

## **PARENT-STUDENT HANDBOOK**

### **MISSION STATEMENT**

St. Teresa Catholic School is a Catholic Learning Community.

- Catholic – provide a love for our faith, molding students into caring and committed Disciples of Christ.
- Learning – assist each student to acquire the tools of learning enabling them to become zealous lifelong learners
- Community – involve students in cooperative activities creating respectful, resourceful members of the community

### **DIOCESE OF WICHITA MISSION**

United with the family, the parish, and each other, Catholic Schools in the Diocese of Wichita FORM DISCIPLES OF JESUS CHRIST who seek the truth, grow to love it, and learn to love it.

### **BASIC PHILOSOPHY**

St. Teresa Catholic School is committed to the development of the whole child – spiritual, moral, intellectual, physical, and social – a position that springs from the fundamental purpose of all Catholic education: namely, to prepare the child for the life here and hereafter. In seeking to develop the whole child in all his/her capacities, St. Teresa Catholic School endeavors to include in the curriculum all types of experiences. These experiences are created to develop the ideas, attitudes, and habits that are demanded for Christian living in our modern and global society.

### **SCHOOL ACCREDITATION**

St. Teresa Catholic School is accredited by the State of Kansas through QPA.

## **FACULTY AND STAFF**

Pastor – Rev. Stuart M.Smeltzer (St. Teresa's)

Pastor – Rev. Ned Blick (Our Lady of Guadalupe)

Principal – Mrs. Ellen Albert  
School Secretary – Mrs. Karen Hase  
Parish Secretary – Mrs. Bobbi Ramsey

Preschool/ESL – Mrs. Maria Newboles  
Kindergarten – Mrs. Mary Garcia  
First Grade – Mrs. Patti Mazur  
Second Grade – Mrs. Juanita Davignon  
Third Grade – Mrs. Rachel Wannamaker  
Fourth Grade – Mrs. Phyllis Holle  
Fifth Grade – Mr. Bryan Cunningham  
Sixth Grade – Mrs. Molly Perser  
PE – Mrs. Kandace Gooch  
Vocal Music – Mr. Larry Dodge  
Band – Mr. Mark Robinson  
Librarian –  
Technology – Mrs. Liz Kraushaar  
Title I – Ms. Linda Burdette  
Academic Aide – Sr. Connie Robles, CSJ  
Mrs. Mary Kohler, Mrs. Ana Rumback  
Head Cook – Mrs. Katie Christenson  
Maintenance – Mr. Mark Dreiling

To contact school staff members, please call the school office. Teachers are not available for meetings during instructional time.

### **PARENT ORGANIZATION**

FOSTER (Friends of St. Teresa's Education & Religion) holds monthly meetings, coordinates volunteers, raises money for school needs, and sponsors many school events.

FOSTER Chairpersons are:

Ana Rumback  
Shelli Jirack  
Tammi Ediger  
Tracy Rodolfo  
Lori Bird

FOSTER meets the first Monday of each month at 7:00pm in the school. All parents are members of the group, and are encouraged to attend the monthly meetings.

## **SCHOOL POLICIES AND INFORMATION**

### **ADMISSIONS**

A child must be five years of age before September 1<sup>st</sup> of the school year to be eligible to enter Kindergarten. (Kansas State Law)

A child must be 3 years old by Sept. 1<sup>st</sup> to enter 3-year-old preschool and 4 years old by Sept. 1<sup>st</sup> to enter 4-year-old preschool.

Parents enrolling their child into school for the first time must present a Kansas Certification of Immunization. Immunizations required are: polio, diphtheria, whooping cough, mumps, tetanus, rubella, and Hib. Kindergarten students are also required to have a Hepatitis B and 2 doses of Varicella immunization (12 – 15 months, and 4 – 6 years of age).

In addition to health records, parents must also present child's certificates of birth and Baptism.

Parents transferring their child into St. Teresa School from another school must present certificates of health, birth, Baptism, and immunization records. Parents must also sign a Release of Records form. A screening may take place before acceptance into the school.

