ST. THERESE
CHINESE CATHOLIC SCHOOL

聖德力天主教學校

FAMILY HANDBOOK
2022-2023

Updated 8.25.2022

ST. THERESE CAMPUS
247 W. 23RD STREET CHICAGO, IL 60616
312.326.2837

ST. THERESE
CHINESE CATHOLIC SCHOOL
聖德力天主教學校
WWW.STTHERESECHICAGO.ORG

ST. BARBARA CAMPUS
2859 S. THROOP STREET CHICAGO, IL 60608
312.326.6243

Addendum SY 22-23:

August 2022

The following policies will supersede the existing policies until further notice. Please note these following major policy updates.

We reserve the right to update other policies as guidelines and policies change. Please check the handbook on the website.

- Closed campuses – Our campuses will be closed to all visitors. All students, including Early Childhood students, will need to be dropped off and picked up at the school gates. In some specific cases, vendor employees may enter to perform maintenance or service. They will follow the visitor policy on page 76.
- Mask Optional
- Quarantine Policy – We will continue to quarantine when specific cases occur in accordance with the Archdiocesan, city, and state guidelines.

Sincerely,
Ms. Lisa Deborah Oi
Principal

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Letter to Parents

August 2022

Dear Parents,

The education of your child is a cooperative effort involving parents, teachers, administrators, and other school personnel. Students bear responsibility for their actions and effort. With your support and cooperation, we pledge to help each child develop the academic and social skills needed to function as a productive and contributing citizen to our society. The policies in this handbook help us work together as a safe school community.

We ask that you review and follow the policies and rules set forth in this handbook. Please review this handbook and sign and return the signature page to your child's homeroom teacher.

Sincerely,
Lisa Deborah Oi
Principal

Policy Changes

St. Therese Chinese Catholic School reserves the right to change any policy, rule, or regulation with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes may require immediate implementation due to unforeseen circumstances or changes in State or Archdiocesan policies.

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Faculty and Staff

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Maintenance..... Mr. Tom Groark..... tgroark@sttheresechicago.org
Maintenance..... Mr. Jeff Spaargaren..... jspaargaren@sttheresechicago.org

Governance and School Policies Statement

St. Therese School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board implement and follow all policies and procedures promulgated by the Archdiocese and the Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the St. Therese School Family Handbook are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan or Office of Catholic Schools directives.

St. Therese School: An Introduction

History of St. Therese Chinese Catholic School

Founded in 1941 as a mission school with two large classrooms, St. Therese Chinese Catholic School was the first Catholic school for Chinese children in the Midwest. Its purpose was to provide a Catholic education to the newly baptized members of the Chinatown community.

Now a parish school, St. Therese has evolved from a place to help Chinese children adapt to American life to a multicultural school reflecting Chicago's broad demographics, welcoming children of recent immigrants and longtime residents from a diverse range of ethnic and socioeconomic backgrounds. From its humble beginnings, St. Therese has grown to become a nationally and internationally recognized model for excellent elementary education.

History of St. Barbara School

St. Barbara School opened in 1910 and was a beacon for Catholic education in the Bridgeport community. Like St. Therese, St. Barbara School opened its doors to serve new immigrants, primarily of Polish descent. For more than a century, St. Barbara School was at the epicenter of a strong Catholic community, constantly expanding and embracing new social and cultural groups in fostering its essential spiritual and educational mission, meeting the educational needs of the Bridgeport community with the highest dedication, enthusiasm, and excellence. In 1947, St. Barbara established an all-girls high school in an adjoining building, educating young women for more than 50 years.

A Joining of Traditions

Beginning in 2018, St. Barbara, St. Therese, and several other nearby parishes and schools joined with the Archdiocese in the Renew My Church discernment process. This process eventually resulted in the decision to have St. Therese Chinese Catholic

School expand a second campus at St. Barbara to meet the ongoing demand for the unique, quality Catholic education St. Therese provides.

The second campus, St. Therese Chinese Catholic School – St. Barbara Campus, opened with the 2020-2021 school year at the site of the St. Barbara School. The two campuses now are one school, operating under one administration and following the same academic, religious, and cultural programming that has earned St. Therese such interest and accolades.
To support our vision for a Junior High experience, the St. Barbara Campus will now host our junior high school students in grades 6 to 8, while our St. Therese Campus will host our early childhood and elementary school students in grades PK to 5.

Recent School and Leadership Awards

- 2018 Blue Ribbon School of Excellence (US Department of Education) – our second Blue Ribbon recognition!
- 2018 Catherine T. McNamee, CSJ Award (National Catholic Educational Association)
- 2017 NAESP National Distinguished Principal Award (National Association of Elementary School Principals)
- 2017 Learn. Lead. Proclaim Award (National Catholic Educational Association)
- 2017 Stanley C. Golder Leadership Award (Golden Apple Foundation)
- 2017 Golden Apple Award for Excellence in Teaching (Golden Apple Foundation)
- 2016 West Cook County Assistant Principal of the Year (Illinois Principals Association)
- 2015 Stanley C. Golder Leadership Award Finalist (Golden Apple Foundation)
- 2014 LEAP Innovation Awards Grant (LEAP Innovations)
- 2012 Schools of Distinction Award Finalist, Middle Schools (Intel Corporation)
- 2012 Tech Leader of the Year (Tech & Learning Magazine)
- 2011 Blue Ribbon School of Excellence (US Department of Education)
- Top 25 Private Schools in Chicagoland (Chicago Magazine, 2006)

Recent Student Awards

- 2020, 2019, 2018, 2017 Fr. Tolton essay contest (Archdiocese of Chicago)– 1st and 2nd place every year
- 2020, 2019, 2018, 2017, 2016 Catholic Math League Winners
- 2020, 2019, 2018, 2016 2015 State Science Fair Winners
- 2020, 2019, 2018, 2016 2015 City Science Fair Winners
- 2019, 2018, 2015 State Handwriting Winners
- 2017 Catholic Math League National – 1st place Algebra I
- 2017, 2016, 2015, 2014, 2013 St. Therese History Team advances to the National History Bee Competition and National History Bowl
- 2016 Illinois Council of Teachers of Mathematics Winners

Vision Statement

Educating tomorrow's world leaders!

Mission Statement

St. Therese Chinese Catholic School is committed to traditional Catholic values and welcomes a diverse enrollment.

St. Therese has an advanced Chinese-influenced curriculum focused on educating the whole person, preparing students for a lifetime of learning, leadership, and service with an emphasis on technology integration and an individualized approach to learning.

Catholic School Family Life Teachings

Catholic theology advocates a consistent life ethic. In keeping with this teaching and tradition of the Catholic Church stated in the National Directory for Catechesis, family life education includes the totality of family life issues. The school's curriculum shall include a program in human development.

The human development program may be integrated into other areas of instruction – religion, social studies, health, science, physical education and/or guidance classes. Particularly, the Archdiocese of Chicago Religion Curriculum and the Health Curriculum attend to human development and family life as integral to the catechetical message of respect for the dignity of the human person in all of its dimensions.

In the area of teaching human development, as well as all aspects of learning, the parents/ guardian are the first and foremost teachers of their children. They are to be informed about the selected program in an annual orientation meeting where the goals, concepts and objectives as well as the content of family life education are explained and discussed. An overview of the curriculum standards as well as the content of the specific grade levels should be part of the orientation (Canon 1055).

Parents/ Guardians may exercise their right to present the human growth and development lessons rather than having their child participate in the lessons at school. The request for this exemption is submitted in writing to the principal. An alternate classroom setting will be provided for the student by the principal.

Teachers are responsible for designing and implementing lesson plans on human sexuality appropriate to the age of their students. Teachers exercise utmost respect and sensitivity in addressing issues and questions of students helping them to understand their own human dignity and potential. Teachers lead students to understand Church teachings about the gift of human sexuality based on the human person created in the image of God. They assist students in understanding the purpose of human sexuality as essential to God's plan for the procreation of human life. They teach the Church's understanding of the purpose of sacramental marriage between one man and one woman, the duties of marriage and the universal vocation to chastity (Catechism of the Catholic Church, 2331-2400).

Principals have the responsibility as catechetical leaders of the school to oversee human development education at every age level. With parents and teachers, they formulate the plan for teaching human development in the school. They prepare teachers to teach and to facilitate effective lessons in human development that are age appropriate and in keeping with Church teachings. They develop a method for educating and informing parents in advance of teaching lessons on human development, particularly human sexuality. With the teachers, they select and approve published program materials that are used as resources for students and parents. Principals ensure the catechetical message of human dignity is at the center of human development instruction through supervision and evaluation of teachers (National Directory for Catechesis, 2005, pp. 177-178, 231).

Textbooks for the program in Human Development are to be in conformity with the Catechism of the Catholic Church. The Conformity Listing of Catechetical Text and Series is available through the Department of Education: Catechism Division www.usccb.org/catechism/index.htm or by contacting the Office of Catholic Schools.

General School Policy

Adoption of State Requirements (Section1- School Policy)

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition. (Arch Policy 202.01)

School Curriculum (Section II - Curriculum)

The instructional program of St. Therese School includes religion, language arts, mathematics, the biological, physical, and social sciences, the fine arts, and physical education and health.

School Student Records (Section 1-School Policy)
Missing Persons Records Act:
St. Therese School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

School Incident Reporting System (SIRS) (Section 1-School Policy)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Admission and Non-Discrimination

We are pleased you are interested in learning more about St. Therese's educational structure and school community. Visiting our web site is an excellent first step in getting to know us, but we also encourage you to visit our school or call our office at (312) 326-2837 to speak with our staff or send an email to admissions@sttheresechicago.org. The Admissions Office is open year-round. Please call us with any questions you have about the school or our admissions process.

Admission Process

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs (Policy ES 130.1).

The Archdiocese of Chicago shall follow the State of Illinois school age requirements for admission (Policy ES 132.1).

The admission process begins when a prospective family submits an application. The school formally acknowledges receipt of the application detailing the steps remaining in the process. These steps vary somewhat depending on the grade(s) to which the family is applying.
All applicant parents tour the school and meet with the principal or designated member of the St. Therese staff. Each child meets individually with one of our Assessment practitioners. Whenever possible, younger children are observed while at play in our Early Childhood programs; when this is not possible, we ask that they attend a play party at the school. Older students spend a day attending or "shadowing" the classes at their grade level. We ask for recommendations from applicants' most recent teachers and review copies of his/her report and for children applying for grades 1-8, his/her most standardized test scores.

Our objective throughout the admissions process is to ensure a good match between our program and our students, and to guarantee that our parents are knowledgeable about, comfortable with, and confident in our philosophy and practice.

All students who complete the admission process are given consideration for enrollment. However, due to the number of applications we receive, we cannot guarantee enrollment for all who apply.

St. Therese Chinese Catholic School is committed to welcoming, recruiting, admitting, educating, and supporting children and families from diverse racial, ethnic, religious, and economic backgrounds.

St. Therese was founded in 1941 and originally built to educate the children of Chinatown and the Chinese Community. We are exceptionally proud of our heritage as a Chinese school and community center. Chinese language, culture, and values are incorporated at each grade level and studied as a separate subject in our curriculum.

Catholic students from families who are engaged with the parish of St. Therese Catholic Church are a priority for our school. Catholic children from neighboring parishes and those who agree to participate in religious instruction and school activities related to the Catholic identity of the school are especially welcome.

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs (Policy ES 130.1).

Reporting of Discrimination Procedures

Questions and/or concerns regarding discrimination should be directed to the principal (if appropriate), the pastor, and the Regional Director of the Office of Catholic Schools.

- Students are admitted to St. Therese School on the basis of multiple factors, including:
- The student and family's Catholic identity and involvement
- The student's ability to enhance the school community by his/her presence
- The family's willingness to embrace the philosophy of St. Therese's education as described in the school's Vision and Mission Statements (see page 12)
- Neighborhood residency, immigrants and refugees, and, given our unique heritage as a Chinese Mission school, heritage that complements this special community foundation
- Social and behavioral maturity

- School records, test scores, and recommendations
- Admissions assessment and classroom visit
- Diversity and gender balance
- Current enrollment and how the student candidate compares to others applying for admission
- Enrollment of siblings and alumni of St. Therese and Catholic Schools
- Parents engaged with a strong commitment to the mission and culture of St. Therese
- A diverse community: culturally, religiously, and socio-economically
- A student body where 30% are provided with need-based financial aid
- A student body where 15% are born outside of the United States

St. Therese School was built to educate the children of Chinatown and the Chinese community in an environment where their language and culture are respected and valued. We incorporate these elements into each grade level, making the Chinese language component a distinct and separate subject within our curriculum.

In keeping with our educational mission, the school will accept students for admission in the following order in keeping with the above factors of consideration:

- First, Catholic students from our parish and those children of the Chinatown community who, together with their parents, agree to participate in religious instruction and school activities related to the Catholic identity of the school. Priority is given to existing families who presently have children attending St. Therese.
- Second, Catholic children from neighboring parishes.
- Third, non-Catholic children from neighboring parishes or area schools.

St. Therese School operates under the auspices of the Office of Catholic Education of the Archdiocese of Chicago. No school in the Archdiocese of Chicago may discriminate with its admissions and attendance policy. Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Although St. Therese endeavors to accommodate all students within the limits of its academic programs, the term special needs is the umbrella under which hundreds of diagnoses cover a wide spectrum of issues and concerns. Principals/Administrators consider a wide range of cognitive, medical, behavioral, developmental, learning and medical health issues as they discern how the school can best serve students with specific learning needs. In general, the school seeks students of average to above-average ability who can contribute to and benefit from St. Therese's educational and preparatory program. In all cases, the school retains the right to determine, at its sole discretion, whether or not to select a student for admission.

ALL registration fees, instructional fees, and supply/tech fees are due at the time of registration and are NOT refundable. Registration fees cover administrative costs associated with securing an enrollment spot at St. Therese for the child being registered. Instructional and supply/tech fees are established based on cost of materials and services (e.g., books, on-line licenses, technology devices, other classroom resources, etc.) for the number of students registered by June 1st. Family transfers after the registration deadline are responsible for the full amount of that school year's registration, instructional, and supply/tech fees.

Age Requirements and Transfer Requirements

Upon a student's initial registration, parents will be asked to provide proof of the child's age in the form of a birth or baptismal certificate. The school will photocopy all pertinent information, record it on the student's Data Sheet, and return the certificate to you at once.

Pre-Kindergarten and Junior Kindergarten

- All pre-kindergarten children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a pre-kindergarten program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.
- All junior kindergarten children must be 4 years of age on or before September 1 of the current school year.

The early childhood programs, which are part of the elementary school and under its administration, are exempt from IL Department of Children and Family Services (DCFS) licensing as defined in "Facilities and Programs Exempt from Licensure", IL DCFS Licensing Standards Part 377, Section 377.3. To maintain ISBE recognition and DCFS license exempt status, schools should only serve children who are 3 or 4 years of age on or before September 1 of the current school year in their pre-kindergarten programs. Children who turn 3 after the September 1 deadline are technically 2-year-olds. Accepting them in the pre-kindergarten program negates a school's ISBE recognition and requires DCFS licensing.

Kindergarten and First Grade

- Kindergarten students must be 5 years of age on or before September 1 of the current school year.
- All Kindergarten students must provide a complete immunization record*, a physical exam (must be less than 1 year old), vision and dental exams, and lead screening/test results.
- First grade students, who will be 6 years old on or before December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic pre-kindergarten, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher (105ILCS5/10-20.12). Administration approval required.

Transfer Requirements

A new student entering St. Therese in grades 1 – 8 from another school must submit a written transfer document from the original school and submit all parts of the application, including teacher recommendations, the parent survey and transcripts. St. Therese School will then submit a formal transcript/records request from the student's former school. Generally, 7th and 8th grade transfer students are not accepted into St. Therese.

Parents of all new transfer students must sign a probationary agreement, part of which stipulates that the parents will provide ALL previous educational and medical documentation. This includes, but is not limited to, academic, physical, medical, psychological, dietetic, and behavioral concerns, diagnosis and evaluations.

Full transcripts, copies, etc. are useful and are to be given to the principal during the enrollment process, so that all directly-concerned staff can immediately evaluate the student for appropriate consideration, modification, and accommodation as needed. This is done in the interest of working with students to the fullest of their potential and to meet them where they are relative to our rigorous curriculum.

***Failure to provide ALL records will be considered a breach of this agreement and may jeopardize student matriculation.**

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at St Therese. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90-day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded (not including any non-refundable monies).

Transfer Out of School

Parents withdrawing their children from St. Therese for any reason must obtain transfer documentation from the school office. Transfer documentation will be held until all monetary accounts have been settled with the bookkeeper. This includes outstanding tuition, school fees, or other fees. Some monies/fees are non-refundable; see school bookkeeper for details. Requests for the official records of a transferring student with all financial obligations settled will be sent to the transferring school within ten days of receipt of the request.

If a student withdraws from St. Therese anytime during the school year, the following refund policy will apply for tuition obligations. All unpaid monthly tuition obligations are due immediately, including the tuition obligation for the entire month of the student's last day of attendance. Any pre-payment of tuition for the months after a student has been withdrawn from St. Therese is eligible for a refund. For example, if a student leaves St. Therese on October 15th, tuition obligations for the entire month of October apply and are due immediately. Families who paid tuition for any months beyond their child's attendance (e.g., November-June) would be eligible for a tuition refund for those months. A refund for tuition overpayment can be made as long as there are no other outstanding or unresolved financial issues or obligations.

Registration Guidelines

1. **Two Required Visits. Prospective parents must visit St. Therese School at least twice.** Parents should call the office and schedule a visit during one of our school's open house dates. These dates are posted on our calendar, which can be found on the website. This initial visit is for parents to gain perspective about the school's curriculum and offerings. Parents will have a full tour of the school and be able to observe some classroom instruction. A second visit should then be arranged with the child in attendance. The child will visit the classroom, and also meet the registrar and the principal or assistant principal. There is absolutely no registration at any grade level without parents meeting with the principal or assistant principal. The registration forms found on the website are to assist parents with the registration process. Registration forms submitted without a visit will be returned.

