SAINT THERESE CARMELITE SCHOOL

Parent & Student Handbook



CELEBRATING 100 YEARS!

Heavenly Father, we thank you for
St. Therese School's 100th anniversary.
We entrust the future of our school to you and
we ask for an outpouring of your Holy Spirit upon our
families, students, alumni, benefactors and staff.
With confidence in your Merciful Love,
through the intercession of St. Therese,
we pray for an increase in enrollment and
for the means to carry out our mission of
forming students in faith, academics and virtue
for your greater glory.
May the Good, the True, and the Beautiful
triumph in our school.
We ask this in the Holy Name of Jesus Our Lord and
through the intercession of
Our Lady of Mount Carmel,
St. Joseph,
St. Therese, and
all Carmelite saints.
Amen.

SAINT THERESE CARMELITE SCHOOL

1106 East Alhambra Road, Alhambra, CA 91801

www.saintttheresecarmeliteschool.com
admin@saintttheresecarmeliteschool.com

School Office Hours: Monday through Friday, 7:30 am – 3:30 pm

School Office	(626) 289-3364
School Fax	(626) 284-6700
After School Care	(626) 677-4764
Parish Office	(626) 282-2744

HANDBOOK

This Parent/Student Handbook is for use by Saint Therese Carmelite School parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes. This Parent/Student Handbook is part of your signed agreement with Saint Therese Carmelite School. Please read it carefully along with your child. This Handbook contains the Policies, Procedures and Information of our school. Become familiar with its contents.

RIGHT TO AMEND

The principal and the pastor reserve the right to amend the Parent/Student Handbook at any time.
Parents/Guardians and students will be notified of any amendments via our newsletter The Little Way or by letter if changes are made.

TABLE OF CONTENTS

Mission Statement/Philosophy..... 3
School Wide Learning Expectations..... 4
History..... 4
Accreditation..... 5
Notice of Non-Discrimination Policy..... 5
Code of Christian Conduct..... 6
Schedule..... 7
Dress/Uniform Policy..... 8
Complaint Filing..... 12
Admissions Policy..... 13
Attendance..... 13
Communication..... 16
Parent/Teacher Conferences..... 17
Visitors/Closed Campus..... 17
Arrival/Dismissal Procedure..... 18
Divorced/Separated or Non-Custodial Parents Policy..... 19
Safety..... 19
Health..... 20
Records and Reports..... 22
Directory Information..... 25
Academics..... 25
Graduation..... 31
Meals..... 31
Awards/Honors..... 32
Field Trips..... 34
Transportation..... 35
Discipline..... 35
Academic Probation..... 42
Electronics, Technology & Communication..... 42
Parental Practices..... 45
Financial Requirements..... 47
Diocesan Administrative Handbook..... 49

MISSION STATEMENT

Founded in 1926 and deeply rooted in Carmelite spirituality and Roman Catholic Tradition, Saint Therese Carmelite School, united with parents who are the primary educators of their children, seeks to form students in faith, academics, and virtue through a Classical education.

PHILOSOPHY

Saint Therese Carmelite School is first and foremost a Catholic school. We cultivate Catholic values and spiritual formation of the school community through daily prayer, weekly school Masses, recitation of the Rosary, praying the Stations of the Cross, May Crowning, and the sacraments. Carmelite spirituality is fostered through the teaching and example of the Carmelite friars and sisters. Every classroom has a Carmelite patron saint. We entrust our school to our Loving Savior, His Blessed Mother, our patroness Saint Therese of Lisieux, and all Carmelite saints. By teaching our students to imitate the virtues and lives of the saints, we aim to form students who fulfill their destiny of becoming saints.

Saint Therese Carmelite School educates students through the Catholic classical model of education to equip our students with the logic, critical thinking, and language skills necessary to succeed throughout their lives. We seek to give students the necessary tools of learning and to foster a deep sense of wonder and love for all that is genuinely true, good, and beautiful. We emphasize classical learning, not only because we want our students to read well, speak well, and think well, but ultimately because truth, beauty and goodness are desirable in themselves and for their own sake.

We seek to incorporate within our students the wisdom of two thousand years of Catholic thought, history, culture, and the arts so that they might understand themselves and their world in the light of that Truth and acquire the character to live happy and integrated lives in the service of God and others.

Education in this deep and comprehensive sense extends beyond the classroom and is more than just the acquisition of skills. It encompasses the whole of one's life. Because parents are the primary educators of their children, Saint Therese Carmelite School seeks to involve families ever more deeply in the life of the school and in the education of their children.

The success of students at Saint Therese Carmelite School depends on the active cooperation of the Discalced Carmelite Friars, lay teachers, staff, students, parents, and benefactors in working toward the common good of this unique community. All adults work for the glory of God and the benefit of the students entrusted to their care.

SCHOOLWIDE LEARNING EXPECTATIONS

Saint Therese Carmelite School students will become:

Faithful Catholics who

1. Know and practice the basic truths of the Catholic faith;
2. Foster a personal relationship with God and have frequent recourse to the intercessions of the saints; and
3. Are familiar with the lives of the saints, especially Saint Therese and the Carmelite saints.

Academic achievers who

4. Read, write and speak effectively;
5. Think critically and solve problems logically;
6. Appreciate the Fine Arts; and
7. Have a strong sense of wonder and depth of inquiry.

Virtue-driven citizens who

8. Seek the good, the true, and the beautiful;
9. Imitate the virtues of the saints, especially charity and respect towards all; and
10. Use their God-given talents for the greater glory of God.

HISTORY

Saint Therese Catholic Church was founded in 1924 when the Order of Discalced Carmelite Friars of the Irish Province came to take charge of the new parish. The parish of Saint Therese was the first parish in the world to be named after Saint Therese of Lisieux, who at that time had just been beatified and was known as Blessed Therese of the Child Jesus. Our church was dedicated to Saint Therese just twenty-seven years after her death, before she had been officially canonized.

The Friars quickly recognized the need for a school. In February 1926, the plans were authorized for a church-school combination building, designed by Architect Ross Montgomery. Saint Therese Carmelite School was established in 1926 while the Archdiocese was under the leadership of Archbishop Cantwell. At that time, the school was on the ground floor, and the church on the upper. In its first school year, September of 1926, the school enrollment was fifty-three students. By 1927, as many of the faithful relocated to Alhambra to take advantage of the new school, enrollment grew to 185, with two grades per class. Like the parish, the school was the first school in the world to be named after Saint Therese of Lisieux. The school was under the leadership of religious sisters for over 50 years. The

Dominican Sisters were in charge of the school until 1930, and after an extensive search, the Sisters of Providence of Saint Mary of the Woods in Indiana consented to staff the school, which they did until the 1980s, when the teacher population shifted to mostly lay teachers.

In the late 1940s and early 1950s, the parish community erected a new church designed by architect J. Earl Trudeau. The old church then became the Parish Hall; and the former Hall was transformed into two classrooms and a small meeting room. Due to increased school enrollment in 1960, the old school and hall were demolished, and the construction of the present school classrooms and Parish Hall began. The current classrooms are located in a section of the school which was completed in 1964 along with the Parish Hall. A new building was completed in 2001 which currently houses the front office, library, teacher's lounge, science room, Little Flower Atrium, and the Transitional Kindergarten and Kindergarten classroom.

The Discalced Carmelite Friars, under the direction of the current pastor of the church and school, Fr. Philip Sullivan, began a complete transition in 2015 back to the classical educational model.

NOTICE OF NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

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

ACCREDITATION

Saint Therese Carmelite School is accredited through the Western Catholic Education Association (**WCEA**) and the Western Association of Schools and Colleges (**WASC**) through June 2028.

Saint Therese Carmelite School is recommended in ***The Newman Guide*** for faithful Catholic Education.

CODE OF CHRISTIAN CONDUCT FOR STUDENTS, PARENTS, GUARDIANS, AND OTHERS

All schools in the Archdiocese are intended to be safe environments that educate, nurture, and support students according to their dignity as children of God. Everyone involved in the development, education, and formation of children and youth is required to behave in accordance with these principles. This includes teachers, students, administrators, parents, guardians, grandparents, family, and friends.

Students can best receive a quality, morally-based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include, but are not limited to:

- Students, parents, guardians, and others are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students, parents, guardians, and others may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the pastor, principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

SCHOOL SCHEDULE

Regular school hours during the regular school year are from 8:00 am to 3:00 pm, Monday through Thursday, and 8:00 am to 12:30 pm on Friday. Supervision of students begins at 7:40 am and ends fifteen minutes after dismissal time.

Children are not permitted on the school grounds before 7:40 am unless they are accompanied by an adult. Once on campus, children are NEVER permitted to leave the school grounds during school hours without the principal's permission. Children must be picked up by 3:15 pm, Monday through Thursday, and by 12:45pm on Friday unless they are accompanied by a parent, are in the Afternoon Enrichment Program, or are participating in a supervised school-sponsored activity. If participating in a school-sponsored after-school activity, students may NOT leave school grounds and then return for the activity. They must stay within school grounds at all times. Students who are not in a supervised after-school activity and who are still at school fifteen minutes after dismissal time will go to the Afternoon Enrichment Program. For students not registered in the Afternoon Enrichment Programs, a drop-in fee will be charged.

FRIDAY 12:30 PM DISMISSAL

Dismissal time on Friday is 12:30pm. Students who are not picked up by 12:45 pm will be sent to the Afternoon Enrichment Program and parents will be billed for their supervision.

RECESS AND LUNCH SCHEDULE

Recess

9:45 am – 10:05 am	Grades 5 – 8
10:00 am – 10:30 am	TK - 4

Lunch

12:20 pm-12:50 pm Play begins at 12:30pm	Grades 5-8
12:35 pm - 1:20 pm Play begins at 12:50pm	Grades TK-4

ACADEMIC ENRICHMENT PROGRAM

Only Saint Therese Carmelite School students may participate in Academic Enrichment Program; their parents are required to sign the Extended School Day Agreement and to pay the appropriate fees. The Enrichment Program staff needs current information regarding the child's emergency information and approval of who may pick up the child. The Enrichment Program staff keeps a record of each child's arrival and departure. Enrichment Program registration is required for participating students. Archdiocesan student insurance covers students during the time of the program. The school may arrange with independent contractors or entities to provide extended school day programs. The program exists for working parents and for emergency drop-off when unforeseen circumstances arise for parents.

