Saint Teresa of Calcutta School

Student Handbook 2026-2027

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All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

The education of a student is a partnership between the parent and the school. School Administration reserves the right to request the withdrawal of a student if the Administration determines the partnership has been irrevocably broken and reserves the right to require the withdrawal of the student.

Dear Parents and Students,

Welcome to the 2026-2027 school year at St. Teresa of Calcutta School. Our hopes for this year are of educating in the spirit of Christ through the expectations of excellence as a Catholic school governed by the pastor with the help of the principal and overseen by our parents. I look forward to serving you as I enter my 28th year in education and my 19th year as principal at St. Teresa of Calcutta School, and I am excited by the faculty and staff we have assembled.

Catholic education provides students and families with a strong sense of family and community not found in any other educational platform. St. Teresa of Calcutta School is no different as your children make new friends, as opportunities to serve the school arise, and as families integrate and share their love and support for Catholic education throughout the year. We encourage everyone to get involved in supporting our school as it is a wonderful way to meet new families and develop the relationships for which our schools are known.

This handbook for parents and students has been prepared to provide information regarding the history, mission, policies, procedures, and practices of Saint Teresa of Calcutta School. It is important that parents and students become thoroughly familiar with the school and its activities, and this handbook can assist you in that purpose. The faculty and administration review the policies each year with an eye to the improvement of our product.

Please keep this handbook readily available for reference as it answers numerous questions that many parents and students often have. Parents and students are responsible for knowing about and understanding the information provided in the handbook (See "Parent/Student Handbook Acknowledgement Form" in the back of the handbook). This document will be available on our website (https://stteresaofcalcuttaschool.org) as are all pertinent forms.

The Saint Teresa of Calcutta School learning experience is a three-way proposition. It involves students, parents, and teachers working together for the good of the entire community. When that occurs, everyone gains the maximum benefit and we are one step closer to fulfilling God's purpose. Have a great school year!

Warm Wishes,

Mrs. Cristina Viveiros-Serra
Principal,
Saint Teresa of Calcutta School

VISION OF SAINT TERESA OF CALCUTTA SCHOOL

Saint Teresa of Calcutta School views education as involving the whole person in an environment of faith, hope, and love which is centered on the values taught in the Gospels of Jesus Christ. We recognize each student as unique in gifts, interests and needs, and we strive to educate each child spiritually, morally, intellectually, socially, and physically.

Saint Teresa of Calcutta School is a community of learners, teachers, parents, staff and resource persons who strive to make Christian Community not only a concept to be taught, but a reality to be lived and experienced daily. We believe we are called to create an environment and charisma where each child is encouraged to grow and develop to his/her greatest potential, while also empowering them to go forth and meet the challenges and needs of an ever changing world.

MISSION

St. Teresa of Calcutta School is a safe, Catholic educational environment that instills gospel values and nurtures student's gifts of faith, intellect, and talents. Our faith based community includes teachers, staff, parents, volunteers and a parish family who work together to support student achievement. We are dedicated to encouraging students to be life-long learners who will reach their full potential both academically and spiritually.

ABSENCES, TARDINESS, DISMISSALS

Absences

In order that a student receives full credit for a year's work, regular attendance is necessary. It is the parents' and the student's responsibility to assure that the student attends class every day. It is mandatory to notify the school that your child will be absent by 9:00 am either by phone or email to the teacher or main office. If a student is absent from class for five (5) or more consecutive days (excluding the weekend), a doctor's note (permit) is required for the student to be readmitted to school. Students will not be excused from participation in any class including physical education or dismissed early without a parent's note indicating the reason for the absence. Students who are absent from school are precluded from participating in extracurricular activities both after school and in the evening.

Vacation Trips

Parents are asked to plan family vacations during the scheduled breaks. Parents are also asked not to extend the school's scheduled breaks by leaving early or returning late. If parents choose to schedule a trip outside of scheduled breaks, the children are responsible for any school work, homework or test that is missed. Students will be informed of assignments when they return to school and assignments may be made up at that time. It is up to the teacher's discretion what, if any, assignments can/should be sent during vacations. Due to the additional pressure this places on children, these vacations are highly discouraged and those days are unexcused.

Make up work will be given to parents after the absence extends more than 3 days. Less than 3 days students will receive the work when they return to school.

Excessive unexcused absences (more than 9) may result in non-promotion and/or non-graduation. For the safety and protection of your child this procedure must be followed. An absence due to illness will only be excused after being provided with a doctor's note. A death in the family, religious holiday, and other conditions approved by the principal are excused; all other absences are unexcused. Proper attendance until a child's sixteenth birthday is mandatory under Chapter 76 of the Massachusetts General Laws. The administration will retain full authority to determine, for each student, the number of days that count toward the 171 days minimum requirement and his/her grade placement.

Tardiness

Children are expected to be in school on time. Students arriving after **8:00 a.m**. are considered tardy. Students must enter the main entrance of the school and report to the office to gain admittance to their respective classrooms. Promptness helps to develop good work and organizational habits.

Early Dismissals

Students will not be released from school during the school day without the written request of a parent or guardian. Parents should try to avoid scheduling dental or medical appointments for children during school hours. If a child is to leave the building other than at normal dismissal times, the parent, guardian or a responsible adult (indicated in writing by the parent or guardian) must call for him/her at the Principal's office to sign the child out. The names of those people who are allowed to pick up the child must be on the emergency forms. Picture identification may be required upon the request of the principal.

ACADEMIC REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES

Our extra-curricular activities exist to promote good sportsmanship, teach fair play, and allow for student participation outside the academic environment. Participation in such represents a position of recognition and often bestows the position of role model upon the student participants. For that reason, high standards of behavior are expected from students participating in these activities. Students participating in extracurricular activities are expected to meet the following criteria:

-maintain at least a 70% average and be failing no more than two subjects, and
-must not receive more than two detentions in any one-week period.
-students on suspension may not participate or attend any school sponsored events.

Students who do not meet the minimum criteria will not be allowed to practice or play, but may attend games. Students participating in athletics must secure his/her physician's permission and his/her parent's approval.

ADMINISTRATION'S RIGHT TO AMEND HANDBOOK

The policies and procedures contained in this handbook represent the best judgment of the school staff at the time of publication. Circumstances can change over the period of the school year. The Principal and pastor, therefore, have the right to add, delete, or make amendments to this manual as needed to ensure the safe and effective operation of the school. Changes to the manual will be done in writing and forwarded to the parents through normal distribution. The Administration (Principal or Pastor) reserves

the right to make new policies when necessary. Any situation not included in the handbook will be handled at the discretion of the Principal.

ADMINISTRATION TEAM

Fr Chris Peschel, Pastor of Our Lady of Mount Carmel
Cristina Viveiros-Serra, Principal
Daphne Costa, LEAD Teacher
Nancy Morin, Bookkeeper

AGE FOR SCHOOL ENTRANCE

School entrance age shall be determined by the District or local deanery. A child must be fully potty-trained by **August 31st** of that school year for entrance into Pre-school. A child must be five by **August 31st** of that school year to enter into the Kindergarten class.

AGENDAS

Each child in grades 2-8 will be given a school agenda to serve as a homework pad and organizational tool. School Agendas must be with the student for all academic classes. Should a student lose their agenda, a new one must be purchased from the school. Each student is required to write all their assignments in their agenda. The parents should check to see if the assignments are complete and initial on a daily basis. It is not the responsibility of the teachers to monitor the agendas for every child.

ANONYMOUS THREATS TO SCHOOL SAFETY

In accordance with diocesan policy, any student proven to have made an anonymous threat to school safety shall be expelled without recourse or the possibility of re-admittance to any catholic school in the diocese. Any instruction time lost in school evacuation resulting from a threat to school safety shall be made up.

BULLYING PREVENTION AND INTERVENTION PLAN FOR THE DIOCESE OF FALL RIVER

"Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family." (Taken from Byron, William J. S.J., Ten Building Blocks of Catholic Social Teaching. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan

website as well as each school's website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school.

The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

I. Definitions

The Diocese of Fall River and Name of School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

"Bullying" is the repeated use by one or more students **or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional** of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim's property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. **For the purposes of this section, bullying shall include cyber-bullying**. (Massachusetts General Laws c. 71 § 37O)

"Cyber-bullying" is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

"Retaliation" against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

"Hostile Environment" is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education. (Massachusetts General Laws c. 71 § 37O)

"**Aggressor"** is a student, or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach,

advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyber-bullying, or retaliation.

"Target" is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

"Staff" includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff. Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

1. Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the classroom schedule to reduce that aggressor's access

to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

2. Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

3. Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

a) Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b) Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

c) Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

d) Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bulling and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.
VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

**Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

CAFETERIA RULES

To promote a family setting here at Saint Teresa of Calcutta School

- ✞ The Principal/Teacher will supervise students as they eat their lunch.
- ✞ Children will wait for their class to be called to receive hot lunch.
- ✞ For the safety of our students, we will have a quiet lunch time.
- ✞ Use appropriate manners as you would in your home.
- ✞ Clean your area.

✞ At the end of lunch, when called, line up quietly and wait for directions.

New Bedford Public Schools offers universal free breakfast and lunch to all students!

Breakfast and lunch is available daily to every student in the New Bedford Public Schools, as well as Saint Teresa of Calcutta School, at no charge.

Our school district was selected to participate in a new federal program that eliminates all meal fees, regardless of family income levels. This program was designed to serve more nutritious meals and save families money. Massachusetts was one of 10 states, along with the District of Columbia, to pilot the program. It is now available nationwide to communities that meet eligibility requirements.

We are so pleased that the New Bedford Public Schools included us to offer universal free meals in our school. We extend our gratitude to the New Bedford Public Schools for extending this tremendous opportunity to Saint Teresa of Calcutta School children!

Students eat their lunches in shifts by grade level. Behavior in the cafeteria is to reflect proper etiquette and Christian behavior. There is no running or loud talking in the cafeteria. The children are expected to display good eating habits and clean up after themselves. Unacceptable behavior will result in disciplinary action. No food or beverage is to be taken outside at recess. **Students are required to bring their own lunch "accessories" - napkins, spoons, forks, straws, etc.**
Students are assigned cafeteria seats by homeroom teachers. Students may talk quietly during lunch and must display good eating habits. Excessive noise may result in silent lunch. No food or drinks are to be taken outside the cafeteria unless directed by the Administration. All “forgotten” lunches must be delivered to the office. Parents may not bring lunch directly to students. Students are welcomed to bring their own lunch from home if they don’t order lunch.

CALENDAR

A yearly calendar is distributed at the beginning of the school year. A monthly calendar that identifies daily school events is available on the school website as well on the FACTS Homepage. If there are any changes teachers will notify parents.

CARE OF BOOKS AND SCHOOL PROPERTY/ACCEPTABLE USE POLICY

Students are expected to use workbooks/textbooks and school materials with care. Jesus expects you to be a good caretaker of all the property that you own or are allowed to use. You show this respect by treating all school property and personal property as if it were a gift loaned by Jesus.