2. **Waiting List.** After the prospective parents visit the school, the child's name, date of birth, and the parents' contact information will be added to that child's incoming year waiting list. Our policy is to only register a student only one year beyond the current academic year. Beyond that one-year, we will only take information about the child/family. We will then contact families to register as we begin the next academic year.

3. **Pre-registration**. If you are waiting to register beyond one academic year, the office will contact you in August of the year prior to your child starting pre-kindergarten/junior kindergarten/kindergarten. You will be told the date of registration, which is usually the third week in August. On registration day, parents will be able to register their child in the order in which they are called, based on the order we have received their information. Families that opt not to attend registration forfeit their position, and the next family on the list will be invited to register.

4. **What to Bring**. On registration day, parents are asked to bring:

    - Their child's official birth certificate
    - A NON-REFUNDABLE Combined Registration-Curriculum Fee from $800-$1,100 which includes:
        - Registration Fee ($200)
        - Instructional Fee ($350)
        - Commitment Fee ($250)
        - Chromebook Usage Fee ($300)*

    *Chromebook Usage Fee applicable to ALL Gr. 5 and new JH students.

5. **Registration Interview with Principal/Assistant Principal**. Parents must meet with the principal or assistant principal in an informal interview in order to complete the admissions process. A student is not considered to be fully admitted until this meeting has occurred.

The FULL AMOUNT of the Combined Registration-Curriculum fee is NON-REFUNDABLE.

All students must be registered for the upcoming school year by **June 1. After June 1, a returning student's place in the next grade is NOT guaranteed.**

Financial Assistance

All families seeking financial assistance must fill out the FACTS application online. A limited amount of financial assistance is available to financially needy but academically deserving students. **Financial assistance is not guaranteed**. **It is the parent's responsibility to make sure all financial aid application requirements are met** (e.g., providing required information, meeting deadlines, etc.). *Parents' failure to comply with these or other application requirements may jeopardize any potential financial aid*. The Financial Aid Committee makes decisions on awards.

Tuition and Fee Policies

The tuition schedule is published annually. There is a 1% discount for full payment of tuition (full price) at the time of registration. Monthly tuition is due by the 10th of each month. no later than the tenth of each month and must be paid by check or money order only. All will use the FACTS system.

Refunds

Tuition payment for the first month and the registration fee are due at the time of registration and are non-refundable for both new and returning students. A student transferring to another school may be entitled to a refund if all ten tuition installments have been paid in full, in advance, less the registration fee and first month's tuition.

Registration fees and program fees are **non-refundable**.

Fee Policies

All fees for any program (e.g., athletics, dance classes, etc.) must be **paid-in-full** before the start of any program. Once a program starts, fees collected **will not** be refunded after its first session.

Overpayment

Refunds for any overpayment of tuition is calculated as follows:

Full tuition (all ten installments) - months in school = refund for overpayment, less the registration fee and first month's tuition.

Delinquency

FACTS automatically assesses a $40 late fee per month (paid to the school) to families who are delinquent in their monthly tuition payments.

It is critical to school operations that your FACTS tuition account remains current. In order to manage our finances responsibly, students whose FACTS account show 60 days or more delinquent on these dates will be automatically excluded from school and all school activities until payment is made.

No school records (e.g., report cards, progress reports, diplomas, etc.) will be released until all financial obligations have been paid in full. In accordance with the State of Illinois Code, records of transfer students will be released/forwarded within 10 days of settlement of all outstanding financial obligations.

It is advised that when families face financial difficulties, they speak immediately with our school registrar or with principal. In certain specific situations, special arrangements can be made with a family with the agreement of the principal.

Parents are expected to pay school fees in a timely manner. Payments can be billed annually, quarterly or on a 10 month plan. Late fees will be added to payments that are received after the deadline. No student will be allowed to begin school unless tuition has been paid. Students may be excluded from school for delinquency or non-payment of tuition.

SY 22-23 School Hours

ELEMENTARY SCHOOL CAMPUS (Early Childhood – PK, JK, & K)

7:50 AM **ARRIVAL –** PK, JK, & K students go directly to their classrooms.
Note: Students may NOT be dropped off before 7:50 am.

8:00 AM **TARDY -** PK, JK, & K students entering their classroom after **8:00** are tardy.

2:50 PM **DISMISSAL-** PK, JK, & K students are dismissed.

3:00 PM **LATE FEE** – Students not picked up by parent/guardian will be charged a late fee on their monthly bill.

ELEMENTARY SCHOOL CAMPUS (Grades 1-5)

7:20 AM **SCHOOL BUILDING OPENS –** 1st-5th grade students go directly to the basement.
Note: Students may NOT be dropped off before 7:20 am.

7:30 AM **PRAYER –** 1st-5th grade students assemble in the basement and morning prayer begins.

7:35 AM **HOMEROOM –** 1st-5th grade students go to their classrooms for homeroom.

7:40 AM **TARDY –** 1st-5th grade students entering their classroom after **7:40** are tardy. Students must go to the office to
get a tardy slip before going to class.

3:10 PM **DISMISSAL-** 1st-5th grade students are dismissed.

3:20 PM **LATE FEE** – Students not picked up by parent/guardian will be charged a late fee on their monthly bill.

JUNIOR HIGH SCHOOL CAMPUS (Grades 6-8)

7:40 AM **SCHOOL BUILDING OPENS –** 6th-8th grade students go directly to the Lower Hall.
Note: Students may NOT be dropped off before 7:40 am.

7:50 AM **PRAYER –** 6th-8th grade students assemble in the Lower Hall and morning prayer begins.

7:55 AM **LOCKERS–** 6th-8th grade students place their belongings in their lockers and report to their classrooms.

8:00 AM Instruction begins.
TARDY – 6th-8th grade students entering their classroom after **8:00** are tardy. Students must go to the office to **get a tardy slip before going to class.**

3:30 PM **DISMISSAL-** 6th-8th grade students are dismissed.

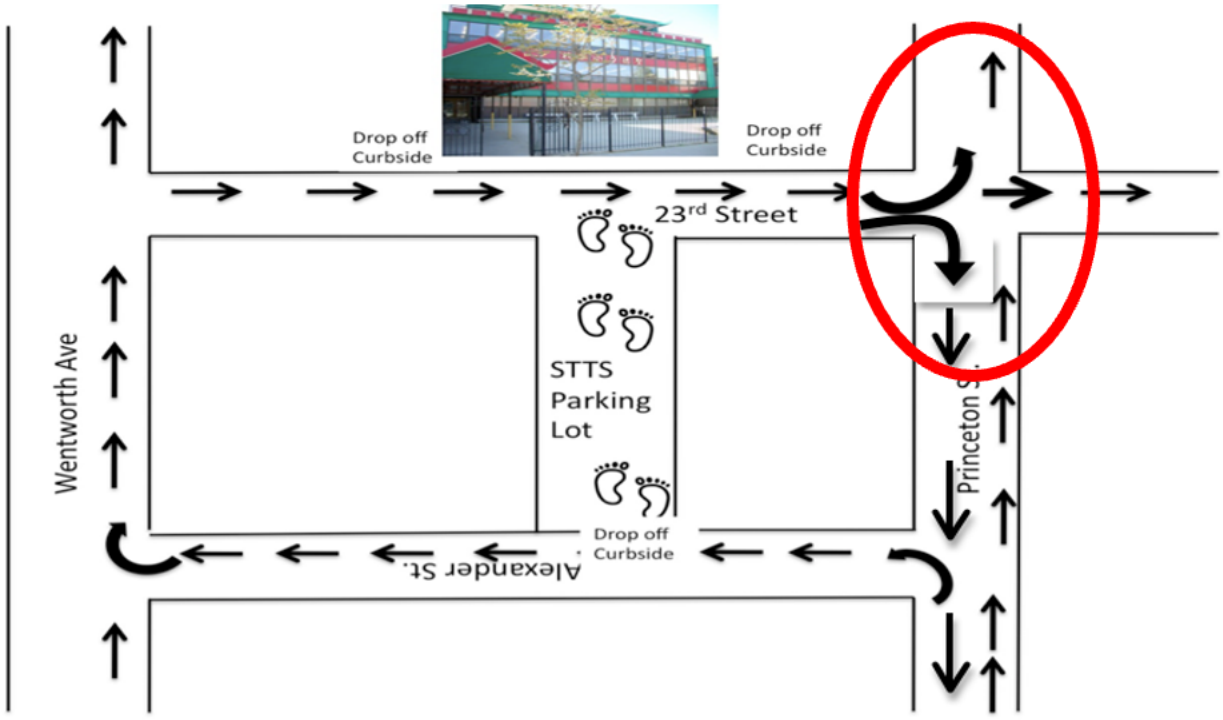
3:40 PM **LATE FEE** – Students not picked up by parent/guardian will be charged a late fee on their monthly bill.

Early Childhood and Elementary School (PK-5) Arrival and Dismissal *(St. Therese Campus)*

Summary

- St. Therese Early Childhood and Elementary School Campus hours are from 7:20 am to 3:10 pm.
- **TRAFFIC PATTERN During Arrival and Dismissal Times**
  - Traffic on 23rd Street moves WESTBOUND ONLY (Wentworth to Princeton)
  - Vehicles will be allowed to turn left (SOUTHBOUND) or right (NORTHBOUND) onto Princeton Ave
- Drop off children CURB-SIDE ONLY — not in the middle of the street. Children exiting or entering vehicles on the street side put your child and others at a high risk. Safety of all is our main priority.
- Do not leave your vehicle double-parked and unattended at any time.
- Cross the street only at designed areas where traffic attendants control traffic flow. Do NOT cross the street in the middle of the street, between cars, or walk in the middle of the street even if you are walking with your child.
- Students AND PARENTS must obey crossing guards at all times.
- Parents must follow all laws regarding child safety seats.
- Once students leave at the end of the school day, the student cannot re-enter the building.

For the safety of all our students, parents, staff, and neighbors, carefully review and follow all Drop Off and Pick Up procedures. Everyone's cooperation is needed.



St. Therese Campus Arrival - Drop Off Procedures

Early Childhood and Elementary School students may NOT be dropped off before 7:20 AM. The school building opens at 7:20 and staff will be on duty. Please be aware that there is no safety patrol or adult supervision in the front courtyard or school basement prior to 7:20 AM.

St. Therese staff and student traffic aides will be present to help direct traffic and to safely guide parents and students to school during arrival (7:20-7:50 AM) and dismissal (2:50 – 3:10 PM) times. **EVERYONE should follow instructions** of school staff, student traffic aids, and City of Chicago traffic management personnel **for the safety of all.** REMEMBER adult behavior serves either as a good or bad model for our children.

- Whenever possible, drop off your child(ren) on the **curbside only**. Students should exit vehicles onto the sidewalk – parents should not take out their child from the street side of the car – this is dangerous and increases traffic.
- Cross all streets at the painted street/school crosswalks, where traffic aides are present and controlling traffic.
- **Do NOT drop off or pick up your child on Princeton Ave**. – see circle on map on page 22.
- Follow traffic instructions of school staff and student traffic aids.
- Everyone's cooperation is essential for the safety of our children, families, staff, and neighbors.

St. Therese Campus Dismissal - Pick Up Procedures

Grades PK, JK, & K. Parents should pick up their child **at 2:50 pm at the gate.** Early childhood teachers will direct you to pick up your child outside. PK, JK, & K students who are not picked up by 3:15 pm will be brought to the after-school program and charged the late pick up/afterschool program rate.

Grades PK, JK, & K. Parents may come as early as 2:45 to pick up their child. At 2:50 students in PK, JK, & K are dismissed in the outside courtyard. **Grades 1-5**. Parents may come to school as early as 2:55 pm to pick up their child. At 3:10 pm, students in grades 1-5 are dismissed in the outside courtyard. **Do NOT go to your child's classroom**. Communicate ahead of time with your child about when and where you will pick them up regularly. Only call the school office in an emergency.

If you are arriving by car, **DO NOT BLOCK THE FLOW OF TRAFFIC** - this is ILLEGAL *and increases risks to students, staff, and others*. Please leave with your child as soon as possible. Reducing the number of people and cars improves everyone's safety.

Students are **not allowed to remain on school property after student dismissal** unless they are in the afterschool program or in a school sanctioned extracurricular activity on that day.

Afterschool Programs. We expect to resume after school programs some time in the fall. Students in an afterschool program, extracurricular activity, or school/service job are not permitted to go out of the school for any purpose (e.g., purchase food, go to store, etc.) unless they are doing so with parental supervision. Refer to the Afterschool Program on page 30 for additional information.

Students Who Are Not Picked Up by the end of dismissal will be **automatically charged a late fee**.

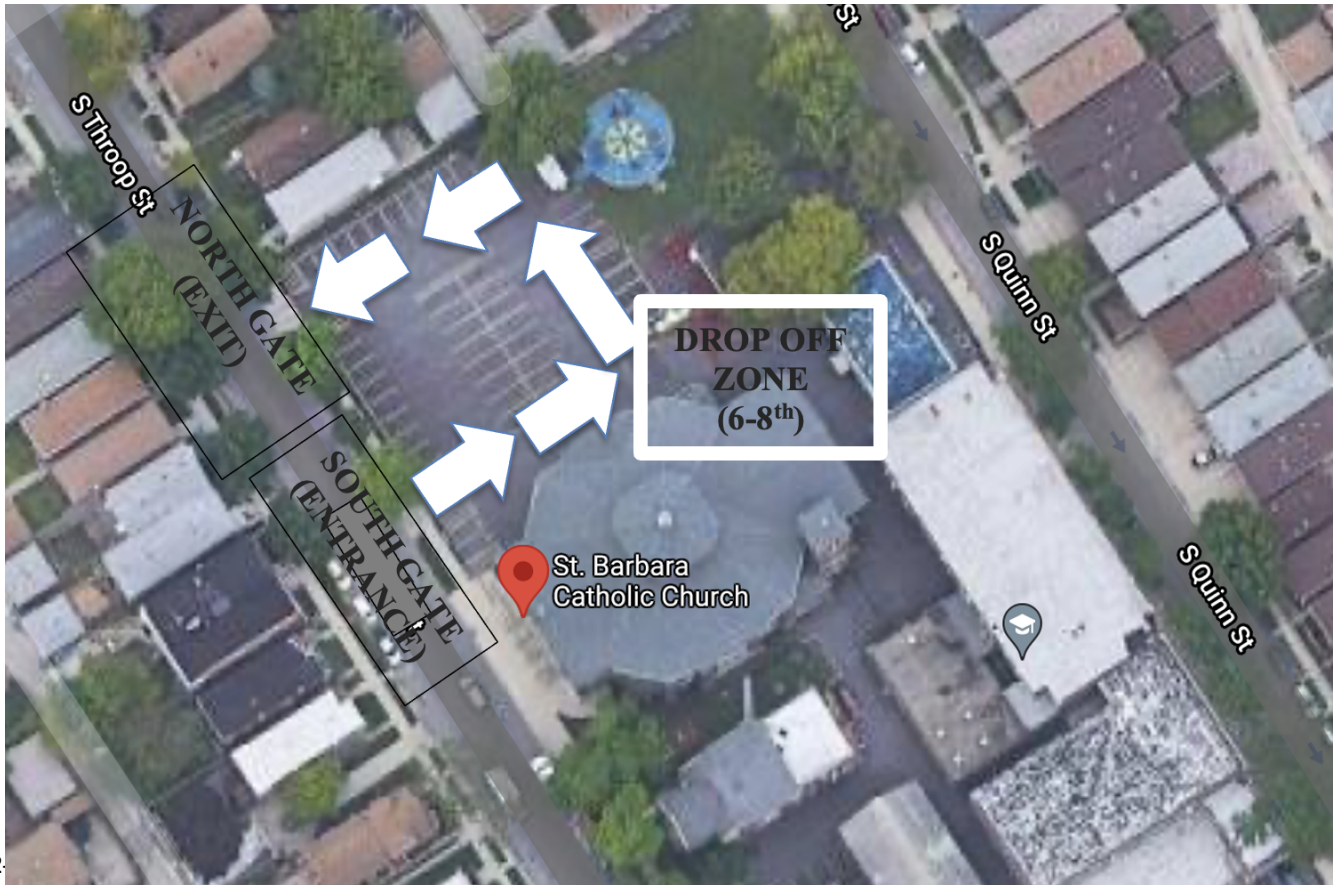
Junior High School (6-8) Arrival and Dismissal (St. Barbara Campus)

Summary

- St. Therese Junior High School Campus hours are from 7:40 am to 3:30 pm.
- **TRAFFIC PATTERN During Arrival and Dismissal Times (see instructions below).**
- Do not leave your vehicle double-parked on the street and unattended at any time.
- Parents must follow all laws regarding child safety seats.
- Once students leave at the end of the school day, the student cannot re-enter the building.

For the safety of all our students, parents, staff, and neighbors, carefully review and follow all Drop Off and Pick Up procedures. Everyone's cooperation is needed.

Drivers MUST NOT use their phone when driving in the Parking Lot – NO EXCEPTIONS!
Driving in the parking lot while on the phone (even hands-free) can be very risky. Anything can happen. Keep in mind our children and staff are walking in the parking lot. Your full attention is needed while driving in the parking lot. Your cooperation is greatly appreciated!



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St. Barbara Campus Arrival - Drop Off Procedures

Junior High students (6-8th Grade) may not be dropped off before 7:40am. Enter the Throop Street parking lot through **SOUTH Gate (ENTRANCE ONLY)** - see above map. Drivers follow the "single file line of traffic flow" in the drop off line. Student(s) exit your vehicle on the **left-side** *(so students avoid walking around or between any vehicles).* **Drivers CANNOT exit the vehicle** while in the drop off line**.** Students enter the school building at 7:50 am and immediately go to the basement. Drive carefully to the **NORTH Gate (EXIT ONLY)** to leave the parking lot onto Throop St.

