy arrivals. Unexcused instances of tardiness will be counted as illegal absences after the total accumulated minutes of unexcused tardiness is equal to one-half day of instructional time.**

### **TRUANCY**

The Diocese of Harrisburg has adopted an attendance policy for diocesan schools in accordance with the regulations of the Commonwealth of Pennsylvania regarding school attendance. Parents are legally responsible for their children's regular attendance.

***WHAT IS TRUANCY?** Truancy occurs when a student of compulsory school age accrues a certain number of absences, regardless of whether they occur separately or all at one time. The law defines a child who is "truant" as having three or more school days of unexcused absences during the current school year. A student becomes "habitually truant" when she/he has had six or more school days of unexcused absences during the current school year.*

***WHAT DO PENNSYLVANIA TRUANCY LAWS SAY?** If a student does not attend school, she/he can be subject to Pennsylvania's truancy laws, Act 138 and Act 39.1. These laws outline what happens if a student does not attend school. These laws describe the responsibilities of public schools – such as neighborhood schools, charter schools, cyber-charter schools, and "non-public" schools in ensuring attendance and enforcing compulsory school attendance.*

By Pennsylvania law, contacting the public school district in which the student resides will be a necessary step. At that point, you may be referred to a School Attendance Improvement Conference. Following that, if the absences and/or tardiness continue, the School District can refer your family to a community-based attendance improvement program or the County Children and Youth Agency. In addition, the district may file a truancy citation with the district magistrate, resulting in fines to the parent.

## **FAMILY TRIPS**

We strongly encourage family trips to be taken during school-scheduled vacation times. Families should not plan trips for the first five (5) days or the last five (5) days of the school year. A student is permitted to participate in family educational trips during the school year totaling five (5) school days, which include Take Your Child to Work Day. **No single approved trip may exceed five (5) school days, additional days will be unexcused. An educational trip request form must be completed and turned into the office five (5) school days prior to the first day of the trip for approval. Failure to complete an educational trip request form may result in unexcused absences being recorded.** Schoolwork assigned during an approved educational trip may be completed for credit upon return to school. Academic work may not be accepted from an unexcused educational trip.

## **DISMISSAL**

Our dismissal procedure begins at 2:55 with prayers and announcements. The early buses are dismissed at approximately 3:05 PM. Additional bus riders will be dismissed by grade levels.

## **CAR RIDERS**

- One of the front doors will be the primary exit for all car riders, walkers, and bike riders.
- Students will be dismissed beginning at 3:00 PM.
- Students will **ONLY** be released once the parent or approved person picking them up is identified at the dismissal doors. Therefore, we will no longer release students to anyone sitting and waiting in cars.
- At any time, any individual may be asked to show identification for children to be released to them.
- Walkers & bike riders will be dismissed prior to car rider dismissals.
- Please notify the main office staff of **ANY** change in transportation or individuals who will be picking up your children by 2:00 PM. Please call the main office at (717) 774-7464 and/or fax (717) 774-3154 to the main office. **DO NOT send any notices about transportation to your teacher; all changes are to be made through the main office.**

## **WALKERS & BIKE RIDERS**

- A student being a WALKER and/or BIKE RIDER is determined by the distance of your residence from the school. Therefore, **YOU MUST** obtain permission from the school for your child to be a walker or bike rider.
- Permission from you, the parent, must be given for final approval for your child to be a walker and/or bike rider.
- If bike riding is not the normal mode of transportation, the parents should send a general note to the office stating that their child may ride a bike on nice days. The child must walk the bike on the school premises and keep it locked at the bicycle rack during school hours. Bicycles may not be parked close to the school or attached to the fences.

## **PARKING LOTS DURING DISMISSAL**

Do not block any entrances or exits to the school lots. If you park on Bridge St. be aware that school buses will be pulling into the driveway, which is one-way. Leave plenty of room for buses to make the wide turn. The back parking lot is closed to **all** traffic from 7:45 AM to 3:30 PM. **NO VEHICLES** are permitted to park beyond the playground/school fence or along the signed, chained-off area designated as the bus lanes. ALL parents pay attention to the entrance and exit signs and proceed **slowly through the lot**, exiting at all locations.

### **Procedures for changes in dismissal routines**

**If a child is going home in a way that varies from the usual routine, a note must be presented to the office at the beginning of the day.** If a child is going home with another child, a note from both parents/guardians must be presented to the office. No student will be permitted to leave school with other students or students' parents without a note giving permission. Verbal requests given to your children, or the bus driver will **not** be honored.

**If an emergency situation occurs** requiring a change in your dismissal procedure, we request that all phone calls to the main office be made **BEFORE 2:00**. The danger of missed messages and lost children has necessitated this change in procedure. If possible, plan with neighbors or family members to help if you are unable to pick up your child or meet his/her bus on time.

**Only students on the bus list may ride the bus. They may not change buses to go to a friend's house, and private transportation will need to be provided.**

## **CANCELLATIONS/CLOSINGS**

In the event of school cancellation due to weather conditions, Saint Theresa follows the West Shore School District cancellation decisions. As soon as cancellations and closings have been determined, families will be contacted through email, your home phone, and your cell phones through our Parent Alert System and local TV and radio stations.

in the morning. **Please check the school calendar to be sure of early dismissal dates/times.**

### **Closings**

Any time that there is a possibility of emergency closing, parents are requested to listen to the radio or television for information. You will also be notified through our Parent Alert System. In the event of an emergency closing, the formal dismissal time for Saint Theresa will be that of the West Shore School District. If your child is a bus rider, they will go home on the bus, therefore, you should plan to meet them there or provide another caregiver for them at home.

If it is deemed advisable to dismiss early, your child must know where he or she is to go if you are not home. It is impossible for all students to call home. In bad weather, your child may leave the school with you prior to formal dismissal. You must come into the office to meet your child and sign them out. Students will be given permission to leave early only if they are leaving the building with a parent or someone authorized by the parent. We must have your permission for your child to leave with the adult you authorize. The parent or authorized person will sign your student out at the front office. Proper identification may be requested of any individual before the release of any student.

## **SAFETY DRILLS**

Safety drills (intruder, severe weather, fire) are held periodically during the school year. Directions for fire drills are posted in each classroom, and students are advised by their teachers of the proper procedure to follow. These procedures are practiced by faculty, staff, and students throughout the year. Any student who chooses to ignore proper safety drill procedures will receive appropriate consequences. **In the event of a school or public safety emergency: St. Theresa School will be evacuated to Saint Theresa Parish/ Church. All parents will be instructed to reconnect with their children there.**

## **Communication:**

### **STUDENT/PARENT/TEACHER COMMUNICATION**

To establish better communication, the following guidelines serve as a progressive way to handle problems at school as they might arise. Cooperation between home and school is essential to ensure children a good education in a happy atmosphere.

- At the start of the school year, open a dialogue with your child's teachers. Let them know your willingness to help if problems occur.
- Let your child's teachers know that you appreciate hearing positive information about your child.
- If your child is experiencing academic difficulty, it is important for you to discuss the problem with them. Encourage your student to talk to the teacher involved to find a solution.
- If your child's communication with the teacher is not successful, parents should arrange to talk with the teacher so that the student, teacher, and parents can work together for the student's well-being.
- Let your child know that you are aware of their problems and encourage them to follow the proper problem-solving techniques mentioned above. Home and school should always present a united front.
- If the problem persists after the steps above have been taken, contact the principal for further assistance.

### **PARENT-TEACHER CONFERENCES**

At the beginning of each school year, Back-to-School Nights are scheduled, during which the teachers present their goals and plans for the year.

Parent-teacher conferences are held during the first and third marking periods.

Conferences with teachers can be held at the end of the at a mutually agreed upon time. Parents wishing to see a teacher may call the main office to make the appropriate arrangements.

### **TELEPHONES**

Students or teachers will not be called from class to the telephone. The main office staff will take the message and pass it to the proper person.

Because of the large number of students, use of the office telephones should be limited to emergencies. Before your student leaves in the morning, plan with him/her regarding dismissal and after-school plans. **Please check the school calendar to be sure of early dismissal dates/times.**

## **Discipline Code/Student Conduct**

### **DISCIPLINE CODE**

The faculty and staff of St. Theresa School believe that everyone must be given the opportunity to learn in a safe, comfortable environment and that all students should reflect these ideals in their behavior both inside and outside of school and school-sponsored activities. Students are expected to obey the directions and instructions of any teacher or school-related adult during school hours. This same level of courtesy is expected on school buses and all school-sponsored functions.

It is our goal to lead each student to develop self-discipline and individual responsibility for their actions based on Christian ideals.

If a student chooses to ignore his/her responsibility to the school, teachers, staff, volunteer adult, and fellow classmates and acts in a way that is counter to our Catholic teachings or engages in scandalous or illegal behavior outside of school supervision, he/she must be prepared to accept the consequences of his/her choice.

