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**SAINT TERESA SCHOOL HANDBOOK (2023-2024)**  
(Revised January 25, 2023)

**Table of Contents**

<b>MESSAGE TO THE PARENTS OF OUR STUDENTS</b> .....	1
<b>MISSION STATEMENT</b> .....	1
<b>CORE VALUES</b> .....	1
<b>SCHOOL MASCOT / SCHOOL COLORS</b> .....	1
<b>HISTORY</b> .....	1
<b>ADMINISTRATIVE POLICIES</b>	
ADMISSION REQUIREMENTS.....	2
General Admission, Age requirements, Certificates and information needed	
TUITION AND FEES.....	2
SCHEDULE.....	3
School Hours, Arrival, Recess, Dismissal, Early Dismissals, Weather/School Closings, Drop-off and Pick-up Procedures	
ATTENDANCE.....	3-4
Leaving School Grounds, Tardy Policy, Absences, Truancy, Vacations	
<b>FAITH</b>	
RELIGIOUS INSTRUCTION.....	4
SACRAMENTS/SACRAMENTALS.....	4-5
Mass Attendance, Servers, Confession, First Penance/First Confession/Confirmation, Sacramentals/Devotions	
PRAYER/VIRTUE.....	5
Prayer, Virtue, Service, Stewardship	
<b>COMMUNITY</b>	
PARENT INFORMATION.....	5-7
Change of Information, Cooperation, Jayhawk Jumpstart, Back to School Night, Email Address Policy, Newsletter, Canvas, Parent-Teacher Conferences, Parental Custody Information, Protocol to Voice Concerns, School Calendar, School Family, Student Records, School Supplies, Transfers, Volunteers, Breakfast program	
DRESS CODE.....	7-9

BEHAVIOR RESPONSIBILITIES.....	9-11
Behavior Programs, General School Responsibilities, Disciplinary Measures, Protocols for Detention, Suspension, Probation, Expulsion, Specific Behavioral Issues, Alcohol/Drugs/Tobacco, Bullying, Searches, Threats, Vandalism and Damage, Weapons	
HEALTH .....	11-13
Asbestos Notice, Illnesses, Medications, Asthma/Systemic Allergic Reaction, Lice Policy, Health Records, Dental Records, Health Screening, Immunizations Records, Vaccination, Physicals, Injuries	
SAFETY.....	13
Bicycles, Emergency Procedures, School Safety/Security Policy, Security Procedures	
GENERAL POLICES.....	13-14
Local Wellness Policy, Birthdays, Cell Phones, Forgotten Items, Invitations, Lost and Found, Money/Valuables brought to School, Parties, Pets, Telephone, Visitors	
FUNDRAISING.....	15
<b>ACADEMIC EXCELLENCE</b>	
CORE CURRICULUM.....	15
Language Arts, Math, Nature Studies, History, (See pages 4-5 for Theology/Religion	
SPECIALTY CLASSES.....	16
Art, Band, Library, Physical Education, Vocal Music, Strings	
TECHNOLOGY .....	16-20
Purpose, Supervision, Acceptable Use, Unacceptable Use, Unauthorized Use of School Name, Portrayal of School/School Employees, Home Use of Technology, Office 365/Email, Guidelines for Home Use of Email/Social Networking Sites/Texting, Supplies, Consequences, iPad acceptable use policy	
TEXTBOOKS.....	20
LITERATURE/MEDIA POLICY.....	20
HOMEWORK.....	20-21
GRADING.....	21
Homework, Grading scale, Failing / Incomplete Grades, Report Cards, Promotion or Retention, Honor Roll, Eighth Grade Enrichment Award, Tests	
ACTIVITIES.....	22
Catholic School Week, Field Trips, Math Counts, Page One, Sports, Student Council, Other Clubs	
SERVICES.....	23
Educational Consultant, Educational/Behavior Testing, Speech, Resource, SCIP, Title Services, Transportation, Hot Lunch Program	

## **MESSAGE TO THE PARENTS OF OUR STUDENTS**

The purpose of this handbook is to establish a closer relationship between the home and the school. According to Church teaching, the parents have the primary responsibility to educate their children, and a great deal of this education takes place in the home. Parents delegate to St. Teresa School a share in this important work. This handbook is intended to be a guide for informing parents about the general policies and guidelines that will be followed in the operation of St. Teresa School. It is not an exhaustive source and may be changed at any time to better serve the families and students who are a part of the school community.

### **MISSION STATEMENT**

We are a faith-filled Catholic community called by God to teach, nurture and guide our children to achieve their God-given potential on life's journey to heaven.

### **CORE VALUES**

Our core values are FAITH, COMMUNITY and ACADEMIC EXCELLENCE.

### **SCHOOL MASCOT/SCHOOL COLORS**

Jayhawks / Blue and Gold

### **HISTORY**

Four years after the establishment of the parish, St. Teresa School opened with twenty-three students in September 1930. Two Dominican Sisters from Saint Catherine, Kentucky, Sisters Martha and Theona, were the first two teachers. They taught their classes in two south rooms of the partially completed structure. They lived in the north part of the building that was furnished only with the bare necessities until 1933. By 1934, the school had grown to one hundred students with five sisters. There were four rooms, each with two grades and a music sister. In 1940, there were one hundred ten students attending the school. The parish almost doubled in size between 1942 and 1945, with war industry and the rapid growth of the city in the easterly direction. In 1947, a new room was finished on the second floor of the church/school building and ninth grade was begun, making St. Teresa School an accredited junior high. The following year another room was finished and the 7th and 8th grades were moved to that floor. On February 27, 1955, the parishioners decided to build a much-needed addition to the school. The annex consisted of twelve classrooms, a kindergarten, faculty room, library and gymnasium and was ready to go in the fall of 1956. The enrollment at that time was five hundred three students in nine grades. The staff consisted of eight Dominican Sisters and four lay teachers. For almost six decades, St. Teresa School, under the direction of the Dominican sisters, has been offering a strong academic program enriched with many co-curricular activities. In conjunction with religion classes, the pupils gave service to the community by entertaining the elderly, distributing gifts to needy families and contributing to the Missionary Childhood Association. Many pupils also participated in band and the athletic program. Serious illness caused the Dominican sisters to return to their Motherhouse in Kentucky in the summer of 1988, thus the transition of the School Sisters of Christ the King took place in the fall of 1987 when they were assigned to St. Teresa School. They have continued the beautiful traditions of the Dominican sisters and added their own charism. Currently the school teaches approximately 250 Pre-Kindergarten through eighth grade students.



## **SCHEDULE**

### **School Hours**

Preschool **M-F** 8:00 a.m.-11:00 a.m.; **M-F** 12:15-3:15 p.m.

Grades K-8 8:05 a.m. - 3:15 p.m.

### **Arrival**

7:15 a.m. Breakfast available in cafeteria (Enter through Door #2)

7:45 a.m. School doors open (PK/K Enter through Door #2, Grades 1-8 enter through Door #1)

8:05 a.m. Tardy bell rings; morning prayers/announcements.

8:10 a.m. Classes go over for Mass.

**Recess:** Students go outside if the temperature is 10 degrees and warmer, including the wind chill. Please make sure your child comes properly clothed with coats, scarves, hats and gloves.

**Dismissal:** 3:12 Closing Announcements; 3:15 p.m. Students are dismissed; 3:25 p.m. Students who have not been picked up will be asked to come inside the school building. Students may go back up to their classrooms until 3:45 p.m. with the permission from a teacher or the office.

**Early Dismissals:** Students are dismissed at 1:00 p.m. occasionally for faculty meetings. Parents are asked to note the yearly and monthly calendar for these days, so they know when to pick up their children.

**Weather / School Closings:** If weather is sufficiently extreme to warrant early dismissal or school closing:

Channel 8 and 10/11 and the radio stations (KFOR-1240 AM and KLIN-1400 AM) normally make the announcement before 6:00 A.M. Channel 10/11 runs a complete list at 6:00 and 6:45 a.m. Parents are notified through Flocknote via email and/or text and/or phone call.

### **Drop-off and Pick-up Procedures**

#### **Traffic**

- One continuous line of cars heading north only.
- Pull forward as far as you can.
- Children load into cars that are parked in the north bound loading zone only.
- Students are to exit or enter the car on the 'school side' of the vehicle.
- No stopping in the "No Parking Zones: located fifteen feet of either side of the crosswalk. (This is the law. There are signs marking the spots. Even if the cones are not out please abide by this.)
- At dismissal if your child/ren are not in view, please re-circle the block (to the right) and give it another try. Tell your child/ren to be watching for you, as to make things flow smoothly.
- Students may be picked up in the Church parking lot at dismissal time. Make sure your children are aware of this. Families with several children may want to do this since they may not all come out at the same time, and you can avoid having to drive around the block.
- Students crossing the street must use marked crosswalks. There are crossing guards to help the students cross the streets.
- Use your blinkers when pulling in or out of the areas in front of school.
- Do not U-turn at 36<sup>th</sup> Street and East end of Laura Avenue.
- Do not double-park. The children may not see the other cars moving.

#### **Parking**

- Parking allowed on "J" Street, the west side of 36<sup>th</sup> Street, Laura Avenue and the church parking lot
- No parking is allowed on the West side of 36<sup>th</sup> Street (for loading purposes), designated crosswalk areas, or in front of the school between 3:00-3:25 pm.
- If your child/ren need help getting out, need to talk to someone or carry items to school please do not park your car in the drop-off lane.