St. Barbara Campus Dismissal - Pick Up Procedures

Dismissal is at 3:30pm. Enter the Throop Street parking lot through **SOUTH Gate (ENTRANCE ONLY)** - see above map. Be careful whenever you are driving in the parking lot (entering or exiting). Again, drivers MUST NOT use their phone when driving in the Parking Lot – NO EXCEPTIONS!

Park your vehicle in any of the empty available parking spaces. Walk to the student "Drop Off Zone", located next to the school's main entrance, to pick up your student. Students are dismissed at 3:30 pm. Students **cannot** walk through the parking lot to their cars. When leaving, drive carefully to the **NORTH Gate (EXIT ONLY)** to leave the parking lot onto Throop St.

To keep our campus safe, parents are not permitted to drive up to the entrance.

Attendance

Summary

- Daily school attendance is compulsory in the State of Illinois.
- Contact the school to report your child's absence each day s/he is absent.
- Always send some form of written explanation back with your child.
- Late students arriving after 7:40 am (Elementary) or 8:00 am (Early Childhood) at our Elementary Campus are considered tardy. Late students arriving after 8:00 am at our Junior High Campus will not be admitted to class without a tardy slip.
- Inform the school of planned absences, which should be kept to a minimum.
- Sign out your child when picking him or her up before normal dismissal time.
- Students may leave the building only with adult permission and/or supervision.
- It is a legal requirement that parents provide a note upon a student's return from a school absence of any length.
- A doctor's note is required upon returning to school if your child's absence is due to a medical reason and your child received any kind of medical treatment.
- Student attendance/absence record follows the Illinois State Board of Educational (ISBE) regulatory rules, 105 ILCS 5/18-8.05(F)(1).

Student Attendance Requirements (Section 1- School Policy)

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Therese School are required to attend school daily.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each school year.

Absences

When a student is absent, a parent or guardian must call your student's campus office in the morning at (312) 326-2837 or (312) 326-6243 and report the student's absence. *On the first day your student returns to school, please send a signed note with your student giving the date(s) your student was absent and an explanation for the absence.* Although the school also provides a simple absentee form for parents to fill out in the event that a student returns without a note from home, please be aware that failure to provide any acceptable reason for absence is legally considered truancy.

In accordance with State law, and in the interest of quality education, all students are required to attend school daily and arrive on time. When a student arrives after their tardy time (Grades PK, JK, K, after 8:00 AM, Grades 1-5, after 7:40 AM and Grades 6-8, after 8:00 AM) s/he must report to the office to get a tardy slip before reporting to class. No student arriving after the tardy time may go to the classroom without first reporting to the office; any pupil attempting this will be sent back for a tardy slip before being admitted to class.

If an absence is planned in advance, parents should notify the homeroom teacher and school office in writing at least three weeks in advance. Please avoid planning family vacations — especially prolonged ones (1 week or more) — during the school year as this puts a burden on both teachers and students in terms of planning and making up missed work. **Requests for schoolwork to be done by the student while out of school for a planned absence may be provided, when feasible, but is <u>NOT guaranteed</u>**. Students will not be given any "early" assessments (tests/quizzes) scheduled to occur during his/her scheduled absence. Students returning from an absence will be given a pre-determined time period to complete missing work or tests/quizzes.

If a student must leave during the school day for an appointment or at a parent's request, parents must sign their child out at the office. If someone other than a parent is picking up the child, please send a note with your child in the morning so that the teacher and office are aware of this. Students must remain in the school building during regular school hours and during after-school programs for which they are enrolled.

Absence Policy

Any student who is absent from school for 2 days or more must have a doctor's note or a negative covid result to return to school. A student must be symptom free for 24 hours before returning to school. The test can be a PCR, RAPID, or a HOME test. The negative results must be shared with administration before your student returns.

Students Shadowing at High Schools

Parents must notify the St. Therese school office well in advance about any plans to have their child "shadow" a prospective high school (*visiting during the day to get a sense of what it would be like to attend a prospective high school before deciding to apply or enroll)*. Your child's "shadow" day will be recorded as an absence at St. Therese School.

Students are responsible for gathering and submitting all classwork and homework assigned on the day s/he shadowed at another school. Students should be prepared to take any in class test or quiz when returning to school. Students should take proactive steps before the shadow day to ensure that all these responsibilities are met as required by all his/her teachers.

Early Dismissal

We appreciate your cooperation with our early dismissal procedures, which are designed for your child's safety. You should factor in the time needed to follow our early dismissal procedures so that you and your child arrive on time for where you are going.

A minimum of 48 hours advance notice to your child's teacher and administration of an early dismissal (e.g., doctor's appointment) is expected. Avoid scheduling your child's early dismissal near the time of dismissal for that day. Much activity occurs just prior to school dismissal, making it difficult to accommodate any early dismissals. Lack of available parking and traffic around the school just prior to school dismissal can further delay you and your child from getting to any appointments on time. When picking up your child,

- **Ring the school bell** – We are a closed campus. A staff member will bring your student to you.
- Verify with your child that s/he has or has made arrangements to get homework assignments or materials before leaving school. Homework assignment information also might be found on the school website.

Students may leave when personally escorted by parent/guardian/designated responsible adult. Students may not leave the building to meet their parent/guardian “waiting outside” the school building. Students are required to be physically escorted out of the school building by the parent/guardian. Under no circumstances are students permitted to leave the building unescorted.

Unexcused Absences

Section 26-2a of the Illinois School Code defines a chronic “truant” as a student who is absent without valid cause for 5 percent or more of the previous 180 regular attendance days. A student is considered truant when he/she is absent from school for a school day or portion thereof without valid cause.

Action Steps/Consequences

The parent or guardian is called to meet with the school principal, teacher(s), counselor, and student to discuss the reasons for the documented unexcused absences and the seriousness of the student’s truancy. Counseling and/or Social Services should be suggested for the student and parent/guardian. The parents or guardian will be warned that the expulsion of the student from the school may be the consequence for lack of cooperation with the school efforts for their child. If there is no improvement in attendance or cooperation by the student or parent/guardian with the school’s endeavors for the student, options include: 1. Terminating the student’s enrollment at the school in a meeting called by the principal with the student, parent or guardian, and appropriate school staff 2. A transfer to an Alternative School in the district in which the student resides.

Excessive Absences and Tardies

A student is considered tardy after 7:40 AM for Grades K – 5 and 8:00 AM for grades PK and JK and 6 – 8. **Tardy students at our Elementary School campus will be automatically marked as tardy. Tardy students at our Junior High campus must obtain a tardy slip from the school office to be admitted into class**. Parents will be notified when a student has a pattern of tardies or absences. All absences are recorded in the student's attendance record. The following details the consequences for excessive tardies and absences.

Tardy or Absence	Consequence
Number of Absences + Number of Tardies = 20	Mandatory 3 weeks of Summer program
Example: 5 absences + 15 tardies = 20	
Number of Absences* = 20	Mandatory 4 weeks of Summer program
Example: 20 absences + 0 or more tardies	
Number of Absences is greater than 20	Parents are required to meet with school administration
Example: 21 absences + 0 or more tardies	
Number of Absences + Number of Tardies > 20	Parents are required to meet with school administration
Example: 15 absences + 7 tardies = 22	

* School administrators may depart from the above consequences at their discretion in special circumstances (e.g., serious/extreme illness)

Afterschool Program

All students who are not picked up by student dismissal will be directed to the after-school program. **The parent will automatically be charged for at least the first block.** Any student picked up after 6:01 pm will be assessed a late fee determined by the administration.

A new After-School Card must be purchased as soon as the present card has used up all the credited hours. Your child may NOT attend after-school unless they have a valid card. Students who are waiting for siblings or are not picked up at dismissal time will be charged by the after-school time block. Parents will be billed on their monthly tuition bill accordingly.

If you are late in picking up your child, you will be charged a late fee at the rate of $25 per ten-minute block. For example, if you are 11 minutes late, you will be charged a $50 late fee.

Elementary School Campus - Early Childhood (PK, JK, K)	
Time Block 1	2:50-3:20 pm
Time Block 2	3:20-4:20 pm
Time Block 3	4:20-5:30 pm
Time Block 4	5:30-6:00 pm

Elementary School Campus – Grades 1-5	
Time Block 1	3:20-4:20 pm
Time Block 2	4:20-5:30 pm
Time Block 3	5:30-6:00 pm

Junior High School Campus – Grades 6-8	
Time Block 1	3:40-4:50 pm
Time Block 2	4:50-6:00 pm

Safety Drills and Notification System

Fire Drills and Tornado Drill

Fire drills are conducted on a regular basis and a **tornado drill** at least once a year. A drill is to test the ability of students and staff to act in the event of a real fire or tornado and ensure that they are familiar with safety procedures. The Emergency Management Plan is posted in each room. Safe and orderly exit is essential. In the event of a tornado drill, the school will take shelter in the locker rooms and the parish meeting room outside of the gym. Students will kneel against the wall and cover their heads with their arms. Students are to remain in this position until they are instructed to return to their room. All rooms have posted fire drill escape routes. Students, teachers, and staff exit the building and line up on the East or West sidewalks. Students are to line up behind their teacher and remain calm and quiet until they are told to return to the building.

Law Enforcement/Lockdown Drills

At least one Law Enforcement Drill is conducted each school year, in compliance with the School Safety Drill Act (105 ILCS 128). Law Enforcement Drills include specific procedures for handling intruders, school shootings, bomb threats, and similar incidents in the school building. St. Stan's also has written procedures for handling a safety incident in the neighborhood of the school, but not within the school building. This involves not permitting children to leave the building (also known as a "Soft Lockdown").

When to Keep Your Child Home from School

Summary

- DO NOT send your child to school sick, especially if s/he has any of the conditions listed below.
- Care of a sick child is the responsibility of parents/guardians.
- A doctor's release note is required for returning to school if a child has had a contagious disease or involves an extended absence due to medical reasons (*See Student Health*).

You MUST keep your child home if s/he has:

- had a fever within the last 24 hours.
- diarrhea, a stomach ache, or is vomiting within the last 24 hours.
- a constant/persistent cough or a sore throat.
- a bad cold or excessively runny nose.
- skin conditions with open oozing/weeping wounds (e.g., eczema, psoriasis).
- unexplained rashes.
- yellowish skin or eyes.
- red eyes with excessive tears or discharge.
- signs of a communicable disease.
- Any COVID-specific symptoms.

Please be aware that if your child displays any of the above symptoms, s/he will be sent to the school office until picked up and will not be readmitted to school until symptoms abate (see note below). The school will not allow children to come to class or any STCCS event (sporting event, church activity, practice) if they show any of the above signs of illness. Parents or guardians will be called to pick up their child(ren) from school or the STCSS event in a timely fashion. You must arrange for the care of your child outside of school whenever your child becomes sick.

If your child has displayed any of the above symptoms within the last 24 hours, your child must stay home until s/he is symptom-free without the assistance of medicine for one full school day, regardless of the time your child was sent home. For example, if your child is sent home with a fever at 9:00 am on a Monday and is symptom-free on Wednesday morning, s/he may return to school on Wednesday.

Whether your child was sent home or got ill at home, s/he must be **symptom-free 24 hours before returning to school**; this ensures the well-being of other students, staff, and others at school.

These school procedures are designed to keep your child and the whole school community healthy throughout the school year. It is recommended that a child stay home a full school day after his/her symptoms have dissipated. School administration reserves the right to exhibit extra caution in case of an increased presence of disease (flu, head lice, etc) or health condition.

COVID-19 Protocols

Current Archdiocesan, CDC, and State of Illinois protocols and guidelines will be followed.

Absence Policy

Any student who is absent from school for 2 days or more must have a doctor's note or a negative covid result to return to school. A student must be symptom free for 24 hours before returning to school. The test can be a PCR, RAPID, or HOME test. The negative results must be sent to administration before your student returns.

Athletic Program Requirements

Head Injury Policy/Concussion Protocol for Students

Whenever a student experiences a head injury, parents are notified by phone as soon as possible.

Students who exhibit signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the activity and shall not return to school or activity until cleared by an appropriate health care professional with a written note.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in athletics include appropriate health-care professionals, teachers, coaches, officials, parents, teammates, etc. and, if conscious, the student (if age appropriate).

The full IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions should be shared with all coaches, officials, teachers, school administrators, parents, guardians, trainers, school nurses and student athletes.

http://ihsa.org/documents/sportsMedicine/IHSA_Protocols_for_NFHS_Concussion_Playing_Rule.pdf

Required Sports Forms for Students

ALL students participating in interscholastic sports are required to have a sports physical and a signed concussion information sheet on file before they may participate in athletics.

Change of Clothes Policy

For students in Grades PK, JK, K, 1 and 2, at least one extra set of clothes **is required** to be kept in his/her backpack in case of spilled food or personal hygiene/bathroom incidents. Be sure to change out the clothes as the weather changes.

In the following instances, parents will be called to bring their child clean or proper clothes.

- If a child has violated the school dress code or is not in the proper full uniform.
- If a child has had an accident.

In extreme cases, a child will be sent home after an accident to be cleaned properly for sanitary reasons.

Student Health

Parents should log into our **School Portal** (http://www.sttheresechicago.org) to access all required student health forms and other health forms that pertain to your child's health conditions or circumstances.

Examination and Immunization

Illinois State Law requires that all school children must have periodic examinations by a physician. All children in Illinois must have proof of having had a health examination and received immunization against preventable communicable diseases as required by the Illinois State Department of Health.

Information required for registration shall include assurances of compliance (i) with federal and State laws regarding health examination and immunization, attendance, length of term, and nondiscrimination, including assurances that the school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, and (ii) with applicable fire and health safety requirements.

These health and immunization records must be on file at the school before the first day of school (ref. Policy ES 150.1). If your child's records at St. Therese School are not in compliance with the health and immunization requirements by the first day of school, your child will not be allowed to attend school until all health and immunization records are complete and on file with St. Therese.

- These exams must be documented and kept up-to-date with all required immunizations.
- A child must have a physical exam prior to entering kindergarten or who is a new student.
- Failure to show evidence of current and required immunizations may result in exclusion until the student records are compliant.

For students who are eligible for the COVID-19 vaccination and have been fully vaccinated, please submit proof of vaccination by emailing your student's card to administration.

Communicable/Contagious Diseases

Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school.

Allergy and Epi-Pen

All students with severe allergies who have been prescribed epinephrine auto injectors (EpiPens) and other emergency medication should carry them in metal-lined pouches or 'fanny packs' while in school and there should be an understanding between the parents/guardians with the school administration on who has consent to use the EpiPen if the child is incapable. See authorization form in the appendix, if applicable.

Illinois law allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or do not have a current known allergy. The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. **Schools are not required to maintain extra EpiPens; however, without an emergency supply, dialing 911 is the only option school personnel have if a student forgets his/her EpiPen and has an anaphylactic or a first-time reaction**.

Asthma Guidelines

Asthma is the most common chronic condition of childhood. Comprehensive, individualized asthma education focuses on improving medical management, which means recognizing and responding to attacks and medication.

A doctor's signature is no longer required for a student to carry and self-administer an asthma inhaler in school. Only parent permission and prescription label are necessary. See authorization form in the appendix, if applicable. Visit our website for further information.

Self-Administration of Medication

Self-administration of medication by a student with asthma, the use of an epinephrine auto-injector, the use of medicine for diabetes, or the use of medicine for the prevention of seizures by a student, provided that:

- student notifies teacher or school administration before any medication is administered
- the parents or guardians of the pupil provide to the school written authorization from the parents or guardians for the self-administration of medication or
- for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse; and
- the parents or guardians of the pupil provide this authorization to the school:
- the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered, or
- for use of an epinephrine auto-injector, a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:
    1. the name and purpose of the epinephrine auto-injector
    2. the prescribed dosage; and
    3. the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered.

The information provided shall be kept on file in the school office.

Hold Harmless Statement

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, asthma medication, or opioid antagonist provided the trained personnel acted in good faith. Only in cases of willful and wanton conduct will liability be incurred.

If a student is injured or harmed due to the administration of epinephrine, asthma medication, or opioid antagonist that a school obtained under the provisions of the Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Policy on Dispensing Medication

Summary

- School personnel shall not administer any prescription or non-prescription medicine unless the school has the student’s current and complete **Medication Authorization Form** approved and signed by the principal. The Medication Authorization forms are available in the school office.
- The school retains the right to deny requests to administer medication to the student, provided that such denial is indicated on the Medical Authorization Form. If the school denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after-school or having the parent/guardian or designee administer the medication in school.
- A student may self administer medication at school if so ordered by his/her prescriber per the student’s current and completed Medical Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and complete Medication Authorization Form and is aligned with his/her Asthma Action Plan. Otherwise, such medication must be under the control of the School and self-administration of medicine shall be under the supervision of the School.
- Students ordinarily are not allowed to carry medicine in the school.

Child Abuse or Neglect

Summary

- All faculty and staff are required by law to report suspected child abuse or neglect.
- Signs of a child being neglected can include constantly being unfed, unkempt, or having prolonged, untreated sickness.

State law requires all faculty and staff members to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS), which will then conduct a complete investigation. Please be aware that St. Therese School, its faculty, staff, and/or agents working on or around the school premises who are under contract with the State of Illinois or the Archdiocese of Chicago must report any obvious signs of physical or sexual abuse.

Children who consistently come to school unfed, who present a noticeably unkempt appearance (hair uncombed, obviously unwashed/rumpled/dirty clothing, not having bathed recently, etc.), who show signs of apparently-untreated illness (e.g., a cough that lasts for weeks), or show signs of noticeable physical abuse, will be considered potentially neglected, and parents and/or a state agent will be contacted.

St. Therese School follows this state law with the safety and welfare of your child in mind.

Student Mental Health

Students' mental health is just as important as their physical well-being and academic achievement. We've added a social-emotional curriculum to our classroom instruction as a proactive measure. On occasion, the school may contact the parent regarding concerns that have arisen. These concerns could stem from:

- Student reported troubling activity (online or in class)
- Student behavior interferes with his/her ability to participate in or benefit from services, activities, or privileges provided by the school.
- Student behavior interferes with his/her academic performance.