The students at Saint Theresa School are expected to conform to our standards of behavior both inside and outside of the school building. If the administration receives reports of a student's behavior having a detrimental impact on our school's reputation, or that of any of its students or teachers, we will address this behavior and administer appropriate consequences.

**The administration at STS reserves the right to remove students from participation in activities and/or take away privileges as consequences if deemed necessary. All decisions regarding discipline are up to the discretion of the school administration.** It is our duty to look at each situation individually so that we are fair and just in the delivery of any consequence.

### **STS Student Expectations**

- Attend school daily except in cases of illness.
- Be on time for all classes.
- Obey the school rules.
- Obey the classroom rules.
- Complete all in-class and homework assignments and meet assignment deadlines.
- Students will complete the work on their own unless otherwise directed by the teacher. Copying another student's work or providing your work for another student to copy is cheating. A zero (0) for each student may be assigned.
- Respect the rights of others to study and learn.
- Come to class with all of the necessary books and materials.
- Respect public and private property and carefully use and return borrowed materials.
- Express ideas and opinions in a respectful manner.
- Dress to meet the school uniform code and the code of Christian modesty.
- Abide by proper rules of conduct when attending any school-related activities.
- Always behave in school and at non-school functions in accordance with the St. Theresa student code of conduct.

Each classroom has rules specific to each teacher. If a student's misbehavior occurs outside of the classroom or seriously disrupts classroom teaching and learning time, the student will receive a disciplinary notice or be referred to the administration for disciplinary action. It is important that parents are aware of their child's teacher(s) specific classroom management style.

A written discipline notice system is used in grades 3 - 8 to help remind the students that the expectations for their behavior are consistent in all their classes. Our expectation for all our students is that they will always behave in a way that allows teachers to teach and their classmates to learn.

**Demerits/ warning:** Demerits may be provided for infractions based on the Student Code of Conduct. When a demerit is issued, the student is verbally notified and provided with written notice. The demerit is recorded, and a demerit notice is sent home to be signed by parents and returned. Failure to return a demerit signed by parents/guardians may result in further disciplinary action. Demerits are used as a vehicle for students to monitor and correct their own behavior.

**Detention:** Detentions are scheduled every Monday and Thursday from 3:15 PM - 4:00 PM. Detentions are in-school consequences issued for a variety of reasons related to conduct, appearance, or violation of school regulations. Any violation of the Student Code of Conduct could result in detention. When a student is assigned a detention, they should report to an assigned area when their class is dismissed for buses. **Students must be picked up at 4:00 by parents from the school lobby.**

A student receiving three detentions in a trimester may result in an In-School Suspension (ISS) and be placed on disciplinary probation for a period to be determined by the Administration. While on probation, students are not permitted to take part in DOUDs, field trips, or any of the other events planned for students. This will be determined by the school administration.

#### **Academic Detention:**

When students in grades 5-8 are assigned an Academic Detention, they should report to the assigned room when detentions are called. Academic Detention will be held every Monday and Thursday. Students will not be excused until they are picked up by the detention teacher. After detention, students must be picked up by parents or authorized person(s) from the school lobby at 4:00 PM.

#### **LOCKER POLICY - Middle School Students:**

##### **Lockers are school property**

All lockers assigned to pupils are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The administration and their designee shall have custody of all locker combinations. Pupils are prohibited from placing locks on any locker.

##### **Legitimate use of school lockers**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively for coats, books, backpacks, school-related materials, and authorized personal items such as grooming aids or lunch. Pupils shall not use the lockers for any other purpose unless specifically authorized in advance by the administration. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils unless authorized by the administration or their designee.

##### **Search of locker contents**

Students are expected to maintain a clean, orderly locker. Administration may search lockers at any time, without notice, and without pupil or parental consent to ensure that the school rules and policies are being upheld.

If a student's locker contains any unauthorized items or items that are not in accordance with Catholic principles upon which the philosophy of Saint Theresa's is based, then the administration or administration's designee may seize and hold these items. The parent/guardian of the student will be notified of the items removed from the locker. Appropriate disciplinary action will be determined by the administration, and the student and parents/guardians of the student will be notified.

### **Locker Maintenance**

Students are permitted to decorate and personalize the inside of their lockers if the decorations are in accordance with the principles of Saint Theresa School. The administration retains the right of final approval/disapproval of all student locker decorations. No tape, glue, or sticky substances may be used to attach decorations. Only magnetic items may be used to attach objects to lockers. Students may not deface lockers with markers, pens, pencils, or any other item.

## **DRESS CODE**

A student's appearance, self-respect, and performance tend to complement one another. Saint Theresa School recognizes that a person's dress and grooming do not make him or her Christian. However, as a school, we maintain the right to set standards that we believe create an atmosphere conducive to the education of children. We expect parents to see that their child is sent to school conforming to the St. Theresa School dress code.

### **Saint Theresa School has a standardized dress code.**

The official uniform suppliers are Flynn and O'Hara. Parents should utilize them for their children's needs.

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://flynnohara.com)

### **In General**

Students will wear the school uniform and will be in full compliance with all dress code regulations from the first day of school to the last day of school. General policies:

- Shirts and blouses must be always tucked in, except for the banded bottom fit form shirt for girls in grades 5 - 8.
- Coats, hats (any type), and other outside apparel **cannot** be worn during the school day. However, a long-sleeve blue cardigan sweater, zip pullover, or poly pullover may be worn.
- STS Spirit Wear sweatshirts, zips, and hoodies can be worn to school during the school day on assigned P.E. days. They are NOT to be worn during the day on the other days as they are not part of the regular uniform. Permission may be granted by school personnel due to room climate conditions.
- Pants must be in good repair, worn at the waist, not touch the floor, and not be oversized. Belts are to be worn.
- The STS Logo is found on all uniform apparel.

**Three Uniform Violations will result in a detention.**

**The Rule of Thumb for the Uniform Policy and Dress Code:**

**"When in doubt, stick to what is listed and nothing else."**



# GIRLS' Dress Code, Kg-4th:

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://St. Theresa School [PA099] - FlynnO'Hara Uniforms (flynnohara.com))

## SHOES

### STYLE:

- Deck shoe, basic oxford, penny loafer, or Mary Jane style (full Velcro strap only).
- **KINDERGARTEN** - shoes with laces are discouraged

### COLOR:

- Solid black, solid brown, tan, solid navy blue.

## SOCKS

Solid - Navy blue, white, or black knee-highs anklets or trouser socks, footed opaque tights, and leggings (November 1 – March 31)

## OTHER

Headbands - **FLAT ONLY**

Earring stud or hoop; **ONE ONLY** per ear, no larger than 3mm or 1/8 in.

Clear Nail Polish **ONLY**

Necklace – **ONE ONLY** - no longer than 14in chain with a small cross or medal

## UNIFORM Bottoms

Plaid Jumper or plaid skort (no shorter than 2 inches above the top of the knees)

Navy Blue or Uniform Khaki Slacks

Navy Blue or Uniform Khaki Shorts (August - October 31 & April 1 - June)

## UNIFORM Tops - STS Logo Preferred

White Peter Pan collar blouse (always tucked in) or turtleneck

### Options:

- Navy blue sweater (cardigan, pullover, or vest)
- Navy Blue zip pullover sweater, poly pullover, zip polar fleece
- White turtleneck/mock neck (with STS on collar) with a jumper (Nov. 1 - March 31)
- White Peter Pan collar blouse w/ pants & navy-blue sweater, poly pullover, or polar fleece (Nov.1-March31)  
Long-sleeved or short-sleeved blue polo, performance knit shirt (band bottom or regular fit) with STS

# GIRLS' Dress Code, 5th-8th:

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://St. Theresa School [PA099] - FlynnO'Hara Uniforms (flynnohara.com))

## SHOES

### STYLE:

- Deck shoe, basic oxford, penny loafer, or Mary Jane style.

