



2026-2027 STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

I. Disclosure and Acknowledgement of Risks	Page 5
II. Mission & Philosophy	Page 6
III. Admissions Process	Page 6
IV. Financial Obligations	Page 7
A. Tuition and Fees	
B. Enrollment Fee	
C. Financial Aid	
D. Payment Procedures	
E. Late Charges/Returned Check	
V. Attendance	Page 8
A. School Hours	
B. Absences	
C. Tardiness	
D. Leaving Campus During the School Day	
E. Transfers/Withdrawals	
VI. Student Learning Expectations	Page 10
A. Responsible Citizens	
B. Active Catholic Witnesses	
C. Active Learners	
VII. Parent Partnership Expectations	Page 11
VIII. Academic Policies/Standards	Page 12
A. Homework	
B. Class Preparations Notification (CPN) Cycle	
C. Reporting Students' Progress	
D. Honor Roll and Awards	
E. Reporting to Non-Custodial Parents	
F. Standardized Testing	
G. Academic Probation	
H. Retention of Students	
I. Student Support Plans	
J. Academic Promotion	
K. Graduation Requirements	
IX. Communication	Page 17
X. Technology/Internet Use	Page 17
A. No Right of Privacy or Confidentiality	
B. Student Access to the Internet	
C. Artificial Intelligence Use Policy	
D. Computer Policy, Procedures, and Information	
XI. Student Code of Conduct	Page 19
A. Harassment	
B. Harassment Defined	

C. Anti-Bullying Policy	
D. Cyberbullying/Aggression	
E. Social Media	
XII. Discipline	Page 23
A. Student Behavior Expectations	
B. Rule #1 Respect Yourself, Others, and Your School	
C. Rule #2 Contribute to the Learning Environment	
D. Rule #3 Follow All School and Classroom Procedures	
E. Grade-Specific Approaches to Behavior and Discipline	
F. “The Big Three” Serious Behaviors (Not Inclusive)	
XIII. Dress Code	Page 27
A. Kindergarten	
B. First Grade – Second Grade	
C. Third Grade – Eighth Grade	
D. Related Dress Code Issues	
E. School Spirit Day	
F. Free Dress Days	
G. Formal and Semi-Formal Events	
H. Dress Code Enforcement	
XIV. Pedestrian and Vehicular Traffic on Campus	Page 32
A. Pedestrians/Bicycles	
XV. Student Drop-Off and Pick-Up	Page 33
XVI. Extended Care	Page 34
A. Before School (Morning Care)	
B. After School (Innovation Learning)	
XVII. Extra-Curricular Activities	Page 34
A. Eligibility Guidelines	
B. Student Council (Grades 4-8)	
C. National Junior Honor Society (Grades 6-8)	
D. Sports Program/Athletics (Gr. 5-8)	
E. Outdoor Education/Field Trips	
XVIII. Health/Medical Regulations	Page 38
A. Health Services	
B. Counseling	
C. Wellness Policy	
D. Health Records	
E. Medical Administration Procedures	
F. Medications	
G. Illness or Accident	
H. Emergencies	
I. Health Screening and Assessment	
XIX. Liability/Accident Insurance Information	Page 42
XX. Child Abuse Reporting.....	Page 42

XXI. Safety Procedures	Page 43
A. Requirement for Volunteers	
B. Visitor Policy	
C. Loitering	
D. Secured Hallways and Playground	
E. Vandalism	
F. Tobacco, Alcohol, and Other Drugs	
G. Drug Testing	
H. Locker, Desk, and Backpack Checks	
I. Weapons	
J. Verbal or Written Threats	
K. Emergency & Crisis Procedures	
XXII. School Policies	Page 47
A. Abuse of a Teacher	
B. Animals On Campus	
C. Birthdays or Special Occasions	
D. Cell Phones	
E. Donation Guidelines	
F. Fundraising Guidelines	
G. Library	
H. Lost and Found	
I. Lunch	
J. Parent Supervision	
K. Safe Environment Training	
L. School Publicity Guidelines	
M. Snacks	
N. Statement of Accreditation and Licensure	
O. Statement of Inspection Reports Available	
P. Student Directory/Picture Information	
Q. Telephone Use	
R. Use of School Grounds/Facilities	
XXIII. Appendix Forms and Other Requirements	Page 51
A. Driver Information Form	
B. Transportation of Minor Person to/from School Campus	
C. “Be Smart - Drive Safe”	
D. Personnel Form QQ - School Employees Only	
XXIV. Principal’s Right to Amend	Page 51
XXV. Handbook Acknowledgement Form	Page 52

DISCLOSURE AND ACKNOWLEDGMENT OF RISKS OF SCHOOL PARTICIPATION SAINT THERESA PARISH/SCHOOL

All parents and guardians must understand that there is always some potential for injury and illness inherent in all school activities. The School is using good faith and reasonable efforts to reduce the risks of injury and illness, including implementing recommendations from federal, state, and local health authorities that the school administration determines are appropriate in light of the unique needs and circumstances of the school community. While these efforts may help lower the risk of exposure and spread of certain diseases during school sessions and activities, they cannot eliminate all risk of exposure and transmission. The School cannot ensure the complete safety of any child.

By allowing their children to attend the School, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards inherent in their children's participation in all school activities. All parents and guardians understand that their children will be interacting with teachers, administrators, staff, and other children. They may be exposed to or contract viruses and diseases through their children's participation in school activities. By allowing their children to attend the School, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire a virus or disease despite the good faith, and reasonable efforts of the school administration and that virus or disease may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School daily, all parents and guardians certify that their children are in good health and have no current issues that make it unsafe for them to participate in school activities. They also acknowledge that the School does not have a medical professional on staff. Parents and guardians agree to notify the School and refrain from sending a child to school or school functions if the child develops a fever or other symptoms of a transmissible illness. By allowing their children to attend the School, all parents and guardians further agree to follow and take reasonable steps to ensure that their children follow all rules, policies, and guidelines of the School, thereby protecting other students, teachers, administrators, and staff from illness and injury.

MISSION STATEMENT

Saint Theresa Catholic School builds academic excellence on a foundation of spiritual and moral development in the Roman Catholic tradition. We strive to form witnesses of Christ who lead joyful, virtuous lives, serving God and others as members of a welcoming community rooted in the three pillars of family, faith, and formation.

PHILOSOPHY

The community of Saint Theresa Catholic School, with the parents as the primary educators, is dedicated to providing an education that forms the whole child in a Christ-centered, Catholic environment. Students have the opportunity to become motivated and disciplined in the pursuit of academic excellence according to their calling. This includes learning a foreign language, developing a love of the arts, and cultivating a lifelong commitment to physical health.

Saint Theresa Catholic School also encourages spiritual and moral formation, recognizing the dignity of all human life and fostering respect for each member of the community. As facilitators of learning, our goal is to nurture, educate, and prepare students to assume responsible roles in society while living out the values of the Gospel through their Catholic faith.

ADMISSIONS PROCESS

Saint Theresa Catholic School welcomes families who are seeking a Catholic education for their child(ren). We are committed to the success of every student and approach each application with thoughtful consideration. While we strive to welcome all students, admission decisions are based on the individual needs of the student and the school's ability to support their growth and learning.

Students and families not of the Catholic faith should understand that Roman Catholic traditions, teachings, and beliefs are integrated into the daily life of the school. (*See Mission & Philosophy above.*)

Families interested in enrollment are encouraged to contact the Admissions Office to begin the inquiry process. Next steps typically include a tour, completion of a Shadow Day, submission of a student application, and interviews with both parents and student(s).

Admission decisions are made on a case-by-case basis after a thorough review of all submitted materials, as well as interviews and, when applicable, individual assessments.

If applicable, any medical or educational evaluations must be submitted for review before acceptance. Based on the identified needs, a Student Support Plan (SSP) will be created upon acceptance to outline the responsibilities of the student, parents, and school. Ongoing meetings will be scheduled to monitor progress and ensure continued success.

All new students enter a probationary period to ensure a smooth transition and confirm alignment with school expectations.

FINANCIAL OBLIGATIONS

TUITION AND FEES

In keeping with well-established tradition within the Diocese of Phoenix, discounted tuition rates are available to active, registered, and participating members of Saint Theresa Parish while another level of tuition discount is offered to active, registered, and participating members of other Roman Catholic parishes. The criteria used to determine “active, registered, and participating Catholic” status may vary from parish to parish.

ENROLLMENT FEE

This fee is collected at the time of enrollment or re-enrollment and is non-refundable.

FINANCIAL AID

Requests for tuition assistance should be made at the time of registration or re-registration for the following school year.

Students in grades K-8 are eligible to apply for the Empowerment Scholarship Account (ESA). Parents can use these funds to pay for private school tuition at Saint Theresa Catholic School. In addition, families are encouraged to apply to Catholic Education Arizona (CEA) and other Student Tuition Organizations (STOs) each year. Please note, families may not use ESA funds and STO funds in the same school year.

PAYMENT PROCEDURES

The financial obligation to the school consists of a student enrollment/re-enrollment fee and the yearly tuition. Additional fees may include, but are not limited to, field trips, sports, lost/damaged books or computers, and returned check fees.

Families who enroll a new student mid-month are responsible for the full month of tuition.

Tuition for new students accepted after the August start date is prorated by the number of months the student will be in attendance. At the time of enrollment, a new family/student is required to pay a registration fee.

LATE CHARGES/RETURNED CHECK

Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution.

Tuition for the current school year should be paid in full prior to the last day of school. A student may not be re-enrolled for the following year if their financial obligation has not been met. If there is a graduating eighth grader with unpaid tuition who is planning to attend a Catholic high school, diocesan requirements state that the Catholic high school be notified of the outstanding balance.

ATTENDANCE

SCHOOL HOURS

School hours are from 8 a.m. to 3 p.m. Monday through Thursday and 8 a.m. to 12:30 p.m. on Fridays and early release days. Students are not to arrive on campus before 7:00 a.m.