1. School hardcover books are to be covered and well cared for. Students may NOT write in any textbooks. Negligence will result in a fine, which will be used for the replacement of damaged books.
2. Students who lose their books will be charged for the lost text.
3. Students writing on walls or damaging property will be required to do clean-up work and pay for the repairs.
4. Computers and other technology are to be used for the benefit of all students. Damage to a computer or software through improper use or vandalism will be subject to a fine for damage or replacement. Students

are only permitted to access their own saved work on the computers - accessing, copying, tampering with or destroying another student's saved work is subject to detention or other disciplinary actions, including suspension of computer privileges.

CHEATING

Cheating or copying the work of another (plagiarism) including the use of AI is a serious offense. A “0” (Zero) is to be given for any work in which a student has cheated or copied, or given their work to be copied. Students are expected to do their own work in their own handwriting unless instructed to work cooperatively by their teacher. Any work not done by the student will NOT be accepted.

Parents will be notified of cheating in a letter written by their own child. That letter must be signed and returned to the Principal. Appropriate disciplinary action will also be issued at the discretion of the principal and teacher.

CHILD ABUSE LAWS/MANDATED REPORTING

Saint Teresa of Calcutta School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of **Saint Teresa of Calcutta School** are mandated reporters

CIRCLE OF GRACE SAFE ENVIRONMENT TRAINING FOR SCHOOLS

The Circle of Grace program was designed and developed to be safe environment education for our young people. The program is meant to supplement and be integrated into the excellent programs and curricula for the formation of children and young people in our schools and religious education programs. Circle of Grace aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit. The program will be taught in the spring each year by our classroom teachers, and parents will be asked to consent to their child(ren)’s participation in the instructional lessons.

COMMUNICATION

FACTS SIS is our online access system that contains student data, family information and parent web forms. We will provide ongoing, updated information regarding school events and your child’s academic standings on the St. Teresa of Calcutta website,(https://stteresaofcalcuttaschool.org) which links out to FACTS SIS . Visit FACTS SIS often: www.FACTS SIS.com District code is STC-MA. See more information below. Parents are asked to update their information on FACTS SIS and notify the school of any change of address, telephone number, or place of employment that may occur during the school year.

COMPUTER CONTRACTS

Saint Teresa of Calcutta School has full internet access in most classrooms. All faculty and students will be required to sign a computer use contract provided by the Diocese of Fall River. Every parent must read and review the contents of the computer contract with their child.

CONFIDENTIALTY

Parents are asked to respect students' privacy and the confidentiality that student records, health issues, and discipline actions call for. Observations made while at the school and while with students must be kept confidential. Any questions, comments, or concerns should be brought only to the student's teacher, the assistant principal, or the principal. Thoughts regarding any student's progress, skills, or behaviors remain at school. Other parents see snapshots while the individual student's parents and teacher have the benefit of seeing the whole child and understanding the child's history and overall experience.
Contact information for students, parents, faculty, staff, and alumni are confidential and shall not be released to any third party without authorization from the principal.

CONSEQUENCES

The consequences for a poor choice made by a student depends upon how serious the wrong is and how often it has been done. Repeated offenses will always involve notifying the parents. The following are some consequences for poor choices:
1. keeping you after school.
2. Excluding you from upcoming field trips.
3. Removing you from class or school for one or more days (In-school suspension).
4. Expelling you permanently from Saint Teresa of Calcutta School.

Each consequence is given the highest consideration in terms of balancing fairness, school safety and discipline appropriate to the level of behavior by the offender. The principal in her sole discretion may take disciplinary action based on her assessment of the infraction. Any parent or guardian who objects to the punishment may file a written appeal with the school principal. The appeal must be received no later than 48 hours from delivery of the consequence. A meeting will be held with parents, the child and a neutral appeal committee consisting of faculty members, school staff and/or parish priest(s) to determine whether the punishment should be amended. All decisions by the appeal committee shall be final

CORI

The Diocese of Fall River requires all employees and volunteers to submit to criminal offender record information (CORI). THE ESSENTIAL THREE:
All persons aged 18 and older must complete the "Essential Three" as outlined in the Diocesan Policy for the Protection of the Faithful in order to minister, work or volunteer in the Diocese of Fall River.
For purposes of these requirements, the term applicant is used. ALL VOLUNTEERS of a School:

1) Every volunteer must complete a CORI Acknowledgement Form and present a valid driver's license or valid government photo ID to verify their identification. A clear copy of the photo ID must be attached to the form after it is verified and signed by an administrator. If the volunteer lives or lived outside of Massachusetts, the applicant must be CORI'd in the respective state(s).
2) Every volunteer must complete a safe environment training session. It is available online at https://fallriver.cmgconnect.org/. The volunteer must register as an individual (not group viewings are available) and complete the online Safe Environment Training. The training is as follows:
    a) Three segments of Safe Haven Videos and questions;
    b) Mandatory Reporting Guide and acknowledgement;
    c) Code of Conduct;

d) Three Questions to be answered acknowledging the responsibilities of the Code of Conduct;
e) 51A online training reference site which will lead to individual mandated reporter training.

After completion of the online training, the volunteer must download and print out the training certificates which will display their name and date of training. Please note that the name on the certificate must be consistent with the photo ID of the volunteer. A copy of this certificate must accompany the original CORI Acknowledgement Form and the copy of the photo ID and all are to be forwarded to the Office of Safe Environment for processing. A copy of these forms should be kept onsite at the school in a secure cabinet for the duration of the volunteering position. Online Safe Environment Training must be renewed every six (6) years and an updated certificate must be presented. The site administrator must keep track of the renewal periods for volunteers in CMG.

Any parents planning to have involvement within our school, including field trips, must submit to a CORI and training. Volunteers must submit to a CORI check every 3 years.

3) CRIMINAL BACKGROUND CHECK:
All applicants within the Diocese will complete a CORI Acknowledgement Form which requests a clear copy of a valid, government photo identification, residency within the past ten years and verification of the form by a diocesan representative. If further steps are required in the processing of a criminal background check, and/or an issue arises regarding an adverse CORI, a representative of the Office of Safe Environment will contact the applicant. CORI's are conducted every three years for clergy, religious and lay employees. CORI's are conducted every year for seasonal employees and volunteers.

CRISIS PLANS

Communities throughout the Diocese of Fall River have developed and continue to update crisis intervention plans. The administration, having consulted with the local public safety officials and with the assistance of the school nurse, maintains a Safety and Emergency Response Plan for STOC. Designated staff members make up the Safety and Emergency Response Team. STOC's staff receive training regularly from Diocesan and local public authorities for all safety and emergency response training, and follow the school's Safety and Emergency Response manual for all drills and real emergencies. Teachers will be knowledgeable of the recommended protocols and procedures and be prepared to implement them when directed to do so. The nurse and principal periodically provide information on areas of recent concern and updates to procedures to the faculty/staff.

CRITERIA OF ACCEPTANCE

Application to Saint Teresa of Calcutta School implies a willingness to adhere to school policies and philosophy by all students and their parents. Priority for admission is given to families with siblings already enrolled at our school and parishioners.
Students will not be accepted to St. Teresa of Calcutta School until all paperwork (report cards, testing, IEP/504 etc...) is received. Transfer students must submit a letter of recommendation from their present teacher/principal and a copy of their latest report card.

CURRICULUM

The curriculum, designed to be challenging, is intended to help promote self-worth through accomplishment. It requires cooperation among teachers, parents, and students to reach its potential for individual students. Saint Teresa of Calcutta School is a grammar school; thus, the increasing challenges are intended for success through high school into college/university study.

Preschool 3 and 4

The Preschool Program at Saint Teresa of Calcutta School incorporates the areas of language arts, math, art, music, science and discovery, social studies, self-help and gross motor skill development. The emphasis is on language, activity, and movement with major emphasis on large muscle activity. Appropriate activities make use of dramatic play, wheel toys and climbers, and puzzles and blocks. Opportunities are provided for students to listen to simple stories and verbalize their knowledge, opinions, and comprehension of lessons and feelings. The focus of this program is primarily oral language development and learning experiences that encourage involvement to enhance emotional and social growth. Skills learned earlier are practiced and enhanced. Thematic-based units offer the preparation for a variety of learning activities.

In Preschool your child should have good bathroom habits and be able to take care of his/ her own lavatory needs. (I.e. wiping, re-dressing, etc.…) In the event that your child has an "accident" faculty and staff are not authorized to re-dress your child. Your child may ask to use the lavatory at any time. Children will be accompanied by the teacher/aide when using the lavatory. Please note that you will ALWAYS be called in the event that your child has an accident with a bowel movement. In the event that your child has an accident while at school, be sure to return an extra set of clothes to the school the following day! Please dress your child in elastic waist pants, which will facilitate their independence in the lavatory. NO belts, suspenders, etc.…please! Children may ask for assistance with clothing. Please make sure your child has a spare set of clothing in the classroom (i.e.: pants, shirt, underwear, socks.)

Kindergarten

The Kindergarten Program is for children five years old on or before **August 31st**. The classroom is organized into learning centers designed to develop a love of learning. Time and space are organized to encourage active exploration, self-directed play, and freedom of choice at various learning centers, as well as to provide teacher-directed and structured group activities. The curriculum provides instruction in math and reading readiness skills. It also fulfills the need for different learning styles, multilevel activities in a child-oriented environment where children are given the opportunity to grow in a variety of ways. Please note Kindergarten students are required to wear school uniforms. Check the handbook for dress code requirements.

Grades 1-8

RELIGION

Saint Teresa of Calcutta School recognizes religious education as a lifelong process. The school's program involves ongoing spiritual experience and formation, both individual and communal, for each stage of the student's development. We educate the heart, mind, and soul. The religion program includes doctrine, scripture, sacraments, and morality. Faith experiences include liturgies at school and at our

church. We follow the guidelines of the Catechism of the Catholic Church. Students in Grades Preschool-8 attend Mass once a month.

READING

The school's reading program is multidimensional. It is a balanced approach that makes use of many kinds of literature to promote reading, writing, listening, and speaking. Phonics instruction is provided at appropriate grade levels. Through reading motivational programs and activities, students are encouraged to read for pleasure as well as for instructional purposes. Parents are encouraged to read with their children at least 20 minutes each day.

ENGLISH

English instruction focuses on the study of grammar, composition, oral language, listening skills, spelling, and penmanship, and also includes the acquisition of information literacy skills. It is an integrated program that uses whole language, phonics, and literature-based instructional techniques and strategies. The reading program focuses on traditional or respected literature supplemented with expected independent reading. The middle school emphasis is on long and short fiction, poetry, speeches, drama, and other assorted non-fiction approaches to understanding.

MATHEMATICS

The math program is based on the development of concepts and knowledge that helps the student reason and solve concrete problems that are age-level appropriate. Emphasis in the early years is placed on an understanding of the basic concepts of math and on understanding and knowing specific mathematical fundamentals. At the proper grade level, students are expected to have complete mastery of their times tables and other mathematical processes that are applied to the problem solving processes. Students advance their knowledge and application ability as they advance through the grades. In middle school, pre-algebra is taught with a heavy concentration on geometry in 6th through 8th grades.