### COLOR:

- Solid black, solid brown, tan, solid navy blue

## SOCKS

- Solid - Navy blue, white, or black knee highs or opaque tights - **No Leggings.**
- LOGO socks - are reserved for gym days

## OTHER

Headbands - **FLAT ONLY**

Earring stud or hoop; **ONE ONLY per ear, no larger than 3mm or 1/8 in.**

Clear Nail Polish **ONLY**

Necklace – **ONE ONLY** - no longer than 16in chain with a small cross or medal

## UNIFORM Bottom

Plaid Skirt or plaid skort (no shorter than 2 inches above the top of the knee)

Navy Blue or Uniform Khaki Slacks

Navy Blue or Uniform Khaki Shorts (August - October 31 & April 1 - June)

## UNIFORM Tops - STS Logo

Short or long-sleeved blue polo, or performance knit (August - October 31 & April 1 - June)

- Polo may be a regular fit or banded bottom fit.
- Both are always tucked in. Unless it is the banded-bottom fit.
  - Only white T-shirts worn underneath

Navy Blue or red V-neck sweater (long sleeve) and/or vests (short sleeve) (November 1 - March 31)

- Navy Blue zip pullover sweater and/or Navy-Blue Cardigan
- White Oxford button-down - always tucked in
  - Only white T-shirts worn underneath

## MIDDLE SCHOOL (Grades 6-8) ONLY

### UNIFORM BOTTOM:

- Option of Khaki Skort, also plaid Skort or plaid skirt (no shorter than 2 inches above the top of the knee)

### SOCKS:

- Solid navy, black, or white knee socks, solid navy or black opaque tights,
- Solid (no logo) navy, black, or white athletic socks (1/4 height).
- LOGO socks - are reserved for gym days
- **NO LOGO ARE ALLOWED WITH DAILY UNIFORM**
- **NO-SHOW SOCKS ARE NOT ALLOWED**

# BOYS' Dress Code, Kg-4th:

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://St.TheresaSchool[PA099]-FlynnO'HaraUniforms(flynnohara.com))

## SHOES

### STYLE:

- Deck shoes, basic Oxford, or penny loafers

### COLOR:

- Solid black, solid brown, tan, solid navy blue

## SOCKS

- Solid - Black, Brown, Blue, or White crew socks (1/4 Height)
- LOGO socks - are reserved for gym days

## HAIR & Other

### Hair Style:

- Modest, off the ears and no longer than shirt collar; above the eyebrow
- Braided or normally longer hair must be pulled and secured off the shirt collar and above the eyebrow

## UNIFORM: Bottoms

Navy Blue or Khaki Slacks

- Must wear a properly fitting belt

Navy Blue or Khaki Shorts (August - October 31 & April 1 - June)

- Must wear a properly fitting belt

## UNIFORM Tops - STS Logo

Short or long sleeve blue polo, performance knit shirt

- Always tucked in.
- White T-shirt worn underneath

Navy Blue sweater - Cardigan, pullover, or vest

Navy Blue zip pullover sweater

Navy Poly pullover

Navy zip polar fleece

# BOYS' Dress Code, 5th-8th:

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://St. Theresa School [PA099] - FlynnO'Hara Uniforms (flynnohara.com))

## SHOES

### STYLE:

- Deck shoe, basic oxford, or penny loafers

### COLOR:

- Solid black, solid brown, tan, solid navy blue.

## SOCKS

- Solid - Black, Brown, Blue, or White crew socks (1/4 height)
- LOGO socks - are reserved for gym days

## HAIR & Other

### Hair Style:

- Modest, off the ears, and no longer than the shirt collar; above the eyebrow
- Braided or normally longer hair must be pulled and secured off the shirt collar and above the eyebrow

## UNIFORM: Bottoms

Navy Blue or Uniform Khaki Slacks

- Must wear a properly fitting belt

Navy Blue or Uniform Khaki Shorts (August - October 31 & April 1 - June)

- Must wear a properly fitting belt

## UNIFORM Tops - STS Logo

Short or long-sleeved light blue Oxford (Nov. 1 - March 31)

- Button down, collar shirt
- Always tucked in.
- Only white T-shirts worn underneath
- SOLID color tie or Bow tie

Navy Blue or red V-neck sweater vests with short or long-sleeve (November 1 - March 30)

Navy Blue zip pullover sweater and/or Navy-Blue Cardigan

Navy poly pullover

Navy polar fleece

Short or long sleeve light blue polo or Navy performance knit shirt - (August - October 31 & April 1 - June)

- Always tucked in.
- Only white T-shirt worn underneath

# P. E. Uniform Kg - 8th:

[St. Theresa School \[PA099\] - FlynnO'Hara Uniforms \(flynnohara.com\)](http://flynnohara.com)

**\*Worn to school only on assigned PE days\***

<b>PHYSICAL EDUCATION UNIFORM</b>
<u>St. Theresa School Logo Shorts</u> (Flynn & O'Hara or Spirit Wear) <ul style="list-style-type: none"><li>• Navy Blue for both</li><li>• Can be worn without sweatpants</li></ul>
<u>St. Theresa School Logo Sweatpants, and/or Mesh gym pants</u> (Flynn & O'Hara or Spirit Wear) <ul style="list-style-type: none"><li>• Girls' shorts must extend to the fingertips when arms are at the side.</li><li>• Must wear over shorts - November 1 - March 31</li></ul>
<u>St. Theresa School Logo T-Shirt</u> (Flynn & O'Hara or School Spirit Wear Site) <ul style="list-style-type: none"><li>• Can be worn without a sweatshirt, zip, or hoodie - August - October 31 &amp; April 1- June</li><li>• Worn under a sweatshirt, zip, or hoodie- November 1 - March 31</li></ul>
<u>St. Theresa School Logo Sweatshirt, Zip, or Hoodie</u> (Flynn & O'Hara or School Spirit Wear Site) <ul style="list-style-type: none"><li>• Must wear over shorts –</li><li>• November 1 - March 31</li></ul>
<u>Sneakers are required (most sneakers acceptable)</u> <ul style="list-style-type: none"><li>• Laces or Velcro required</li><li>• White, black or Blue LOGO socks are allowed with sneakers</li></ul>
Deodorant ONLY (grades 3 -8) <ul style="list-style-type: none"><li>• NO Aerosol Sprays</li></ul>

# D.O.U.D.:

## Dress out of uniform (dress down day)

<b>DRESS OUT OF UNIFORM</b>
T-Shirts/Sweatshirts/Tops: <ul style="list-style-type: none"> <li>• Appropriate / Modest</li> <li>• Length <b>MUST</b> cover the student's body when standing and sitting</li> <li>• No cutoff, midriff, or low-cut</li> </ul>
T-Shirts/Sweatshirts/Tops: <b>NOT ALLOWED</b> <ul style="list-style-type: none"> <li>• Tight, revealing, low neckline</li> <li>• Rock band, vulgar, alcohol or drug, violence references, or objectionable references</li> <li>• No sleeveless, cap sleeves, midriff, or low-cut</li> </ul>
Skirts/Dresses <ul style="list-style-type: none"> <li>• Length - no shorter than 2 inches above the top of the knee</li> <li>• Not tight or revealing</li> <li>• NO sleeveless or cap sleeves</li> </ul>
Leggings or Jeggings: <b>*Girls in 5th - 8th</b> must have an appropriate length top that covers at least 2 inches above the knee to mid-thigh
STS Spirit Wear Sweatpants only!
Capri's (August - October 31 & April 1 - June)
Jeans – no holes, rips, tears, frayed, sagging
Athletic Pants (mesh or "windbreakers")
Cargo Shorts (August - October 31 & April 1 - June) or Uniform Shorts or PE Shorts or Shorts for girls that are above the knee to mid-thigh (about 2 or 3 inches above the knee)
Other shoes & Sneakers: <ul style="list-style-type: none"> <li>• Toes &amp; Heals <b>MUST</b> be covered</li> <li>• <b>No</b> flip-flops, open-toed sandals, crocs, Hey Dudes</li> </ul>
White, black, or blue LOGO socks are allowed
Dress Code under OTHER & HAIR still apply

### **Dress-Up Days**

- Boys – dress shirts, tie, and dress pants with dress shoes. Boot-type footwear is **NOT** permitted.
- Girls – no skirts or dresses that are too tight and/or too short (no shorter than 2 inches above the top of the knee); no sleeveless, cap sleeves, midriff, or low-cut tops.