DRESS/UNIFORM POLICY

The Saint Therese Carmelite uniform reflects the Catholic values and self-discipline that are emphasized and developed in our school. All these guidelines help ensure a focused and successful school year. As parents it is your responsibility to ensure your child is following these guidelines on a daily basis. All uniform items must be purchased at CKW*. All uniforms must be in good condition and fit properly (no baggy, torn or tight clothing). Appearance, dress, and grooming make the school atmosphere more conducive to academic excellence, respect for the school, and charity toward neighbor. Respectful dress is habit-forming and will help in adult life. **While on campus**, the student must wear the uniform according to the dress code, until he/she exits the campus or changes into sports/practice attire.

FULL DRESS UNIFORM

Full dress is required for Mass, field trips, and official school events, but may be worn on regular dress days as well.

TK – 8th Grade **Girls FULL DRESS** Uniform			
Shirts	**Skirts**	**Shoes and socks**	**Sweater**
Grades TK – 4 shirts are white short-sleeved with a Peter Pan collar and must be worn with the plaid crossover tie. Shirts must be tucked in at all times and top button must be buttoned.	Jumpers (grades TK – 4) and skirts (grades 5 – 8) must be **mid-knee or longer** in length.	Shoes must be closed-toed, low-heeled (maximum 1"), **all black dress shoes.** Mary Janes and Penny Loafers are acceptable. Soles, shoe laces and logos need to be all black. No boots, high-top shoes, Vans, Converse, etc. are allowed. *Athletic shoes are allowed on PE days **only**.*	**A brown cardigan sweater is required for Full Dress Uniform days and may be worn on regular dress days.** On cold weather days, a long sleeve plain shirt may be worn under the shirt.
Grades 5 – 8 shirts are white, short-sleeved oxford and must be worn with the plaid crossover tie. Shirts must be tucked in at all times and top button must be buttoned. Plaid crossover ties are made from the same material as the jumpers and skirts.		Socks must be solid white knee-high socks, fold-down solid white bobby socks (socks must cover the ankle **entirely**), or solid white tights.	

TK – 8th Grade **Boys FULL DRESS** Uniform			
Shirts	**Pants**	**Shoes and socks**	**Sweater**
Shirts are short-sleeved white oxford with button-down collars. Shirts must be tucked in at all times and top button must be buttoned.	Khaki pants. No shorts allowed.	Shoes must be closed-toed, **all black dress shoes**. Soles, shoe laces and logos need to be all black. No boots, high-top shoes, Vans, Converse, etc. are allowed. *Athletic shoes are allowed on PE days **only***.	**A brown V-neck pullover sweater is required on Full Dress Uniform days and may be worn on regular dress days**. On cold weather days, a long sleeve plain shirt may be worn under the shirt.
A brown monogrammed tie is worn at all times with the oxford shirt.	A black, leather-type belt is worn at all times, unless the student is unable to buckle and unbuckle it by himself.	Dress socks must be worn with dress shoes and must be solid black or white and **must cover** the ankles.	

REGULAR DRESS UNIFORM

The regular dress uniform may be worn on Tuesdays and Thursdays. Students may also wear the full dress uniform.

TK – 8th Grade **Girls Regular Dress** Uniform			
Shirts	**Skirts**	**Shoes and socks**	**Sweater**
Students in grades TK – 4 wear the full-dress uniform.			
Students in grades 5-8 may wear their full-dress uniform.			
Optional: Grades 5 – 8 may wear the white school logo polo shirt on regular days with the skirt; no tie is required with the polo shirt. No more than two buttons may be unbuttoned on the polo shirt. Shirts must be tucked in at all times.	Full-dress uniform skirt.	Same as full dress uniform. **Optional:** On regular dress uniforms, girls may wear solid black knee-high socks, fold-down solid black bobby socks (socks must cover the ankle **entirely**), or solid black tights	A brown cardigan sweater is required for Full Dress Uniform days and may be worn on regular dress days. On cold weather days, a long sleeve plain shirt may be worn under the shirt. **Optional:** On cold weather days, students may wear a school monogrammed jacket from CKW in addition to or in lieu of their sweater. **No other jacket, coat or outerwear is permitted.**

TK– 8th Grade **Boys Regular-Dress** Uniform			
Students may wear the full dress uniform.			
Shirts	**Pants**	**Shoes and socks**	**Sweater**
Optional: A white school logo polo shirt may be worn on regular days; tie is not required with the polo shirt. Shirts must be tucked in at all times.	Same as full dress uniform.	Same as full dress uniform.	A brown V-neck pullover sweater is required on Full Dress Uniform days and may be worn on regular dress days. On cold weather days, a long sleeve plain shirt may be worn under the shirt. **Optional:** On cold weather days, students may wear a school monogrammed jacket from CKW in addition to or in lieu of their sweater. **No other jacket, coat or outerwear is permitted.**

PE UNIFORM

The PE uniform is worn on Mondays and Wednesdays. Should there be Mass on a Monday or Wednesday, the full-dress uniform must be worn. PE will consist of light exercise if there is Mass.

TK – 8th Grade **Girls and Boys PE** Uniform – Monday and Wednesday			
Shirts	**Shorts or Pants**	**Shoes and Socks**	**Sweater**
Gym shirts are grey t-shirts with the logo imprint on front.	Gym shorts are black with the logo imprint.	Any type of athletic footwear is acceptable – No Vans, Converse, shoes that are wheeled, lighted or otherwise distracting.	**Optional** - Grey logo embroidered sweatshirts may be worn only on PE days; sweatshirt may not be worn on other days.
	Optional - Grey sweatpants and grey logo embroidered sweatshirts may be worn only on PE days; sweatshirt may not be worn on other days.	Socks must be solid white (socks must cover the ankle **entirely**).	

FREE DRESS

TK – 8th Grade Free Dress

On the rare occasion of a free dress day, students are asked to observe the same modesty and formality that exists in the uniform.

Shirts	Skirts and Pants	Shoes and Socks	Sweater
For girls: Blouse or polo must have collar and sleeves; blouse or polo may not be tight fitting, sheer, or translucent; blouse or polo must be logo-free.	For girls: Dress or skirt to the knee; pants that are not tight or baggy.	Closed-toe shoes, tennis shoes and socks; no sandals or slippers.	Any of the school-approved uniform sweaters.
For boys: Shirt or polo, must have collar and sleeves, and be logo free.	Pants with a belt.	Closed-toe shoes, tennis shoes and socks; no sandals or slippers.	

General Information

- Garments worn under uniform shirts should be white or beige. Designs, logos, and bright colors should not be visible through the uniform shirt.
- Girls must wear bike shorts under their jumpers and skirts on non-PE days.
- Hair should be neatly groomed and of natural color.
- No dyed, highlighted, bleached or colored hair.
- For boys hair should be a traditional gentleman's cut: around the ear and short all around, neatly groomed, of natural color, and worn above the collar and above the eyebrows.
- Boys should shave facial hair as soon as it becomes visible.
- Eyebrows may not be shaved.
- Bangs may not cover eyes at any time.
- No spiked hair, extensions or extreme styles may be worn at any time. No make-up, blush, lip gloss, etc. may be worn.
- No nail polish, acrylic nails, gel nails, designs on nails, etc. may be worn.
- Tattoos (permanent or temporary), body art, bandanas, etc. are not allowed
- Perfumes, cologne, or perfumed body lotion are not allowed.
- Girls may wear one pair of simple pierced earrings and/or a simple necklace may be worn. No dangling earrings allowed. No fashion jewelry may be worn.
- Boys are not permitted to wear earrings at any time.
- Boys may wear a simple religious pin or American flag on the uniform.
- One plain watch with no games or music may be worn; no apple watches, smart watches. or similar devices allowed.
- No bracelets, wrist bands, friendship bracelets (besides religious) may be worn except for medical reasons.
- Rings are not allowed.
- Watches and jewelry must not be a distraction to the student or teacher or they will be confiscated.

Inappropriate for all school functions:

- Dirty, torn, faded or cut-off clothing, skinny jeans, jeggings, leggings, too-short shorts or skirts, too-tight tops, offensive messages, tank tops, halters, bare shoulders or midriffs, gym clothes (except for P.E. Days), hats, caps, bare feet, sandals, earrings on boys, sunglasses indoors, or anything that looks bizarre or immodest.

**CKW Uniform in Temple City is the authorized vendor of the STCS uniform which includes: jumpers, skirts, pants, sweaters, shirts, ties, outer jackets, and PE uniforms. Oxford shirts, Peter Pan blouses, and khaki pants may be purchased from other retailers provided they match the official school uniform sold at CKW.*

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

Filing a Claim

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the vice-principal if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The complaint will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

Investigating a Claim

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and, in the case of a Parish School, with the Pastor, will decide what, if any, disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment and include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

CHILD ABUSE REPORTING

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone. It is not the employee's job to investigate a claim, simply to report it. This information is maintained in strict confidentiality.

ADMISSIONS POLICY

Saint Therese Carmelite School is first and foremost a Catholic school deeply rooted in Carmelite spirituality. We seek to form students in faith, academics, and virtue through a Classical education. Because we partner with parents, the primary educators of their children, to achieve these goals, parents of our students must have a commitment to this vision as expressed in our Mission and Philosophy and in this Parent/Student Handbook.

New students are accepted to Saint Therese Carmelite School on the basis of test results, recommendation, report cards, and formal interviews and are recognized in the following order:

1) Siblings of Saint Therese Carmelite School students
2) Active Catholic members of St. Therese Parish
3) Active Catholic members from other parishes
4) Non-Catholics

RE-ADMISSION

Acceptance of a student for re-admission will be based on academic performance, conduct, support of the school, adherence to school policies-including attendance and finances, and submission of the completed tuition contract and registration documents.