## **ATTENDANCE**

Regular attendance and promptness is expected of all students. Please call the school between 7:30 a.m. and 8:30 a.m. to report absences or tardies. You may also leave a message on the answering machine before 7:45 a.m. or email TAEL-AA@cdolinc.net. The school telephone number is 402-477-3358. If a parent does not call the school by 8:30 a.m., the school will contact parents at home or at work. It is necessary that you specify the cause of the absence since the school must submit a weekly school illness report to the health department.

**Leaving School Grounds:** No student is allowed to leave the school building or premises during school hours without the request of the parent. Students, who need to be dismissed early because of illness, appointment, etc., must be picked up in the office. The adult needs to sign the “Sign-Out” book. This procedure is necessary for the safety and protection of the students in school.

**Tardy Policy:** Getting to class on time is an important habit for students to develop and practice. A student entering class late may disrupt other students and interrupt instruction. Tardiness may also put the late student at a disadvantage in the classroom. Students who arrive in the classroom after 8:05 a.m. will be considered tardy. Students will stay after school to problem solve after each 3<sup>rd</sup> unexcused tardy during a quarter. A tardy will be excused if it is for a valid reason (e.g. doctor appointments or illness) and we receive a note, email or phone call by the next school day from the parent stating the date and the reason for the tardy, so that we can determine if it is excused. “Sleeping in” is considered an unexcused tardy.

**Absences:** If students miss more than half of the morning or afternoon session, they will be marked as being absent half a day. An absence will be excused if there is good reason (e.g. illness, emergency) and if the school receives a note, email giving the date(s) and reason for absence when the student returns to school. The note must be signed by the parent/guardian. Notes will be kept on file for one year, in accordance with the diocesan policy that we must keep a written record of absences. Excuses of a doubtful nature shall be investigated. Under Nebraska State Law (LB 463, signed into law on May 11, 2011), absences (excused and unexcused) of more than 20 days (or the hourly equivalent due to tardies) in a year, may be submitted to the County Attorney if a student is absent more than thirty days, in a given school year, he/she will be considered for retention.

**Truancy:** Students who are absent without the approval of the parent are truant. Truant students will spend an hour after school for each hour of unexcused absence. If the student is consistently truant, St. Teresa School staff will follow the policy of the Education office of the Diocese and Nebraska State Statute 79-201 and 79-209.

**Vacations:** Parents are discouraged from removing students from school for pleasure trips. Please try to plan vacations in conjunction with the school calendar. Students will usually be asked to make up work missed AFTER the vacation. Teachers are not always able to put together work ahead of time for students.

## **FAITH**

### **RELIGIOUS INSTRUCTION**

“Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active role in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their profession of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith.” (Sharing the Light of Faith)

Students in Preschool through eighth grade receive instruction in the Catholic faith each day. Teachers use a diocesan curriculum, which includes elements of Catholic belief, worship and morality and prayers to be learned at each grade level. We strive to foster a religious atmosphere throughout the school through the use of crucifixes, religious pictures and statues, prayer corners, and religious bulletin boards. Finally, we integrate the faith, whenever possible, into every subject area and every aspect of school family life.

### **SACRAMENTS / SACRAMENTALS**

**Mass Attendance:** Students in grades one through eight attend 8:15 a.m. daily Mass. Kindergarten students gradually join their classmates at Mass, beginning in the second quarter. Students participate in the Mass as servers and readers, as well as through special class Masses.

**Servers:** Serving is a privilege and a service. Those who serve at the 6:30 am Mass are still required to attend the 8:15 Mass with the school body as it is part of the school day. 7<sup>th</sup> and 8<sup>th</sup> grade servers may be asked to serve at funerals during the school day.

**Confession:** Students who have made their first confession have the opportunity to receive the Sacrament of Reconciliation once a month as a class. Since confessions are heard daily before Mass, parents may bring their children more frequently to the Sacrament of Penance.

**First Penance / First Communion / Confirmation:** The Sacraments of Reconciliation and Holy Eucharist are received for the first time by students in second grade. The Sacrament of Confirmation is conferred upon students in fifth grade. We encourage parents to be actively involved in their child's preparation for these sacraments. Parents are aided in preparing their children for these special events through a special preparation Program. Dates for the second-grade sacraments are noted on the yearly calendar. Parents will be informed of the date for Confirmation when it is received from the Chancery.

**Sacramentals / Devotions:** Students in grades one through eight attend Benediction normally on the first Friday of each month, and Stations of the Cross on the Fridays of Lent. Devotion to Mary is fostered through sending home a Fatima statue to each family during the school year, a Living Rosary in October, May crowning and praying of the rosary in class. The Church calendar and lives of the Saints are also a part of spiritual life at our school.

## **PRAYER / VIRTUE**

**Prayer:** Prayer (communication with God) is as essential to the life of the soul as breathing is to the life of the body. The diocese gives the following outline for teaching "formal" prayers to our students: K/1: Sign of the Cross, Our Father, Hail Mary, Glory Be, Grace Before and After Meals; 2: Act of Contrition, Responses to Mass, Guardian Angel Prayer; 3: Apostle's Creed, Mysteries of the Rosary/How to pray the Rosary, Prayer for Poor Souls, Responses to Bishop's Blessing; 4: Angelus, Acts of Faith, Hope, Love; 5: Morning Offering, Memorare, Hail Holy Queen; 6: Prayer to the Holy Spirit, Way of the Cross; 7: Divine Praises, "Sub tuum praesidium"; 8: Regina Coeli, Prayer to Saint Michael, Prayer for the Pope. Parents are encouraged to help students learn these prayers, as well as to teach them how to meditate and read Scripture. Modeling and providing quiet time will help to teach children how to pray.

**Virtue:** Formation in the life of virtue is an essential aspect of Catholic education and formation. Virtue helps to root out sin and cultivate openness to God and the things of God. Parents are asked to help form their children in virtues such as charity (love and respect for God, others and self), humility, meekness, generosity, gratitude, diligence, honesty, obedience, temperance, sacrifice, service, patience and modesty.

**Service:** Jesus constantly lived and stressed the importance of service. Our students are encouraged to perform acts of service throughout the school year. These hours are recorded from May 1 – April 5 on a form which is turned into the teacher. 1<sup>st</sup>-4<sup>th</sup> and 6<sup>th</sup> grade students who complete the hours will receive a certificate. Suggested hours are 1<sup>st</sup>-4<sup>th</sup> (five hours); 5<sup>th</sup> (ten required hours for Confirmation); 6<sup>th</sup> (ten hours); 7<sup>th</sup>-8<sup>th</sup> (fifteen hours are required and for a grade; three of those hours are required at the St. Teresa Thrift Shop).

**Stewardship:** The students of St. Teresa School have opportunities to grow in their knowledge of God's care for them and the responsibility they have to care for others through programs of stewardship. The students may participate in monthly collections for MCA and other collections for the food pantry and others in need. MCA is the Missionary Childhood Association: "Children helping children". Students are encouraged to give from their own resources, and to pray and sacrifice to help needy children around the world. For those who receive aid, MCA can mean the difference between life and death. For the students who give aid, it is an experience that teaches the lesson of Christian apostleship and love, and one that shapes the attitudes of a lifetime. Since being raised to the status of Pontifical Society in 1926, MCA has continuously received strong Papal endorsement for its unique role in developing mission awareness in Catholic youth.

## **COMMUNITY**

### **PARENT INFORMATION**

Parent involvement is an integral aspect of the success of the St. Teresa School Family. The participation of every parent helps to ensure that we are able to carry out our school mission and goals. You become actively involved in making your child's education successful.

**Change of Information:** We are required by public law or diocesan policy to keep different types of information for each student in our records. In order to help us keep these records up-to-date, we ask parents to notify the school in regard to change of address, telephone number, name, marital status, health concerns, etc. In the case of divorce, custodial papers are to be on file in the office.

**Cooperation:** Please remember that our students are children and we, their parents and teachers, have been given the duty and authority to make decisions and choices for them. Children can be quick to say "unfair" to situations they do not like and which lessen their freedom to do as they please. We all have the children's best interests at heart, but we are also human and we all make mistakes. Let us work together and cooperate in all matters so that we can provide for our children the best education possible. If your child comes home upset or complaining about a situation at school, we suggest the following:

1. Take time to sit down with your child to calmly discuss the situation.
2. Begin with a prayer asking for God's guidance and wisdom.
3. Help your child to see his/her responsibility or part in the incident.
4. Use this as an opportunity to form your child in virtues such as honesty, patience, docility and love.
5. At all times, show support for and unity with the school as you discuss the issues with your child.
6. If you need to know more about the situation in order to help your child, please contact the teacher/staff member involved.
7. If contact with the teacher/staff member is unsatisfactory, a conference can be arranged with the principal, parent and teacher/staff member.

**Jayhawk Jumpstart:** This is an Open House before the first day of school for students and parents to meet the teacher, see the classroom, drop off school supplies and to socialize.

**Back to School Night:** Parents are invited, at the beginning of the school year, to come to school to meet their child/ren's teacher/s, to learn the classroom rules and what is expected of their children.

