



Student Handbook

2023-2024 revision



Mission: The mission of St. Theresa Catholic School is to partner with parents in educating children in a safe, supportive, Christ-centered environment. In our multicultural community, we lead each student to know, love, and serve God. We cultivate relationships among students, parents, faculty, and staff by embracing our diversity and valuing the teachings of Jesus Christ.

Philosophy: The Catholic schools of the Diocese of Little Rock seek to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity. The development of the whole person of the student (spiritually, intellectually, personally, socially, and physically), is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to ongoing professional and spiritual growth.

Goals: Broad goals of the Catholic school are to teach the gospel message, to build a faith community, to worship God, and to be of Christian service. Specific goals flow from the fundamental understanding of the school as a Christian educational community. Because the school is Christian, specific goals include:

- sharing knowledge enlightened by faith
- developing and committing to religious values
- fostering an understanding of our responsibilities to one another
- helping students develop a pattern of life-long learning
- improving everyone's opportunities to learn
- guiding students toward a spirit of freedom which recognizes discipline
- providing quality education in the Catholic tradition for children of the parish
- playing a role in raising national levels of knowledge, competence and experience

General information: St. Theresa Catholic School is fully accredited by ANSAA (Arkansas Nonpublic School Accrediting Association) which is approved by the US Office of Education as well as the Council for the Advancement and Support of Education. School hours are 8:00-3:00. The school is open at 7:30 am daily. The front office is open from 7:45-3:45. After-school care runs until 5:30 daily.

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Stslr.org Check us out on facebook: St. Theresa Catholic School, Little Rock
Mrs. Dunn, principal cell 501.258.5153

Policies

Absences: Absences may be excused for the following reasons: illness, school-sponsored event, medical appointment, court appointment, serious illness in family, death of a family member or special circumstance deemed appropriate by the principal. Other absences are considered unexcused. Generally, if a student is absent twenty-five (25) or more days during a school year, the students will be required to attend summer school and/or repeat the grade. In the time of COVID, we know absences may be more in number than normal due to quarantines. If a student is in quarantine, he or she will still be expected to complete assignments.

Three tardies=1 absence

Arriving after 9:00 or leaving before 2:00 indicate a ½ day absence.

The school may require proof regarding reason for absence. Students who are suspended or expelled will be considered unexcused.

Work missed during absences must be made up. It is the responsibility of the student to make up his or her work. Parents may assist by picking up the work and/or communicating with the teacher via Remind. Due dates will be established by the child's teacher.

Admissions: The schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origins to the rights, privileges, programs and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of color, race, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based on the student's emotional, academic and physical abilities, and the resources available for meeting those needs.

The diocese stipulates that a kindergarten student must attain the age of five (5) years on or before September 1st of the school year. Documentation of the state-required immunizations plus a birth certificate and baptismal certificate (Catholic students) is to be presented at the time of registration. A school will not accept a transfer student without the permanent record/transcript and health record. A student may be accepted conditionally if the parent/guardian signs a request form for records to be sent from the previous school.

Advisory school board: Each Catholic school of the Diocese of Little Rock will have an advisory board in accordance with the policies and regulations adopted by the diocesan board of education. School board members may be elected or appointed. Unlike a public school board, a Catholic school board is not autonomous. All parish boards are advisory. Actions of the board become effective only upon the approval of the pastor. The main purpose of the board is to assist the pastor and principal to provide a quality education in the parish school. As individuals, school board members have no authority. Authority is exercised as a group.

2023-2024 Board members include Lupita Alvarez, Janeth Cervantes, Karla Robles, Larry Tucker, Emmanuel Leyva, Joan Chambers, Sister Nancy Cassidy, Bertha Giron

Allergies: Parents are to make the office and classroom teacher aware of any allergic conditions that a child has that may impact the student at school. If a child's condition is severe enough to warrant an epi-pen, then one is to be furnished and kept in the "grab-and-go bag" that travels with the class from location to location. If a student is diagnosed with asthma, an Asthma Action Plan should be furnished to the school. In addition, a rescue inhaler needs to be supplied to the school. Inhalers will also stay with the student's class in a grab-and-go bag.

