

SAINT TERESA OF CALCUTTA EDUCATION CENTER

***PARENT HANDBOOK
For Students in Grades K through 8th***

2017-2018



Pastor

***Reverend Paul C. Brandt, M.A., M. Div.
Saint Teresa of Calcutta Church
(610)-287-2525***

Principal

***Ms. Anita C. Dixon, M.Ed, LDTC
(610)-287-2500***

www.stcschool.com

SAINT TERESA OF CALCUTTA EDUCATION CENTER

“Be Jesus to everyone you meet. And in everyone you meet, see Jesus.”
Saint Teresa of Calcutta

School Hours

School Office: Monday – Friday from 7:30-3:30

Grades Kindergarten – 8	7:45am - 2:45pm
C.A.R.E.S. Before and After School Program	
Morning CARES Kindergarten - 8 th Grade	6:30am - 7:30am
Afternoon CARES Kindergarten - 8 th Grade	2:45pm - 6:00pm

Telephone Numbers:

Education Center Main Phone Number:	(610) 287-2500
School Fax	(610) 287-2543
Business Office	(610) 287-2525
Montgomery County Intermediate Unit	(610) 539-8550

www.stcschool.com

Saint Teresa of Calcutta Education Center
256 Swamp Pike
Schwenksville, PA 19473
610-287-2500
www.stcschool.com

Student Parent Handbook

This handbook contains certain policies and procedures of Saint Teresa of Calcutta Education Center. The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the School Administrator/Principal.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THIS SCHOOL.

SAINT TERESA OF CALCUTTA EDUCATION CENTER

STUDENT MISSION STATEMENT

- ◆ *Saint Teresa of Calcutta Education Center will use every opportunity and skill necessary to face the challenges of the 21st Century as faith-filled learners willing to succeed as productive members of society.*
- ◆ *Our learning is made possible in a loving, safe and supportive environment.*
- ◆ *We believe as Mother Teresa believed, “Be Jesus to everyone you meet; and in everyone you meet, see Jesus.”*

*We are very excited to embrace this Mission Statement
at Saint Teresa of Calcutta Education Center.*

*Our hope is that each student may be able to recite this
from memory, but more importantly, believe this in their hearts.
As parents and guardians of our students, we thank you for your
support and sharing with us your greatest treasure, your children.*

GENERAL ADMINISTRATIVE ORGANIZATION

ARCHBISHOP

The primary authority and responsibility in all matters of religious education are held by the Archbishop of Philadelphia. In policy, he is advised by the Archdiocesan Board of Education, and the Office of Catholic Education. The supervision of the schools is the responsibility of the Secretary for Catholic Education whom the Archbishop has appointed and delegated to represent him in school matters.

BOARD OF PASTORS

As pastor, and teacher, the bishop of the diocese shares his ministry with those he has appointed as his shepherds in the parishes of the diocese. In the parish, the school is a very important aspect of that priestly ministry. The pastor serves as the spiritual leader and religious educator of the school. By his ministry and example, the students are brought to Christ and his Church.

The pastor of Saint Teresa of Calcutta Parish maintains a close cooperative relationship between himself and the principal. Father meets with the principal to discuss school policy as well as pastoral concerns involving the students. The pastor provides opportunities to participate in the school life of Saint Teresa of Calcutta, especially in the celebration of Mass, the Sacrament of Reconciliation, and other Para-liturgical experiences. While the principal is responsible for the general direction of the educational program, the pastor is kept fully informed and is ultimately responsible for the cooperation of the school with the Office of Catholic Education and the Archdiocesan Board of Education.

SCHOOL ADMINISTRATOR/PRINCIPAL

The School Administrator/Principal of Saint Teresa of Calcutta Education Center has the major responsibility for the effective administration of the entire school program. This person provides professional leadership particularly through the supervision of instruction. The School Administrator/Principal exhibits a thorough understanding of contemporary Catholic philosophy of education in terms of the growth of the students for living here and hereafter. The School Administrator/Principal, as educational leader, is a person committed to the Person of Jesus, and to goals and objectives of Catholic Education.

The School Administrator/Principal of Saint Teresa of Calcutta Education Center proclaims the mission of the school and is a visible presence of its vision. He maintains a cooperative spirit with the Pastor, Archdiocesan Board of Education and the Vicar for Catholic Education in the administration of the school within diocesan and state policies and regulations.

The School Administrator/Principal effectively manages the school plant and facilities. Maintaining good relations with the pastor, parents, teachers, students and public authorities, He exhibits excellent public relations skills, flexibility, and an understanding of the problems of others.

ADMISSION/TRANSFER

NON-DISCRIMINATION POLICY

Saint Teresa of Calcutta Education Center admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. Preference for admission is given to registered, participating parishioners of Saint Teresa of Calcutta Parish.

Saint Teresa of Calcutta Education Center does not discriminate based on race, religion, color, national and ethnic origin in the administration of its educational or admission policies, employee hiring or in any school administered program.

ADMISSIONS

Saint Teresa of Calcutta Education Center endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Saint Teresa of Calcutta Education Center follows the Spring Ford School District's age requirements for admission. The necessary forms and certificates for admission are:

1. Original Birth Certificate.
2. Original Baptismal Certificate (regardless of home parish)
3. A record of Immunization that must be updated and available for confirmation.

AGE-REQUIREMENTS FOR ADMISSION

Kindergarten: A child must be five years old by August 31.

First Grade: A child must be six by August 31.

Children entering our kindergarten or first grade should have completed all of their required immunization shots before entry. **No child will be admitted without the required series of shots.**

GENERAL ADMISSION/TRANSFER INFORMATION

Admission

Students are accepted into Saint Teresa of Calcutta Education Center in the following preferential order:

1. Families with students currently enrolled in our school.
2. Siblings of students currently enrolled in our school.
3. Families new to our school
 - a. Families new to our school residing in our parish
 - b. Students transferring from other Catholic Schools
4. Families residing out of our parish
 - a. Catholic Students coming from a parish without a school
 - b. Catholic Students coming from a parish that has closed its school.
 - c. Catholic Students coming from another parish school for other reasons
 - d. Non-Catholic students

Saint Teresa of Calcutta Education Center will not accept students from other parochial schools who have outstanding tuition balances or obligations. These must be satisfied prior to admission.

All records are to be forwarded to Saint Teresa of Calcutta Education Center. **Admission is on a trial basis pending academic and behavioral review of records.**

Withdrawal

If a student is **transferring to** another school, we request that parents inform the school in writing of the official date of withdrawal. Upon receipt of the Records Request Form from the new school the records will be duly sent. Parents will not be given student records to deliver. **All financial responsibilities must be settled before the time of transfer. Academic records will not be forwarded until all tuition and fees are paid in full.**

Registration

Registration for Kindergarten students and other students new to Saint Teresa of Calcutta Education Center will be ongoing. Rolling Registration will allow families to register throughout the year. This registration is for new students only. Registration information will be available through the Church Parish Bulletin and by visiting the school's website: www.stcschool.weebly.com. There is a **non-refundable** registration fee due at the time of registration. Registration fees for the coming school year are determined and published in January.

Re-Registration

All current families of Saint Teresa of Calcutta Education Center are required to re-register their children annually. Re-registration information will be available through the Church Parish Bulletin and by visiting the school's website: www.stcschool.com. There is a **non-refundable** registration fee due at the time of re-registration. Re-registration fees for the coming school year are determined and published in December. All financial obligations must be current before re-registration can be processed.

Non-Catholic Admission

Saint Teresa of Calcutta Education Center serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis; that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our Education Center offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

1. The permission of the Pastor is obtained.
2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
3. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
4. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives and regulations of Saint Teresa of Calcutta Education Center.
5. The parents/guardians agree in writing to assume responsibility for all financial obligations.