All children eligible for Kindergarten must go through screening. The results of this screening will help to determine grade placement.

### **REGISTRATION PROCESS**

Class size will be limited to 28 students. The following criteria will be evaluated when considering children for enrollment in St. Teresa Catholic School:

- Parish member and practicing Catholic
- Participation in stewardship
- Enrolled last year
- Date of application
- History of acceptable grades and behavior

Registration will begin in March. Families must obtain a signed "Parish Agreement" form from their parish priest. Registration forms are then completed, and necessary fees are paid.

**(All previous school fees must be paid before the registration process for the new year can begin.)**

### **REGISTRATION FEES**

Kdg. – 6<sup>th</sup> grade -- \$130.00 and \$30.00 technology fee

3-year-old preschool -- \$45.00

4-year-old --- \$45.00

Special note; Students withdrawing from school before August 1<sup>st</sup> will be refunded half of the registration fee. Students withdrawing after school begins will forfeit the entire fee.

### **ADDITIONAL FEES**

Preschool monthly fees:

3-year-old --- \$40.00

4-year-old --- \$55.00

\*\*Monthly fees are due by the 5<sup>th</sup> of each month.

### **FEES POLICY**

All school fees (Lunchkey, Breakfast/Lunch, and Preschool) shall be paid on a regular monthly basis. Fees are to be paid by the 5<sup>th</sup> of each month. If fees are not paid by the 15<sup>th</sup> of the month, a late notice will be mailed out. Failure to pay fees by the end of the month can result in denial of the particular program until payment is made. Families may request a conference with school officials if there is a need to discuss special financial circumstances.

It is imperative that fees are paid on a regular basis, as each school program is self supporting, and depends upon these fees in order to meet their financial responsibilities.

### **TITHING**

It is each parent/guardian's responsibility to tithe to the church on a weekly, bi-weekly, or monthly basis. All families are expected to give some proportionate share of their "Time, Talent, and Treasure" as a tithe to the parish in thanksgiving for God's many blessings.

Non-Catholics who desire to send their children to St. Teresa's School will be required to pay the full amount necessary to educate a child within our school system.

### **TEXTBOOKS/LIBRARY BOOKS**

Students are responsible for all books and supplies issued to them. If school materials become lost or damaged, the student is required to pay for replacement of the book.

Students in grades 1 through 6 may check out two books for two weeks. Pre-school and kindergarten may check out one book for one week.

## **INTERMEDIATE GRADE SCHOOL LOCKERS**

The use of lockers is a privilege. The lockers are to be used for storing school materials, clothing, and musical instruments. Lockers are the property of the school and are subject to inspection by the administration at any time.

## **ATTENDANCE**

Regular school attendance is essential for student growth and progress. There is a high correlation between successful academic achievement and faithful attendance. Students should be at school all day, every day, unless they are ill, or there is an extreme emergency.

## **SCHOOL HOURS**

The school day for grades Kindergarten through sixth begins at 8:00am and ends at 3:10pm. The school doors will open in the morning at 7:30. Students should report to the gym when they arrive. They will be sent to the classrooms at 7:50. Students should not be dropped off before 7:30am.

Dismissal time for students is at 3:10pm. Students are expected to leave the school grounds promptly. Students remaining at school beyond 3:30pm will be sent to the After-School program. This is for the SAFETY of the student.

## **PRESCHOOL SCHEDULE**

### **3-year-old program**

Tuesday & Thursday – 8:00-10:00am  
1:00 – 3:00pm

### **4-year-old program**

Monday, Wednesday, Friday  
8:00 – 11:00  
12:00 – 3:00pm

## **ABSENCES**

Parents are responsible for notifying the school office before 8:30am if their child will be absent. When returning to school after an absence, a written excuse to the teacher is also required.

Students gone one to three hours will be counted as a half-day absence. Three or more hours is counted as a whole day absence.

*Excused absences* are when a student is unable to attend class due to illness, death in the immediate family, or other unavoidable situations.

*Unexcused absences* include trips or vacations. Missing school for family trips is strongly discouraged! It is impossible to fully recover the work missed. A written note from parents should be sent one week in advance if a trip is anticipated. Student work will be made up

before or after the absence dependent upon the teacher's discretion.