If student behavior is determined by school administration to be a cause for concern, the parent must submit official documentation verifying that their child has been seen by a licensed and qualified mental health professional and that their child is not a threat to him/herself or others.

Closing Policy

Summary

- Always check television and radio stations for school closing information.
- In the event of a closing or emergency, St. Therese School will issue a recorded message that will be sent to all phone numbers in the school's *School Messenger* directory.
- Make sure that your contact information is up-to-date in the school's records.

If it is necessary to close the school due to inclement weather or boiler/plumbing problems, we will notify the news media before 7 AM on the first day that the school is closed, if not sooner. Please check the television and radio stations for emergency closing information.

If bus service must be cancelled due to weather conditions, but the school is still open, we will notify you directly by phone and by e-mail blasts. St. Therese has adopted *School Messenger*, a service that calls parents immediately if there is a school closure, or an event (such as an emergency), which requires parent notification. We use the contact information provided by you on your child's registration forms.

Please advise us immediately if your contact information needs updating, as the automated service depends upon it in order to contact the correct numbers and e-mail addresses.

Where to check for school closings / severe weather information:

Internet: http://www.emergencyclosingcenter.com/ecc/home.jsp

Radio:	WBBM (780 AM)	WMAQ (670 AM)	WLS (890 AM)	WGN (720 AM)
Television:	CBS (Channel 2)	NBC (Channel 5)	ABC (Channel 7)	WGN (Channel 9)

Code of Conduct

Summary

- Respect and respectful behavior are expected and required by all at all times. The dignity of the human person is the cornerstone of all Catholic social teaching.
- Teachers and students are not equals in the classroom.
- Any student language or behavior, which threatens, is abusive, defiant, condescends or demeans a teacher or staff member is forbidden.
- All students and staff must practice common courtesy.

St. Therese fosters a school climate where students learn and grow happily. Our Code of Conduct and behavior guidelines are based on Christian values and respect for one another in service of our educational mission. Students are expected to follow these expectations so all can develop their talents, responsibility, and self-discipline.

Parents will be notified of infractions of our school Code of Conduct by telephone, email, personal note, or Conduct Referral. If behavior does not improve after such notifications, parents will be asked to come to school for a meeting with the teacher and/or principal.

Restorative Justice Sessions

We are using a restorative justice approach in handling student discipline issues. A restorative justice approach begins with establishing shared values, which are taught and modeled. It also includes requiring everyone to participate in our school community in supporting these shared values in word and deed. Finally, a restorative justice approach means students are held to be accountable for whenever they depart from the community shared values. Disciplinary action will therefore focus on repairing any harm done, reconciliation with those harmed, and authentic reflection.

Respect

All students have the right to an education in a calm, safe, sane, and ordered environment. Respect does not mean the same thing as affection — while affection refers to one's feelings for someone, respect means understanding how one ought to behave toward another person, regardless of feelings. Respect for teachers, classmates, and the rules of the school and classroom makes this possible; lack of respect hinders the basic functioning of a classroom.

Chewing Gum Policy

Students are NOT allowed to chew gum on campus during and after-school hours. Students who are caught with gum will be asked to properly dispose of the gum. Repeat offenders will be referred to administration for consequences that may include increased service hours, or restorative justice sessions.

Locker Policy

Students are NOT allowed to decorate or add accessories to their lockers or hang/tape anything inside the lockers. Locks are not allowed. Lockers may be searched by administration at any time. Do not bring valuables to school. St. Therese Chinese Catholic School is not responsible for lost or stolen items.

Loitering

Students are not permitted to loiter before school or after-school anywhere on St. Therese property without teacher and parent permission for a specific reason (tutoring, project work, dance, etc.). Students on school grounds after student dismissal without a pre-arranged reason for staying after will be charged a fee. Non-students are not permitted on school grounds at any time unless they have been registered as official guests in the school office.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property. The principal may waive this rule in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for, and properly handled. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

Teacher-Student Interaction

Accidents

Both students and staff accidents must be reported to the office, principal/assistant principal immediately. A completed accident report must be submitted to the office. Accident forms are available in the office and in the form section of the handbook.

Courtesy

- All students and staff must practice common courtesy at all times. In practice, this means:
- Saying “please” when requesting something. Saying “thank you” when receiving something.
- Saying “excuse me” when physically requiring space, and also when needing to interject or otherwise interrupt.
- Physically moving through, past, or over someone, or talking directly over another person is not acceptable.

Entrepreneurial Activity

Buying or selling of personal merchandise (trading cards, bracelets, etc.) anywhere on school grounds is absolutely prohibited. The school reserves the right to confiscate any goods used for these purposes.

Substance Abuse

Anytime a student is representing St. Therese School, whether in school, on school grounds, during the school day, or at school sponsored activities extending beyond regular school hours, substance abuse of any kind is strictly prohibited. Substance is defined as alcohol, illegal drugs, drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are intended.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students, parents, and visitors shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “Billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots, and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Any individual that violates these directives are subject to suspension and/or expulsion.

Incidents involving threats or assaults to school staff and the possession of drugs or firearms in school must also be reported to the IL State Police by the principal on the **Student Information Reporting System (SIRS).** In addition**,** the Office of Catholic Schools is notified within 24 hours.

Other Conduct

A student may **never** carry any of the following to school:

- anything usable as a weapon, including toy weapons (guns, swords, knives, etc.)
- matches, lighters, fireworks, or any other dangerous material
- any illegal substance (alcohol, drugs, etc.)

Conduct at School-Related or Outside Functions

St. Therese students must always remember that while enrolled at the school, they represent St. Therese no matter where they may be. Student behavior at particular functions such as field trips or other events reflects on the school. Our students are expected to conduct themselves as representatives of St. Therese School at all times. School dress code shall be enforced at all St. Therese functions and events.

Forbidden language or behavior

All students, regardless of age, are still maturing and may not always choose behavior appropriate to a situation; the school, in general, tries to take this into account when dealing with behavior issues. However, all students are capable of understanding that school staff and students are not equals. The following types of language and behavior from students to adult staff in the school are absolutely forbidden.

- **Lack of Respect**. Students are not permitted to behave or otherwise interact with an adult staff member that conveys equality in their relationship. This includes challenging the authority or final judgment of an administrator, teacher, or staff member. For example, a student continues to argue or debate with an adult who has declared a matter settled. Also, flippant or rude acts, such as deliberately not responding (or even walking away) when spoken to, or answering in a sarcastic or disrespectful manner, must never occur from a student to a staff member.
- **Threatening.** Threatening language does not have to actually be sincere — any statement in which a student tells an adult staff member that s/he will “do” something violent toward the adult, even if done in obvious jest, is forbidden.
- **Abusive or defiant**. Defiance does not mean repeated refusal to cooperate; it means that a student has clearly heard and understood instructions and has refused to comply once.
- **Condescends or otherwise demeans**. Body language, such as posture or facial expression, carries just as much meaning as words. Rolling the eyes, smirking, head motions, and other demeaning gestures directed toward an adult staff member are as serious as verbal disrespect.

Please bear in mind that not only do students have the right to an education in a safe and sane environment, but that teachers, as professionals, also have the right to perform their jobs free of obstruction or disruption. In the same way that disrespect, disruption, and defiance have no place in other professional occupations, neither do they have any place in a classroom.

All teachers and staff will conduct themselves according to the professional policies of the Archdiocesan Office of Catholic Schools.

Expulsion of Students for Disciplinary Reasons

A student expulsion is a very serious matter and is only invoked as a last resort, when all other reasonable consequences have failed, or when the safety of a member or members of the St. Therese community has been unreasonably compromised, or when the student’s continued presence would seriously compromise the ability of the school to fulfill its mission or obligations.

Expulsion can be the result of a series of actions on the part of the student or the result of a single, very serious action. The following are examples of the kinds of misbehavior that generally result in immediate expulsion: 1. participation in seriously disruptive or malicious activities as part of a group or gang; 2. possession, use or delivery of narcotics, tobacco, alcohol, or otherwise illegal controlled substance; 3. possession, use, or concealment of a weapon on school property or at a school-related event; 4. threatening bodily harm or assaulting a member of the St. Therese community. It is important to realize that this is not intended to be an exhaustive list.

Expulsion Process: There can be as many as four steps to the expulsion process. Short of the kinds of misbehavior that required immediate expulsion, a documented conference will be held between the Principal, faculty or staff member, and the student to resolve the problem. If the problem cannot be solved, the student will be suspended. Following the decision to suspend, a documented conference will be held between the Principal, Pastor, faculty or staff member, and the student's parents. If no solution is reached, the Office of Catholic Schools (OCS) and Legal Services is contacted. Parents are notified of the final decision in writing.
Principals are mandated to document and report all instances of substance abuse, firearms, and written complaints of battery committed against school personnel in the school to the proper authorities as directed by Illinois State Law.

Conflict Management

Summary

- Archdiocesan policy, as well as applicable State and local policies, govern the resolution of conflicts involving staff, administration, and parents.
- Involve all relevant person(s) in your concerns; do not bypass proper channels.
- Please assume that faculty and staff are acting in good faith when carrying out their responsibilities.

Conflicts involving faculty members, staff, parents, or administration are handled according to Archdiocesan policy. This ensures a professional, collegial resolution to such issues. Parents and guardians are reminded that St. Therese School operates according to applicable State and local policies, as well as those of the Office of Catholic Schools, and cannot simply alter the rules of those institutions under which it operates.

Proper Channels and Protocol

Questions or concerns about policies, procedures, personnel, etc. must go through the proper channels. For example, if you have a concern about some aspect of your child's experience at school, the adult you should contact first is ordinarily your child's homeroom teacher (or the teacher of the particular subject/activity in question); please bring up your concern with that staff member first. If you need additional assistance, please consult with the assistant principal or the principal. The administration has the right to ensure that concerns are addressed in this manner — bypassing protocol and avoiding the proper channels when attempting to resolve a conflict or

concern most often exacerbates the issue and creates additional obstacles to a swift and professional resolution.

When addressing concerns about any individual member of the staff, please assume good faith and positive intent on the part of the individual(s) in question, and that faculty always attempts to act with the best interests of your child in mind, in compliance with applicable policies. St. Therese School prides itself on its caring, committed staff, whose goal is the education and care of its students.

Harassment / Bullying

Summary

- Harassment, in general, means persistently bothering someone.
- Continual challenging or appealing of final academic or administrative decisions can amount to harassment.
- Bullying is an aggressive form of harassment that involves intending to harm a person in some way.
- Harassment and bullying can be physical or non-physical. This includes online or other virtual activity.
- School administration evaluates bullying incidents, and their decisions are NOT negotiable. The timeline for investigation is 10 days, unless there are extenuating circumstances.
- Bullying may be reported directly or anonymously.

The Pastor and St. Therese School administration/staff believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment or bullying. The school will treat complaints of these forms of behavior seriously and will respond to such complaints in a prompt, confidential, and thorough manner. The timeline for investigation is 10 days, unless there are extenuating circumstances. Bullying and cyberbullying may be reported directly or anonymously.

Harassment or bullying of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

BULLYING is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically which can occur on or off campus during non-school time and is directed toward another student or students, that has or can be reasonably predicted to:

- place a student in an unreasonable fear of harm to the student or his/her person or property;
- cause a substantially detrimental effect on the student's physical or mental health or interfere with the student's academic performance; or
- interfere with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying takes many forms, and is not limited to violence, harassment, intimidation, stalking, public humiliation, threats, retaliation for alleging an act of bullying, sexual harassment, sexual violence, theft, and destruction of property. Cyber bullying can include all of the above as well as

the use of electronic tools, devices, social media, blogs, websites, electronic text, photos, videos/digital images, text messages, and Instant Messages to harm a student or students.

Bullying acts may be:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and/or the Internet;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which includes but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school -sponsored/sanctioned events and activities or through the transmission of information from a school, home, or public computer network, or other similar electronic school, home, or public equipment.

Cyberbullying

Forms of cyberbullying include repeated calling or messaging - especially to threaten someone, hacking into accounts, posting rude/unwanted messages or pictures on a person's social media page, or any activity that could likely damage or ruin someone's reputation.

E-mail, blogs, online messaging, social media, cell phones, and video game networks are all potential vehicles for cyberbullying.

Anti-Bullying Procedures

All members of the school have a responsibility to recognize bullying and take action when they are aware of it happening.

Discussion of bullying and anti-bullying will take place in each class on a regular basis. St. Therese will continue to communicate anti-bullying messages to students throughout the year.

All faculty and staff will treat any report of bullying seriously and take action.

The faculty and staff member who receive a report of bullying behavior shall make a written summary of the information and pass it on to the principal, who will take appropriate action.

- The principal will thoroughly investigate all allegations of bullying. This may include interviews with students, parents, and staff members as well as review of school records. The victim(s), accused student(s), and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or accurate incidents of bullying.
- Emphasis must be placed on changing the behavior of bullying, while providing care and support for the person who has been bullied.
- Whenever bullying is reported, the principal or a designee shall give advice to the person on how to deal with any repeated incidents that may happen.
- The principal or designee shall arrange follow-up discussion with the person at periodic intervals to find out if the bullying has stopped.

- Whenever incidents of bullying are reported, the school shall contact parents of all students who are involved.
- Any student who retaliates against another for reporting bullying behavior shall be reprimanded and disciplined in accordance with disciplinary code.
- The administration, pastor, and restorative justice team will determine the appropriate steps in specific situations.

Vandalism / Misuse of Property

Summary

- Obvious-intentional vandalism is cause for suspension or expulsion.
- Textbooks, computer equipment, and classroom libraries must be given special care.
- Students should always report any accidental damage to school property.

Willfully damaging or destroying school property or equipment is cause for immediate suspension and possible expulsion. In particular, students must exercise special care with material or equipment (e.g., textbooks, *iPads*, tablets, *Chromebooks*, computer equipment, and classroom library books). These items tend to suffer the most damage during the school year and need to be used again the next year. School and classroom libraries especially, whether of individual titles or entire sets of novels, hold a place of central importance in our school and must be treated with utmost care by every student who uses them, regardless of which class they "belong" to.

The school requires any damages be paid before any official records (e.g., report cards) are release or a student can graduate. If a student accidentally causes damage, s/he should report it to the teacher or principal immediately so that the damage is not misconstrued as vandalism.

Parent/Guardian Conduct

Parents/Guardians in the St. Therese community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students, and volunteers of the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions or attitudes of their parent/guardian. In some cases, one of the following actions may jeopardize a student's continued school attendance:

- Scheduling meetings between school staff and the parent/guardian outside of regular school hours and school premises.
- Conducting school business with other parents/guardians.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic School.

Teacher Gifts

Although homemade gifts are encouraged, families may personally gift no more than $50 in value per child to an individual teacher. This does not include class or group gifts. If a class or group would like to collect money to give a present to a teacher, the administration must give prior approval before ANY communication can be distributed to classes.

Academic Honesty

Summary

- Students are expected to conduct themselves in an honest and transparent manner at all times. Academic dishonesty is not acceptable under any circumstances. The school utilizes multiple tools to support this policy. Plagiarism is one form of academic dishonesty and is defined and described to increase awareness and compliance.
- Plagiarism is presenting someone else's ideas or work as your own.
- Plagiarism is stealing, period.
- Make sure to read the link to understand how plagiarism works and how to avoid it.

The near-instant availability of information has made the quick "cut-and-paste" technique common in schools when students write essays or research papers and projects. This is, legally and morally, a form of stealing. The legal and moral considerations, as well as the ways to plagiarize, are too many to include here and are beyond the scope of this handbook. Please note: faculty will have access to services such as turnitin.com to evaluate the authenticity of student work. The following is a brief listing taken from www.plagiarism.org, which all students, parents, and teachers are directed to for full information on the subject.

Examples of plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a direct citation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. See our section on citation for more information on how to cite sources properly.

Source: http://www.plagiarism.org/plag_article_what_is_plagiarism.html

Academic Dishonesty - Junior High Policy

Academic dishonesty is considered any and all forms of cheating. Consequences for academic dishonesty will include the following.

All students involved in the cheating incident will receive a zero for all assignments or assessments involved in the cheating incident. Students will receive a “2” for conduct scores.

First offense:

- Administration contacts parents
- Zero credit for the assignment or assessment
- Restorative justice reflection and session with administration

Second offense:

- Administration contacts parents
- Zero credit for the assignment or assessment
- Restorative justice reflection and session with administration
- In school suspension- one day including a reflective lunch; all work is completed; no credit earned for work missed during in school suspension

Third offense:

- Administration contacts parents
- Zero for the assignment or assessment
- Restorative justice reflection and session with administration
- Out of school suspension- all work is completed; no credit earned for work missed during out of school suspension

Technology Use Inside/Outside of School

Summary

- Students and parents must sign an Acceptable Use of Technology form.
- Terms of acceptable use extend to e-mail, blogs, and social networking sites.
- St. Therese’s web site contains a plethora of school-related material, forms, news, etc.
- E-mail between students/parents and teachers will be done through sttheresechicago.org
- All members of the St. Therese School community are strongly encouraged to familiarize themselves with the principles of digital citizenship.

While parents and students sign the Technology Acceptable Use Agreement at the beginning of the academic year, it is also important to note that proper technology use includes posting on the school website or any other social or communication site, network, feed or blog - public or private. This agreement also extends beyond the school.

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action.

Inappropriate use of technology may include, but is not limited to, harassment/bullying of others, use of the school name, defamatory or unsubstantiated remarks directed to or about teachers and staff, and offensive communications (including videos/photographs and threats).

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

Our school website *(www.sttheresechicago.org) contains much public information. Specific information regarding your students' homework assignments and class-related materials can be found on Google Classroom.* **All E-mail communication** with faculty/staff is to be conducted via our **St. Therese email addresses only.**

Digital Citizenship

Parents, students, and staff are also strongly encouraged to familiarize themselves with the concept of digital citizenship, on which St. Therese School's approach to technology is based. Digital Citizenship is generally defined as the norms of appropriate, responsible behavior with regard to technology use.