ACADEMIC POLICIES

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's academic and effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

- ◆ Give attention and respect to members of the Faculty and Staff at all times
- ◆ Give attention and respect to all adults present to students at all times
- ◆ Show respect and concern for other students by a willingness to share and to take turns
- ◆ Actively participate in class by responding orally or in writing as circumstances dictate

Teacher-Parent Communication

Teachers may not be interrupted during the school day in-person or by phone: lunches, messages, forgotten books, etc. should be left at the Main Office with the child's name and room number. If a phone message left is not returned within 48 hours please contact the Main Office.

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

Please examine and sign your child's completed homework, tests and assignment tablets in all grades. **Under no circumstances, should a parent ever complete or write an assignment for a student.** Assignments that are incomplete must be finished immediately and returned to the teacher for review and possible credit.

If a child repeatedly comes to school without completed homework, their grade in that particular subject will be affected and other disciplinary actions may be taken.

We require your child to accept the responsibility in copying assignments, bringing home the correct books and completing assignments in accordance with the teacher's directive. **No** child or parent will be permitted re-entry into the Education Center after dismissal to obtain forgotten books or assignments.

Homework is a family's opportunity to share in your child's daily educational program. The following **time limitations** regarding homework are provided by the Office of Catholic Education.

Grades 1-2 30 minutes}
Grades 3-4 60 minutes}
Grades 5-6 90 minutes}
Grades 7-8 120 minutes}

This includes written and study assignments

If at any time your child is consistently taking an abnormally long amount of time to complete assignments, please notify the teacher. Please consider whether the time spent is on the actual assignment or on other unrelated activities. Communication of this fact can help us better educate your child.

EVALUATIONS

Standardized Testing Program

Saint Teresa of Calcutta Education Center strives to maintain academic excellence within the framework of the curriculum guidelines that are provided by the Archdiocese of Philadelphia and with adherence to the requirements of the state of Pennsylvania. Our students are assessed through a variety of means, both formal and informal throughout the academic year. *The Terra Nova Achievement Test* given in grades 2-7 enables the faculty to closely examine our program in the light of student achievement and to differentiate instruction to meet student needs.

The parents in the grades tested are informed of their child's scores through a comprehensive home report that also indicates general strengths and weaknesses. This listing of a particular objective will enable the parents to assist their child in capitalizing on his/her strengths while attempting to overcome their areas of weakness.

When reviewing standardized testing results, it is important to understand that the results are just **one** indicator of student progress. Your child's trimester report card grades, daily work and other assessments are a much more valid indicator of progress. At each particular grade level, students may be working above, at, or below grade level. When reviewing a class or school summary, please keep in mind that many factors influence the reporting process such as learning differences and the cognitive skills index.

Saint Teresa of Calcutta Education Center is committed to school improvement and is constantly evaluating our programs and materials to assure that we provide the best educational experience possible. Our students have consistently scored above average on the Terra Nova Achievement Test. The faculty and staff assure our parents that we endeavor to create an enriching environment that meets the needs of all types of learners.

End of Level Performance Assessments

End of the year Performance Assessments for grades 1-8 are developed by the Office of Catholic Education in all academic areas. Students must achieve a satisfactory grade in mathematics to proceed to the next level. Students who do not attain this level must receive tutoring over the summer and submit to a retest at the end of August. Students in the accelerated program must realize a minimum score of 80 to continue in the program. Students achieving below this score are placed on probation, and must receive tutoring over the summer and are retested in August to determine their status in the Math Enrichment program.

Student Progress

At any time during the year students may experience academic and behavioral difficulties. The following is a list of conditions that may result in **Academic Probation**:

- ◆ Neglect of written homework
- ◆ Student not working to ability
- ◆ Failure to listen and follow directions after repeated warnings
- ◆ Lack of responsibility in handing work in on time or failure to return a test paper signed by parent/guardian
- ◆ Absence work not made up after a reasonable amount of time
- ◆ Carelessly completed class work after explicit directions have been given by the teacher
- ◆ Carelessly written or incomplete homework assignments
- ◆ Doing homework in class
- ◆ Neglect of study homework

Conditions and Consequences of Academic and Behavior Probation

Students with an average of 70 or less in any major subject will be placed on **Academic Probation**. This means they will not be eligible to participate in CYO sports or any additional extracurricular activities sponsored by Saint Teresa of Calcutta Education Center until an average of 71 or better is obtained. Major subjects include: Religion, Mathematics, Science, Social Studies and English Language Arts (vocabulary, literature, and writing).

Any student who has been placed on Academic Probation will not be eligible to play until their average shows improvement of 71 or better.

Progress in academics will be calibrated every Thursday. At that time a decision will be made on the student's eligibility to participate in extracurricular activities depending on progress. One week probations will continue until the student has raised their average to 71 or better.

If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.

If the student is unsuccessful in meeting his/her academic responsibilities, the Administration will review the student's continued enrollment in Saint Teresa of Calcutta Education Center.

Any student who receives a detention or suspension due to conduct will be ineligible to participate in CYO sports or extracurricular activities for a period of one week. The teacher will notify the Education Center Administration and the parents. The

parent(s)/guardian(s) and student will confer with the Administration and the classroom teacher. The teacher will outline the student's program for improvement.

The teacher will inform the parent(s)/guardian(s) of the student's progress.

The process will follow the stated format:

- ◆ Parent contact
- ◆ Trimester progress reports
- ◆ Periodic meetings with the student
- ◆ Trimester report cards

Promotion or Retention

Every student is expected to use their God-given talents and work to the best of their ability by displaying consistent effort and meaningful application of knowledge. Student progress is monitored throughout the school year. At the Parent-Teacher conference, the parent/guardian is informed of the student's academic, social and emotional progress.

In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of April, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s).

Saint Teresa of Calcutta Education Center strives to meet the needs of all children and views non-promotion as one of the options that may be recommended for students who show evidence of emotional immaturity or who are experiencing academic difficulties.

For students who are struggling academically, open communication between home and school is essential. Students must achieve a satisfactory grade in each subject area to proceed to the next level. Students who do not perform a mastery of skills at this level must receive tutoring over the summer and submit to a retest at the end of August. Students, with several failures in major subject areas or a failure as a general average, may be recommended for retention, summer school, or an alternative placement.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations including the Graduation Fee have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

Commencement Exercises

Participation in Graduation Commencement is a privilege, not a right. Saint Teresa of Calcutta Education Center has the right to deny any student from participating in closing exercises if, in the view of the Administration and Faculty, the student's conduct, academic or disciplinary record indicates that the privilege should not be extended.

Report Cards

Saint Teresa of Calcutta Education Center communicates to students and parents, in a comprehensive form, information that identifies the strengths and the weaknesses of individual students, with suggestions for continued growth. Parents are asked to monitor their child's progress closely and initiate a discussion with their children when issues such as incomplete homework, missing assignments or poor test scores occur.

Report cards are issued three times a year to students in grades K-8 and indicate the performance and mastery of skills in individual subject areas. The school calendar lists the date of report card distribution. The report card envelope needs to be signed and returned to the school following careful review of the report card by the parent/guardian.

Each student is responsible for his/her report card grade by satisfactorily fulfilling the following requirements: major assessments, quizzes, oral and written assignments, performance assessments, independent classroom work, active participation in classroom lessons, activities and homework, both written and study.

It is the responsibility of the student to complete all missed class assignments, tests and projects within a reasonable time frame agreed upon by both student and teacher alike. All special reports and projects are to be turned in on the assigned due date specified by the teacher to receive full credit. Teachers will deduct points for late or missing assignments.

