

# **St. Therese Catholic School**



## **Family Handbook**

**2024 - 2025**

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## **Welcome**

St. Therese Parish and School is a powerful Catholic witness, committed to vibrant growth by living out Jesus Christ's call to "Go and make disciples" (Matt 28:19) through our sacramental life, prayer, catechesis, fellowship, evangelization, and financial stewardship.

## **School Mission**

St. Therese School is a preschool through eighth grade Catholic parish school that welcomes all and acknowledges the worth and dignity of each student. We believe in nurturing spiritual growth and offering excellence in education, so that each child's unique potential is realized.

## **Philosophy and Goals**

To draw students to God through examples of Christian love and acceptance

To equip children to become responsible, competent, and loving people

To build a passion for knowledge and lifelong learning

To provide a solid foundation of the history and teachings of the Catholic faith

To commit to ongoing evaluation in order to foster academic excellence

To support families and parents in their role as the primary educators of their children

To encourage relationships across generations

## **Root Beliefs**

All are welcome.

God is in all things.

We are always learning.

We do Christ's work.

Little things make big things happen.

## **Monthly Virtues**

September	Hope
October	Studiosness
November	Humility
December	Patience
January	Fidelity
February	Cheerfulness
March	Temperance
April	Obedience
May	Diligence

## Section 1: Academic Policies

### Curriculum and Instruction

English Language Arts, Mathematics, Religion, History & Geography, Art, Music, Spanish, Health, Physical Education, and Science form the St. Therese **curriculum**. Most subjects are aligned with or extend the Minnesota State Standards. Our Religion follows Archdiocesan requirements. In addition, Library and Technology are integrated into the academic program.

**Religion and Sacramental Preparation** - Faith formation is a key component of St. Therese School. Prayer is an integral part of school life, and each day begins and ends with prayer. The student body comes together for liturgy each Wednesday with the parish community. Students are involved in various roles of ministry as readers, musicians, altar servers, and gift bearers. Students and staff participate in other liturgical celebrations throughout the year.

Students prepare to receive the sacraments of Eucharist and Reconciliation in the second grade. These are parish-run programs coordinated between the school and the parish. Parents of students entering 2<sup>nd</sup> grade should contact the parish Faith Formation Office (952-473-4422) in spring of the 1<sup>st</sup> grade year for registration and other important information. Parents of older children seeking to receive the sacraments should contact the Faith Formation office as well.

Each member of the school community has the responsibility to build a Christian environment through word and example. There are many projects throughout the year designed to enhance community building: liturgical celebrations, open houses, class buddies, parish fundraisers and gatherings, Generations Day, Catholic Schools' Week, and a wide variety of service projects. Students and staff are encouraged to participate fully in these opportunities to deepen awareness of their own blessings and the needs of others.

**Diverse Learners** - If a teacher sees that a student is not reaching academic growth goals and traditional strategies are not effective, the classroom teachers, parents and principal will meet to discuss alternate interventions and create a plan for implementation.

We work in conjunction with the Minnetonka School District to screen for learning challenges when appropriate. Teachers and the school principal are available to guide parents through this process.

The staff of St. Therese School strives to meet the needs of all learners; however, a full range of services may not be available to appropriately or responsibly address all needs. The decision as to whether or not St. Therese is the most appropriate academic environment for a child will be made collaboratively and with the school mission and philosophy in mind.

**Field Trips** - Field trips are recognized as an effective teaching methodology. All field trips are approved by the principal and must be directly tied to the curriculum. Permission slips must be completely filled out and signed by parents or guardians and returned to the school prior to the field trip. When appropriate, parents or guardians may be asked to pay the full cost for their child to participate, including transportation. No child will be denied attendance on a field trip due to inability to pay. Parents should contact the principal directly for assistance. Parents may be invited to attend certain field trips as chaperones. In such cases, parents may be asked to pay for their participation and transportation. Teachers must carry release forms and first aid kits with them on field trips. Transportation for all field trips is provided in St. Therese-sanctioned buses or approved adult drivers.

**Middle School Advisories** provide a supportive environment to help foster academic and social growth for Middle School students. The Middle School advisor serves as an advocate for the student and a liaison to the parents and the student's other teachers. The advisory program helps students, and their parents, transition from the self-contained elementary classroom to the multiple teachers in the middle and high school years.

**Partners in Art/Art Adventure** is an arts appreciation program taught to students in grades K-5. There are seven sessions presented per school year. We are always looking for parents to become Partners in Art presenters. Volunteers receive training on the materials presented for each session.

**Environmental Learning Camp-** Each year, the 7<sup>th</sup> grade class spends a week at an environmental learning camp such as YMCA's Camp Widjiwagan in the north woods of Minnesota or Wolf Ridge for a science and history exploratory. Information about this trip is sent directly to 7<sup>th</sup> grade families in early September. Other middle school grades may be included depending on circumstances.

**Technology** – St. Therese has multiple devices throughout the building, including laptops, Chrome books, iPads, and Smart Boards to aid in the delivery of curriculum and production of work at all levels.

**Textbooks** are provided to students at the beginning of the year. The students are responsible for the care and condition of their books. For protection, books should be covered at all times. A faculty member assesses the books at the beginning of the year and keeps a record of the condition. Teachers will assign a number to each book used by a student. Students are not responsible for any pre-existing damage; however, if damage has occurred during the year, a replacement or damage fee will be charged. If the book is lost, a replacement fee will be charged.

**Blended Learning** is an educational model that *blends traditional teaching methods* with **educational technology**. It allows individualized instruction by identifying each student's "just right" level and builds skills from that point.

## Academic Evaluation and Assessment

**Academic Performance** is based on each student's achievement. This is done by assessing what the student has learned, his/her ability to use the information and concepts individually or with assistance, as well as the capacity to apply it to a variety of situations. St. Therese Catholic School's **philosophy of assessment** is the belief that the ongoing, consistent evaluation of the progression of student learning and achievement is paramount to meeting and exceeding learning objectives as defined by both staff and school. Each child is created in the unique image of God and therefore has unique talents and learning abilities. Using this belief, in accordance with the school's mission statement and philosophy, teachers utilize varied assessments, both summative and formative, to not only track and improve individual student progress and achievement, but also to facilitate changes in teaching and learning methodologies. Student self-assessments, such as exit slips, checklists, and error-analysis activities promote a climate of intrinsic motivation and actively involve students in the learning process. Teachers are responsible for accurately and thoroughly reporting results to the student and his/her parents in written form by using several different forms of assessment and evaluation. Likewise, teachers are expected to start the process of remediation or enrichment based on these evaluations.

**NWEA - MAP Testing** is completed in all grades in the fall and spring. Results are helpful in assessing individual academic progress. Reports are sent to parents with the 1<sup>st</sup> and 3<sup>rd</sup> trimester report cards.

**Homework** is a normal part of the student learning experience. Homework provides students with opportunities to practice and extend the application of skills, knowledge and content taught in class, and homework helps develop independence and responsibility. Students in grades 1-5 will usually spend time each weeknight reading and reviewing math lessons. Students in Middle School are expected to spend approximately 60-90 minutes each weeknight doing homework or preparing for the next day. All students are responsible for turning homework in on time.

**Conferences** are held in the fall and spring and also upon request by the teacher, parent, or principal. Consistent communication between home and school is essential for the continued progress of each child.

**Math Placement** is determined by several factors, including NWEA-MAP test scores, diagnostic assessments, placement tests, and teacher recommendation.

**Academic Progress** is discussed with parents during conferences or as needed. Report cards are sent home following each trimester and grades reflect an average of tests, quizzes, projects, class participation, and homework. The grading scale can be found on the report card. The faculty takes action regarding a student's academic performance through promotion, retention, enrichment, remedial work, or by placing children in appropriate skill groups.

**Extracurricular Eligibility** - Participants in school sports teams are expected to perform to the best of their ability and to be an example not only for teammates, but for other students as well. Please refer to the Athletic Handbook on the school website for the eligibility requirements, policies and procedures.

**Promotion & Retention** - Students are placed at the grade level best suited for their academic, social, and emotional growth. A student will ordinarily progress from one grade to another annually, spending one year at each level. The decision to promote or retain a child results from careful study and evaluation by the teacher, principal, and all appropriate resources. If there is some concern that a child



may not be moved to the next grade level, parents should be apprised of this possibility early in the second trimester, with all concerns thoroughly discussed.

## **Extracurricular Enrichment**

**Athletics** - STS is fortunate to have a strong, vibrant athletic program for its students. Sports include volleyball, basketball, and soccer. STS is part of an organized league that offers competitive play for students in grades 4-8 with Catholic and private schools in the area. The goal of the STS Athletic program is to provide a safe, nurturing experience where all students have the opportunity to participate. Participation is fee based and scholarships are available. The athletic program is managed by the Athletic Council and the principal.