Any student arriving before 7:45 a.m. should be dropped off at Morning Care unless attending choir practice, Student Council, or NJHS meetings (see Extended Care). **For the safety of our students, parents or guardians must remain with their child(ren) until the supervising teacher or staff member arrives. Students should never be dropped off at the front gate.**

ABSENCES

A parent/guardian must notify the school office if their child will be absent or tardy. Student absences must be reported as soon as possible by visiting the website and filling out the attendance form found at the top right corner of the home page.

When the student has been absent, the parent should email or send a signed written excuse to the homeroom teacher and the office manager. If a student is absent frequently, the Health Assistant may request a proof of absence (e.g., a doctor's note).

According to Arizona Education Statutes, a student who is absent for more than 10% of the required school year (equivalent to 18 days) may be subject to retention or required to attend summer school. Once a student accumulates fifteen (15) absences during the school year, an action plan will be created to provide support and accountability.

For absences extending beyond one day, students are responsible for contacting their teachers to arrange for the completion of missed assignments in a timely manner. Please note that teachers are not obligated to provide assignments in advance of a planned absence. Due dates for makeup work will be determined by the teacher based on the nature and circumstances of the absence.

Students who are absent on a test day are expected to take the missed test upon their return to school. Extensions for test preparation may be granted only with teacher approval and must be completed by a predetermined date. The opportunity to make up a test may be denied if a student has a pattern of missing school on test days and full credit may not be awarded.

Students who are absent for half a day or more may forfeit the privilege to participate in any extracurricular/sports activities on that same day.

TARDINESS

Students in grades K-8 should report to their classrooms by 8:00 a.m. Students will be sent to the Front Office for a Late Pass and marked tardy after 8 a.m.

Tardiness can have adverse effects on student learning and grades. Students arriving into classes late cause disruptions to the learning environment. Parents should make every effort to get students to school on time.

- Three tardies equals one absence.
- Students may be placed on an action plan for excessive tardies.

LEAVING CAMPUS DURING THE SCHOOL DAY

Physician and dentist appointments should be made outside of school hours. It is recommended that parents take advantage of early dismissal time on Fridays for these appointments. If a doctor's appointment is necessary, all assigned work missed during the absence must be satisfactorily completed by the next day. The student is responsible for contacting each teacher about work missed.

The following procedures must be observed if a student is to leave campus during the day:

- An email or note, dated and with the student's full name, must be sent to the Front Office that morning. In addition, the homeroom teacher should be notified.
- An authorized adult must come to the office and sign out the child. Any person picking up the child may be asked to show a picture ID. No student will be permitted to leave the campus alone.
- If the staff has any questions, they reserve the right to contact the primary guardian for verification. Please notify the school immediately if any contact information changes.

- If a child cannot be released to a parent or relative because of legal custody, a legal statement must be on file in the school office.
- **Students will not be released to someone other than their parent, guardian or approved pick up contact listed in RenWeb unless the child has an email or signed note from the parent/guardian designating the change and the individual who will be picking them up.** We cannot accept a phone call in lieu of a parent/guardian email or signed note. These directives are for the safety of your child(ren).
- The office will contact the classroom teacher who will send the child to the office. The student will not leave the classroom until the parent has arrived in the school office and asked for the student's release. The adult must accompany the student off the school grounds.
- Upon returning, the adult must sign the student back in at the office. An official written excuse should be provided at that time.
- The student must contact the teacher of each class missed to get his/her work when they return.

TRANSFERS/WITHDRAWALS

Parents of students transferring to another school are to notify the school of their child's withdrawal. Before records will be forwarded to a new school, the school requests the parent to:

- Return any school property
- Pay all fees and tuition if there is a balance due
- Complete a withdrawal form
- Complete a form for the release of records

We reserve the right to ask a student to leave the school if the requirements for academic and/or behavioral performance are not met. If the school were to make such a request the procedures would be the same as listed above.

STUDENT LEARNING EXPECTATIONS

Through **FAMILY, FAITH and FORMATION** Saint Theresa Catholic School students strive to:

Responsible Citizens (Family) who:

- accept responsibility for their actions.
- practice courtesy and cooperation.
- demonstrate respect for self, others, and the environment.
- work cooperatively with others to reach a common goal.

- resolve conflicts peacefully, respectfully, and ethically.

Active Catholic Witnesses (Faith) through:

- participation in liturgies and prayer services.
- demonstration of basic knowledge of the foundations of the faith, church teachings and traditions.
- exhibiting Gospel values by showing respect for God, self, others, and all creation.
- demonstration of a spirit of stewardship within church, school, and community.

Active Learners (Formation) by:

- demonstrating active listening skills.
- practicing self-discipline and self advocacy in the classroom.
- engaging in the learning process.
- utilizing a variety of learning tools appropriately and effectively.
- showing proficiency in essential skills as defined by diocesan and state standards.
- actively participating in physical education and the fine arts.

PARENT PARTNERSHIP EXPECTATIONS

The Catholic Church recognizes parents as the primary and principal educators of their children. In this handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

By enrolling their child at St. Theresa Catholic School, parents acknowledge their commitment to partnering with the school in their child's academic, spiritual, and moral formation through **Family, Faith, and Formation**. Parents also agree to support the school's mission and abide by the policies outlined in this handbook. In collaboration with the school, parents strive to build:

Partnership & Community (Family)

Parents as partners in the school community:

- foster a respectful, positive, and collaborative relationship between home and school.
- communicate concerns with openness, charity, and a spirit of mutual understanding.
- support and model Christian values in both home and school community interactions.
- work in cooperation with faculty and staff to support student growth and well-being.
- affirm and strengthen a sense of unity, trust, and shared purpose within the school community.

Catholic Identity & Witness (Faith)

Parents as active supporters of the Catholic mission:

- uphold and support the Catholic identity, teachings, and traditions of the school.
- encourage participation in prayer, liturgies, service, and faith formation opportunities.
- model Gospel values through respect for God, self, others, and all creation.
- foster in their child a spirit of stewardship, service, and moral responsibility.
- nurture a home environment that reflects and reinforces Catholic faith and practice.

Growth & Development (Formation)

Parents as primary educators:

- promote consistent attendance, punctuality, preparedness, and responsibility.
- support their child's academic achievement, social development, and emotional growth.
- encourage habits of self-discipline, perseverance, and personal accountability.
- partner with teachers and staff in addressing challenges and celebrating successes.
- reinforce the development of essential skills, study habits, and a strong work ethic.

To foster a Christ-centered school community, all members are expected to treat one another with dignity, respect, and charity, recognizing the inherent worth of each person as a child of God. Behavior that is inconsistent with school policies, procedures, or expectations may result in limitations or restrictions regarding volunteer opportunities, eligibility for leadership roles, attendance at school events, or access to campus, as determined by the school administration.

ACADEMIC POLICIES/STANDARDS

HOMEWORK

Homework is an essential part of the Saint Theresa Catholic School's academic program. Students in grades K-8 are responsible for recording assignments in their school-provided agendas and parents are encouraged to review them nightly.

Suggested daily homework time:

K-1	15 to 20 minutes
2-3	20 to 45 minutes
4-6	45 to 90 minutes
7-8	1 to 2 hours

Students need to contribute to the learning environment by being prepared for class. Parents will be informed if students are not prepared. Beginning in third grade a Classroom Participation Notice (CPN) will be sent electronically to parent email addresses. Teachers may elect to also send a duplicate hard copy to provide additional notice through the student.

CLASS PREPARATION NOTIFICATION (CPN) CYCLE

A Class Preparation Notification (CPN) is a means of communication from the teacher to the parents regarding the student's readiness for the day or lack of completion of an assignment. It is not viewed as a behavior consequence but a means to identify a need for support from parents and teachers.

When a student demonstrates the need for additional support the following cycle will be followed.

Kindergarten - 3rd Grade

- Parents will be notified in person or by email.
- The teacher will provide additional oversight, in collaboration with parents, to help the student develop stronger work habits and executive function skills.
- Parents and teachers will provide additional support as needed.
- Teachers may provide consequences appropriate for the student's grade level.
- If a student has excessive missing/late assignments, a student action plan may be created for increased accountability.

Grades 4 - 8

- Missing assignments will be reflected in the gradebook with an "M" or 0 credit.
- Late submissions will be accepted with a maximum grade of 70%.
- 3rd Occurrence: Notification recorded in RenWeb (Parents emailed)
- 5th Occurrence: Notification in RenWeb.
 - A Student Action Plan may be created to provide additional support and accountability.
 - A student may be ineligible for membership in the National Junior Honor Society or Student Council.
 - NJHS or Student Council officers and members may be put on probation.
- 7th Occurrence: Parent/Administrator Conference
 - The administration will be notified of the serious lack of preparation by the student.
 - Additional measures may be imposed to ensure the student's work is completed as assigned.
 - Excessive homework deficiencies may place students on academic probation.

REPORTING STUDENTS' PROGRESS

- K-8 teachers will post grades online via RenWeb.
- Grades will be updated every two weeks. (Long-term assignments or projects may take longer to post.)
- Report Cards are issued four times a year.

- Parent Conferences are held with all parents at the end of the first quarter. (A spring conference is held as needed.)
- Parents can request a meeting with their child's teacher at any point throughout the year. This should be scheduled with the teacher via email.

Kindergarten uses the following marks for assessment:

The following grading scale is used to indicate the level of achievement in individual skills within each subject area:

Mastering - does not need teacher's support

Developing - requires some support from the teacher

Emerging - still requires a lot of support from the teacher

The grading scale for grades K-8 is as follows:

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Below Average
Below 60%	F	Not Passing

Note: Alphabetic grades are noted on report cards for all subjects/classes in grades 1–8.