Parents should keep abreast of grades obtained during the report card period by signing tests, examining and signing copybooks, assignment tablets, daily work and consistently checking the Saint Teresa of Calcutta electronic progress reports on the MSP (My Students Progress) site. Teachers are responsible to post grades by the 1st and the 15th of each month. Please note that an in-depth project may take an extended period of time to grade.

Students in grades 1 through 3 are given a letter grade in their academic subjects with students in grades 4 through 8 receiving a numerical average.

The specialized subject areas of Art, Music, Physical Education, World Language and Technology are graded on a 1 - 4 rubric for students in grades 4-8. These subjects are taught but not assessed in grades K-3.

All students receive a rubric score of 1 - 4 in the non-academic areas of effort and conduct.

Marking Code Equivalents (Grades 1-3)

O	Outstanding Progress	(100-98)
VG	Very Good Progress	(97-92)
G	Good Progress	(91-85)
S	Satisfactory Progress	(84-76)
I	Improvement in Progress Needed	(75-70)
U	Unsatisfactory Progress	(below 70)
	Parent Conference required	

Marking Codes (Grades 4-8)

100 to 70
F = Grade below 70 and lack of subject competency
Parent Conference required

ACADEMIC ACHIEVEMENT

Distinguished Honors

Distinguished Honor cards are awarded with the trimester report cards to students in grades 4 through 8. Students are required to have achieved a **95 or above** in every subject as well as a minimum of a 3 in the specialized areas of Art, Music, Physical Education, World Language and Technology and in the non-academic areas of Personal Development and Behavior, Effort and Study Skills.

First Honors

First Honor cards are awarded with the trimester report cards to students in grades 4 through 8. Students are required to have achieved a **92 or above** in every subject area as well as a minimum of a 3 in the specialized areas of Art, Music, Physical Education, World Language and Technology and in the non-academic areas of conduct and effort.

Second Honors

Second honor cards are awarded with the trimester report cards to students in grades 4 through 8. Students are required to have achieved an **88 or above** in every subject area as well as a minimum of a 3 in the specialized areas of Art, Music, Physical Education, World Language and Technology and in the non-academic areas of conduct and effort.

Awards

At the end of each trimester, selected students are presented with awards for Achievement, Effort, Citizenship, and Christian Values before a liturgical celebration as a student body.

Christian Service Award

In the words of Saint Teresa,

*“It is not how much we do, but how much love we put in the doing.
It is not how much we give, but how much love we put in the giving.”*

The Christian Award is given to the student who consistently shows these Christ-like qualities:

1. Sharing, giving of one’s possessions or talents
2. Loving, treating others with respect and kindness
3. Forgiving, not taking anger out on others, and forgiving others’ mistakes and acts of unkindness quickly
4. Helping, being there when someone is in need

Achievement Award

In the words of Saint Teresa,

“If you are humble nothing will touch you, neither praise nor disgrace, because you know what you are”.

The Achievement Award is given to the students who:

1. Work to their ability and strive to excel in one or more subjects
2. Work to improve their grade in one or more subjects

Effort Award

In the words of Saint Teresa,

“Do not allow yourselves to be disheartened by any failure as long as you have done your best”.

The Effort Award is given to the students who:

1. Consistently try their best at all times
2. Complete all assignments on time
3. Participate in class on a regular basis

Citizenship Award

In the words of Saint Teresa:

“Speak tenderly to them. Let there be kindness in your face, in your eyes, in your smile, in the warmth of your greeting. Always have a cheerful smile. Don’t only give your care, but give your heart as well”.

The Citizenship Award is given to the students who:

1. Show pride, respect, and spirit for the Saint Teresa of Calcutta Education Center, their classroom environment, and our Education Center Campus
2. Exhibit dependability and leadership skills

Principal Award (Distributed only once in June)

In the words of Saint Teresa:

“Don’t search for Jesus in far lands; He is not there. He is close to you; He is in you”.

The Principal Award is given to the student who:

1. Has gone above and beyond normal expectations in assisting the Principal, a teacher, or another student
2. Has shown initiative in performing tasks that he/she were not asked to do but that needed to be done

CODE OF CONDUCT

Discipline Code

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a catholic school. This philosophy attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself, herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and that of the school. The students of Saint Teresa of Calcutta Education Center are expected to show consideration and respect for their fellow students, teachers and staff members, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with the policies and regulations of Saint Teresa of Calcutta Education Center must accept the consequences.

The discipline code of Saint Teresa of Calcutta Education Center applies to students and parents/guardians in the Education Center and at school-sponsored events, as well as in the Education Center /parish community and outside the Education Center/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saint Teresa of Calcutta Education Center/Parish Community.

Disciplinary Procedures for Grade K through Grade 8 will be explained to the parents at the “Back-to-School Parent Night” in September.

The children will be advised of the disciplinary procedures for their classroom on the first day of school.

Each parent is responsible for attending the Back-to-School Parent Night and thereby becomes aware of the procedures in place for his/her child(ren). Each teacher will provide parents with a handout to supplement his/her oral explanation of the procedures for their classroom at the Parent Back-to-School Night Open House. It is expected that both parents and children will take the time to become familiar with the disciplinary policy, and direct any questions that they may have to the homeroom teacher at a convenient time for all parties involved.

***Discipline Policy Amendment**

To become policy on Monday, December 5, 2016 for students in grades 4 through 8 at St. Teresa of Calcutta School.

Discipline Notice 1, 2 and 3

There will be a parent/teacher conference either in person or via the phone. The teacher initiates the conference.

Discipline Notice 4, 5, and 6

There will be a parent/principal/teacher/student conference in school as soon as possible after the 6th Discipline Notice. The homeroom teacher will initiate the plans for the conference.

Discipline Notice 7, 8, and 9

After a 9th Discipline Notice, the student becomes a candidate for suspension. The principal and pastor will review previous notices and inform all parties of the decision. If a suspension occurs, then the Suspension Process will proceed.

Harassment

Saint Teresa of Calcutta Education Center follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated.

Any student or parent/guardian who is determined to have violated this policy will be subject to **appropriate disciplinary action up to and including dismissal of the student.**

Prohibiting Harassment, Intimidation Hazing, or Bullying, etc

A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. A Catholic School environment refuses to accept any such behaviors. Therefore, acts of, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited at Saint Teresa of Calcutta Education Center. School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Action will be taken to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying, etc. If incidents do occur, students should be able to report the incident and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

- Students are required to follow the bullying policy anytime they are in what is defined as the “school setting”
- “School setting” shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school
- Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

Policy

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bullying is threatening harm, a student should tell a teacher or the principal immediately.

Violent/Threatening Harassing and Inappropriate Conduct

It is the intent of Saint Teresa of Calcutta Education Center to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of Saint Teresa of Calcutta Education Center. Unacceptable conduct – either by a student or a parent/guardian, includes, but is not limited to, the following:

1. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
2. insubordination
3. fighting
4. bomb scares or triggering other false alarms
5. cheating or plagiarism

6. use or possession of drugs or alcohol
7. smoking
8. stealing
9. intimidation, harassment or threats of any kind
10. possession of any weapon

These categories do not cover every possible situation. The Administration of Saint Teresa of Calcutta Education Center will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, within Saint Teresa of Calcutta Education Center generally and outside the Saint Teresa of Calcutta Education Center, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the Saint Teresa of Calcutta Education Center/Parish Community.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of Saint Teresa of Calcutta Education Center is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the Saint Teresa of Calcutta Education Center community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to Saint Teresa of Calcutta Education Center.