*If a student has excessive tardies or absences*, parents will be notified with a letter or phone call, indicating concern.

## **TRUANCY**

In accordance with state law 72-1113, a student is considered truant if the child is inexcusably absent on either three consecutive days or five or more days in any semester. If truancy occurs, parents are contacted. If the situation is not resolved, the County Attorney's office will be notified of the number of days of truancy, and the name and address of the parents/guardians.

## **TARDINESS**

Parents are responsible for notifying the school office before 8:30am if a child is going to be tardy. Tardiness is counted for time up to 1.5 hours, starting at 8:00am. After 1 hour, it is considered an absence.

Repeated tardiness is a serious inconvenience to the class and teacher. Parents will be contacted by a letter after the second tardy in a quarter.

## **RELEASE DURING SCHOOL DAY**

Appointments should be scheduled outside the school day whenever possible. If this cannot be done, a note is to be sent informing the office of the upcoming appointment so that a dismissal slip can be prepared. Parents must stop in the office to sign the child out before the child will be excused.

It is imperative that the school be notified of anyone other than the parent/guardian who will be picking up a child during school hours. If there is any question regarding an individual calling for a student, a parent/guardian will be contacted for verbal permission for the school to release the child.

## **MAKE-UP WORK**

Students who have been absent for any reason are required to make up the work missed in regular instruction. Students are responsible to obtain the work, complete it, and return it promptly.

- One day for each day of an excused absence is allowed for the completion and return of make-up work, unless other arrangements have been made with the teacher. If a student is present when an assignment is given, but is sick the next day, the assignment is due the day the child returns.

- Make up work for an unexcused absence is due within a day upon a student's return.
- Make up work cannot completely satisfy a day missed. The oral work and the board work are not recoverable. With absences, a drop in grades may occur.
- Parents and students should not ordinarily expect to receive make-up work in advance of the absence. If the work is given in advance, it is due the day the student returns to class unless prior arrangements have been made with the teacher.
- Students who leave school for appointments are expected to obtain their work before leaving.

#### **WITHDRAWALS AND TRANSFERS**

Parents/Guardians who have students transferring from St. Teresa School during the year are asked to notify the office as soon as possible so that all paperwork can be completed in a timely manner.

Students wishing to re-enter a Hutchinson Catholic School may be required to take an entry exam, which will determine proper placement. Placement and re-entry of the student will be at the discretion of the pastor and building principal, and that decision will be final.

#### **CHILD ABUSE REPORTING**

Under the "Kansas Code for Care of Children," all professional staff including priests, sisters, principals, teachers, and other school employees who have reason to suspect that a child has been injured as a result of physical, mental, or emotional abuse are required to report such abuse to the State Department of Social and Rehabilitation Services (SRS). Parents, teachers, and other adults who work with students (coaches, volunteers, room mothers, etc.) must complete a Diocese of Wichita Abuse Policy/Form.

#### **COMMUNICATION (PARENTS AND TEACHERS)**

When parents have a question or concern, they may contact a teacher for an appointment by phone, by note, or by leaving a message in the office. Interactions between staff and parents are always expected to be courteous and respectful.

The principal will be involved if a situation cannot be worked out.

When a teacher has a concern about a student, the parent will be notified by agenda, note, or phone.

Parents are asked not to go to the classroom during school time unless an appointment has been made.

**AGENDA HANDBOOKS ARE REQUIRED TO BE SIGNED BY PARENTS DAILY.** This is a daily communication between home and school in grades 1 – 6.

#### **ITEMS THAT PARENTS DELIVER**

Please do not take items directly to classrooms. Items that children forget should be marked with the child's name and left at the office for delivery.

#### **COLLECTIONS**

Money brought to school by students (picture money, field trip money, lunch money, etc.) will be taken care of by the classroom teacher. Please be sure that envelopes are clearly marked. Children should not bring money to school unless it is for a specific school purpose.

#### **NON-CUSTODIAL PARENTS**

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school related information. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school an official copy of the court order.