**Music Ministry** - Students in grades 4-8 are encouraged to participate as school liturgy singers and in the Parish Youth Choir. Middle School students are eligible to audition for the Parish Cantor Program.

**Spelling Bee** - Students in grade 4–8 are eligible to participate in the School Spelling Bee held in January. The top finishers represent St. Therese School in the district spelling bee or Archdiocesan bee.

**After School Enrichment Programs** are offered throughout the school year. Some sample classes include Chef's Academy, Manners class, chess club, STEM club and others. Watch for notices in the weekly newsletter.

**Middle School Play** – Each spring, under the direction of dedicated parent volunteers, students in grades 6-8 have the opportunity to participate in the school play. All practices are held outside of school hours. In addition to all they learn about theater production, students develop important life skills such as teamwork and time management.

## Section 2: Admissions, Enrollment & Tuition

**Admissions** - St. Therese Catholic School will comply with all federal and state laws prohibiting discrimination and all requirements imposed by, or pursuant to, regulations issued. Therefore, no person shall, on the grounds of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination in any educational program, employment, recruitment, or any activity operated by the school.

A student must be five years old by September 1 to start Kindergarten. Early admission may be requested. If the child meets the requirements for admission and there is room in the class, he/she will be admitted. Priority will be given to students whose birthdays are within the prescribed range. Additional priority is given to siblings of current students and registered parishioners. Any applicant for Kindergarten admission who is five (5) years old on or before September 1 and would have been accepted into Kindergarten for that school year, but due to the recommendation of the St. Therese preschool staff has delayed enrollment into Kindergarten for one (1) year, will receive top priority for the following year in his/her respective priority level.

**Tuition and Fees** - Tuition for the current school year is \$5,980 and the registration fee is \$150 per student with a maximum of \$300 per family. No St. Therese parish family will be refused admittance to the school because of an inability to pay the full amount. Families requesting aid must fill out a financial aid form obtained through TADS. A link can be found below and on the school website, <http://www.st-therese.org/registration>.

Decisions regarding aid are confidential and made by the pastor and principal.

Tuition payments are managed completely online through our tuition and enrollment management partner, TADS. All tuition for the academic year must be paid by the end of that school year. The TADS help line telephone number is 612-548-3320.

**Continuous Enrollment** – Students will be automatically enrolled each successive academic year, until graduation from St. Therese Catholic School unless and until this agreement is terminated by St. Therese Catholic School or written notice of termination from the parent is received in the school office. Please see the Continuous Enrollment paragraph under the Terms and Conditions in both the Enrollment and Agreement portions of TADS.

**Change of Address** - Please notify the school office immediately if your address, telephone number or email changes during the year. In case of emergency, we need to be able to contact you promptly.

**Transfer or Withdrawal** - Any student who wishes to transfer or withdraw from St. Therese School must first settle any and all obligations. No records will be forwarded until this is done. If a student withdraws during the school year, the family is obligated to pay through the end of that trimester. Please notify the principal of any intended student withdrawals or transfers.

### Section 3: Attendance Policies

**Attendance Policy** - Regular attendance is a critical component of a child's learning experience: in addition, it is a state law. Occasional absences are unavoidable. These absences may be one of two kinds: excused absences or unexcused absences.

**School Hours** - Each school day begins at 7:35 am and ends at 2:10 pm. After-school care is available through Spirit Club for students not involved in an approved activity or picked up by 2:30 pm.

**Arrival/Dismissal** - Students should arrive after 7:10 am – no before-school supervision is available before 7:10 am. Students will be permitted to enter the classrooms at 7:20, and according to the guidelines of the classroom teacher. All-school prayer begins at 7:35.

Students being dropped off or picked up by car enter and exit at the main door to the school (#5). Upon dismissal at 2:10 pm, students who are car riders go to the main door (#5) and are picked up in the car-pool lane. They must be picked up by 2:30 pm. Children cannot be left unsupervised, so parents are expected to be prompt about picking up students at dismissal or after any other activities. Children not picked up by 2:30 pm will be taken to Spirit Club.

If a child is not following his/her normal transportation routine at the end of the school day, the homeroom teacher must have a note from the parent indicating the change. Notes from parents for bus passes must have a phone number where a parent can be contacted during the day. The bus pass is to be presented to the bus driver at the end of the day. Students will not be allowed to ride a different bus without a pass from the school. Children will not be allowed to veer from their normal routine without written parental permission. Children are not allowed to make plans with classmates during the school day and call home for permission. Such plans must be made prior to the beginning of the school day.

**Excused Absences** are typically short in duration and related to illness, doctor or dental appointments or a death in the family. A written excuse is required upon the student's return. If a child is absent because of illness for two days or more, a full week will be given in which to make up work. If an absence is longer than 12 days, a written doctor's excuse is required, or Social Services will be contacted for educational neglect. Periodically, students ask to be excused from their class to attend a sibling's class for a special event. It is important that parents submit this request in writing prior to the event.

**Unexcused Absences** involve such absences as family vacations, travel, ball games, entertainment, etc., during regular school time. The school does not concede to parents to alter the calendar for personal convenience. Since it is not an absence based on need, a teacher is not responsible for helping the student make up work, take missed tests, or record grades for unexcused absences. If parents deem it necessary to take their child out of school for a trip for any reason, they should not expect assignments to be given out ahead of time. Upon return, students must bring a note of explanation and the student will receive all work to be made up. They have one day for each day of absence to complete the assignments. This is the student's responsibility. The teachers will not remind the students about completion of work. If not completed by the due date, the students will not receive any credit for the assignments. The school calendar provides adequate days of vacation for students. Teachers are not obligated to provide make-up work or alternative assignments for unexcused absences. Lengthy or frequent absences may affect a child's progress.

## **Please Remember:**

**Each time your child is absent or tardy, parents must call the school.**

- Call the Attendance Line Number: 952-261-0606 before 8:00 am each day. You do not need to call or e-mail individual teachers.
- If you have not called by 8:00 am, you will receive a call asking why your child is not in school.
- Upon return to school after an absence, you need to send a note or come into school with your child, so he/she can obtain a required pass to class.
- If your child is tardy or returning after being signed out, you must send a note or come in with your child, so he/she can obtain a required pass back to class.

**Any Release of a Student** during the school day for doctor, dental or other appointment must be made in writing with parent signature. At the time of release, the parent must sign the student in and out of school at the school office. If someone other than the parent is picking up the child, a note from the parent must be written giving permission for the individual identified to take the student from school. No child will be released to a non-custodial parent without a note.

The teacher is responsible for helping the student make up work, take missed tests and record grades for excused absences, but it is also the responsibility of the student to make up all missing assignments the teacher may think advisable.

**Extracurricular Participation** is contingent upon a student's school day attendance. If a student is absent, other than for an excused appointment, any part of the day that has an after-school or evening sponsored activity or sports event, the student **MAY NOT** participate in the activity or sports event.

**Tardiness** is understandable when there are circumstances beyond the student's control such as inclement weather or late buses. One of the main responsibilities students have is to arrive at school and be in their classrooms on time each day. **Our school day begins at 7:35 am**, so it's very important, both academically and logistically, for every student to be in the classroom and ready to begin the school day on time. Entering a classroom late is disruptive and causes additional stress for your child, the students, and the teacher. Repeated infractions of this policy will result in a parent conference with the principal.

**Tardy for Classes** - Students are expected to be seated and prepared to begin each class throughout the day at the scheduled time.

**Truancy** is an unexcused absence without the consent of a student's parent. The student will not be readmitted to school unless accompanied by a parent. A student is considered truant if he/she leaves school without prior permission from school personnel, or if he/she is absent from school without prior permission from parents.

**Spirit Club** – is after-school, non-school day, and summer camp care for children enrolled in grades K-5. Spirit Club is designed to create a safe, well-supervised and fun environment while instilling and building on the values taught at St. Therese School. There is a fee for Spirit Club and advance reservations are required.

## Section 4: Behavior and Responsibility

Each community member's behavior and attitude should create an environment conducive for moral, spiritual, social and intellectual growth. In living out our root beliefs, school mission and philosophy, students and staff are expected to show respect, friendliness, and courtesy at all times. We are called to respect personal and public property and cooperate with students, parents, staff, and authority figures.

Students develop good habits by consistent effort and daily completion of work. During the elementary and middle school years, children learn to act responsibly and with accountability, understanding, and an awareness of the impact their actions have on the community.

The school expects **parental cooperation** in supporting the expectations of behavior the school has established and the consequences that result from students' behavior.