Serious Infractions

Serious infraction may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Examples of Serious Infractions include the following:

1. Truancy – unexcused absences
2. Violent behavior – any fighting or behavior that causes physical injury
3. Blatant disrespect for authority – any adult in the building
4. Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus
5. Irreverence
6. Vandalism – destruction/defacing of parish/Saint Teresa of Calcutta Education Center property
7. Profane/obscene language or gestures or engaging in immoral conduct
8. Possession of any item which may present a danger to others in/out of Saint Teresa of Calcutta Education Center
9. Cutting class
10. Leaving campus without permission from Administration

Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures which are more remedial than punitive yet include the necessary provisions that protect the common good of the Saint Teresa of Calcutta Education Center community.

Suspension may lead to dismissal. The School Administrator/Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for Student Suspensions:

Infractions of a serious nature, as determined by the School Administrator/Principal

1. Parents/guardians of the student will be informed in writing of the suspension as soon as practicable.
2. Suspensions will be implemented (in-school or out-of-school), at the discretion of the School Administrator/Principal
3. Following suspension, parents or guardians will be interviewed by the School Administrator/Principal
4. Students removed from the Saint Teresa of Calcutta Education Center community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied
5. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
6. Where necessary, a student will be referred to a counselor or a teacher for counseling
7. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
8. Suspension records are not a part of the student's permanent or cumulative record.
9. Suspension records will be made available to authorized school/personnel and parents.

Dismissal

After two (2) formal suspensions, a student may be dismissed

1. Students who are dismissed may apply for re-admission after one full year. The School Administrator/Principal will determine whether re-admittance is appropriate
2. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where Administration considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the Saint Teresa of Calcutta Education Center/Parish Community or Catholic Teachings.
3. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

Allegiance to the Flag of the United States

The School Law of the State of Pennsylvania mandates that all educational institutions display the United States National Flag within the school building during each day that the school is in session.

Students of Saint Teresa of Calcutta Education Center will show respect for the flag of the United States of America by pledging allegiance to it on a daily basis

Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

Attendance/Lateness

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. A student who arrives late for school must:

- ◆ Report to the Main Office for a "Permission to Admit" slip accompanied by a responsible adult
- ◆ Present a reason from his/her parent explaining the reason for the lateness
- ◆ Present the "Permission to Admit" slip to the teacher in the class

Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Absences – Policies regarding this area are as follows:

1. A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher.
2. A doctor's note is required for an absence of 3 days or more
3. If your child is going to be absent or arrive late at school, you are required to call the school office. Please leave a message on voice mail. The number to call to report absences or lateness is 610-287-2500. Please call by 8:00A.M.
4. In case of a concussion or a student with a fracture, please send a copy of the doctor's order each time you visit the doctor. Due to the fact that orders may change considerably from appointment to appointment it is important that teachers have the most recent information to handle the student's healing and recovery.

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from Saint Teresa of Calcutta Education Center to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling the Education Center. Your child's safety and welfare are of great importance to us.

In the case of illness during school hours, a school official will contact the parents or an adult whose name has been submitted to the office with an emergency telephone number.

Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves Saint Teresa of Calcutta Education Center without permission is liable to suspension. It is the responsibility of the student to complete work and tests that have been missed due to absence.

General Supervision of Education Center Grounds

The grounds of Saint Teresa of Calcutta Education Center generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with Saint Teresa of Calcutta Education Center-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. Saint Teresa of Calcutta Education Center has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

Arrivals

Students in grades Kindergarten and 1st grade must report directly to the Saint Teresa of Calcutta Education Center cafeteria/gymnasium between 7:30am and 7:45am year round. Students in grades 2-8 will continue directly to their homerooms. Parents are asked not to leave a child at school before 7:30am. Children arriving at the Education Center prior to 7:30am must enter through the Child Care Center Entrance at the far end of the building. A fee for *Early/Morning Care* will be charged to families for those students who arrive prior to 7:30am.

Daily Schedule

Morning Prayers & Announcements	7:50am
Lunch:	
1 st session (Grades 2, 3, 4)	10:35am-11:45am
2 nd session (Grades K, 1)	11:30am - 12:25pm
3 rd session (Grades 5, 6, 7, 8)	12:30pm – 1:10pm
Afternoon Prayers & Dismissal	2:45pm

Dismissals

Children are dismissed from their classrooms by their teachers following prayers at 2:45pm. No child may leave the building prior to dismissal without the School Administrator/Principal's permission. Parents may only change method of dismissal with a note one day in advance. Same day change to dismissal will only be granted in emergency situations and with Principal approval.

Early Dismissal

To request an early dismissal (before 2:30pm), please send a note to the homeroom teacher who will forward it to the Main Office. The student will be dismissed from the Main Office. The parent or guardian must report to the Main Office first and sign the student out, in order to have your child released from school.

Early Dismissal/Delayed Openings/Emergency Closings *amended 1/12/17

Early or Emergency Closing/Delayed Openings

A notice will be placed on the front page of St. Teresa of Calcutta School's website. The notification system for My Students Progress (MSP) will be activated for these closings and delayed openings. The messages will come to you through a text and a voicemail.

Early or Emergency Closing

The school office will notify parents through the MSP alert system via a text and voicemail message as soon as the school receives the alert from each district. During winter months with snow and ice storm possibilities, we recommend that parents keep attuned to weather predictions, have a plan in place for an emergency dismissal, and check the STC website for the most current information.

Morning Delays

If there is going to be a delayed opening, the school will notify parents. Keep in mind that each district makes a decision for its own district. We generally watch what the larger districts are deciding and we make sure that the campus parking lots and driveways will be clear and operative before we make a decision for STC. In most cases, if the three largest districts (Boyertown, Pottsgrove, Spring-Ford) decide on a delayed opening, STC will call for a delay. If we have the information in the evening, we will send it out to families in the evening. In most cases, a delay is a two hour delay.

If one or two districts decide on a delayed opening, the school will notify the parents as to which districts are operating on a delay. If the campus, the parking lots, and driveways are operative, STC will open on time. STC will send the information as it becomes available.

With all emergency closings or delays, if we have the information the night before, we will send it out in the evening. Most districts make a decision by 5:30 AM and then reevaluate at 7:00 AM. On these days, please stay alert to your district information.

Emergency Contact Forms

Saint Teresa of Calcutta Education Center requires the parent(s)/guardian(s) of each student to complete an Emergency Contact and Medical form provided by Spring Ford School District. It is important that the information on this form is accurate and updated so that Spring Ford School District personnel can contact the parent/guardian in the event of an emergency evacuation.

We ask parents to report change of address, telephone number, or family name as soon as possible.

Vacation Policy

The planning of family vacation is strongly discouraged during the school year. Please contact the School Administrator/Principal directly if there is a need for your child to be away on vacation during the academic year. In the event that a child is on vacation, all work must be made up after the child has returned to school. No work will be provided before the absence.

Auxiliary Services

State Funded Programs

Montgomery County Intermediate Unit / Non-Public Education Center Services Division

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, math, guidance and counseling services, speech, and psychological services to a non-public school student in Montgomery County. These services are provided to students who have a need in any of these areas.

Home and School Association

The Home and School Association of Saint Teresa of Calcutta Education Center has set as its objective the advancement of Catholic Education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through their webpage as well as the Main Office.

The Home and School Association of Saint Teresa of Calcutta Education Center has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

Books, Materials, Lost & Found

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. Hardback books are to be covered with a suitable paper or fabric cover. Workbooks are to be covered with clear contact paper. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

All lost and damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school.

Parents are welcome to visit the lost and found located in the Main Lobby of the Education Center.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the Saint Teresa of Calcutta Education Center buildings and the adjoining property. Any malicious damage will necessitate compensation and restitution.