HONOR ROLL AND AWARDS

An Honor Roll is assembled periodically based on grades in core and non-core subjects.

Description of Core Subject

- Grades 3-5: ELA (Grammar, Reading, Spelling, Vocabulary, Writing), Math, Religion, Science, and Social Studies.
- Grades 6-8: ELA (Grammar, Reading, Vocabulary, Writing), History, Math, Religion, and Science

Description of Non-Core Subjects

- Art, Library, Music, PE, and Spanish

Quarterly Honor Roll

- First Honors are awarded to students in grades 3-8 who have earned an A in each core

subject, as well as an A or a B in each non-core subject.

- Second Honors are awarded to students in grades 3-8 who have earned a B or better in all core and non-core subjects.
- Students may be removed from the Honor Roll because of cheating or plagiarism.

Semester Honor Roll

- First Honors are awarded to students in grades 3-8 who have earned an A in each core subject, as well as an A or a B in each non-core subject for each of the two quarters.
- Second Honors are awarded to students in grades 3-8 who have earned a B or better in all core and non-core subjects for each of the two quarters.
- This is not an average of the quarterly grades.
- Students may be removed from the Honor Roll because of cheating or plagiarism.

Annual Honor Roll

- First Honors are awarded to students in grades 3-8 who have earned an A in each core subject, as well as an A or B in each non-core subject for the entire year.
- Second Honors are awarded to students in grades 3-8 who have earned a B or better in all core and non-core subjects for the entire year.
- This is not an average of the quarterly or semester grades.
- Students may be removed from the Honor Roll because of cheating or plagiarism.

The Saint Theresa Award is earned annually by students in grades K-8. This award will be given to two students per homeroom who have met the following criteria (*see STUDENT LEARNING EXPECTATIONS*).

Students who have received Office Referrals for any of the “Big Three Serious Behaviors” may not be eligible to receive the Saint Theresa Award.

REPORTING TO NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a current copy of the court order. If no court order is available, a copy of the custody section of the divorce decree will suffice.

The school asks that non-custodial parents who wish to attend parent-teacher conferences do so at the same time as the custodial parent.

STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) is administered annually in the spring; per the diocesan testing window, to assess where a student falls in his/her learning in comparison with other students in the school and across the country who are at the same age. The Diocese of Phoenix administers this test in all its elementary schools to enable teachers to understand the individual learning of each child. Parents receive a report of their student's achievement at the end of the year.

STAR assessments are administered three times a year in grades 1–8 to measure students' current knowledge and growth in math and in grades 4-8 in reading. The results help teachers and administrators tailor instruction and improve student learning. Parents receive a progress report during conferences.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is given to students in grades K-3 to measure literacy skills and monitor progress.

ACADEMIC PROBATION

A student who does not maintain a minimum standard of 1.8 GPA or has a failing grade (F) in any subject, may be placed on academic probation. Excessive homework deficiencies may also place students on academic probation.

If a student is placed on academic probation, parents will be notified. The student may not be eligible for extracurricular activities including Student Council, NJHS, sports, and field trips (unless permission is granted by the teacher and administration for a specific trip).

RETENTION OF STUDENTS

A child may be retained if the school believes it is in the best interest of that student. If the teacher and principal believe that retention is a possibility, the case is discussed with parents by the end of the 3rd quarter. A student may only be retained once.

STUDENT SUPPORT

A full-time Resource Teacher is available to provide support for students in kindergarten through third grade who require Tier 2 intervention in reading. These interventions are targeted, small-group support strategies provided in addition to core instruction for students who need more support than whole-class instruction.

Student Support Plans are also created and implemented for students in kindergarten through eighth grade to ensure success for struggling students in a general education setting.

ACADEMIC PROMOTION

A student is promoted each year based on the recommendation of the teacher, the principal, the student's earned grades, behavior, and readiness for the next grade level. When making an evaluation of the student's progress, the teacher will consider the academic, as well as the social and emotional development of the student.

GRADUATION REQUIREMENTS

Students must meet attendance requirements and earn passing grades in each core subject to receive a diploma. Diplomas/records may be withheld until students or their parents satisfy their educational, financial, and disciplinary obligations to the school.

Participation in graduation exercises is a privilege, not a right.

- Educational, financial, and disciplinary obligations should be met prior to graduation.
- Parents of a student who is in danger of not graduating will be notified in writing as soon as reasonably possible, but at least prior to final examinations. In some circumstances, a Certificate of Attendance may be given in lieu of a diploma.
- A student may be excluded from participation in the graduation exercises for reasonable cause even if he/she is not denied a diploma. This decision is determined by the principal in consultation with the pastor and/or Superintendent of Schools.

COMMUNICATION

Weekly newsletters (Bronco Blast, homeroom newsletters), emails, Ruvna Parent Alerts, phone calls, and text messages are sent at various times. Teachers have a voice mailbox and will check their messages by the end of the day. For more urgent needs, please leave a message through the office. Messages will be given to teachers the same day they are received.

The best way to communicate with your child's teacher is through email. Parents are encouraged to communicate concerns to the teacher first. If a resolution is not made a meeting can be scheduled with the principal.

TECHNOLOGY/INTERNET USE

THERE IS NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS.

Catholic Schools do not grant any school employee or student any right of privacy or

confidentiality regarding the use of all electronic mail or messaging systems (“E-mail Systems”), all computer systems (“Computer Systems”), to include but not be limited to desktop computers, laptop, or tablet computers, iPads, PDA’s, computer network, software programs, and connections to the World Wide Web (“Internet”), and all telecommunications systems (“Telecom Systems”), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Communications Technology (which is defined as, but not limited to, any E-mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive, or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory toward a person’s age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability, or any characteristic protected by federal law.

The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent, or received on, or otherwise communicated in any manner over employee-owned, student-owned, or school-owned Communications Technology operated at school or at any school-sponsored activity. (The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures. Pgs. 78-79, 11/11/2011)

STUDENT ACCESS TO INTERNET

Saint Theresa Catholic School reserves the right to review, monitor, and restrict information stored on or transmitted via Saint Theresa Catholic School-owned equipment and to investigate inappropriate use of resources.

ARTIFICIAL INTELLIGENCE USE POLICY (K-8)

At St. Theresa Catholic School, we recognize that Artificial Intelligence (AI) tools are becoming an important part of education and society. To ensure responsible use, the following guidelines apply:

- **Educational Purpose:** Our primary goal is for students to think and engage in all of the steps of problem solving, research, and writing in order to learn and develop their skills.

At St. Theresa, we do not want students to use AI tools to shortcut the thinking and creative process.

- **Integrity:** Students may not use AI to generate answers or create original work. All submitted work must reflect the student's own thinking, understanding, and effort. AI may be used for purposes such as research, brainstorming, or checking grammar, spelling, and punctuation.
- **Respect & Safety:** AI tools may not be used to create or share inappropriate, harmful, disrespectful, or false content or in any way that violates school policies or expectations for academic honesty, digital citizenship, or responsible technology use.
- **Consequences:** Misuse of AI, including plagiarism or generating inappropriate content, may result in disciplinary action including but not limited to warnings, loss of privileges, or formal disciplinary action.
- **Teacher Oversight:** A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use.

Any use of AI must be cited using [MLA8 Style](#), as part of the student's submitted work. In addition, teachers may require a student to provide an oral or handwritten defense or explanation of any work suspected of being generated using unauthorized AI tools or unattributed AI generation.

The burden of proving that submitted assignments are original work is on the student.

- **Formation:** Our goal is to teach students to use AI as a helpful tool while upholding the values of honesty, responsibility, and integrity.

COMPUTER POLICY, PROCEDURES, AND INFORMATION

The policies, procedures, and information apply to all computers used at Saint Theresa Catholic School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom. Parents and students with school-issued Chromebooks or iPads adhere to these procedures and review and sign a separate Acceptable Use Policy for Chromebooks or iPads.

Parents and students must sign and return the current Technology User Agreement before access to the school computers can be granted.

STUDENT CODE OF CONDUCT

Saint Theresa students are expected to be an Active Catholic Witness who exhibits Gospel

values by showing respect for God and all creation, a Responsible Citizen who accepts responsibility for their actions, and an Active Learner who is engaged and participatory in their learning. It is expected that they will practice cooperation, courtesy, and respect in the classroom, the lunchroom, the playground, the hallways, when at home and in their words, action, and use of technology.

HARASSMENT

Saint Theresa Catholic School and the Diocese of Phoenix will not tolerate or permit harassment of its students, teachers, and staff by any person in any form. This includes but is not limited to bullying, cyberbullying, violence, or threats of violence. These are serious matters, and when discovered, they will be addressed immediately.

Saint Theresa Catholic School believes that everyone has a God-given right to be treated with dignity and respect. Considering this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy are as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a clear, well-communicated policy.
- To inform students, parents, faculty, and staff of the school's expectations and foster a productive partnership among the school's stakeholders, thereby helping to maintain a positive school environment.

HARASSMENT DEFINED

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group based on race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality. Harassment can occur at any time, including during school, school-related activities, or at home. Harassment can occur whether the intended victim is present or not.

It includes, but is not limited to, any of the following:

- *Verbal Harassment*: Verbal conduct includes epithets, derogatory jokes or comments, slurs, unwanted sexual advances, imitations, or other similarly offensive comments.
- *Visual Harassment*: Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- *Physical Harassment*: Physical contact such as assault, unwanted touching, blocking regular movements, or interfering with work, study, or play.
- *Sexual Harassment*: Threats and demands to submit to sexual requests for certain benefits,

and unwelcome sexual advances.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur once to be considered harassment.

The student is responsible for conducting themselves in a manner that fosters a positive school environment. They should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned about harassing behavior, they should cease engaging in discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school principal or designee. Allegations will be taken seriously and promptly investigated confidentially. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Saint Theresa Catholic School strongly opposes and prohibits all forms of harassment, whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

Saint Theresa Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual, whether at school or from home, are taken very seriously. Students who make such threats (seriously or in jest) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The principal, or designee, investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or withdrawal.