**Email Address Policy:** We maintain email groups for each of our grades, PK – 8<sup>th</sup> Grade. Each family is permitted two email addresses per grade in which they have a student. Exceptions may be made, if necessary, and by an arrangement with the custodial parents and principal. Emails are assigned by parent preference. However, priority is given to biological parents, legal guardians and/or those who have legal custody or rights to see information regarding a child's education. Custody papers must be on file. Step parents or other relatives will be included if the custody papers specifically state that the individual has legal rights to the information. As a parent or guardian, however, you are free to forward the emails we send you to anyone you feel needs to see this information.

**Newsletter:** The newsletter will be sent home electronically. Any information to be included must be sent to the principal by noon on Monday, the week the newsletter will be sent. If a family does not have means to receive the newsletter electronically, they are asked to contact the school office to request a hard copy to be sent home each week.

**Canvas:** Parents can access general school information as well as grade-specific announcements through the Canvas online platform.

**Parent-Teacher Conferences:** Conferences are scheduled twice during the school year. Parents will be notified the date and time. These conferences provide an opportunity for parents to confer with the teacher/s on the factors affecting the academic and social progress of the child. These conferences are to be strictly professional and limited to a discussion of the factors concerning the welfare of the child. Any additional conferences may be requested by teacher or parent any time during the school year. Parents or teachers may request the presence of a child at any conference.

**Parental Custody Information:** It is the responsibility of the parent with whom a student resides to keep the Principal informed about which parent has custody of the child and about any visitation restrictions of the non-custodial parent. If the non-custodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. School reports of student progress may be given to both parents when requested.

**Protocol to Voice Concerns:** The grievance procedure is: 1) Teacher 2) Principal 3) Chief Administrator Officer (Pastor) 4) Diocesan Superintendent of Catholic Schools

**Classroom concern:** Talk first with your child's teacher. Please call to make an appointment to visit with her/him about your concern. Let her/him know in advance what questions you have. This will give her/him a chance to better prepare to answer your questions. The teachers care for the students, and want what is best for them. If you do not understand or agree with the teacher's explanations or answers please talk with the Principal next. Again, call to make an appointment and let her/him know what the concern is in advance.



**School-wide concern:** Talk first with the Principal. This is the level where most school-wide decisions are made, coordinated, and implemented. The Principal will address these issues by explaining the basis for the current policy to the parent who has the question. If you do not understand or agree with the Principal's explanations or answers, please talk with the Chief Administrator Officer (Pastor) next. Again, call to make an appointment and let him know your concerns in advance.

**Questions in general:** Questions that are basic or simply informational may be addressed to the School Family Leadership Team. If the question is one of concern regarding school policy they will refer you to the local administration.

**Serious matters:** May be directed to the Diocesan Superintendent after all other channels have been exhausted.

**School Calendar:** A yearly calendar is posted on the website. An updated calendar is posted monthly. The calendar lists the family for which we are praying each day, and other pertinent information for the month.

**School Family:** Every person involved in St. Teresa School is a member of the St. Teresa School Family. School Family meetings are held four times a year, normally on Tuesdays. These are opportunities to gather as a family, to communicate about various aspects of the school program and to work together for the smooth operation and good of the school. The Leadership Committee, consisting of the pastor, principal, chair, chair-elect, past chair, treasurer, teacher representative and chairs of each of the standing committees meets on the first Wednesday of the month to address issues and plan School Family meetings. The standing committees are Public Relations/ Communications, Teacher Appreciation, Room Parent, Fundraising, Spiritual Life, and Academic (includes Volunteer and Uniform committees). These committees coordinate and organize a variety of activities throughout the year.

**Student Records:** Cumulative records are kept for each child and will contain such information as standardized testing scores, semester grades, attendance records, and other data which might be deemed pertinent. Parents may review the cumulative records of their own children, after making arrangements with the principal.

**School Supplies:** Parents are expected to get the kind and amount of school supplies recommended by the teacher. A supply list is posted on the website.

**Transfers:** Parents are asked to notify the school office at least two days in advance of a student's withdrawal from St. Teresa School. A copy of the student's records will be sent to the receiving school upon receipt of a release of records request from that school and when all tuition and fines have been paid.

### **Volunteers**

- Volunteers are valued members of the school community. Please be generous by giving selflessly of your time, talent and treasure.
- Opportunities to serve are advertised at the beginning of the school year and in the newsletter as needs arise.
- We rely on and are grateful for parent help for field trips and parties. Although parents may find they need to bring younger children with them, care and prudence must be practiced to ensure that they can fulfill their duties as a chaperone for field trips or helper for parties.
- All volunteers need to have a background check every five years and complete the Safe Environment program annually.
- Volunteers need to be 21 years old to be the sole sponsor of an event.
- Drivers for field trips must complete additional requirements.

**Breakfast Program:** Available in the cafeteria from 7:15 to 7:40 a.m. each day.

### **DRESS CODE (K-8)**

- School uniforms are important for several reasons. They help to create a Catholic identity. Uniforms, which distinguish school clothes from play clothes, have been connected to better academic and behavioral performance. They help to eliminate the pressure of wearing the right brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like.
- St. Teresa School students in kindergarten through eighth grade adhere to the dress code as outlined below. If you are unsure if a clothing or accessory item is appropriate, please check with the principal before your child wears it to school. The administration reserves the right to make discretionary judgments regarding appropriateness of student dress and fashion not explicitly covered by this dress code.

- School uniforms may be purchased through Dennis Uniform Company in Omaha. Shirts, blouses, slacks and shorts (except Jr. High Khaki pants/shorts) may be purchased from any store as long as it meets the dress code.
- Used uniforms, in fair or good condition, may be donated to the used uniform closet; please bring them to the school office. Parents may purchase used uniform from the used uniform closet.

### **Girl's Jumpers & Skirts**

- plaid jumper (K-5) or skirt (6-8) (purchased through Dennis Uniform Company)
- no shorter than the top of the knee
- shorts worn under uniform - shorts must reach the end of the fingertips when hands are to the side; no wording, no slits on sides, no "trash bag" shorts

### **Boy's & Girl's Pants (Oct. 1-Mar. 31)**

- navy blue dress, twill, reaching to the top of the shoe
- khaki (grades 7-8), (purchased through Pius X High School or Dennis Uniform Company)
- no stretch, sweat, stirrup pants; no jeans or baggy style pants; no tight pants; no "hip-huggers" or "low rider" pants
- no pockets or loops on the legs
- students are encouraged to wear a belt

### **Shirts**

- polo or oxford (long or short sleeves)
- white, light blue, or forest green
- Jr. High students have an option to wear white, light blue or forest green banded shirts.
- white turtleneck
- blouse (white or light blue, no lace or ruffles, with collar)
- shirts need to be buttoned (except for the collar button)
- Anything worn under the uniform shirt must be plain white, black or navy blue, with no words, pictures or print.
- American Heritage Girls and Cub Scouts or Boy Scouts may wear their uniform shirts to school on meeting days.

### **Sweaters/Sweatshirts/Fleece jackets:** Should be marked with the child's name.

- plain navy blue sweater (uniform style)
- plain navy sweatshirt (no hoods)
- St. Teresa School sweatshirt or fleece jacket (option is offered to purchase during the school year.)
- Uniform shirts must be worn under sweaters and sweatshirts.

### **Shoes and Socks**

- Suitable and simple shoes (dress, tennis, loafer, sports) are to be worn. Because of safety concerns (tripping on stairs or safety on the playground), loose fitting shoes (clogs, crocs, jellies, wedges, loose sandals, fashion boots [that reach the knees and similar shoes]) are not allowed.
- Plain, solid white, black, navy socks (no lace) must be worn with shoes (no colored bands at the top).
- Girls may wear white, black or navy tights or ankle-length leggings (not loose and reaching to the ankle) under the jumper/skirt
- If students wear snow boots, they must bring shoes to change into after Mass

**Shorts** may be worn during August, September, and May. The Administration will decide other times when shorts may be worn. Students will change to shorts after Mass

- Plain loose fitting, navy blue shorts for K-8<sup>th</sup> (no more than three inches above the knee)
- khaki shorts (grades 7-8), (purchased through Pius X High School or Dennis Uniform Company)
- No boxer, sports, biker or mesh shorts
- No pockets on the sides

### **Points to remember**

- Shirts are to be tucked in at all times (except banded shirts), so that belt loops or waistbands can be seen.
- Uniforms should be neat, clean, and mended. Clothing with holes should be replaced.
- Makeup (including foundation, mascara, glitter, colored lip gloss and nail polish) is not permitted.
- Jewelry permitted: wristwatches and certain Christian religious items (on a simple chain, pinned to the uniform, or a bracelet). Girls only may wear one pair of tiny post earrings (no hoops/dangles), one on each earlobe, not extending below the earlobe. Rings are not allowed for boys or girls.
- Students may not wear hats in school (unless on activity days).

- Students may not wear tattoos or draw on their skin.
- Girls may wear simple and small headbands and hair ties, no larger than three inches wide and no flowers.
- Hair must be well groomed. Extremes in hair styles are unacceptable. Use of hair color, highlighting, or bleaching of hair is not permitted.
- Boys' hair may not touch the collar or cover the eyebrows. The sides of boys' hair and sideburns may not extend below the middle of the ear. No designs cut into the hair.