# UNACCEPTABLE APPAREL ITEMS

## Subject to Disciplinary Action

Female Students
<p>Shoes: <b>Do Not Wear</b></p> <ul style="list-style-type: none"><li>• Canvas shoes (HEY DUDE), sandals, flip flops, clogs, slippers</li><li>• Sneakers on a regular uniform day (gym days only)</li><li>• Patterned shoes</li></ul>
<p>Socks: <b>Do Not Wear</b></p> <ul style="list-style-type: none"><li>• (middle school) - Leggings</li><li>• (all girls) - LOGO socks with a uniform- (gym days only)</li></ul>
<p>Uniform: <b>Do Not</b></p> <ul style="list-style-type: none"><li>• Roll your skirt so that it is shorter than 2 inches above your knee</li><li>• Wear any alternate sports team attire (local or travel team, CYO, etc.) unless prior permission is provided</li><li>• Wear logo shorts or sweatpants, sweatshirts, shirts (Nike, Adidas, Under Armour, etc..) on gym days (uniform shorts only)</li></ul>
<p>Other: <b>Do Not</b></p> <ul style="list-style-type: none"><li>• Wear multiple earrings</li><li>• Oversized earrings (no cartilage earrings, large studs, hoops, or drop earrings)</li><li>• Wear multiple necklaces, or oversized necklace chains, or add decorative elements to chains</li><li>• Wear shell, beaded jewelry, chokers</li><li>• Wear bracelets</li><li>• Wear large rings or multiple rings</li><li>• Wear large decorations in hair or large headbands</li><li>• No facial / body piercings of any kind (nose, eyebrow, lip, tongue, belly button, etc..)</li><li>• Tattoos are not allowed anywhere on the body</li><li>• Wear any colored nail polish of any type or fake/ extended nails</li><li>• Wear colored extensions or alternate hair coloring (EX: no pink, green, purple, orange, blue, etc....) hair that is half one color and half another color</li><li>• No perfumes, cologne, body spray</li></ul>

# UNACCEPTABLE APPAREL ITEMS

Subject to Disciplinary Action

<b>Male Students</b>
<b>Shoes: Do Not Wear</b> <ul style="list-style-type: none"><li>• Canvas shoes (HEY DUDE), sandals, flip flops, clogs, slippers</li><li>• Sneakers on a regular uniform day (gym days only)</li><li>• Patterned shoes</li></ul>
<b>Socks: Do Not Wear</b> <ul style="list-style-type: none"><li>• LOGO socks with a uniform- (gym days only)</li></ul>
<b>Uniform: Do Not</b> <ul style="list-style-type: none"><li>• Wear any alternate sports team attire (local or travel team, CYO, etc.) unless prior permission is provided</li><li>• Wear logo shorts or sweatpants, sweatshirts, shirts (Nike, Adidas, Under Armour, etc..) on gym days (uniform approved only)</li></ul>
<b>Other: Do Not</b> <ul style="list-style-type: none"><li>• Wear any type of earrings</li><li>• Wear multiple necklaces, or oversized necklace chains, or add decorative elements to chains</li><li>• Wear shell, beaded jewelry, chokers</li><li>• Wear bracelets</li><li>• Wear large rings or multiple rings</li><li>• No facial / body piercings of any kind (nose, eyebrow, lip, tongue, belly button, etc..)</li><li>• Tattoos are not allowed anywhere on the body</li><li>• Wear any colored nail polish of any type or fake/ extended nails</li><li>• Wear colored extensions or alternate hair coloring (EX: no pink, green, purple, orange, blue, etc....) hair that is half one color and half another color</li><li>• No perfumes, cologne, body spray</li><li>• No facial hair (beard, mustache, sideburns)</li></ul>

There will always exist occasions when a student's manner of dress or appearance is subject to administrative disapproval, despite endless criteria being established. We, therefore, expect parents and students to willingly accept the administration's ruling on a student's manner of dress.



## **HARASSMENT POLICY**

The administration, teachers, and staff at STS are dedicated to protecting the rights of students and creating a safe environment that is welcoming to students to come forward with their concerns. Students who confront these types of actions and come forward, whether they are the victims or bystanders, are acting as leaders in promoting a safe school environment and can do so without fear of repercussion.

All our students deserve the right to be educated in a peaceful, safe, and secure atmosphere. Harassment of any student will not be tolerated at Saint Theresa School.

### **The following constitute harassment:**

- Derogatory verbal, written, physical, or any type of electronic communication and comments such as epithets, jokes, slurs, or unwanted sexual advancements.
- Displaying derogatory visuals such as posters, photographs, cartoons, drawings, or gestures.
- Unwanted physical contact.
- Actions that interfere with an individual's work or academic performance or create a n intimidating, hostile, or offensive working or academic environment.
- Threats and demands.
- Retaliation for reporting or threatening to report harassment.

### **In cases of harassment by peers, our students are requested to:**

- Report immediately what is happening to a parent, teacher, administration, or adult in charge.

### **Our policy on harassment:**

#### **A. First Report or Observation**

1. Teacher talks with the student(s) reporting the harassment.
2. If possible, the student(s) document the events in writing.
3. Teacher talks to the student(s) who have been reported.
4. A personal apology supervised by a staff member, or a written note signed by the student and parent to the victim may be deemed necessary.
5. Parents/guardians notified.

#### **B. Second Violation**

1. The incidents will be reported to the Principal.
2. Written documentation of the incident will be made, and a detention will be assigned.
3. Parents will be notified.

#### **C. Third Violation**

1. The student will discuss the incident with the Principal.
2. A written documentation of the incident will be made.
3. The Principal will contact the student's parents, informing them that an in-school suspension will be assigned.
4. A conference with the Principal, parent, and child will be held to discuss possible solutions to help the student refrain from harassing behavior.

#### **D. Fourth Violation**

1. The student will be sent to the Principal's office.
2. Written documentation of the incident will be made.
3. Parents will be notified that their student will be suspended from school.

If the harassment warrants an immediate parent conference several of the steps outlined above can be eliminated. If a student's behavior presents any type of danger to another student and continues despite warning, or an expulsion could result.

## **Diocesan Policy - HARASSMENT, BULLYING, AND CYBER BULLYING, Sec. 5136 A**

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing its students with an educational environment that is free from physical, psychological, sexual, or verbal harassment.

The Diocese prohibits any form of harassment, including bullying or cyberbullying of or by students, on or off the school campus.

Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent of or effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical, emotional, or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyberbullying are unacceptable, and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that harassment of any form is inconsistent with our mission of Catholic education.

Policy Revised: July 1, 2009      KCR/Bishop of Harrisburg

## **Diocesan Policy – Sexual Harassment 5136 B**

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs, or unwanted sexual advances.
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures, including derogatory and/or sexually oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interfere with an individual's

work or academic performance or which creates an intimidating, hostile or offensive working or academic environment.

4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that sexual harassment will not be tolerated.

Policy Adopted: January 12, 1996, NCD/Bishop of Harrisburg

### **ANTI-HAZING POLICY**

**5136 C**

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: —Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding."

(From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Policy

Adopted: July 1, 2016

RWG/Bishop of Harrisburg

## **CELL PHONE /ELECTRONIC DEVICES POLICY**

**If necessity requires** that a student have a cell phone at school, they must abide by the policy governing the use and possession of cell phones. **All cell phones must be turned off and must remain in a student's homeroom cell phone locker ONLY during the school day. The office phones are available and will be used by students until 3:30. Cell phones may not be used by a student at any time until after 3:30 when school has been dismissed**, and the office phones are unavailable for their use. This policy applies to all students, including students who have been dismissed as walkers and car riders while they are on school grounds. Cell phones are not permitted to be used during the after-school program. Other electronic devices, including but not limited to iPods, iPads, Smart Watches, etc., and their use are at the discretion of the After School Staff.

No cell phones may be used to take pictures or videos. No harassment or threatening of individuals via the cell phone is permitted. Cell phones may not be used for playing games, accessing the Internet or e-mail, gambling, or making purchases of any kind.

E-reader devices are acceptable for grades 4-8 only and must comply with the E-reader Acceptable Use Policy (see Appendix C). All electronic devices (Smartwatches, iPods, Wii's, DS, etc.) should not be brought to school. If students use them on their buses, then all such devices MUST be turned off and kept in book bags/lockers while the student is in school.

**If a student disregards these policies, the phones/devices MUST be turned into the office daily and picked up at the end of the day. In addition, the student may receive detention. If a student has multiple infractions, then they will be denied permission to have a cell phone in the building for the remainder of the trimester.**

## **GUM**

For sanitary and maintenance issues, no gum is permitted in the school during school hours.

## **CAFETERIA**

Students eat in the cafeteria each day. Proper table manners are expected. No opened food may be taken from the cafeteria. A reasonable sound level of conversation is expected. Students may not leave the cafeteria without permission or until they are dismissed by the teacher or adult moderator in charge. **The students are expected to make sure their area - table, floor, and chair - is cleaned of any debris before leaving the cafeteria.**

Due to students having peanut allergies, the cafeteria no longer provides peanut butter and jelly sandwiches as one of its lunch choices. However, since students packing lunch may bring a PB&J sandwich, a peanut-free table is provided for any students who need to use it. Also, our school is actively used as a parish center outside of school hours. Consequently, we cannot guarantee that the environment will always remain entirely peanut-free. However, adequate measures will be taken to ensure a clean, peanut-free table is accessible as needed.

It will be assumed that a child can drink milk and consume all other food items with their lunch unless a doctor's note is provided. The school lunch does provide adequate choices so that an alternative drink and/or food item will be available, such as gluten-free options.

## **RECESS**

Weather permitting, KDG—5th-grade students have the option for outdoor recess/breaks. Decisions to have outside recess/breaks during cold weather depend upon the temperature and the wind chill factor. Shorter recess/break times are scheduled on very cold days. Always dress your child for outdoor recess/breaks. Students will have supervised free time in the classroom on days when bad weather prevents outdoor recess.

Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

## **WEAPONS, ALCOHOL, TOBACCO, AND DRUGS**

If a student is found to be in possession of a gun, knife, or other dangerous object, they are guilty of a misdemeanor, and the infraction will be reported to the police. In such a case, the parents and the Superintendent of Schools will be notified. Weapons of any kind, including fake guns, are prohibited in our school. Bringing these to school will warrant strict disciplinary action, up to and including expulsion from our school.

Alcohol, tobacco, and drugs are strictly prohibited in our school. Any student found in possession of these articles will receive strict disciplinary action which can include expulsion from our school.

## **WEAPONS POLICY**

In any and every circumstance where a student enrolled at St. Theresa School shall be found to have had a weapon – actual or replica, loaded or unloaded, operational or non-operational – in their possession, custody or control, in the school or on parish property, without the express prior authorization or knowledge of an administrator or faculty member:

- The Principal shall immediately notify the New Cumberland Borough Police Department, the Diocesan Superintendent of Schools, the Pastor, and the student's parents, in that order.
- The student shall be immediately suspended pending the Principal's investigation into the incident to determine whether there exist any extenuating circumstances as outlined by diocesan policy.
- The Principal shall communicate the nature of the investigation and all relevant facts to the Chair of the School Board of Education without disclosing the identity of the student in question so that the Board may fulfill its consultative responsibilities.
- If the Principal, upon consultation with the School Board of Education President and after completion of his or her investigation, finds no such extenuating circumstances to exist, the Principal shall immediately initiate the expulsion process, to expel the student as quickly as possible in accordance with Diocesan policy and procedure.
- Upon initiation of the expulsion process or upon the student's withdrawal from the school because of a violation of the weapons policy, the student shall be immediately and permanently removed from all St. Theresa School clubs, organizations, and related activities.
- The Principal shall inform the faculty and parents of the fact of the weapons policy violation and of the ultimate resolution of the violation as expeditiously as possible without disclosing the identity of the student in question.
- The term —" weapon" as used in the Policy shall be construed to include those objects defined as such in Section 5137.5 of the Dioceses of Harrisburg School Policies and Regulations.

### **Diocesan Policy - WEAPONS OR THREATS OF VIOLENCE 5137.5**

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school.

The Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category. The definition of a —weaponll shall include but is not limited to any knife, cutting instrument, cutting tool, nun-chuck stick, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. In addition, the Principal reserves the right to define —weaponll in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her or to others or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

Policy Revised: July 1, 2016

RWG/Bishop of Harrisburg

## **LEAVING SCHOOL PROPERTY**

**No student from St. Theresa School may leave the school property without proper permission.**

Students who leave school because of sickness, appointments, or for any other legitimate reason must have a parent or someone authorized by the parent meet them in the office to sign out. If the appointment is known ahead of time, please present a note the day before or the morning of the appointment.

## **LOST AND FOUND**

Articles that are found are placed in the area outside the cafeteria. Please have your child check the lost and found bin for any lost items. Items will be cleaned out periodically throughout the year.

## **TRANSFER OF SCHOOL DISCIPLINE RECORDS**

Effective July 1, 2008, the PA Legislature, with the Governor's signature, passed an adjustment to the state educational laws dealing with the transfer of student disciplinary records. Non-public schools, in addition to public schools, are now required to transfer the disciplinary records of a student who transfers to another school when a request is made from the new school.

(Act 2008-61, Section 1305-A)

## **SUSPENSION**

Suspensions are reserved to address more serious instances or patterns of misconduct displayed by a student. A student receiving 3 detentions in one trimester may be suspended for a minimum of one day. The suspension is to be given for a specified period. Suspensions are served either in-school or out-of-school, depending on the circumstances surrounding the situation. The consequences for a suspension may include a probationary element, as determined by the Principal. In middle school, a suspension may result in the automatic removal of student privileges, which include field trips, DOUDs, class luncheons, and random a La Carte items for a period of 20 consecutive school days. Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, use of alcohol or drugs, etc.). Parents are to be notified orally that day and in a written communication within forty-eight hours of the suspension. Parents/guardians will be required to meet with school authorities in order for the student to be readmitted to classes.

**After two suspensions in a single year, a student may be expelled for any further serious infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.**

Should a student be accused of a serious or criminal violation outside of school, the student may be placed on home study until the matter is resolved or the administration makes another determination.

Saint Theresa School is committed to following the Safe Schools Act of 1997.  
(see appendix D)

## **Diocesan Policy - Suspension 5114.A**

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

Policy Revised: July 1, 2001     NCD/Bishop of Harrisburg

## **ACADEMIC IN-SCHOOL SUSPENSION**

If a student becomes irresponsible with class work, homework, and/or make-up testing, it can result in an immediate decision by the administration for the student to be issued an in-school suspension for academic purposes of making up all work.

## **EXPULSION**

All diocesan Catholic schools shall attempt to form young people in the ways of the Lord Jesus. If a student is unwilling or unable to abide by the rules and regulations of a diocesan school and either consistently breaks the rules or does something very serious, she/he may be expelled.

## **Diocesan Policy – Expulsion 5114.B**

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via the Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school-related activities.

**The school principal has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal must inform the student's Pastor. In all cases, the Superintendent of Schools must be consulted before the expulsion takes place.**



When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented, and the decision of the Principal will be made known to the parents/guardians who may be given the opportunity to withdraw the student from the school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student has been expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

### **Diocesan Policy - APPEAL PROCEDURE FOR EXPULSION 5114.C**

Parents/guardians have the right to appeal the expulsion of their student to a Special Review Board. A written notice of the expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made.

For interparochial schools, the Review Board shall consist of a committee of the Board of Education of the school. In a single parish school, the Review Board shall consist of a committee of the Board of Education. If the parish operates in one of the optional modes of governance, a committee for this purpose may be formed from the Parish Pastoral Council's Education Committee, or the Review Board may be designated in the Parent-Student Handbook.

Members of the Review Board, such as the pastor, principal, teacher, or relative of the student, shall not have any direct involvement in the case.

The Review Board's task is to hear both sides of the case, viz., the administration and the students, and to render an impartial judgment on whether the proper procedures and policies were followed.

The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be in writing and addressed to the Principal, who shall advise the Superintendent of Schools of the appeal request.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted to ascertain the facts in the case and render an impartial judgment on whether proper procedures and policy were followed.
  - a. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel or other support personnel are not admitted to an appeal before the Review Board.
  - b. The Review Board will allow each party to present their case. The members may ask any questions they deem appropriate. The Review Board will discuss its findings in private and decide on the appeal.
  - c. The Review Board may determine that the Principal has followed the appropriate policies and procedures and confirm the expulsion. The Review Board may, however, determine that the policies and procedures employed do not sustain the decision to expel the student and recommend that the Principal rescind the expulsion. The principal is to communicate the review board's recommendation to the Superintendent of Schools.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

## **UNAUTHORIZED ARTICLES**

Common sense and consideration are the best guides in determining whether to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. Non-safety Scissors, whiteout, and Rubber Cement are not permitted in school, a student's book bag or purse, or in a student's desk or locker at any time. We discourage bringing cell phones to school. If it is necessary to bring one, the cell phone must remain off and in a student's homeroom cell phone locker during the day. It is to be used only after 3:30 PM when school has been dismissed, and the office phones are no longer available. Smartwatches, iPods, and other electronic devices may not be out or in use during the school day. They must be turned off and kept in book bags or in the student's locker.

## **VALUABLES**

The school administrator and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, they may register and leave these items in the office for safekeeping.

## **Extra-Curricular Activities:**

St. Theresa School is proud to sponsor several clubs and activities for our students. There are several in-school activities to appeal to every talent. Some examples are the Student Council, Respect Life Club, Quiz Bowl Team, STEM, Choir and Band, Musical, and Dinner Theater.

St. Theresa Parish also sponsors activities for our students and those enrolled in the Religious Education program. Some of these activities include Boy Scouts, Girl Scouts, and CYO sports.

## **Finances:**

### **TUITION**

Saint Theresa School operates as a faith community, not as a commercial or secular enterprise. The school provides an opportunity to develop faith-based values and receive instruction in the teachings of Christ. Consequently, the payment of tuition may not be considered creating a commercial or contractual relationship between the school and parents.

Tuition payments should be made according to the established payment plan and method and paid directly through Simple Tuition Solutions (STS). Each student pays an annual non-refundable registration fee.