ANTI-BULLYING POLICY

Bullying is an act of intentional and repeated aggression based on an imbalance of power, which is meant to harm a victim either physically or psychologically.

Bullying is not the falling out with friends, name-calling, arguments, or the occasional disagreement. Children sometimes have a falling out, hurt each other, or say things when upset. When occasional problems of this kind arise, it is not classified as bullying. It is an important part of a child's development to learn how to deal with these situations and develop social skills to repair relationships.

Bullying prevention begins with clear communication. If a bullying event is occurring, the child should be encouraged, as a victim or a witness, to notify an adult. Administration and faculty are

not always present to witness incidents or areas of concern and therefore can only intervene when informed. The administration will investigate and follow up with all individuals involved and take appropriate action.

Reports of bullying will be handled seriously and promptly by the faculty and administration. The administration will maintain records of all bullying reports for current students. Appropriate confidentiality will be maintained in order to protect the individuals involved.

CYBERBULLYING/AGGRESSION

Cyberbullying is an act of intentional and repeated harm or aggression inflicted through the use of digital devices. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else.

Cyber Aggression is defined as an isolated event of sending, posting, or sharing negative, harmful, false, or mean content about someone else. The use of another person's account, user name, password, image or likeness with or without permission is cyberbullying and/or cyber aggression.

Reports of cyberbullying and/or cyber aggression will be handled seriously and promptly by the faculty and administration. The administration will maintain records of all bullying reports for current students. Appropriate confidentiality will be maintained in order to protect the individuals involved.

SOCIAL MEDIA

Engagement in all social media may result in disciplinary action if the content of the student's account includes defamatory comments regarding the school, faculty, other students, or the parish. Parents are cautioned to be aware of the online sites visited by their children. Predators contact their victims via computer. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

Saint Theresa Catholic School reserves the right to discipline a student for actions committed off campus if they are intended to negatively influence a student or negatively affect the safety and well-being of a student, teacher, staff member, and/or administrator while in school.

DISCIPLINE

STUDENT BEHAVIOR EXPECTATIONS

Saint Theresa Catholic School seeks to guide students in developing habits of self-discipline. Our discipline approach invites parents, students, and teachers to work together effectively as a team to support consistent expectations both in and out of the classroom. These rules apply during the school day, in after-school programs, at extracurricular events, and during athletics. Students are always representatives of Saint Theresa Catholic School, especially when wearing the school uniform.

The following three schoolwide rules outline how students are expected to conduct themselves and live out our shared values each day. These expectations apply schoolwide and are rooted in the values of family, faith, and formation.

RULE #1: RESPECT YOURSELF, OTHERS, AND YOUR SCHOOL

- Being courteous to staff, visitors, and classmates
- Listening and following directions
- Following school and classroom rules
- Respecting school, personal, and others' property
- Keeping hands, feet, and objects to yourself
- Doing your own work and being honest
- Using kind, respectful language
- Accepting responsibility for your behavior

RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

- Arriving on time and ready to learn
- Being prepared with the necessary materials
- Returning school forms and communications promptly
- Using quiet voices and walking calmly indoors
- Participating in class and showing a positive attitude
- Helping teachers and classmates
- Completing neat, on-time assignments

RULE #3: FOLLOW SCHOOL AND CLASSROOM PROCEDURES

- Being polite and using good manners
- Wearing the correct uniform
- Using playground equipment safely
- Keeping electronic devices put away unless given permission
- Remaining in supervised areas

- Keeping personal items like toys at home
- Keeping desks and lockers clean and organized

GRADE-SPECIFIC APPROACHES TO BEHAVIOR AND DISCIPLINE

Classroom teachers handle behavioral issues using developmentally appropriate strategies.

Expectations and consequences are clearly communicated to students and parents at the start of each school year. The administration addresses serious infractions. Consistent practices and open communication with parents are promoted while maintaining student confidentiality.

The following grade-level approaches to behavior and discipline are examples, not a comprehensive list, and may be applied in various orders depending on the situation.

Grades K–2

- Positive Reinforcement – A reward system for positive behavior
- Verbal Warning – Reminder of expected behavior
- Time-Out – Brief removal from activity to reflect on behavior
- Loss of Privileges – Temporary loss of a favored activity
- Restorative Practices – Apologies, restitution, or service
- Parent Notification
- Behavior Reflection Sheet
- Lunch/Recess Duty – Cleaning, acts of service

Grades 3–8

Includes all K–2 actions plus the following behavior modification measures:

- Opportunity to self-correct notice on Renweb
- Reflection Laps - Students walk 1-3 laps around the field or gym to reflect on behavior
- Morning Recess Detention - Reflection sheet/copy policy, quiet time, or opportunity to serve
- Lunch Detention (Quarterly Cycle) will be communicated with parents.
 - 1st Detention
 - Grades 3-5: Student is separated from the group for a reflection assignment
 - Grades 6-8: Student reports to assigned classroom for reflection assignment

Following the first detention, additional consequences will be applied:

- 2nd Detention
 - Loss of special privileges or act of service
- 3rd Detention
 - Loss of an extracurricular activity. (See Extracurricular Eligibility)
- 4th Detention
 - After-school detention from 3:15 p.m. - 4:00 p.m.

- 5th Detention
 - Parent/Teacher/Student Conference
 - Student Behavior Action Plan created.
 - May impact extra-curricular/sports eligibility/loss of privilege, activity, event or similar consequence.
- 6th Detention
 - Student Behavior Action Plan reviewed and enforced
- 7th Detention
 - Parent Administrator Conference
 - Students will be placed on suspension.
 - They may also be ineligible for extracurricular activities, including Student Council, NJHS, sports and field trips. Depending on the seriousness of these issues, the student may be removed from any of these organizations permanently.

Serious behaviors, as outlined below, are not tolerated. These behaviors may lead to the student being placed on probation, suspension, or being asked to withdraw from Saint Theresa Catholic School based on the recommendation of the Discipline Review Committee or at the principal's discretion.

“The Big Three” Serious Behaviors (Not Inclusive)	
Physical/Psychological Danger	
● Fighting, overtly aggressive behavior, or repeated aggressive behavior ● Throwing objects that could harm self, others, or property ● Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property ● Physical or psychological threats, intimidation, force, or injury ● Leaving the grounds without permission ● Gang involvement, mentality, or affiliation ● Using normal objects in a dangerous way	
Severe Disrespect/Abusive	
● Harassment of any kind ● Unsafe behavior ● Intimidation/bullying/ongoing relational aggression/exclusion ● Severe disrespect or disrespect after repeated correction ● Profanity ● Vandalism	

- Invasion of privacy
- Forgery/falsification of records
- Stealing
- Cheating - A grade of “0” or a grade reduction may be given.
 - Students may not receive Honors.
 - They may be removed from NJHS, Student Council, or any extra-curricular activities.
 - Students may be suspended or expelled.
- Plagiarism- same as for cheating
- Illegal/harassing use of emails, photos, text messages, or internet (in or out of school)

Out of Control or Unreasonable Behavior

- Willful misbehavior toward a teacher, school personnel, or volunteer
- Incapable or unwilling to listen or follow instructions
- Repeated violations of classroom rules
- Repeated dress code violations (See policy)
- Indecent exposure of self or others
- Use of electronic equipment, including cell phones, during the school day or during school activities without permission of the teacher, supervisor, or coach.

1. If serious behavior occurs, the student will be sent to the office to meet with a school administrator or designee.
2. The behavior event will be recorded in RenWeb and emailed to the parent.
3. The administrator will attempt to contact the parent by phone. (If unable to reach them, notification will be sent via email.)
4. A Discipline Review Committee may be convened to assist in decisions regarding suspension or required withdrawal.
5. A conference with the teacher, parent, student, and school administrator may be scheduled. Possible outcomes may include:
 - Behavior Action Plan – Joint plan with clear goals and consequences
 - Loss of Leadership Roles – Includes athletics, clubs, student council, and/or NJHS
 - In-School Suspension–Supervised study in a designated area
 - A Memorandum of Understanding may be drawn up listing actions that will be taken by each participant in the conference.
 - A date to review the memorandum will be determined.
 - The student will be held accountable for the plan developed.

If a school administrator is unavailable in the office at the time of the incident, a designee will complete a referral form and a school administrator will carry out the above procedures as soon as possible.

DRESS CODE

Saint Theresa's school uniform identifies those who wear it as members of a Catholic community committed to virtue and excellence. The uniform supports and promotes a unity of purpose and the reality of being a member of something larger than oneself. We want our students to dress their best, and look their best, so that they will be their best. In addition, Saint Theresa Catholic School establishes a uniform for the following reasons:

- To instill modesty, good grooming habits, and neatness in appearance.
- To maintain a proper academic environment within the school community.
- To reduce superficial competitiveness in dress among students so as to reflect and support the dignity of the individual.

It is the parent's responsibility to make sure their student is in compliance with the uniform policy. Students are to arrive and leave school in proper uniform throughout the school year. Students are expected to follow uniform code based on gender at birth. Each student's dress and personal appearance should be such as not to disrupt or distract the educational environment of the school. Saint Theresa's reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste in school, as well as at all school-sponsored events. If there is doubt as to the appropriateness of some attire, it should not be worn until it has been approved by an administrator.

St. Theresa's school uniforms are only available from [Anton Uniforms](#). Donated used uniforms may be available through the school office.