The principal and teachers are responsible for discipline, the establishment and implementation of rules and regulations, and for setting a proper climate for good relationships in school. Students will be informed of rules and regulations applicable to them and of any changes they should make throughout the year. A record will be kept of serious and/or chronic behavior problems. The principal may require conferences to discuss behavioral problems their children may be having.

### Behavior Expectations

#### Classroom Behavior

- Arrive to class on time and prepared.
- Obtain permission before leaving class.
- Obtain permission before eating or chewing gum in class.
- Listen and avoid interrupting.
- Speak respectfully to teachers, paraprofessionals, classmates, parents and visitors.
- Refrain from using cell phones during the day.
- Take care of classroom materials and personal belongings.
- Behave respectfully with a substitute teacher.
- Keep hands and arms under control.
- Pay attention to the speaker.
- Maintain academic honesty (no plagiarism, copying, providing answers, etc.).
- Carry out the root beliefs, mission, philosophy, and virtues taught at St. Therese School.

#### Hallway Behavior

- Walk safely and calmly throughout the building.
- Maintain a respectful volume, with consideration for others who are working and learning throughout the building.

**Restroom Behavior**

- Respect the privacy of others.
- Keep hands and arms under control.
- Take care of school property and personal belongings.
- Use equipment for its intended purpose.
- Maintain a respectful volume, with consideration for others working and learning throughout the building.

**Playground Behavior**

- Respect staff members and parent supervisors.
- Control aggression.
- Maintain good sportsmanship.
- Share equipment.
- Use equipment for its intended purposes.
- Obtain permission before leaving the playground.
- Ice, rocks, snow, and other non-play items are to remain on the ground.
- Take care of school property.

**Lunchroom Behavior**

- All students must eat lunch. Students must purchase lunch or bring cold lunch from home. (You must take a milk any time you purchase a school lunch).
- Keep voice at a conversational level.
- All students must walk at all times in the lunchroom and hallways.
- Keep hands and bodies under control at all times.
- Sharing of food is prohibited for health and allergy reasons.
- Clean up after yourself. This includes throwing away trash, recycling responsibly, and wiping your spills.
- Wait to be excused from the table.
- All students must hand sanitize before lunch and wash their hands with soap following lunch.
- Pop and fast food brought from outside vendors is not allowed in the cafeteria because we try to encourage a healthy lunch for the children.

**General Harassment** includes unwanted/unwelcome behaviors that make a person feel threatened, uncomfortable, intimidated, degraded or discriminated against *or* behaviors that create an intimidating, hostile or offensive learning, working or play environment.

**Verbal Abuse and Disrespect** includes profanity or behavior demonstrating lack of respect or failure to respond appropriately to direction. This includes inappropriate conduct toward school staff, parent volunteers and other students, and this behavior will not be tolerated.

**School Property** - Students are expected to respect all school property, including furniture and equipment, textbooks, and supplies. Students who damage or lose school property will be responsible for paying for the repair or replacement of the property.

**Inappropriate Touch** is not tolerated. Students are to keep hands, arms, legs, feet and knees to themselves and respect the other person's space.

**Sexual Harassment** - includes the following violations:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments, including jokes or stories
- Any conduct of a sexual nature, either direct or indirect, which contributes to an overall offensive or intimidating environment

*Behaviors may also include but are not limited to:* touching, gestures, jokes, verbal comments, leers, cartoons/pictures, name calling, notes, extreme aggressiveness, spreading sexual rumors, pressure for sexual activities, overly personal conversations, sexual assault, inappropriate sexual phone calls during or after school hours, encouraging sexually-inappropriate behavior in others, kissing or inappropriate hand-holding or body contact, inappropriate comments (written, spoken or on-line).

## **Consequences**

We are always learning, so naturally, consequences should lead to a change or improvement of behavior. Consequences will reflect the severity of the offense as determined on a case-by-case basis. Consequences may include one or more of the following actions or other such consequences as the teacher or principal deem appropriate:

- Verbal warning
- Parent contact by phone, email or written behavior infraction slip
- Parent/ teacher conference
- Student/principal or pastor conversation
- Denial of class privileges (field trips, class celebrations, etc.)
- Suspension, probation, expulsion

**Suspension Policy** - A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. In cases of gross misconduct the principal has the authority to **immediately** suspend a student and will follow such action with appropriate steps and communication. Gross misconduct is defined to include, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or other person, or conduct which substantially impairs the discipline and order of the school environment.

**Expulsion Policy** - If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process, or if the student's presence poses a danger to himself/herself or other persons or property, the principal will take the following action:

- Notify the student of the punishable violation
- Notify the parents/guardians of the punishable violation
- Schedule a conference with the parents/guardians, student, homeroom teacher (or other involved teachers) and principal or pastor to discuss the incident
- Take appropriate action as recommended by the principal and homeroom teacher and/or teachers involved in the education of the child

## GRIEVANCES

Unfortunately, even among Christians, there can be disagreements and, at times, conflict. The following procedures should be followed to facilitate a quick resolution.

### Students:

- Remain calm; loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
- Do not discuss the situation during class or school time. This results in unnecessary participation of the class in something that is at issue with you and your instructor. It also can waste class time.
- Set an appointment with the staff member to discuss the situation privately.
- Pray together. Share concern calmly, honestly, and sincerely with your instructor.
- Remember to be respectful. You and the staff member may be angry. Anger does not create the best environment for a discussion. Make sure you enter the discussion with your anger in control. Listen with an open mind to what the staff member has to say. Remember you want to be heard and understood, the staff member deserves the same benefit.
- If you feel the issue was not resolved or needs further resolution, set an appointment to meet with the staff member and the principal.

### Parents:

- Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words or actions. Pray about the situation or incident.
- Know in your heart that you and the staff member are on the same team.
- Make sure you hear both sides of the situation before you determine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding or lack of communication.
- Do not take sides.
- To the best of your ability, try to resolve the situation with the staff member. If the issue remains unresolved, set another meeting with the staff member.
- If you feel an issue has become impossible to resolve, set an appointment with an administrator for resolution.

## BULLYING PREVENTION POLICY

### Preamble

Created in the image and likeness of God, each person shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. St. Therese School's *root beliefs* help children exercise their God-given freedoms and responsibilities, with the understanding that good choices become lifelong virtues. Because we are God's children, bullying and retaliation are not to be tolerated from children or adults. "Here is my commandment," says Jesus, "that you love one another as I have loved you."

This policy serves as a guide for when expectations are not met, and for when reconciliation and restitution are needed.



## Definitions

For purposes of this policy, the following definitions shall apply:

"Aggressor" means a student who engages in bullying or retaliation.

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

"Bullying" is the repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a target, and that:

- Causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the target or places the target in reasonable fear of such harm;
- Causes damage to the target's property;
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school, including defamation and invasion of privacy; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

*For the purpose of this Policy, whenever the term "bullying" is used it is to denote either bullying or cyber-bullying.*

"Cyber-Bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, internet web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

"School Grounds" mean property on which a school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction or training.

"Staff" includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

## **Prohibition against Bullying and Retaliation**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- On school grounds owned, leased or used by this school;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by the school;

**Bullying is also prohibited at a location, activity, function or program that is not school-related.**

**Similarly, the use of technology or an electronic device that is not owned leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.**

## **Reporting**

Any staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal or another school official designated by the principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

## **Retaliation**

Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

### **Response and Investigation**

St. Therese School takes seriously all reports of bullying.

Upon receipt of a report of bullying the principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

The school reserves the sole discretion to determine the scope and adequacy of the investigation.

Anyone with questions about the investigation should direct those questions to the principal.

### **Violations**

A student who violates this policy shall be subject to discipline in accordance with the St. Therese disciplinary procedures.

St. Therese Catholic School retains the sole discretion to determine whether bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the aggressor of the determination;
- notifying the parents or guardians of the target, the aggressor, and any other affected persons about available community resources.

### **Training**

Training on this policy will be provided for staff at least once every three years, and at the discretion of the principal, for volunteers who have significant contact with students.

### **Publication and Notice**

The principal or his or her designee shall provide written or electronic notice of this policy to the staff.

Written or electronic notice of the plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This policy shall be conspicuously posted in the administrative offices of the school.

### **Network and Internet Acceptable Use Policy**

Students at St. Therese access the internet via computer labs, computer work stations in the classrooms, tablets and laptops to participate in learning activities, consult with experts, communicate with other students, and conduct research to meet their educational and informational needs. Even with filters in place, it is important to recognize that some information accessible via the internet may contain material that is inaccurate, defamatory or offensive.