SCIENCE

Students are taught a balance of content and process skills in the areas of earth, physical, and life science. The program provides experiences that stimulate curiosity and imagination, develop thinking and logic skills, and nurture an appreciation and concern for our environment. The school also sponsors an annual science fair, participation in which may be voluntary or mandatory, depending on the grade level.

SOCIAL STUDIES

Social Studies provide students with the background necessary for becoming knowledgeable, productive, and responsible citizens. Students are given opportunities to practice thinking, problem solving, decision-making, and social skills. The social studies curriculum in grades 5-8 elaborates on the skills begun in the primary grades. The courses include world geography, ancient civilization, Massachusetts history, and United States history. The middle school history program will be heavily supported with lectures, notes, learning centers, and numerous approaches to understanding the importance of historical study.

WORLD LANGUAGE

Students in Grades 6-8 have weekly classes in Portuguese. The teacher will introduce students to knowledge about the language and provide students the opportunity to practice proficiency while learning about the relevant world culture. The emphasis is placed on the development of the four skills (listening, speaking, reading, and writing) with special attention in the middle school courses first given to the listening and speaking skills. Grammar and vocabulary learning, rather than being the focus of instruction, are integrated into lessons. The programs vary as to the depth and duration of study as well as the starting point.

HEALTH

Students in Grades 1-8 will receive weekly instruction in areas of personal health, nutrition, safety and injury prevention, substance abuse prevention, mental health, healthy communication and community/public health. Throughout the year, there may be guest speakers to further enhance the education in these areas, such as the school nurse, school resource officers, etc. Middle school students will receive Health instruction in the areas mentioned above as it relevant to their science curriculum.

PHYSICAL EDUCATION

Within the personal abilities of each individual, students in the P.E. program should:
1. attain maximum motor development, physical fitness, and well-being;
2. attain desirable social growth; and
3. utilize acquired movement and motor skills in worthwhile leisure activities.

MUSIC

Students in Preschool- grade 5 will receive weekly instruction in musical theory, styles, and appreciation; they also learn songs for Mass, special school programs and personal enjoyment.

ART

Art develops awareness and sensitivity to natural and human-made environments, increases imaginative expression through the use of art materials, promotes an understanding and appreciation of self and others, and furthers aesthetic growth through visual discrimination.

CUSTODY DOCUMENTATION

Information regarding custody and visitation rights must be communicated in writing to the school office. Divorced or separated legal guardians are responsible for providing the school office with the most recent copy of the court certified divorce decree section concerning custody and visitation of the child(ren) enrolled at St. Teresa of Calcutta School.

DETENTION

Detentions are to be served anytime from 2:30 p.m. to 3:30 p.m. in the classroom of the teacher who assigned the detention. Depending on the offense, detention may be longer in time. The detention will only occur after parental notification and the return of a signed detention slip. Failure to return a detention slip on the following day will result in an additional detention. The slip is only a notification that the child will have a detention, and the parent signature is to notify teachers and staff that parents are

aware of the punishment. Detentions are issued to students as a reminder that their behavior and/or academic effort is unacceptable.

DISCIPLINE

At St. Teresa of Calcutta School, we are proud of our students and school! We expect that our students conduct themselves in a respectful, appropriate manner, showing pride in themselves and their school.

As a school, our major goal regarding student discipline is to accentuate the positive and to help students make good behavior choices. Our school rules and regulations are based on the following expectations for students:

- are kind and respectful
- keep our schools clean
- are good listeners
- are responsible
- keep our hands and feet to self
- are quiet in the hallways
- walk in the hallways
- are friends with everyone
- Always do our best!

Some general rules for anyone anywhere in the building, on the bus or on school grounds:

Respectful talk

- Use appropriate language by not swearing or being disrespectful to others
- Speak courteously to all and do not put down or tease others
- Talk quietly
- Be honest, tell the truth
- Bullying and Verbal abuse (threat) to students, teachers or other staff members will result in the immediate removal of the student to the office for appropriate disciplinary action.

Kindness to others (physical)

- Do not fight or wrestle around
- Do not shove, kick, slap, trip, bite, spit, pinch, etc.
- Physical incidents (as stated above) toward other students, teachers or other staff will Result in immediate removal to the office for appropriate disciplinary action.

Appropriate movement throughout the building, and to and from busses

- Walk in an orderly and quiet manner in the hallway and on the sidewalks.
- Walk quietly from class to class and cafeteria.

Cooperation

- Listen and follow directions the first time
- Show appropriate class behavior
- Complete homework and turn it in on time
- Follow school/classroom rules

Lunchtime

- Voices will be at a conversation level
- Walk in, around and out of the lunchroom

- Keep hands, feet and food to yourself
- Follow directions given by adults

Playground expectations

Students should:
- Go directly outside when dismissed for the playground
- Walk to and from the playground quietly
- Return directly to the classroom when activity or recess is over
- Remain outside for all of recess; a student will need permission from an adult to go back Inside the school
- Keep hands, feet and objects to oneself
- Use and share playground equipment in a safe and fair manner
- Follow directions given by adults
- Use appropriate language
- Use respectful talk and demonstrate kindness to others
- Issues that arise during recess should be addressed with staff on duty.
- Report injuries directly to teacher on duty
- Wear appropriate dress for the weather (refer to the student handbook for requirements)

Cell phones and electronics

While we respect a parent's decision to provide an electronic device for their child (ren), we do reserve the right to apply appropriate use should the device come to school. Cell phones or any electronic devices are not allowed in school. Students are not allowed to use cell phones, smart watches or electronic devices in the school building or on school grounds, before, during or after school. Students may carry a cell phone or smart watch to school and place it/them in his/her backpack in the off position. During the school day, cell phones and smart watches must be turned off, not just silenced. Prohibited use of cell phones and smart watches for students on school property/ at school events includes, but is not limited to: taking pictures or videos, web access, text messaging – including texts to/from other students or parents, alarm, calculator and date book functions, game functions, calling student to student or to anyone other than a parent/guardian, use of Bluetooth or other earpiece devices. Violation of this policy will result in confiscation of the cell phone, smart watch or electronic device. **Any future offenses will result in parent(s)/guardian(s) being contacted to come and pick up the electronic device.** Multi-Violation may be cause for suspension.

St Teresa of Calcutta School is not liable for lost, missing, stolen, or broken cell phones, smart watches or electronic devices.

Consequences

Consequences for making poor choices, we understand that students aren't perfect all the time. Yet, when a student makes a poor choice, reacts in a negative manner or just doesn't follow these expectations, bad things can happen. We want everyone to be safe at school, and if the expectations aren't being followed, someone might get hurt. We also understand that a poor decision by a student shouldn't carry a penalty that isn't appropriate to the poor decision. It should be dealt with in a fair and respectful manner. This is the philosophy on which we base our school discipline procedures. We want students to make good choices and be positive contributors to our school. This is why we have a tiered system, so that when a

student makes a poor choice, it can be addressed as quickly as possible. Please keep in mind the following goals when reviewing how we handle discipline:

1. To strengthen and clarify communication between home and school.
2. To more closely tie inappropriate behavior to appropriate consequences.
3. To be both proactive in teaching our children to make good choices (change student behavior) and dealing with inappropriate behavior consistently.

Discipline communication

The intent of notification involving discipline via an email, behavior log, phone call, meeting or other method is to inform you of the reported incident. This allows an open line of communication to discuss concerns in order to address specific needs as they arise.

Classroom/Incident level of discipline

Teachers establish a set of classroom rules so that students know how everybody will behave. These are fair and allow for all students to be successful in school. Our general expectations are also developed so that all students can be successful. When these rules/expectations are not followed, the student will be addressed immediately. This helps to ensure safety for all students and to stop the inappropriate behavior. This should be the extent of the discipline, but if not, then we go to the next level of discipline. If your child has made an inappropriate choice at this level, he/she MAY receive a written form of notification. Please view this as both a consequence from the teacher AND a communication tool. Discuss the incident with your child, note what action you have taken at home, sign it and have your child return the form the next day.

Office/Incident level of discipline

If a student is not responding to the consequences administered by the teacher/adult, then the student will be sent to the office. The student will then speak to the principal. At this time a consequence will be determined and you will be notified via an email, a phone call or a notice sent home with your child. Important Note: Your child may be involved with another student who is making a poor choice. The goal is for the behavior/poor choice to stop. If a consequence is handed out to both children, you will only be notified of your child's consequence. Data privacy laws do not allow us to share what the other student may receive as a consequence. Stopping the behavior is the goal, not to find out if the other student received an adequate punishment. This is the school's decision, guided by pastors and CSO and administrative discretion.

Due to our policy, there are some types of student behavior which require specific discipline. It is the responsibility of the building administration to maintain a safe learning environment. The principal will maintain policies and apply them when necessary.

DISMISSAL PROCEDURES

Orderly dismissals are necessary to insure the safety and well-being of all children. For your child's safety it is required that only parents or guardians may pick up their own children, unless other arrangements have been previously cleared with the principal. **NO STUDENT IN ANY GRADE is permitted to be picked up by another party without the written permission from the student's parent/guardian.**

Notes regarding these alternative arrangements must be brought to the <u>office before the start of school on that day</u>. If arrangements change during the school day, please call the office.

- Our dismissal time for PK3/PK4 and Kindergarten is at 2:00pm.
- Dismissal for grades 1-3 will be at 2:15pm
- Dismissal for grades 4-8 will be at 2:30.

Parents are reminded to park their vehicles in the schoolyard within the parking lines and follow the traffic pattern. Please do not block others in the lane of traffic.

Students are dismissed out the back doors of the school. All students will proceed in line up to the front of their respective areas.

Please do not block the entrances or stairway to grab your child as this causes confusion for teachers and students.

Parents must exit their parked vehicles and pick up their children and escort them back to their cars. No child will be allowed to walk to their cars unattended.

Parents must enter by using the cobblestone driveway (Bruce T. Dreher Lane) and exit out the south side of the building, these are two one ways.

Once your child is picked up, please exit the parking lot to make room for the next dismissal time.
<u>Students will not be allowed to stay and play in the playground.</u>

DRESS CODE

Each student attending Saint Teresa of Calcutta School in grades K-8 will be attired in the complete and exact uniform as described by the Principal in the Parent/Student Handbook. All staff members are expected to enforce the uniform code. No deviations in the uniform will be allowed, except in specific situations as approved by the Principal.

All prescribed articles of clothing must be worn all day or the student will be considered to be "out of uniform." It is a parental responsibility to work with the staff of Saint Teresa of Calcutta School to ensure that the child is in the proper uniform each day. The parent must notify the school, in writing, each time the child is not in complete uniform. The reason for non-compliance and when non-compliance will be corrected must be given in the notification. In the absence of this notification, the parents will be informed of the uniform violation immediately, giving them the opportunity to remedy the situation by bringing the proper uniform item(s) to school.
Repeated non-compliance to the established uniform code will result in disciplinary action. Whenever necessary, the appropriateness, cleanliness, and neatness of student attire and accessories will be determined at the sole discretion of the Principal.

The administration may call special dress days or make exceptions to the following required uniforms, in which you will be notified in writing.