Returning families with a past due financial balance will not be allowed to register for the next school year until those obligations have been met. <u>All tuition, fees, fundraising monies, service hours, etc., must be paid in order for the child to be accepted for the next year.</u> Emergency health records and family information cards must be updated.

Parents must register each winter in order to keep their children at St. Therese Carmelite School for the following year. There is a non-refundable registration fee that is due at that time.

ATTENDANCE

Good attendance contributes to good learning, whereas irregular attendance is one of the chief causes for unsatisfactory progress in school. *However, if your child is not well prior to the beginning of the school day, you are requested to keep your child at home. Students must be free from fever and vomiting for 24 hours before returning to school* If your child is not feeling well and is coughing or uncomfortable during the school day, we will call you and ask you to take your child home. We encourage our students to rest and recover when they are absent due to illness. It is not necessary to pick up schoolwork or homework because all teachers will automatically give student(s) an extension to complete any work assigned during illness. *The school must keep attendance records and record every tardy and absence, regardless of the reason, on report cards and cumulative records.* Tardies and early departures accumulate on the attendance record as partial absences.

ABSENCE

Parents are asked to telephone the school office at (626) 289-3364 before 8:30 am on the first day of a student's absence. The principal and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record.

When a student has been absent, a written excuse signed by the parent or guardian is required. (See sample letter below.) The excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials, or emergency or special circumstances as determined by the school authorities.

SAMPLE LETTER

[DATE]

Dear [NAME OF THE TEACHER],

Please excuse my child [NAME OF THE CHILD] for being absent on [DATE]. The reason* for the absence was [REASON].

Thank you,

[PARENT'S SIGNATURE]

**Please include proof of absence whenever possible.*

Students may not attend or participate in extracurricular activities if they did not attend school on a given day unless for a doctor's appointment or other previously cleared activity by the principal.

Habitual and/or excessive absences are considered a serious problem which will impact a student's grade and may include the withholding of grades. A mandatory conference with parents, teacher, principal, and pastor will be held when a student has been absent 10 or more days at any point in the school year.

The school has the option of not providing a grade for any reporting period that has excessive absences (9 or more days per quarter).

It is the student's responsibility to make up tests, quizzes and assignments missed while absent. For excused absences, a student has as many days as he/she was absent to make up the work.

If you are aware of an emergency circumstance where the student may be missing a large amount of schoolwork, due to illness or family emergency, arrangements can be made with the school office and the student's teacher.

EXTENDED ABSENCE

Saint Therese Carmelite School's policy regarding extended absence is as follows:

- Tuition must be paid for the days missed (including absence due to travel).
- Official grades may be withheld if more than 9 days are missed in one marking period. (This decision is made by the principal in consultation with the classroom teacher.)
- No amount of written work can replace classroom instruction. Therefore, *the classroom teacher will not be expected to teach or give the full amount of work that your child will miss.*
- Students who are absent for an extended period of time may need to repeat the grade the following year.

LEAVING SCHOOL EARLY

A student may not leave the school grounds before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. Parents/guardians must sign the child out from the front office. Departure more than 30 minutes before school ends constitutes a half-day absence. Early departures, less than 30 minutes before the end of school, count as quarter absences.

TARDINESS

Being tardy can be a contributing factor to a child not doing well academically. When students are late to class, it interrupts learning for everyone. Students are tardy if they are not in their classroom by 8:00 am. After 8:00 am, students must check in at the office and obtain an Admittance Slip before going to class. *If a student arrives to school less than 30 minutes late, the tardy counts as one-fourth of a full day absence*. If the student arrives to school more than 30 minutes late, the tardy is marked as a half of a full day absence. A record of all tardiness is kept in the attendance registers and records. Students who have accumulated three or more tardies per month may receive a detention.

TRUANCY

A student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and may be reported to the superintendent. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy one or more days, without a valid excuse, can be reported again as a truant to the attendance office of the local public school district. A student is considered a habitual truant who has been reported as a truant three or more times and is then subject to dismissal.

If the school suspects that the student is a habitual truant, and all resources at the school level have been exhausted, the principal can notify the local public Child Welfare and Attendance authorities.

MEDICAL APPOINTMENTS

When arranging medical appointments, please avoid making them during school hours if possible. However, if an appointment must be made during this time, please send a written note to the teacher before the appointment time. The student will be released through the school office. A parent must sign the student out at this time. Only those persons listed on the child's emergency card are authorized

to sign out your child. Please ask the physician or dentist for a paper noting the time of arrival and departure and send this to your child's teacher.

COMMUNICATION

There are formal methods of communication designed to effectively keep parents and families informed of school events, scholastic and character formation progress, as well as issues pertaining to and impacting the school community.

1. *The Little Way*
2. Email blasts
3. Report Cards and Progress Reports
4. Mandatory Parent Meetings (Back to School Night, Parent/Teacher Conference)
5. Published calendar and Student/Parent Handbook
6. Parent Service Organization Meetings
7. Room Parents
8. Monthly Masses
9. Open House

In order to inform all families about news and events at Saint Therese Carmelite School, *The Little Way* is sent home via email every Monday or the first day of the school week. *The Little Way* contains important notices and information as well as updates to the calendar. Please review these items carefully. The weekly school bulletin serves as a major means of communication between school and home. Changes to the calendar; school news and events; and articles on education, parenting, or Catholicism are sent through *The Little Way*. **It is the responsibility of parents to check e-mails from the school and to maintain up-to-date contact information with the school.** Please inform the school immediately if you are not receiving the weekly emails. Parents must stress to their students the importance of bringing home all school information.

PARENT MESSAGES AND TELEPHONE CALLS

All visitors, including parents, must check into the office and sign the visitor log. Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, and messages about after-school pickup arrangements should be brought to the office. Students may come to the school office to check messages or to pick up an item parents have delivered for them.

VERBAL WRITTEN CONFIDENCES

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, or in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the

confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

PARENT/TEACHER CONFERENCES

The principal and faculty of Saint Therese Carmelite School strive to work in partnership with the parents. A student will be more successful if home and school maintain open lines of communication and work closely together. Working together to help your children will create an atmosphere of real learning. Any questions or concerns parents have about their child's academic or social progress are to be addressed initially with the classroom teacher by means of a conference, thereafter with the administration. Parents should contact the school to set up an appointment. Parents and students are not to contact the teachers or staff members at home or on their personal phones.

Formal parent-teacher conferences are scheduled at the conclusion of the 1st Quarter. ***Attendance at conferences is mandatory***. Other conferences throughout the year may be scheduled by either the parent or the teacher. It is the responsibility of the parent to be informed about his/her child's progress. Parents may initiate an appointment for a teacher conference by either writing to an individual teacher or through a phone call to the school secretary during school hours.

VISITORS & CLOSED CAMPUS

To preserve the academic environment and school security, Saint Therese Carmelite School is a closed campus. Students are not permitted to leave the campus or receive individual visitors.

All visitors, including parents and guest speakers, must report to the school office to sign in at the office before proceeding to visit the campus and must sign out prior to leaving. Visitors who have business on campus will be issued a visitor's pass. If a visitor is unknown to the school, we may ask for a driver's license or identification card for security reasons. Signing in and out at the school office and obtaining a visitor badge are not necessary for all-school assemblies.

At Saint Therese Carmelite School we welcome parents, primary educators of their children, and prospective students to observe classes. To avoid class disruption and as a courtesy to the teacher and students in the class, we request that parents and prospective students make an appointment at least 24 hours in advance. Requests must be approved by the Principal.

ARRIVAL/DISMISSAL PROCEDURES

When dropping off or picking up children at school, great care should be taken to watch for the safety of children and others at all times**.** ***Drivers are asked to observe a 5mph limit in the parking lot***. For the safety of the students and to avoid unnecessary congestion, parents are expected to follow the procedures in place for dropping off and picking up students.

Our schoolyard is also the church parking lot. Parishioners are parking for the 8 am Mass during our morning drop-off time. We have established a drop-off line and it is important that all comply fully with the procedures for traffic flow and safety. Students should be dropped off in the designated drop-off zones by entering the playground from Alhambra Road and exiting using the Vega Avenue gates. Violators of this policy create a dangerous situation for the pedestrians on the schoolyard. Parents not using the drop-off lane must park and safely walk their students to their destination.

DROP OFF

The school day begins at 8:00 am for all students. Students are asked to arrive at school between 7:40 am and 7:55 am. Students may wait in the lunch area on the main schoolyard until their teacher opens their classroom door. On rainy days, students may wait in the Hall. Since this is not playtime or recess, the students will be asked to stand by the school building away from traffic lines. There is no yard supervision before 7:40 am. It is unsafe for students to be waiting alone or unsupervised. Students arriving before 7:40 am must supervised by their parents.

PICK UP

Children are dismissed by their teacher from the Dismissal line. Parents must park and go directly to the Dismissal line to pick up their students. Students must shake their teacher's hand before being dismissed. Students may not run or play in the parking lot at any time after school while cars remain on the lot. Students may not remain after school unless they are with a teacher, are involved in a supervised activity, or are enrolled in the Afternoon Enrichment Program. Students not picked up by 3:15 pm, or 15 minutes after dismissal time, will be taken to Afternoon Enrichment Program and the parents will be billed for their supervision.

Parents must sign a Permission to Walk form if they wish to have their children walk to or from school without adult supervision.

RAINY DAY PROCEDURE

On Rainy Days, students may be picked up from their classrooms or from the Hall.

Rain boots and rain jackets are allowed on rainy days.

DIVORCED/SEPARATED OR NON-CUSTODIAL PARENTS

Parents/guardians are responsible for providing any custody orders or other legal documents to the school. The parents/guardians who have custody must present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child on the specified days and hours set by the court. To preserve the academic environment and safety of the students, students may not receive visitors during school hours.

Visitation rights are usually limited by the court to specified days and hours. If a parent/guardian without visitation rights attempts to visit a student at school or sign the student out of school, the principal shall inform the custodial parent/guardian, the police, or both for assistance.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders.