Students are responsible for using all forms of technology in an appropriate manner and access is contingent upon successfully meeting this responsibility. Use of these resources is a privilege, not a right. St. Therese Catholic School maintains the following standards regarding online information sources.

Parental permission is required for student use of technology (Network Users Agreement Form). During school hours, teachers will guide students toward appropriate online resources and sites. Students may not access personal accounts unless given permission by the supervising teacher. All student accounts created through Google for Education must be used for academic purposes only.

Any inappropriate use will lead to loss of technology privileges.

An internet user is not permitted to:

- reveal full name, phone number, or the home address of self or others
- violate copyright laws
- submit documents found on the internet as their own work (plagiarize)
- trespass in another's work or files
- harass, insult, bully or threaten others or use obscene language
- send, display, or download offensive messages, pictures, or material that advocates illegal activity
- send viruses or worms, illegally visit or otherwise damage computer systems or networks
- use the internet to buy or sell items
- download music, movies or videos from sites

Students should understand that St. Therese computers are school property and not private. School personnel may inspect, review and copy information on school computers at any time without notice. Violations of these standards will result in the loss of internet access and may result in other disciplinary action up to and including suspension or expulsion. The pastor, school administrator and staff will deem what behaviors are inappropriate and what disciplinary action will result.

Parents are expected to educate their child(ren) on the respectful use of personal technology (including but not limited to – cell phones, internet, email, etc.). Internet activity that negatively

affects the learning process will be addressed by school personnel. For clear internet safety guidelines, please refer to the *netismartz* website: [www.netismartz.org/Parents](http://www.netismartz.org/Parents)

**Please read and sign the Internet Use Policy located at the end of this handbook.**

**Substance Abuse Policy** - St. Therese Parish prohibits the use of and/or possession of any form of illegal substances, drugs and/or alcohol. This includes, but is not limited to, being under the influence of, buying, selling, giving away, or being in possession of mood altering chemicals. Illegal substances may include drugs or alcohol having the ability to substantially change a person's bodily functions and/or behavior. This provision includes all school and parish functions on or away from parish grounds, and on public and chartered transportation provided through the parish. Any student found supplying, selling or distributing substances or chemicals at school, on parish property, or during parish or school events may face expulsion from St. Therese School. Appropriate authorities will be notified.

**Consequences:**

**First Offense:**

- Substance/paraphernalia will be confiscated
- Youth will be suspended for remainder of day/event
- Youth will be released to parent/guardian only
- Readmission at a later date will require a conference with youth, parent/guardian, and principal, pastor and program administrator, and may require the following:
  - Assessment with a qualified substance abuse counselor
  - If further treatment is recommended, youth must remain in, and successfully complete the treatment program. If treatment is suspended in any way by either the youth or parent/guardian, youth will be expelled from St. Therese School

**Second Offense:**

- Substance/paraphernalia will be confiscated
- Youth will be released to parent/guardian only
- Youth will be immediately expelled from St. Therese School

**Policy Violation by All Others** - Individuals found in violation of this policy will be requested to leave the premises. He/she may also be held responsible for any legal consequences.

**Tobacco Use Policy** - Use of tobacco products is prohibited at St. Therese church and school facilities and the grounds immediately proximate to the school facilities. Persons under 18 years of age are prohibited from using and/or possessing any form of tobacco under State Law. This provision includes all school and parish functions on or away from parish grounds, and on public and chartered transportation provided through the parish.

**Consequences for All Students and Youth:**

**First Offense:**

- Tobacco product will be confiscated
- Parent/guardian will be notified immediately
- Youth may be suspended for remainder of day/event

**Second Offense:**

- Tobacco product will be confiscated
- Parent/guardian will be notified immediately
- Youth will be suspended for remainder of day/event
- Readmission at a later date will require a conference including youth, parent/guardian and principal must be held
- Youth and parent/guardian may be asked to seek appropriate counseling (school counselor, etc.)

Third Offense:

- Expulsion from St. Therese School

**Weapons Policy** - Weapons are objects or substances that can do physical harm to other persons or be used to inflict self-injury. Weapons include, but are not limited to the following: guns, knives, arrows, bullets, chains, any explosive materials and devices, any flammable materials, poisons, razor blades, swords, any object modified to serve as a weapon. Instruments or objects having the appearance of a weapon can also bring about injury through mistaken identity or create reactions which have the same or similar affect as though the object was real. Examples include, but are not limited to, toy weapons or objects that are a facsimile of real weapons.

All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes and under adult control as authorized in advance by the school principal.

- This prohibition applies to all parish building and grounds, and within all parish-owned land or “contracted” vehicles.
- School zone is defined within U.S. Code Chapter 44 - Firearms, as amended in 1990 by the “Gun Free School Zone Act” section 921, 922 and 924: “It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone.” The term ‘school zone’ means:
  - In or on the grounds of a public, parochial or private school
  - Within distance of 1000 feet from the grounds of a public, parochial or private school
  - Moreover, this prohibition applies to school sponsored activities, i.e., field trips, wherever they occur

**Consequences** - Students violating provisions of this policy will be disciplined as follows:

- Police will be called as appropriate
- The weapon or object will be confiscated
- Disciplinary actions may include:
  - Suspension from school
  - Expulsion from school
  - Other disciplinary actions deemed appropriate by the administrator

## Section 5: Communication

**Principal's Newsletter** - Each Monday, families receive an electronic version of this school-wide newsletter, which contains news and information regarding St. Therese Parish and School. Announcements about school and parish events, fundraisers, calendar changes and other important information are included. STS uses this email communication as a primary means for communicating with families during the year, so please be sure to read the newsletter each week. Paper copies may be requested from the school office.

**Classroom Newsletters** help keep parents apprised of what is happening in the classroom. Teachers will let you know their plans for communicating with you at the Parent Night held in September.

**TADS Educate** is a web-based school record management system. Through Educate, parents of students in grades 4-8 have access to student progress, including grades and assignment completion. Please contact the school Administrative Assistant for information regarding account passwords.

**Facebook, Instagram, and other forms of social media** are used to reach out to our community. Social media may be used to share events, reminders, and important information. During the TADS enrollment process parents have the opportunity to decide if photos of their child/ren may or may not be used for communication or marketing purposes. Great care is taken to protect the identity of our students. These sites are monitored by a teacher, a parent, and our marketing coordinator.

**One Call Now** is an automated calling system that allows the school to send important messages regarding school closings or other important information quickly. All families should update their emergency contact phone numbers when enrolling for the new school year through TADS.

**Curriculum Night** is held just after the school year starts. This is a parent-only night to meet your child's teachers and advisors and discuss goals for the upcoming school year. Parents are encouraged to attend this event.

**Contacting teachers** can be done through email or by phone. The teacher is the first line of communication regarding your child. If a parent is concerned about a particular problem in the classroom, they are to call and/or arrange for a mutually convenient time to meet with the teacher. The parent is asked to first bring concerns to the attention of the classroom teacher or specialist (art, music, library, computer, Spanish, physical education). As a second step, the principal is notified.

## Section 6: Health & Wellness Policies and Procedures

**Health Care** for students is provided on a limited basis on-site by a health paraprofessional through the Minnetonka School District.

**Health Records** are maintained for each student. These records contain vision, hearing, and scoliosis screening results, as well as findings obtained from health inspections and examinations. Health examinations are required upon entrance to school. It is important to follow up with your family physician with any concerns identified by our observations or screenings.

**Immunizations** protect children from diseases for which protection is available. According to state law, students may not attend school without written proof of required immunizations or by signing a form stating the parents' decision to opt out for medical reasons.

**Medications** are to be dispensed at home whenever possible. If necessary, medications, both prescription and nonprescription, can be dispensed at school by the school nurse or office personnel only with a written note from the student's doctor and parent. **All medications must be kept in the school office. Students are not allowed to have medication on their person at any time.** All prescriptions must be in the original container with the name of the medication, dosage, date, child's name, and doctor's name. All pharmacists know this law, and will make duplicate containers available if necessary. Over-the-counter medications must be in proper containers and have a note from the student's parent and doctor. No over-the-counter drugs are available at school for distribution. In accordance with the guidelines, only parents, not students, may bring in the medication, and they must fill out the "Request Form for Administration of Medication at School". Students are not allowed to have medication on their person at any time.

**Students Who Become Ill during School** are sent to the health office and monitored at all times they are in the office. No child is ever sent home from school during the day without the permission of the principal or health para. A parent or guardian is called to pick up the child when warranted by the illness.

**Student Ill at Home and Unable to Go to School** - Parents are to call the school each day to report their child's illness. A note should be sent with the student upon his/her return to school.