"Appropriate, responsible behavior" when using technology applies to the following areas, adapted from DigitalCitizenship.net

1. Etiquette: Electronic standards of conduct or procedure.
2. Communication: Electronic exchange of information.
3. Literacy: The process of teaching/learning about technology and its use.
4. Access: Addresses full "electronic participation" and access in society.
5. Commerce: Electronic buying and selling of goods.
6. Law: Responsibility for actions and deeds done electronically.
7. Rights & Responsibilities: Similar to an electronic "Bill of Rights."
8. Health & Wellness: Physical and psychological issues of using technology.
9. Security or Self-Protection: Precautions for safety and integrity of personal data, etc.

Printing Homework

We understand that students sometimes find themselves unable to print an assignment the night before an assignment is due. On these infrequent occasions, students may email their respective teacher to request their assignment be printed. However, such requests must be made before 8:00 am on the due date.

Chromebooks and i-Pads

Students in grades 3-8 will be issued a *Chromebook*. Students in grades 3 & 4 will have access to their school-issued Chromebook while at school (in-person) or at home for students participating in remote learning. Students in grades 5-8 participating in-person learning bring their Chromebook to school and home, Students in grades K-2 will be issued an i-Pad for at school use or for remote learning. These devices remain the property of the school and families must agree, sign and return all forms relating to using school-issued devices.

The following are guidelines that every student must follow in order to use the laptop for the entire school year. Failure to follow or break any of the guidelines and rules may result in the student losing the privilege of using the laptop. In some cases, repairs or replacement costs must be made by the student/family. Each student will be required to sign an agreement in order for the student to use the laptop outside of St. Therese School. It is required that each student purchases a case to safeguard the laptop in transit.

By enrolling at St. Therese School, the student and parents/guardians agree to abide by the terms in the *Family Handbook,* the *Acceptable Use Policy* Form, and any other conditions communicated by the school.

The school device program consists of the following:

1. Students are to use the device (Chromebook or i-Pad) that is assigned to them.

2. Insurance: **Families are to insure any school-issued device with homeowner's or renter's policy.** The Maintenance Agreement covers manufacturer's defects, **but not theft, loss, or damage**. In the event of a theft, contact the police, the school, and your insurance company. In the event of a theft or loss, the missing device has to be paid-in-full and payments will be made on a re-issued one.

3. All students are required to participate in the school device program.

4. School staff handle software and hardware repairs.

5. The severity of device damage will be evaluated by school staff. Depending upon this evaluation students will be charged for the cost of repair or replacement of the damaged device.

Acceptable Use Policy

St. Therese School recognizes that computers are used to support learning and to enhance instruction. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Also, devices and the Internet are to be used exclusively for academic and learning purposes at school and at home. When using the school's Network, devices, or any computing device, the *Acceptable Use Policy* and the rules in the *Family Handbook* apply.

Unacceptable Uses. St. Therese School declares unacceptable and unethical behavior as just-cause for taking disciplinary action, revoking access to the school network, and/or initiating legal action for any, but not limited to, the following activities:

1. Lending his/her device or equipment to another student
2. Leaving the device unattended
3. Altering security settings
4. Gaining unauthorized access to the computer
5. Damage which disrupts the performance of another student's device
6. Pounding the device accidentally or on purpose.
7. Unauthorized Internet surfing: using proxy sites or other devices to bypass the school's firewall to access blocked websites
8. Playing games with devices at any time.
9. Using any app or device to create chat room-like interactions
10. Theft of data, equipment, or intellectual property
11. Uploading or creating computer viruses or malicious software
12. Using the Network or device for illegal, inappropriate, or obscene purposes or in support of such activities
13. Using St Therese computer resources for commercial, financial gain, or fraud
14. Transmitting threatening, obscene, or harassing material
15. Possessing any data which might be considered a violation of these policies in paper, disk (flash drive, CD/DVD), or any other form
16. Accepting or attempting to access any network device or software other than those provided for student use
17. Using a computer other than the one issued by St. Therese to connect to the Network
18. Sharing his/ her password with anyone If a password has been compromised or lost, immediately notify the Network Administrator, teacher, or school administrator
19. Should a student come across an unsecured wireless internet signal at school or home, under no circumstances should there be unauthorized use of someone's wireless internet connection
20. Providing knowledge, support, or assistance to users regarding activities that violate the Acceptable Use Policy

The device, Network, and other computing equipment used in the school are for academic purposes as directed by teachers. any activities beyond this scope are prohibited. The following consequences for violations are listed below (other consequences may apply depending on violation):

1. Restorative Justice Session
2. Revoking of Network access
3. Suspension of computer access indefinitely
4. Revoking computer access
5. School suspensions: in-school or out-of-school
6. Administrative action

St. Therese has the right to restrict or terminate Network access at any time for any reason. St. Therese further has the right to monitor computers and Network activity in any form it sees fit to maintain the integrity of the school network and the device program. St. Therese may modify this policy at any time. If a student is found to be on an inappropriate website or not following the St. Therese Acceptable Use Policy, the student will have the following consequences as stated below.

Some consequences may occur whenever any School policies or other school rules have been violated.

1st Offense *Device* is taken away from students. The *Device* will be returned to the student's parent **by appointment only** with the administration.

2nd Offense *Device* is taken away for a specified time determined by the administration. Students are still responsible for all assignments.

3rd Offense *Device* is taken away permanently. The student may get their *Device* back at the beginning of the next school year.

*The administration reserves the right to specify certain consequences based on the severity of the offense.

Student Use of School Devices

1. The device is to be kept in a carrying case at all times. The carrying case must have a strap and should be used.

2. Students are expected to use the device for academic purposes at school and at home. The device is not a device for gaming, entertainment, or any other non-educational play.

3. Students are expected to produce their academic work using the device at school and at home.

4. Each morning before leaving home, make sure your child has his/her device charged, the carrying case, books, a notebook, and a book bag.

5. Playing games, instant messaging, social networking websites, e-mail, and other general distractions are blocked with our school's firewall, and thus prohibited.

6. Attempting to bypass the firewall to access blocked websites is prohibited.

7. Using the device in washrooms is not permitted.

8. Device use is prohibited during lunch at all times.

9. Develop a battery re-charge routine. Students will use the AC Adapter to re-charge the battery for one or two periods to last students the day.

Student E-mail Accounts

St. Therese students are given an e-mail account. Students are expected to manage their accounts and delete old messages or excessively large messages. E-mail messages are not private, and the Network Administrator is authorized to investigate individual e-mails and folders.

The following email practices are prohibited, and are not limited to this list:

- Transmitting a threat;
- Forging e-mail messages or using an account owned by another user;
- Sending “spam”- unsolicited e-mail message sent to a large number of recipients;
- Sending “junk e-mail”- an unsolicited commercial e-mail;
- Sending electronic chain letters;
- Using an anonymous remailer.

Warranty Information

- The warranty is created by the computer’s manufacturer.
- Routine damage to the *Device* is covered under the warranty. Intentional damage will be charged to the student’s family. An example of non-warranty damage is a dog chewing through an AC Adapter cable.
- A repair fee may be charged for frequent repairs due to negligence of the equipment or for repeated damages.
- If a student’s device is destroyed beyond repair, the Maintenance Agreement is voided on the destroyed computer. A replacement *Device* will be reissued, and the family will be charged the cost of the re-issued device and for the Maintenance Agreement on the reissued device.

ST. THERESE
CHINESE CATHOLIC SCHOOL
聖德力天主教學校

Sample of Chromebook Agreement

STCCS Chromebook Agreement

*St. Therese Campus – **GRADE #***

Due by Thursday, September 3, 2020

August 24, 2020

Dear Parents/Guardians of **Name of Student**,

We are pleased to inform you that your child will receive a *Chromebook* to complete their schoolwork. These *Chromebook* computers were purchased through school technology funding. Throughout their St. Therese years, your student will have access to their *Chromebook*. Please read the agreement carefully, sign and return this letter.

· I understand that the purpose of this *Chromebook* is to help my child with schoolwork. This *Chromebook* has been registered to my student. Because of this, my student will be the sole user of this *Chromebook*. This means that no other student or family member should use this *Chromebook*, under any circumstances.

· I understand that since this *Chromebook* is the property of St. Therese Chinese Catholic School. The STCCS Acceptable Use of Technology agreement, signed by all students at the beginning of the year, extends to the use of this *Chromebook*, regardless of time or location. This means that all rules are in effect whether the *Chromebook* is being used in a school or home setting. Your child must have signed and returned the STCCS Acceptable Use of Technology agreement to receive a *Chromebook*. Parents and students are reminded to heed all its terms and requirements, particularly which websites are visited. Violations of either this agreement or STCCS Acceptable Use of Technology agreement can result in serious consequences.

· I understand that each *Chromebook* has been carefully inspected and inventoried. Any current damage or wear and tear of the *Chromebook* issued each student has been noted. ANY additional marks, scratches, or physical damage will be attributed to my use.

·I understand that if the *Chromebook* is damaged in any way (physically or internally, including viruses), I am responsible for fixing or replacing the *Chromebook* with the same exact model or comparable model. **I understand that if <u>any</u> damage occurs, I must <u>immediately</u> report it to Ms. Oi.** My student must provide an adequate *Chromebook* case (approved by Ms. Oi) to help in this manner and will be responsible for all *Chromebook* and accessories.

· I will take the *Chromebook* home every day. I understand I am responsible for the *Chromebook* at all times. I agree to abide by the STCCS *Chromebook*Handbook, the STCCS Acceptable Use of Technology agreement, and all the above-mentioned conditions.

The *Chromebook* is to be returned to school on Wednesday, May 26, 2021. At this point, *Chromebook*s will be inventoried again and inspected for any damages. If applicable, upon my child's return in August 2021, they will be reissued the assigned *Chromebook*.

Item	Make	Model	Asset Tag #	Serial #
Chromebook	Samsung	Model ID	Tag number	Serial number

The equipment is in good physical condition and working order. Your signature below indicates you recognize your responsibility in the care and custody of any *Chromebook* you borrow from St Therese Chinese School.

My child and I have read this Agreement. By signing below, I agree to all terms and conditions, including acceptance of full responsibility and liability for any loss or damage.

Student Signature _____ Date _____

Parents' Signature(s) _____ Date _____

(Not for Use – Agreements Include Chromebook Model and Serial Number)

Chromebook Damage and Repair Policy

If the *Chromebook* is damaged, it should be immediately reported to school administration. Damage includes keyboard and lost chargers. Replacement chargers must be approved by administration- it cannot be just any brand of charger. Upon inspection by Technology Coordinator or Technology Teacher, parents will be notified as to what damage can be viewed. After the initial inspection, further damage may be discovered when the *Chromebook* is sent for repairs. All damage is the responsibility of the student and their parents per the signed *Chromebook* agreement.

The following are some repair costs. For other damage, the *Chromebook* may be sent to the factory for repair. An estimate will be given to parents. Some damage may be more extensive and consequently will cost more; these cases will be handled on a case-by-case basis.

Examples of Damage Costs

Damaged Screen- $100

Damaged frame- $50

If the screen or frame is repaired and other damage is evident, the student is required to pay for the total damage or purchase another *Chromebook* of equal or better condition. All 5th grade students must pay a replacement fee to the school for a BRAND-NEW Chromebook.

Purchasing Another *Chromebook*

If a student's *Chromebook* is beyond repair, the student must purchase a brand-new *Chromebook* from St. Therese or a private vendor. Check with school administration for pricing. Grade 5 students must use Option A and purchase a brand-new *Chromebook* since their *Chromebook*s were issued as brand new. Admin will contact you with specific purchasing directions.

Internet Safety

Social network sites, such as *Facebook, Instagram, Tik Tok,* and *Snapchat,* allow users to create self-profiles at no cost. Profiles are designed to attract responses. Anyone can search the site and contact a member based on the information in the profile. Information and pictures contained in the profile may not be an accurate representation of an individual. For example, members have been known to misrepresent age, physical characteristics, interests, etc. What may seem harmless at first glance may be problematic when a child:

- Posting personal identifying information along with pictures for others to see.
- Posting inappropriate comments on any website site, email or text messages, etc. (e.g., sexually explicit language or threatening language).
- Using the name of St. Therese School to post material, which they should not.
- Describing in language or pictures illegal or inappropriate behavior, such as drinking alcohol or drug use.
- Sending emails or group emails with content that is not school-related – no social conversations.
- Student who witnesses any of the above are required to be reported to an administrator.

Parent Guidelines and Internet Safety

1. Learn about the Internet. Ask your child to show you how he/she uses the Internet. Ask questions, lots of them! You will get a sense of their interests by sitting with your child and visiting his/her favorite sites.

2.Create a list of Internet House Rules with your child. You should include the kinds of sites that are off limits, Internet hours, and guidelines for communicating with others online, including chat rooms.

3. Children use proxy sites to surf the Internet anonymously and to bypass firewall or Internet filtering software. Children use proxy sites to access sites they know they are not supposed to be visiting. Should you discover that your child uses proxy sites, discuss with your child appropriate uses of technology and discourage them from using such sites.

4. Talk to your child frequently about online dangers including sexual victimization.

5. Inform your child that what is seen online may or may not be true.

6. Do not overreact if and when you find out that your child has done something online of which you do not approve.

7. Reinforce the expectation that parents/guardians monitor Internet use and that safety rules must be followed.

8. Keep Internet-connected computers in an open area and out of your child's bedroom.

9. Talk to your children about their online friends and activities, including instant messaging.

10. Know which chat rooms or message boards your children visit, and with whom they chat.

11. Insist that they never agree to meet in person an online "friend."

12. Teach your children never to reveal personal information when using e-mail, chat rooms, instant messaging, personal profiles, or online contests.

13. Teach your children not to download programs, music, or files without your permission.

14. Talk to your child about online adult content.

15. Discuss online gambling and its potential risks with your children. Remind them that it is illegal for them to gamble online.

Should you have any questions about the *Chromebook* Program or the Acceptable Use Policy, please contact the principal at doi@sttheresechicago.org or 312-326-2837.

E-mail Exchanges

Summary

- E-mail and social networking activity are essentially permanent and can be used as legal evidence.
- Be courteous and discrete when discussing school matters over the Internet.
- Involve the relevant person(s) in your concerns; do not bypass proper channels.
- Be able to back up claims and concerns; unsupportable statements can amount to **defamation**.
- Students may not email other students or teachers during school hours without prior approval from a teacher or administrator.

Please remember that email is physical evidence of correspondence and cannot be undone. E-mail correspondence between parents/guardians and school staff should follow the rules of basic courtesy and discretion.

Parents are reminded that while electronic correspondence among themselves about school matters is not itself a problem, the use of electronic communication to either bypass school protocol or to generate a "negative publicity campaign" about a staff member or school issue is not acceptable. E-mails addressed to a group must keep a respectful tone and disseminate information only.

If you need to address an issue, please remember to contact the teacher or staff member most directly involved in your concern — it is not legitimate to leave the person(s) in question out of your communication.

Email about parental concerns, whether addressed to a single recipient or to many, must avoid claims or other language that cannot be substantiated. While it is legitimate to discuss your child's experience at school with other parents, communication that defames the staff member involved could result in legal action, depending on circumstances.

For more information on defamation laws in Illinois, please consult the following web address: http://www.citmedialaw.org/legal-guide/illinois-defamation-law

Social Media Policy

New Archdiocesan guidelines state that a personal social media relationship between faculty and staff and any parent or student in the school community is unprofessional. Therefore, St. Therese School has asked all faculty and staff to discontinue any personal, non-school related connections with parents that are not sanctioned by the STCCS board and administration. Appropriate school related social media and technology usage includes: school *Facebook, Twitter*, Instagram, *Google Docs/Drive*, Blogs, etc.

Social Media and Student Passwords:

(105 ILCS 75/15)
Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain

access to the student's account or profile on a social networking website. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Notification under this Section must be published in the elementary or secondary school's disciplinary rules, policies, or handbook or communicated by similar means.

Cultural Programs and Activities

Students who participate in some after-school activity or club which is a school cultural program (e.g., all dance classes, Taiko drumming, drum line, etc.) are expected to perform in school events (e.g., Christmas Program, Chinese New Year Benefit dinner, and Spring Talent Showcase). Students who join a cultural program are required to attend all meetings, rehearsals, and performances.

Grade Levels	Requirements
PK to Grade 2	● At least 1 parent must accompany their child to the performance ● Students may NOT be dropped off.
Grades 3-5	● A parent is strongly encouraged to accompany their child to the performance.
Grades 6-8	● Students may be dropped off and picked up promptly at the conclusion of the performance.

Due to insurance issues, summer school, sports camps, or other special programming are only open to currently enrolled St. Therese School students unless otherwise noted. Students not picked up are subject to after-school program fees, which will be billed on the monthly tuition statement.

Clubs/Activities/Parent Volunteers

Beginning with Illinois State Senate Bill 143, effective July 1, 2007, and mandates set forth by the Office for the Protection of Children and Youth, Office of Assistance Ministry, Office for Child Abuse Investigations and Review and the Safe Environment Office, St. Therese Parish and School will meet the requirements mandated by state law and the diocese's mission to promote and protect the dignity of children.

All volunteers and employees must meet the following:

- Application for Employment or Volunteer Service/Form 7703 – All employees and all volunteers who work with children must complete this form.
- Background Screening - All employees and all volunteers who work with children must complete an online background check. No one can begin to work or volunteer unless they have completed the background check and the background check is approved.

- Fingerprinting – Illinois Senate Bill 143 requires all employees of state-recognized non-public schools to undergo fingerprint based criminal history record checks with the state police and FBI.
- Safe Environment Training - All employees and all volunteers who work with children must attend the VIRTUS/Protecting God's Children training program within three months of beginning employment, ministry, or service. The certificate of attendance received at the VIRTUS training is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- Code of Conduct – All employees and all volunteers who work with children must sign the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- CANTS screening – All employees and all volunteers who work with children must complete the Child Abuse and Neglect Tracking System form (CANTS).