SAFETY

Saint Therese Carmelite School has a Safety Plan on file in the school office that includes a Disaster Plan, a schedule for monthly fire drills, two yearly earthquake drills as well as an intruder on Campus drill. Saint Therese Carmelite School adheres to the State Health and Safety Plan Code.

EMERGENCY/EARTHQUAKE/DISASTER CARDS

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year, the Emergency/Earthquake/Disaster Card shall be completed and signed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the

Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

In the event of a severe injury, paramedics may be summoned, and/or the child may be transferred to a hospital. Every attempt will be made to contact the parents immediately. However, urgent treatment will not be delayed due to an inability to locate the parents. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

There is a space on the back of the card that will be signed if we need to dismiss during a disaster. If the student is being sent home from school or in the event of an emergency or disaster, ***the students will be released to a parent, to the adults listed on the emergency card, or to local authorities in case of a catastrophic disaster.***

To the best of our ability, we will keep all siblings together to make dismissal procedures easier for our parents. If we have to evacuate the classrooms we will congregate at the safest location on school/church grounds, or wherever we are directed to go by law enforcement or emergency personnel.

In the case of a major emergency, phone lines may be non-functioning or unavailable. We ask for your assistance in an emergency. Please make sure that all of the information on the Emergency card is correct and up to date at all times.

USE OF SCHOOL GROUNDS

Only school personnel may use the school grounds during school hours. Use of the school grounds by non-personnel during school hours requires the expressed written permission of the principal.

HEALTH

IMMUNIZATIONS

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Parents must submit a record of immunization, or a valid exemption, in compliance with the current state immunization policy. Failure to immunize children or provide proper documentation of exemption may result in their exclusion from school. If there is a local outbreak of a communicable disease for which a vaccine is required, the exempt students may be excluded from school to protect them and prevent others from becoming ill.

HEAD LICE

The school will check students for head lice whenever an occurrence is reported or detected at school. The school will notify parents when this occurs.

If nits or lice are detected, the student will be sent home and excluded until cleared by certified lice treatment professional or a physician.

MEDICAL, VISION, DENTAL AND HEARING EXAMINATIONS

Parents may be asked to have their students receive a medical, hearing, vision, or dental examination if we suspect that a medical, hearing, vision or dental problem is affecting student health, attendance, or performance.

MEDICATION

To protect all children, students may NOT bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, a "Medication Authorization and Permission Form" must be requested from the school office. The physician/health care provider must write clear directions on the form. ***It must be signed and dated by both the health care provider and the parent.*** Medications must be delivered by parents or guardian to the office in the original labeled prescription bottle.

Students carrying inhalers or EpiPens must have a physician/health care provider's release on file stating that student may have it with him/her while at school or a school activity; students must have the maturity to carry and administer such medications. These cases must be discussed with the principal prior to the student's first day at school.

Only under these conditions may any medicine be given at school:

- The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- A Medication Authorization and Permission Form must be on file.
- The student shall come to the office for medication.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, the school may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may only administer injections to a diabetic student in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication Authorization and Permission Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

STUDENT ACCIDENT INSURANCE

The student insurance program is provided for all full-time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school,

or while participating in a school-sponsored and supervised activity, including school-sponsored sport and extended-day programs. This insurance supplements any insurance maintained by the parents.

ILLNESS/ACCIDENTS DURING SCHOOL HOURS

If a child becomes seriously ill during the day, parents will be notified by phone. Therefore, it is necessary to have a ***current telephone number*** where parents can be reached. Parents are expected to ***pick up ill students within 30 minutes*** of being called by the office. The child must be signed out at the school office. If the student returns the next day, a written excuse is not necessary. An excuse is necessary if the absence is longer.

If a child is seriously injured while at school or participating in a school-sponsored activity, the school will attempt to contact a parent immediately. Once again, it is critical that the school have a ***current and working telephone number*** at all times. Parents will always be notified on the current telephone numbers on file if an ambulance is called.

If the parent/guardian cannot be reached in the event of illness or injury, another person listed on the emergency card will be contacted.

FIRST AID

Saint Therese Carmelite School personnel will furnish only very basic first aid. Parents will be notified of minor injuries. In the event of any serious injuries, local 911 services will be contacted, and parents notified.

RECORDS & REPORTS

Student records are kept in the school office. These include academic transcripts, results from standardized testing, and health records. If a parent wishes to see his/her child's record, a written request must be sent to the office. No copies of records will be sent home with a child.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

PUPIL RECORDS

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records.

DISCIPLINARY RECORDS

Only probations, suspensions, and expulsions will be noted in the child's permanent record file. Other infractions are not kept in a child's records.

WITHHOLDING OF RECORDS

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy. Students with delinquent accounts or unpaid annual fund fees, unfulfilled fundraising or incomplete service hours will not be allowed to take final exams. Students will receive an "Incomplete" grade on their transcripts until student makes up his/her exams once accounts are brought current. Accounts must be brought current and exams must be taken before the end of the school year.

CUMULATIVE PUPIL RECORD

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student; and the name and address of the parent or guardian having custody of the student
- Baptismal date
- Standardized test data
- Transcript of classes
- Attendance information
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

TRANSFER OF RECORDS

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll provided there is a signed release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

REPORT CARDS

The dates for the end of each quarter grading period are noted on the school calendar. Report cards are distributed to parents via the teachers for the first three quarters and via mail for the fourth quarter. Parents are asked to place emphasis on effort, conduct, and home study for success in school subjects. Be keenly interested in your child's schoolwork and pay close attention to assignments and tests that require parent signatures. Avoid comparing a child's work with that of other students. Check your child's progress online at www.gradelink.com. Consult your child's teacher whenever you desire more information than the report card reveals.

QUARTER EXAMS

All students take exams to assess their overall progress in each class. Tuition accounts must be CURRENT, or students will not be allowed to take exams. In this case, students will receive an "Incomplete" grade on their transcripts until student makes up his/her exams once accounts are brought current. All exams must be taken before the end of the school year.

Tuition and all fees for eighth graders and Kindergarten students must be fully paid two weeks prior to the end of the fourth quarter in order for students to take their final exams. Students who do not take final exams will not be allowed to walk at graduation and they will receive "Incomplete" grades on their report cards and transcripts.

PROGRESS REPORTS

Progress reports may be sent home in the middle of every quarter for students in grades three to eight whose grades have dropped a letter grade or more, who have a C- or lower in any subject, or whose conduct needs improvement. Progress reports are sent home in time for a student to improve his/her grades before the report card grades are given.

DIRECTORY INFORMATION

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

Room parents will receive rosters, class lists, telephone numbers, and email addresses. Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other personal information about families and students are considered confidential and may be used only for approved school purposes. In no cases should commercial enterprises be given access to Directory Information.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, other users of directory information should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

ACADEMICS

CURRICULUM OFFERINGS

Saint Therese Carmelite School educates students through the Catholic classical model of education to equip our students with the logic, critical thinking, and language skills necessary to succeed throughout their lives. We seek to give students the necessary tools of learning and to foster a deep sense of wonder and love for all that is genuinely true, good, and beautiful. We emphasize classical learning, not only because we want our students to read well, speak well, and think well, but ultimately because truth, beauty, and goodness are desirable in themselves and for their own sake.

We seek to incorporate within our students the wisdom of two thousand years of Catholic thought, history, culture, and the arts so that they might understand themselves and their world in the light of that Truth and acquire the character to live happy and integrated lives in the service of God and others.

CURRICULUM AND USE OF SECULAR MATERIALS

Saint Therese Carmelite School has a carefully chosen curriculum to form our students in faith, academics and virtue. The curriculum was chosen by a group of Catholic educators and it is reviewed yearly by our Curriculum advisors to ensure that what we teach fully supports our mission. At times it may be necessary to use a book that is not inherently Catholic as is the case with mathematics, for example. In such cases, we have strict guidelines to ensure that its content is aligned with our mission and that it does contain anything that will harm the intellectual, moral, or spiritual formation of our young scholars or anything against our Catholic faith. In

the few instances when we choose non-Catholic materials, we use the guidelines set forth in The Cardinal Newman Society's "Secular Academic Materials and Programs in Catholic Education."

LITERATURE AND ARTS

St. Therese of the Child Jesus and of the Holy Face said, "I did love reading very much and would have spent my life at it. I had human *angels*, fortunately for me, to guide me in the choice of the books which, while being entertaining, nourished both my heart and my mind (Story of a Soul, Chapter IV). At Saint Therese Carmelite School, we echo St. Therese in relying on our human angels, our Curriculum advisers, to guide us. Our literature books are chosen so that they correlate, as much as possible, in time periods with our history and religion textbooks. In this way, no single subject is taught in isolation. The Catholic faith is seamlessly interwoven into our entire curriculum. Our goal is to teach His story, the story of mankind and salvation, the story of God's love for us. Therefore the books we choose must support this effort. Our curriculum advisers use the guidelines set forth in The Cardinal Newman Society's "Literature and the Arts in Catholic Education."

There are some basic guidelines that we follow in choosing works of Literature. Books may not contain anything that leads to confusion or corruption. For example, good triumphs over evil, sin is sin, evil is evil. Evil characters change their vices to virtue or they suffer clear consequences for their actions. Virtue is always carefully examined since Virtue is one the pillars of our school. The morality of actions is also carefully examined through the lens of our Catholic faith. In class discussions and assignments, there is always a component of theological formation.

The basic curriculum offered at Saint Therese Carmelite School includes the following:

Religion	*Latin*	*Grammar*	*Spelling*	*Poetry*	*Social Studies*	*Music*	*Choir*
Literature	*Composition*	*Vocabulary*	*Handwriting*	*Science*	*Mathematics*	*Art*	*Physical Education*

GRADING

Assessment is an important part of learning, and grades reflect the degree to which a student succeeded in completing the academic program designed to meet his or her needs. Diligence and perseverance, as well as doing the little things well with love, are important in the formation of a student. We encourage students and parents to bear in mind that grades are only a measure of academic achievement and that the pursuit of the highest good is far more important. Each teacher will provide a copy of his or her grading method and procedures to parents so that students will be aware of the grading policies.