**Returning to School after Illness** - The following guidelines are applied:

- If a student has had a fever of 100 degrees or more, the student must stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or if the cause is unknown, the parent should check with the family physician before sending the student to school.
- If a student has had a throat culture, the student should not return to school until a negative result has been confirmed by the doctor's office, or, if a positive result has been confirmed, 24 hours after medication is started.

**Elevator/Lift Use** - If for medical or physical reasons a student needs to use the elevator and/or lift, a written note, signed by the parent and a doctor, stating the reason and length of time required, is needed.



**In the Event of Sudden Illness or Minor Accidents** in school, the parent or guardian will be contacted. If the parent or guardian is not available, the emergency contacts will be called in the order listed. It is essential that you enter emergency information into your TADS account.

**In the Event of a Serious Medical Emergency** at school, life-saving measures will be instituted immediately. If the child's condition permits, the appropriate physician will be called for instructions. If immediate medical attention is indicated, the community rescue squad or ambulance will be called for emergency care at the nearest hospital emergency room (Methodist Hospital) or, if medically feasible, the hospital of choice. Such procedures will be reserved for extreme emergency situations and the parent or guardian will be called as soon as possible.

**Lunch Program** - All students must eat lunch. Students may purchase a hot lunch or bring a cold lunch from home. St. Therese School offers a hot lunch to students every day. A menu is posted on the school website and emailed home each month. Meals meet or exceed federal nutrition guidelines and St. Therese strives to provide child-friendly meals that are both nutritious and tasty. The cost for lunch and milk is \$3.75 for elementary students, \$4.00 for middle school students, and \$4.40 for all adults. Second helpings are available to be pre-ordered. They are \$2.75 per order. Eligible families may request Federal Free and Reduced Lunch forms from the school office on a yearly basis. Each student has a lunch account number. When a student purchases milk or lunch he/she enters the number and the correct amount is deducted from their account. When the account balance is low, a statement will be sent via email as a reminder to send more funds. No child will be denied food due to a negative balance, but parents are expected to add funds in a timely fashion.

Parents are welcome to have lunch with their child on special occasions, i.e. birthdays, etc. Parents must purchase the school's lunch of the day or provide a lunch from home. Please call the office by 10:00am if you would like to have the hot lunch. *Pop and fast food brought from outside vendors is not allowed in the cafeteria because we try to encourage a healthy lunch for the children.*

**Bike Riding** to school is allowed in grades 4-8, weather permitting. The following parameters must be met before any child will be allowed to ride a bike to school. Parents sign a permission slip allowing students to ride their bikes. Helmets are worn and bikes must be locked. Bike riders should not arrive at school before 7:15 am or leave school later than 2:30 pm. Bikes are not allowed if it's raining, snowing, or if there is snow on the ground. Students who do not follow these guidelines may lose their bike-riding privilege.

### **Guiding Principles Regarding Human Sexuality and Sexual Identity**

(Adopted from the MN Catholic Conference)

**Purpose:** St. Therese Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. We are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Catholic schools. The following Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, and training for employees.

- God created each person body and soul “in His own image, in the image of God he created them; male and female he created them” (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female. A person’s embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (*Laudato Si* §155).
- The harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love (*Deus Caritas Est* §20).

**Application of Guiding Principles:** St. Therese Catholic School will relate to each student in a way that is respectful of and consistent with each student’s **God-given sexual identity** and **biological sex**. To this end, below are some examples of how these Guiding Principles apply at St. Therese Catholic School.

1. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church’s teaching on the dignity of the human person, including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies will be made available in relevant handbooks, agreements, and statements.
2. Student’s name and pronoun usage will correspond to his or her biological sex.
3. Student access to facilities and overnight accommodations will align with his or her biological sex.
4. Eligibility for single-sex curricular and extracurricular activities will be based on the child’s biological sex.
5. Expressions of a student’s sexual identity are prohibited when they contradict or cause disruption or confusion about the Church’s teaching on human sexuality.
6. Students who attend and employees who work at a Catholic school can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designated sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. Schools will communicate with parents or guardians about their child’s behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

#### **Definitions**

1. **Biological sex** refers to a person’s biology as male or female based upon physical characteristics present at birth.
2. **God-given sexual identity** refers to a person’s identity as male or female that is congruent with one’s biological sex at birth.

## **Section 7: Safety and Welfare Policies**

### **Entry and Security Information**

The school strives to have a safe and secure environment and will use secured entrances, cameras and other screening procedures. Visitors may be asked to present proper identification before access to the building is granted. All volunteers must be qualified through completing the Essential 3.

### **School Security Cameras**

At St. Therese, we take the privacy and safety of all students very seriously. While surveillance cameras are in place to ensure the security of our school, please note that any footage captured of incidents will not be shared with parents. This policy is in place to protect the privacy of all students involved. We will, however, investigate any concerns and address situations in a way that ensures a fair and safe environment for all.

### **Emergencies – Crisis Management Plan**

During the course of any school year, emergencies may arise. St. Therese prepares for possible emergencies by anticipating inclement weather conditions, practicing evacuation and relocation drills, and keeping emergency contact information up to date.

Teachers and staff are expected to maintain order and quiet throughout drills and during actual emergencies. All staff supervising students at the time of the drill or evacuation must carry a class roster with them to check attendance.

Any emergencies that arise at St. Therese School and that compromise the safety and/or health of the students and/or employees will be seriously evaluated. In these situations, the closing of the school shall be the decision of the administration. In these unique emergencies, all possible efforts shall be made to notify the students' parents/guardians as soon as possible.

**All Staff Members** must provide emergency contact information to be kept on file with the school office.

**Emergency Procedure Manuals and Route Maps** are located in all rooms.

**Emergency School Closings** - St. Therese School will follow Minnetonka School District #276 policies on school closing for all activities related to weather conditions. Notification to all school families in the Minnetonka School district is made on WCCO radio (830 AM frequency). The school

will attempt to notify you through email and our One Call Now system. At no time will a child be released or placed on a bus, unless St. Therese School has contacted either a parent/guardian or person listed on the student's Emergency Information Card. If this cannot be completed, the child will remain under school supervision.

**Communication When Outdoors** – Outside supervisors and school staff must have a way to communicate when students are outdoors. During recess, the supervisor must carry the school two-way radio (located in the school office). If a teacher takes students outside, he or she must notify the school office and take the two-way radio. When leaving campus, teachers will carry their personal cell phones and leave the numbers with school office personnel

**Safety Support and Advice** - The Deephaven Police Department, the Minnetonka Fire Department, and Catholic Mutual insurance are dedicated partners in keeping our students safe. Each is quick to respond any time we request help, and each has an important voice in decisions regarding safety, crisis management and procedures.

**Emergency Procedure** – Fire, Tornado and Crisis Management

All staff must be familiar with the information in the red Emergency Preparedness Procedures manual and will keep it in an accessible spot in each classroom or office area. Fire, Tornado, and Crisis Management drills are conducted regularly at school. During these drills, staff and students practice proper safety procedures.

**Fire Drills** are held throughout the year. The following rules must be strictly adhered to for all fire drills:

- When the fire bell sounds, all occupants immediately leave the room and follow the posted route. Be prepared to change routes if necessary. The appointed monitor closes all open classroom windows and hallway doors. Teachers must take red, green and blue signal cards with them.
- Students are to observe strict silence while leaving and entering the building.
- The teacher leads the classroom out of the building.
- Once outside, the teacher takes attendance of his/her class. A green card will be held up if all students are accounted for, a red card if a student's location is unknown, or blue card if an additional student not assigned to the classroom is with the class.
- Students and teachers remain outside the building until the outside bell (the all-clear signal) sounds.

**Tornado Drills** are held throughout the year:

- When a tornado warning is issued, students and adults proceed to the designated location (map is posted in classroom) face the wall and assume a kneeling position, with heads down, and hands covering their head.
- Teachers are to close classroom windows and doors.
- Once in the designated location, the teacher takes attendance.
- Students and staff remain in the hallway until given direction to return to the classroom.

## **Crisis Drills**

**Lockdown Drills** are held throughout the year to prepare for unexpected incidents.

**Lockdown with Warning** will occur when there is a threat outside the building or there are non-threatening circumstances that people need to avoid, such as a medical emergency.

**Lockdown with Intruder** will occur when there is a threat or intruder in the building.

**Reverse Lockdown** will occur when students are outside and need to return to the building due to an outdoor threat. Outdoor supervisors will instruct students to return to their classrooms, or to a common place inside the building.

**Emergency Relocation** will occur if students need to move from one area of the building to another (i.e., chemical spill in the school kitchen – all students move to community room), or off campus.