Athletics: Any athletic program in competitive sports must be under the direct supervision of the school principal. Any athletic support group must have the explicit approval of the pastor and be under the direct supervision of the principal. All adults coaching or volunteering to work with the students must be CMG trained. There must be two trained adults at each practice. Students competing in parochial league athletics must meet all eligibility requirements. Schools in the Diocese of the Little Rock

MAY join AAA for some sports. The principal and/or athletic director will communicate with parents and students regarding those opportunities.

Attendance: If a student is ill or must be absent from school, the parents should call the school office before 8:30 am or email the teacher. A student is considered tardy if he/she is not in his/her classroom when the 8:00 bell rings. To check in a student late or to check out a student early, parents must sign in using the Receptionist system in the office. Reminder: three tardies = one absence, and arriving after 9:00 am or leaving before 2:00 pm is considered a half-day absence.

Frequent tardiness or absences may interfere with a student's progress.

According to state law, (Arkansas statute 8-1504), every parent/guardian or other person residing in Arkansas and having custody of a child or children between the ages of seven (7) and sixteen (16), will send such child to a public, private or parochial school under such penalty for non-compliance under this section.

Students may be required to attend summer school or repeat the grade if in excess of the 25 absences - whether those absences are excused or unexcused.

Awards: Periodically, the school holds assemblies to recognize the achievements of students. In addition, recognition may occur during a school day in the classroom. Honor roll is an award for 1st-8th grade students who maintain an 80% or higher in all subjects and in conduct. St. Theresa Catholic School strives to encourage students to give their best effort.

Book covers: All textbooks are to be covered with book covers, in order to maintain the books.

Breakfast: Healthy habits are encouraged at St. Theresa Catholic School. In an effort to provide students with the energy to learn, the school provides breakfast for free to any students who would like one. The school follows the guidelines of the National School Breakfast Program, and breakfast consists of: 1 carton of milk, 1 fruit, 1 bowl of reduced-sugar cereal.

Care program (OST): After-school care is from 3:30-5:30 at a cost of \$25 a month per child. There are some fees applicable to the program, as well. OST should not be viewed as a place to wait for a ride. OST has programming, and we need to be staffed at appropriate levels to closely monitor all students. If a student is not registered, he or

she will not be entered into OST and will instead see the school secretary and call for pickup. Fees: Must be paid in cash at the time of pick up. There is a fee of \$5 per student that is picked up after 3:15, \$25 fee per student that is picked up after 3:45, and \$1 fee per student for every minute after 5:30. During the 2023-2024 school year, we will only be able to accept 60 students in OST. This is in order to be safely staffed.

Classroom parties: We will attempt to have a safe Christmas and Valentine party at the appropriate times. Parents will be invited to contribute treats. In the 2023-2024 school year, Valentine's Day is on Ash Wednesday, a day of fasting and abstinence. We will not have a Valentine's Party. We will have a Mardi Gras party.

Classroom rules: Classroom rules are based on the following list. Teachers may re-word these rules for age-appropriateness.

1. Be charitable and courteous.
2. Keep hands, feet and objects to yourself.
3. Come to class with assignments and materials.
4. Food is to be eaten in the cafeteria.
5. Raise your hand to speak and wait to be recognized.
6. Silence in the halls.
7. Follow directions.
8. Be in correct uniform.

Teachers may offer positive rewards and incentives for individuals and/or the class.