Kindergarten

GIRLS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest
- Saint Theresa Plaid Jumper or Skirt
(Saint Theresa Bike Shorts or Black Mesh Shorts are required underneath.)
- Saint Theresa Plaid Skirt
- Unisex Youth Elastic Shorts or Pants (Navy Twill)

BOYS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest
- Flat Front Pants/Shorts - (Navy Twill)

First Grade - Second Grade

GIRLS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest

- Saint Theresa Plaid Jumper or Skirt
(Saint Theresa Bike Shorts or Black Mesh Shorts are required underneath.)
- St. Theresa Plaid Skort
- Saint Theresa Girl's Flat Front Shorts or Pants (Navy Twill)

BOYS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest
- Flat Front Pants/Shorts - (Navy Twill)

Third Grade - Eighth Grade

GIRLS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest
- Saint Theresa Plaid Skirt
(Saint Theresa Bike Shorts or Black Mesh Shorts are required underneath.)
- Saint Theresa Girls Flat Front Shorts or Pants (Navy Twill)

BOYS

- Saint Theresa Unisex Polo - Short or Long Sleeve with School Crest
- Flat Front Pants/Shorts - (Navy Twill)

Related Dress Code Issues

GIRLS

- Uniforms must be clean and in good condition.
- Shirts must be tucked in for Mass and other school events.
- Skirt and jumper lengths should be no shorter than two inches above the kneecap, front and back, for all grade levels. Girls are not permitted to roll or pull up their skirts.
- PS - 2nd-grade girls may wear skorts at mid-thigh length or longer.
- Shorts must fit properly and fall below mid-thigh for all grade levels.

BOYS

- Uniforms must be clean and in good condition.
- Shirts must be tucked in for Mass and other school events.
- Shorts must fit properly and fall below mid-thigh for all grade levels with no visible undergarments.

SHOES, SOCKS, TIGHTS, AND LEGGINGS [Shoe Options Chart](#)

- Shoes must be flat, athletic shoes that enclose the entire foot and remain tied. They may be solid-colored, two-toned, or three-toned in black, white or gray only (No exceptions).

- Logos, soles, eyelets, laces, or other adornments must be black, white, or gray only.
- Designs may not include pictures, words, or elaborate patterns.
- May be low-tops, mid-tops, or high-tops, but platform soles are not permitted.
- May not have lights, 3-D decorations, wheels, sparkles, or other embellishments.
- ECC and kindergarten students may wear Velcro closures that also meet the above criteria.
- ECC girls may wear “Mary Jane” style shoes with a strap closure in black, white or gray only.
- Socks should be plain black, white, or gray - above the shoe line, and below the knee. (A small manufacturer's logo in black, white, or gray is permitted.)
- Girls may wear plain black, white, or gray tights.
- Girls may also wear black or white leggings under their uniform skirt/jumper with socks of the same color (Leggings must reach the ankle).

JEWELRY

- All students may wear one small religious necklace and/or bracelet (Cross or religious medal only).
- Students may also wear a scapular under their shirt.
- Watches may be worn. (Smartwatches are not allowed.)
- Girls may wear one small stud earring in each ear. Hoops, dangles, and other piercings are not permitted.
- 7th and 8th grade girls may wear up to two pairs of small stud earrings (in their ears).

HAIR

- All student’s hair must be kept clean and neat. Hair must be natural in color. Hair extensions and elaborate or fad hairstyles that distract from the learning environment are not permitted. Hair must be kept out of the eyes.
- The boy’s hair must be above the collar and styled so that it does not fall below the eyebrows or past the midpoint of the ear.
- Hairstyles considered inappropriate include shaved designs, spiked hair, Mohawks, fauxhawks, a shaved head, tails, or mullets.
- Boys must be clean-shaven. Facial hair is not acceptable.
- Girls may wear headbands, scrunchies, and hair bows in solid uniform colors or uniform plaid. (Cat ears and other embellishments are not permitted.)

NAILS

- Nails must be clean and trimmed short.
 - Girls in 7-8 may wear clear polish or French manicure. (Colored nail polish, gel polish, dip powder, and other fake nails are not permitted.)
 - All other students must keep their nails natural.

MAKEUP

- Girls in grades 7-8 may wear neutral/natural foundation or powder, black or brown mascara, and neutral/natural lip gloss.
- They are not permitted to wear false eyelashes, eye shadow, eyeliner, eyebrow pencil, blush, glitter, or any other make-up deemed to be inappropriate.
 - 6th-grade girls may wear neutral/natural lip gloss. No other make-up is permitted.
 - All other students must refrain from wearing make-up of any kind.

BODY ART

- No tattoos or henna/temporary tattoos.
- Students may not draw on themselves or others.

SCHOOL SPIRIT DAY

- Students may wear a Spirit Shirt every Friday.
- Spirit Shirts include those ordered from the Spirit Store or purchased for other school-sponsored events (ie. Spring Musical).

FREE DRESS DAYS

Student birthdays are considered free dress days. If their birthday falls on a Mass day, we ask that they wear their free dress on the day before or after. On non-uniform or free dress days, students must still follow the dress code. As always, modesty is mandatory.

The administration and faculty reserve the right to judge what is appropriate and safe. If non-uniform dress is considered inappropriate, infractions will result in loss of the non-uniform privilege for a specified period of time and a parent/guardian will be called to bring in a uniform. The student will not be allowed in class until in compliance with the dress code.

The following are non-uniform/free dress day regulations:

- Jeans, slacks, capri pants, and shorts must be clean and with no holes.
- Pants may not be tight, oversized, or baggy.
- Skirt and dress lengths should be no shorter than two inches above the kneecap, front and back, for all grade levels.
- Shorts must be no shorter than mid-thigh.
- Students may wear athletic basketball shorts that are mid-thigh or longer in length.
- Students may not wear biker shorts, cut-offs, clothing with inappropriate slogans, tank tops, midriff shirts, spaghetti strap tops, tube tops, leggings, yoga pants, or flannel pajamas (or clothing that is sheer or exposes undergarments).
- Athletic shoes or athleisure shoes (Vans) that enclose the entire foot are to be worn.

- On campus after school hours, the non-uniform dress code still applies.
- Clothing with graphics or logos that portray material that is considered unacceptable by the staff is not allowed.

FORMAL AND SEMI-FORMAL EVENTS

There are specific formal and semi-formal dress codes for special events, including end-of-the-year ceremonies, graduation, concerts, art shows, and dances. Specific guidelines will be issued for each, but, in general, the following guidelines will apply:

GIRLS

- Dresses and skirts should be a modest length.
- Modest necklines.
- Shoulders should be covered.
- Bare midriffs are not acceptable.
- No tight or form-fitting clothing.
- Dress shoes are required (flats or low heels).

BOYS

- Dress pants, a collared dress shirt, a belt, and tie.
- Dark socks and dress shoes are required.

Dress Code Enforcement (Quarterly Cycle)

If the student violates the uniform expectations during the school year, the following support/consequences may be given:

- Each Occurrence:
 - Nail polish, make-up, ink removed
 - Gel nails must be removed by the following Monday or an additional violation may be issued.
 - Hair corrected by the following Monday or an additional violation may be issued.
 - A parent/guardian may be called to bring in a uniform or a suitable free dress option. The student will not be allowed in class until in compliance with the dress code.
 - A teacher/administrator may require the student to find a suitable uniform to wear for the day. Parents will be charged \$5 per used uniform item, or they may wash and return the item by the following Monday.
- 1st Occurrence: Reminder - Recorded in RenWeb (Email or signed form)
- 2nd Occurrence: Warning - Recorded in RenWeb (Email or signed form)
- 3rd Occurrence: Recorded in RenWeb (Email or signed form)

- Kindergarten-3rd: Email parent.
- 4th-5th: Loss of morning recess - Copy the policy that needs to be reinforced.
- 6th-8th: Lunch detention - Copy the policy that needs to be reinforced.
- 4th Occurrence
 - Parent/Teacher/Student Conference
 - Student Behavior Action Plan - May impact co-curricular eligibility/loss of privilege, activity, event or similar consequence.
- 5th Occurrence
 - Parent Administrator Conference. - As part of the consequence, the student may not be eligible for extracurricular activities—including Student Council, NJHS, sports and field trips (unless the teacher and administration grant permission for a specific trip).
 - Depending on the seriousness of these issues, the student may be permanently removed from any of these organizations.

PEDESTRIAN AND VEHICULAR TRAFFIC ON CAMPUS

Drivers of vehicles near our campus are to respect the school zone speed limit of 15 mph. The entire campus is a “NO CELL PHONE ZONE” for drivers of moving vehicles. Extra caution and reduced speed are required in the parking areas, particularly at drop-off and pick-up times.

Drivers are to observe all restrictions for fire lanes, no parking, and handicapped parking zones. Remember, the parking areas are used by parishioners, non-school staff, and visitors, as well as school families during the school day.

Do not block the rectory driveway (southwest of the central gate) as this will block priests having to exit for emergency hospital calls, etc. Please be considerate and courteous when driving on campus.

During the school day, visitors to the school should park in the north (Thomas Road) parking lot and come to the school pedestrian gate where they can contact the Front Office by intercom and gain access. Visitors should then proceed to the north breezeway entrance to the Front Office where they may check in with the receptionist. **For the safety and welfare of our students, all visitors are to sign-in at the front office.**

Students at drop-off use the southeast breezeway entrance. When moving about campus, students are to stay in designated walk areas (breezeways, sidewalks, or “blue zones”) or follow specific directions of their teacher. Students and families are not to use the

sidewalks or ramp near the rectory garage (north of the junior high wing), as this is an active driveway for priests and maintenance vehicles. Parents should park and pick-up students at their classroom door at the dismissal bell.

PEDESTRIANS/BICYCLISTS

Parents must notify the office in writing if they wish to give permission for their child to walk, or ride their bicycle, to and/or from school. Students will not be permitted to leave campus unattended by a parent or guardian without signed written consent.

- All bicycles must be locked while parked on the school grounds.
- Students are expected to walk, not to ride, any form of transportation on campus including but not limited to bicycles, skateboards, rollerblades, or scooters.
- The use of helmets is required.
- No motorized student transportation is allowed on campus.