GRADING SCALE

Saint Therese Carmelite School uses the College Board Grading Scale for students in grades 3-8 for all major academic subjects.

A+	97-100%	C	73-76%
A	93-96%	C-	70-72%
A-	90-92%	D+	67-69%
B+	87-89%	D	63-66%
B	83-86%	D -	60-62 %
B-	80-82%	F	59% & below
C+	77-79%		

In grades 1st – 2nd, the following grade scale is used:

O	Outstanding work in a given skill or subject
G	Good work in a given skill or subject
S	Satisfactory work in a given skill or subject
NI	Needs Improvement or unsatisfactory work in a given skill or subject

In grades TK – K, the report card is skills-based and students are graded according to this scale:

M	Mastered
VG	Very Good
I	Improving
B	Basic Skill
E	Emerging Skill
NW	Needs time to develop
NA	Not applicable at this time

WORK HABITS & BEHAVIOR

Cooperation **-** Cooperates with others; works well in groups; Helps others without being asked; Encourages others.
Order and Neatness **-** Keeps desk and cubby clean and orderly; Keeps folders, planner, school materials and assignments organized; Keeps books in good order; Works neatly.
Obedience **-** Follows directions; Follows school policies; Adheres to uniform policy consistently; Follows playground and classroom rules.
Charity & Respect **-** Is charitable to all; Shows courtesy and good manners; Shows reverence in Mass; Respects those in authority; Responds to correction; Respects school and neighbor's property.
Responsibility **-** Brings necessary materials to class; Completes work on time; Completes tasks; Participates in class.
Self-control **-** Able to be quiet, still, and attentive when appropriate; Pays attention; Does not lose temper.

Written assignments must be neat, legible, and complete. All papers must be headed properly. All textbooks, workbooks, and notebooks should be kept neatly and should be free of scribbling inside and out. Textbooks should be covered in paper only; stretchy cloth book covers are not allowed. School supplies must be replenished when worn out or depleted.

CHARACTER DEVELOPMENT

Saint Therese Carmelite School's Character Development Program is focused on a school-wide virtue of the week. The teachers further develop these virtues with pertinent subcategories of virtues appropriate for each grade level. The discussion of virtues will also be integrated within the curriculum.

Virtues are good habits, acquired through practice and effort. We believe that "catching" a student doing good is a positive and attractive way to encourage virtuous behavior. Virtue achievement awards are awarded on "***virtues***day" every Tuesday at Morning Assembly.

EDUCATION IN CHASTITY

We believe that it is the parents' prerogative to teach their children about puberty, procreation, and family life. "Sex Ed" is not addressed in the curriculum. We promote the virtues of purity and chastity. Modesty in dress, speech, and conduct is expected of the students.

SPIRITUAL FORMATION

As part of their spiritual formation, students receive religious instruction and pray on a daily basis. Participation in religion class and attendance in religious practices is not optional. All students are expected to show reverence and respect during prayer, Mass, the rosary, or any other religious activity or class.

It is expected that parents will support the religion program by practicing the Catholic faith with their children. It can be confusing to children when they are being taught the truths of our faith, but not practicing these truths. Weekly weekday Mass at St. Therese Carmelite School does NOT fulfill the Sunday obligation that all Catholics have.

Parents are invited and encouraged to attend our weekly weekday Mass, rosaries, Stations of the Cross, Blessing of Throats, benediction, and other religious activities. St. Therese Carmelite School is a parish school and our presence in and connection to the parish is an important one. The dates of the school Masses will be noted on the school calendar and published in The Little Way.

PRAYERS IN THE CLASSROOM

As part of the complete formation of our students, we do want to instill the habitual practice of certain basic acts of piety (prayers). The school fosters a Carmelite spirituality with a special focus on Saint Therese's *little way*. This means knowing that we are children of God and always in His presence. Offering our work done well and charity at play are included in this spirituality that we wish to teach the children.

Students do share several moments of prayer throughout the school day. Students begin their day with prayer at Morning Assembly. Classes say the Angelus at noon and grace before lunch. Once a week students attend Holy Mass together. On special feast days, students may pray the rosary together or recite a prayer associated with a particular saint.

SACRAMENTAL PROGRAM

Students in First and Second Grades prepare for Reconciliation and First Holy Communion and receive them in Second Grade. Parents are required to be active partners in the preparation of their children for these sacraments. ***Attendance at Mass on Sunday is obligatory for all Catholics and anyone preparing to receive the sacraments.*** **Parents are required to attend the mandatory meetings provided by Saint Therese Carmelite School.**

The sacrament of reconciliation is offered frequently to all students who have made their First Holy Communion. Students in Grades 3-8 who have not received the sacraments, and wish to do so with parental consent, should contact our chaplain, the principal, or the rectory to make the necessary arrangements to prepare to receive these sacraments.

ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

Students at Saint Therese Carmelite School must maintain a "C" average in all subject areas and receive no "Fs" in order to be and remain eligible for participation on a sports team or any other extracurricular activity. Students receiving an "F" or failing to maintain a "C" average in academic subjects or receiving a low mark in behavior or work habits may become ineligible and may be suspended from participation in sports or any other extracurricular activity until the next reporting period.

Student Council members must have a 2.5 GPA in all subject areas and high marks in Behavior and Work Habits. Eligibility will be reassessed based on subsequent classroom tests in combination with the student's efforts.

PROMOTION

Ordinarily, pupils who satisfactorily complete the prescribed course of studies are promoted to the next grade at the end of the school year. Excessive absences and/or tardies can make sufficient academic progress for promotion difficult or impossible. Students who fail to complete a course of study with a cumulative year average of C- or above in each academic course, may not be promoted to the next grade level until those courses have been remediated.

ACADEMICALLY ADVANCED CHILDREN

Your child's teacher may recognize a high level of ability either as the result of schoolwork or from reviewing the annual standardized test results. Beginning in 6th grade, high school level Algebra, Geometry and Latin classes are offered for qualified students.

HOMEWORK

Homework is an essential part of the educational process since it is practice of what students have been taught during the day as well as preparation for tests and review of other material. Spelling practice, studying notes, reviewing vocabulary, drilling math facts, and silent reading are encouraged, even though not formally assigned nightly. Homework is assigned each evening and may be assigned on weekends, breaks, and holidays. To derive the best possible benefit from homework, there must be full cooperation between the parents and the school. This helps both students and parents when discussing homework matters. The ***suggested*** time allotment is as follows:

	Homework Time	**Reading Time**
TK – K	None	15 minutes
Grade 1	10 minutes	15 minutes
Grade 2	15 minutes	15 minutes
Grade 3	20 minutes	20 minutes
Grade 4	25 minutes	20 minutes
Grade 5	30 minutes	20 minutes
Grade 6	35-45* minutes	30 minutes
Grade 7	40-60* minutes	30 minutes
Grade 8	45–90* minutes	30 minutes

Teachers judge the time to do an assignment based on how long it would take most students to do that assignment during class time. As a result, this time frame is variable per student. If a student consistently exceeds these limits, the child's teacher should be notified.

*Students who are taking high-school level math and Latin classes will be assigned high-school level course work which may require more time to complete.

TEXTBOOKS

Students are responsible for all materials loaned for the course of studies throughout the year. The student must replace lost or damaged materials. Textbooks belong to the school and are loaned to the student. They are expensive and expected to last a long time. Books can be covered with brown paper bags or brown shipping paper only. **Stretch cloth book covers and contact paper are forbidden as these cause great damage to books.** Each student's name, grade, and the name of the text should be placed on the cover, **not** in the textbook. Books must be kept in the desk or locker, not on the floor. **Parents are responsible for any damage or loss of textbooks.**

EXTRA CREDIT

Consistent effort and conscientious attention to both written and unwritten daily assignments are the most effective contributors to student achievement. "Extra credit" reports or other assignments prepared particularly during the last days of a marking period cannot substitute for consistent effort and achievement through the trimester. Academic report card grades should reflect primarily the approved course of study for that quarter, as contained in the daily class and homework assignments, quizzes, reports, and projects. Accordingly, extra credit work will be given sparingly, if it is given at all, at the discretion of the teacher; and it will have little impact on the final report card grade for the marking period.

TESTING

The STAR test will be administered three times a year to students. These tests are given to determine the individual growth of each student.

The Assessment of Religious Knowledge (ARK) is a national religion test that is given to the students in 2nd-8th grade in the Spring. The purpose of the test is to evaluate students' values, attitudes, and knowledge of Catholic Doctrine.

The National Latin Exam (NLE) is given to the students in Grades 7 and 8 in March. The basic purposes of the NLE are to promote the study of Latin and to encourage the individual student.

CHOIR

Participating students will be required to exhibit good cooperation and good behavior. All students are part of the all-school choir. Performances at the Christmas and Spring Concerts are ***mandatory*** and are part of the student's grade. In addition, the choir may sing at school Masses and other special occasions. ***Attendance at choir performance is NOT optional.***

ALTAR BOYS

Participation in the Altar Boys Program requires parental support. Altar boys are expected to show up to serve at the appointed Masses. If an altar boy cannot serve at an assigned time, he must notify the Church immediately and he is responsible for finding a substitute.

In order to participate in the Altar Boy Program, boys must have made their 1st Holy Communion and must participate in the mandatory training classes. Boys must demonstrate maturity and a sense of responsibility, or they will be asked to leave the program for a while.

SUMMER PROGRAMS

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor.

HOME STUDY

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

LIBRARY

Students have the opportunity to visit the school library during class visits. The books and equipment are the property of the school, and students are reminded to treat them with care. If a book is destroyed or lost, the student's family is responsible for paying for the purchase and processing of a replacement copy. Parents should urge their children to remember to return books on time and undamaged so that all students have an equal opportunity to share the resources.

GRADUATION

Kindergarten and eighth grade students who satisfactorily complete their course of studies with passing grades participate in the graduation ceremony at Saint Therese Carmelite School. There is a $400 graduation fee for eighth grade students and a $75 fee for Kindergarten students.