### **Non-Uniform Days**

- On dress-up days (e.g. school picture days), students may wear standard slacks, pants, colored jeans (no blue jeans or very tight), skirts or dresses (must reach no more than 3 inches above the knee). They may not wear sweat pants, shorts, leggings or stretch pants. Faddish clothing is not allowed. No writing except a small logo is permitted on clothing. Sleeveless shirts are not allowed. **Jewelry and make-up regulations remain the same as for a normal day.**
- Occasionally, students will be given the privilege to have “free dress.” Students may wear anything that is clean, neat, and modest. No sleeveless shirts or clothing that is offensive, immoral, or otherwise inappropriate in a Catholic school environment will be allowed.

### **BEHAVIOR RESPONSIBILITIES**

Catholic education is a privilege that is directly dependent upon the support and sacrifice of parents and many others within the parish. Student conduct is a reflection of the Christian values of a parish community. It is therefore appropriate that students be expected to comply with established standards for behavior. The essence of Christian discipline is self-discipline. A child's behavior in school is indicative of that self-discipline. Our students are expected to exercise self-control and conduct themselves properly. Behavior must reflect the values of the Catholic faith with high standards of courtesy, decency, respect for authority, respectful language, honesty and wholesome relationships with peers. Young people depend on the adults in their lives to model Christian values and conduct. Most students will feel comfortable at St. Teresa School if they know the limits and school rules. Students will feel secure if they know that they will be treated fairly and with respect. Students will be informed of the following school rules and disciplinary procedures.

**Behavior Programs:** The staff is trained and implements the Boys Town Education Model and the Behavior Intervention Support Team (BIST) Model. Teachers will communicate classroom expectations to children and parents. If your child has chosen to act on a level that is not acceptable in the classroom you may be informed by a note, phone call, or email.

**The Boys Town Education Model:** The curriculum includes sixteen basic social skills that are taught and practiced throughout the year. These are: following instructions, accepting criticism or a consequence, accepting “No” for an answer, greeting others, getting the teacher’s attention, making a request, disagreeing appropriately, giving criticism, resisting peer pressure, making an apology, engaging in a conversation, giving compliments, accepting compliments, volunteering, reporting other youths’ behavior, introducing yourself

**Behavior Intervention Support Team (BIST):** BIST is an organizational, behavioral, and curricular approach to support students who exhibit challenging behaviors, summarized by the acronym GRACE: Giving Responsibility and Accountability to Children in Education. The BIST Model assists children in achieving three important life goals:

- I Can make good choices even if I am mad.
- I Can be okay, even if others are not okay.
- I Can do something even if I don’t want to.

### **General School Responsibilities**

Following the greatest commandment, we will love God with all our heart, soul, mind & strength. Students are expected to:

- participate actively and reverently at Mass.
- use God’s name reverently and with love.

In response to Christ's exhortation, we will love one another as He has loved us. Students are expected to:

- be respectful in word and deed to all adults.
- be kind and respectful to each other.
- be modest and pure in dress and conduct.

- be honest in dealings with others.
- be respectful of all property.
- be respectful and careful in the use of the gift of speech.

In order to promote self-discipline, unify our efforts and create an atmosphere most conducive to learning, students are expected to:

- be in uniform each day.
- complete classwork and homework in the assigned time frame.
- observe a silence of courtesy in the halls, stairways and bathrooms.
- move through the hallways and on stairways in a safe manner. Students should stay to the right side of the stairs.
- refrain from chewing gum in the school building or on school grounds.
- refrain from food/candy outside the cafeteria except with permission. Only water will be allowed to be consumed in the classrooms by the students during the school day.
- refrain from bringing items that are dangerous, disruptive, valuable or otherwise inappropriate to school. These include, but are not limited to, toy weapons, expensive items, large sums of money, music players, electronic games, cell phones, etc. The school will not be responsible for lost items.

**Disciplinary Measures:** The teachers/administration reserve the right to employ the following consequences: contracts, loss of privileges (such as field trips), service hours, recommendation of evaluation and/or counseling, automatic detention, in-school suspension, probation, and expulsion. Police may be notified when warranted.

A detention may be issued without prior warning for severe infractions such as:

- deliberate disobedience
- fighting, physical aggression, violent actions
- threats or verbal abuse of an authority figure/damaging the property of an authority figure
- assault or other intentional actions that result in injury
- possession of dangerous items
- disrespect for human sexuality
- lying, stealing, cheating, forging a parent's signature
- vandalism
- leaving the school/church property without permission
- every 3<sup>rd</sup> unexcused tardy

A suspension, probation, or expulsion may be issued for infractions such as:

- Behavior which presents a moral or physical danger to others
- Unacceptable behavior that repeatedly occurs
- Frequent absences or truancy
- Use, distribution, or possession of drugs, alcohol, or weapons on school property or at school functions.

### **Protocols for Detention, Suspension, Probation, Expulsion**

- Detention: A student will stay after school not exceeding forty-five minutes. Parents will be notified prior to the detention.
- Suspension: The decision to automatically suspend a student rests with the principal after consultation with the pastor. A student may be suspended for one or more days, in or out of school. The parents will be notified of the suspension. In an in-school suspension the student will be isolated from the events of a normal school day. The student will be expected to complete assignments missed in the classroom for the day and expected to complete extra assignments. In an out-of-school suspension students complete their school work at home.
- Probation: may be given for continued classroom misbehavior, disobedience, or lack of application to school work. During probation, a contract will be drawn up by the school, student, and parents to resolve the student's educational/behavioral problems.
- Expulsion: is used only when all other means of discipline prove ineffective and the student's conduct is deemed a hindrance to the welfare and progress of the school community. The principal and pastor will determine if a student that has been expelled will be allowed to re-enroll after a period of time. If a student is allowed to re-enroll the administration will determine when and what kind of program the student will follow.

**Specific Behavioral Issues:** Any behavior that is illegal or threatens the safety or well-being of others will not be accepted on school grounds, buildings, bus and off-campus school-sponsored events, or through social media.

**Alcohol / Drugs / Tobacco:** The possession, distribution, or use of any illegal controlled substances, such as illegal drugs, alcoholic beverages, energy drinks, and tobacco is prohibited.

**Bullying:** Bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students.

**Definition:** Bullying behavior is more than misconduct. The bullying behavior is characterized by words chosen or action(s) taken, which include:

- A perceived imbalance of power by individual/group and the victim
- Repeated over time (not necessarily with the same student(s));
- Conscious, willful and/or deliberate;
- Intended to ridicule, humiliate, intimidate or hurt the victim.

**Examples:**

- *Physical aggression:* hitting, kicking, pushing, tripping, biting, choking, scratching, spitting, taking belongings, destruction of property
- *Verbal harassment:* insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others
- *Indirect harassment:* excluding others, spreading gossip and rumors, sending malicious notes, making faces or obscene gestures

**Searches:** Teachers and administrators have the right to search desks and personal belongings at any time for a sufficient reason. Searches will ordinarily be done with another adult witness. Any items found which are inconsistent with our Catholic goals may be removed.

**Threats:** Parents shall talk to their child(ren) about using such vocabulary as, “I’m going to shoot you” or “I’m going to kill you,” even in jest. Threats should be reported immediately. The administrator will meet with the students involved. Depending on the seriousness of the situation, parents may be notified to pick up their child from school. The student may be suspended and may not return to school until an evaluation by a health care professional is given and the professional writes a letter indicating that the student is not a threat to him/herself or others. The administration may adjust the actions taken when considering the age of the child or differential circumstances. These disciplinary actions may span over the course of the student’s years at St. Teresa School.

- First time: a one-day in-school suspension may be served when he/she returns.
- Second time: the student may receive a three-day in-school suspension. The school may require the parents to set up a plan for ongoing counseling services.
- Third time: the child may receive an automatic expulsion from school.

**Vandalism and Damage:** Students may be assessed the cost of repair or replacement of school property as well as be subject to other disciplinary options if it has been determined they have destroyed, marred, or lost school property, whether through their carelessness or deliberate actions.

**Weapons:** No student may have in his/her possession during school time any kind of weapon, perceived or real, such as knives, guns, explosives, or other potentially dangerous items that the teacher/administrators deem inappropriate. A student may be expelled for no less than one year if it has been determined that the student has knowingly and intentionally possessed, used or transmitted a weapon on school grounds or in a school vehicle. Parents have an obligation to keep their children from accessing dangerous weapons and failure to do so may result in criminal or civil prosecutions, depending on circumstances. (cf. Gun-Free Schools Act 1994)

## **HEALTH**

**Asbestos Notice:** In accordance with the Environmental Protection Agency regulations, St. Teresa School hired the Institute for Environmental Assessment (IEA) to conduct initial asbestos inspections in 1988. St. Teresa School again hired IEA to conduct re-inspection in 1991. Asbestos Management Plans were developed through these inspections in order to protect the health of our students and staff and to maintain compliance with EPA regulation concerning asbestos containing materials in schools. Since 1988, St. Teresa School has carefully followed these management plans. During the inspection of October 1994, the materials that contain or are assumed to contain asbestos were assessed to present negligible health risks. As a result of this inspection by the Diocesan Office of Environmental Management, a new management plan was developed. The administrators of St. Teresa School will closely follow these new management plans. The management plans are available for your inspection, in the school, during regular business hours. The program manager provided by the diocese is Mr. Ron Prochaska of Alfred Benesch & Company, 825 M St. STE 100, Lincoln, NE 68508, phone 402-479-2296. Please feel free to contact St. Teresa School if you have any questions.