Complaint/Concern: Any person feeling aggrieved concerning any matter connected with the school will contact the individual before discussing it with other patrons. If a person has a complaint with a teacher, the individual will first discuss it with the teacher. If the matter cannot be resolved satisfactorily, the person will contact the principal. If the problem is still not resolved, the person will contact the pastor. If no solution is found, the matter will be referred to the superintendent. School board members are not to attempt to solve school problems but are to refer the individual to the above procedure. Gossip about teachers, staff or students is not tolerated, as it is not Christian. Pope Francis reminds us all, "Gossip can also kill, because it kills the reputation of the person!"

Conduct: Courtesy and good manners should be a key to a student's conduct at school. Our faith tradition contains many examples of treatment of others, including the Golden Rule, the Beatitudes, and the Ten Commandments. Students are expected to have respect for adults, themselves, others, and property.

Conferences/Contacting faculty: There are two dates during the year set aside for parent teacher conferences. Parents should make every effort to speak to the child's teacher on these dates. Other conferences may be scheduled, as needed. Teachers will advise you about their Remind code and email address for written communication. Parents should be advised that teachers do not work 24 hours a day and they may not respond to messages immediately.

Computer/Social media agreement: *please see appendix A*

Discipline: Acceptable standards of behavior by students will be expected at all times. This guarantees a positive social and educational atmosphere. Discipline will be administered when an individual's actions interfere with the right of teachers to teach and/students to learn. Any teacher or staff member in the school has the right to correct unruly students at any place and time. Corporal punishment is against diocesan policy.

Dismissal: We are doing dismissal at the covered walkway. Please come through from 2:55-3:15 to pick up your child. After 3:15, your child will be checked into OST (if registered) or taken to the secretary's office. Students who are waiting for a late ride will be assessed a \$5 fee. Will be a fee of \$25 per student that gets picked up after 3:45.

Distribution of materials: Individuals or groups wanting to distribute materials at the school must seek approval from the principal.

Drills: Fire drills are conducted once a month throughout the school year. Tornado drills are conducted monthly for PK and twice a year for the remainder of the school. Maps are posted in each room directing areas of egress for fire/tornado. Lock down drills are practiced as needed.

Electronics: St. Theresa School does NOT allow cell phones to be brought to school by students. In the case that a cell phone is found in violation of this ban, an administrator will call in the parent to discuss appropriate consequences. *also see appendix A*

Students in grades K-8 have an assigned chrome book to use during the school day and may take them home, if advised by the teacher. Students are responsible for these chromebooks and families must pay for a replacement if broken/lost.

Email: Faculty members have individual email addresses. Students are also assigned school email addresses.

Expulsion: Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the principal in consultation with the pastor and superintendent.

Failure/summer school: When failure seems unavoidable for a student, parents will be notified in advance of the probable failure. Parents are to sign written notice and make arrangements for summer school or retention.

Field trips: Field trips operate under stringent safety guidelines from the Diocese of Little Rock. Drivers would have to complete the Safe Driver course on CMGConnect and provide proof of insurance and driver's license. Field trips must be approved by the administration.

Food/beverages/gum: The St. Theresa Catholic School community takes pride in our facilities, and we recognize the sixty years of work that others have given to make St. Theresa the place it is. **Gum is banned on the entire St. Theresa Church and School campus.** In grades 6-8, two conduct marks are given for chewing gum. Wherever the students eat, they are expected to clean up their messes.

Grading: Uniformity of grading is maintained throughout the school; work of similar quality would receive the same mark from all teachers. Academic marks are based on academic achievement. Behavior is graded separately. The letter or percentage grade will be reported to parents as follows:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: below 60%

Report cards are distributed quarterly.

Graduation: The graduation ceremony for 8th grade students occurs in late May at a 10:30 am Friday school mass at St. Theresa Church. Boys wear dress pants, button down shirt, tie and optional jacket. Girls wear modest dresses that are appropriate for mass. A sleeveless dress requires a wrap or shawl. **All tuition accounts need to be current in order for the school to distribute the student's diploma.**

Harassment: The schools of the Diocese of Little Rock DO NOT condone any form of harassment. All individuals are to be treated with dignity and respect. **Harassment in any form (sexual, verbal, physical, visual) is prohibited.** This applies to all individuals in the school. Consequences of harassment may include suspension, expulsion, a police report, or any other action deemed necessary.