Cellular Telephones/Pagers/Handheld Electronic Games

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted to be used during the school day at Saint Teresa of Calcutta Education Center. For safe keeping they must be handed in to the homeroom teacher and locked in the teacher's desk.

Children should not have any of the above listed items on their person, in their schoolbags, lunchboxes or pockets for use during the school day at Saint Teresa of Calcutta Education Center. Violators of this rule will have the said item confiscated and sent to the Main Office where it may be picked up by the parent/guardian at their earliest convenience.

Children Are Receiving Extended Services (CARES) Program

The CARES Program offered at Saint Teresa of Calcutta Education/Child Care Center provides children with a Catholic environment extending the philosophy and values of Saint Teresa of Calcutta Education Center before and after school hours. The program serves the children enrolled in the Saint Teresa of Calcutta Education Center/Parish whose parents work outside the home. There is a clear academic component, which includes homework time, as well as recreation and other activities.

The Saint Teresa of Calcutta Education/Child Care Center CARES Program is staffed by a Director, teachers and/or caregivers and is under the administration of the Child Care Director. The staff members work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere where respect and understanding of others is encouraged.

Fees are the sole support of the Saint Teresa of Calcutta Education Center/Child Care CARES Program. The Saint Teresa of Calcutta Education Center or parish does not subsidize the program. Please call the Child Care Center Director at 610-287-2500 X#3006 for further information regarding this program.

Communications/Student Records/Release of Students

Legal Custody Issues

Parents are asked to inform Saint Teresa of Calcutta Education Center personnel when legal custody of the child(ren) resides with one parent. It is important for the Saint Teresa of Calcutta Education Center to have a copy of the custody decree. This will help Saint Teresa of Calcutta Education Center personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply Saint Teresa of Calcutta Education Center with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend Saint Teresa of Calcutta Education Center meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The Saint Teresa of Calcutta Education Center requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]

We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at Saint Teresa of Calcutta Education Center, including participation in Saint Teresa of Calcutta Education Center meetings.

We agree that no other person is permitted to attend Saint Teresa of Calcutta Education Center meetings, and Saint Teresa of Calcutta Education Center will not conduct a meeting unless only both or one of us (if we both agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the Saint Teresa of Calcutta Education Center to provide duplicate copies of Saint Teresa of Calcutta Education Center grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the Saint Teresa of Calcutta Education Center is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the Saint Teresa of Calcutta Education Center is not required to send such material to any other person.

We also notify the Saint Teresa of Calcutta Education Center that, as indicated below on the dates listed,

[] may be released to me (us) at dismissal. [] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [] as reflected in the custody order and/or custody agreement we have provided to the Saint Teresa of Calcutta Education Center.

We agree that we are responsible to pay tuition in accordance with the Saint Teresa of Calcutta Education Center's tuition payment policies, including the Saint Teresa of Calcutta Education Center's refund policy, if applicable.

Please refer to the Business Office for tuition fees and current balance owed for the present school year.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

Signature

List all days of school week, and times, when you may pick up listed child(ren)

Signature

List all days of school week, and times, when you may pick up listed child (ren)

Name of Parent/Guardian to Receive School Materials

Conferences

Parent-Teacher Conferences are scheduled during the first trimester for students in grades K through 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority in this order – the teacher, the principal, or the pastor. Many calls that go directly to the pastor or principal should first be discussed with the teacher. Good communication makes it easier to direct your child in his/her educational endeavors.

Family Communication

Effective communication is the single, most important factor that assures a positive relationship between home and school. Several modes of communication exist at Saint Teresa of Calcutta Education Center to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, weekly Parent Notes from the principal via email, teacher web pages, a monthly calendar of events posted on-line, and by visiting our school website, www.stcschool.com. In addition to the above there will be three State of the School Addresses, Home and School meetings and monthly informal meetings with the principal.

Currently it is the responsibility of the **youngest** child in each family enrolled at Saint Teresa of Calcutta Education Center to provide the parents with any written communications that are not accessible on the website. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school must be clearly labeled and forwarded to the Main Office through the homeroom teacher. Students should not be instructed to deliver items directly to the Main Office.

Social Media

In an effort to reach our current families, and market to more parishioners and potential families, St. Teresa of Calcutta has created dedicated school Facebook, Instagram and Twitter accounts. The purpose of these outlets is to share information and events going on in our school and to put forth a positive perspective. We ask you to be very careful with the way you use words on these outlets and mindful of the message being sent.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody. No parent may ever travel with the student's permanent records away from the school.

Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Saint Teresa of Calcutta Education Center must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Computers – Acceptable Use Policy

Computers are a valuable tool for education and one of Saint Teresa of Calcutta Education Center purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

- to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology
- to encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society

Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. Saint Teresa of Calcutta Education Center will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

General Requirements for Use of the Internet

- All users are required to take Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by Saint Teresa of Calcutta Education Center and set forth below.
- Only students issued passes or permission and have completed training may use Saint Teresa of Calcutta Education Center's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from Saint Teresa of Calcutta Education Center without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through Saint Teresa of Calcutta Education Center may be restricted and/or monitored.

- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of Saint Teresa of Calcutta Education Center.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- Saint Teresa of Calcutta Education Center may impose additional rules and restrictions at any time.

Discipline

Violations of these rules will be handled by the computer education coordinator(s) and the Administration of Saint Teresa of Calcutta Education Center.

Saint Teresa of Calcutta Education Center Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, Saint Teresa of Calcutta Education Center address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or Saint Teresa of Calcutta Education Center computers is prohibited.

Violations of any of these rules may result in any or all of the following:

- Loss of Internet access privileges.
- Disciplinary and/or legal action by the Education Center, law enforcement and other involved parties.

**Responsible Use Policy for Technology
Catholic Schools of the Archdiocese of Philadelphia**

**Student Internet Access
Contract**

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Saint Teresa of Calcutta.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Student Name/ID _____

Student Signature _____

Date / /

Graduation Year _____

Room Number (if Elementary) _____

Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release _____ (school name) and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against access materials that are outlined by the *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student(s), I have read the *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for _____ (school name). I hereby give my permission for my child to use the Internet and will not hold _____ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____

Dress Code

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Uniforms should be clean and neat, and appropriately sized. Skorts and jumper length should be no shorter than one inch above the top of the knee. Shoes should be in good physical condition without signs of wearing.

Everyday Regulation Uniform for All Girls Grades K through 4

1. Royal and powder blue plaid drop-waist jumper
2. Blue short or long sleeved Peter Pan collar blouse/blue turtleneck (2nd Trimester)
3. Blue short sleeve banded bottom shirt with STC logo (1st & 3rd Trimesters)
4. Navy skort (1st & 3rd Trimesters)
5. Navy knee socks/navy opaque tights
6. Blue or black regulation school shoes (rubber non-marking soles)
7. Navy V-neck cardigan sweater with STC logo

Everyday Regulation Uniform for All Girls Grades 5 through 8

1. Royal and powder blue plaid 2-panel skort
2. Blue short or long sleeved button down Oxford shirt/blue turtleneck (2nd Trimester)
3. Blue short sleeve banded bottom shirt with STC logo (1st & 3rd Trimesters)
4. Navy knee socks/navy opaque tights
5. Blue or black regulation school shoes (rubber non-marking soles)
6. Navy sweater vest with STC logo or navy V-neck cardigan sweater with STC logo must be worn during the 2nd Trimester.