STUDENT DROP-OFF AND PICK-UP

DROP-OFF

Parents bringing children to Preschool, Pre-Kindergarten, or Kindergarten should park in the north parking lot. The pedestrian gate will be open at 7:50 a.m.

Always hold your younger child's hand while walking through the parking lot and be sure to walk within the "blue line" at all times during the school day to avoid vehicles in the area.

Cars dropping off in the east parking lot should pull as far forward as possible. Students will exit the vehicle from the right side into the safety zone area and then proceed to their classrooms through the Southeast gate entrance.

If parents have older siblings in school, they may also park in the north parking lot and walk all children to their classrooms and Early Childhood Center area.

PICK-UP

Parents picking up their children from Extended Care, Preschool, Pre-Kindergarten, or Kindergarten may park in the north parking lot and proceed through the school pedestrian gate which will be unlocked at 2:45 p.m. Parents/Guardians must sign their child out before leaving the Preschool or Extended Care.

If preschool students have older siblings in school, parents may park in the north parking lot and pick up their preschool child(ren) first from the classroom at dismissal time, then proceed using the "blue line" to pick up their older sibling(s).

For the safety of all children, students must be accompanied by a parent or staff member when transitioning between the preschool and the main campus. Unaccompanied movement between these areas is not permitted.

EXTENDED CARE

Extended Care and Preschool services are licensed and meet all standards established by the State of Arizona Health Services, Bureau of Child Care Licensure, and the Child Care Facility Rules and Regulations Bureau of Health Services, Child Care Facilities.

BEFORE SCHOOL (Morning Care)

Morning Care is offered from 7:00 a.m. to 7:45 a.m. Parents may enroll students in the Morning Care program on the first day of use. Morning Care program will follow the following fee schedule:

- Daily Rate (any part of the time from 7:00 a.m. to 7:45 a.m.) is \$5.00 per child.
- Weekly Rate (for any 5-day week) is \$20.00 per child.

Signing in students to Morning Care will result in a charge billed through the student's FACTS account.

AFTER SCHOOL CARE

Serving students from Preschool through Eighth Grade. The program includes:

- Bridge Hour (3 p.m.–4 p.m.)
- PM Program (3 p.m.–6 p.m.)
- Early Dismissal Fridays (1:30 p.m.–6 p.m.)

Saint Theresa's after-school care is provided by Innovation Learning. A parent link for online registration is found on the school's website.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY GUIDELINES

- Any student participating in any extracurricular activity must maintain a minimum grade of a "C" in all subjects with no failing grades. Students who have not met the above-stated requirement will be suspended from attending or participating in all club or team activities until they bring their grades back to a "C" average with no failing grades.
- Students are expected to follow the school's behavior code to participate in the school's sports program and extracurricular activities. Satisfactory conduct must be maintained in

all classes and at lunch/recess to participate in the school's sports programs and extracurricular activities.

- Upon receipt of a behavioral referral to the office, a student will be suspended from participation in the next scheduled activity (club activity and/or sporting event or practice.)
- If a student receives three lunch detentions in one sports' season, the athlete will be suspended for one game, including tournament play. A fourth detention warrants an after-school detention. The fifth detention will result in removal from the team.
- If a student receives five (5) lunch detentions in one sports' season, the athlete will be dismissed from the team.
- Due to health and safety concerns, students must attend a full day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent for more than half a day may neither participate in nor attend a sports activity or extracurricular activity on the day of the illness. Arrival at school after 11:00 a.m. constitutes a half-day absence.
- The school follows the CYAA regulations regarding minimum playing time for players; however, irregular attendance at practice may affect the amount of an individual's playing time in games above and beyond the minimum playing time.

All students participating in co-curricular activities and community outreach must follow the guidelines set forth by the moderator in consultation with the principal. Any student who is not participating but is attending an after-school sporting event, must be in the direct supervision of an adult. Unsupervised students at games or practices will be sent to Extended Care and parents will be charged accordingly.

STUDENT COUNCIL (GRADES 4-8)

The purpose of the Saint Theresa Catholic School Student Council is:

- To improve the school, school programs, and student life.
- To provide democratic school government through representation and participation of the student body in school affairs.
- To establish standards of leadership, citizenship, school spirit, and honor based on school pride and service to others.
- All council activities must be approved by the school administration.

Qualifications for candidates for office include:

- 2.8 or better GPA
- No excessive disciplinary actions in 7th grade
- No excessive absences or tardiness.
- No office referrals due to excessive lunch detentions, CPN's, or dress code

violations.

Eighth-grade representatives may choose to serve. Qualifications are:

- 2.5 GPA average (Report Card/Progress Report)
- Grade of “C” or better in all subjects
- No excessive absences or tardiness
- No office referrals due to excessive lunch detentions, CPN’s, or dress code violations.

Classroom representatives are elected in August. Qualifications are the same as those for eighth grade representatives. Candidates will complete a permission slip. The parents, homeroom teacher, and candidate will sign the slip.

Removal from Office

Reasons for removal

- No participation, as listed in Section III of the Constitution and By-Laws
- Suspension or expulsion from school
- The required GPA for any quarter is not met
- Required satisfactory marking in conduct for each quarter is not met

Removal process

- One 5-week probation period will be given by advisors to improve grades or conduct. (The homeroom teacher will be notified.)
- Advisors will re-evaluate at the end of the probation period
- The student, homeroom teacher, and principal will be notified if the student has not improved after the probation period
- An alternate will be notified if replacement is necessary

Absences

- A member is allowed a maximum of three unexcused absences to Student Council events
- All excused absences must be approved by an advisor prior to the absence
- When more than three absences have been accumulated, he/she will be removed from his/her position, and the alternate shall assume duties.

The entire copy of the Student Council Constitution and Bylaws may be obtained from the advisors.

NATIONAL JUNIOR HONOR SOCIETY (GRADES 6-8)

The National Junior Honor Society (NJHS) is a national recognition program open to all students in sixth through eighth grade who apply themselves and meet the five established pillars of

scholarship, leadership, service, citizenship, and character. Students who are eligible are invited to apply. Applications will be reviewed by the Faculty Council as part of the selection process to determine membership.

Students are considered for membership after the first semester based on their grade point average. Candidates eligible for election to the chapter must have a minimum cumulative grade point average of 3.8 if entering in sixth grade, 3.7 if entering in seventh grade, or 3.6 if entering in eighth grade. These are based on a 4.0 scale. Upon meeting the grade level, enrollment, and GPA standards, candidates will be considered based on their service, leadership, character, and citizenship. [ByLaws Excerpt - Selection Process](#)

The student officers of the chapter shall be president, vice president, secretary, and treasurer. Any active member can nominate an eligible member as a candidate for office. Voting shall be by secret ballot.

As an Honor Society, we have high expectations for academic performance. After the initial GPA requirement is met, students must maintain a 3.6 GPA. If a member's GPA slips below a 3.6, he/she will be placed on probation and will have one quarter to raise his/her GPA to the acceptable level. This is a cumulative GPA and it includes all classes core, and electives.

Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Saint Theresa Catholic School chapter of the National Junior Honor Society. [ByLaws Excerpt - Discipline/Dismissal](#)

The National Junior Honor Society offers tutoring for Saint Theresa Catholic School students once a week after school for all grade levels. Proceeds from the tutoring are donated to charity.

The entire copy of the STCS NJHS Bylaws may be obtained from the advisors.

SPORTS PROGRAM/ATHLETICS (GR. 5-8)

Athletic opportunities are offered to students in fifth through eighth grade through the Catholic Youth Athletic Association (CYAA). The main objectives of our athletic program are to develop qualities of leadership, good sportsmanship, and promote an atmosphere in which students can grow in respect and concern for others. CYAA offers football, basketball, and baseball for boys and volleyball, softball, and basketball for girls.

- Students, coaches, and parents must abide by Saint Theresa Catholic School policies.
- PE uniforms must be worn for all practices.
- A fee will be charged to participate.

OUTDOOR EDUCATION/FIELD TRIPS

The school provided form, signed by the parent or guardian, is required for all students attending an outdoor education trip. A student who has not demonstrated responsible behavior may not be allowed to participate in a field trip.

Students who are not participating in trips (either voluntarily or because of behavior) are not to attend school for the period of time the other students are on the trip. In addition, students may be required to complete an alternative assignment directly related to the instructional objective of the trip.

HEALTH/MEDICAL REGULATIONS

HEALTH SERVICES

The school Health Office hours are Monday through Friday from 7:30 a.m. to 3:30 p.m. The school Health Assistant is not available during holidays or summer break.

COUNSELING

The school counselor serves as a support resource for students but does not provide long-term counseling. Families seeking ongoing therapeutic services should contact an outside mental health professional. The counselor is not involved in student discipline, but instead offers a supportive, nonjudgmental environment, sharing strategies and exercises to help students manage personal challenges.

Counseling services are part of the regular school program, so parental consent is not required for students to meet with the counselor. Our goal is to partner with parents in supporting the social, emotional, and spiritual well-being of their children.

WELLNESS POLICY

Saint Theresa Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities.

The Diocese of Phoenix Catholic Schools Office has established a School Health Advisory Committee to address nutrition and physical activity issues. The committee will develop and evaluate guidelines that support a healthy school and offer revisions to these guidelines as needed.

HEALTH RECORDS

A "Health and Emergency Information" form must be completed for each student and

submitted the first week of school. Online enrollment through RenWeb includes an emergency contact and authorized pick-up section that should be updated each year and as needed.

The school Health Assistant must have on record any chronic medical conditions of a child such as: asthma, ADD, ADHD, allergies, diabetes, epilepsy, seizures of any type, etc. All changes need to be reported immediately to the school Health Assistant. If this information is accurate and up to date, the school staff will be better prepared to deal with any emergencies that may arise.