Please note that tuition and all fees for eighth grade and Kindergarten students must be fully paid two weeks prior to the end of the fourth quarter in order for students to take their final exams. Students who do not take final exams will not be allowed to walk at graduation and they will receive “Incomplete” grades on their report cards and transcripts.

MEALS

LUNCH/SNACKS

If a student brings a lunch or snack to school, the student’s name and grade must be clearly visible on the lunch. Snacks should be nutritious and small enough to consume during break time since open food may not be stored in classrooms. A student is never permitted to leave school grounds to purchase a lunch or snack.

If parents are bringing food for their child, please drop the food off at the front office. Our staff will make sure your child receives it. If a student forgets his lunch, the office will contact the parents. We have granola bars for the rare occasion when a parent is unable to bring food. Parents will be billed $1 when this occurs.

AWARDS/HONORS

AWARDS

Awards are presented to students by the faculty at the Awards Assembly. Awards may be given in the following areas:

a) **General Academic Excellence**
Student excels academically in one or more subject areas

b) **Academic Improvement**
Student has shown marked progress in one or more subject areas

c) **Christian Service**
Student displays Christian concerns, supports and helps other students and faculty, participates in and assumes additional responsibilities concerning school activities such as:
- Student Ambassadors
- Altar Server
- Cantor and Lectors
- Buddy Program
- Family Groups

d) **Fine Arts**
Student demonstrates outstanding talent in art or music

e) **Sports**
Students demonstrates commendable sportsmanship, or excels in a sport

f) **Attendance & Punctuality**
Student has perfect attendance or student is always on time to his classes

g) **Dress code**
Student adheres to the Uniform Policy daily and cheerfully

h) **Behavior**

i) Student displays exemplary behavior, both in the classroom and on the playground

j) **Virtue**
Student displays exemplary practice of the virtue of the month, both in the classroom and on the playground

HONORS

The Honor Roll certificates have been designed to encourage student character development in social as well as academic areas. Students are encouraged to treat their teachers and fellow students with dignity and respect. Character development is an important process in the education of a student. For this reason, a student is not eligible for an honor roll certificate if the behavior grade is not satisfactory. Honor roll certificates are distributed at the Awards Assembly. Parents may attend the award assemblies; the dates and times will be listed in the *Little Way* or on the school's website.

Principal's Citizenship Award

Students who receive high marks in Behavior and Work Habits and have no more than 3 absences and no more than 3 tardies in any given quarter will be awarded the Principal's Citizenship Award.

Scholar Honors

Students in Grades 3-8 who have all A's for all subjects, have satisfactory marks or higher in Behavior or Work Habits earn "Scholar Honors".

First Honors

Students in Grades 3-8 who have an A average, with no F's or D's, for all subjects, have satisfactory marks or higher in Behavior or Work Habits earn "First Honors".

Second Honors

Students in Grades 3-8 who have a B average, with no F's or D's, for all subjects, have satisfactory marks or higher in Behavior or Work Habits earn "Second Honors".

8TH GRADE END-OF-THE-YEAR AWARDS

Knights of Columbus Award

This award goes to a student who best exemplifies the four principles of the Knights of Columbus – charity, unity, fraternity, and patriotism.

Honors at Entrance

Please let us know if your child is receiving Honors at Entrance or any Scholarships at his/her high school so that we may recognize them accordingly.

Christian Service Award

This award goes students who best exemplifies outstanding Christian attitude and conduct.

National Latin Exam

Students who participated in the National Latin Exam will receive a **Certificate of Merit** for participation in the National Latin Exam. Students who have fewer than 10 errors will receive Achievement Awards.

Principal's Citizenship Award
Students who receive high marks in Behavior and Work Habits and have no more than 3 absences and no more than 3 tardies in any given quarter will be awarded the Principal's Citizenship Award.

Subject awards
These awards are given to students who demonstrate academic achievement, a deep sense of wonder, and a love of knowledge for the subject matter in the following subjects: religion, algebra, geometry, history, Latin, language arts, literature, science, art, and music.

Second Honors
This award is given to students who have maintained a B average with no D's or F's.

First Honors
This award is given to students who have maintained an A average with no D's or F's.

Scholar's Honors
This award is given to students who have maintained straight A's across all subjects.

Class Speakers and Master of Ceremonies
Graduation Class Speakers are selected by the Faculty based on the following criteria: academic achievement, exemplary work habits, behavior, and citizenship. One student will be chosen to deliver a 3-minute farewell address at graduation. Another student will be chosen to deliver a 2-minute welcome address at graduation. The Master of Ceremonies will be chosen to help conduct the graduation ceremony.

FIELD TRIPS

It is part of our classical curriculum that students learn from primary sources and through hands-on experience. Fields trips enhance our rich curriculum. Participation in field trips is mandatory. Nonetheless, students can be denied participation if they fail to complete their schoolwork, or if their classroom/school conduct has been inappropriate. Parents also have the right to refuse to allow their child to participate in a field trip. In these instances, the parent must keep the child home for that day and an alternate assignment may be assigned by the teacher. Students must have a signed Field Trip Permission Slip. A signed note from the parent or a telephone call is not an acceptable form of permission.

Transportation is usually by bus. On occasion parents are asked to provide rides for students. Any adult providing transportation for school-sponsored activities must present a valid driver's license and certificate of insurance. Each child must have a working seat belt if travelling in a private car. Adult chaperones must be VIRTUS certified and fingerprinted.

Volunteer driving students in their own cars must be at least 25 years of age, have a valid Class C driver's license, valid California automobile insurance, and be VIRTUS certified and fingerprinted. Each vehicle must have individual seat belts for each student and the appropriate car seat according to age and weight. Volunteer driver's license and insurance declaration page must be kept on file at the school.

TRANSPORTATION

BICYCLES

Students who walk or ride a bicycle home after school must have a signed letter of permission from their parents/guardians on file in the school office. This letter of permission must be renewed yearly.

- For the safety of riders and pedestrians, bicycle riders must always walk their bikes on and off the school grounds. Failure to do so will result in a warning the first time, and the second time the student will be prohibited from riding his/her bicycle to school until a conference with his/her parents can be arranged.
- Saint Therese Carmelite School is not responsible for damage to or loss of bicycles brought to school. Bicycles should be locked during the school day.
- Taking or riding a bicycle without permission is not allowed. Students found tampering with bicycles will receive a detention.

SKATEBOARDS / ROLLER BLADES / ROLLER SKATES

Riding skateboards, roller blades, or roller skates is NOT PERMITTED on school or church property.

DISCIPLINE

DISCIPLINE POLICY

Saint Therese Carmelite School strives to teach and foster self-discipline, virtue, and proper conduct in order to develop good character in our students. We are partners with parents in this important task. Saint Therese Carmelite School promotes a climate of mutual respect among students and the faculty which facilitates the acquisition of virtue and high academic standards. Our students are still in a formative period, and it is our job to correct them when they behave in ways contrary to charity, in ways which undermine Christian development, or when they violate school rules. The student will be given an appropriate consequence for misbehavior, time to reflect on his or her choices, and the opportunity to make amends.

We know that each of us wants to see all children grow in virtue and want to be part of the growth process. If you have a question about the behavior of another child, please address your concern directly to that child's teacher as he or she will be the most qualified to correct the situation.

If there is a student with significant disciplinary problems who does not respond to the teacher's corrections, the situation will be discussed with the principal and will be brought to the parent's attention. ***It is ultimately the parents' responsibility to ensure the child complies with the rules of Saint Therese Carmelite School***.

Behaviors which violate school rules, are contrary to charity, or disregard respect will not be tolerated, and students can expect correction and consequences. Corrective measures include verbal reprimands, exclusion from certain privileges, a detention, suspension from school, and expulsion. Disciplinary infractions* include, but are not limited to:

*Listed alphabetically, not in order of severity

Minor Infractions

Being in an area without supervision
Being out of uniform
Chewing gum
Eating in the classroom
Horseplay
Lack of punctuality
Littering
Missing one homework
Running in the hall
Running up or downstairs
Speaking out in class

Serious Infractions

Repeat offense of minor infractions
Being in an area without supervision
Bringing electronic toys or devices
Bringing in inappropriate materials
Cheating
Disobedience to adults
Disrespect to adults
Disrespect to other students
Disruptive behavior
Insubordination
Open, persistent defiance of the teacher's authority
Skipping a class
Swearing
Throwing food or objects
Unsafe behaviors

Using a cell phone without the express permission of an administrator
Willful defacement of school property, real or personal

Major Infractions

Repeat offense of serious infractions
Hitting, pushing, acts of violence, or threats of violence against any student or school personnel
Bullying classmates
Danger to self or others
Disrespect to religious articles or practices
False fire alarms
Fighting
Foul, vulgar, or improper language or behavior
Harassment
Hazing
Profanity or vulgarity
Severe damage to property
Stealing
Truancy

Consequences

Consequences will be based on the infraction, the age of the student, and any previous offenses.
Possible consequences include, but are not limited to:

After-school detention for 45 minutes from 3:15-4:00 pm
Cleaning the class or desks, etc. for disorder
Disciplinary Infraction Notice
Disciplinary Probation
Expulsion
Making restitution
Recess time-out (partial loss only)
Referral to the principal's office or to a different classroom
Suspension
Writing a paragraph about the importance of respect, etc.
Writing an apology note
Writing an essay about the virtue that they lacked by committing this infraction

CHEATING

Cheating is a form of stealing. It is always best to be honest and present one's own work. Students should take the time to study and prepare adequately for exams. Copying, receiving, or providing answers on homework, classwork, or exams is a form of cheating.

Plagiarism is the dishonest act of copying directly from another source and submitting it as one's own work. Part of the learning process involves reading and summarizing material, so that it can be presented in the student's own words and cited accordingly.