Pre-Kindergarten

Boys:
Maroon or Navy T-shirt (long or short)
Maroon or Navy gym shorts or pants
Maroon or Navy sweatshirt

Girls:
Maroon or Navy Blue Knit Dress with the official school logo.
Maroon or Navy T-shirt (long or short)
Maroon or Navy gym shorts or pants
Maroon or Navy sweatshirt

Outerwear: Navy or Maroon sweater
Footwear: Sneakers (PK ONLY) or black dress shoes (buckle or tie).
Hosiery: Navy Blue/White/Maroon knee socks. Tights are permitted during designated winter uniform dates.

There are three (3) dress codes that are allowed at Saint Teresa of Calcutta School. There is a summer, winter, and regular code.

Summer Dress Code (ALL STUDENTS Optional)

August through October 1st and sometime in May through June

All students are allowed to wear the following items:

- White, navy, or maroon polo shirt (short sleeve)
- Khaki dress shorts/skorts (no cargo shorts allowed)
- Sneakers
- White, Maroon, or Navy socks (no show socks are unacceptable)

Regular Dress Code (Required)

Girls in grades K - 5:
- School Jumper/Khaki Pants
- Modesty shorts for under jumper and skirt
- white buttoned down peter pan collar shirt or maroon, navy, or white polo
- white, navy blue, or maroon socks
- brown or black shoes (Sperry's are acceptable)

Girls in grades 6 - 8:
- School skirt/Khaki Pants
- Modesty shorts for under jumper and skirt
- white, navy, or maroon Polo
- white, navy or maroon knee socks
- brown or black shoes (Sperry's are acceptable)

Boys:

- white, navy, or maroon Polo
- Khaki dress slacks
- Belt
- brown or black shoes (Sperry's are acceptable)

Winter Dress Code (optional)

- Khaki dress slacks (girls)
- white, navy or maroon Polo long sleeve
- white, navy or maroon socks
- Brown or black shoes (Sperry's are acceptable)

Gym Clothes:

Sneakers and School Gym Uniform

- For identification and safety purposes, school T-shirts or sweatshirts are to be worn.
- Sweatpants/sweat shorts: with logo gym uniform purchased through Donnelly's or Land's End.
- Sneakers are to be tied in the traditional manner.
- Maroon and blue

CLARIFICATION

- Polo shirts do not need logos.
- Gym Uniform must be purchased through Donnelly's Uniform or Land's End
- Girl's plaid Jumper and plaid skirt must be purchased through Donnelly's

PERSONAL APPEARANCE AND PERSONAL ITEMS

All Students

Haircuts and hairstyles must be traditional, simple, and combed.

- No tails, spikes, carving, shaved heads, etc.
- Hair may not be worn in front of eyes.

Any student whose hairstyle is deemed unacceptable and distracting from the learning environment may be excluded from class and the student's parents will be notified. Three days will be given to rectify the problem. If not corrected during this time frame, the student may be suspended until natural hair color is restored.

For safety reasons:

- No Make-up of any sort
- No heavy choker necklaces are allowed - i.e. spikes, chains, dog collars, etc.
- Only one bracelet, necklace, watch, ring, etc. may be worn.
- No "jelly-jewelry."

- Expensive jewelry should not be worn to school.
- No "body piercing," (lip, nose, eyebrow or tongue piercing), body art, permanent tattoos. Students may not write or draw on skin.
- Cologne, perfume, hair products, etc. are to be used in moderation, due to potential allergic reaction of others. These may not be used in the classroom and for safety reasons may not be brought to school.

Boys: Must have traditional, combed haircuts. No braiding, shaved or carvings, etc.

- Hair must be trimmed around the ears and may not extend below the natural hairline along sides of the head and at the nape of neck.
- **No hair color (red, blue, purple, pink, green etc...)**
- No facial hair (beards, goatees, mustaches, etc.)
- May not wear an earring or earrings.

Girls: Hairstyles must be combed and neat, and ribbons and barrettes should be simple.

- Small earrings may be worn on pierced ears no larger than the size of a quarter.
- No large dangling earrings.
- Hoop earrings are to be no larger than a nickel.
- No more than two earrings per ear with traditional placement on ear lobes only.
- No ear cuffs. If the upper ear is pierced, one small stud may be worn per ear.
- **No hair color (red, blue, purple, pink, green etc...)**
- Clear or light pink color nail polish only. No black or fluorescent colors, no multi-colors, no false nails, no nail art or nail jewelry.
- Makeup, glitter, or false eyelashes may NOT be worn **including Dress down Days.**

SHOES

ALL STUDENTS

- Brown, black, Sperry Shoes or traditional black and white saddle shoes.
- Shoes must be traditional low heels less than 1” in height, low cut (below ankle).

GIRLS MAY ALSO WEAR:

- Black or brown leather strap shoes with safety non-skid soles, for example: "Mary Janes" or T-straps.
- Girls’ shoes must follow all other requirements below.

PLEASE NOTE: NO OTHER FOOTWEAR WILL BE PERMISSIBLE

- Shoes are to be properly tied at all times.
- Shoes and sneakers may not have platforms or built up heels.
- Traction or rugged soles are permissible as long as the soles are not built up.
- Sneakers may be worn only for PE or Summer Uniform.
- Boots may not be worn in the classroom.
- During cold or inclement weather, boots may be worn to school and changed before entering the classroom.

Please review these examples of acceptable uniform shoe styles and height of heel (less than 1”). Heel and sole may not be built up, chunky or platform due to safety and insurance concerns.

No Heelys.

General Appearance

It is expected that uniforms will fit the students properly. Uniform pants that are "baggy" or have the waist of the pants worn down at the hips will not be tolerated. Students will also wear a plain black or brown belt in a size appropriate to their waist. Boys' uniform shirts must be neatly tucked in with belts showing at all times. Other departures from policy that will not be tolerated are: temporary or permanent body tattoos, drawing on the skin with ballpoint pens or markers, stick-on body jewelry, body glitter, etc. Girls will wear their skirts in a modest fashion; never more than two inches above the knee while standing.

DROP OFF

- Every child who is being driven to school is to be dropped off in the morning by using the cobblestone driveway. (Bruce T. Dreher Lane)
- The driver must **pull all the way to the fence of the Grinnell Estates**.
- **The driver does not get out of the car. This causes major problems.**
- The child exits the car and the driver continues to exit to County St.
- No cars are allowed to park in the parking lot or the parking area designated for residents of the Grinnell Estate. This has also become quite an issue and I have been informed that cars will now be towed away.
- Parents are asked not to walk on the cobblestone driveway as this is the only way for students to be dropped off and it makes it difficult for the safety of all.
- If you decide to walk your child into the playground we ask that you walk down our driveway on the south side of the building. You must park in the neighborhood
- All Students in grades PK3- Grade 8 will start their morning with prayer in the school gym, located in the annex building.
- Breakfast will be served from 7:30am-8am in the school gym
- Prayer will begin at 7:50 am
- Attendance will be taken promptly at 8 am.
- **No cars are to drive through traffic cones to drop off children rain or shine who are late.**
- School begins promptly at 8:00am, if your arrival time is after 8:00 A.M., you must drop off your child at the front door and he/she will be marked tardy.
- The back doors will be locked at all times. Please do not ring the doorbell at the back doors as no one will allow you in this way.

EXPULSION AND SUSPENSION

Expulsion, the permanent termination of a student's enrollment, is a most serious matter, and should be invoked only as a last resort. A student may be removed from class and expelled if he or she is involved in a serious offense or has established a pattern of unacceptable behavior. Students on academic or behavioral probation may be asked to leave if the issues which prompted probation are not addressed. Expulsion is determined by the Principal, after consultation with the Superintendent and the Pastors. Prior to expulsion, the student and his/her parents or guardian must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents or guardian of the reasons in writing, and

shall file a copy of this notification with the Superintendent. In judging the justification for expulsion, the Superintendent will consider the extent of the school's previous efforts to remedy the problem and will look for, but is not limited to, such reasons as:

- Selling harmful drugs
- Chronic refusal to obey reasonable rules
- Inability to profit from instruction
- Chronic, willful absence or tardiness
- Contagious disease
- Immoral conduct
- Bullying
- Behavior disruptive of other pupil's schooling

Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the Principal. Parents are notified and will meet with the Principal. Suspension will be held in school in a supervised area with dismissal at a time to be arranged with the parent. A student may be suspended for persistent failure to correct behavior patterns or for serious actions involving physical harm to others, harassment, or disrespectful behavior. Suspensions may last 1, 2, or 3 days at the Principal's discretion. A suspended student will not be allowed to return to school until a parent-Principal conference is held. A student may not participate in extracurricular activities, directly or indirectly, while on suspension.

EXTENDED DAY CARE PROGRAM

The extended daycare program will encourage your child to converse with their friends, explore their talents, exercise motor skills, and offer the opportunity to begin daily homework. This program is being offered as a necessary service to the parents of Saint Teresa of Calcutta School.
Extended Daycare charges begin at 2:30 sharp! The current charge for Extended Care is available Monday through Friday:

AM Care: 6:30 am – 7:30 am Cost is $6.00 per hour or any part of an hour for each child
PM Care: 2:30pm – 5:30 pm Cost is $6.00 per hour or any part of an hour for each child

Bills will be posted on Monday mornings. Payments can be made through the parent's FACTS portal, or paid directly to the school by cash or check. Please remember that anyone not picked up by 5:30 PM will be charged $7 per student for the first ten minutes and then $7.00 for every additional five minutes increment that you are late. The administration of Saint Teresa of Calcutta School reserves the right to deny Extended Care services to anyone carrying an outstanding Extended Care balance. All students will be sent to Extended Care at 2:30 PM if not picked up. NO STUDENTS ARE TO BE IN THE HALLS, ENTRANCES, AND SCHOOL YARD UNATTENDED. YOUR CHILD'S SAFETY IS IMPORTANT TO US! Extended Care will NOT be available on NO SCHOOL days and on other days noted in the monthly calendar.

FACE

Financial aid is available through the generosity of the Diocese of Fall River to families who apply and show financial need to the FACE Fund. This financial aid will be credited to a family's tuition account only when all outstanding financial obligations from the previous year are met

FIELD TRIPS

Well-planned and supervised field trips are encouraged and may be scheduled during the school year. Prior to a trip, each student will be given a diocesan field trip permission slip in addition to school field trip information which is to be filled out and returned by the parent/guardian. The form will include a description of the purpose and destination of the trip. In order to participate, all chaperones must complete a CORI check and have attended the required diocesan workshop. **Permission given over the telephone will NOT be accepted**. No student will be allowed on a school outing if the diocesan permission slip is not completed. **Field trips are privileges and student participation may be disallowed if the student does not meet academic and behavioral standards**. The school will assess a charge for the field trips. Parents are encouraged to allow their students to participate in field trips, since these are planned to enhance the educational experience and learning gained in the classroom.

FINANCIAL INFORMATION

Tuition is determined each year by the Pastor and assists with the per pupil cost of maintaining the school. Tuition is payable to the school by monthly payments through FACTS Tuition Management over a period of 10, 11, or 12 months. You may choose automatic payments from either a checking or statement savings account. There is a $55 annual fee payable to FACTS Tuition Management for the use of the monthly payment option. All tuition payments are non-refundable.