Immunization records are kept in the students' permanent health files in the Health Office. The Health Assistant must have a copy of the immunization record at all times, anytime the student receives a new vaccine, regardless of the time of year. If a returning student did not receive any new vaccines since a copy of this record was last submitted, there is no need to include a copy of the immunization record at the time of registration.

If your child is to be exempt from the immunization requirements, a form must be signed and returned to the school. A doctor's signature is required if the exemption is for medical reasons. In the event of an outbreak of a vaccine-preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends. (Parents will be responsible for any outside tutoring needed to ensure the student does not fall behind academically during this period.)

MEDICAL ADMINISTRATION PROCEDURES

The Preschool and Extended Care follow the guidelines for the administration of medications as directed by the State of Arizona Health Services, Bureau of Child Care Licensure, and the Child Care Facility Rules and Regulations in addition to the guidelines mentioned in this handbook. It is required that a student of the Preschool or Extended Care complete a state required medication consent form that gives permission for an authorized staff member to administer medications to students, including a signed doctor's authorization for injections.

In the case of rescue medications, i.e., Epi-pens, inhalers, antihistamines, left in the school Health Office, parents will be required to supply a second set for Preschool and Extended Care students. All medication, which includes but is not limited to sunscreen, lotions, antibiotics, or anti-itch cream are administered by the authorized staff member. During Extended Care hours, the program director or designee will administer medications. All medications (prescription and over-the-counter) must be in their original container with the child's name on the packaging.

MEDICATIONS

All medications must be kept in the Health Office. The following requirements apply to over-the-counter-drugs as well as prescription drugs. The school will not give medications if all requirements are not met.

1. All medications (prescription or over the counter) must be provided and delivered by the parents. **Students are never to carry any medication to school.**
2. All medications (prescription or over the counter) must be in their original container, with a pharmacy label, if a prescription. Medications must not be expired.
3. There must be written permission from the parent/guardian for school personnel to administer any medication (prescription or over the counter). The following data must be included in this written permission statement:
 - a. the child's full name
 - b. date or dates to be given
 - c. time to be administered
 - d. instruction of dosage
 - e. signature of the parent/guardian.
4. Verbal permission to administer medications is acceptable for one day only. Signed permission must be obtained later with all required data listed above. Permission forms can be found on the school website, www.stcs.us, and in the Health Office.
5. In the absence of the school Health Assistant, including field trips, the school administrator will designate other school personnel to administer medications to the student.
6. Students' medications are not accessible from the Health Office before 7:30 a.m. and after 3:30 p.m. Therefore, parents are responsible for providing emergency rescue medications (inhalers, EpiPens, etc.) for any before-after school activities held on campus (Extended Care, sports, Scouts, etc.) and/or any school-sponsored field trips.

At the end of the year, all medications (prescription or over-the-counter) must be picked up by the parent or guardian. Any medications not picked up by the last day of school will be destroyed.

ILLNESS OR ACCIDENT

The Health Office is not equipped or properly licensed to fully evaluate and/or diagnose ear infections, strep throat, broken bones, or similar conditions. When such problems occur, the Health Assistant will err on the side of safety and recommend that the student be taken for further evaluation to a facility capable of diagnosing the problem, but the final decision for further treatment will be the sole responsibility of the parents.

Injuries that require special accommodations to the dress code (i.e., flip-flops) need to be

assessed by the Health Assistant.

Parents must keep their child home when they are sick or experiencing any of the following conditions:

- A fever of 100 F or above. (A student must be fever-free without use of over-the-counter medications for 24 hours before returning to school.)
- Vomiting
- Diarrhea
- Redness or drainage from eye(s)
- Undiagnosed rash
- Drainage from sores
- Persistent itching of the body or scalp

Should a student become ill or have an accident at school, the following procedure will be followed:

1. The Health Assistant will assess the illness or injury.
2. If necessary, the parent or legal guardian will be notified by phone.
3. If parents cannot be reached by phone, the emergency contact person will be called.
4. If parents or emergency contact person cannot be reached, the student will wait in the Health Office.

If a student has any physical restrictions, he or she will sit outside in their designated lunch or recess area. The teacher or teaching assistant will supervise the student during classroom recess. The P.E. teacher or classroom teacher will supervise the student during P.E. class.

EMERGENCIES

The Health Assistant's actions are not limited by the above regulations. Students will be taken care of based on their individual assessment. In case of emergency, students should not be moved until the school Health Assistant, principal, or designee assesses the injury. Paramedics may be called, and a parent/legal guardian or emergency contact person will be notified.

HEALTH SCREENING AND ASSESSMENT

Health screenings are performed by grade level based on Arizona Department of Health Services requirements and/or recommendations. School-based health screenings are a systematic approach for identifying students with potential health problems and do not take the place of a complete examination by a medical doctor. If you prefer that your child not

participate in a screening, please notify the Health Assistant in writing prior to the month of the screening.

LIABILITY/ACCIDENT INSURANCE INFORMATION

Any student enrolled in a Diocese of Phoenix Preschool, Pre-Kindergarten, Kindergarten or Elementary School will be provided accident insurance; while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation, which will be available in the Health Care Office.

CHILD ABUSE REPORTING

Procedures to Report Suspected and Alleged Abuse of a Minor

- Immediately report the allegations by phone or in person to law enforcement and the Department of Child Safety, (DCS). Non-emergency reports can be made to DCS online by going to <https://dcs.az.gov/report-child-abuse>.
- If the accused is a member of the clergy, a consecrated man or woman, an employee, or a volunteer of the church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354- 2396.

When a minor discloses sexual abuse:

- Listen attentively to the minor.
- Stay calm and keep the minor in a safe environment.
- Leave questioning of the child for the trained interviewer.
- Assure and validate the child that the abuse was not his/her fault, and they did the right thing by reporting.
- When the minor is stable and secure with another adult, immediately report the allegations, by phone or in person, to law enforcement and the Department of Child Safety (DCS). Non emergency reports can be made to DCS online by going to [https://dcs.az.gov/report-child abuse](https://dcs.az.gov/report-child-abuse).
- If the accused is a member of the clergy, a consecrated man or woman, an employee, or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354- 2396.

The diocese is committed to working in good faith with law enforcement and the Department of Child Safety. So as not to compromise an investigation, those who make the report shall not discuss the incident with anyone unless required to do so in conjunction with the investigation.

Updated information can be found on the Diocese of Phoenix Website. Reporting Child Abuse information can be found at: [Link to Make a Report](#)

SAFETY PROCEDURES

REQUIREMENTS FOR VOLUNTEERS

It is the policy of the Catholic Diocese of Phoenix that any physical, emotional, or sexual abuse of a minor is not acceptable and will not be tolerated.

Employees and volunteers, while working in their scope of ministry, shall:

- Abide by the Diocese of Phoenix Policy and Procedures for the Protection of Minors
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse, including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor, or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

Employees and volunteers, while working in their scope of ministry, shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationships, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix Policy and Procedure for the Protection of Minors. A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

VISITOR POLICY

All school visitors must sign in and receive a Visitor Badge at the school office before

proceeding to the classroom(s) or anywhere on campus. It is strongly stated that you do not enter a classroom until you have signed in at the school office and have permission to go to a classroom by the administrative assistant. Please do not enter a room if the teacher/staff member is not present. When leaving, please exit through the front office and sign out.

If you notice anything suspicious in the neighborhood or a dangerous situation on the campus, please bring it to the attention of a staff person.

LOITERING

Persons with no legitimate reason or written authorization to be on school grounds will be asked by school personnel to leave. If the person does not comply with the request, the police will be called.

SECURED HALLWAYS AND PLAYGROUND

The school gates will be secured and locked at the start of each day to help ensure the safety of our students during school hours. If your child arrives late to school, you must sign him/her in, entering the school by way of the Front Office.

VANDALISM

All school facilities and equipment are the property of Saint Theresa Roman Catholic Parish and have been provided for the use of all members of our parish and school communities. Respectful treatment of campus property is expected. In addition to appropriate disciplinary action as outlined in the following sections of this handbook, the vandal's family will be responsible for covering the cost to replace or repair the damage.

TOBACCO, ALCOHOL AND OTHER DRUGS

All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol, or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol, or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement.

The possession, use, sale, or attempted sale of tobacco, vape products, alcohol, or illicit drugs by a student may result in expulsion. School personnel shall immediately report any incident involving the presence of any person on school campus or at any school sponsored activity for purposes of possessing, using, manufacturing, selling, or transferring marijuana, prescription, dangerous or narcotic drugs, to the principal or preschool director. (Diocesan Policy 3-1.4.25)

School personnel shall not serve, or consume, or be under the influence of alcohol while on school premises, during the workday, while students are present. Students shall not serve alcohol on the school campus or in connection with any school-sponsored activity at any time for any reason. Schools shall not store alcohol other than wine for sacramental purposes on school premises. School personnel shall not permit alcohol to be served or consumed by school personnel, students, or volunteers during any school-sponsored field trip. (Diocesan Policy 3-1.4.28)

DRUG TESTING

Drug testing may be required of any student who is reasonably suspected of possessing or using or selling illicit drugs on or off campus, whether at a school-sponsored activity or not. (Diocesan Policy 3-1.4.26)

Diocesan and parish schools reserve the right to randomly test all students for the presence of illicit drugs. (Diocesan Policy 3-1.4.27)

LOCKER, DESK, AND BACKPACK CHECKS

Lockers and desks are the property of the school. Periodic checks of lockers, desks, and their contents may be made by authorized personnel. The school administration or staff reserves the right to examine backpacks and cell phones, as well as any other technology devices if they are on campus. They may also ask students to empty the contents of backpacks and other personal handbags when deemed necessary. The parental signature on the Student/Parent Handbook signature page indicates permission for this to occur.