Homework: It is the student's responsibility to complete all homework assignments. A student will be given a score of zero for missing or incomplete homework.

Human sexuality: *see Appendix B*

Inclement weather: When weather conditions are dangerous, St. Theresa Catholic School follows the schedule as all Catholic schools in the greater Little Rock area. A Remind message will notify parents as soon as notification is given to the principal. Also, TV and radio stations will carry the announcement of closure for Catholic schools in Little Rock/North Little Rock. If school is closed due to weather, all other activities for the day are canceled.

Information technology: *see Appendix A*

Instructional materials and programs: Students are expected to care for school-distributed materials and all school property. Students are expected to pay for damaged or destroyed instructional materials or school property. All Catholic schools follow diocesan curriculum, instruction and time requirements. The *In Spirit and Truth* curriculum guide details standards for math, science, language arts, religion, social studies, art, music, health, PE, technology and electives. The instructional program is designed to discover and develop the abilities of each student.

Insurance: Medical bills resulting from injuries or accidents at school are the responsibility of the parent. Parents are given the opportunity to sign up for insurance.

Lunch program: The lunch program is school-operated under the National School Lunch Program, and a monthly menu is provided prior to the start of each month. Parents are invited to apply for the National School Lunch Program (free and reduced lunch) at the beginning of the year. Families will be billed for lunches through the FACTS incidental billing system.

Another effort toward healthy habits is that the school will not allow lunches from restaurants to be brought to students. If you bring a lunch from a restaurant, you will be asked to check out your child for the lunch/recess period and return your child after eating.

The school will not accept lunches brought after 9:00 am. Your child will be given a tray lunch if he/she does not have a lunchbox. It is our goal to build personal responsibility with this policy.

Medication: The school must have a completed medical release form to administer ANY MEDICATION at school (even Tylenol). Medication forms are available from the school office.

Money: Money should always be sent to school in an envelope with clear labels so that it is applied appropriately. Please do not give money to Mrs. Dunn in the car line.

Non-custodial parents: Non-custodial parents are not to use the school as a meeting place with their child/ren. In the case of divorce, the school office requires the court order stating visitation rights. The principal will follow the specifications of a court order in regard to pick-up of the child/ren. A copy of the child's report card may be given to a non-custodial parent.

Nondiscrimination: The Catholic schools in the Diocese of Little Rock will not discriminate on the basis of race, color, handicap or national origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic or social programs.

PE: PE classes are offered throughout the week, and we also incorporate physical activity (walking, running, etc) every day of the week. Students should wear athletic shoes every day.

PTO: The Parent Teacher Organization is a group we all belong to, automatically. There is no longer a fee associated with this group. This group has a leadership team of parent ambassadors, and various meetings/events occur throughout the year.

Principal: The principal of the school reserves the right to amend the policy manual for just cause. Parents will be given notification of changes that are made.

Promotion/retention: Promotion to the next grade level is determined by the teacher and principal. Promotion is generally based on cumulative averages of 60% or above in all subjects. Two subject-area failures constitute a grade failure unless made up in approved summer school. Proof of attendance/grades at summer school may be required for promotion of the student. When considering retention, the principal, teacher and parent consider social, emotional, physical and moral development of the student.

Service hours: Family commitment to Catholic education is very important. All families must offer 30 hours of service per year. (7.5 hours per quarter) If a family does not meet the service requirement, the family will be billed \$400 for the year. All families must record volunteer hours on the provided volunteer card and abide by its instruction.

Sexuality See *appendix B*

Smoking: Buildings of Catholic schools are smoke-free workplaces. Smoking is not allowed on the St. Theresa Catholic School campus.

Soliciting: No one is allowed on school grounds or in the building to solicit or request signatures for a petition unless authorized in writing by pastor or principal.