All school/parish employee and volunteer selections are contingent on the results of the above.

Volunteers include: parents who attend field trips, school aides, Religious Education (RE) leaders, school board members,or any adult who works with children in any capacity within the parish or school environment. As of July 2008, no parent, guardian, or adult will be allowed to participate in any of the above until approved. The development of any club or activity requires the approval of the principal.

Room Parents

There are at least two room parents per classroom in all grades. Room parents are selected annually. Room parents must simultaneously serve as members of the parent association. If there are no other candidates, last year's room parents may return as current room parents. Room parents are usually associated with one homeroom. Special circumstances may require a room parent to be associated with two homerooms. The administration and president of the parent association will oversee these situations on a case-by-case basis.

The responsibilities of a room parent include acting as a liaison between the parent association and the administration and communicating with his/her homeroom parents. Mass communications sent by the Room Parents must be informative in nature and may not contain personal messages or opinions. In circumstances when money is being requested, please refer to specific regulations.

Any mass communications (e.g., emails, text messages, social media posts, school website posts, automated phone messages, etc.) must be reviewed by school administration. If approved by the Principal, such mass communications include school administration among the communication recipients. All approved emails must be sent to all classroom parents through the coXX@parent.sttheresechicago.org mail system provided by the school.

Other responsibilities of a room parent include participating in activities such as teacher luncheons. Room parents from each homeroom will sponsor a special lunch on a specific schedule.

Field Trips

The following rules apply to school field trips and other excursions:

Summary

- Only parents can be a chaperone; see school administration for special family situations.
- All chaperones must go with their child's class to and from the destination.
- All chaperones MUST BE FLUENT IN ENGLISH. NO EXCEPTIONS!
- NO siblings/parents on field trips who are not already part of our paid class group.
- Non-students or chaperones (e.g., a parent who was not chosen as a chaperon) may NOT join a school group at the destination. **This applies to the Annual All School Fun Day.**
- The principal reserves the right to exclude a student from participating in any field trip. If the parent/guardian chooses not to allow a student to participate in the field trip, alternative plans for the day will be determined in a meeting with administrators and parents.

Chaperones

All chaperones must be a parent who has been approved by the Archdiocese of Chicago (i.e., completed the Virtus and background check process clearance). All chaperones must accompany their child's homeroom class to and from the field trip. **For the safety of the students, all chaperones must be fluent in English,** as they must be able to communicate with others (e.g., other St. Therese chaperones, staff at the field trip destination, or if needed, emergency personnel).

In the event that more volunteers than needed have signed up as chaperones for any excursion, the actual chaperones selected on any trip will be chosen at the teacher's discretion or based on a rotation/lottery system. Parents chosen to be chaperons for a field trip will be notified via email and a listing of chaperons for the field trip will be posted outside the classroom.

Field Trip Categories

The number of chaperones allowed on a trip will be determined based on the grade level participating and the type of field trip. In some cases, the administration will make special provisions for certain field trips.

- **Closed Field Trip**. Limited number of chaperones based on the facility or event.
- **Open Field Trip**. The number of chaperones allowed is based on how many can be accommodated on the buses.
- **In-School Activity**. Chaperones based on the number of volunteers needed by the teacher or the event

Please note: field trip arrangements may be modified as needed.

Family Members

Siblings of students are not allowed on field trips if they are not in a grade attending that day. Please bear in mind that reservations are made and paid for in advance. Consequently, the number of students and adults attending the trip cannot be changed. Anyone not included in these numbers cannot arrive at the field trip destination separately to join the group. Absolutely

no one who is not a St. Therese student or chaperone may join a school group at the destination.

Birthdays/Class Party/Special Occasion Guide

During the school year, there are opportunities for the students to celebrate holidays and special events during the school day. These guidelines need to be followed on all such occasions.

Holidays/Special Events

Certain events merit an end-of-the-day one-hour celebratory activity, which may be permitted on a very limited basis. These events may include: Halloween, Thanksgiving, Christmas, Valentine's Day, or other administrative approved occasion. **No treat bags are allowed.**

Birthday and Holiday Celebrations

No individual treat BAGS are allowed due to student allergy precautionary measures and health care initiatives adopted by the school. Parents may send a small, healthy treat to celebrate a birthday (see Suggested Snack List). Any inappropriate snacks will not be distributed in class but will be held in the office for parent pick up. Due to numerous allergies and health concerns, ice cream, cakes, cookies, and cupcakes are NOT acceptable treats. All parents must be VIRTUS trained and have fulfilled the background check process of the Archdiocese of Chicago to be present in the classroom. Please check in with the office upon your arrival. Treats must be dropped off in the office only- not directly in the classroom.

- Treats must be preapproved and the classroom teacher must have at least **3 weeks' notice** of any birthday treat. Birthday treats may not be served during the lunch hour. Class birthday celebrations should last no longer than 20 minutes. It is highly recommended that birthday celebrations be scheduled during the last hour of school.
- Because treat or goody **BAGS** are not permitted, parents are highly encouraged to bring in a class present, which will be presented to the entire class. Each teacher will have a "wish list" for parents to review.

Recognizing and appreciating your child's birthday is important to us. If you choose to bring a special treat to share with the class, keep in mind the following:

- **No treat BAGS are allowed (No exceptions).**
- Speak with your child's teacher **3 weeks in advance** about any birthday celebration arrangements.
- **If you would like to send home party invitations at school, every student must be invited.**
- Lunchtime birthday parties are not allowed due to our pre-paid Federal lunch program.
- Afternoon birthday celebrations must be held in the last 20 minutes of the school day.
- St. Therese School ***NO PEANUT POLICY*** must be followed for any food brought to the school.
- St. Therese School also does not allow any sweets (such as: cake, cupcakes, or ice cream) for Birthday parties. Birthday snacks typically replace afternoon snacks.
- A class gift (game, educational CD, books, etc.) is always welcomed. See your child's teacher for a class "wish list" of class gift ideas.
- Parents who would like to stay for the celebration must have completed a cleared background screening through the Archdiocese of Chicago website (VIRTUS TRAINED).

Suggested Snack List

All Snacks must be peanut-free and nut-free*

Food:

- Cheez-Its or Goldfish
- Sun Chips
- Vegetables/Dip
- Tortilla Chips/Salsa-Mild
- Fruit bowls, cut up fruit pieces
- Easy to eat fruit-Clementine oranges, bananas
- Cheese/crackers
- Dried fruit snacks (raisins, Craisins)
- Applesauce
- Yogurt tubes/small packages

Drinks:

- Juice boxes
- Small water bottles

Not Allowed

- Treat bags of any kind
- Any bag containing multiple items
- Candy
- Ice Cream
- Cupcakes
- Cakes
- Cookies
- Muffins

* **All snacks must NEVER include peanuts or nuts**. Read all information about any snacks that are planned for student consumption. **Look CAREFULLY for any warnings such as**: “may contain nuts” or “product was made using equipment that processes nuts” or “product was made in a facility that processes peanuts.” **Always get direct approval on any snack from St. Therese staff before giving it to any student.**

Special Occasion Guide

On very rare occasions (holiday, special day, etc.), a classroom may arrange to have a meal that is separate from the school lunch program. However, any classroom meal arrangements must be done at least four weeks before the event date. Other requirements include:

- Approval of the principal or assistant principal four weeks in advance of the event.
- Any communication sent home to parents about the event must be reviewed and approved by the principal or assistant principal.
- A preferred special potluck lunch may be brought in (peanut-free) by several class families arranged by classroom teacher/homeroom parents,
- All students are included. If meal arrangements involve a fee of any kind, that fee must be waived for all students whose families are financially unable to contribute such a fee. No student will be excluded from any classroom meal event.

Refer to the Suggested Snack Lists for specific snack ideas.

Lunch

Parents are not permitted to drop off lunch.

On rare occasions, if your child forgot his/her lunch, the school may provide one on that day; parents will be notified.

If your child brings his/her lunch, we suggest you keep it warm in a thermos container.

Students cannot share their lunch with other students because of concerns about student allergies. It is risky and impractical for school staff or students to monitor who has or does not have a food allergy; this policy applies to all students at all times.

St. Therese is a peanut-free school; Please be mindful as you prepare your child's lunch and snack to exclude peanut butter or any food that may contain peanuts, peanut butter, or any tree nut.

We are unable to microwave food per state sanitation and health regulations.

Grading System & Report Cards

Summary

- Report cards are issued at the end of every trimester.
- Trimester 1 and Trimester 2 require Parent-Teacher Conferences. See calendar for dates.
- Report cards will be released to parents/legal guardians.
- Students in danger of failing a grade will be given notice.
- Non-academic areas are assigned a number grade instead of a letter grade.
- Midterm (Progress) Reports are issued electronically at the midpoint of each trimester.

St. Therese School bases its grading for both academic work and report card grades on the percentage scale posted on the school's website.

- Report cards are issued each trimester for Grades PK through 8.
- Final report cards are given on the last day of school and may be kept by students and their parents.

The teacher will notify parents of those students making unsatisfactory progress, or who exhibit sudden negative shifts in their typical academic performance. Special help, if available, will be offered to students in need. Students carrying a grade of a “D” or lower in any core subject (Reading, English, Math, Science, Social Studies) may be required to attend Saturday or Summer school. No student will be recommended for retention without sufficient notice being given that s/he is performing at an unsatisfactory level and risks not being promoted. Final decisions will be made in May with the principal’s and parents’ approval.

Letter Grade	Percent (%)
A+	100-99
A	98-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

Non-Academic Performance

Not all aspects of education are purely academic. Students’ non-academic performance (i.e., Participation, Effort/Preparation, and Citizenship/Conduct) is evaluated and reported in both progress reports and report cards

Power School

Student grades/scores on assignments, tests/quizzes, projects, etc. are posted weekly on *PowerSchool*. Teachers post student grades on a regular basis, but parents should not expect grades be posted immediately. Parents should not expect grades to be updated on a daily basis.

Midterm (Progress) Reports

Progress Reports are emailed to parents at the midpoint of each trimester to all students and parents. Students with a C- or lower in any subject also receive detailed printouts for those subjects.

Grades and Athletic Eligibility

1. After a Progress Report or Report Card Distribution, any student who has received a D or F in ANY subject is immediately ineligible for participation in any practices or games in their sport.

2. After a period of ineligibility, the Athletic Director will check with the teacher of the subject for which the D/F grade was received and see if the grade has been raised to at least a C- or higher. If it has, eligibility will be restored. If not, the athlete will be ineligible for another full week. A weekly check will continue as needed.

3. Any athlete who is ineligible may not sign up for any sports activity until eligibility has been restored.

Parent-Teacher Conferences

***If a parent-teacher conference is not scheduled, your child's report card will not be released.**

Parent-Teacher conferences take place in the fall and spring and are mandatory. **It is the only way to get your child's report card.** Teachers will send reminders to parents to reserve parent-teacher conference time on the ***Virtual Paragon*** website (http://www.virtualparagon.com). It is very important to schedule a virtual conference time by the scheduling deadline and to arrive for your parent-teacher conference on time so that every parent has an equal opportunity to meet his/her child's teacher. Your cooperation is much appreciated and will go a long way to having parent-teacher conferences go smoothly.

Parent-teacher conferences are an opportunity to acknowledge students' achievements and progress, as well as to set goals for continued growth and improvement. As partners in your child(ren)'s education, it is important to respectfully listen and ask questions to gain the most from the parent-teacher conference. If you are unsure about something, please ask for clarification so you understand everything and can best collaborate with your child(ren)'s teacher and the school. You may want to take notes to help you follow up on any issues.

Homework Policy

Summary

- Homework reinforces material learned in class; it is not just busy work.
- Students must make a habit of out-of-school reading.
- Parents/Guardians must help create optimal conditions for homework and study.
- Extra-curricular activities must not interfere with a student's academics, which take first priority.

Homework is meant to reinforce and build upon material covered in class — not just to keep students busy. Homework is assigned when appropriate and after concepts have been covered in class or as an introduction to material coming up in the curriculum; the teacher determines the frequency and amount of out-of-school work.

In addition to completing homework, students should make a habit of reading at home if time permits. The time for homework, study, and reading will vary from day to day and between grade levels but may average from one to two hours for older students. Please make sure that your child(ren) do their homework in a well-lit, quiet area without television, loud music, or other distractions.

For your child's grade specific homework policy, please contact their homeroom teacher.

Extra-Curricular Involvement

Parents must make prudent decisions about their children's involvement in extracurricular activities (clubs, sports, etc.). While school is not the only aspect of their lives, students and their parents must make it a priority. Parents must enforce appropriate limitations on how much involvement their children have in any sport, club, service, or other activity on school days. If a student's extra-curricular life begins to interfere with his/her studies, it is the parents'/guardians responsibility to curtail or eliminate whatever is necessary. Your child's teacher may contact you with recommendations in this regard if s/he feels it would help this decision.

Student Assessment

Summary

- St. Therese uses multiple student assessment tools to understand and support student learning.
- iReady serves as the Archdiocesan 3rd – 8th grade student end-of-year assessment.
- iReady is administered to students three times a year.

St. Therese uses multiple student assessment strategies and tools to understand students' learning needs, evaluate progress, and improve school curriculum and teacher instruction. These assessment strategies and tools are employed with those specific goals in mind. For example, screening assessment tools are used to better understand a child's appropriate placement in the school and whether any needs for specialized learning services are required. All students are given Response to Intervention (RtI) on-line assessments 2-3 times during the school year. Similarly, students are given end-of-year assessments (also called "summative" tests) to measure student achievement and improve school curriculum and teacher instruction.

Response to Intervention (RtI)

Summary

- Various standardized assessments are individually administered to PK & JK students 3x/year to inform instruction and identify any early learning needs.
- *i-Ready* diagnostics testing are administered online 3x/year to students in grades K - 8 to measure reading and math ability. Test results are shared with parents and used to tailor instruction.
- Students in grades 6-8 are provided with other assessments to inform RtI plans, classroom instruction, and any need student learning interventions. This student support helps students become better prepared for high school admissions testing and high school performance.

Individualized Education Plans (IEPs), and Individualized Catholic Education Plans (ICEPs)

Summary

- To receive an IEP/ICEP a student must be assessed by a qualified professional.
- An IEP/ICEP may be modified through additional professional input and advice.
- St. Therese School makes early intervention a priority.

Those students identified by a qualified professional as needing further assistance in handling their academics will receive an Individual Education Plan (IEP) through the Chicago Public Schools (CPS) based on their particular cognitive and social-emotional needs in the regular classroom. Such plans are intended to foster the greatest possible success the student is capable of achieving.

St. Therese School benefits from the expertise of several professional academic/guidance counselors, who work closely with students needing such assistance, as well as with their parents and teachers. Superior Chicago Tutoring, Inc. (http://www.superiorchicagotutoring.com) heads our Title 1 Program for reading and math. In addition, United Stand represents St. Therese for academic counseling and together our resource teachers and counselors create our support team.

Individualized Education Plans for students may be modified at need with further input from other professionals such as psychologists or medical doctors.

St. Therese School believes in the earliest possible intervention for students who demonstrate the need for it, with a particularly intense focus on grades K - 2.

Service Hours

Summary

- All service hours done outside of St. Therese require approval two weeks before service.
- Service hour pre-approval forms are available for download on the school website.
- Approval is granted ONLY by administration.
- Approval will NOT be granted if service is done prior to approval.
- Service hours may not exceed 8 hours for any outside organization.
- A new service hour record sheet should be turned in each trimester to the student's homeroom teacher.

In order to fulfill St. Therese's commitment to building community and encouraging a spirit of service within our students, each year St. Therese students will be required to fulfill a number of service hours as part of their educational and faith experience. Requiring service is also meant to encourage students to improve the world around them, develop Gospel values, promote personal growth and moral development, and to improve the quality of life for those served.

Service Hours		
*Note: School sports and clubs do **NOT** count towards this year's service hour requirement.*		
Grades	**Hours**	**Details**
1 & 2	Day of Service	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.
3 & 4	Day of Service	
5 & 6	Day of Service + 10 hours	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.
7 & 8	Day of Service + 15 hours	Students in grades 1-8 will participate in a St. Therese sponsored school and parish community clean up during the school day.

Pre-Authorization Required for Service Hours

Students are required to get, complete, and obtain needed signatures on the St. Therese School Pre-Authorization Form for service hours AT LEAST ONE MONTH BEFORE the student service occurs. Only the principal and assistant principal can approve service hours. Any service hours completed before meeting all of the above requirements will not be approved or credited.

Students must use the school's service hour log to keep track of hours completed. The service hour log can be found on the school website. Students may also use an authorized proof of participation slip in lieu of signature on service hour sheet; e.g., a signed church bulletin by Fr. Li or Mr. Delfin.

It is a student's responsibility to make sure his/her service log is updated and signed by the teacher in charge or administrator within two weeks after the event.

Service Hours Completed Outside Of St. Therese

Any service hours done for organizations other than St. Therese School cannot exceed five (5) hours per trimester (e.g., Girl Scouts). Individual hours for each activity will not be counted as service hours.

As always, please feel free to contact the school about ways you can encourage your child as they work to fulfill their obligations of service hours.

Failure to Meet Service Hour Requirements

It is the parents' responsibility to ensure that their child fulfills his/her service hour requirements. If service hours are NOT completed, the report card may be held until the completion of the required service hours. An eighth grader may have his/her records held and not transferred to his/her high school.

If a student fails to meet service hour requirements, parents will be notified immediately. The student, parents, teacher, and administration will meet to formulate a plan to fulfill the required service hours, which may include summer school.

Graduation Requirements

Graduation and diploma requirements are as follows:

- Completed the school's academic requirements (e.g., receive a passing grade in all core classes)
- Completed service and activity hour requirements
- Achieved a passing grade on the Constitution of the United States and the State of Illinois examination
- Completed the Catholic High School Placement Exam
- Applied to at least one (1) Catholic High School (i.e. complete the entire application process)
- Adhered to the school's code of conduct
- Returned all school materials in good condition
- No outstanding balances on tuition or other required financial obligations
- No attendance issues

Diplomas will not be awarded until all financial obligations are paid in full.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary or secondary school. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal and pastor for criminal or egregious actions contrary to the mission of the school and church community.