If tuition payments are not made on time, students may not be allowed to attend classes, attend field trips or participate in extracurricular events.

If you are having trouble making payments, it's important to talk to the school's business office. Open communication can help find a solution that works for everyone. Understanding and meeting financial responsibilities is crucial for a smooth school year. Parents and students should work together to ensure that tuition and fees are paid on time, and that any financial concerns are communicated to the school. This helps maintain a positive learning environment for everyone!

There is a $30 charge for returned checks. Cash, bank check or money order payment is immediately required for all returned checks and must be remitted to the office upon notification. Returned checks CANNOT be re-deposited. Personal checks will NOT be accepted from families after the second returned check.

All payments made to school must be made by check for receipt and security purposes. Checks are to be made out to Saint Teresa of Calcutta School, and must be remitted in a sealed envelope with family name, grade, amount enclosed and purpose of payment. Checks for amounts over $1,000 must be made by money order or bank check.

FIRE/LOCKDOWN DRILLS

To ensure that our students are properly instructed as to the procedures to use in case of a fire or lockdown, we will have periodic fire and lockdown drills in preparation. Besides the school drills, the New Bedford Fire Department pulls the drills four times a year. During a fire drill, children are to exit in a quiet, orderly fashion. To insure your child's safety, running and talking are not allowed per order of the fire department. In the classroom, children are to follow their teacher through their assigned exit and line up outside the building in the assigned area. If the children are in the cafeteria during a fire drill, they are to exit through the nearest door and line up outside the building. In the event of an emergency evacuation, all faculty and students will exit the school building in a quiet orderly fashion and will report

to Our Lady of Guadalupe Church Hall. Should the evacuation cause an extended retention of students at the church, no student will be released from the church until: - the regular dismissal time for that school day, or - the principal has announced an early dismissal and parents have been contacted, or - the parent/guardian of the student comes to the church to sign the student out.

FUNDRAISING

St. Teresa of Calcutta School is committed to keeping tuition as affordable as possible while providing an exceptional Catholic education. To support this commitment, each family is assessed a $350 annual fundraising fee as part of their tuition agreement.

Families have the opportunity to satisfy this assessment by participating in the school's annual Walk-a-Thon, which is held each year on the Friday before Columbus Day. The Walk-a-Thon is the only school fundraiser that is applied toward the annual fundraising assessment.

Funds raised through the Walk-a-Thon will be credited toward the family's $350 fundraising assessment. If a family raises $350 or more, the fundraising assessment is considered fulfilled. If less than $350 is raised, the remaining balance will be charged to the family's tuition account.

Any funds raised in excess of $350 through the Walk-a-Thon are considered a donation to St. Teresa of Calcutta School and will not be credited toward tuition or carried forward to future fundraising assessments.

Throughout the school year, the school, the Parent Teacher Organization (PTO), and other school organizations may conduct additional fundraising activities. These fundraisers are optional and are held for specific designated purposes, such as supporting the PTO, playground improvements, student activities, classroom enhancements, capital projects, or other school initiatives.

Because these fundraisers are designated for specific purposes, proceeds from optional fundraisers do not apply toward the family's annual $350 fundraising assessment.

We are grateful for the generosity and support of our school families. Participation in both the annual Walk-a-Thon and optional fundraising opportunities helps strengthen our school community and enhances the educational experience of all students. **Fundraising Fees are non-refundable**.

INSURANCE

School accident insurance is available through a link on our school website. Parents are asked to complete it online. If a student is injured, it should be reported to the Principal as soon as possible so that the insurance process may begin. It is highly recommended that the minimal school insurance be obtained for a child whether or not already covered by family insurance.

HIGH SCHOOL ENTRANCE EXAMS AND VISITS

In early fall, various high schools arrange for classroom presentations relating to their programs. Students and parents should discuss the opportunities available to them. Visits to high schools should be arranged through the parents.

HOMEWORK

Homework is a valuable part of the learning process. Done correctly, it assists the student in his/her preparation for opportunities to demonstrate proficiency and to identify areas where more concentrated effort is needed. Homework may be assigned as reinforcement for material already introduced in the classroom, as completion of work started in the classroom, to enhance research and/or thinking skills, or to allow a student to express creativity in the subject matter assigned.

Homework must be done on time in order for it to be of the greatest value. Parents are encouraged to assist students to become responsible for their own homework by providing sufficient study time and space to enhance concentration on the work at hand.

Homework is due at the beginning of the class unless the teacher specifies that it will be completed in class. Generally, students who do not do homework do poorly on testing assessments. **Teachers are not required to accept, grade, or credit late homework. No past due work will be accepted. Homework not passed in will receive a grade of zero. Students who are in excused absence status may make up missed homework. In all cases, students will be allowed a minimum of two days for each day missed to turn in late work due to an excused absence.**
Homework alerts/emails will be issued to parents as notification of missed assignments. After 3 missed assignments a detention will be issued.

In order to develop organizational skills, each child must write the homework in their school agenda on a daily basis, and parents must sign their agenda as an acknowledgement of checking the assignments. The recommended times for homework are as follows:

Grades 1 and 2	10 - 20 minutes
Grades 3 and 4	15 - 45 minutes
Grades 5 and 6	45 - 60 minutes
Grades 7 and 8	60 - 90 minutes

In Kindergarten homework is assigned after the first trimester and should be a basic reinforcement.

In PK there should be no homework.

EXTRA HELP FOR STUDENTS - Extra help is available to all students who desire it, provided the student has applied him/herself in class and has shown effort. Every teacher is available after school, Monday through Thursday, until 3:00 p.m.

HONOR ROLL

At the end of a trimester, an honor roll will be issued based on the following guidelines for Grades 1- 8:

All A's	High Honors
A's and B's	Honors

B's one C Merit

The above criteria must be met in the major subjects of Religion, Language Arts, Math, Social Studies, and Science.

HUMAN SEXUALITY

The Diocese of Fall River requires that a course in Human Sexuality be implemented throughout all grades as part of the religion curriculum. STOC teaches human sexuality via approved texts and audio-visual aids. Communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS) are also topics taught within this curriculum. Classes on pro-life issues will also be given in grades 7 & 8. Several of the lessons taught throughout this program are as follows:

RESPECT YOUR CLERGY, RELIGIOUS, TEACHERS, and STAFF

You will show respect for Clergy, Religious, Teachers, and staff by:

a. The tone and manner in which you speak to them.
b. The manner and way you speak about them to your friends.
c. The care and work that you put into the assignments given to you.
d. The faithful way in which you keep the classroom rules that are given to you.
e. Addressing them by their proper title at all times.

RESPECT YOURSELF AND YOUR FELLOW STUDENTS

Some ways you show this respect are:

a. Giving others your attention when it is their turn to speak. In class, or at an assembly, any student who cannot give that attention will be removed.
b. Honoring another's property by not borrowing or taking without permission, destroying or defacing it.
c. Respecting your own and others' work and efforts by not copying assignments, class work or test materials.
d. Talking to or about others in a Christian way. Any student using unkind words or improper language must apologize.
e. Helping others when they are having trouble instead of making fun of them.
f. Respecting your body and other students' bodies by treating them gently and in no way hurting them. Your hands and feet are to be kept to yourself.
g. Walking in silence when on the stairs or in the hall and leaving the building in a single file following the posted directions.
h. Knowing and obeying the rules for bus safety and behavior. Bus drivers and Monitors are to be obeyed. Infractions may result in losing the privilege of riding the bus.
i. Respecting and obeying safety patrols. Students MUST USE CROSSWALKS at all times. NO student may cross the street without the permission of the teacher.

Serious or repeated offenses will result in disciplinary action and/or the notification of parents. A conference may also be required.

a. Rough play, hitting, bullying, or fighting will result in disciplinary action.
b. Bringing anything to school that could bring harm, such as guns, knives (including Jack knives /Swiss Army knives) or matches may result in immediate expulsion and notification of police and parents.
c. Smoking materials, drugs, and alcohol are forbidden and may result in expulsion.

USING YOUR TALENT

Christ gave each of us different kinds and different amounts of talents. Some ways you can show Jesus and others that you are doing your best are:

a. Listening carefully when someone is speaking.
b. Writing down your assignments in your agenda and taking notices and letters home.
c. Making sure you have all the books, STOC agenda and materials you need for your next class and for your homework assignments.
d. Doing your assignments carefully and neatly, to the best of your ability.
e. Handing in your assignments on time and making up assignments promptly when you are absent.
f. Asking your teacher (or another student when allowed) in a polite way to help you when you do not understand.
g. Giving time, effort and care in trying to do all the work before saying, "I can't do it."
h. Sharing with your class any special skills or talents you may have, such as: music, art, etc.
i. Getting you to school on time and remaining there until the end of the school day.

Once you are dismissed at the end of the day you may not return into the building. A note is needed from the parent if there is a change from normal transportation.

THINGS THAT HURT US ALL

Jesus taught us that certain things we do are especially displeasing to Him. These are usually things that in some way hurt us and our brothers and sisters around us. Jesus showed us through His life and teachings that He disliked the following things:

a. Attacking or hurting someone, even if you feel that person hurt you. (If someone hurts you, go to the teacher for help.)
b. Hurting or bullying someone seriously and on purpose. (We believe that this is so wrong, we will remove a student from class for one or more days, the very first time it happens. If it happens more than once, a student may be dismissed from STOC School.)
c. Fighting beyond the point of self-defense. Although you have the right to protect yourself if attacked, if you continue, you are considered as wrong as the person who started the fight. Instead report to the person in charge, in order to break up the fight.

NO UNIFORM POLICY

On no uniform days (Dress down days), the students are expected to be dressed neatly and appropriately. Short skirts, torn jeans, short shorts, tank tops, and shirts with unacceptable pictures or vulgar writing are

not acceptable. Socks and appropriate footwear **(no flip flops or sandals)** must be worn. Blouses must cover the mid-section of the torso. No Make-up is allowed.

NOTICE OF NON-DISCRIMINATORY POLICY

"The non-public schools of the Diocese of Fall River admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national, and ethnic origin in administration of their educational policies, scholarship and loan programs, and athletic and all other school-administered programs."

NURSING POLICY

School procedures regarding students who are not feeling well.

When a child becomes ill during the school day, **the school nurse must make the medical determination** as to whether the student should return to class or be dismissed. No student should be dismissed from school due to illness **without the nurse's prior consent**, unless the principal has spoken directly with the nurse and approved the dismissal.

Our nurse is making these decisions under her **professional medical license**, and we must respect and support her clinical judgment when she evaluates students.

As a reminder of our procedure, **teachers must call the nurse before sending a student to the health office** so she can be prepared to receive them or advise if another course of action is appropriate.

PARENTS ROLE IN EDUCATION

The education of a student is a partnership between the parent and the school. School Administration reserves the right to request the withdrawal of a student if the Administration determines the partnership has been irrevocably broken and reserves the right to require the withdrawal of the student.

We at St Teresa of Calcutta School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically.

Your choice of St Teresa of Calcutta School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher.

Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal

relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St Teresa of Calcutta School, we trust you will be loyal to this commitment. During these formative years (PreK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.
It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at St Teresa of Calcutta School, we ask parents:
● To set rules, times, and limits so that your child:
→ Gets to bed early on school nights
→ Arrives at school on time and is picked up on time at the end of the day
→ Is dressed according to the school dress code
→ Completes assignments on time—homework is posted to Google Classroom or the classroom teacher's preferred site. Students in grades 2-8 always have Student Planners where they are also instructed to write down their homework.
→ Has nutritional lunch and snacks every day
● To actively participate in school activities such as Parent-Teacher Conferences, Back-to-School Night, etc.
● To see that the student pays for any damage to school books, Chromebook or property due to carelessness or neglect on the part of the student;
● To notify the school with a written note when the student has been absent or tardy;
● To notify the school office of any changes of address or important phone numbers;
● To meet all financial obligations to the school;
● To inform the school of any special situation regarding the student's well-being, safety, and health;
● To complete and return to school any requested information promptly;
● To read school notes and newsletters to show interest in the student's total education;
● To support the religious and educational goals of the school;
● To support and cooperate with the discipline policy of the school;
● To treat teachers with respect and courtesy in discussing student problems.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

PARENT-TEACHER COMMUNICATION

A successful learning environment requires a three-way division of responsibilities among the student, teacher, and parent/guardian. When circumstances occur, whether academic or behavioral in nature, in which it is necessary for a parent to discuss a student's progress with the teacher(s), the parents and teacher(s) should first determine whether or not the student should be present for all or part of the conference. The administration is available for these conferences at the request of either party.

All parties to a conference should feel free to halt the proceedings if common courtesy and professional respect are not being demonstrated, or the conference is being directed in a personal vein against any party instead of looking for resolutions to the student's situation.

Parents and teachers are cautioned not to engage in spontaneous, unscheduled conferences since mistaken impressions may be conveyed due to a lack of detailed information or haste on the part of either party.

NOTE: With departmental grades (grades with numerous teachers), it is recommended that all the student's teachers be involved in any summative conferences to give a more complete overview of the student's performance.

Parents are encouraged to contact the teacher if a problem arises. Conferences may be scheduled before school or after 2:30. Please allow the teacher sufficient time to resolve the situation. If you are not satisfied with the decision, at that point you should contact the principal. If the issue has not been resolved, the next step would be to contact the pastor.

PARENTS/VISITORS

Anyone visiting the school (including parents) MUST report to the office and state the purpose of the visit. Visitors and parents may not proceed beyond the office without prior permission from the Secretary or Principal. There will be a sign-in book at the office for all entering the building. This is for the safety and protection of all students. All items brought for students must be delivered to the principal or secretary. Parents are not permitted to proceed directly to the classrooms at any time. Parents are encouraged and welcome to visit in the classroom. For safety purposes, all visitors are required to sign in at the office and must wear the visitor's pass while on school grounds. If a conference is needed, parents are asked to schedule in advance since teachers may not visit with adults if students are in the classroom. School-age children not enrolled in school are not normally permitted to visit classrooms. Exceptions must be cleared with the Principal.

PARTIES/STUDENT GIFTS

Class parties may be held each year in grades preschool through grade 8, parents will be asked to provide

Party in a Box. Birthday parties are not allowed during class time. Balloons, flowers, and all other types of student gifts disrupt the class environment and are not allowed in classrooms during the school day. Cookies, cupcakes and other food items are not allowed to be brought in or shared with others in the school due to food allergies. In order to avoid hurt feelings, party invitations may be sent to school and distributed to your child's classmates only if every child is invited. Parents are reminded that by law, they are responsible for any minor attending a party at their home. Teachers are not allowed to chaperone non-school sponsored student parties.

PROMOTION AND RETENTION

If a student is performing unsuccessfully at his/her present grade level it may prove beneficial for him/her to repeat the grade. Retention provides some students with the time to grow socially and intellectually, enabling them to succeed in following grades. Parents of students having academic difficulty should arrange for a parent / teacher conference at mid-year. Parents of students in danger of retention will be officially notified and a parent / teacher conference will be required at that time. An average of a 64 or below in any subject will result in summer school attendance or tutoring. If the summer session is not successfully completed, retention will be required. An average of a 64 or below in two or more subjects will result in retention.

There are no social promotions at Saint Teresa of Calcutta School. Students are promoted to the next grade level based on their academic achievement and teacher recommendation.

Grades 1-4: A student must have at least a "70" in religion, language arts (including a "70" in reading), and math, and an overall "70" average.

Grades 5-8: A student must have at least a "66" in all core subjects (religion, language arts [includes English and reading], math, science, and social studies). The student may not fail more than two of these subjects. For each core subject below "66", a student must make up the class in Summer School.

Notes:

In Grades 1-5 a student who does poorly in reading and/or math may not be promoted to the next grade based on the final evaluation of the Principal.

In Grades 6-8, if a student does not maintain a yearly average of "65" or above in all core subjects, then he/she will be required to successfully complete Summer School or tutoring in the failed courses prior to being granted promotion to the next grade. Failure of more than two core subjects in 6th-8th grades is grounds for retention. Eighth grade students who fail one or two subjects their eighth grade year will be permitted to participate in the graduation proceedings of his/her class but will not receive a diploma until the deficiencies are remedied through Summer School. Additionally the eighth grade requirements for academic awards will be as follows: all A's will receive gold and A's and B's will receive silver Failure of more than two subjects in the eighth grade year forfeits the student's presence at the graduation proceedings. Failure of any subject during the last semester may cause failure for the entire year.

PERSONNEL

The staff at Saint Teresa of Calcutta School is composed of qualified and Diocesan approved lay teachers, religious and a trained and qualified support staff. A variety of additional programs are offered

to our students throughout the year by qualified instructors from the local community under the supervision of the principal. Title I, a federally funded program offering remedial reading, provides services to eligible students in Kindergarten – Grade 8. A registered nurse is expected to be available to meet the standards required under State Law. The nurse would be hired by the school with funding coming directly from the school budget or, when available, through Public Health Grants and is available on a very limited basis. Any health concerns should be discussed with your doctor.

The Principal of the school is available by appointment during the school day from 8:00 a.m. until 3:00 p.m. Teachers are available from 2:30-3 p.m. or 7:30- 8 a.m.

PHOTO RELEASE

Throughout the school year we photograph special events, projects, classes, and plays to be used for publication in newspapers, brochures, etc... Sometimes names may be required. Parents must sign and return a Photo release stating whether their child's photo and name may or may not be used.

PROHIBITED ITEMS

Personal items brought to school for educational purposes should be by request of a teacher. Students are not to bring or to use on school premises radios, tape players or recorders, cards, cameras, CD, DVD, MP3 players, CDs/DVDs, pagers, cigarette lighters, jewel, vapes, matches, phones, laser pointers, video games, skate boards, inline skates, Heelys, or other items determined by school officials to be nuisances. Any items displaying immoral or unchristian words, characters, or logos will not be allowed on school property or at any activity sponsored by STOC. Any of these items must be picked up by the parent. Cell phones must be kept off and kept in student's backpack, for students in middle school and may be used by teacher permission after school. Other children should not have a cell phone unless approved by the principal. These devices will be kept in a student's backpack at all times during the school day. All disposable water bottles for middle school students are not acceptable students are allowed to bring water in a refillable sports water bottle.(Please see Principal with any questions)

The administration reserves the right to determine what words, characters and logos are inappropriate for young people in our Catholic Christian environment. Any student not in full compliance with this policy may be excluded from class until the parent of that student has come to school to pick up the item in question. Parents are reminded not to allow their child to test the rules. Your cooperation with school rules will assist your child to have respect for him, you, and school personnel!

REPORT CARDS AND PROGRESS REPORTS

Report Cards are issued to students in PreK through Grade 8. These reports are sent home in December, March, and June via email. The purpose of a report card is to guide the student's progress. The lowest passing grade in any academic subject is a 66. All work with a grade of 66 or below is required to be signed by a parent or guardian and returned the next school day. A student whose yearly average is an average of a "66" or below may be considered for non-promotion. We encourage communication between parents and teachers. For this reason, we require one parent-teacher conference which will be held in the fall/early winter. After careful inspection of the progress report or report card it should be signed and returned promptly. The parent's signature means only the progress report or report card has been seen, not necessarily that the parent approves of it. If necessary further parent/teacher conferences can be arranged by the parent by calling the school office and scheduling a mutually convenient date and

time. Progress reports are available 24 hours a day through the FACTS website for students in grades 1-8. Parents will receive a username and password at the beginning of the school year in which they can review missed assignments, grades and the progress of their child. For students in PK and Kindergarten, a progress report will be sent home each trimester at the midpoint. These reports should be carefully reviewed by parents, signed and returned to school the following day. Progress reports provide a mid-point indication of the student's academic status. Parents are requested to sign and return these promptly. If a question or problem arises, the parent is strongly advised to contact the teacher or Principal immediately through the school office.

RESPONSIBILITIES OF PARENTS/GUARDIANS

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
- Assist their child in being properly dressed in her/his uniform.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and assignments with their child.
- Bring to the attention of the school any problem or condition which affects their child.
- Maintain current home, work, and emergency telephone numbers at the school.
- Cooperate with the administration, teachers, and staff in their efforts to achieve and maintain a quality school.

RESPONSIBILITIES OF SCHOOL PERSONNEL

- Maintain an atmosphere conducive to good behavior.
- Be in regular attendance and on time; be prepared to perform their duties with appropriate working materials.
- Exhibit an attitude of respect toward individuals and property; conduct themselves in a responsible manner at all times.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training and discipline based upon fair and impartial treatment of all students.
- Encourage parents/guardians to keep in regular communication with the school.
- Encourage parental participation in school affairs.
- Model task organization and management skills to ensure classroom time-on-task.
- Serve as appropriate Christian role models.
- Develop a cooperative working relationship among staff, students, and parents.

SCHOOL CANCELLATION

Saint Teresa of Calcutta School follows the decision of the New Bedford Public School System. If the weather is inclement, please listen to local radio and television stations (WFHN, WBSM, WMYS, or WNBH or WPRI Channel 12 TV) for "NO SCHOOL" announcements. Please do not call the school, Principal or teachers. We learn of school cancellations the same way you do; by a radio announcement. Once a decision is made an email and phone call will be made to the addresses we have on file.

SCHOOL HEALTH SERVICES

School Nurse

The primary role of the school nurse is to support student health and academic success by providing healthcare assessment, intervention and follow-up for all children within the school setting. The school nurse has many roles within the school community some of which include:

- Link between school, students, families, healthcare and other community providers
- Maintaining school health records, monitoring immunizations, managing communicable diseases, and assessing the school environment to prevent injury and ensure safety
- Assessing student health status and making referrals
- Member of the crisis team
- Administering medications per MDPH guidelines
- Performing classroom teachings on health-related topics
- Providing emergency care
- Implement state mandated health screenings and referrals

The school nurses in the Diocese of Fall River are available daily and only during regular school hours. Therefore, there will not be a nurse during before school morning care, early dismissal days, after school activities, sports, and extended care. In the event of a medical emergency during before or after school activities, 911 services may be activated followed by parent/guardian notification. If a student participating in before or after school activities has specific medical conditions, such as anaphylactic allergies, seizures and diabetes, the school nurse will meet with the parent/guardian to develop an emergency action plan to have in place in the event of an emergency. This plan will also be shared with the appropriate school staff that will be taking care of the student.