Everyday Regulation Uniform for All Boys Grades K through 4

1. Gray poly/wool dress pants
2. Navy boy's walking shorts (1st & 3rd Trimesters)
3. Blue short sleeve banded bottom shirt with STC logo (1st & 3rd Trimesters)
4. Blue short or long sleeved button down oxford shirt/blue turtleneck (2nd Trimester)
5. Regulation navy crew socks; no low cut or no-show
6. Black belt and regulation school shoes (non-marking soles/heels)
7. Navy sweater vest with STC logo or navy V-neck cardigan sweater with STC logo must be worn during the 2nd Trimester.

Everyday Regulation Uniform for All Boys Grades 5 through 8

1. Tan khaki dress pants
2. Tan boy's walking shorts (1st & 3rd Trimesters)
3. Blue short sleeve banded bottom shirt With STC logo (1st & 3rd Trimesters)
4. Blue short or long sleeved button down Oxford shirt/blue turtleneck (2nd Trimester)
5. STC tie (2nd Trimester)
6. Regulation navy crew socks; no low cut or no-show
7. Black belt and regulation school shoes (non-marking soles/heels)
8. Navy sweater vest with STC logo or navy V-neck cardigan sweater with STC logo must be worn during the 2nd Trimester.

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the School Administrator/Principal. Students in grades 5-8 can receive a demerit for an "Out-of-Uniform" violation.

Regulation Uniform Suppliers

Flynn and O'Hara Uniform Company
Festival Shopping Center
404 W. Lincoln Highway (new address)
Exton, PA 19341
Ph# 800-441-4122
www.flynnohara.com

Flocco's Discount Shoes and Clothes
110 Fayette Street
Conshohocken, PA 19428
Ph# 800-799-3313
www.floccos.com

Uniform Exchange

Saint Teresa of Calcutta Education Center has a uniform exchange program. Please consider donating any *newly worn* "Blue and White" school or gym uniforms that are clean and in good condition to the Main office. Your donation is greatly appreciated.

Out of Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the School Administrator/Principal. This note should indicate the expected date by which the uniform will be complete.

Hair Styles/Grooming

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles. No extensions, hair braids, or discoloring is permitted. STC hair bows, STC hair ties, and STC headbands are acceptable. A large distracting headband must be removed by the student, this especially goes for flowers.

- Make-up, nail polish, and tattoos (temporary or permanent) are not permitted
- Boys' hair should be above the collar, ears, and eyebrows
- All male students should be clean shaven
- Girls' hair should be above the eyebrows
- All students hair should be their natural color

Jewelry

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). No hoop or dangling earrings at any time. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

Gym

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the gym instructor and/or School Administrator/Principal.

Gym Uniforms for All Grades– Flynn and O’Hara Uniform Company
www.flynnohara.com Festival Shopping Center, 404 W. Lincoln Highway
Phone:800-441-4122 Exton, PA 19341

1st and 3rd Trimester

STC blue official gym t-shirt and STC mesh shorts
Regulation white crew socks; no low-cut or no-show
Non-marking sneakers that tie, velcro or zip closed; no slip-on sneakers

Please Note: If it is chilly, Saint Teresa of Calcutta sweatpants and sweatshirt may be worn over the regulation shorts and shirts.

2nd Trimester

STC blue sweat shirt and STC grey sweat pants
STC blue official gym t-shirt and STC mesh shorts
Regulation white crew socks; no low-cut or no-show
Non-marking sneakers that tie, velcro or zip closed; no slip-on sneakers

Please Note: If it is warm, the gym shirt may be worn in place of the sweatshirt.

No Uniform Today (N. U. T.) Coupon Days

- ◆ Students should be dressed appropriately for school.
- ◆ Some N.U.T. Coupons may be only for a change in tops. This usually occurs when we have a physical event which requires us to wear our gym pants.
- ◆ Students should wear non-marking rubber soles appropriate for outdoor play. *Open toe shoes are prohibited.*
- ◆ T-shirts with inappropriate words or slogans are not acceptable.
- ◆ Students who challenge this rule will be removed from the classroom until a suitable shirt is brought to them from home.
- ◆ Girls’ shirts should not be too tight or short. Their mid-section and shoulders must be covered completely. Shirts having spaghetti straps are not acceptable attire for the school setting.
- ◆ Girls’ skirts should be no more than 2 inches above the knee just like their uniform jumper/skort.
- ◆ Khakis/Jeans may be worn by students provided they fit properly and are not torn and are free of holes. No tight or skinny jeans and no yoga pants please!
- ◆ Any determinations regarding the appropriateness of clothing will be made by the administration and staff.
- ◆ Students who challenge any of the above rules may lose the privilege of participating in any N.U.T. Coupon Days for the remainder of the academic year.

Special Programs

Saint Teresa of Calcutta Education Center strives to create an atmosphere where students have an opportunity to develop their special gifts and talents to serve both the local and greater community within Saint Teresa of Calcutta Education Center. The following listing of special programs is not meant to be inclusive but is representative of the various activities that students may participate.

Liturgical Celebrations

As Catholic educators, it is important to provide the students with prayerful activities that enrich their lives and give witness to our faith. The spirituality of everyone is enriched through sacramental preparation, liturgical and Para-liturgical celebrations, daily prayer, reflections and special programs honoring Jesus, Mary and the lives of the Saints. Students are encouraged to serve their parish and school as altar servers, lectors and sacristans.

Student Government

The Student Government of Saint Teresa of Calcutta Education Center is an organization of student officers and representatives elected by the student body each school year. Elections are held in the spring for student officers and in the fall for representatives for each class in grades 4 through 8. The representative works closely with the Student Council Officers, and encourages the participation of non-elected members in its activities to promote the welfare and general interest of the student body.

As an elected assembly or council, the Student Government works closely with the administration, faculty, and student body to oversee all phases of students' interests, activities, and services.

Due to the responsibilities involved, students on Council must keep up the moral, as well as, academic standards of Saint Teresa of Calcutta Education Center. Council members may be removed from council for violations of the discipline code or academic failure.

Catholic Youth Organization

Rooted in Catholic values and participating in the mission of the Church, the Catholic Youth Organization (C.Y.O.) serves children, teens and families through a variety of programs and services. In pursuit of our shared vision, the CYO emphasizes the gifts and talents of our young people, the understanding of differences and the dignity of each person, the advancement of good sportsmanship, and the development of leadership skills.

Within the umbrella of the CYO, Saint Teresa of Calcutta Education Center offers a wide range of interscholastic athletics for students in grades 4 through 8.

Participation in any extracurricular activity is dependent upon the student's performance in the classroom. **Any student who is not meeting the academic or behavior standards set by Saint Teresa of Calcutta Education Center will be excluded from extracurricular activities.** Parents and students will be notified in advance if a student is in danger of being excluded. The

School Administrator/Principal, in conjunction with the classroom teacher (s) will make the final decision. (See also Conditions/Consequences of Academic Probation p.12)

Field Trips/Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that Saint Teresa of Calcutta Education Center deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. All students are required to attend school on the day of the trip or be marked absent.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate

A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student, in the form provided on the following page.

No child will be denied attendance on a field trip due to a hardship with the cost. Sponsorship is available and very confidentially handled by contacting the Principal.

**Saint Teresa of Calcutta Education Center
Parent(s) / Guardian(s) Permission and Release
For Student's Participation in
Field Trip**

We, (I) as parent(s) or legal guardian(s) give permission for

(Student's name)

to participate in the Saint Teresa of Calcutta Education Center field trip scheduled on _____ to _____

which includes all related programs or events. In consideration for our (my) son's/daughter's participation in the field trip, and intending to be legally bound, we (I) and our (my) son/daughter agree and understand that we assume risk in full for our (my) son's/daughter's participation on the field trip, and with full knowledge of the risk inherent on such field trip, we release and hold harmless Saint Teresa of Calcutta Education Center, Parish, the Archdiocese of Philadelphia, and its priests, religious, teachers, aides, employees, agents, administrators, and any official representatives, from any and all liability, damages, or claims for any and all personal injury, bodily injury, and/or property damage arising or related to our (my) son's/daughter's participation on the field trip, except for medical payments up to \$300, or as otherwise described, and provided in the Student Accident Insurance Policy.