Transcript Requests

Students are strongly encouraged to submit their transcript requests to the School Office ONLY. Transcript Request Forms are available on the School Portal. Students should allow ten (10) business days for processing requests.

Transcript Request Schedule for High School		
1st Requests	1-3 transcript requests (1 of 3 must be for a Catholic HS)	Free
2nd Requests	4th – 5th transcript requests	$5.00 each
Additional	More than 5 transcript requests	Administrator Approval Needed

Transcript Request Schedule for Grades 1-7		
1st Requests	1st – 2nd	Free
2nd Requests	2nd – 5th transcript requests	$5.00 each
Additional	More than 5 transcript requests	Administrator Approval Needed

Communication with Teachers/School

Summary

- Please schedule an appointment if you wish to confer with a teacher.
- Classes will NOT be interrupted for a parent conference.
- All parent-teacher email communication must utilize the teacher's school email address (i.e., @sttheresechicago.org).
- Teachers will respond to parent's email messages usually within 48 hours. Teachers' email addresses are found in this handbook and elsewhere. Parents who are waiting longer than 48 hours for a response may "forward" the original email message to the teacher and "cc" the assistant principal, or the principal.

Generally, most electronic communication will receive a response within 48 hours. Please keep in mind that some communications may be missed due to a myriad of factors. Follow-up communications (e.g., follow-up email, phone message left at school office) will help remedy smooth parent-teacher or parent-school communications.

Parents/Guardians must schedule an appointment if they wish to talk with a teacher. Whenever possible, please schedule their appointment with a 48-hour notice. Parents may make an appointment by writing a note, emailing the teacher, or by calling the school office to arrange a mutually convenient time. It is inappropriate to contact teachers via social media i.e. Facebook, Instagram and Twitter.

Please note that teachers will not be called from their classrooms to talk to parents while class is in session; nor will they meet with a parent for what amounts to an impromptu parent-teacher conference without prior arrangements. Refer to faculty listing in the front of this handbook.

Classroom Communication

Consistent communication is maintained through our School Portal, newsletters, emails, bulletin boards, daily conversations,etc. **It is important that you check your child's folder** *every day* **and particularly every Friday.**

Junior high students are responsible for going onto **Google Classroom** (class/teacher pages) to read any **reminders and** find **homework assignments**. Junior high students should go onto the **PowerSchool site** to see if s/he has any **missing work**.

Personal Appearance and Hygiene

Parents should make sure their children develop regular habits of bathing, brushing their teeth, and dressing neatly. Students in grades 5 - 8 should develop the habit of using deodorant and must wear white undershirts beneath their white school shirts.

The principal and teacher will make the decision as to the appropriateness of students' dress and appearance.

Makeup and nail polish ARE NOT ALLOWED. Pierced earrings may be worn if they are small, matching, and not distracting to other students (discretion/judgment of school administration).

All students' hair should be clean, combed, and neatly styled. Students' hair should be neatly styled and not covering his/her eyes. Hairstyles should be conservative and not distracting per administrative discretion. All students should have hair that does not cover their eyebrows. Boys' hair should not touch their shirt collar. For safety reasons, girls' long hair should be tied back and out of their way on gym days. **Coloring hair, even natural shades, is absolutely forbidden**. Mohawks are not an acceptable hairstyle.

The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

School Dress Code

Summary

- All students must be in school uniform at all times when a uniform is required.
- A child's uniform must fit comfortably; students wearing uniforms that are obviously too small will be required to obtain a new one, regardless of how late in the school year.
- Certain looks or accessories are absolutely forbidden (see below).

Uniforms

St. Therese School requires that all students in Grades PK – 8 be in school uniform at all times (apart from designated Dress-Down Days). Uniforms must fit a student reasonably; when it becomes obvious that a student's uniform no longer fits him or her, it is the parents' responsibility to provide one that does. Girls' skirts and jumpers must hang at, or below, their knees. Please make sure to order a new skirt or jumper if your student's uniform does not hang past her knees.

Pants and shirts that do not reach a student's ankles or wrists, or skirts that do not cover the knees, are too short and must be replaced — this applies even in the spring when only a few months of school remain. No leggings, legging material or pants with faux pockets. Pants must be of a khaki material.

If a student is out of uniform or not wearing the correct regular uniform, the student will be given a warning. The student is expected to wear the correct uniform the next school day. If there are excessive days with the student not in correct uniform, the student may be given consequences. Also, parents may be called to bring the correct uniform.

On occasion, a student may be given a St. Therese issued top or bottom to wear. The student is expected to launder and return the item the next school day.

Pre-kindergarten and junior kindergarten students follow the early childhood guidelines (see page 82).

Uniform Shoes and Socks

Proper uniform shoes for students include black, leather well-fitting shoes. Black athletic shoes are NOT proper uniform shoes. Only traditional black leather shoes are proper uniform shoes (no backless shoes, moccasins, or canvas shoes such as Toms)**.** Winter boots and hiking boots may not be worn during the school day. Clean white knee length socks or knit tights can be worn

with skirts and dark (black or dark blue socks) can be worn with pants. These sock regulations are required on uniform days. White gym socks should be worn on gym days only.

Winter boots and hiking boots may not be worn during the school day. During inclement weather, boots may be worn to and from school and then students must change into regular school shoes upon arrival. Moccasins or any shoes with wheels (such as Heelys) are strictly prohibited on any school day, including Dress-Down Days.

We ask that you check the appearance of your child's uniform each day. Parents may be called to bring items to school if the child is out of uniform. Excessive incidents of failure to follow proper uniform code may result in parents being contacted and a detention.

Students must NOT wear *(at any time):*

- Torn or ripped clothing.
- Tops with cut outs (e.g., shoulders)
- Shirts that do not reach down to and cover the midsection, both standing and bending.
- Any tight-fitting clothing — this extends to pants as well as shirts.
- Excessively tight jeans, pants, or leggings without having a top/shirt that completely covers the bottom.
- Low-cut/thin-strap tops worn by themselves and not underneath another garment that covers them. Any shirt/blouse/top that would be considered "open" or revealing and worn by itself, is absolutely inappropriate and not allowed under any circumstances.
- Very short skirts (skirts worn must be at least knee length).
- Very short shorts (shorts worn must be at least knee length).
- Shoes without a secure back (flip flops, etc.), or with high/stiletto-type heels.
- Any drawings, tattoos, or other markings visible on the skin.
- Bracelets or other accessories deemed inappropriate.
- Hair color which is unnatural or any distracting haircut or hair style.
- Low cut tops, sweaters, or dresses that expose the collarbone.

The teacher and/or principal/assistant principal may, at their discretion, require a student to obtain different clothing from home (if possible) or provide school issued clothes when the student's apparel does not meet the school's standards.

Regular School Uniform Options

Regular School Uniform

Grades 1 – 4:

- Red plaid jumper – (knee-length) - bike shorts worn underneath is strongly recommended or navy blue slacks (no jeans)
- White short-sleeved dress shirt with white undershirt beneath (no shirts with letters/pictures)
- Red tie for girls and navy blue tie for boys
- Black dress shoes (no gym, tennis, or canvas shoes)
- White or navy knee socks or tights with jumpers or dark socks with slacks

Grades 5 – 8:

- Red plaid skirt - (knee-length) - bike shorts worn underneath is strongly recommended or navy blue slacks
- White dress shirt with white undershirt beneath (no shirts with letters/pictures)
- Red tie for girls and navy blue tie for boys
- Black dress shoes (no gym, tennis, or canvas shoes)
- White or navy knee socks or tights with skirts or dark socks with slacks
- Blue blazer (not required when temperature is above 75° F)

Gym Uniform

Grades PK – 8:

- White, gray, or red St. Therese t-shirt or gym shirt
- Navy blue St. Therese sweatshirt
- Navy blue St. Therese sweat pants or shorts (knee-length)
- White socks
- Athletic Shoes

Attire for Church, Special Occasions, and 8th Grade Pictures and Events

During church, special occasions, and 8th grade pictures and events all students are expected to dress in a very modest and conservative style to show respect for the church setting. Students wear the regular school uniform or follow the specific school dress code for the event.

See below for specific dress code guidelines for special occasions:

Graduation Pictures - Eighth Grade only
Eighth Boys must wear a suit or sports jacket, and dress slacks.

Eighth Girls must dress appropriately in either a pant suit, knee-length dress covering the shoulders, or a knee-length skirt with a top that covers the shoulders.

May Crowning– Eighth Grade only
Boys wear a suit or sports jacket, tie, and dress slacks. Black shoes with black socks. Hair should be washed, combed, and neatly styled in a conservative manner.

Girls must dress appropriately in either a pant suit, knee-length dress covering the shoulders, or a knee-length skirt with a top that covers the shoulders.

Baccalaureate Mass – Seventh- and eighth-grade only.
Seventh Boys must wear a suit or sports jacket, tie, and dress slacks. Black shoes with black socks.

Eighth Boys must wear a suit or sports jacket, and dress slacks. Black shoes with black socks.

Seventh and Eighth Girls must dress appropriately in either a pant suit, knee-length dress covering the shoulders, or a knee-length skirt with a top that covers the shoulders.

Commencement Mass – Eighth-grade only.
Eighth Boys must wear a suit or sports jacket, and dress slacks.

Eighth Girls must dress appropriately in either a pant suit, knee-length dress covering the shoulders, or a knee-length skirt with a top that covers the shoulders.

If students are in violation of the specific school dress code, the student may be asked to change their clothes in order to participate in the event.

Student Non-Uniform Days

1) Students will be notified through announcements posted on the school's website and announced in school. Student dress should be comfortable and in good taste. Shorts, skirts, and dresses must conform to uniform length. Sleeveless blouses with a full shoulder may be worn. Jeans, polo shirts, and athletic shoes are acceptable if properly laced.

2) Inappropriate images or messages, contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a “cut down.” Students may not wear sunglasses, tank tops, tube tops, halter tops, tops with shoulder cutouts, see-through shirts, midriff tops, spandex shorts, athletic shorts, boxer shorts, pajama bottoms, or ripped clothing. Students may not wear moccasins or shoes without a backing. School Administration reserves the right to give students something to wear to cover up inappropriate clothes.

On any designated **Dress-Down Day**, students may choose to wear casual clothing or remain in uniform. Those who dress casually must usually pay $1.00 for the privilege; money collected on **Dress-Down Days** helps fund various school endeavors or charitable causes.

Modesty and Self-Respect

A Catholic approach to clothing recognizes that the body, created good by God, must be cared for and respected, even if doing so means rejecting popular fashion. It also respects those around us by recognizing the effect that various clothing can have on the minds and hearts of those who see us. Most importantly, it honors God’s expectations of modesty. The way that one dresses reflects one’s attitude toward this basic reality. Any non-uniform clothing worn during special events and Dress-Down Days must be clean, neat, and appropriate.

All students must dress modestly and conservatively during Spirit Days. Students may not wear low cut tops (collarbone showing is not allowed) or excessively tight-fitting pants. If wearing tighter fitting pants or leggings, students (all grades: PK to eighth-grade) must have their bottoms covered by their looser fitting top.

At the discretion of the administration, a student may be asked to remove an item of clothing or an accessory if it is disruptive to the learning environment.

School Photographs

During the year, all students from PK to Grade 8 will have their individual school photos taken. School uniform is required on picture day for students in grades PK - 8. Students not in uniform will not have their school picture taken. Eighth-grade graduation portraits are also taken during the year; the school dress code must be followed.

Telephone Use

Summary

- Unless a student is authorized by a staff member to use the office telephone, this telephone is strictly for business or emergency use.
- Students are not allowed to carry or store any cell phone or any other communication device (e.g., smart watch, iPad), either at school or at school-related functions.
- Parents must sign a form acknowledging that their child brings a communication device to school.
- All devices are turned off and turned in to the teacher at the start of the day and returned at day's end.
- Confiscated devices are returned only to a parent or guardian.

The office phone can only be used in an emergency. Students will NOT be allowed to use the phone to call parents to bring back forgotten homework or to request a parent signature. In addition, the office will NOT honor requests to call other parents to make or confirm play dates.

*It is recommended that a note be sent from each student's parents and be given to the homeroom teacher if such arrangement (i.e. play date) has been made. In rare cases, each student's parent can call the office if such arrangements have been made on a last-minute basis.

The office telephone is a business phone and is not to be used by students except in an emergency, or when given permission by school administration. Students are not allowed to use the telephone to make personal calls (such as requesting permission to go to another student's home after-school).

Cell Phones

No student may carry, or have in personal storage, a cell phone or other communication device (smart phone, iPad, smart watches, etc.) during school hours. This ban extends to any activity, including when students are in any after school activity or leave the school building during the school day such as recess, field trips, sporting event, or any school sponsored function. Parents are required to submit a written form to the school indicating their awareness that their child is carrying an electronic communication device to school or a designated teacher. Most often, all such devices are to be shut off and turned into the homeroom teacher at the start of the day and will be returned at the day's end.

Any cell phone or other communication device found in a student's possession during school hours, after school activity, or at a school function will be confiscated and returned only to that student's parent or guardian. Other appropriate consequences may be issued.

See school cell phone policy that states specifically that St. Therese School is not liable or responsible for lost, stolen, or misplaced cell phones. Bringing a cell phone is a family decision and therefore students assume responsibility and all risks.

Personal Mobile or Smart Device Policy

Please review the updated Junior High Policy for mobile device use during school hours. A device may be considered a cell phone or smart watch or similar devices. Junior High students who are non-compliant (i.e., using a device during school hours) will be subject to the following consequences.

First offense:

- Student's device will be turned into administration.
- Parents will be notified and must pick up devices from administration at school at the end of the day.
- Students will complete a restorative justice reflection with Mr. Howard.
- A student will receive a 2 in conduct.

Second offense:

- Student's device will be turned in to administration.
- Parents will be notified and must pick up device from administration at school at the end of the day.
- Student will complete a restorative justice reflection and complete a lunch time reflection.
- A student will receive a 2 in conduct.
- **Device privileges are lost for one trimester.**

Third offense:

- Student's device will be turned into administration.
- Parents will be notified and must pick up devices from administration at school at the end of the day.
- Students will complete a restorative justice reflection and complete a lunch time reflection.
- A student will receive a 2 in conduct.
- **Device privileges are lost for the rest of the school year.**

Smart Watches and Similar Devices

Smart Watches (e.g., Apple watches) or other similar devices are considered to be in the same category as phones and other electronics. These devices are not allowed to be carried or worn by students during the school day. If an electronic device is brought to school, a student must keep the turned off device in their backpack or they must turn it in to their homeroom teacher at the beginning of the school day.

Valuables

Summary

- It is not recommended that students bring cash or valuables to school.
- Students assume full liability for loss of any money or valuables brought into the school.
- Cash or items of substantial value may be left with the office for safekeeping.

Because it is often impossible to recover stolen personal possessions, the school does not recommend that students carry money or valuables to school and store them away from their persons. The school principal and faculty cannot be responsible for the valuables that students bring to school. If special circumstances make it necessary for a student to bring a substantial amount of money or other important possessions to school, s/he can leave these items at the school office for safekeeping. Students who do decide to bring valuable items to school (cell phones, hand-held games, etc.) assume full liability for any loss.

Visitors

Summary

- All visitors, including alumni, must first sign in with the school office.
- For SY 22-23, see Addendum regarding visitors.
- Alumni visits must be kept to a 5-minute limit unless they are performing prearranged service hours.
- All visitors must follow the school dress code and code of conduct.
- No alumni may bring in students from other schools.

To ensure the safety of our school community, **all visitors (including parents) must check in with the main office before going to a classroom.** All visitors must report to the office upon entering the building and sign in. Under no circumstances will any visitor be allowed to move through the building without first signing in at the office. Parents are welcomed and encouraged to visit the school, but must report to the office upon their arrival. If something is being dropped off, please leave it with the office staff to ensure the student receives it; this includes homework, lunch, and other items.

Please do NOT go directly to the classroom to pick up your child. Make sure all adults (especially grandparents) who pick your child understand this policy.

Alumni Visitors

St. Therese School alumni are always welcome to visit their alma mater. In the interest of maintaining a safe and well-monitored school, however, all unscheduled visits are to be kept to a 5-minute limit, unless there is a prior arrangement to perform service hours. Alumni must sign in at the school office upon arrival, in the same way as other visitors, and remain in the room or area they have indicated that they intend to visit. Alumni may not roam freely through the school, as this creates a safety issue. **Under no circumstances are non-alumni visitors to be brought into the school, even by alumni of St. Therese, without prior permission**.

Information and Documentation Checklist

Required of ALL St. Therese School Students

- ☐ Student Information Form (yearly)
- ☐ Parent Consent Form (yearly)
- ☐ Birth Certificate (new/transfer students only)
- ☐ Health Examination Form (new, K, 6)
- ☐ Dental Examination Form (new, K, 2, 6)
- ☐ Vision Examination Form (new, K)
- ☐ Proof of receipt of one dose of Tdap vaccine
- ☐ Physician's Request for Self-Administration of Medication (yearly)
- ☐ Parent/Guardian Permission & Authorization Form (yearly)
- ☐ Medical Information & Emergency Notification Form (yearly)
- ☐ Copy of most recent report card (transfer students)
- ☐ Baptism certificate (Catholic students)
- ☐ Combined Registration-Curriculum Fee must be received by June 1st. Seats will be not guaranteed for all grades after June 1st.

*All current and valid required medical forms are due prior to the start of the school year. Failure to submit may jeopardize your child's enrollment.

If you have any questions, please call the school (312) 326-2837 and we would be happy to assist you.

Early Childhood Appendix

Previously, St. Therese published a separate Early Childhood Student Handbook. Communications, policies, rules, procedures, etc. that are unique to the early childhood grades (PK, JK, and K) are found in this Early Childhood Appendix. General school policies, rules, procedures, etc. that apply to all grades (PK – 8) are found in other sections of the Student Handbook.