**Reunification Site** – If a building evacuation is necessary, students and staff will relocate to Deephaven Woods Senior Living. Deephaven Woods is located across the parking lot, towards the east side of campus. If returning to the school building is not an option, parents will be sent directions for student pick-up at Deephaven Woods.

If a campus evacuation is necessary, students and staff will relocate to Calvary Church (Formally Grace Evangelical Lutheran Church). Calvary is located at 18360 Minnetonka Blvd, one block southwest of St. Therese School. (Exit the west side of our building, cross Minnetonka Blvd, follow the path to the left.) If returning to campus is not an option, parents will be sent directions for student pick-up at Grace.

**Lockdown Guidelines** - Recent research tells us that teachers and supervisors should use their best judgment in situations involving an intruder or other dangers and act just as they would to protect and shelter loved ones. The following steps are *guidelines* for drills:

- Throughout the school day, teachers are expected to keep classroom doors locked at all times and carry keys for re-entry.

- Students and staff will be informed by intercom that “this is a lockdown with warning” or “lockdown with intruder” or “intruder in the building”.
- Teachers will close doors and move students away from classroom doors and windows. If possible, draw window shades or close blinds.
- Teachers stay in classrooms, protect students, and follow instructions of principal. If safe to do so, teachers email office administrator. Teachers will slide green indicator sign under the door to indicate that all students are accounted for.
- Classes being held outside during the time of the lockdown will go to designated safe area (neighborhood on east side of building or church on north side). Staff members carry two-way radios when outside; physical education teacher carries cell phone. If threat is outside, students will be brought into the building.
- Students, staff and visitors will be cleared from the hallway immediately and told to report to the nearest classroom.
- *Run – hide – fight strategies should be implemented based on the situation.*

### **Active Shooter Emergency Response – Catholic Mutual**

Please be advised, in an effort to provide more detailed assistance to our members with preparing and responding to an active shooter situation, in addition to the following, Catholic Mutual has completed training videos on this subject. The videos are available at [www.CMGconnect.org](http://www.CMGconnect.org) under School Safety Curriculum. We cannot overemphasize the importance of viewing these online courses as part of your Active Shooter Emergency Preparedness and Response Plan.

### **Active Shooter - Call 911 as soon as it is safe to do so.**

Provide as much of the following information as possible:

- Number of shooters
- Location of shooters
- Physical description of shooters
- Number of victims and potential victims
- Types of weapons held by shooter

### **Run – Hide – Fight**

#### **Run - If you can safely evacuate the area, do so.**

- Have an escape route and plan.
- Leave your belongings behind.
- Keep your hands visible.
- When law enforcement arrives, their first priority will be containing the shooter, not helping the victims. Do not stop officers to ask for help or direction when evacuating. Evacuate the premises as quickly as it is safe to do so.
- Remain quiet and calm.
- Follow instructions if given.

**Hide – If you are unable to leave the area safely, hide.**

- Hide in an area out of the shooter's view. Give critical priority to areas you can best secure.
- Block entry into your hiding place.
- Lock the doors if possible.
- Move objects in front of doors if possible.
- Silence cell phones.
- Remain in place until released by a law enforcement officer.

**Fight – If unable to leave the area or hide, take action as a last resort.**

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Look for items to throw at the shooter or to use in an attack.

## Policy on Prevention of Sexual Misconduct and Child Abuse

St. Therese Catholic School is committed to maintaining an environment in which all individuals treat each other with dignity and respect. It is the policy of St. Therese to maintain learning, volunteering, and working environment free from sexual harassment, sexual violence, intimidation, exploitation or child abuse. St. Therese prohibits any form of sexual harassment, violence or abuse. It is a violation of the policy for any student, employee or volunteer to show sexual aggression/violence, advancements or abuse toward a student, employee or volunteer through conduct or communication of a sexual nature as defined by this policy in accordance with Minnesota Statute 363.01-363.14, the Human Rights Act and Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 u.s.c.2000e, et., Seq. All reports of sexual or child abuse will be investigated and reported to authorities accordingly.

- **Virtus Training & Essential 3** - The Archdiocese of St. Paul and Minneapolis requires all school employees, coaches and volunteers to participate in Virtus Training and the Essential 3. The school will certify participation online once the person has completed the Essential 3. Volunteers will not be allowed to work in the building, supervise field trips, parties, or coach teams until the Essential 3 has been completed.
- **Mandatory Reporting** - Minnesota state law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any teacher, administrator, health professional or counselor who knows, or has reason to believe, that a child is being neglected or abused must report this to the appropriate authorities.
- *The school is required by the Archdiocese to teach grade/age appropriate curriculum related to safety.*



## Section 8: Uniform and Personal Appearance

### Section 8: Uniform and Personal Appearance

**Purpose** – To ensure that students are able to stay focused on their academic, spiritual, moral and social growth, standards of behavior and dress have been established at St. Therese School. Students are asked to observe a standard of dress appropriate for a Christian learning environment and are expected to come to school appropriately dressed and groomed. In doing so, students practice self-discipline, while not distracting themselves or others.

**Please Note** – Students will not be admitted to class unless they are in the school uniform or present a valid non-uniform pass (Passes may only be used on Fridays).

**Consequences for Inappropriate Attire** – Student reports to office to borrow a uniform or to call home for missing elements (belts, socks, etc.). This causes a disruption to the entire class, so the student will be asked to make up lost class time either during recess or after school.

### General Uniform Requirements:

#### Girls K-3<sup>rd</sup>:

- **Jumper:** STS plaid, knee-length
- **Blouse/Shirt:** White Peter Pan collar blouse; white or dark green, short or long-sleeve polo, plain or with STS logo; white long-sleeve T-neck. *Shirts must be tucked in at Mass and all polos must have the St. Therese logo.*
- **Pants:** Full-length navy, pleated or flat front, neat and intact without fraying. No cargo-style, yoga-style, jogger, or low waist slacks allowed. No sweatpant/athletic stretch material.
- **Leggings:** Must be **solid navy or black** full-length, straight leg. No flared, wide-leg or ¾-length, Capri-style leggings permitted. Leggings may only be worn under jumpers and skirts/skorts.
- **Walking Shorts/Skorts:** Solid navy or STS plaid, knee-length – *Shorts not allowed between November 1 and March 31.*
- **Bike Shorts:** Solid navy or black to be worn under jumper and navy skirts only.
- **Sweater:** Solid navy, unadorned cardigan, V-neck, crew or V-neck vest style.
- **Sweatshirt:** St. Therese logo sweatshirts that are solid navy, grey, or white and not specified as “spirit wear” on the spirit wear website. **Sweaters preferred on Mass days, but STS sweatshirts are okay.**
- **Tights:** Solid opaque, white, black or navy only.
- **Socks:** Socks must be worn daily and show above the shoes. No distracting or distasteful designs.
- **Shoes:** Girls may wear athletic shoes. Solid brown, navy or black dress shoes, closed-toe and full back, with no more than 1 inch heel, such as Mary Jane’s or Oxfords. **Socks must be worn with ALL shoes. No slippers. No boots: Ugg-style, riding, or Wellies-style; no light-up shoes, shoes with wheels, Crocs-style or sandals.**
- **Make-up, Nail Polish and Jewelry:** No make-up is allowed. Nails should be modest and of inconspicuous nature. **No excessive or distracting jewelry is permitted.**

#### Girls 4<sup>th</sup> & 5<sup>th</sup>:

- **Skirt:** STS plaid, worn just above the knee (**no more than 3 inches**).