We (I) and our (my) son/daughter understand and agree to abide by all rules and regulations established by Saint Teresa of Education Center pertaining to the field trip.

(Student's Name)

(Date)

(Parent(s)/ Guardian(s) Signature)

(Date)

(Parent(s)/ Guardian(s) Signature)

(Date)

*Both parents and/or guardians should sign this Permission and Release. If one parent and/or guardian is out of town or otherwise unavailable, the fact should be noted on the form. If only one parent has custody, permission must be obtained from this parent with an acknowledgment that this parent is sole custodian of the child. If there is no parent and only one guardian, permission must be obtained from the sole guardian with an acknowledgement that he/she is the sole guardian.

Each student *must* return the signed *Permission and Release Form* before being permitted to Participate on the field trip.

Insurance: _____

Group #: _____

I.D. # _____

Health

Medical Records

The Commonwealth of Pennsylvania (dated 4/17/13) has mandated for attendance in all grades, school regulations require the following immunizations:

- Tetanus*, 4 doses – one dose on or after the fourth birthday
- Diphtheria*, 4 doses - one dose on or after the fourth birthday
- Polio, 3 doses
- Measles**, 2 doses
- Mumps**, 2 doses
- Rubella (German Measles)**, 1 dose
- Hepatitis B, 3 doses
- Varicella (Chickenpox), 2 doses or history of the disease

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR

All children ATTENDING 7th grade will need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years has elapsed since the last tetanus immunization
- 1 dose of meningococcal conjugate vaccine (MCV)

Please read the Archdiocesan policy on immunizations.

Nurse

A registered nurse is provided by the public school district according to the school's enrollment, on days selected by the public school district. In addition we have hired a part-time certified nurse who will be working 9:00am to 2pm every day of the week.

The district nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. This nurse also maintains all health records.

Our own STC school nurse provides care in the school for first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the STC school nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the STC school nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day.

Illness, Accidents and Attendance

Accidents or unusual illness occurring at Saint Teresa of Calcutta Education Center are reported immediately to the School Administrator/Principal or Main Office Personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

If a child is sick in the morning, he/she should not be sent to school. An elevation of temperature is a positive indicator of the beginning of a cold or possibly some contagious disease. Isolating a sick child from school will help them heal quicker and prevent the spread to other children.

Illnesses and/or injuries that occurred in the home will not be treated at school. Please do not send your child to school with instructions to see the nurse.

Children sent home with a fever on one day should not return to school until fever free for 24 hours without medication. Sometimes a student has become sick and is sent home from the nurse without a fever. All students sent home from school by the school nurse are not to return until 24 hours has passed and improvement is noticed.

Students who are absent may not participate or attend any after-school or evening activity during that day of school absence. This includes all CYO activities.

Medications

Parent/Guardians should hand deliver medications to the school in the labeled prescription bottle and/or original over the counter container with a note from the physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medication may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily. ***ALL MEDICATIONS MUST BE DISPENSED IN THE NURSES' OFFICE WITH THE EXCEPTION OF INHALERS AND EPIPENS. NO STUDENT SHOULD BE CARRYING MEDICATIONS IN SCHOOL.*** Do not send your child to school with cough drops, this is still considered medication and must be accompanied by a doctor's note to be dispensed by the nurse.

It is generally recommended that medicines prescribed by a physician for a non-contagious condition is given to the student before and/or after school in accordance with the physician's

directions. In those rare instances where the medications must be given during the school day, it should be taken by the student in the presence of the School District Nurse, STC School Nurse, School Administrator/Principal and/or her Administrative Assistant.

Parents/guardians are required to sign a medication authorization form, which is available from the school, if the student must take any medication at the school.

Lunch

All students stay at school for lunch during the school year. The 45 or 40 minute lunch period is divided into 20 minutes for lunch and 25 or 20 minutes for recess. If a parent wishes to have a child leave school at lunchtime, prior arrangements (no less than 24 hours notice) must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Saint Teresa of Calcutta Education Center participates in a daily lunch program provided by the Aramark Food Service. Monthly menus are published on the website. Lunches may be purchased and paid for with a pre-set automatic debit account. A full lunch, including milk is available for students in grades K through 8. You are encouraged to check the website and/printed material for the current cost of the program. Drinks and snacks may be purchased separately.

If your child brings his/her lunch, please include a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with the clean-up at the end of the lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk quietly to the playground area when dismissed. Good table manners are expected of all the children. Respect and courtesy are to be shown to everyone in the lunchroom, particularly to the parents who supervise and assist during this time.

Students are not permitted to share lunches, have fast food delivered by a parent, or bring soda for lunch. Each student should eat the food he/she brought from home, or purchased at Saint Teresa of Calcutta Education Center. There are many children who have food allergies and are not able to eat certain foods. This rule is for everyone's protection.

Medication may not be packed in a student's lunch box. If a student needs to take medication at lunchtime, the proper medication disbursement protocol is to be followed.

During recess, no students are to leave the designated recreation area without permission. If parents come to pick up their child/children for appointments, they must report to the Main Office. Students in grades K through 4 may not leave designated recreation area without an adult monitor. Students in grades 5 through 8 should ask permission before leaving the designated recreation area; this permission is granted only for a visit to the Main Office. Children who are not following the rules of fair play or who repeatedly have problems in the designated recreation area may be denied the privilege of going outside to play. This decision is made by the Lunch Monitor or School Administrator/Principal.

Involvement of Parents/Guardians

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with Saint Teresa of Calcutta Education Center in matters of activities, recreation, academics and discipline
- Support the successful proven teaching methodologies of the STC Faculty. We ask students to put school work as a top priority in their lives. We need your support in helping us develop independent learners. **This starts with students taking responsibilities for their choices, not having parents make excuses for them.**
- Discovering their child's special interests and talents so that they may be developed to the fullest
- Sending a written explanation and calling the school each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate Saint Teresa of Calcutta Education Center policy, Catholic teachings or the law
- Taking an active role in the Saint Teresa of Calcutta Home and School Association

The failure of a parent/guardian to take seriously his/her responsibilities in this area, are grounds for action by Saint Teresa of Calcutta Education Center, including dismissal of the student.

Safety

Fire Drills

Fire Drills are conducted 8 times during the school year. The students and all adults are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

Safety Drills

Evacuation and/or Shelter-in-Place Drills are conducted yearly.

Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the premises of Saint Teresa of Calcutta Education Center.
- Entry is not permitted into the Saint Teresa of Calcutta Education Center building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of Saint Teresa of Calcutta Education Center Staff gives explicit permission to do so.
- No student may leave Saint Teresa of Calcutta Education Center premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the designated recreation area when outdoors for morning and lunch recess.
- All visitors must report to the Main office of Saint Teresa of Calcutta Education Center

Smoking

The Saint Teresa of Calcutta Education Center Campus is a smoke-free environment. No smoking is allowed on Campus by students or adults. Violations by students will result in suspension from school and school related activities until a conference can be arranged with the parents and the School Administrator/Principal. Violations by adults will result in visitation restrictions to the school campus.

Snacks

Students in Grades K through 8 are permitted to bring snacks to school to be eaten in the morning at their break time. All snacks should be of a healthy nature. Please respect the allergies of the children in the classroom and avoid peanut/peanut based products. Do not send candy, cookies, cupcakes or potato chips. Healthy choice snacks are always a good decision.