**Unpaid tuition beyond two months may result in the student's being ineligible to attend school, as well as a non-refundable late fee. Report cards, official school records, and transcripts will be withheld when tuition and other fees are overdue. *Should the account become delinquent and referred to an attorney or collection agency for collection, I understand that I will be responsible for paying reasonable attorney's fees, collection expenses, and interest whether the suit is filed or not. Delinquent accounts may bear interest on the unpaid amount up to the maximum allowed by law.***

**In the event of delinquent tuition accounts, no student will be permitted admission to Saint Theresa School for a new school year until all prior year tuition balances have been paid in full. This policy is mandatory, and exceptions are at the discretion of the Pastor of Saint Theresa Parish.**

**Students will not be permitted to begin a new school year with any of the previous year's unpaid accounts (e.g., Tuition, Cafeteria, Library, etc.).**

**To qualify for the discounted Catholic tuition rate, the minimal expectation for eligibility is as follows:**

- Proper registration of the family in Saint Theresa Parish or another local participating parish.
- Active practice of the Catholic faith by the family as evidenced in weekly attendance at Mass, participation in the sacramental life of the parish and involvement in school and parish activities.
- Financial support of the parish using weekly church envelopes or other identifiable means. **Families registered in any Catholic parish who fail to fulfill the above-listed qualifications will be expected to pay the non-Catholic rate.**

## **CAFETERIA ACCOUNT**

St. Theresa School's hot lunch program is managed by Nutrition Inc. Monthly menus may be found on the school website. Several —hot lunch choices are available every day. A salad choice is also available. Students may purchase snack (a la carte) items after their lunch is finished based on availability. Purchased snacks may not be available daily. St. Theresa School participates in the Federal School Lunch program. Families whose income qualifies are strongly encouraged to apply to the office for free or reduced-cost lunches. This is handled through the school's Financial office and is strictly confidential.

All families that have received scholarship aid from St. Theresa School or from The Neumann, Bridge, Bravo, or Jump Street Foundations are required to apply for free or reduced lunches.

St. Theresa School and Nutrition Inc. have instituted an automated lunch payment system. Payment for meals and snacks will be made in advance, with a minimum payment of \$10.00 to be applied to the student's lunch account. Each student is provided with a school ID number utilized within the school and cafeteria database. Payment for lunches can be made by cash or check (made payable to St. Theresa School) enclosed in an envelope and marked with the student's name, amount, and homeroom. Student accounts may also be funded by credit card by logging into <https://www.schoolcafe.com/> and setting up an account using the student ID number. A small fee will be charged for credit card payments. All lunch histories and balances can be viewed on <https://www.schoolcafe.com> free of charge, or by contacting the cafeteria or school office. **No money for meals or snacks will be accepted at the lunch line.**

## **Parents/Volunteers:**

### **VOLUNTEERS**

We are most appreciative of all the assistance, time, and talent we receive from our many parent volunteers. Our volunteers provide in-school services such as conducting holiday parties, field trips, library aides, playground helpers, cafeteria aides, and office aides. While on playground duty, volunteers space themselves strategically so that all children and areas of play are visible and properly supervised. If you have a few extra hours, please consider helping your child and our school. Contact your child's teacher/s or office for ways to provide your time and talents to benefit our school.

Please contact Lisa Munsch in the parish office at: [admin@sainttheresaparish.org](mailto:admin@sainttheresaparish.org)

Volunteers in any of our school programs are required to have a Pa. State Police check, DPW child abuse check papers, FBI Fingerprint, certification of the completion of Mandated Reporting and the Youth Protection Video from the Diocesan website, and Diocesan YPP certification on file with the Diocese of Harrisburg and have a signed Computer End User Policy on file in the office before they can work in or around children. **This includes anyone who accompanies the students on trips.** All volunteers will be required to sign a volunteer agreement form before becoming involved in activities with the students. All volunteers must wear their Diocesan Youth Protection Program Volunteer badge.

### **Volunteer Responsibilities**

1. Arriving on time, staying for the agreed-upon time, and remaining in the assigned area or classroom.
2. Notifying the appropriate persons if you are going to be absent or tardy.
3. Performing your tasks to the best of your ability; Understanding that the administrator values your service but may not always be able to honor your preferences for days, times, and places of service.
4. Keeping young people under your supervision safe and appropriately occupied.
5. Notifying your supervisor or the administration about unsafe conditions or issues causing you concern.
6. Supporting the teachings of the Catholic Church and living in accordance with those teachings.
7. Supporting the authority of staff and administrators.
8. Upholding parish and program rules.
9. Keep confidential information that you have gained during your volunteer service that is private to young persons and/or their families.
10. Promptly making known the confidences of young people that involve issues of health, life, and/or safety.
11. Enjoying being part of our ministry team; and
12. Praying for our community and the youth we serve.

Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)

## **VISITORS**

We welcome all parents and visitors and are glad that you are here. We do ask that all visitors stop at the office and sign in before proceeding through the building. In this way, we hope to avoid interruptions and provide protection for our staff and students.

Teachers are not permitted to leave classrooms to answer the phone or confer with parents while school is in session. Accordingly, no one is permitted to go to a classroom without the express permission of the principal. If it is necessary to bring articles of clothing, lunch, etc., to school during the day, they must be left at the school office for delivery.

The school's front door is equipped with a bell system. It will be locked at 8:15 each day. You will need to be buzzed in by our secretary to enter the building. All other outside doors will remain locked throughout the day to ensure the safety and security of the occupants of our building. All visitors will sign in upon entering the building and will exit through the main doors to sign out.

## **CLASSROOM PARTIES**

Each class is permitted three parties each year and an end-of-year event at the discretion of the teacher and grade level; these parties may be Halloween, Christmas, or Valentine's Day. The teacher and homeroom parent establish the details of these parties. Classroom parties will follow the nutritional standards established in the Diocesan Wellness Policy. Classroom teachers will have a copy of the food and beverage choices that are permitted.

Invitations to private parties (e.g., birthdays, or holidays) will not be distributed at school. In consideration of all children, invitations should be mailed.

## **CLASSROOM VISITATION**

If the visit is to observe a classroom session, permission must be secured from the principal. It is best to make these arrangements three days in advance since there are certain days when observing a normal session would be impossible.

## **NON-CUSTODIAL PARENT**

In accordance with the Buckley Amendment, St. Theresa School respects the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school-related information regarding the child. If a court order specifies that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **CHANGE OF ADDRESS/PHONE NUMBER**

A change of address, phone number, and/or email address **must** be reported to the school as soon as possible. If you have an unlisted phone number, please indicate this so the number will not be released.

## **Services/Organizations:**

### **AFTER SCHOOL PROGRAMS:**

INSPIRATION STATION LLC will administer the after-school program. For contact information, call the school office.

### **Inspiration Station:**

Inspiration Station LLC offers daycare for any student enrolled in Saint Theresa School's preschool. The program runs **from 7:30 AM to 5:30 PM**. The adult/child ratio meets state requirements. Parents are expected to faithfully observe the payment schedule of the Daycare Program.

### **ST. THERESA SCHOOL BOARD OF EDUCATION**

The St. Theresa School Board of Education meets five times during the school year (September, November, January, March, and May) to discuss matters pertaining to the school's social, religious, and academic affairs. **The Saint Theresa School Board is an advisory board only and does not set policy.**

School Board Committee officers are filled from the slate of candidates recommended by the current school Board, pastor, or principal. The present members of the School Board vote for new officers.

### **PARENT-TEACHER ORGANIZATION**

All parents, guardians, and teachers of our students are members of the Parent-Teacher Organization. A core group, acting as the executive committee, plans meetings, fund-raising projects, and appreciation functions, and fosters a cooperative spirit of fellowship among all members.

Any member of the organization may be nominated to a slate of officers. Parents in attendance at the spring election meeting vote for the officers.

## **Student Health:**

### **HEALTH SERVICES**

The West Shore School District provides nurse and dental hygienist services. Saint Theresa School employs a nurse who is present daily from 8:30 AM to 3:30 PM throughout the school year.

The WSSD nurse provides vision and hearing screening and growth measurements annually. Health records are on file for each student.

### **MEDICATION**

Parents or guardians must authorize the administration of medication to students. This authorization must be in writing and shall include:

- The student's name
- The date
- The family doctor's name/signature
- The dosage and time interval
- Must be in the original bottle

The medication taken during school hours must be delivered directly to the nurse or school secretary by the parent. Medicine is not permitted to be sent with the student.

Throat lozenges or cough drops may not be taken in school unless preauthorized and given by the nurse. Parents must complete a blue authorization card before any medication can be given by the nurse.

### **ILLNESS, INJURY, OR EMERGENCY**

In cases of illness or injury, the school nurse or a member of the school staff will temporarily care for a child. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Emergency telephone numbers where parents can be reached, and the name and number of the student's family doctor must be on file at the school.

**Head Lice and/or Tick Bites** Must be reported to the office ASAP.

### **INSURANCE**

Information about available student insurance through the Diocese of Harrisburg is sent home. If you do not wish to take the insurance, please sign the form from the Diocese and return it to the homeroom teacher.