Sports: Students in grades 5-8 must meet parochial league eligibility requirements to participate in the following: football, basketball, track, volleyball and cheer. Teams are created and based upon the number of participating students at each grade level. In the event that St. Theresa will not field a team at a certain level, a St. Theresa student may play on another Catholic school team. If a student is absent the day of a game, he/she is not allowed to play in the game.

Supervision of students: The school supervises children as early as 7:30 am and as late as 3:15 pm. Families of children who need supervision before 7:30 will need to make arrangements to drop off with breakfast staff. Supervision of children after 3:15pm comes with an after-care (OST) fee. Children must be registered for OST to attend.

Supplies: School supply lists are provided. Parents are expected to provide the supplies on the list and to periodically check if supplies need to be replenished.

Suspension: Suspension is defined as the temporary exclusion from school for disciplinary reasons. Suspension may be in-school. Suspension will be determined by the principal.

Tag day: Tag days are out-of-uniform days at a cost of \$2 per student. Tag days occur approximately once per month.

Textbooks: All Catholic schools in the Diocese of Little Rock use approved texts with their instruction. Schools supply the textbooks, and the books are returned at the conclusion of the school year. Students are expected to pay for books that are lost or damaged. We also acknowledge that in the changing age of technology, some content areas will use online platforms rather than textbooks.

Tuition: Tuition rates are published in the spring of each academic year. They are found online or may be distributed by the school office. Tuition for the months of June, July and the registration fee are non-refundable. Tuition drafts occur via your plan selected through RenWeb/FACTS. You may also pay via cash or check through the front office.

Uniform: Complete uniform regulations are detailed in the tables below. Spirit shirts are allowed to be worn on Wednesdays.

Boys PK-8

pants/shorts	shirt/sweatshirt/jacket	socks/shoes
mandatory navy blue twill with belt (PK, K and 1st graders are not required to wear a belt)	gray polo-style with school logo, tucked in	white, black, gray or navy WITHOUT logo
shorts are allowed year-round	maroon fleece jacket or sweatshirt with school logo	athletic shoe

Girls PK-8

jumper/skort/skirt	shirt/sweatshirt/jacket	socks/shoes/leggings/tights
Jumper, skirt or skorts in school plaid for PK-4th grade (no more than 2 inches above knee)	gray, polo-style with school logo, tucked in	gray, white, navy or black socks, crew length or knee socks, WITHOUT logo
Skirt or skorts in school plaid for girls in grades 5-8 (no more than 2 inches above the knee)	maroon fleece jacket or sweatshirt with school logo	gray, white, maroon or black tights are allowed
		Solid black leggings or exercise-style pants are allowed to be worn under skirts/skorts/jumpers.
		athletic shoe

Uniform regulations for all students:

- The uniform must be clean and neat.
- Shirts must be tucked in.
- Girls must wear shorts under jumpers/skirts/skorts OR in the cold weather, solid black pants or leggings may be worn under the jumper/skirt/skort.
- Boys hair must be above collar, ears and brows. For all students, no eccentric hairstyles (such as shaved-in designs or colorful dye) allowed.
- Girls hair must be worn out of the eyes and pulled back. No woven-in objects.
- Girls may wear CLEAR NAIL POLISH ONLY. No acrylic or fake nails of any kind.
- Girls may wear stud earrings only, in the interest of safety. One pair. Boys may not wear earrings.
- Seventh and eighth grade girls may wear light makeup.
- Acceptable jewelry is religious (necklace, bracelet, ring). Watches are acceptable.
- Undershirts and undergarments should be plain white or beige.
- No perfume or cologne, no spray deodorant or cologne brought to school.

Upper building policies: see *appendix C*

Appendix A Technology policies

Social media and cyber-bullying (students): The same principles and guidelines found in this policy apply to parents' and students' personal activities online. Ultimately you are solely responsible for what you post online. Before creating online Content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including expulsion from the school and/or legal action.