#### **BAD WEATHER INSTRUCTIONS**

Parents/Guardians may tune to local television or radio stations to find out about school cancellations. Please do not call the school for information about school cancellations.

#### **STUDENT RECORDS**

Parents may see the office records of their child by request to the principal. Release of records is done only by mail to a new school, by request of the school where the child is moving.

#### **SCHOOL COMMUNICATIONS**

Newsletters and other notes are always sent home with the oldest student in the family.

### **TRAFFIC – ARRIVAL AND PICKUP**

- Because of the congestion in the alley in the mornings, it is recommended that parents/guardians drop off their children on the school side of Fifth Street. People using the alley should note that it is “One Way” only, with traffic entering from the east. Students who arrive at the alley entrance should walk around the building to the front entrance.
- Please observe the “No Parking – School Days” sign on Fifth Street.
- Student Pick up – Parents may park in the back parking lot behind the school. Students will then cross the alley at the direction of the Safety Patrol.
- Parents may also park in the lot across the street from the school, and proceed to the loading zone when your child/ren are ready for pick up.
- **DO NOT PARK IN FRONT OF THE SCHOOL AND WAIT FOR YOUR CHILDREN.**
- **DO NOT DOUBLE PARK OR EXPECT CHILDREN TO CROSS THE STREET.**

### **BICYCLES**

Riding bicycles to school is a privilege. Students are to walk their bicycles upon entering school property. Bicycles should be locked to the bicycle racks.

### **DISCIPLINE**

Our guiding principle in discipline is to act in a Christian manner characterized by fairness and compassion. Students are expected to abide by school norms and accept consequences if they do not. All standards and procedures are based on RESPECT. Positive and respectful expectations are established throughout the school building.

Rules are intended to promote Christian principles of conduct, good study habits, citizenship, and safety. Signatures on the handbook agreement page indicate that parents and students have read this handbook and agree to abide by it.

### **GENERAL RULES AND EXPECTATIONS FOR STUDENTS**

- Be quiet and walk in the building.
- Respect people and property.

- Cooperate with teachers and staff
- Wear appropriate school uniforms.
- Complete work/homework honestly and with best effort.
- Walk quietly to and from Church.
- Display reverence to Christ present in the tabernacle.
- Use appropriate language.
- Do not bring toys, CD players, games, etc. from home.
- Students may not chew gum, eat candy, etc. during the school day.

### **SEVERE INFRACTIONS**

The following items are considered severe and inappropriate behavior for a student at St. Teresa School and can result in detention, probation, suspension, or dismissal:

- Fighting, provoking a fight, or participating in activities that result in physical violence.
- Theft of or damage to property of another student, visitor, or school personnel.
- Disrespect of fellow students or staff.
- Use, possession, or distribution of smoking materials, narcotics, alcohol, or dangerous drugs or use of or possession of any kind of weapon.
- Indecent or obscene conduct or language.
- Cheating on classroom work, assignments, or homework.
- Leaving the school ground during the day without written parental permission.

The following disciplinary procedure will be used for such student actions:

Level 1 – First infraction calls for a teacher consultation with parents and students. Referral for a one-day-in-school suspension is given to be served the first day after the infraction.

Level 2 – Second infraction calls for a teacher consultation with parents and student. A 2-day in school or out of school suspension is given.

Level 3 – The third infraction calls for consultation of the teacher, parents, student, and principal. A 3-day in school or out of school suspension is given.

Additional major infractions will result in possible out of school suspension or expulsion.

### **DETENTIONS**

Detentions will be given at the discretion of the teacher for breaking school or classroom rules. Parents will be informed of a detention by a note

or phone call from the teacher. Detentions will be teacher directed.