Consequences for cheating will be based on the infraction, the age of the student, and any previous offenses. Incidences of cheating will result in disciplinary action, as outlined below:

Students in TK-2nd grade
- A note will be sent home and the student will have to re-do the assignment or test
- Repeat offenses will result in partial or total loss of credit

Students in grades 3-5
- A note will be sent home and the student will have to re-do the assignment or test for partial credit
- Repeat offenses will result in total loss of credit
- Student will be placed on Disciplinary Probation

Students in grades 6-8
- A note will be sent home and the student will have to re-do the assignment or test for partial credit
- Repeat offenses will result in total loss of credit
- Student will be suspended after the 2nd offense and placed on Disciplinary Probation

PROBATION

Probation places a student on conditional enrollment during a trial period. If there is no noticeable, positive change in a student's behavior after a probationary period, parents may be asked to remove the child from school. Responsibility for placing a student on probation rests with the principal.

SUSPENSION

Any of the infractions listed above with mitigating circumstances are adequate cause for suspension of a student. No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation. In no case will a teacher on his or her own authority suspend a student.

Notice of suspension must be given to the parents or guardians by telephone, by letter or email, or in person during a conference. The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. The suspended student shall be responsible for all academic assignments while on suspension. These academic assignments may receive partial or no credit depending on circumstances; terms will be outlined in Disciplinary Probation Notice. Suspended students will be placed on Disciplinary Probation.

PROCEDURE FOR EXPULSION

Except in cases involving grave offenses, the following steps must be taken. A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately.

In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal. In no case will a teacher on his or her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking, possession of tobacco, vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

RECOMMENDED TRANSFER FOR NON-DISCIPLINARY REASONS

Certain students may be given a recommendation to transfer for reasons other than discipline. Reasons for the recommendation could be, but are not limited to, emotional instability, academic ability, lack of social adaptability, uncooperative or destructive attitude of parents/guardians/caregivers, etc.

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Any

parent/guardian, or other person who upbraids, insults or abuses the pastor, principal or teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the pastor, principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

SAFE ENVIRONMENT

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from abuse*, harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through eighth grades, the disciplinary action may include suspension or dismissal.

If students are victims of harassment, bullying or hazing, they should tell the offender to stop and immediately report the incident to an adult. ****In suspected cases of child abuse or neglect, school and church personnel will make mandated reports as required by law.***

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- Verbal Harassment - Derogatory comments and jokes; threatening words spoken to another person
- Physical Harassment - Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- Visual Harassment - Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
- Inappropriate Advances - Inappropriate verbal or physical advances, requests for favors in this area, and any other inappropriate conduct.

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

*Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an **ongoing pattern of harassment and abuse**.*

Cyberbullying
Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:
Sending inappropriate texts, emails, or instant messages
Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
Using someone else's username to spread rumors or lies about another person

Hazing
Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

PROTECTING GOD'S CHILDREN

The Archdiocese of Los Angeles is committed to protecting our children from child sexual abuse. The archdiocese's safe environment program includes policies, procedures, background checks, and safe environment training and education. We pledge to protect children's innocence by being the ears, eyes, and voices of children, young people, and vulnerable adults to prevent abuse and harm in our churches, schools, homes, and communities.

These efforts have evolved and expanded since 2002, when the U.S. Conference of Catholic Bishops adopted the Charter for the Protection of Children and Young People. In the archdiocese, the clergy and laity have a shared commitment to assure that the intention of the charter is integrated into the lives of the faithful. This chapter provides a guide and resources for those who are subject to or implement the safe environment efforts of the archdiocese.

All principals, teachers, administrators, staff (including paid staff and volunteers with staff responsibilities), and coaches (including paid and volunteer coaches) who work at an elementary school or high school must be fingerprinted under the California Education Code and pass a background check before they commence any assignment. All fingerprints are submitted to the California Department of Justice and the FBI. All staff who are in regular contact with minors must complete the VIRTUS® Protecting God's Children training or an equivalent child sexual abuse prevention training approved by the Office of the Vicar for Clergy and the Office of Safeguard the Children. For further information, see Fingerprinting Policies and Guidelines in Safe Environment.

Safe Environment Training
Adults acting in a staff, ministerial, or other position in the archdiocese are role models who are called to treat each minor with respect and care. Staff need to maintain professional relationships with minors whether on or off parish or school locations. All staff who interact with minors are required to review current guidelines and sign the Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events for the file at the location where the adult works or volunteers.

All archdiocesan policies and procedures that have to be followed when dealing with minors are found in Safe Environment. Adherence to those policies and procedures is mandatory for all.

WAIVER OF POLICIES

The pastor is the final recourse in all disciplinary matters and can, for just cause, at his discretion waive any disciplinary regulation.

ACADEMIC PROBATION

Students who receive a D+ or lower will be placed on Academic Probation and will remain on probation until the grade is raised to a C+ or above. Beginning in 2nd grade, students who receive a mark of NI on the second or third quarters will be placed on Academic Probation and will remain on probation until the grade is raised to an S or above. Students on Academic Probation must receive additional support at home in order to improve their grades. It is expected that parents will provide or seek tutoring for their struggling student. A parent-teacher conference will be scheduled to develop a plan for academic improvement. If the student meets the goals of the academic improvement plan, no further action will be taken. If the student does not meet the goals of the academic improvement plan, he/she may be required to attend summer school, retained in his/her current grade level, referred to his/her local home school for testing and an IEP, or be asked to withdraw from the school at the discretion of the principal.

RETENTION

It is sometimes necessary for a student to repeat a given grade. From the school's perspective, retention is recommended when it is in the best interest of the academic and/or social development of a student. After serious consideration and discussions with the principal, the teacher may recommend that a child repeat a grade. The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention.

ELECTRONICS, COMMUNICATION, & OTHER MATERIALS

ELECTRONIC DEVICES, GAMES, AND TOYS

Students are not permitted to bring electronic toys or devices and these will be confiscated and will remain in the office until a parent picks them up. Items confiscated for the 2nd time may be held until the end of the school year and the student may be suspended.

It is best that students use their recess time to play sports, jump rope, talk to friends, etc. Students are not to bring comic books or inappropriate reading materials, toys, baseball or any other trading cards, radios, video games, or other similar objects or equipment to school. Occasionally during inclement weather, ***educational games*** may be brought to school for use at recess, but the school cannot be liable for these items if they are lost, damaged, or stolen. Students may bring in any books from the approved reading list; other outside reading material must be approved ahead of time by the school. The school reserves the right to decide whether a book, game, or toy is appropriate for a school setting.

TELEPHONE CALLS/CELL PHONES

Students will NOT be called to answer a telephone call. An urgent message may be left with the school secretary to be given to your student. Students will not be allowed to use the office phone without the permission of an administrator, teacher, or secretary. Messages for students should be brought to the school office. All visitors to the school classrooms must be cleared through the school office. All items that are brought to school after 8:00 am will be distributed to the student at their recess time.

A student does not need a cell phone* while he/she is at school. Students may NOT use their cell phones while they are at school. Please direct your students to use the school office phone so that the office will know that the parent has been contacted. Students are strongly encouraged to leave their cell phones at home. If a student uses their cell phone during school hours, it will be confiscated and held in the school office by the administration. Circumstances will determine the procedures that will be used to return the cell phone. The school cannot be responsible for lost, broken, or stolen cell phones.

Cell phones are NOT allowed to be in operation during school hours, during sports practice or games, during any school-sponsored activity, or during Afternoon Enrichment Program. Cell phones must be turned off and kept in the student's backpack while at school; the cell phone may not be on until after the student has **left** the school ground for the day.

In addition,

1) Cell phones may not be used to take pictures, for video games, internet access, or making purchases of any kind.
2) Bullying or harassing another student or person by cell phone/text messaging is not permitted. Bullying or harassing is subject to immediate disciplinary action, including expulsion.

Students who violate this policy may face further disciplinary consequences. ***Cell phones that go off during class time will be confiscated and must be retrieved from the school office by a parent.***

*If a student's medical device(s) require connection/access to a cell phone or other electronic device, exceptions to this policy may be made by the principal only. In these cases, such devices may ONLY be used for the medical purpose for which the exception was granted.

EMAIL COMMUNICATION

Parents are encouraged to maintain open lines of communication with teachers and the administration. However, email communication should be brief and informational in nature. Serious matters and concerns regarding a student's academic performance or behaviors should be brought up in person to avoid miscommunication.

Parents may NOT send mass emails or texts or any form of electronic communication without prior approval from the administration.

INTERNET AND TECHNOLOGY USE POLICY

Saint Therese Carmelite School greatly limits the use of technology in the classrooms. Students take the STAR test on computers three times per year. Outside of school-monitored activities, students are not permitted to use any devices that connect to the internet while on campus. The use of cell phones or electronic devices is strictly prohibited while on campus.

All staff, students, and parents of archdiocesan schools and parishes must adhere to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP), which can be found in the Administrative Handbook online at the la-archdiocese.org site.

ARTIFICIAL INTELLIGENCE POLICY

Childhood and adolescence are critical periods for the development of memory, imagination, creativity, reasoning, judgment, conscience, and communication skills. These abilities develop and grow stronger through regular use and practice. Use of and dependence on Artificial Intelligence (AI) can interfere with healthy intellectual development by reducing opportunities for students to think independently, solve problems, exercise creativity, and form sound judgments. While AI may serve useful purposes in the broader adult world, it cannot replace the educational process through which students develop into knowledgeable, thoughtful, caring, virtuous, and responsible adults.

Our school is committed to forming our students in faith, academics, and virtue. Learning is not simply the acquisition of knowledge but the formation of the soul, the mind, and the heart. These noble goals are achieved through the student's own effort and active engagement. Therefore, the use of AI tools by students is not permitted for academic work.

Students may not use AI-generated content, AI writing tools, AI homework assistants, AI chatbots, AI image generators, or any similar technologies to complete assignments, projects, essays, reports, translations, problem-solving exercises, or other schoolwork. All student work and assignments submitted by students must reflect the student's own work, thoughts, knowledge, reasoning, effort, and creativity.