- **Blouse/Shirt:** White Peter Pan collar blouse; white or dark green, short or long-sleeve polo, plain or with STS logo; white long-sleeve T-neck. *Shirts must be tucked in at Mass and all polos must have the St. Therese logo.*
- **Pants:** Full-length navy, pleated or flat front, neat and intact without fraying. No cargo-style, yoga-style, jogger, or low waist slacks allowed. No sweatpant/athletic stretch material.
- **Leggings:** Must be **solid navy or black** full-length, straight leg. No flared, wide-leg or ¾-length, Capri-style leggings permitted. Leggings may only be worn under jumpers and skirts/skorts.
- **Walking Shorts/Skorts:** Solid navy or STS plaid, knee-length – *Shorts not allowed between November 1 and March 31.*
- **Bike Shorts:** Solid navy or black to be worn under jumper and navy skirts only.
- **Sweater:** Solid navy, unadorned cardigan, V-neck, crew or V-neck vest style.
- **Sweatshirt:** St. Therese logo sweatshirts that are solid navy, grey, or white and not specified as “spirit wear” on the spirit wear website. **Sweaters preferred on Mass days, but STS sweatshirts are okay.**
- **Tights:** Solid opaque, white, black or navy only.
- **Socks:** Socks must be worn daily and show above the shoes. No distracting or distasteful designs.
- **Shoes:** Girls may wear athletic shoes. Solid brown, navy or black dress shoes, closed-toe and full back, with no more than 1 inch heel, such as Mary Jane’s or Oxfords. **Socks must be worn with ALL shoes. No slippers. No boots: Ugg-style, riding, or Wellies-style; no light-up shoes, shoes with wheels, Crocs-style or sandals.**
- **Make-up, Nail Polish and Jewelry:** Should be modest and of inconspicuous nature. **No excessive or distracting jewelry is permitted.**

#### Girls 6<sup>th</sup> – 8<sup>th</sup>:

- **Skirt:** STS plaid, worn just above the knee (**no more than 3 inches**).
- **Blouse/Shirt:** White Peter Pan collar blouse; white or dark green, short or long-sleeve polo, plain or with STS logo; white long-sleeve T-neck. *Shirts must be tucked in at Mass and all polos must have the St. Therese logo.*
- **Pants:** Full-length navy, pleated or flat front, neat and intact without fraying. No cargo-style, yoga-style, jogger, or low waist slacks allowed. No sweatpant/athletic stretch material.
- **Leggings:** Must be **solid navy or black** full-length, straight leg. No flared, wide-leg or ¾-length, Capri-style leggings permitted. Leggings may only be worn under jumpers and skirts/skorts.
- **Walking Shorts/Skorts:** Solid navy or STS plaid, knee-length – *Shorts not allowed between November 1 and March 31. **No shorts on Mass days.***
- **Bike Shorts:** Solid navy or black to be worn under jumper and navy skirts only.
- **Sweater:** Solid navy, unadorned cardigan, V-neck, crew or V-neck vest style.
- **Sweatshirt:** St. Therese logo sweatshirts that are solid navy, grey, or white and not specified as “spirit wear” on the spirit wear website. **Sweaters preferred on Mass days, but STS sweatshirts are okay.**
- **Tights:** Solid opaque, white, black or navy only.
- **Socks:** Socks must be worn daily and show above the shoes. No distracting or distasteful designs.
- **Shoes:** Girls may wear athletic shoes. Solid brown, navy or black dress shoes, closed-toe and full back, with no more than 1 inch heel, such as Mary Jane’s or Oxfords. **Socks must be worn**

**with ALL shoes. No slippers. No boots: Ugg-style, riding, or Wellies-style; no light-up shoes, shoes with wheels, Crocs-style or sandals.**

· **Make-up, Nail Polish and Jewelry:** Should be modest and of inconspicuous nature. **No excessive or distracting jewelry is permitted.**

· **Blazers must be worn at Mass and other noted special occasions with light blue or white polo only underneath.**

#### **Boys K-5<sup>th</sup>:**

· **Pants:** Full-length navy, pleated or flat front, neat and intact without fraying. No cargo-style, yoga-style, jogger, or low waist slacks allowed. No sweatpant/athletic stretch material. One size above true is acceptable.

· **Shirt:** White or dark green, short or long-sleeved polo, plain or with STS logo, white oxford collar shirt; or white long-sleeve T-neck. *Shirt must be tucked in at Mass and all polos must have the St. Therese logo.*

· **Shorts:** Solid navy walking short, modest length with no undergarments showing – *Not allowed between November 1 - March 31.*

· **Sweatshirt:** St. Therese logo sweatshirts that are solid navy, grey, or white and not specified as “spirit wear” on the spirit wear website. **Sweaters preferred on Mass days, but STS sweatshirts are okay.**

· **Sweaters:** Solid navy unadorned or STS logo cardigan, V-neck crew or V-neck vest style.

· **Socks:** Socks must be worn daily and show above the shoes. No distracting or distasteful designs.

· **Shoes:** Boys may wear athletic shoes. Solid brown, navy or black dress shoes, closed-toe and full back, with no more than 1 inch heel, such as Mary Jane’s or Oxfords. **Socks must be worn with ALL shoes. No slippers. No boots: Ugg-style, riding, or Wellies-style; no light-up shoes, shoes with wheels, Crocs-style or sandals.**

#### **Boys 6<sup>th</sup> – 8<sup>th</sup>:**

· **Pants:** Full-length navy, pleated or flat front, neat and intact without fraying. No cargo-style, yoga-style, jogger, or low waist slacks allowed. No sweatpant/athletic stretch material. One size above true is acceptable.

· **Shirt:** White or dark green, short or long-sleeved polo, plain or with STS logo, white oxford collar shirt; or white long-sleeve T-neck. *Shirt must be tucked in at Mass and all polos must have the St. Therese logo.*

· **Shorts:** Solid navy walking short, modest length with no undergarments showing – *Not allowed between November 1 - March 31. **No shorts on Mass days.***

· **Sweatshirt:** St. Therese logo sweatshirts that are solid navy, grey, or white and not specified as “spirit wear” on the spirit wear website. **Sweaters preferred on Mass days, but STS sweatshirts are okay.**

· **Sweaters:** Solid navy unadorned or STS logo cardigan, V-neck crew or V-neck vest style.

· **Socks:** Socks must be worn daily and show above the shoes. No distracting or distasteful designs.

· **Shoes:** Boys may wear athletic shoes. Solid brown, navy or black dress shoes, closed-toe and full back, with no more than 1 inch heel, such as Mary Jane’s or Oxfords. **Socks must be worn with ALL shoes. No slippers. No boots: Ugg-style, riding, or Wellies-style; no light-up shoes,**

shoes with wheels, Crocs-style or sandals.

· Blazers must be worn at Mass and other noted special occasions with light blue or white polo only underneath.

**General** – Clothing, accessories, hairstyles, hair color, etc. that causes distraction will not be permitted. All clothing should have a reasonable and modest fit. No face/body glitter or decorations or body-piercing, other than ears. **No excessive or distracting jewelry is permitted.**

**Hair** should be well groomed and neat in appearance; no distracting designs, cuts or unnatural colors. For girls, hair must be well kept, combed and off the face. Boys must keep hair off the face, above the ears and eyebrows, and no longer than the top of the shirt collar.

**Outerwear** – All jackets or non-uniform sweatshirts worn to school or at recess must be removed prior to entering the classroom.

**Non-Uniform Passes** are issued for special accomplishments and in recognition of special events. They are to be used on Fridays ONLY, and students must present the pass to his/her homeroom teacher or advisor. Students are expected to observe acceptable standards of modesty when selecting clothes for non-uniform days. Yoga pants are not allowed. Leggings must be worn under dresses or knee-length tops. Shorts may not be worn between November 1 - March 31. Clothing should be neat and presentable. Sweatpants, wind pants or flannel pants purchased through St. Therese *with* the St. Therese logo are permitted.

**Spirit Wear** – Spirit Wear days will be the following Fridays (Sept. 6, Oct. 4, Nov. 8, Dec. 6, Jan. 10, Feb. 7, March 14, April 11, May 2). Students may wear regular uniform on the bottom, with St. Therese Spirit Wear on top. Sweatpants, shorts, wind pants or flannel pants purchased through St. Therese Spirit Wear Shop *with* the St. Therese logo are permitted.

**Label all of your child's clothing with his/her family name.**

**The NEW and Gently Used Uniform Store is open 2 weeks before the start of school and during conference times.** This is staffed entirely by a volunteer, and it provides a cost-effective way for families to recycle gently used uniforms. Parents wishing to sell used uniform items may drop off their *freshly laundered* items, clearly labeled with the family's name, in the school office. The NEW and Gently Used Uniform Store does not deal in non-uniform items, shoes, boots, coats, etc. *Profits received from donated clothing will be added to the Father Shea Scholarship Fund for tuition assistance.*

## Section 9: Opportunities for Family Involvement

*“Who is a Christian Steward? One who receives God’s gifts gratefully, cherishes and tends them in a responsible and accountable manner; shares them in justice and love with others, and returns them with increase to the Lord.” – Stewardship: A Disciple’s Response, USCCB (2003)*

**SCRIP** is a terrific way to raise funds for our school while you shop. We depend on revenue from the Scrip program to meet our school budget. When you purchase SCRIP gift cards to various retailers, a portion of your purchase price is automatically credited to St. Therese School. You can purchase Scrip cards at the front office.

**Parent Association (Formerly: Parent Teacher Organization)** - The mission of the Parent Association (PA) is to promote communication, cooperation, school spirit and goodwill among parents, faculty, administration, and the parish. This group of parents directs and coordinates support for the school through volunteerism, social functions, and fundraising. Throughout the year, the PA coordinates and/or assists in coordinating many special events. All parents are asked to volunteer as often as possible. Each family pays a PA dues of \$20 per year, which is used to help support the various events. All parents are invited to attend PA meetings, and the schedule of meetings is published in the weekly newsletter and on the school website.