**Illnesses:** If a student has symptoms of illness, parents should keep the student home. Parents will be called to take their child home when their temperature is 100 degrees F (or greater) or if they exhibit symptoms of vomiting, diarrhea or other contagion. Students may return to school when:

- Free for 24 hours of: fever, vomiting, diarrhea or other contagion
- Chicken pox: symptom-free, no longer having an elevated temperature & the pox are scabbed -Strep infections: being on an antibiotic for 48 hours, and being free of fever for 24 hours.
- Ringworm, impetigo, and pink-eye: after one full day of treatment outside of school.
- Hepatitis: receiving a written permission from the family physician

The illnesses for which the Health Department requires reporting are:

- flu-like: fever, sore throat, headache, aches, etc.
- gastro-intestinal: nausea, vomiting, diarrhea
- rash/fever and cough, cold symptoms or runny eyes
- strep, chicken pox, pinkeye, impetigo, or other communicable diseases
- asthma related illness

### **Medications**

- All medications (prescription and over-the-counter, including aspirin and cough drops) for students are to be turned in at the office with a completed Medication Permission Form. Liquid medicine should be sent in a ziplock bag with a spoon or small measuring cup provided by the parents. Prescription medications must be properly labeled and in the original bottle, with the name, dosage of the drug, time to be administered, the physician's name and the current date. If there are concerns about possible side effects of the drug being administered, the school must be notified in writing prior to the administration of the medication. In compliance with the Nebraska State Law, as defined in Health Services in Nebraska Schools – Policies and Procedures Manual, medication will be given one day only without the Medication Permission Form being completed. Parents may send a written note stating the medication dose and time for the first day. A Medication Permission Form will be sent home with the student at the end of that day to be returned prior to any additional medication being administered. NO EXCEPTIONS will be made.
- Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed by state law to carry and self-administer prescribed medications if parents have signed a form indicating that their child is capable and they prefer he/she self-medicate.

### **Asthma / Systemic Allergic Reaction**

- If you know that your student has asthma or a known allergy, it is *critically important* that you communicate this information to our school staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described below.
- A state regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction (anaphylaxis).
- The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by one of our local physicians.

### **The protocol for an emergency is**

1. **Call 911.**
2. **EpiPen injection will be given.** An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function.
3. **Albuterol** is provided through a nebulizer. Albuterol is another medication that is used to bring breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

**Lice Policy:** We advise that you check your child's head occasionally. Parents are asked to call the school office if their child has lice so that we may work to prevent the spread of it. If a student is suspected of having lice, he/she will be checked. If a student is found to have nits and/or lice while in school the parents will be notified and the child will be sent home for treatment. The child must be treated before returning to school. Information and guidelines on how to check for and treat lice are available in the office.

Our policy is that we will check the student's head after they have treatment and again in 7-10 days. We will not be checking their classmate's hair since it is rare that head lice is transmitted in the classroom. This also allows us not to interrupt the learning environment of the classroom.

**Health Records:** The school complies with the requirements of the State Department of Health in obtaining and recording health information. The school maintains cumulative health records, screening results, and immunizations of each student. All health records and information are used for the purpose of benefiting the student's educational process and are bound to high standards of confidentiality.

**Dental Records:** A dental screening may be done in the spring for those who would like an informal screening. Prior to entrance in Kindergarten documentation of a dental exam is required.

**Health Screening** is done each year. The minimum recommended screening includes: height, weight, audio and vision screening for students in kindergarten through fourth grade, and seventh grade. Accurate screening and re-screening procedures, identification of problems, referral and follow up are of great importance. Parents are notified in writing when further evaluation is recommended by their health care professional.

**Immunization Records** are required for all students. By state law, students may not enter school until immunization records are complete and up-to-date.

**Vaccination Policy:** All students enrolling in Catholic Schools in the Lincoln Diocese are expected to be vaccinated according to the childhood immunization requirements of Nebraska State law. Medical or Personal Conscience exemptions are recognized under State law and diocesan policy. Parents claiming an exemption must contact the school for information on specific requirements. Requirements must be met prior to the first day of class.

**Physicals** are required for every kindergarten, 7<sup>th</sup> grade and new student from out of state and are due the first day of school. Physicals are also required by 7<sup>th</sup> and 8<sup>th</sup> grade students participating in sports.

**Injuries:** If a serious injury occurs that might require the immediate attention of a doctor, every effort will be made to contact the parent or guardian. In the event that we are unable to reach parents, the school will seek medical assistance, but the cost of the medical care is the obligation of the parents. St. Teresa School does not carry accident insurance on children.

## **SAFETY**

**Bicycles:** Bicycles must be parked in the rack provided. Parents are responsible for instructing their children in safe riding procedures. The use of bicycle helmets is strongly encouraged. Bicycles are to be walked on and off the school grounds during school hours, at arrival and dismissal, and during school functions. All bicycles should be locked when left on school property. The school is not responsible for stolen or damaged bicycles.

## **Emergency Procedures**

- Since unforeseen crisis events can happen anywhere, St. Teresa School has established emergency procedures for staff and students in the event of an emergency. The school administration and crisis team will make necessary provisions and decisions during any crisis events.
- Teachers and school staff are instructed how to move children to safety in a number of emergency situations. Fire drills and tornado drills are held each year, in accordance with local/state guidelines.
- Some basic guidelines for parents to follow during a crisis event include: 1) Parents will be notified as soon as possible in the event of an emergency. Please do not call school with questions, since this may tie up the phone lines needed to communicate with rescue personnel. 2) Students will be carefully monitored for their protection. In a crisis, students will only be released to parents or designated adults, who may need to sign off that they picked them up. 3) In some crisis events (e.g. tornado, toxic fume release, etc.) students are safer remaining in the stability of the school structure rather than being released immediately.

**School Safety/Security Policy:** St. Teresa School will maintain safe, healthful and sanitary conditions in a positive learning environment.

**Security Procedures:** All entrances to the school building are kept locked at all times.

## **GENERAL POLICIES**

**Birthdays:** Families may bring in simple treats for their child's class on a student's birthday. Birthdays may also be recognized in many ways without involving food. If students wish to celebrate their birthday/baptismal date they may bring something such as a sticker, pencil, eraser or something educational for each student. Students may also donate a book as a gift to the class or library rather than a sweet treat. The librarian will label the book with the student's name and birth date inscribed on the first page. The librarian has a list of suggestions available upon request.

**Cell Phones:** (I-PHONES, SMART PHONES, SMART WATCHES, APPLE WATCHES, FITBITS, ETC.)

Because of the multiple possible misuses of cell phones (text messaging to communicate during class or to cheat during a test, taking inappropriate pictures and/or videos, etc...), we discourage students from bringing them to school. If students must have a cell phone with them, it must be powered off and in the backpack. The younger grades are to give them to their teacher at the beginning of the school day. Phones/devices must remain powered off while on school/church property until 3:25 pm. Phones/devices are not permitted on field trips. Students are permitted to wear analog or simple digital watches. Fitbits, Apple watches, SMART watches or those having the appearance of these devices are prohibited.

If a cell phone is seen or heard, the following consequences will be followed.

- 1<sup>st</sup> offense – the cell phone will be confiscated for a day and must be picked up in the office by a parent; student will fill out a reflection form;
- 2<sup>nd</sup> offense – the cell phone will be confiscated for a week and must be picked up in the office by a parent; student will stay after school for more problem solving;
- 3<sup>rd</sup> offense – the cell phone will be confiscated for a month and must be picked up in the office by a parent; student and parent must meet with the teacher and administration. St. Teresa School reserves the right to take more serious measures – including contacting law enforcement and expulsion – if the action warrants it.

**Forgotten Items:** We encourage parents to allow children to suffer the natural consequences of forgetting items at home. If lunch is forgotten, students can/will get hot lunch. No child is allowed to skip lunch for any reason. Any lunch, books, etc., forgotten by the student may be dropped off at the school office. The student's name and grade should be written on the sack or item. Students may return to school until 3:45 p.m. to pick up forgotten work or items. Please do not call the rectory, convent, maintenance personnel or teachers to have the classrooms open.

**Invitations** to parties may not be distributed during school unless all girls, all boys, or all students in the class are invited. Feelings are easily hurt when children are left out.

**Lost And Found:** The best assurance against loss and confusion is to mark clothing and lunch containers with the student's name. Lost articles are placed near the cafeteria. Items not claimed by the end of each quarter are donated to charity.

**Money/ Valuable Items:** Students are discouraged from bringing valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. All money sent to school should be placed in a sealed envelope, with the name and grade of the student, the amount of money, and the purpose clearly marked on the front of the envelope. Any student is welcome to ask the office to hold their valuable items during the school day, to be picked up at the end of the day.

**Parties:** Three classroom parties are scheduled each year: All Saints Day, Christmas or Epiphany and Easter. Other parties must have the permission of the principal before plans are made.

**Pets:** Students may not bring animals to school unless special arrangements have been made with the teacher beforehand.



### **Telephone:**

- Students and teachers may not be called to the phone during school hours unless it is an emergency. Parents may call and leave a message for the student if it is necessary. If you are calling for a teacher, we will take a message and he/she will call back when he/she is available.
- Permission will be granted for students to use the phone for emergencies and legitimate needs (such as forgotten eyeglasses or prescription medicine) or by teacher's request. Forgotten books, field trip permission forms, assignments, lunches, band instruments and sports clothes do not fall under the category of emergency. Students are asked to make after school plans with their parents before coming to school and not to use the school phone for this.