### **EXPULSIONS**

A student may be expelled from school if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the school community. A meeting will be held with the pastor, principal, teacher, and parent to gather all the facts in the situation. Prior to expulsion, the principal will confer with the Diocesan Superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision. *The final recourse in all disciplinary situations is the school principal.*

### **BULLYING/THREATS OF VIOLENCE**

In Catholic Schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of each person. More particularly, the Diocese, through its administrators, faculty, and staff, in creating an environment that encourages and supports learning, expresses a grave concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to teasing, poking, biting, and hitting. Such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as alienation. It includes, but is not limited to slurs, name calling, sexually suggestive, insensitive, or vulgar comments. The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools. Students who are determined to engage in these behaviors will be subject to discipline from mandatory counseling and suspension from school activities, to disciplinary sanctions, up to and including expulsion. *The Diocese of Wichita has a "Threats Policy".* All threats are taken seriously and acted upon promptly. Consequences include a possible police call, suspension, or expulsion. St. Teresa's School will comply with the Diocesan policy and the terms of the Kansas School Safety and Security Act which requires schools to expel a student from school for not less than one year for possession of a weapon at school.

Please see Diocesan Handbook Policy # 408A and 408B concerning bullying and

harassment. These can be found on the Wichita Diocese website at [cdowk.org](http://cdowk.org).

### **SUBSTANCE ABUSE POLICY**

It is the policy of diocesan schools that substance abuse is not tolerated. If a student is in possession of illegal substances (drugs, alcohol, and tobacco in any form), or is intoxicated at school, the consequence is a one to five day suspension out of school. During that time, it may be required that the student receive a psychological evaluation from a therapist approved by the school, and a drug test.

### **LITURGIES**

#### **8:00AM – MONDAY, WEDNESDAY, FRIDAY**

Kindergarten thru 3<sup>rd</sup> – Mondays  
4<sup>th</sup> thru 6<sup>th</sup> – Wednesdays  
All-school Mass on Fridays

Preschool students attend Mass occasionally for special celebrations

Students also attend liturgies appropriate to the Church season such as Stations of the Cross. Students take turns planning the Friday liturgy. This allows them the opportunity to participate in the various ministries.

The Religion program involves parents, and the various lessons should be discussed as a family. Parents should be aware of the content and give assistance when needed.

Since religion is not just a subject to be taught, but is a living out of our faith through each other, it is integrated throughout the curriculum and with school projects.

### **DRESS CODE**

Students arrive and leave school in uniform, according to dress code.

Dress is an important element of the educational environment. Parent/guardians are responsible to see that their children are dressed according to the established guidelines.

**GIRLS** -Moderation in appearance of dress, hair, jewelry, etc. is expected. Earrings should not dangle. Students may not wear make-up.

**BOYS** - “Extreme” boy’s hairstyles, such as shaved lines, tails, Mohawks, etc. are not within the spirit of the school. Hair length for boys must be cut above the eyebrows, ears, and shirt collars. No earrings may be worn at school or school sponsored activities.

**The Principal reserves the right to determine what is acceptable.**

**UNIFORMS;**

Uniforms are expected to be worn the first day of school and every day thereafter. Exceptions to this rule include:

- Scout uniforms
- Jean days (ordinarily the first Thursday of each month-students are asked to participate in a service project)
- Special events

**GIRLS**

\*\*available for purchase from Parker Uniform in Wichita (650 N. Carriage Parkway – 316-687-4634)

- Jumpers – Kindergarten through 3 (red and navy plaid)
- Skirts - 4th through 6<sup>th</sup> grades (red and navy plaid)
- Skorts – Kindergarten through 6<sup>th</sup> (red and navy plaid)
- Pants – navy blue slacks (no big pockets, buttons, etc.) Belts must be worn.
- Girl’s accessories – hair bows and bands may be worn if they are simple and not distracting. Bracelets, necklaces, and watches are permissible)
- No sandals
- Tights (red, blue, or white) may be worn.