WEAPONS

No person other than a law enforcement officer shall be permitted to bring a weapon of any kind onto a school campus or to any school-sponsored activity. The possession or use, or threatened use of a weapon by a student on campus or at any school-sponsored activity may result in the required withdrawal of the student from the school.

School personnel shall immediately report any incident involving the possession or use or threatened use of a weapon on school campus or at any school-sponsored activity to the principal or preschool director. The principal or preschool director shall in turn report the incident to local law enforcement. (Diocesan Policy 3-1.4.29)

VERBAL OR WRITTEN THREATS

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, whether face-to face, in online chat rooms, by phone or texting, may face serious

consequences. Harassment of any type is not tolerated. The administration will investigate all complaints of harassment.

Engagement in online blogs or social network sites will result in consequences if the content includes defamatory comments regarding, but not limited to, the parish, the school faculty/staff, or families/students at Saint Theresa Catholic School.

Parents are asked to regularly review the history of the Internet sites visited by their children, as well as the text messages sent and received on cell phones and other devices.

EMERGENCY & CRISIS PROCEDURES

Saint Theresa Catholic School has a Security Officer and Crisis Plan under separate cover that dictates procedures followed in emergencies. This Crisis Management Plan includes identification of the Rapid Response Team, Crisis Command Center Designations, Location of all Crisis Related Records, Procedures for Initiating Crisis Response, An Evacuation Plan, A Communications Plan, and Identification of Key Personnel and Crisis Resources.

A Crisis Response Manual is prepared and updated annually and placed in each classroom for immediate reference by adults in the classroom. Classrooms are equipped with emergency supplies, including appropriate First Aid Kits.

The school regularly participates in practice drills, including Fire Drills, Lock Down Drills, and Emergency Response Drills to ensure that faculty, staff, and students are prepared to respond to situations as announced.

In the event of an emergency response, parents are notified by text. In the very unlikely event of an emergency response, parents are asked to carefully follow instructions on how to retrieve students and respond to the emergency. Every precaution must be taken to prevent further delay of emergency services caused by well meaning but disruptive responses by parents.

Parents are asked to follow the instructions of on-site law enforcement officials. Please refrain from proceeding to school and contributing to congestion, confusion, and the need for additional crowd control resources, so that the safety and welfare of students can be prioritized.

SCHOOL POLICIES

ABUSE OF TEACHER

Under Arizona law, “Any person who knowingly abuses a teacher or other school employee on the school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor” (AZ SS 15-507)

ANIMALS ON CAMPUS

Animals are not allowed on campus unless permission is obtained from administration.

BIRTHDAYS OR SPECIAL OCCASIONS

Gifts such as flowers, balloons, or similar items should not be brought or delivered to school. Edible treats or lunches for the entire class are not permitted.

Party invitations may be handed out at school if every student in the class receives one. (Exceptions may be made if invitations are for all boys or all girls.)

CELL PHONES

Student cell phone use is forbidden during school hours. If students bring a cell phone to school it will be turned off and stored in a locked cell phone storage locker by the classroom teacher at the start of each school day and will be returned prior to dismissal.

- St. Theresa Catholic School is not responsible for any lost, damaged, or stolen cell phone or electronic devices.
- Students are never allowed to bring cell phones or cameras into school bathrooms or locker rooms.
- Backpacks that carry a cell phone are not permitted inside a bathroom or locker room. Failure to comply will result in an Office Referral and confiscation of the cell phone.
- Talking on a cell phone or text messaging (even with parents) during school hours is not permissible.
- At the teacher’s discretion, individual permission may be granted for a student to use their cell phone in the presence of the teacher or staff member.

In all other situations, failure to comply with the policy will result in the following consequences:

- 1st Occurrence: Lunch Detention
- All other occurrences will result in an Office Referral and the confiscation of the cell phone.
 - The student’s parent will then be responsible for picking up the cell phone

- from the Front Office.
- In all cases of confiscation, the administrator reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed.

DONATION GUIDELINES

Saint Theresa Catholic School also welcomes grants, matching gifts, and donations referrals. Please contact the School Office at (602) 840-0010 for details or visit our website at stcs.us/ways-to-give.

FUNDRAISING GUIDELINES

All fundraising activities, donations, and sales by parents and/or students must have prior written approval. Prior approval by the principal is required on any handout/publicity to be disseminated through the school community.

All fundraising activities associated with the school must be submitted no later than one month prior to the beginning of the event and are subject to approval. All collection of funds must be made through GiveSmart. Please contact Mr. Joe Ansara at jansara@stcs.us for assistance.

Approval of the pastor or pastor's delegate is required for any handout/publicity to be disseminated to Saint Theresa parishioners apart from the school community.

LIBRARY

Students are expected to treat library books with care and return them in a timely manner. If a book is not returned or lost, arrangements will be made with parents to replace the book.

LOST AND FOUND

The Lost and Found is located next to the Front Office. Unclaimed items will be moved to the Used Uniform Room after 1:00 p.m. on the first and third Friday of each month. Any unclaimed items may be sold or donated.

LUNCH

Optional meal service, per the nutritional guidelines of the Diocese of Phoenix Catholic Schools Office, is provided. Parents are welcome to drop off lunch at the Front Office if needed. However, due to increased security measures, **outside delivery services will not**

be permitted.

Please note that cooling and reheating options are not available, so lunches should be packed accordingly.

Lunch is typically served in the outdoor pavilion next to the playing field for most of the school year. However, when the weather is bad or temperatures are extreme, lunch is held indoors in Fr. Feeney Hall (usually from the first full day of school through October, and again from mid-April until the last day of school).

PARENT SUPERVISION

Students are expected to obey school policies while on school grounds whether under the supervision of a parent or a member of the school staff. When parents are on campus with their child(ren) prior to or after school, the parents are responsible for their supervision. Children should not be allowed to roam the campus or be in any unauthorized/unsupervised areas, including classrooms.

Children at any or all after-school activities are the sole responsibility of the parents or another adult designated by the parents. Students are expected to obey school policies while on school grounds, whether under the supervision of a parent or a member of the school staff.

SAFE ENVIRONMENT TRAINING

The Diocese of Phoenix requires all volunteers to attend a Safe Environment Training class regarding its Policy and Procedures for the Protection of Minors. In order to participate in school activities, attend events on campus, or be in your child's classroom, you must be trained, and your training must be up-to-date.

The Safe Environment Training fiscal year runs from July 1st and ends June 30th. Please click on the following link for more details: <https://www.stcs.us/safe-environment>.

SCHOOL PUBLICITY GUIDELINES

Each student is required to have a photo release form on file in the school office. If a student does not have a photo release form on file, that student will not be included in the newsletter or any other publication.

All publicity opportunities and inquiries are to be submitted to the school office for approval and scheduling.

SNACKS

A healthy snack should be sent to school daily. Parents are asked to follow the instructions of the homeroom teacher as restrictions may be imposed in response to allergies and sensitivities.

Water fountains provide filtered drinking water. Students are encouraged to bring water bottles.

STATEMENT OF ACCREDITATION AND LICENSURE

Saint Theresa Catholic School is accredited by the Western Catholic Education Association (WCEA).

STATEMENT OF INSPECTION REPORTS AVAILABLE

Saint Theresa Catholic School complies with all appropriate safety inspections. Records of safety inspections are maintained in the school office.

STUDENT DIRECTORY/PICTURE INFORMATION

Before the publication of student directories by the school, permission must be secured from the parent and kept on file for the length of time the student is at the school.

Directory information and permission to share directory information is self-managed through RenWeb's Parent Web. Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the diocese, parish or school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information will be secured from the parents by use of a general media release.

Student pictures and information will be used in the official school yearbook. It is the parent's responsibility to notify Saint Theresa Catholic School in writing if they wish to exclude the student's picture and information from the yearbook. For the protection of the child, it is requested that homeroom teacher, yearbook advisor, and office staff each receive this written notice to exclude the child's picture when publishing the school yearbook.

The school office and homeroom teacher must be notified immediately of any change of address, telephone number, or email address for notification purposes in case of an emergency.

TELEPHONE USE

Students may not receive telephone calls during the school day. In case of emergency, please contact the Front Office.

USE OF SCHOOL GROUNDS/FACILITIES

Any use of the school or parish facilities not regularly scheduled for school use must be approved by the principal. Requests for facility use by the school should be submitted to the Front Office.

APPENDIX FORMS AND OTHER REQUIREMENTS

Appendix G.5: Driver Information Form

This form is required of all volunteers and employees who will drive for any reason in association with a Catholic School (whether driving students or themselves for school-related business).

Appendix G.6 Transportation of Minor Person To/From School Campus

This form gives consent for a student to be transported in a vehicle occupied by only one adult.

Each driver must also complete the “**Be Smart – Drive Safe**” defensive driving online course located on the Catholic Mutual risk management website: Phoenix.CMGConnect.org.

If you are a school employee and will transport any student other than your own child to or from the school campus, you must complete Personnel Form QQ.

PRINCIPAL’S RIGHT TO AMEND

The school will notify parents/guardians of these amendments via special letter, email, or notice in the parent newsletter, which will be distributed electronically. Amendments carry the same weight and importance, as does the original handbook.

The principal of Saint Theresa Catholic School reserves the right to amend the handbook or waive a disciplinary regulation at her/his discretion in consultation with the pastor. Teachers, coaches, moderators, and other school officials set policies regarding their courses and activities. These policies and procedures are communicated to parents by email or letter throughout the year and are specific to the program.



2026-2027 Student/Parent Handbook Acknowledgement

This handbook attempts to address all issues concerning the educational welfare of our students and the good order of our school. However, the pastor and the principal reserve the right to amend this handbook for just cause or to make final decisions for the betterment of the school. All parents or guardians of students attending Saint Theresa Catholic School must sign the agreement below and submit it to the homeroom teacher.

In agreement:

I have read, understand, and agree to cooperate and support the policies and guidelines set forth in this handbook.

Parent/Guardian Signature

Date