Anaphylaxis/Allergy

All parents/guardians of students with a known anaphylactic allergy (food, insect stings, medications, latex, etc.) must notify the school nurse of the child's allergy. A meeting with the nurse will be scheduled to develop an allergy management and prevention plan which will include an anaphylaxis emergency care plan signed by the licensed prescriber. A minimum of two up-to-date epinephrine auto-injectors or intranasal devices along with a licensed provider order for the epinephrine, a signed parental authorization form and a Food Allergy Action Plan from the physician are also required.

Health and Emergency Form

A Health and Emergency Form must be completed at the beginning of each school year and returned to the school nurse within 2 days. This form gives information on how to reach parents in case of emergency and provides updated health information on your child from year to year. Notify the school nurse of any changes in emergency contact information or state of health during the school year. Remember, in the event of an accident or illness, the school must be able to reach the parent or another person who will assume responsibility for the student.

Health Emergencies

Please notify the school nurse of any medical condition which may cause an emergency situation for your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures). The school nurse will work with you in developing a care plan to meet your child's health care needs.

Illness and Injury in School

If a child becomes ill during school hours, the nurse or main office will call the parent to make arrangements for the child to be dismissed from school. Serious injuries at school will be handled by having an ambulance take the child to the closest emergency room. Parents will be notified immediately if an ambulance is called. It is extremely important that all emergency contact information be up to date.

Illness- When to Keep Your Child Home

Unless otherwise directed by the school nurse, children must remain home if they have any of the following:

- Temperature of 100 degrees or more within the past 24 hours. The child may return to school when fever free for at least 24 hours without the use of fever reducing medication (Tylenol, Ibuprofen).
- A severe cold with fever, sneezing and thickened nasal discharge.
- A cough that keeps the child awake at night, worsens with increased activity, or is combined with other symptoms.
- Vomiting and/or diarrhea- The child must stay home for 24 hours after the last episode.
- A rash or skin condition that has not been diagnosed by a doctor. Please have these identified and treated for 24 hours before returning to school.
- "Pink Eye" or conjunctivitis - A draining, itchy eye that is red must be treated with antibiotic eye medicine before the child returns to school.
- Drainage from the eyes- Child must be seen and cleared by a physician to return to school.
- A severe or persistent earache.
- Live head lice. The child must receive appropriate treatment before returning to school.
- In addition to the foregoing, children should remain home if directed by the school nurse.

Medication Policies

In order to comply with Massachusetts General Law, Chapter 94C and 105 CMR 210, the following are requirements for the administration of medication to students during school hours. The school nurse is responsible for administration of medication in school. Faculty and staff may administer an epinephrine autoinjector or intranasal epinephrine in emergency situations if they have completed the epinephrine administration training provided by the school nurse.

- All medications, prescription or over the counter medications, require a physician's order and a completed parental/guardian authorization form or the medication cannot be given.
- No over-the-counter medication will be given in school without the required medication forms that are listed above. Over-the-counter medications include, but are not limited to, cough drops, cough medicine, eye drops, sunscreen, skin lotions or creams, Chapstick/lip balms, acetaminophen, and ibuprofen.

- Medication orders must be renewed at the beginning of each school year and expire at the end of the school year.
- All medications must be delivered to the school nurse by the student's parent/guardian or a designated adult. Students are not permitted to bring medications to school.
- All medications must be delivered in a pharmacy labeled container or in the manufacturer's medication container. Please ask your pharmacy to provide separate bottles for school and home. Medications in plastic bags, envelopes, etc., will not be accepted. No more than a thirty-day supply of the medication should be delivered to the school.
- The pharmacy labeled container can be used in place of a physician's order **only** in the case of short-term medications such as those medications given for ten days or less (antibiotics). If the school nurse has a question about the medication, she/he may request a licensed prescriber's order.
- When your child needs medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Whenever possible, medication administration should be scheduled at times other than during school hours. However, students who must receive medication during the school day are required to comply with the above regulations.
- Parents/guardians may retrieve medications from the school nurse at any time. All unused, discontinued or outdated medications must be picked up by a parent/guardian at the end of the school year or it will be destroyed.

When to Contact Your Child's School Nurse

Sharing significant health information with your school nurse is extremely important in keeping all students safe especially during emergency situations. Please feel free to contact your child's school nurse at any time with questions, concerns or health updates, including but not limited to the ones listed below.

- Your child has a medical condition which may bring about an emergency situation for your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures).

- Your child requires medications or treatments during the school day. Your school nurse will meet with you to discuss a plan of action and provide you with all required medication/ treatment forms that must be completed before any medication/treatment can be administered.

- There has been a change in your emergency contact information. Please notify the school nurse right away if there is a change in your phone number or job. If you rely on a cell phone, please provide the school nurse with that number.

- You have concerns about your child's social and emotional wellbeing.

- Your child has received a new medical diagnosis or there is a change in their health.
- Your child has allergies or has developed a new allergy. All parents/guardians of students with a known anaphylactic allergy (food, insect stings, medications, latex, etc.) must notify the school nurse of the child's allergy. A meeting with the nurse will be scheduled to develop an allergy management and prevention plan which will include an anaphylaxis emergency care plan signed by the licensed prescriber. A minimum of two up-to-date epinephrine auto-

injectors along with a licensed provider order for the epinephrine, a signed parental authorization form and a Food Allergy Action Plan from the physician are also required.

- Your child has health issues that may affect school performance, e.g., vision or hearing, attention deficit disorder.
- Your child has been hospitalized.
- Your child has been treated for a contagious or communicable disease such as chicken pox, flu, strep throat, whooping cough, pneumonia, or head lice.

- Your child receives a head injury/concussion. If your child has been diagnosed with a concussion, please contact your school nurse as soon as possible. Prior to returning to school, the school nurse should be provided with documentation from the health care provider that includes confirmation of the diagnosis and any necessary accommodations for the school day, including restrictions for physical education classes and participation in athletic activities. The school nurse will discuss details of the support available to your child when you call to discuss the head injury.

- Your child has received a recent injury that requires accommodations for gym or in the classroom. Injuries may require written medical clearance from a healthcare provider to return to school or physical activities. Students who return to school with casts, air casts, crutches, splints, arm slings, wheelchairs, canes and/or immobilizers require a doctor's note that includes: (1) clearance for student to return to school; (2) any restrictions from physical education and recess; (3) confirmation from the physician that the student has been properly instructed in the use of the medical equipment provided. Students having stitches/staples or surgical procedures also require a written doctor's note with clearance to attend school and list any restrictions from physical education and recess.

- There has been a recent change in your family, such as a birth, loss, or serious illness.

- There has been a change in your child's health insurance, or you need help with obtaining health insurance for your child.

Health Screenings

All health screenings are performed by the school nurse in accordance with Commonwealth of Massachusetts regulations. Students may also be screened at any time during the year at a teacher or parent's request.

If screening results indicate the need for follow-up care by a physician, parents/guardians will be notified. If necessary, the school nurse can assist with obtaining a follow-up evaluation by a physician.

Vision and Hearing Screening

Early detection of vision and hearing issues is essential because many vision and hearing deficits can be corrected if they are identified early. Vision and hearing issues can impact a child's ability to learn in many ways. Poor vision can affect a child's gross motor development, and hearing issues may affect speech.

According to Massachusetts General Law, Chapter 71, section 57, students require vision screening "in the year of school entry, annually through grade 5, once in grades 6 through 8, and once in grades 9-12".

Students require hearing screenings "in the year of school entry, annually through grade 3, once in grades 6 through 8, and once in grades 9 through 12".

If you have any concerns, at any time, about your child's hearing or vision, please contact your child's school nurse for assistance.

Postural Screening

The State of Massachusetts mandates that all students in grades 5 through 9 be screened for scoliosis. The purpose of postural screening is to identify early signs of spinal problems. Most scoliosis and other spinal issues can be easily treated if they are detected early. Parents are notified before screening so that students are dressed appropriately. Girls and boys are screened separately, and privacy is respected at all times. It is requested that girls wear a bathing suit top, halter top or a sports bra, under their clothes on the day of the school screening, as this type of clothing facilitates better examination of the back.

SBIRT (Screening, Brief Intervention, and Referral to Treatment)

This health screening is required by Massachusetts law and is to be done once in middle school and once in high school. Students in grades 7 and 10 in the Diocese of Fall River will be screened. SBIRT is intended to identify substance use risk behaviors and to improve health safety, resilience and success in students. SBIRT screening requires a structured, 1:1 conversation between a trained school professional and a student to build trusting relationships around education, behavior and support related to substance use. Parents and students will be given the opportunity to opt-out of the screening.

Growth and Development Screenings

Following Massachusetts General Law, Chapter 71, section 57, students in grades 1, 4, 7, and 10 will be screened for growth-related issues and their BMI is calculated. This information is kept confidential.

Other Screenings

School nurses may also conduct periodic dental screenings to assess for dental decay in children and head checks on an as-needed basis for head lice.

**Parents/guardians may request, in writing, that their child not participate in a screening program. This request must be submitted in writing each year and be specific to which screening you do not wish your child to participate. Please contact your school nurse with any questions.*

Physical Examination Requirements

All students entering grades PreK, K, 4, 7 and 11 are required by law to provide the school nurse a physical examination form with age appropriate immunizations documented by the physician. Additionally, any new or transferring students must provide this documentation as well and the physicals must be dated within 12 months of school admission. Updated physical examinations are required every 3-4 years.

For students entering Kindergarten, the physical exam must show documentation of a passed vision screening (done within the previous 12 months). Evidence of a comprehensive eye examination is required for those students who have failed the screening and for students diagnosed with neurodevelopmental delay.

Students entering kindergarten must also present documentation of lead poisoning screening.

Physical Examination Requirements for High School Sports: MIAA rules state that any student who wishes to try out, practice or play a sport is required to have a current physical exam (within thirteen months) on file in the nurse's office **before** being allowed to try out or practice. If the physical exam expires during a sports season, the student must have a new physical on file prior to the expiration date of the previous physical or will be unable to play.

Tuberculosis Assessment

Per MDPH guidelines for Tuberculosis monitoring and prevention, a TB Risk Assessment should be performed by a health care provider in order to determine TB risk and if further testing is necessary. MDPH advises that each school-aged child have a TB Risk Assessment completed and documented on the physical exam form. In addition, a school nurse may request a TB risk assessment by a medical provider and documentation of risk level and follow up testing (if applicable) under these listed circumstances:

- Birth, travel to or residency in a high-risk world region including Africa, Asia (except Japan), Pacific Islands, Middle East, Eastern Europe, Mexico, Central or South America, the Caribbean
- Exposure to an individual with diagnosed or suspected TB disease
- Household contact to individual with positive TB test (TST or IGRA)
- Parent and/or guardian or household member from a high-risk world region
- History of immunosuppressive disease or medications that might cause immunosuppression

Immunization Requirements

Students entering all grades must meet current Massachusetts Department of Public Health immunization requirements. School health records are reviewed periodically to determine the immunization status of each student. If it is found that immunization updates are needed, school nurses will telephone parents/legal guardians or send notices home.