Social media (parents): The same principles and guidelines found in the school/parish policy apply to your personal activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects employees, customers (families), suppliers or people who work on behalf of the school/parish may result in disciplinary action up to and including termination or legal action.

Computer usage terms and acceptable use (students and parents at St. Theresa School):

St. Theresa Catholic School provides computer access and Internet access for its students and faculty/staff. All activities while using the computers, or in accessing the Internet in this school must be in the support of education and research, and consistent with the educational objectives of St. Theresa School. We must recognize that with access to computers and people all over the world also comes the availability of material that may not be of educational value. St. Theresa School is taking precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. For students: Use of the computers and Internet is a privilege, not a right and is subject to terms and conditions.

THE TERMS AND CONDITIONS OF USE APPLY TO ALL STAFF AND FACULTY, AS WELL AS STUDENTS UNLESS THE ITEM STATES THAT IT IS SPECIFICALLY FOR STUDENTS. VIOLATION OF THESE CONDITIONS MAY RESULT IN TERMINATION OF EMPLOYMENT.

TERMS AND CONDITIONS OF USE:

Ø Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Ø Illegal activities are strictly prohibited.

Ø Students are not allowed to download any files from the Internet.

Ø Students are not allowed to subscribe to any mail list.

Ø Students are not allowed to use the Internet for personal communication.

Ø STUDENTS MUST OBTAIN ADULT SUPERVISION AT ALL TIMES. TEACHERS ARE TO ACTIVELY SUPERVISE STUDENTS WHILE THEY ARE ON THE COMPUTER.

Ø Each student will be held responsible for the intentional altering of a computer workstation that occurs while they are logged into the computer or network.

- Ø Using, deleting, copying or modifying files or data on a computer belonging to others without their consent is prohibited.
- Ø Students loading software on any computer without authorization of teacher is forbidden.
- Ø Making illegal copies of licensed or copyrighted software is prohibited.
- Ø The administration or teacher has the right to access information stored in any user directory, on the current user screen, or electronic mail.

Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the St. Theresa School Internet system. This includes, but is not limited to, the uploading or creation of computer viruses. Hardware or software shall not be destroyed, modified or abused in any way. Intentionally altering the files and/or the hardware on the St. Theresa School computers will be viewed as vandalism.

Reliability – St. Theresa School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your error or omissions. Use of any information obtained through the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Internet Access –

- 1 Use of the Internet without the knowledge and permission of a teacher or other authorized personnel is prohibited.
- 2 Before accessing the Internet, each student will receive instruction in the proper use of the on-line tools.
- 3 Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- 4 Transmission, installation, or downloading of materials in violation of copyright laws is prohibited.
- 5 Student must notify teacher immediately of inappropriate material found. The teacher is then to inform the Principal of the incident.
- 6 Students may not download files or programs without the permission of the teacher. Teachers are to consult the Technology Coordinator before authorizing programs to be downloaded by students or before downloading programs themselves.
- 7 Students will use polite language, appropriate to a school setting.
- 8 Students are not to reveal their personal address and phone number or those of other students or staff.
- 9 The administration or teacher has the right to access information stored in any user directory, on the current user screen, or electronic mail.

VIOLATIONS OF THESE PROVISIONS MAY RESULT IN LOSS OF ACCESS TO THE COMPUTERS AT ST. THERESA SCHOOL AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTIONS.

Appendix B Human Sexuality

Reasons for a Policy on Human Sexuality

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission: Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795). These truths extend into every facet of our lives, including—and perhaps especially—our sexuality. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (Catechism of the Catholic Church (“CCC”), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one’s state in life (CCC, #2337-2359). These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences” (Amoris Laetitia (“AL”), #56). Pope Francis further notes that “biological sex and the sociocultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (Ibid.). Ultimately, “[w]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of Edition 2019 4. 00 STUDENTS Page 14 God the Creator” (AL, #285). As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Bullying/Harrassment/Violence and Human Sexuality All persons have inherent human dignity and are thus deserving of innate respect as a person. Bullying, harassment, or threats or acts of

violence against any student based on that student's perceived sex, sexual orientation, or gender identity, will not be tolerated (see above, sections 4.24, 4.25, and 4.26).