**BOYS**

- Pants – navy blue slacks (no big or extra pockets, buttons, no seams down the front, etc.)
- Belts must be worn in grades 1 through 6.
- Boys accessories – may wear religious medals, and watches

**BOYS AND GIRLS**

- Shorts – Navy uniform shorts may be worn in August, September, and May  
Students may not wear shorts to Mass.
- Shirts – Red or white polo shirts with banded sleeves (no pockets, designs) – must be tucked in

- Sweatshirts – Embroidered red sweatshirts may be ordered through the school
- Shoes – closed shoes with non-marking soles – tennis shoes
- Socks – must be worn daily and must be visible above shoe tops – solid colors of red, white, or navy are acceptable.
- Belts – brown or black – must be worn in all pants with belt loops

**JEAN DAY**

Jeans must be blue jeans – hemmed and no holes. Appropriate shirts or uniform shirts may be worn. Shirts must cover the entire stomach area.

**GRADING SYSTEM**

Diocesan approved grade cards will be sent home with students following each nine-week period. Students will be graded on their written work, tests, completed projects, classroom activities, attitude, effort, and participation. The grading system used in the Diocese of Wichita is as follows:

|                |            |
|----------------|------------|
| A+ 100 –99     | A 98 – 95  |
| A- 94 -93      | B+ 92 – 91 |
| B 90 – 87      | B- 86 – 85 |
| C+ 84 – 83     | C 82 – 78  |
| C- 77 – 76     | D+ 75 - 74 |
| D 73 – 72      | D- 71 – 70 |
| F 69 and below |            |

Mid-quarter reports will be handed out after the first 4 and a half-weeks of the quarter. Grades are accessible through the online Power School Program.

**TESTING**

Readiness tests are given to incoming Kindergarten students

Standardized tests may be given at various grade levels to measure academic progress.

Kansas State Assessments are also given in the areas of reading, writing, social studies, science, and math to students in grades three through six as prescribed by the State of Kansas.

The STEWARD test (Religion) is given to students in grades three through six on an annual basis.

## **PARENT/TEACHER/STUDENT CONFERENCES**

Conferences will be scheduled at the end of the first nine weeks for all students. Conferences at the end of the third nine weeks are only at the request of the teacher or the parent.

The purpose of conferences is to discuss the student's progress, attitudes, and other items of mutual concern of both the parents/guardians and teachers. Both parents are highly encouraged to attend conferences as a means of strengthening the home/school connection.

Other conferences may be scheduled during the year at the discretion of the principal, teacher, or parent/guardian. The procedure is as follows;

- Parents/guardians meet with the individual teacher to discuss the problem/concern. If the problem persists, the principal may be notified and conference will be scheduled. *No Parent/Guardian should bypass a teacher and go directly to the principal.*
- Additional conferences may be held as the need arises. Scheduling a conference may be done by writing the teacher a note or contacting the office for arrangements. We do not permit conferences while the teacher is on duty. We would request that parents/guardians not just "drop in" for a conference.

## **PROMOTION TO NEXT GRADE LEVEL**

Promotion is based on satisfactory achievement of academic outcomes and appropriate Christ-like conduct. Elaborate promotion ceremonies at the elementary level are not permitted according to Diocesan policy.

## **RETENTION POLICY**

The following steps are taken when a student is being considered for retention:

- Possibility of retention is brought to the parent/guardian's attention by the classroom teacher.
- Conferences shall be held with the parent/guardian on a periodic basis- conferences are documented by teacher.
- Classroom teacher documents remediation. Special education may be considered.
- The parents are involved in the final decision, although the school makes the final decision.

- If a student is advanced against the advice of the professional staff, parents are required to sign a statement that they realize the advancement is against the advice of the staff.

\*\* Summer school may be a requirement for students who are failing classes due to frequent late assignments, failure to complete assignments, or refusal to use class time appropriately.

## **SPECIAL NEEDS**

Students, who struggle academically or with behavior, and those who are gifted academically, have special plans called ILPs (Independent Learning Plan).

## **SPECIAL EDUCATION SERVICES**

Special Education Services are provided through USD 308. The services offered to students are determined based on data received from their testing services. Services included are speech and language, physical and occupational therapy, learning disabilities, and gifted services.

## **TECHNOLOGY**

All students learn to use computers in either the lab or classroom. Basic computer skills and keyboarding are taught in addition to reinforcement of academics. Only school software, data disks, and CDs may be used on school computers. Students may not bring data disks, games, or other software to use at school. Students will use the Internet only with direct faculty supervision. All students and parents are required to sign an "Internet Usage" form and pay a \$30.00 yearly technology fee.