Parents of children enrolled in PK, JK, and K should familiarize themselves with the entire Student Handbook, not just the Early Childhood Appendix.

Early Childhood Welcome

We are happy to welcome your child to the early childhood program at St. Therese School. Our program provides students with a loving and nurturing classroom setting that promotes discovery and exploration through a hands-on learning approach. Our teachers have created a curriculum supplemented with programs such as Everyday Math, Happily Ever After, Superkids! and Zoo Phonics that is based on the five ways children grow: emotionally, socially, cognitively, spiritually, and physically. Our goal is to provide your child with experiences that will help foster a love for learning.

St. Therese School Philosophy

St. Therese School strives to educate each child socially, mentally, physically, and above all, spiritually, so that each may take his/her place in the world. We cherish each child as a unique gift from God with different needs and interests. We seek to meet those needs and interests in order to enhance each child's sense of self-worth and to preserve each child's uniqueness.

We see the family as the prime educator of the child, and the school as an extension of the family. We seek open communication and strong bonds between home and school so that we can act as an extension of the home. Together, as partners in education, we pursue the active intellectual development of each St. Therese student.

St. Therese provides an environment of love, respect for others, and self-discipline. We strive to live the values of the Gospel of Jesus Christ as demonstrated in the Bible and taught by the Catholic Church. We expect our students to respect, and strive to reflect, these Catholic values and attitudes toward others in their own behavior.

Our school environment reflects our beliefs. The faculty and staff agree that:

- Students learn best in a loving and disciplined environment with clearly-stated objectives. We use varied methods of instruction to reach these objectives.
- Students, their families, and their teachers benefit from frequent communication between home and school. Such communication keeps parents informed of academic achievements or potential problems.
- St. Therese School exists to develop awareness in each student that s/he has a role in the Christian community, the Chinatown community, and the nation; we encourage our students to serve others in whatever circumstances they find themselves.
- We believe in educating and involving students according to a sequential and challenging curriculum from which they will develop their own creativity. We hope to motivate them to seek knowledge for its own sake, and to help them recognize the gaining of knowledge as its own reward.

Early Childhood Education

The curriculum of the Early Childhood Program and the individual classroom goals are based on the following concepts:

- Children thrive in a nurturing environment that promotes a positive attitude toward self and learning.
- Learning is an active process that involves both physical and cognitive interaction with the learning environment (hands-on learning approach).
- Children understand and remember what they have learned when the information is meaningful to them in the context of their experiences and development.
- A successful program recognizes parents as the children's first teachers.
- A successful program will teach, encourage, and support them in this role through strong parent-teacher relationships.
- The development of the whole child must include activities which enhance physical, cognitive, linguistic, social, emotional, personal, and creative growth.
- All children can be successful and will be provided opportunities to experience success.
- Racial, ethnic, and cultural differences enhance the learning environment and provide opportunities to learn about one's cultural heritage and tradition as well as those of other ethnic groups.

Early Childhood Screening

The school conducts informal and formal early childhood screenings throughout the year. A developmental screening surveys a young child's ability in language, reasoning, gross motor, fine motor, and personal/social development to determine quickly and efficiently whether that child should undergo further assessment and evaluation. The screening process should incorporate information about a child's development collected from medical examinations, hearing and vision tests, and parent questionnaires and interviews. Results will be shared during trimester parent-teacher conferences or when there is a concern in a particular area that needs immediate attention. St. Therese takes the stance of being proactive with any concerns.

Screening is only the initial phase of a process of educational assessment and intervention. Early childhood screenings are performed to identify children who might benefit from early educational intervention or from special services before entering kindergarten or first grade.

Delay of Enrollment

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of education and care offered by the early childhood program, or whose presence is detrimental to himself or the group, can be removed from the school. In all instances, if the school administration and/or family decides that it is in the best interest of the child to terminate enrollment, the child's and family's needs shall be considered by planning with the parents to meet the child's needs when s/he leaves the school, including referrals to other agencies or facilities.

As a Catholic School, we strive to be inclusive of and meet the needs of all children and families. However, there will be cases where, given the limitations of the school's resources or physical environment, that is not possible.

Separation Policy

It is important in the beginning of the school year to establish a drop-off routine with your child. Routines are important because they make your child feel safe and allow him/her to adjust better to new situations. Therefore, it is important to start establishing the same consistent routine each day.

ONCE PARENTS HAVE DROPPED OFF THEIR CHILD AT THE SCHOOL GATE, PARENTS MUST NOT GO BACK. Call the office to drop off any forgotten items.

If you need to speak with your child's teacher, please send an e-mail or call the office. The beginning or end of the school day is not an appropriate time to meet or discuss questions regarding your child, as teachers are busy establishing/maintaining our school routines.

Starting school, what children see as "real school" or the "big school" is an important event in their lives. It can also be a big step for parents. We are sensitive and caring to you and your child's adjustment to school. It is important that families and teachers work together in order to work with children most effectively and make the child's first school experience a successful one.

Transitioning into School

Here are some ideas that have proved helpful when a young child is transitioning into a new program. We hope these suggestions will be helpful for your family.

- Encourage your child to ask questions and express his/her fears. Be sensitive to, and accepting of, your child's fears or ambivalent feelings about starting school, rather than dismissing them or making light of them. Reading about and discussing characters in books who are starting a new school can help children understand that it is alright to feel sad and afraid, and that it can feel scary when going to a new place for the first time.
- Involve your children in purchasing school supplies and a backpack. Get them excited about their upcoming school experience.
- Practice short separations from your child, by leaving him or her with a responsible adult. This will show them that you will always come back.
- Talk with your child about his/her daily activities and experiences at school. What did s/he like/dislike? Be involved with his/her school experience!
- On occasion, some children may need additional time to adjust, which may include half-day starts or other measures. School administrators will contact parents as needed.

Medical Form Information

Please read the following in detail, as St. Therese Chinese Catholic School must follow certain rules mandated by the Chicago Board of Health and the State of Illinois Department of Children and Family Services. All children enrolled must have the following areas completed on the medical form.

Parents are required to fill out:

1. Personal Information: child's full name, birth date, sex, grade level, address, phone number, parents' names, address and e-mail address.
2. Health History section: to be completed, signed, and dated by parent.
3. Medical Information and Emergency Notification Form
4. Parent/Guardian Permission & Authorization Form
5. A primary list of persons authorized to pick up the child regularly along with their name, address, and telephone number. (Each EC homeroom teacher will retain a pickup list).

Rest Time

Children under six years of age who are not enrolled in kindergarten who remain five or more hours in school shall have the opportunity to rest or nap. Resting time is an important part of your child's daily routine. It allows them to relax their minds and bodies from a day full of energizing activities. Pre-kindergarten and junior kindergarten students are required to bring a small blanket and/or pillow that will be used on their individual mats. Stuffed animals and/or security blankets are also only allowed during rest time.

Snack Time

Your child will be provided with a snack in the morning and afternoon. We strongly encourage independence and socialization at this time. The students learn to serve themselves with age-appropriate juice pitchers, dishware, and silverware. If you choose to send a snack to school with your child, you must be certain that it is nut free – it's best to check with your child's teacher before sending a snack.

When to Keep to Your Child Home from School Please refer to *pages 31-32*.

Allergies

It is extremely important that the school is aware of any allergies or health conditions that your child may have. All of the early childhood programs are peanut-free zones. Due to an increased amount of food allergies in the past years, foods that contain peanuts are **NOT** allowed in the classroom. It is important that you read the food labels on the back of products before purchasing them for your child's classroom. If there is any concern about any food item (e.g., food labels not in English), it will be sent home.

Frequent Accidents Procedure

If a student is sent home three times due to an accident, a formal meeting with school administration will be required. A plan will be developed in collaboration with teacher, parents, and administration. Students may need to take a break to reset if there are excessive accidents.

Toilet Training and Sanitation

Children must be toilet trained prior to school entry. Accepting children wearing diapers or disposable pull-ups requires that the program have a designated diapering area with an accessible hand washing sink (IL DCFS Licensing Standards 407.340) **St. Therese DOES NOT HAVE a designated diaper changing area OR accessible hand washing sink.**

However, even when children are toilet-trained, accidents do occur. All families must provide a change of clothes to be kept at school for these occasions. Frequent accidents will result in a teacher/parent meeting, which can result in time away from class to revisit potty-training with your child. Families should also sign a form giving staff permission to help the child with the change of clothes, if necessary. (see attached form at the end of handbook)

Whenever a toilet training accident requires extensive cleaning, parents will be required to pick up their child. Once a child has been sent home s/he will be asked to stay home for the day.

Classroom Supply List

See the general school supply list on our school website.

Cleanliness

Children are encouraged to develop good hygiene habits. We practice hand washing upon entering school before and after snack time, after using the restroom and after playing outside or in the gym. Snack tables are washed before and after eating. Classroom toys are washed and disinfected on a regular basis. Children are encouraged to use tissue and to cough or sneeze into their elbow, away from others.

Uniforms

Students in Preschool, Junior Kindergarten and Kindergarten are required to wear the St. Therese gym uniform on a **daily basis**. Given how young children can easily soil their clothing, parents are strongly encouraged to purchase **at least three sets**. Every item of clothing needs to be clearly labeled with your child's name. Uniform gym clothes must be worn on gym days, but can be worn during the week as well. The gym uniform is a St. Therese T-shirt, St. Therese shorts or sweatpants, and the St. Therese sweatshirt.

Summer/Spring	Winter
● St. Therese gym t-shirt (grey, white, or red), Got Blue* t-shirt, Play date* t-shirt, red/blue/white St. Therese polo, or a plain (no design) white polo short or long sleeves ● St. Therese polo dress for girls	● St. Therese gym t-shirt (grey, white, or red), Got Blue* t-shirt, Play date* t-shirt, red/blue/white St. Therese polo, or a plain (no design) white polo short or long sleeves
● St. Therese gym sweatshirt	● St. Therese gym sweatshirt
● Plain black, navy, white, or grey sweater	● Plain black, navy, white, or grey sweater
● St. Therese gym sweatpants/shorts	● St. Therese gym sweatpants
● Plain black or navy leggings/athletic pants	● Plain black or navy leggings/athletic pants
● Athletic (gym) shoes (velcro recommended)	● Athletic (gym) shoes (velcro recommended)
● T-shirt (under sweaters and sweatshirts- optional) - plain black, navy, white, or grey	● T-shirt (under sweaters and sweatshirts- optional) - plain black, navy, white, or grey

If you dress your child in layers, all layers must be part of the uniform code.

**The first Got Blue and Play date t-shirts are complimentary. Students will be given these shirts with their names labeled in school.*

Our uniform provider, **Dennis Uniform,** is located at: 7055 W Higgins Ave, Chicago, IL 60656. Their phone number is: (708) 669-7944.

Extra Sets of Clothing

It is important that the pre-kindergarten, junior kindergarten, and kindergarten students have an extra set of clothing in their backpacks at all times. Students need changes of clothes because of food spills or bathroom accidents. Pre-kindergarten should keep 2-3 sets of clothes in their classroom cubby; junior kindergarten and kindergarten students should have 1 set of clothing in their backpack at all times.

Please place the following items in a Ziploc bag with your child's name on it:

- Underwear
- Pants/Shorts
- Shirt

- Socks
- Shoes

Please remember to update the extra/backup set of clothing according to seasonal weather changes. If your child has an accident, please send a fresh set of clothing the next school day. Accidents are bound to happen and we want to be prepared.

Students should wear comfortable clothes and shoes to school. To maintain modesty, we ask that shorts and skirts are knee-length and bottoms are covered by shirts when wearing legging type pants. Check to make sure clothes fit appropriately as children tend to outgrow clothes quickly!

Please be mindful of small jewelry and hair accessories that could cause a potential choking hazard. Makeup and nail polish ARE NOT ALLOWED. Pierced earrings may be worn if they are small, matching, and not distracting to other students. Hairstyles must be moderate and not distracting. The principal and teacher will make the decision as to the appropriateness of the style.

Winter boots and hiking boots may not be worn during school, although during inclement weather they may be worn to and from the building and then changed into regular school shoes upon arrival. Moccasins or any shoes with wheels (such as Heelys) are strictly prohibited on any school day.

Gym Clothing

Students must have gym uniforms purchased from Dennis Uniform (7055 W Higgins Ave, Chicago, IL 60656): T-shirt, shorts, sweatshirt, and sweatpants. Gym uniforms and gym shoes must be worn in order to participate.

Classroom Communication

Consistent communication is maintained through our School Portal, newsletters, emails, bulletin boards, daily conversations, etc. Parent-Teacher conferences take place in the fall and spring, which allows for further discussion of individual assessments. **It is important that you check your child's folder** *every day* **and particularly <u>every Friday.</u>**

Parent-Teacher Communication Folders and Binders

PK, JK, and K students will be provided with a folder/binder for class work, reading log, homework, notes to and from home, field trip information, etc. The front pocket/binder section is used for parent communication.

- Anything you need to send to school needs to be put in this folder so that it does not get lost or misplaced.
- **It is important that you check your child's folder each day so that you are aware of classroom happenings and other important information.**
- **Students will also receive a St. Therese Blue Folder that will be sent home with class information each week.**
- **Be sure to check and empty the St. Therese Blue Folder each week, and return it to school on Monday.**
- **Tests and quizzes are signed and returned to school.**

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What Will Your Child Be Learning?

Pre-Kindergarten

Your child will:

- Develop positive socialization skills with peers and adults
- Learn to share and use manners in social situations
- Gain independence
- Become aware of the world around him or her
- Become familiar with the daily routine and rules of the classroom
- Develop creativity
- Begin to count and recognize numbers
- Begin to recite and recognize letters of the alphabet
- Identify basic shapes and colors
- Sort objects by colors and shapes
- Begin to manipulate art media properly
- Develop matching skills
- Recite simple nursery rhymes, songs, and finger plays
- Improve fine and gross motor skills
- Recognize and express his/her feelings in an appropriate manner

Junior Kindergarten

Your child will:

- Develop positive socialization with peers and adults
- Gain more independence
- Identify and write his/her first and last name
- Create and identify simple patterns
- Count and identify numbers 1 to 20
- Rote count to 50
- Gain an appreciation for literature
- Identify and discuss the main idea within a story
- Recite, identify, and write the letters of the alphabet
- Identify consonant letter sounds
- Identify rhyming words
- Begin to sequence a series of events
- Sort objects with different attributes
- Draw simple shapes
- Show understanding of spatial reasoning
- Describe how objects are the same and different

What Will Your Child Be Learning? *(Continued)*

Kindergarten

Your Child Will:

- Describe, recognize and extend patterns
- Write numbers 1-100
- Count and order numbers 1-100
- Measure using standard and non-standard units
- Identify money (penny, nickel, dime, quarter, and dollar values)
- Identify and understands fractional parts
- Print name correctly
- Recognize, identify, and create rhyming words
- Discriminate between initial consonant/vowels-phonemic awareness
- Begin to read high frequency/one-syllable words
- Arrange pictures in sequential order
- Complete assigned tasks on time
- Know age and birthday
- Know address and phone number
- Exercise self-control

Special Classes

Mandarin: Students will learn basic Mandarin terms (colors, numbers, body identification, food, fingerplays, and songs)
Spanish: Students will become familiar with basic Spanish vocabulary (colors, numbers, body identification, etc.)
Gym: Students will develop coordination and gross motor skills in loco-motor and non-loco-motor movements.
Technology: Each classroom is equipped with computers and educational programs. The kindergarten classroom will have weekly computer classes to become more familiar with using a computer.
Arts: Students are exposed to a wide variety of music and visual arts processes.

Homework

Children learn through a whole language and phonetic approach to reading and improving their listening skills by having a parent or adult read to them nightly!

Junior Kindergarten

Homework packets will be sent home weekly to allow students to review skills covered in class.

Kindergarten

Students are assigned daily homework in a homework packet to allow students to review skills covered in class.

Birthdays – *See pages 58-59*

What is the Purpose of Center Time?

WHEN CHILDREN BUILD WITH BLOCKS

- They learn to use their imagination and create something from their own thinking.
- They have the satisfaction of being able to make something.
- They learn about sizes and shapes, weights and balances, height and depth, smoothness and roughness.
- They learn to play with others.

WHEN CHILDREN PAINT

- They learn about colors and experiment with mixing them.
- They learn to use their imagination and transfer it onto paper.
- They learn how to use small muscle coordination to handle a brush.
- They learn how to make choices and decisions.

WHEN CHILDREN PLAY IN THE HOUSEKEEPING AREA

- They learn the roles of different people (doctor, police officer, grocery store clerk, chef, etc.).
- They learn to use their imagination.
- They learn how to cooperate with other children.

WHEN CHILDREN WORK WITH PUZZLES

- They have the opportunity to work alone or together with other children.
- They build self-confidence.
- They have an opportunity to build hand-eye coordination.

WHEN CHILDREN LISTEN TO STORIES OR LOOK AT BOOKS

- They learn to listen.
- They increase their vocabulary by hearing new words being read to them.
- They learn about different concepts, people, and places.
- They learn to enjoy books and reading.
- Their mind is stimulated, visualizing the things they are hearing about.
- They learn to ask questions and answer questions about the story.

WHEN CHILDREN USE MANIPULATIVE ACTIVITIES

- They explore new concepts, practice emerging skills, and reinforce skills already mastered.
- They strengthen their fine motor skills.
- They learn about classifying, sorting, predicting, problem solving, and analyzing results.
- They develop knowledge about the world around them by using real objects and concrete examples.

WHEN CHILDREN PLAY WITH PUPPETS

- They learn to verbalize their feelings using words.
- They begin to understand the feelings of others.
- They role-play and use their imagination.

WHEN CHILDREN LISTEN TO MUSIC, SING, OR DANCE

- They learn to appreciate music from different countries, cultures, and time periods.
- They learn to express themselves and their ideas.
- They increase their vocabulary.
- They gain satisfaction from participating in activity that can be FUN, physical and/or enriching.