**Visitors:** All visitors, parents and non-staff must sign in at the school office upon entering the building and pick up a visitor's badge. It is important for the safety of the students that the administration be aware of everyone in the school at all times. Opportunities for parents to visit the classroom are scheduled during the year. The teacher or principal will communicate these opportunities to parents. Parents are welcome to visit their child's classroom at other times. We do ask that you contact your child's teacher *at least one day in advance* to make arrangements. Children who are not students of St. Teresa School may not attend school as visitors without the permission of the principal.

### **FUNDRAISING**

*"With each contribution show a cheerful countenance and pay your tithes in a spirit of joy."* Sirach 35:8 Please help Saint Teresa School by being stewards of God's gifts. Here are some ways that you can help! Please put labels/receipts in containers in the hallway any time or the vestibule of Church!

**AMAZON SMILE:** Shopping on Amazon? Please go to Amazon Smile, search for "St. Teresa Catholic Church", choose the one in Lincoln, NE. Use your existing Amazon account, but when you sign-in the first time choose your charity and we will start getting 0.5% back on any purchases. Scrip can be used to increase your donation by another 3%! Amazon will automatically deposit that money into the school account. Here is the link:

<https://smile.amazon.com/ch/47-0393174>

**ALUMINUM CANS** are recycled to raise money for the library. We appreciate the donation of your aluminum cans. They can be deposited in the fenced area south of the rectory by the church parking lot.

**BEST CHOICE:** Turn in UPS symbols from Best Choice products and we receive 3 cents per label. What an easy way to make money for our School Family. Labels can be turned in to the school office.

**BOX TOPS FOR EDUCATION:** General Mills offers **10 cents** for each box top from any of the 330 participating General Mills products. Use the Box Tops app to scan your receipt whenever you purchase a product with the Box Tops label. You wouldn't throw away a dime, would you? What a great way to make money for our School Family!

**MAGAZINE SUBSCRIPTIONS:** Don't forget that you can order magazines and renew your subscriptions online at [my.fundraising.com/stteresascatholicschool](http://my.fundraising.com/stteresascatholicschool). 40% of your purchase is returned to the school. For magazines, click on the magazine link under "shop now for our cause". Please share the website with family and friends. There is also other merchandise available to purchase. This site is open to us for the entire year! This goes to the School Family.

**OFFICE DEPOT:** When you shop at Office Depot please ask them to give credit to St. Teresa School and we will receive 5% reimbursement from qualifying purchases (computers, furniture/accessories, ink cartridges and gift cards do not qualify.). This provides our school office supplies. School's ID number is 70064173.

**SHOPAROO** is a free mobile app that turns pictures of your shopping receipts into cash donations for St. Teresa School Family. It doesn't matter where you shop or what you buy - every receipt counts! Visit [www.shoparoo.com](http://www.shoparoo.com) for more information, or download the shoparoo app and choose to support St. Teresa Elementary School in Lincoln.

**SCRIP CARDS** are gift cards that we purchase from local merchants and a national organization at a discounted price, which you purchase at face value. St. Teresa School earns money at no extra cost to you. SCRIP cards are used like regular gift certificates. SCRIP is available in the office during school hours and before & after each weekend mass. Physical and electronic cards can also be purchased online at: [www.shopwithscrip.com](http://www.shopwithscrip.com) when you are enrolled in Presto Pay. Hundreds of merchants to choose from. Contact Stacy Cunningham for the enrollment code. Proceeds provide tuition assistance.

**WALK THE LITTLE WAY:** Students ask for pledges and prayer intentions from family and friends, which goes to the School Family for things such as school improvements and projects. Students then walk to Calvary Cemetery and back. Donors can make a gift to St. Teresa’s School online anytime at <https://stlfschool.org/>.

## **ACADEMIC EXCELLENCE**

### **CORE CURRICULUM**

**Language Arts:** Language is the student’s most important tool, for without language there would be no communication. Catholic schools seek to help in developing communication skills—listening, speaking, reading and writing. English (grammar/writing), Reading/Literature, and Spelling/Vocabulary are taught at all levels of the curriculum. Phonics is taught in preschool through third grade and Handwriting is taught in preschool through fifth grade.

**Math:** The purpose of mathematics instruction in our Catholic schools is to prepare students to effectively use mathematics in society, to reflect the ethics and teaching of the Catholic Church and to appreciate patterns in the world God created.

**Nature Studies:** The study of nature enables students in our Catholic schools to recognize God in creation. Aspects of life science, physical science, health and earth science are covered in grades PreK-8.

**History:** The philosophy of the history program in our Catholic schools is based on an understanding that all persons are made in the image and likeness of God and are destined for eternal life. History ultimately explores the interaction between God in His Providence and mankind in his response to God’s initiatives. The history content helps us find our place as individuals in the plan of God.

### **SPECIALTY CLASSES**

**Art:** Students in Grades K-8 attend scheduled art classes once or twice a week.

**Band:** Band lessons are offered to students in grades 5-8. Private and/or group lessons are given free. It is the parent’s responsibility to provide an instrument for the child. Students are asked to mark their instruments and music folders with their names, and take them home after band class. We are not responsible for stolen instruments. All band members are expected to practice regularly at home. Band concerts are held twice a year.

**Library:** The school library is open each day. A librarian is available to assist the students. Grades K-8 have scheduled library time each week. Students may borrow two books at a time for a one-week period. If the books are not returned by the due date, students may not check out other books from the library. Books may be renewed twice. Students are charged five cents per day per book for overdue books (days of sickness, holidays, and weekends will not be counted). If a library book is lost or damaged, the person who borrowed the book must pay for it. If a child is absent on library day or school is not in session, library books should be returned on the day the child returns to school.

**Physical Education:** Physical education classes are scheduled for all classes. All children are expected to take part in P.E. classes unless a signed doctor’s permit (for non-participation) is given. For occasional disability a note from a parent suffices.

**Vocal Music:** Music classes are part of the schedule for every child in grades K-8. Music concerts are held twice a year (Christmas & Spring): students in grades K-4 participating in one concert and students in grades 5-8 participating in the other, alternating each year.

**Strings:** Group string instrument lessons are offered for students in grades 3-8.

### **TECHNOLOGY**

St. Teresa School complies with the Children’s Internet Protection Act. Students will have access to technology for educational purposes. In addition, all students in grades 4-8 will have technology class weekly. All students and parents are required to review this document; as well as sign the agreement before they are allowed to use this technology to protect the hardware and software inherent with this technology.

**Purpose:** St. Teresa School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. To achieve this goal, the school provides selected education technology for students to explore, investigate, question, analyze, evaluate, design and create in a Christian environment. To this end, St. Teresa School uses technology in a carefully planned environment to enhance the holistic education of its students and to be used for educational purposes only.

**Supervision:** The school will provide monitoring to the extent possible, including adult supervision, filtering, and software protection for undesirable Internet sites and password protection of operating systems and key files. Although students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules. Students should be aware that no activities on the network are completely private. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The Diocese of Lincoln Schools' Education Technology Department has taken 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 inappropriate information. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. St. Teresa School does not assume responsibility for inappropriate materials acquired through internet access at the school.

### **Acceptable Use**

- The use of the technology resources at St. Teresa School is a privilege, not a right. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in this handbook. Devices (any hardware that transmit electronic information) available for student use are to be used for school work. With devices and internet usage comes important individual, family and school responsibilities. In accordance with St. Teresa School mission statement, *“St. Teresa Catholic School, in partnership with parents, provides an education faithful to the teachings of the Catholic Church. We nurture students' natural sense of wonder and guide them to know and love truth, beauty, and goodness, and to live as virtuous disciples of Jesus Christ with their hearts set on true and lasting joy,”* students will be held accountable for use of devices and internet. It is understood that members of the St. Teresa School community will use all types of devices and the School's network in a responsible, ethical, and legal manner at all times.
- The privilege of using the technology resources provided by the school is not transferable by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Teresa School Acceptable Use Policy shall be applied to student infractions.

**Unacceptable Use:** Unacceptable uses include, but are not limited to the following:

- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Violation of privacy or the integrity of others' files, revealing personal addresses, phone numbers, or bank or credit card information.
- Use a photograph, image or likeness of any student, employee or parishioner (in and out of school) without the permission of that individual and of school administrator.
- Anything detrimental to the reputation of the school, faculty/staff member or any other student use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal e-mail that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.
- Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO.
- Use of anonymous and/or false communications such as, but not limited to, MSN & Yahoo Messenger, email.
- Illegal installation or transmission of copyrighted materials.
- Downloading programs or installing software (without permission of network administrator).
- Plagiarism: give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Hacking or attempting to violate or change secure files.
- Altering device settings especially control panel settings such as deleting apps/profiles (exceptions for size, brightness, etc.).
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of viruses or programs that can infiltrate the device systems and/or damage software components) of school equipment.
- The use of the Internet or mail account for financial or commercial gain: buying, selling, any financial transaction.
- Spamming-Sending mass or inappropriate emails.
- Use of sites selling term papers, book reports and other forms of student work.
- Non educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- “Jailbreaking” of any devices or any other attempt to remove or replace the OEM operating system and its controls.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Attempting to bypass the St. Teresa School web filter.
- Failure to report any violations of the above policies.