The use of the Internet is a privilege, not a right. It is important for all students to know that they need to act responsibly when using the Internet. The operation of the school network relies upon the proper conduct of the end user, and students must adhere to strict guidelines. Inappropriate use will result in cancellation of privilege to use the Internet.

## **FIELD TRIPS**

Classes go on several field trips each year. A permission form for each trip is sent home to be signed and returned to school. A phone call cannot replace a permission form. Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher. During field trips, students are expected to respond immediately to directions from their teachers and accompanying adults. Polite and respectful behavior is a must!

### **GUIDELINES FOR FIELD TRIP DRIVERS**

- Seat belt and child safety seat laws shall be followed as outlined by the State of Kansas.
- Students are assigned vehicle and driver for going both to and from. The driver is given a list of assigned students.
- Students follow directions of driver and use good manners.
- Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants, etc.
- Drivers must have Proof of Insurance on file in the school office.
- Drivers must comply with Cell Phone Policy #420. *(Catholic school employees and volunteers are expected to use good judgement when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than other drivers. Therefore, cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.)*

### **HEALTH AND SAFETY**

St. Teresa School is provided health services by a registered nurse from USD 308. This nurse works in close cooperation with the principal and teachers. If parents/guardians have any questions or concerns regarding the health of their child, an appointment may be set up with the nurse by contacting the school office.

***Parents/guardians are required to inform the school of any health problems that children may have.***

If a child becomes ill or is injured while at school, every effort will be made to care for them until a parent/guardian or designated emergency contact arrives for the child. It is imperative that the school be kept informed of who is to be contacted in case of an emergency or illness. No student will be released until such a contact can be made.

**Students with fever, vomiting, or diarrhea should not be sent to school. Students must be without fever for 24 hours before returning to school.**

Children who have had head lice must have an approval form from their family doctor or from the Reno County Health Department in order to return to school.

### **MEDICATION**

St. Teresa School does not furnish medication of any kind (KSA 1979 Supp. 65-113). Any medication, prescription or over-the-counter, to be taken by a student must be brought to the office. A release form signed by the parent/guardian or physician must accompany the medicine. This assures that the medications are appropriate for the student's health condition and are the correct dosage and frequency. Medical release forms are available in the office. All medications must be in the original container. Please do not send unmarked or improperly labeled medicine with your child to school.

### **SAFETY DRILLS**

**FIRE DRILLS** are held monthly. At the sound of the bell (continuous bell), students move quickly and quietly to their designated areas outside of the building. Emergency drill exits are clearly posted in each classroom.

**TORNADO DRILLS** are held three times each year. At the sound of the tornado bell (short blasts), students and teachers move quickly and quietly to the designated "safe areas".

### **CRISIS POLICY**

A crisis plan is in place to deal with intruders, bomb threats, and building evacuations. In the event that St. Teresa's School must be evacuated for any reason, two evacuation sites are readily available. The first evacuation site is the First Christian Church at 15 East 5<sup>th</sup> Street. Students and staff would walk to this

location, and parents could sign out and pick up their children at the east side of the church. The alternate evacuation site is Faris School at 300 East 9<sup>th</sup>.

### **STUDENT PREGNANCY**

The following policy is required to be included in all diocesan school handbooks that have sixth graders and above:

“Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school’s response must first of all reaffirm our respect for the sanctity of all human life.

While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student’s status and presents the possibility of unique circumstances, which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decisions.” *Diocese of Wichita School Policy #414*

### **BREAKFAST/LUNCH AND MILK PROGRAM**

- The Breakfast Program is offered from 7:30 – 8:00 each morning. Cost for the program is \$1.25 per day.
- St. Teresa’s School offers a hot lunch program for the students. This program has been designed to meet the state requirements in regard to proper nutrition and dietary practices. Students are encouraged to sample each of the foods being served. Children having food allergies need to have a doctor’s note on file for verification.
- State regulations require that milk be taken with each tray served to the children. If an exception must be made for health reasons, the school must have a statement indicating the health concern on file in the office for the current year. *According to state*