Stationery

At the end of each school year, the faculty will determine a required list of all materials and supplies required for the upcoming academic year. Families will be given a list of items that each student needs for the new school year. Additional supplies will also be ordered by the school from an appropriate vendor and made available to the students on the first day of school.

Telephone System

The telephone system in Saint Teresa of Calcutta Education Center is for use by Faculty/Staff for business/emergency use only. A student may use the phone located in the Main Office only in the case of an emergency with the permission of the School Administrator/Principal. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the telephone in the Main Office. Urgent messages for students will be relayed to them from the Main Office. During class time, neither student nor teacher may be called to the telephone. Messages can be left for a teacher with the Front Desk when necessary, and they will be given to the appropriate teacher. Parents may use email as an additional means of communication with the faculty. Do not use email if you need to notify a teacher of any important change for a student. Please note that the **faculty will access their email and messages after school hours only**. Books and assignments left at home, clothing, and instruments do not count as emergencies.

Transfer of Students

If a student is transferring to another school, parents are requested to arrange a meeting with the School Administrator/Principal. It is the responsibility of the parent(s)/guardian(s) to make suitable arrangements to pay any amounts due Saint Teresa of Calcutta Education Center or parish. School records will be forwarded to the child's new school upon request from that school.

Students who withdrawal from school voluntarily or involuntarily prior to April 1st, will receive a pro-rated refund of prepaid tuition less \$500 per student startup costs. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

Transportation

Any change in transportation arrangements must be made in writing even if it is a change for only one day. Parents may only change method of transportation with a note one day in advance. Same day changes in transportation will only be granted in emergency situations and with Principal approval.

Bus

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the appropriate school district.

The telephone numbers for the various transportation offices are:

- BOYERTOWN 610-473-3473
- DANIEL BOONE 610-689-4850
- METHACTON 610-489-5036
- OWEN J. ROBERTS 610-469-5187
- PERKIOMEN VALLEY 610-489-9110
- PHOENIXVILLE 484-927-5026
- POTTS GROVE 610-323-5020
- POTTS TOWN 610-970-6627

- SPRING FORD 610-705-6226
- UPPER PERKIOMEN 215-679-7961

Car Pick-up

Parents are asked not to pull-in or park in the area designated for Bus drop-off or loading area as this causes a dangerous situation for all involved. Faculty Members will oversee dismissal procedures daily. Students who are not picked up by 3:00 PM will be taken to the Saint Teresa of Calcutta Child Care Center to participate in CARES. Parents will be charged the \$25.00 drop in fee.

Tuition

Saint Teresa of Calcutta Education Center provides quality Catholic Education through the efforts of our parish priest, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in December for the following school year. Saint Teresa of Calcutta Education Center also may impose other non-refundable fees for other items, such as extracurricular activities, field trips, books, registration and graduation. This information is communicated to the school parents/guardians through written letters, permission slips and on the website, www.stcschool.com.

Please review the tuition schedule plan regularly. It will be mailed to the parents before the school year begins. **Parishioners must contribute a minimum of \$17.00 per Sunday. Parishioners not meeting this requirement will pay tuition at a non-contributing rate, which is equivalent to a non-parishioner/non-catholic rate. Catholic non-parishioners must pay the non-catholic rate unless the Pastor of your Parish has agreed to contribute.**

In justice to all parents and the parish community, parents are expected to register in the FACTS system to keep tuition payments up to date. **Tuition may be paid in full, two payments, or ten payments.** Both parents are jointly responsible for tuition and other fees charged by Saint Teresa of Calcutta Education Center. The Pastor and Administration review the tuition records on a trimester basis. The trimester student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the Saint Teresa of Calcutta Education Center Tuition Officer. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

To arrange for a visit or personal tour of the facility, visitors should contact Saint Teresa of Calcutta Education Center Main Office at 610-287-2500. All visitors must report to the Main Office and sign in the Visitor's Log when entering the building. A Visitor badge will be issued and is to be worn the entire time of the visit. Badges are to be returned after signing out to leave. An atmosphere of quiet respect for the learning rights of others should prevail throughout Saint Teresa of Calcutta Education Center.

Parents coming to Saint Teresa of Calcutta Education Center to bring forgotten articles or to relay messages must come to the Main Office. Classes may not be disturbed for these reasons.

Parents may not confer with a teacher or visit a classroom between the hours of 7:30am and 3:30pm, unless the School Administrator/Principal gives permission for such a visit.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families which helps in building a strong learning community. Volunteers assist in some of the following ways:

Mystery Reader
Nurse's Office
Homeroom Parent

Teacher /Classroom Aides
Office Assistant
STC Hospitality/Special Events


Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form can be found on the website for those parents or family members who would like to share their time and talents with us. Every student is expected to show courtesy and respect to all volunteers.

In order to volunteer in the Parish, School, or Childcare the following clearances are mandatory:

www.stteresacalcutta.com
(610) 287-2525 ext. 100

Saint Teresa of Calcutta
256 Swamp Pike, Schwenksville, PA 19473

*Creating a Network of Prevention & Protection
Safe Environment requirements for all Parish
volunteers working with children
at
Saint Teresa of Calcutta Parish as mandated by the
Archdiocese of Philadelphia Children & Youth Protection Office.*



Clearance	Req'd	Frequency of Update	How to obtain	Notes
Fingerprint Record F.B.I. ACT 114	*	5 years	www.pa.cogentid.com/index_dpw.htm	* ALL employees (age 14 and older) must have fingerprints and any volunteers who have not lived in PA for 10 consecutive years. ** Volunteers who HAVE lived in PA for 10 consecutive years, and therefore do not need to have fingerprints taken, MUST complete a Pennsylvania Disclosure Application
Pennsylvania Disclosure Application	**		Contact your Ministry Leader (School, PREP, CYO, etc. also available on parish website)	
Pennsylvania Criminal History Act 34	Y	5 years	https://epatch.state.pa.us	As of 7/25/15, this clearance became free for volunteers, \$8 for employees; volunteers obtain records themselves; age 14 and over
Pennsylvania Child Abuse ACT 151	Y	5 years	https://www.compass.state.pa.us/cwis/public/home	
Protecting God's Children (also referred to as Virtus Safe Environment Training)	Y^	One time	www.virtus.org > Training Institute > Register. Once registered go to On-site Training and choose a time and place convenient for you and register for the session.	Safe Environment and Technology Addendum included in same training after 6/30/2011
Technology Addendum	Y^	One time		
Mandated Reporting (also called Safe Environment, Part II) Pennsylvania Child Protective Services Law	Y^	One time	www.childyouthprotection.org > Training Institute > Register. Once registered go to online training, take the training and print and turn in completion certificate	If training was before 12/31/14, volunteer/employee needs to read reporting update brochure in offices or online at www.childyouthprotection.org and sign Mandated Reporter Acknowledgement Form. Training after 2014 incorporates these changes.

^ Required for employees and volunteers 18 years and older.

Volunteers must secure new clearances even if clearances from other volunteer jobs are current.

Employees of the Parish must meet the above requirements plus additional requirements. Volunteers include, but not limited to: P.R.E.P. Catechists, Aides, Hall Monitors, Youth Group Leaders, Camp Volunteers, SEEDS, Children's Liturgy of the Word, lunch room help, homeroom helpers, aides, Home and School, Scouts-all types and gender, chaperones, Division Point, CYO Coaches, Assistants and Board Members, and anyone volunteering with children even once a year. **PARISH OFFICE: 610-287-2525ext. 100**

AUG 2014