Chastity All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

Sexual Orientation and Same-Sex Attraction Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term "same-sex attraction" is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

Gender Dysphoria (Transgenderism) All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school Edition 2019 4. 00 STUDENTS Page 15 documents (see section 4.41, Official School Documents). If a student's expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

Appendix C

Upper Building Policies and Procedures (Grades 4-8)

***Some flexibility to these rules is given to grades 4 and 5.**

UPPER BUILDING POLICIES AND PROCEDURES

A. Classroom Rules

- 1. Be charitable and courteous.**
- 2. Keep hands, feet, and objects yourself.**
- 3. Come to class with assignments and materials.**
- 4. Food is eaten in the cafeteria.**
- 5. Raise your hand to speak and wait to be recognized.**
- 6. Silence in the halls.**
- 7. Follow directions.**
- 8. Be in uniform.**

B. Rewards and Incentives

Positive incentives and rewards will be provided by the homeroom teacher for individual students and for the class as a whole when students work together in creating a good Christian learning environment for everyone.

C. Consequences

When choosing not to cooperate in following the classroom rules, the consequences will be:

1st mark – loss of 5 conduct points

2nd mark – loss of 5 conduct points

3rd mark – loss of another 5 conduct points, lunch and recess detention, notify parent

4th mark – A zero is given in conduct for the day and notify parent, in-school suspension

D. Suspension

Suspension is defined as a definite period of time a student will not be allowed to attend school or a school-sponsored activity for a serious conduct infraction. Sometimes, suspension is in-school, with the student seated in the hallway away from peers. Suspension away from the school will be the decision of the Principal in consultation with the Pastor. The length of suspension will depend on the seriousness of the offense and the past conduct record of the student. A student who is suspended four times will be considered for expulsion.

E. Conduct Grade

The student will begin each day with 20 points. 5 points will be deducted from the conduct grade for each mark received. An in-school suspension results in a 0 in conduct for the day. Conduct points will be averaged each week. Conduct points cannot be earned back. Conduct grades cannot exceed 100%. Homework marks do not count against conduct, but will count against Study Habit Grade.

F. Sports Eligibility for Parochial League

Students participating in football, basketball, volleyball, track, and cheerleading must have at least a 70% in conduct and overall academic average of 70% with no individual grade in any subject below 70%.

G. Absentees: Assignments/Tests

After being absent, a student has one class day per day excused absence to turn in missed assignments. Students with unexcused absences will turn in work upon their return, and it may be counted late. After that time, all missing assignments become zeroes. *It is the student's responsibility to give the work to the teacher. The teacher may or may not ask for it.* If a student returns the day of a test, the student is expected to take the test that day. Test forms vary. Test schedules are given orally by the teacher and are printed in the Friday letter. This gives sufficient time to prepare whether in attendance the day before or not. *It is the student's responsibility to make arrangements with the teacher to take the make-up test. No make-up tests on the last day before holidays will be given unless substantiated with a doctor's excuse.*

H. Exams

Students are required to take exams as scheduled unless they have a written excuse from the doctor due to illness or special permission from the principal. Exams are administered at semester (December and May). These will count as 30% of the semester grade. Grades 6-8

I. Books

Every hardbound textbook will be covered.

J. Conferences

Mandatory conferences will be scheduled in October and March. Consult the school calendar for specific dates. These are in person. Parents are encouraged to schedule personal or telephone conferences as needed throughout the year.

K. Homework

It is the student's responsibility to complete all homework assignments. A zero for any missing homework will be recorded in the grade book. Missing assignments will result in a loss of one point from the Study Habits Grade. This point will not count toward suspension.