**The School Advisory Committee** advises the pastor and principal in matters concerning the school, its policies, and procedures. SAC members are asked by the principal to serve as representatives of the larger school community.

**Mentor Family Program** - New families at St. Therese School are paired with a mentor family. The mentor family helps to answer questions, share information regarding upcoming school events, and provides a personal welcome to the STS community. Just prior to the beginning of the school year, the Parent Association Committee sponsors a dinner for new and mentor families.

**Catholic Schools Week** is an opportunity to reflect on and celebrate the many educational and spiritual benefits of a Catholic education. At St. Therese, we may start the week with an Open House at the weekend Masses. Current and prospective families are invited to meet teachers, staff, and parents, see what our students have accomplished, and take a look at what is happening in all the grades at our school. Throughout the week, a number of events are scheduled, including student service projects and an all-family picnic. Traditionally, Catholic Schools Week begins the last Sunday in January.

**Generations Day** - Students are encouraged to invite adult friends, neighbors or family members to school for a morning of fun and fellowship. The agenda includes Mass, refreshments, classroom activities and a closing prayer.

**Additional Volunteer Programs** operate under the direction and supervision of the principal and staff of St. Therese School. In alignment with an Archdiocesan directive, all adults who have contact with children at St. Therese Parish and School must complete a background check, sign a code of conduct and attend VIRTUS training. Those who completed VIRTUS training before 2013 must complete a 25 minute online training video. Please go to [www.virtus.org](http://www.virtus.org), search for your account or, if you are new to VIRTUS, create an account. You can reach the VIRTUS helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or call 1-888-847-8870.

Volunteer requests are announced throughout the year.

**Financial Support** - We are grateful for the many things our families and community members do to help us live out our school mission. In addition to our annual fundraisers, there are many ways to help support St. Therese School financially. The *Fair Share* program is designed to help defray the difference between the actual cost of educating a student and tuition. The *Fr. Shea Fund* provides tuition assistance to those in need. Many companies offer *matching grant programs*, so please check with your place of employment to see if this option is available. The *Carol Groetsch Educational Fund* provides funds for our faculty to participate in professional development opportunities. Please contact the school principal for more information on these and other opportunities.

## Section 10: Miscellaneous General Information

**Birthday Celebrations** - Students are welcome to share their birthday with their class. If parents choose to send treats to school, they are to be store bought. Please do not send gum (including candy that contains gum, i.e. Blowpops) or pop for classroom treats. We have students with life-threatening allergies, so please contact the health para prior to selecting treats if you have any questions.

**Bus Transportation** - Bus riders are escorted to their buses by faculty members. Busing is provided to children living in the Minnetonka Public School District. Please contact the school office for more information regarding routes and registration. Bus safety programs are required annually to make sure students are aware of rules and regulations of school bus ridership. Failure to follow the rules and regulations can result in the loss of this service. Evacuation drills and training classes are held each year. In the event of unsafe driving conditions, the bus drivers are expected to stop in place, return to the school, or request help from the school. In each case, communication with parents will occur as soon as possible.

**Electronics** – St. Therese School prohibits the use of unauthorized electronic devices (including cell phones, Smart watches, iPads, etc.). Devices being used during school hours will be confiscated. Parents must retrieve the item from the school principal. St. Therese School is not responsible for lost, stolen or damaged items.

**Fundraising** - Fundraising is an important aspect of the fiscal management of St. Therese School. All major fundraising activities and associated expenses are included in Parish Budget and coordinated through the Finance Council. All fundraising must have the prior approval of the principal. Adult supervision is required for any student fundraiser.

**Lockers** - Lockers are used by students in grades 4-8. It is understood that the lockers remain the property of the school and that students are expected to keep their locker in a clean and orderly fashion. Locker combinations are changed each year for Middle School students and lockers/combinations are assigned at the start of the school year.

**Lost and Found** - Students should check the lost and found box if something is missing. This box is cleaned out regularly and unclaimed items are donated to a charity or to the Used Uniform Store.

**Mission and Culture Framework Review:** In collaboration with the School Advisory Council, the pastor and principal will engage all stakeholders in a review of the mission statement, philosophy and overall culture framework every five years or less.

**Party Invitations** may not be distributed at school.

**Recess** - Students who are well enough to be in school are expected to participate in outside recess. Proper winter clothing is required, i.e., hats, mittens, snow pants and boots. If inclement weather or severe temperatures warrant, recess will be moved indoors and faculty are then responsible for the students in the classroom.

**Valuables** – The school assumes no responsibility for lost money that a student brings to school. Students are strongly discouraged from bringing valuable items to school. St. Therese School is not responsible for lost, stolen or damaged items.

**Website** - St. Therese's web page on the internet is: [www.st-therese.school](http://www.st-therese.school). The website contains valuable information, school forms, teachers' pages, recent editions of the weekly newsletter, and the education portal for checking individual student progress.

**Field Trips** – If a child is unable to attend a field trip, for any reason, a refund for the field trip fee will not be given.



## ST. THERESE CATHOLIC SCHOOL UNIFORMS

### 2024 – 2025 PURCHASING INFORMATION

It is recommended that St. Therese families purchase all visible clothing as described in the School Uniform Policy from the sources listed below:

- **The New and Gently Used Uniform Store** has bargain prices on jumpers, skirts, skorts, polo's, pants, and crew/hooded sweatshirts. **The New and Gently Used Uniform Store will be open 9am-5pm in music hallway and middle school hallway from August 16 thru August 27, 2021, during October conferences (Oct. 14 & 15) and February conferences (February 17 & 18), AND by appointment during the school year. Call Terri at 612-710-3124, for your own personal shopping experience.** All **New** Youth and **New** Adult size polo's, with the STS logo are on sale \$5.00 - \$8.00 per shirt. All **New** Youth and **New** Adult Size crew and hooded sweatshirts with the STS logo are on sale for \$15.00 - \$20.00. See the additional flyer for the list of bargain prices on gently used uniforms.
- **Educational Outfitters** at 6002 Excelsior Blvd., St. Louis Park, (just east of Methodist Hospital), is an approved vendor for all plaid and navy clothing in the STS uniform policy. STS Logo available. Their phone number is 952-927- 6778. See Educational Outfitters website for store hours. [www.minnesotaeducationaloutfitters.com](http://www.minnesotaeducationaloutfitters.com).
- **Donald's Uniform Store** at 6407 City West Parkway, Eden Prairie is another approved vendor for all plaid and navy clothing. STS Logo available. Their product can be purchased at the store, ordered by fax or by phone. Their phone number is 952-942-7448. See the Donald's website: [www.donaldsuniform.com](http://www.donaldsuniform.com) for store hours.
- **Lands' End Direct Merchant Mail Order Catalog.** Phone orders are taken at 1-800-469-2222. St. Therese receives a rebate for orders made from the school uniform catalog. Please use the St. Therese customer Number 9000- 3096-6. The Lands' End catalog is available in the school office. STS Logo available.
- Target, Kohl's, JC Penney, Gap, Old Navy, Walmart, and many other retailers carry pants, polo's, shirts, and blouses which will satisfy the school uniform policies.



**St. Therese School**  
**Network Users Agreement Form**  
**2024-2025**

Network access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the Network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a St. Therese School user violates any of these provisions, his or her access will be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who sign(ed) has (have) read the terms and conditions carefully and understand(s) their significance.

<b>Student Name/s:</b> _____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____

☐ Yes, as the parent/guardian of this student, I have read the St. Therese School Network and Internet Acceptable Use Guidelines and I will help my student abide by them. I understand that this access is designed for educational purposes. I understand I could request alternative activities that would not require Network use, but I do not wish to do so. I understand that it is possible for students to purchase goods via the Network that could result in unwanted financial obligations. I accept full responsibility for supervision if and when my child's use is not in a school setting and I hereby give my permission for my student to have Network access. I understand that any violation of the policies and guidelines is unethical and may constitute a criminal offense. Should my child/ren commit any violation, their access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

☐ No, as the parent/guardian of this student, I do not want my student to have Network access or engage in activities which require the use of the Network.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Please sign and return this form to the school office by**



**St. Therese School  
Handbook Signature Form  
2024-2025**

**I have read and accept the policies, procedures, rights and responsibilities as stated in the St. Therese Family Handbook.**

<b>Student Name/s:</b> _____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____
_____	<b>Grade:</b> _____

\_\_\_\_\_  
**(Parent/Guardian Signature)**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**Date**

**Please sign and return this form to the school office no later than**