### **Technology and the Internet:**

#### **TECHNOLOGY**

Any unauthorized use of the school logo is prohibited. Students may not use photos or videos containing the St. Theresa logo, student names, teacher names, or other identifying information while blogging, on Snap Chat, Instagram, Facebook, TicTok , YouTube, or similar social and/or networking websites.

The administration has the right to check blogs, social and/or networking websites, Smartwatches, iPods, Wiis, cell phones, and other electronic transmissions. If these transmissions are not in compliance with our school philosophy and procedures, the administration will confiscate the device in question and determine what further consequences will be imposed.

By federal law, Saint Theresa School is required to provide Internet Content filtering for all network services. Saint Theresa School maintains a content filtering system supplied by Lightspeed and the Diocesan Wide Area Network. This filter blocks most inappropriate sites from being accessed. No filtering solution is perfect, but the low rate of disciplinary incidents related to inappropriate Internet use in our schools is a testament to the high-quality filtering services in place for our school. Teachers have the override capability for most categories (except CIPA material categorized by the federal guidelines) to enable teachers to make professional judgments in case an acceptable website is mistakenly blocked. With the new installation of the Wi-Fi network at Saint Theresa School, access to the school network and Internet will be filtered for all devices. Bypass access for students and all other non-faculty members will not be granted.

## **COMPUTER GUIDELINES**

With the continued increase in technology use in all schools, the diocese stipulates that computer use guidelines be promulgated to all students and their parents. The following are the computer guidelines for the students at Saint Theresa School.

Violations of the guidelines or improper use of these resources will result in disciplinary action. Depending on the severity and implications of the action, the disciplinary action can range from a warning to expulsion.

- Students will use only the assigned computer and will not attempt access to any unauthorized computer.
- Students will not attempt to use any software or hardware without the approval of the instructor.
- Students will not vandalize any software, hardware, or supplies.
- Students will not modify any system settings on any computer.
- In addition to assigned topics, students may use a school computer to pursue educational topics or community service projects, as long as the instructor's permission is provided. Students will not copy, change, read, or use anyone else's software or files without prior permission from the instructor.
- Students will use the Internet exclusively for activities, which are specified by the school.
- When on the Internet, students will not reveal any personal information about themselves or anyone else (e.g., name, address, phone number.)
- When on the Internet, students will not send messages that contain inappropriate content. This includes profanity and any other non-academic activity.
- Students will not access their personal/home email accounts from the school computers.
- When on the Internet, students will not purchase any goods or services.
- When on the Internet, students will not download, upload, or otherwise gain access to any unauthorized material(s) without the permission of the computer teacher.
- Students will not copy, save, or redistribute copyrighted material. (Users should assume that all material is copyrighted unless explicitly noted.) Questions about whether a specific activity is permitted will be addressed to the computer teacher.
- No material will be printed without the teacher's permission.
- Students promise to tell a teacher immediately if they come across any information or communications that make them feel uncomfortable.

**Some tips on how to be Cyber Smart** (developed by Susan Sutton and Amy Reitz, St. Mary Magdalene Catholic School, Apex, NC. [www.rucybersmart.com](http://www.rucybersmart.com))

In today's technologically driven society, kids have found new avenues to express themselves. Unfortunately, some have also found ways to bully and hurt others. Online Bullying is the newest version of bullying which entices today's youth because of its sense of anonymity.

When talking to your kids about proper online behavior, think —I Don't Play:

Identify the sender. Find out who it is through questions.

Don't respond or retaliate when you get an inappropriate IM.

Openly communicate with parents and teachers.

Never share personal information. You don't know how it will be used by others.

Think about what you say. Would you be willing to say it publicly?

Print evidence. It may help when problems occur.

Let the provider know if someone is using IM inappropriately.

Always change passwords regularly. Start the habit early to protect yourself.

Yearn to live without IM. There are other ways to talk to friends.



The Saint Theresa School Board has adopted the following policies with the principal's agreement and approval.

## **Transportation:**

### **GENERAL INFORMATION**

The West Shore School District provides busing for most Saint Theresa students in accordance with Act 372 providing transportation to students in the Commonwealth of Pennsylvania who attend nonpublic schools. Students are expected to obey the directions as set forth in this section. Other school districts in our locality also provide transportation for students to St. Theresa School. If you have a question, please contact the office, bus company, or your school district.

Central Dauphin	*541-0680 x 243 & 245 (Durham Bus Co.) 717-545-4703 x 518 (District Trans. Office)
Cumberland Valley	717 – 697-8261 (opt.1) 717- 506-3310 (District Trans. Manager) 717-506-3317 (District Trans. Secretary) <a href="mailto:transportation@cvschools.org">transportation@cvschools.org</a>
East Penn	717-732-3601 (District Trans. Office)
Harrisburg	717-703-4055 (District Trans. Office)
Mechanicsburg	717-697-9109 (B&S) 717-691-4517 (District Trans. Office)
Northern York	717-432-8691 x1106 (District Trans. Office) 717-737-3396 (Kauffman Bus Services)
Steelton	717-704-3800 x3872 (District Trans. Office)
Susquehanna Twp.	*717-657-741 (Dispatch Office) 717-657-5100 (X50162) <a href="mailto:transportation@hannasd.org">transportation@hannasd.org</a>
Susquenita	717-957-6000, option 5 (District Trans. Office) 717-957-3811 (Rohrer)
West Shore	*717-938-8788 (First Student) 717-938-9577

\*to report students not picked up; late bus pick-up in AM; late bus arrival in PM

Sometimes, the usual mode of transportation changes. If this is the case, a note must be sent to the office; otherwise, the student must go home his/her normal way. We cannot assume the responsibility of a bus rider walking home. Students classified as car riders or walkers and not assigned a school bus are not permitted to ride the buses.

## **BUS RIDERS**

Bus service is provided by the West Shore School District and other neighboring districts. Students are expected to observe all bus regulations. They will be denied bus privileges due to misconduct.

Safety on the bus must be a cooperative effort of the home and the school. Review the following rules frequently with your child. If a student receives 2 behavior notices and continues to disregard the rules, she/he will lose bus privileges. The following West Shore School District rules are in effect on all buses, no matter what the district:

- Exercise caution, good manners, and consideration for other people.
- Obey the driver, their first concern is your safety.
- Ride only the bus to which you have been assigned.
- Be at your stop several minutes (10 minutes) early in case your bus is running ahead of schedule.
- Stay a safe distance from the roadway.
- Respect the property of the persons living near your stop.
- Stand clear of the bus until it has come to a complete stop.
- Get on and off the bus only at your designated stop.
- No live animals or potentially dangerous items are allowed on the bus.
- Hold your personal items or place them on the floor under the seats, not in the aisle.
- Large musical instruments are allowed only if seat space to accommodate the instrument is available.
- Avoid yelling, loud talking, or any conduct which could distract the driver.
- Ask the driver for permission before opening the windows.
- Keep all parts of your body inside the bus.
- Do not throw objects inside or out of the bus.
- Use the emergency door and exit controls only during supervised drills or actual emergencies.
- Remain seated while the bus is in motion and until it has come to a complete stop.
- Do not eat on the bus.
- Help your driver to keep the bus clean and in good condition. You will be responsible for paying for any damages you cause.
- Wait at least one-half hour (30 minutes) beyond the posted time for the bus to arrive at your stop before returning to your home. Bus transportation may be provided on days when Saint Theresa students are dismissed early; this is based on the home school district busing policy.

## **STUDENT BUS MISCONDUCT**

The following information comes directly from the West Shore Transportation Office and pertains to all buses:

1. When a student gets out of order on a bus, the driver shall correct the student, inform him/her of the infraction, and deliver a written report to the principal on the same day. If the infraction occurs during the AM run, the following day if during the PM run. The teacher in charge shall meet with the student regarding the infraction and inform the student of the consequences of any further misconduct on the bus. The principal shall determine if the student's offense was of so serious a nature that his own safety or the safety of others was jeopardized or the property of the district or

others was damaged. In every case, the parents will be notified, in writing, informing them of the infraction and punishment. This letter shall also inform the parents of the penalties for subsequent infractions. No bus suspensions shall occur until the principal is certain the parents are notified.