In order to earn points for homework assignments, the following criteria must be met:

1. All answers must be in pencil or erasable black ink. No other colors will be accepted and will result in a zero on the assignment.
2. All answers must be in a complete sentence. No printed work will be accepted and will result in a zero on assignment.
3. The assignment must be complete. For example, if a student is given ten questions and answers only nine questions, the assignment will be recorded as incomplete. Students must **attempt** to answer every question to receive credit.
4. The heading on the paper must be complete or a zero will be given on the assignment.
5. The paper must have a clean edge free from spiral torn edges.
6. All homework must be the student's own work. Copying homework from other students is unacceptable and will result in an automatic zero on the assignment.

L. Testing Procedures

During a test, there should be no communication of any kind among students. Communication among students will result in a zero on the test. Desks should be clear of all paper except a cover sheet which should be used at all times by students to cover test answers. A student who chooses to be dishonest will receive an automatic zero and will call their parents. During semester exams a student will need a doctor's excuse to make up any exams missed.

M. Harassment

St. Theresa Catholic School prohibits any form of harassment – sexual, verbal, physical, and visual. The prohibition against acts of harassment applies to all persons involved with the school. Consequences of harassment may include immediate suspension, expulsion, a police report, or any other action deemed necessary to address the issue.

N. Changing Classes

1. All talking should stop with the change of class.
2. Students should wait for the teacher to dismiss the class.
3. Silence in the hall and in the classroom students are entering.
4. If students must return to homeroom after change of class, study habit points will be deducted.

O. Electronics

St. Theresa School bans cell phones brought by students. Students must abide by the computer/internet agreement when using chrome books.

P. Visitors

Visitors at school are to check in with the principal in the office and receive a visitor pass before visiting a class, the cafeteria or contacting a teacher or student.

Q. Uniforms

Uniforms are to be worn at all times, unless it is a tag day or the student has used a tag day pass. To be in uniform means:

Boys PK-8

pants/shorts	shirt/sweatshirt/jacket	socks/shoes
mandatory navy blue twill with belt (PK, K and 1st graders are not required to wear a belt)	gray polo-style with school logo, tucked in	white, black, gray or navy WITHOUT logo
shorts are allowed year-round	maroon fleece jacket or sweatshirt with school logo	athletic shoe

Girls PK-8

jumper/skort/skirt	shirt/sweatshirt/jacket	socks/shoes/leggings/tights
Jumper, skirt or skorts in school plaid for PK-4th grade (no more than 2 inches above knee)	gray, polo-style with school logo, tucked in	gray, white, navy or black socks, crew length or knee socks, WITHOUT logo
Skirt or skorts in school plaid for girls in grades 5-8 (no more than 2 inches above the knee)	maroon fleece jacket or sweatshirt with school logo	gray, white, maroon or black tights are allowed

		Solid black leggings or exercise-style pants are allowed to be worn under skirts/skorts/jumpers.
		athletic shoe

Uniform regulations for all students:

- The uniform must be clean and neat.
- Shirts must be tucked in.
- Girls must wear shorts under jumpers/skirts/skorts OR in the cold weather, solid black pants or leggings may be worn under the jumper/skirt/skort.
- Boys hair must be above collar, ears and brows. For all students, no eccentric hairstyles (such as shaved-in designs or colorful dye) allowed.
- Girls hair must be worn out of the eyes and pulled back. No woven-in objects.
- Girls may wear CLEAR NAIL POLISH ONLY. No acrylic or fake nails of any kind.
- Girls may wear stud earrings only, in the interest of safety. One pair. Boys may not wear earrings.
- Seventh and eighth grade girls may wear light makeup.
- Acceptable jewelry is religious (necklace, bracelet, ring). Watches are acceptable.
- Undershirts and undergarments should be plain white or beige.
- No perfume or cologne, no spray deodorant or cologne brought to school.