The purpose of education extends beyond academics, and the ultimate purpose of Catholic education is to lead students toward Goodness, Truth, and Beauty. Students move towards holiness through participation in the Holy Mass, daily prayer, the sacraments, religion classes, and other pious acts. Authentic growth in faith requires the active participation of the individual mind and heart. Students are called through virtue to become the best men and women they can be for the greater glory of God. The practice of perseverance, courage, humility, honesty, integrity, diligence, and responsibility helps to build long-lasting habits. Students learn perseverance by working through challenges, courage by attempting difficult tasks, humility by accepting correction, honesty and integrity by producing their own work, diligence by finishing all tasks well, and responsibility through accountability. By providing shortcuts around these formative experiences, AI can interfere with the development of these fundamental human virtues that are essential to both personal success and the development of a well-formed character.

In short, our educational philosophy holds that students learn best when they engage directly with their studies, think for themselves, express their own ideas, and persevere through challenges. The formation of the soul, mind, and heart requires personal effort, and for this reason the use of AI by students is not permitted.
“Schools are not called to follow the pace of the digital world, but to offer that which the digital sphere by itself cannot provide, namely a shared time for learning and developing trustworthy relationships.” Leo XIV, Magnifica Humanitas (2026), sec. 147

PARENTAL PRACTICES

As partners in the educational process at Saint Therese Carmelite School, we ask parents to commit to practices which have been proven to improve a student's academic, social, and spiritual development. Please ensure that your student:

- Gets to bed early on school nights
- Eats a nutritious breakfast before coming to school
- Arrives at school on time and is picked up on time at dismissal
- Has packed a nutritious lunch and snacks for school
- Is dressed according to the school dress code
- Completes class work and homework assignments on time
- Has necessary materials and supplies each day
- Actively participates in school activities
- Pays for any damage to schoolbooks or property due to carelessness or neglect by the student

We ask parents to:

- Notify the school with a written note when the student has been absent or is tardy
- Notify the school office of any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any special situations regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat the Administration and the Faculty with respect and courtesy in discussing student problems

PARENT SERVICE HOURS

To build community and participate in the life of the school, it is important that all school families donate service hours. Each Saint Therese Carmelite School Family is required to complete a **minimum of forty (40) hours of service.** Service hours opportunities include, but not limited to, working (before, during, or after) fundraising events or school promotional events, classroom assistance, chaperoning field trips, assisting with school mailings, student activities (Back-to-School, All Saint's Day, Thanksgiving, Posada, etc.), hospitality, chairing a committee, before and/or after-school crossing guard, and purchasing needed/requested supplies for student events (credited at 1 hour for every $25 spent – must provide receipts). *The service hour commitment must be completed by June 1 of the current academic year or families will be charged accordingly. A fee of $25 per hour will be charged for each hour not completed and will be due and payable by June 8 of the current academic year.*

PARENT SERVICE ORGANIZATION

The Parent Service Organization exists to support the pastor, principal, and staff in their endeavors to provide a quality, Catholic education for all students. All parents are members of the Parent Service Organization (PSO). The PSO operates under the direction and with the approval of the principal.

The PSO supports the school by:

- Helping the school in its fundraising efforts
- Coordinating the service and volunteer programs
- Providing support for the role of the principal as the administrator of the school program
- Promoting good will and cooperation between and among parents, faculty, administration, and parish
- Directing and coordinating parental support through parent education activities and social functions that build community
- Helping build and enhance the faith community of School and Parish
- Promoting open respectful communication among the parents, teachers, and administration

PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research, parents must execute the "Parent/Guardian Release for Student or Minor (Noncommercial)" giving permission for such publication.

BIRTHDAY CELEBRATIONS

The Saint Therese Carmelite School community joins each child in celebrating his/her birthday by recognizing the child at Morning Assembly. To prevent losing instruction time, celebrations are allowed during regular lunchtime and 15 minutes before end of the school day for Tk- 4th grade. Celebrations for 5th-8th grade are allowed during regular lunch time or after school. . Please be attentive to sugar intake and coordinate this celebration with your teacher in advance.

MONEY

When sending money to school for any purpose, please place the correct amount in an envelope and write your student's full name, grade, amount of money and purpose. Please DO NOT send money without following this procedure. For their own safety, students should not bring excessive amounts of money for personal use. The school will not be responsible for money that is lost.

OFF-CAMPUS PARTIES

Party invitations **MAY** be distributed at school if the ***entire class or all of the boys or all of the girls are invited***. It is difficult in a classroom situation to distribute party invitations that exclude students. This does not apply to mailed invitations off school grounds. The matter of home-sponsored parties is one primarily involving parental control and not that of the school. It is our experience that teenagers are often not mature enough to handle mixed parties in the middle school years. Such parties often cause anxiety and disciplinary problems. Parents are asked to use prudence in the type of party, music and entertainment provided.

Students may celebrate their individual birthdays at school by bringing an item that can be easily served to the students to eat at lunch time. Please coordinate with your student's homeroom teacher. This avoids the confusion when more than one student has a birthday on the same day. Do not bring anything that requires the use of the refrigerator or freezer. Personal gifts are not to be distributed on school grounds at any grade level.

DATING POLICY

Discussion or evidence of dating, and any outward demonstrations of affection in word or deed is strictly forbidden at an elementary school. Students who engage in or encourage such activity, especially on or around the school campus at any time, and particularly when in uniform, may be suspended and will assume a probationary status at school. Parents will be notified if this occurs.

LOST AND FOUND

All articles of clothing, lunch boxes, school materials, and other personal items must be clearly marked at all times with the student's name and grade. Periodically, unclaimed articles are given away to a charity or recycled through the school. Please ask the office to check the Lost and Found bin if you have lost or misplaced an item.

FINANCIAL REQUIREMENTS

Tuition, registration, annual fund, graduation fee, fundraising and service hour requirements, and any other fees owed to the school must be paid by their respective due dates as outlined in the Enrollment Agreement. Students who have not met all financial requirements will not be permitted to participate in final exams and will receive an incomplete grade on their transcripts until all obligations that were agreed to in the tuition contract have been met. Eighth grade and kindergarten students who have not met financial obligations will not be allowed to participate in graduation exercises. Any past due balances will be sent to collections.

FUNDRAISING

Since the actual cost of educating a student at Saint Therese Carmelite School is much higher than the tuition we charge, the actual cost of education must be made up through fundraisers. The main fundraiser for Saint Therese Carmelite School is *The Little Way Dinner and Benefit Auction.* Each Saint Therese Carmelite School Family is required to raise or donate the following through our fundraising efforts.
Fundraising allows us to keep tuition low and to make up the difference between the actual cost of education and income received. Every fundraising dollar directly supports our educational programs and benefits our students directly.

The Little Way Dinner and Benefit Auction Commitment $140 + two tickets
The main fundraiser for Saint Therese Carmelite School is *The Little Way Dinner and Auction.* Therefore, each Saint Therese Carmelite School Family is required to contribute to our main fundraiser in the following ways:

- Buy or sell at least two tickets to *The Little Way Dinner and Auction* $150 each ($125 if bought be the early bird deadline)

- Procure $140 in underwriting, sponsorships or advertisements/dedications, cash contributions for *The Little Way Dinner and Auction*. The school will provide a solicitation letter and supporting materials to facilitate fundraising efforts.
- Cash contributions to *The Little Way Dinner and Auction* Fund-a-Need Cash Call

Winter Drawing Commitment $250

- Buy or sell a minimum of $250 in tickets for our Annual Drawing

Other Fundraising Commitments of $250

- Sell See's Candies in the Fall and/or Spring – 20-50% will be credited toward the $250 fundraising commitment
- Jog-a-thon contributions will be credited toward the $250 fundraising commitment
- Sponsor a table for *The Little Way Dinner and Auction* or for any other major school sponsored fundraising events
- Underwrite a portion of *The Little Way Dinner and Auction* or other school sponsored events

All fundraising commitments, regardless of how they are made up, must be completed by the last fundraising event of the current academic year.

Buyout

Families not wishing to participate in fundraising and service hours may opt for a buyout in the amount of $2,000 payable by August 1 of the current academic year.

Saint Therese Carmelite School does not allow separate fundraising activities outside of those already established without consent from the pastor, principal, and Advisory Board.

TUITION POLICY

Tuition is payable in full to the school or in monthly installments through FACTS. All families are expected to register in FACTS and make their payments through it.

Tuition is considered delinquent when a family has not met their monthly financial obligation for 30 days or longer. All accounts that go beyond 60 days past due may be automatically transferred to collections. Accounts may be reported to credit bureaus; interest and late fees could also be applicable.

In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak with the school principal or the pastor.

The school may suspend the right of a student to attend or participate in classes, activities, or field trips and may continue that suspension until such time as the debt is cleared. Any family whose account is delinquent must bring their account up to date prior to their student returning to school. All other school commitments are outlined in the Enrollment Agreement and must be fulfilled, or the student will be denied re-registration, participation in final exams, and graduation ceremonies (Grade 8 and Kindergarten).

Returned checks are subject to a $30 penalty.

TUITION & FEES

Elementary Tuition	1 Student	$6,000
	2 Students	$10,800
	3 Students or more	$14,700
	Each 4th or more student	Fees Only*
Graduation	Kindergarten	$75
	8th Grade	$400
Athletics		$80
Field Trips		Average $35, cost depends on field trip
Service Hours	40 hours required per family	$25/Hour
Annual Fund		$500
Raffle Tickets		$250
2 Auction Tickets	2 tickets required per family	Price announced prior to event
Fundraising		$390
Registration		$275/child
Book Fee		$300/child

DIOCESAN ADMINISTRATIVE HANDBOOK

Saint Therese Carmelite School operates according to the policies set forth in the Archdiocese of Los Angeles Administrative Handbook. Any information in the Archdiocese of Los Angeles Administrative Handbook that has been updated since the Saint Therese Carmelite School Parent/Student Handbook was published will supersede what is spelled out in the Saint Therese Carmelite School Parent/Student Handbook.
The Archdiocese of Los Angeles Administrative Handbook can be found at the diocesan website: http://handbook.la-archdiocese.org