**Unauthorized Use of School Name:** No student, or student’s parent or guardian, without the expressed prior written authorization of the school administration, may utilize the school’s name or identifying logo for any purpose, including but not limited to, the use of the school’s name:

- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To open up any bank account
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda or social networking sites.

**Portrayal of School and School Employees:** Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

**Home Use of Technology:** St. Teresa School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours, up to and including expulsion. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. St. Teresa School does not, however, actively monitor student use of technology outside of school. While our filtering system establishes some parameters for appropriate use within our building, students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home.

**Office 365/Email Use:** Effective August 2016, Saint Teresa School gained access to Office 365 email and online documents provided through the Diocese of Lincoln. Those students who receive Office 365 accounts should have no expectation of any right to privacy with the use of their Office 365 account. Only students 13 and older may legally download home or mobile applications of Office 365. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes. Students should not use school computers for access to personal email accounts.

**Guideline for Home Use of E-mail/Social Networking Sites/Texting-** Because so many young people use technology (social networking sites, chat groups, interactive games, instant messaging, bulletin boards, personal e-mail, etc.) at home, we feel it is important to emphasize the following guidelines for safe and courteous technology use:

- It is ILLEGAL for anyone under 13 years of age to be on any social networking site without parent permission (note: sites such as Facebook and Google Plus require that users be 13 regardless of whether or not they have parent permission).
- Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.

- Do not give out personal information, home address, phone number, credit card or other financial information, etc. as it is unsafe to do so.
- Do not give out any information about anyone else. Respect people's privacy.
- Do not send viruses, spam, chain letters, or anything that could be harmful.
- Be polite. Refrain from swearing, name-calling, and mean-spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening messages can be more than impolite; they can be considered harassment.
- Be aware that online communications are not private. They can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
- Remember also that online communications are not anonymous and can be easily traced.
- Do not type in all capitals. On the Internet it is taken to be shouting and is considered very rude.
- Remember, although online communications have the relaxed feel of casual conversation, the other person cannot see you and pick up facial expressions or body language. Therefore, he or she might not be able to tell if you are joking or being sarcastic. Avoid sarcasm and be very careful not to say something that might be misinterpreted.
- Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
- Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.

**Supplies:** Students are not to waste or take supplies, such as paper, toner, cartridges, headphones and other items provided by the school. Students should print only one copy of their work on the printer. If additional copies are needed, they should be photocopied or permission from the technology teacher and pay 10 cents per copy.

**Consequences:** The school administration and faculty will decide whether an act constitutes inappropriate use to the school devices, its network or the internet. Students who violate the St. Teresa School Technology iPads and Internet Use Policy will result in immediate suspension of technology or Internet privileges or both. They will be responsible for payment of intentional damages or damages due to negligence to devices hardware or software. Other sanctions could include: detention, parental conference, contact law enforcement authorities or other disciplinary action deemed necessary by the school administration.

### **iPAD ACCEPTABLE USE POLICY**

- St. Teresa School has multiple carts of iPads (Coi) for student use. The iPads will have predetermined applications (Apps) installed. St. Teresa School retains sole right of possession of the iPad and related equipment.
- Technology resources at St. Teresa School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

#### **iPads**

- ***Receiving an iPad:*** iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.
- ***Intentional Misuse Fines:*** If a student is caught intentionally misusing an iPad, that student and/or parent of student will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

**Taking Care of iPads:** Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

#### ***1. General Precautions***

- The iPad is school property. All users will follow this policy for technology.
  - Cords and cables must be inserted carefully into the iPad to prevent damage.
  - iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Teresa School.
- 2. Carrying iPads*** - Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.
- 3. Screen Care*** - The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the iPad.
  - Do not place anything on the iPad that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- The iPad screen is cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used.
- Do not “bump” the iPad against walls, car doors, floors, etc. as it may damage the device.

### **Device Management**

#### **1. E-mail Passwords**

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is to be used as directed by a teacher. Students may email their teachers, as directed.
- **Screensavers/Background photos** - A standard screensaver or background will be preset on the iPad and may not be changed by the student.

#### **2. Photos** - Photos and images storage on the iPad will be for school projects only. Storing personal photos is not allowed.

#### **3. Sound, Music, Games, or Apps**

- St. Teresa School will synchronize the iPads to contain the necessary Apps for school work. Students **will not** synchronize iPads or add Apps. The software/Apps originally installed by St. Teresa School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
  - Students may not download music, apps, etc. onto the school iPads.
  - A student caught downloading onto an iPad or deleting apps, may need to cover the fees to restore the device.
  - Sound must be used as directed by the teacher.
  - Non-educational apps are not allowed on the iPads.
  - The device will be synced only with a school provided iTunes account by the school’s designated personnel.
  - The teacher will determine which apps are to be used. Students are to **ONLY** use apps as directed by the teacher.
- If technical difficulties occur or unauthorized software (non- St. Teresa School iTunes Apps) is discovered, the iPad will be restored from backup

### **TEXTBOOKS**

- St. Teresa School selects and uses the curriculum and textbooks approved by the Diocesan Education Office. St. Teresa School purchases textbooks from a variety of companies. A minimum of sixty percent of the copyright dates of textbooks are within the last ten years. St. Teresa School participates in the Textbook Loan Program administered by the State of Nebraska through Lincoln Public Schools. The forms for this program are distributed in December for all parents to sign and return shortly afterward.
- It is the responsibility of each student to give proper care to the textbooks furnished by the school. Students are asked to keep their books covered and clean at all times. In the event a student loses or destroys a book belonging to the school, the student is expected to pay for the loss.

### **LITERATURE / MEDIA POLICY**

- Literature and media with themes contrary to the faith or morals of the Catholic Church, will not be permitted on the shelves of St. Teresa School. If a book is not allowed in school, students are not allowed to bring them to school for independent reading.
- Video ratings: Only G rated videos are permitted. PG videos need parent approval.

**Review Procedures:** Should a piece of literature or forms of media is questionable follow this procedure.

1. Direct your concern to the teacher or librarian.
2. If there are still concerns:
  - Request and complete a Review Request Form from the office.
  - Return completed Review Request Form to the principal.
  - Principal and a Review Committee will meet and decide if it should be removed or remain.
  - The concerned person will be notified of decision within 30 days.

### **HOMEWORK**

Homework assignments reinforce concepts presented in class which need mastery, provide for completion of assignments and additional enrichment activities, and help students develop good habits of study and a sense of responsibility. Work must be completed neatly, with name on papers, and turned in on time to merit complete credit. All first - eighth grade students should be assigned some kind of homework from Monday through Thursday evenings, except when parents are

expected to attend a school/class activity. Weekend work is optional for sixth – eighth grade. When homework is planned, care should be exercised that the average student is able to complete the work in the following time allotments:

K-2<sup>nd</sup> Grade: 15-30 min. 3<sup>rd</sup>-4<sup>th</sup> Grade: 30-45 min. 5<sup>th</sup>-6<sup>th</sup> Grade: 45-60 min. 7<sup>th</sup>-8<sup>th</sup> Grade: 60-80 min.

**Planners:** Teachers in the first – third grade have a weekly homework sheet for each student. Fourth – eighth grade students have a common planner.

**Absence:** If a child is absent, homework may be requested over the phone. It can be sent with a sibling or friend or picked up at the end of the school day.

**Homework Tips:** Parents please:

- Provide a place and time for study.
- Supervise the work done at home.
- Check your child's work to see if it has been completed neatly.
- Review the assignment notebook as necessary.
- Check with the teacher if there seems to be some difficulty with homework.

**Late / Missing Homework:** Each teacher will determine his/her classroom policy concerning late/missing homework. Options include, but are not limited to: keeping a child in during recess to complete work, reduction of grade, and reflection forms. Late or missing homework due to circumstances beyond the control of the student (e.g. personal illness) will be handled on an individual basis.

**Copies:** Printing homework assignments are the responsibility of the family. Students who are not able to print at home will need to bring in a note from the parent explaining why they cannot print and pay 10 cents per side to copy. Other options are to print at the Public Library, Fed Ex Office (Kinkos), etc. If a student misplaces an assignment it will be 10 cents per side to copy.

## **GRADING**

**Grading Scale:** The following grading scales are used:

Kindergarten – second grade: all subjects; third – sixth: art and music

H - Highly Satisfactory	N - Needs Improvement
W - Doing Well	E - Experiencing Difficulty
S – Satisfactory	

Third – eighth grade:

A+	99-100	B+	91-92	C+	83-84	D+	75-76		
A	95-98	B	87-90	C	79-82	D	72-74		
A-	93-94	B-	85-86	C-	77-78	D-	70-71	F	Below 70

**Failing / Incomplete Grades:** Parents will be contacted by phone, email or written note each quarter before report cards go out if there is a significant change in a grade or a failing grade. If a student fails a class for a semester, the work will need to be made up during the summer by working with a tutor. 8<sup>th</sup> grade students with incomplete work (or failing grades) may walk through the graduation ceremony and will receive their diploma when the work is made up. A meeting will be set up between the teacher, parent and student to determine what needs to be done.