*lunchroom guidelines, no pop is allowed.*

- Student meals are purchased at \$1.65 per day. Adults may purchase meals for \$2.75 per meal. Whenever possible, lunches should be paid in advance. Students will be reminded with a note when money is due. *It is absolutely necessary that lunch bills be paid every month.* (Please write “For Deposit Only” on the back of checks.)
- Extra milk may be purchased for 25 cents per carton.
- Parents are welcome to eat lunch with their children. **Please notify the school in advance if you would like to join your child.**
- Lunch schedule:
  - \*\* 11:30 – 12:00 K thru 3
  - \*\* 12:10 – 12:40 4 thru 6
- The government program for free and reduced priced meals is available to those who qualify. Information on this program and application forms are available on School Information Day, and may also be picked up in the school office.

### **PARTIES**

During the course of the school year, all classes will have celebrations for Christmas and Valentine’s Day. Parties will begin at 2:00pm unless otherwise stated. It is necessary for the room mothers to contact the teachers in advance to make arrangements and plans for each party.

For student birthdays, parents may provide a healthy treat for each of the children in the specific classroom. Treats may be brought to the school at the beginning of school day so that the teacher will give time for the celebration. Please contact your child’s classroom teacher in advance of the day to make arrangements. No balloons, flowers, noisemakers, clowns, etc. will be permitted in the classroom.

Party invitations are not to be delivered through the school unless every child in the class will receive one, and the teacher’s permission has been given to pass them out.

### **SOCIAL ACTIVITIES**

In accordance with Diocesan policy, the school will not sponsor dances and/or mixed parties for elementary students.

**RECESS**

Children attend recess on a daily basis, and go outside whenever weather permits. Please make sure children are dressed appropriately for all types of weather. All children are required to play outside unless they bring a written request signed by parent/guardian. – Children should stay inside only when absolutely necessary.

**SCHOOL TELEPHONE**

The school telephone may be used by children to call their parents only in extreme emergencies. Students may not use the phone to make after school plans.

**STEWARDSHIP**

Students at St. Teresa School are instructed in the importance of giving of their time, talent, and treasure for the support of their school and parish. Children are encouraged to give of their treasure by putting money into the collection at the Mass on Fridays. This money is contributed to mission and parish projects supported by the Diocese. Students are asked to contribute their time and talent as part of their stewardship to the school. Each class is responsible for the basic care of its classroom, and to assist others as needed.

**SCHOOL BAND**

The St. Teresa School Band Program is open to all students in the 5<sup>th</sup> and 6<sup>th</sup> grades. Arrangements for rental or purchase of band instruments may be made directly through the band instructor. All band students are expected and required to attend school band events.

**CHANGES IN HANDBOOK**

The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.

**USE OF HANDBOOK/AGENDA**

Students in grades 1 through 6 are required to have an agenda that is purchased through the school. The students are expected to use them on a daily basis as directed by the classroom teachers. The students are expected to take good care of their agendas and to have them each and every day. Parents are asked to look at the agenda on a daily basis, monitor students homework, and

SIGN DAILY after homework is completed. The classroom teachers will be checking each day for the parent signature. Students are to write only in their own agendas, not the agendas of other students. Respectful use of the agendas requires that they not be marked up or used for purposes other than intended.

**AFTER SCHOOL/LATCHKEY PROGRAM**

A Latchkey Program is provided each day after school from 3:10 – 6:00pm. Sign-up for the program can be done on School Information Day or any day in the school office. The Latchkey Program includes playtime, a snack, a quiet/study period, and clean up.

Because we are responsible for students while they are on the school grounds, any child who is in the building after 3:30 will be sent to the program. Parents are billed each month, and payments are due promptly upon receipt.

**POWER SCHOOL**

The Power School Guardian/Student system is intended to provide parents, students, and teachers with a tool to communicate student performance. It is a Web based application that may be accessed from any place the parent/guardian or student can access the World Wide Web. Parents will have access to their student attendance, assignments, grades, fees, and school news.