School Immunization Law, Chapter 76, Section 15 of the General Laws of the State of Massachusetts, requires that all immunizations must be up to date for children to attend school. Massachusetts General Law allows for the school to exclude any child from school whose immunizations are not up to date.

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.

SAL DAY (Structured Alternative Learning Day)

In cases of inclement weather or other school cancellation, the administration reserves the discretion to institute Structured Alternative Learning (SAL) days that satisfy the school day requirements. Teachers may provide instruction in digital or other format (prepared packets or folder of assignments). Students will complete the assignments as directed by the teacher.

SCHOOL HOURS

Our school day begins at 8:00 a.m. and ends at 2:30 p.m. Classrooms will be open for breakfast starting at 7:30am. The school assumes no responsibility for your child before school hours. If you have to bring your child earlier than the starting time, we do have extended care services available for them. On days of inclement weather, doors will be opened in the back of the school at 7:25 a.m.

Dismissal on regular school days is at 2:30 p.m. Any child not picked up by 2:40 p.m. will be sent to extended care. The fee for this extended care is $6.00 per hour and will only begin after 2:40.

Dismissal on professional half days is at 11:00 a.m. Any child not picked up by 11:10 a.m. will be sent to extended care, if extended daycare is available. Same fee applies.

SCHOOL PROPERTY

Textbooks, workbooks, desks, technology, and furniture represent a substantial investment for the school and must be treated with respect. All hard-covered textbooks must be covered at all times. DO NOT PUT THE TAPE ON THE BOOKS THEMSELVES. Students and parents are advised that NO ADHESIVE BOOK COVERS ARE ALLOWED. Books damaged by the use of adhesive covers will be charged to the parents. Damage to any school property will merit a meeting with parents, teacher, principal, and pastor and further action will be taken. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. School officials may search a student's outer clothing, pockets, or property. Desks and other furniture are the property of Saint Teresa of Calcutta School and are subject to inspection and search.

SEXTING

Sexting is defined by the State of Massachusetts as "sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices." This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.
The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

SMOKING/VAPING

Massachusetts State Law prohibits the use of tobacco products within school buildings or facilities or on school grounds. This includes smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe, medical marijuana or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, marijuana, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

SOCIAL MEDIA

Inappropriate student use of social media may result in disciplinary action if the content of the student's posts includes defamatory comments regarding the school, the faculty, parents, other students, or the parish.

STANDARDIZED TESTING

The MAP testing is administered to Grades K-8 three times a year. The results of these tests will help us analyze each child's performance and to identify their strengths and weaknesses. In this way, we will be able to improve the quality of the programs being offered. These scores are sent home to the parents and are also included in the student's permanent cumulative record. The implementation of the Map Suite Assessments is part of a larger Diocesan-wide initiative on Data Driven Instruction designed to gain a deeper understanding of our students' learning needs. The data derived from these assessments will allow administrators and teachers to measure student growth and proficiency, identify strengths and weaknesses at the school, class and individual student levels, target instruction, and personalize learning. Data driven instruction provides school leaders and teachers with the information needed to make strategic and intentional decisions in real time about teaching and learning so that all children can succeed.

STUDENT RECORDS

In the event of an address move or change your phone number, please contact the office. Any changes to the students' address, telephone number, or emergency contact information MUST be communicated to the school office immediately. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, STOC will provide the non-custodial parent access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide STOC with a court-certified copy of the court order. Detailed information about student records and the right of the parent/guardian to restrict access to student directory information is included on student information forms. Questions about or additional copies of student record information may be obtained from the school office. In the event that more than one copy of a record is required, advance notice and the appropriate legal documentation if applicable are required.

STUDENT SAFETY AND HEALTH

Saint Teresa of Calcutta School is a smoke-free and drug-free community. The Smoking Restrictions in School Act prohibits the use of any substance or items which contain tobacco on school grounds. The following is the school's substance abuse and weapons policy for students:

✞ Drugs consist of anything considered illegal by the Commonwealth of Massachusetts (**alcohol and tobacco are included**) and therefore, are not permitted at STOC or field trips. Any child in possession of or under the influence of any drug will have the drug confiscated and their parents and the police will be notified immediately. Disciplinary action will be at the discretion of the principal and proper legal authorities.

The following list of infractions will result in contact with the parents and pastor with a possible suspension or expulsion.

- ✞ Possession of tobacco or alcohol
- ✞ Smoking and other use of tobacco products.
- ✞ Sale of alcohol
- ✞ "Under the Influence"
- ✞ use of inhalants
- ✞ sale, possession, use of drugs
- ✞ possession of a weapon
- ✞ assault on a staff member

SEARCH

All desks are the property of the school and as such can be searched at any time.

Policy Addendum

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

TELEPHONE USE

The office telephone is for school business. Students will use the telephone only when absolutely necessary and must have teacher/office permission. Calls for forgotten homework or to make afternoon plans will not be permitted. For emergency purposes, the school office must be notified immediately if there is a change in the home and/or work telephone number. In the case when telephone numbers and addresses are changed without school notification, and when the administration must make a decision

regarding the health, welfare, or treatment of a student without parental contact, the parent waives his/her right to address the school at a later date for decisions made in their absence.

TRANSFER AND WITHDRAWAL

Withdrawal is the voluntary termination of a student's enrollment by the parents or guardian without provision for enrollment in another school. This action may be taken only in cases where the student is exempt by the reason of age or other cause from the compulsory education law. A parent or guardian may withdraw a student at any time, but students should be encouraged to complete their education if at all possible.

When a student withdraws permanently from school, a Massachusetts Transfer Card is to be sent to the Department of Education with a notation that the student is withdrawing and not transferring to another school. A notation is to be made in the School Register with the reason for withdrawal. The Principal should report each withdrawal to the Superintendent according to the established child accounting procedure.

Transfer is the voluntary termination of a student's enrollment by the parents or guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason, but transfers for frivolous reasons should be discouraged. The Principal should report each transfer to the Superintendent according to the established child accounting procedure, and should forward the student's records to the new school as soon as possible. Parents who wish to transfer a child to another school are required to sign a release form in the office for records to be released.

It should be noted that Withdrawal and Transfer are voluntary on the part of the parents or guardian. If the student's enrollment is terminated involuntarily, this must be considered Expulsion.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken."

VOCATION OF THE TEACHER AND TEACHER AS MINISTER

SUPPORT OF THE MISSION OF THE CATHOLIC CHURCH:

As stated in the Diocese of Fall River Department of Education Personnel Policy Manual, "it is the responsibility of every employee to act in a moral and ethical manner consistent with Catholic principles" (Policy # 1310, page 12). "An employee is expected at all times, both within the school while working therein and outside the school in his/her private life, to demonstrate and exemplify

Catholic teaching based on Catholic principles. An employee understands that in his/her professional and private life he/she is representing the Catholic Church and that any public violation of the moral codes, laws, norms and/or doctrinal teaching of the Catholic Church may subject the employee to, disciplinary action, up to, and including, termination of employment (Policy 1320, page 13).

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: __ **Target of the behavior** __ **Reporter (not the target)**

3. Check whether you are a: __**Student** __**Staff member (specify role)**_____

__**Parent** __ **Administrator** __**Other (specify)** _____

Your contact information/telephone number: _____

4. If student, state your school: _____ **Grade:** _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior)**:** _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible)**:**_____

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7. Witnesses (List people who saw the incident or have information about it)**:**

Name: _____ ☐ Student ☐ Staff ☐ Other_____

Name: _____ ☐ Student ☐ Staff ☐ Other _____

Name: _____ ☐ Student ☐ Staff ☐ Other _____

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8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

Signature of reporter/complainant: _____ Date:_____
Form received by:_____ Date: _____

St Teresa of Calcutta School
180 Orchard St
New Bedford, MA 02740
(508)996-0534
https://stteresaofcalcuttaschool.org
Chapter Bylaws
of the
St. Teresa of Calcutta School Chapter
of the
National Junior Honor Society
Adopted: September 2015

ARTICLE I: NAME
The name of this chapter shall be the St. Teresa of Calcutta School Chapter of the National Junior Honor Society.

ARTICLE II: PURPOSE
The purpose of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to encourage good citizenship in students of St. Teresa of Calcutta School.

ARTICLE III: POWERS
Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. See www.njhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, The National Junior Honor Society, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP
Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:
Candidates eligible for selection to this chapter must be in the second trimester of the seventh or eighth grade.

To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to two trimesters.

Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.

Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS
Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the second or third trimester of the school year.

Section 3. Prior to the final selection, the following shall occur:
a. Students' academic records shall be reviewed to determine scholastic eligibility.
b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form and write an essay for further consideration.
c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.

d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be $20.00. Dues will be payable to the chapter within 30 days of induction.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, and secretary.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS
Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order.*

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES
Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the St. James St. John chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected 3.5, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.
Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.
Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS
These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the faculty council with the approval of the principal (selection and discipline).

Approved on Friday, April 8, 2016

Cristina Viveiros-Serra
Principal

Daphne Costa
Adviser

STUDENT HANDBOOK CONTRACT SIGNATURE PAGE

SCHOOL DISCIPLINE POLICY

As a school staff, we are concerned about the safety and learning of all students who attend our school. It is our belief that each student has the right to attend school in a safe, relaxed, educationally sound environment, where consideration and respect are shown to all within that school setting. We realize that this goal can only be met if all of us, students, parents and teachers alike, cooperate and work together. We, at school, will do our best to be consistent, fair and honest when dealing with students.

We are striving to help our students develop self-discipline and we will give recognition to the students for their positive behavior. At times, students will have difficulty with self-discipline skills and may need some assistance in acquiring these skills. Consequences for inappropriate behavior may include a verbal reminder, a written reminder, and attendance in the detention room or suspension from school depending on the severity of the infraction.

Please review this policy with your child. Explain it in terms your child can understand. Both you and your child should sign this form indicating your awareness of this policy and your support in this endeavor. If you have any questions regarding this policy or your child's behavior, please speak to your classroom teacher, social worker, dean of students or principal.

I have read and understand the STOC discipline policy.

We, the undersigned, have read the Student Handbook of policies and regulations for St Teresa of Calcutta School and we agree to be governed by them. We accept the regulations in both letter and spirit. We are aware that compliance with the policies and regulations is part of the prerequisite for any student to be a member of the student body. Failure on the part of a student or parent to cooperate with the school or to comply with the school regulations may result in termination of the contract between the home and school.
The school rules, regulations, and policies listed in the Student Handbook may be added to or amended by the administration of St Teresa of Calcutta School at any time through oral or written notice to students and/or parents. The most current version is always found on the school website. Additionally, no handbook can address every situation. The representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision.
This contract must be signed by both the parent and the student and must be submitted to our main office by Sept 4, 2026. This contract will become part of the student's official school file.

Student Name _____ Grade _____

Classroom Teacher _____

Signature of Student _____

Signature of Parent _____ Date_____