**Report Cards:** Report cards are issued four times a year for students in grades K-8. Pre-kindergarten students will receive a progress report each quarter. Parents are to keep the report card, sign the envelope and return it promptly to the office. If a student has been absent for more than one half of a report card period, the teacher may assign no marks for that quarter. “Prolonged Absence” should be inserted instead of the grades for that quarter. Report cards will be withheld if fines or fees are not paid at the end of the quarter.

**Promotion or Retention:** A student shall be promoted or retained according to the possibility of social and academic growth for the student. Students whose average for all four quarters, of all major grades, is above 70% will pass or graduate into the next grade. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he/she will be “placed” rather than promoted. This will inform the receiving school or employer the extent of education the student has received in the diocesan system. If a student is absent more than 30 days in a given school year, they will be considered for repeating that grade level.

**Honor Roll:** At the end of the first three quarters of the school year, 6<sup>th</sup>-8<sup>th</sup> grade students may be recognized for having A's and B's in their major subjects on their report card.

**Eighth Grade Enrichment Award:** This award provides funds to eighth grade students to help pay tuition at Pius X High School. The award is based on a written essay, religious/service activities, academic record, and financial need.

### **Tests**

- **ITBS (Iowa Test of Basic Skills)** is a standardized test taken by students in third – eighth grades each spring to maintain an adequate profile of a student's achievement and potential ability. Students are encouraged to do their best and not to worry. It assists the teachers to see the strengths and weaknesses of the students. Test results are sent home to parents when they are received, near the end of the school year.
- **MAPS** testing provides us with benchmark data three times per year. Teachers may share results with parents at conferences or at any other time deemed appropriate.

### **ACTIVITIES**

Proper behavior and satisfactory academics is expected of our students involved in extracurricular activities.

**Catholic Schools Week:** This nationally celebrated week begins on the last Sunday in January. Activities include an open house, science fair, etc. and are sent out to the families in early January.

**Field Trips:** Written permission from a parent is required for a child to be permitted to go on a school sponsored field trip. Students may be denied participation in a field trip for reasons such as failure to turn in the permission slip or the money requested, misconduct or missing assignments. Arrangements will be made for these students to stay at school during the field trip. Parents are also permitted to take the child home if they are not going on the field trip.

Drivers are sometimes needed to drive the students for field trips. The drivers need to have a background check, do the Safe Environment program, the Be Smart-Drive Safe program and fill out a Volunteer Driver Application/Private Vehicle Use Application.

**Math Counts:** 6<sup>th</sup>-8<sup>th</sup> grade students who enjoy math can try out to compete against junior high students with other Lincoln schools both as a team and individually in a competition sponsored in February by the Nebraska Society of Professional Engineers. A prerequisite is to have no failing grades.

**Page One:** This is an annual reading competition for students in 3<sup>rd</sup>-8<sup>th</sup> grade. This competition was established to promote reading, to encourage students to become life-long readers and to recognize teams of outstanding young readers.

**Other Clubs:** Other opportunities vary with the year. Often Chess Club, Latin Club and Engineering Club are offered.

### **Sports**

- Interscholastic sports are not played, nor are they counted in the instructional program day. St. Teresa School is part of the Lincoln Catholic Schools League. The Catholic League is organized and supervised by a Select Committee. This committee writes the rules and regulations. All member schools are responsible for adhering to the rules.
- The goals of the St. Teresa School sports program are to teach students health habits, sportsmanship, skills and self-discipline. The athletic director, under the supervision of the principal organizes the sports program. The following sports are offered for 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls: Cross Country, basketball, golf, track and bowling are offered for boys and girls. Volleyball is offered for girls.
- Requirements:
  - Sports fee to defray the cost of referees, uniforms, equipment, etc. No student can practice or play until permission forms and fees are received in the office. Participants must pay for lost uniforms.
  - A physical examination is needed before the student practices.
  - Parents need to sign a form about receiving information about concussions.
- Appropriate, modest attire is required of all athletes. T shirts must be worn at all times; no biker shorts.
- Students will forfeit playing in one game\* (track – ineligible for one event) for the following reasons: receiving an automatic detention; weekly grade reports have one or more F's; illness or sent home because of illness. Students with half-day excused absence for a reason other than illness (e.g. funeral, doctor or dentist appointment) may play



in a game the same day. In these situations, parents should have a written note to explain the absence before the day of the game in question. Teachers will contact the AD for any of the above infractions. The athletic director contacts the parents, student and coach if a player is ineligible to play. \*If failing grades do not improve an individual plan will be made.

**Student Council:** Student council members are elected from the 7<sup>th</sup> & 8<sup>th</sup> grade classes. These students develop decision-making and leadership skills, plan activities which foster school service and provide service for the school. Meetings are usually every other week at school. Students who meet the following criteria may run for Student Council:

- Students having less than three behavior reports and no detentions during the past school year may apply.
- Students must have passing grades on their third quarter report card.
- Students must list at least three activities or service projects they have been involved in within the past year.
- Students must agree to follow the Student Council By-laws.
- Students must obtain a reference letter from an adult in the community who is not a St. Teresa faculty member or a family member.
- Students must write a speech no more than three minutes in length, expressing gifts God has given them that would make them an asset to the council.

## **SERVICES**

**Educational Consultant:** The Educational Consultant is a resource person available at the school who collaborates with parent/s and teachers when behavioral, emotional, and/or social concerns for a student are in need of enhancement. The consultant brings a problem solving process to the parent/teacher team to address the concern.

**Educational/Behavior Testing:** Students may be tested for educational performance and/or behaviors that interfere with academic progress through the Lincoln Public School district. Parents will be informed if teachers are considering such testing. Parents may also request such testing by speaking to the child's teacher. State law requires that a certain process, which includes documentation and trying various classroom adjustments, precede actual testing.

**Speech:** Students with speech difficulties may be tested and serviced by the Lincoln Public School district. Services are available in the school if a child is eligible. Parents should communicate concerns to their child's teacher. Teachers inform the resource teacher, who will contact the speech teacher.

**Resource/ Special Education:** Students experiencing difficulty in learning may be tested and serviced by the Lincoln Public School district. Services are available in the school if a child is eligible. Parents should communicate concerns to their child's teacher. Teachers consult the resource teacher, who will contact the LPS representative.

**School Community Intervention Program (SCIP):** The School Community Intervention Program (SCIP) is a process used to identify students who are experiencing problems which interfere with their learning, to connect these students and their families with appropriate resources for assistance. Teachers, staff members, peers, parents, or the student him/herself may refer students. The SCIP team meets regularly to determine what strategies may be beneficial to students who are referred. SCIP also provides materials and speakers for drug and alcohol awareness.

**Title Services:** Lincoln Public School Title I Program provides services to those students who qualify for academic service. Title II, III, and IV services/funds also benefit our school.

**Resource:** The St. Teresa School resource teacher assists students who have academic needs.

**Transportation:** The school does not provide a bus route. The school bus is used for field trips.

### Bus Expectations

- Be polite and respectful to other students and to the bus driver. The bus driver is to be obeyed at all times.
- Follow safety rules:
  - Students should remain in their seats, facing forward, at all times.
  - Aisles should remain clear.
  - Students should not eat or drink or chew gum on the bus.
  - Students should enter and leave the bus in an orderly manner.
  - Students may not throw objects from the bus.

- Students should not hang out of or yell from the windows.

**Breakfast/Lunch Program: (Prices below are from the 2022-23 school year)** St. Teresa School provides a breakfast and lunch program operated under the USDA's National School Lunch Program and all its regulations. Lunch on 12:00 dismissal days is not provided.

- Costs are: breakfast - \$1.40 per child (\$.30 reduced); milk - \$.40; student lunch - \$2.40 each (reduced price \$0.40); adult lunch - \$4.25 each. (Milk is included with hot lunch).
- **Payment:** Please pay for meals in advance. Lunch payments must be made separate from tuition payments. Online access is available to check your child's meal account balance and make payments online through [www.myschoolbucks.com](http://www.myschoolbucks.com). Use of the system is optional. Creating an account is free and simple.
  - If you choose to make online payments, please be aware there is a transaction fee added to the amount you would like to deposit to your student's account.
- Payments by check or cash are accepted in the school office. Please include student's name and "lunch" in the memo line. There is no additional charge for payments made by cash or check.
- Statements will be sent to families when their balance is at \$10 or lower per student. A notice will be sent home each week when the balance is negative. A child will need to bring a cold lunch if their balance is a negative \$10.
- **Free or Reduced Breakfast/Lunch Eligibility:** ALL families are encouraged to complete the Free/Reduced meal application. A new application must be submitted each year, regardless of benefits received in previous years. Please ensure that the application is complete, including a signature and the last four (4) digits of the parent/guardian's social security number (or check the box). Incomplete applications cannot be processed. Approval or denial letters will be sent home with students once the application has been processed (usually within 24 hours). Any information provided by families is strictly confidential.
- According with the competitive food Policy of the United States Department of Agriculture (USDA) and the Nebraska Department of Education (NDE) we request that **competitive foods** (Runza, McDonalds, etc.) **not** be brought to the lunchroom. Groups or classrooms may **not** provide a competitive lunch one half hour before or after lunch is served (10:30 am-1:00 pm).
- If a student has special diet concerns, allergies to foods, dyes, etc., the parent needs to notify the Food Service Manager with a doctor's note or prescription. This is according to the guidelines of the Nebraska Department of Education.
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.