2. Administrative Options
  - 1<sup>st</sup> Offense- (1) Warning
    - (2) 3–15-day suspension from riding the bus
    - (3) Suspension from riding the bus for the remainder of the year
  - 2<sup>nd</sup> Offense- (1) Warning
    - (2) 3–15-day suspension from riding the bus
    - (3) Suspension from riding the bus for the remainder of the year
  - 3<sup>rd</sup> Offense- (1) 3–15-day suspension from riding the bus
    - (2) Suspension from riding the bus for the remainder of the year
3. The parents of a student who has had his/her bus riding privileges suspended for the remainder of the school year may, after a period of 45 school days, petition the principal of the school to have the suspension lifted. The principal, before granting the request for a review of the suspension, shall determine and consider the student's conduct, academic performance, and attendance record since the suspension. The principal shall also consider the infraction leading to the suspension as well as any prior infractions. If the principal feels a review of the suspension is in order, the transportation department shall be asked to have a representative at the review. The decision to grant or deny the parent petition shall lie with the principal. If the student's bus privileges are restored and the student commits another infraction, there shall be no right to further appeal and parents will be responsible for transportation at least for the remainder of the year.
4. The parents of any student causing damage to a school bus, or any other school property will be held financially liable for the repair or replacement of such damage.

### **Release Clause:**

The Saint Theresa School administration, in consultation with the Pastor and the School Board of Education, reserves the right to amend this handbook when circumstances warrant it. Parents will be promptly notified, in writing, of any such amendment, which will simultaneously be promulgated in an announcement to all students.



**DIOCESE OF HARRISBURG – SECRETARIAT FOR EDUCATION**  
4800 Union Deposit Road • Harrisburg • Pennsylvania 17111-3710  
(717) 657-4804 • FAX (717) 657-3790 • [www.hbgdiocese.org](http://www.hbgdiocese.org)

**CATHOLIC SCHOOL PARENTS  
MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in a Catholic School I understand and affirm the following:

- The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), and the diocese.
- Attending a Catholic school is a privilege, not a right.
- While academic excellence and involvement in an extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school’s life and activity.
- In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

Father: \_\_\_\_\_ Mother: \_\_\_\_\_  
Printed Printed

Signature

Signature

(Guardian): \_\_\_\_\_  
Printed Signature

Student’s Name \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B

### **Diocesan Policy - Gender Identity Questions - Students 5112.6**

Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church.

The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese they agree that they will not publicly act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted:  
January 1, 2015     RWG/Bishop of Harrisburg

**E-reader or other Digital Device: Acceptable Use Policy**

Introduction:

Electronic readers, called —e-readers, are digital devices that store books, periodicals, magazines, and other electronic media. E-Readers like Amazon’s Kindle, Barnes & Noble’s Nook, and Apple’s iPad are quickly becoming ubiquitous in our digital culture and cannot be ignored. St. Theresa School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

E-reader Acceptable Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a long time commensurate with the nature of the violation.

1. All e-readers must be registered with the St. Theresa School Technology Specialist and accompanied by the Acceptable Use Agreement Form signed by the parents and the student.
2. E-readers are to be used only for reading school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-reader must comply with St. Theresa School's spirit and policies. Please refer to the Parent-Student Handbook for more details.
4. All e-readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. E-readers must be used at appropriate times by teacher instructions. They must not be a distraction for the student or those around him/her or a source of any classroom disruption.
6. E-readers should not be used during lunch or playground/recess time.
7. Students are responsible for knowing how to properly and effectively use their e-readers, and this should not be a burden on teachers.
8. E-readers, as of Monday, January 23, 2012, with initial induction, and until otherwise specified by St. Theresa School, will only be for students in **4<sup>th</sup> through 8<sup>th</sup> Grade**.

***E-reader or other  
Device Acceptable Use Policy  
Parent/Guardian Agreement***

I authorize my child to bring their e-reader to St. Theresa School, understanding that it is to be used as a tool for reading only and that my child will comply with the E-reader as mentioned above Acceptable Use Policy. I understand that St. Theresa School is not responsible for any damage or loss associated with my child's e-reader. I also understand that a violation of the e-reader policy may result in my child losing the privilege to bring their e-reader to school for a length of time commensurate with the nature of the violation.

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

E-reader Make/Model: \_\_\_\_\_

E-reader Serial Number: \_\_\_\_\_

E-reader MAC Address: \_\_\_\_\_

**Student Agreement**

I agree to abide by all guidelines set forth in St. Theresa School's E-reader Acceptable Use Policy as well as those outlined in the Parent-Student Handbook. I understand that a violation of the e-reader policy may result in losing the privilege to bring the e-reader to school for a length of time commensurate with the nature of the violation.

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Specialist

Technology Specialist Name: (Print) \_\_\_\_\_

Technology Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

### **SAFE SCHOOLS ACT OF 1997**

It is the policy of our school to notify the school to which a student transfers if a student is suspended or expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

(This policy reflects our commitment to the Safe Schools Act of 1997.)

The school will alert local law enforcement authorities when deemed necessary and the Diocesan Education Office whenever a weapon is discovered on school grounds, or in the possession of a student under our care. APPENDIX E

### **CHILD ABUSE POLICY**

All employees of Saint Theresa School are mandated reporters. Every staff/faculty member of St. Theresa School who suspects that a child has been physically injured or abused by his/her parent or other adult is required by law to make a report to the Principal and the Child Abuse Hot Line. The agency will then conduct an investigation. APPENDIX F

### **AIDS/HIV POLICY**

Students with HIV/AIDS or related diseases and who desire to attend a diocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case-by-case basis by the Principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If for reasons of health or safety, a student can no longer continue to attend classes, the Principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the Principal if or when their child has HIV/AIDS or related diseases in order that the school Principal can provide for the protection of the child and other individuals in the school. APPENDIX G



## **ACCEPTABLE USE POLICY**

### **Purpose:**

Computers are a valuable tool for education at St. Theresa School; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use the Internet without this agreement signed and on file with the computer technology teacher and/or the office of the Dean of Students.

### **Goals:**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem-solving skills this will be needed in this increasingly electronic and global society.

### **Responsibilities of User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With the right of access comes the responsibility to use the source both correctly and wisely. St. Theresa School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **General Guidelines for use of the Internet:**

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- The Network Administer or computer teacher has the right to monitor and judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security (hacking or any unauthorized activity), guessing passwords or in any way gaining access to secured resources is forbidden.
- Uses of proxy sites or any other means to circumvent filtering software are strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. The e-mail is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from St. Theresa School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Additional rules and restrictions may be added at any time.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.

**Internet:**

St. Theresa School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph: *“The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school’s name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.”*

**Computer Use Rules:**

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize the works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not deliberately disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal and immoral.

**Sanctions:**

1. Students who do not ethically use the Internet and other computer resources will lose computer use privileges at the school. The principal, Computer Teacher, or dean of Students will determine further disciplinary action.
2. Disciplinary or legal action may be taken by the school or other interested parties.

**Legal Issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, — . . . it is a felony punishable by fines up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . .ll

— . . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933) (a) (2) and (3) . . .llWeb 2.0 Tools

## **Use of New Web Tools**

Online communication is critical to our students' learning of 21st Century Skills, and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student-protected e-mail, and podcast projects or other web interactive use must follow all established Internet safety guidelines. Part of the process of using Web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

### **Blogging/Podcasting Terms and Conditions:**

- The use of blogs, wikis, podcasts or other Web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tool. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal Myspace or Facebook pages.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to websites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting
- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of Web 2.0 tools. (No making illegal copies of music, games or movies)

### **Internet Safety Rules for Minors**

- Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see

something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.

- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

**ACCEPTABLE USE POLICY: Signature Page**  
**2024 – 2025**

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_

Print Student Name \_\_\_\_\_

Parent Signature(s) \_\_\_\_\_

## Glossary

### **Web 2.0 Tools and Technologies**

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. It's about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 tools is that the majority of them are free.

### **Podcasting**

If an individual was interested in video games, they might search a podcast submission Web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio or video produced by traditional media such as radio and television or by individuals passionate about a particular subject.

### **Blogs**

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog, or weblog, is a chronological online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

### **RSS**

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication) is a method for delivering regularly changing web content. Many blogs and Internet publishers syndicate their content as an RSS Feed to allow people to subscribe to it easily.

### **Social Bookmarking**

This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are websites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

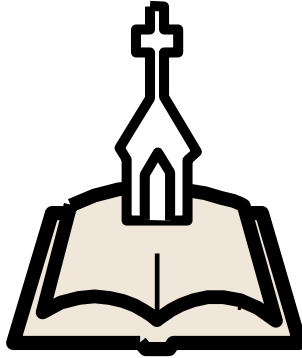
### **Social Networking**

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games - You are now 'social networking.'

The above is from: <http://www.webreference.com/promotion/web20/>

## AGREEMENT FORM

### St. Theresa School Parent/Student Handbook



I understand and agree that I am responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.

I understand that the handbook does not create any contractual obligations, express or implied on the part of the diocese or the school.

I understand that an amendment to the handbook will always govern and supersede any prior versions.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

(Please sign the agreement form in the way you will sign all correspondence to the school.)

Date: \_\_\_\_\_