SAINT TERESA SCHOOL

We Pray. We learn. We serve.

St. Teresa School

STUDENT AND PARENT HANDBOOK

2025-2026

140 WOODHAVEN ROAD

PAWTUCKET, RI 02861-2148
TELEPHONE: 401-726-1414
stspawtucket.org

Lumen Accredited by the Catholic University of America

Accredited by the New England Association of Schools and Colleges and the Rhode Island Department of Elementary and Secondary Education

STEAM Certified by Roger Williams University

ADMINISTRATION

Fr. Joshua Barrow, Pastor
Susan Mansfield, Principal
Lisa Sasso, Vice Principal

POLICY

Non-return of signed form indicating student and parental agreement to the rules and regulations of Saint Teresa School will result in termination of services to those students until the school receives the required form. Full compliance is necessary for attendance at Saint Teresa School.

Revised June 2025

June 25, 2025

Dear Families:

Welcome to Saint Teresa School where “we pray, we learn, and we serve.” It is our pleasure and honor to serve your family as we venture into a new school year. In selecting Saint Teresa School for your child, you have demonstrated your commitment to a quality Catholic education where parents, teachers, and the staff of Saint Teresa School are partners in the intellectual and spiritual formation of your child.

The Student and Parent Handbook outlines the policies that will help to ensure a successful school year. It is required that parents and students both sign that they have read and agree to follow Saint Teresa School policies. Please make certain to read this with your child.

The faculty and staff at Saint Teresa School are looking forward to a wonderful school year. If you have any questions, please do not hesitate to contact the office.

Sincerely,

Susan Mansfield

Principal

FACULTY AND STAFF FOR 2025-2026

Administration

Pastor	Father Joshua Barrow
Principal	Susan Mansfield
Vice Principal	Lisa Sasso
Admissions Director/FACTS Management	Michelle Dandurand
Administrative Secretary	Tina Pereira

Support Services

School Nurse	Darlene Larue
Campus Minister	Joe Hannon
Academic Support Center	Ann Gariepy

Early Learning Teaching Staff

Pre-Kindergarten	Anna Rocha, Haylee Bibby, Kim Bigotti, Alicia Dumas, Fillipa Sermos
Kindergarten	Grace Baumann, Marissa Riley, & Susan Demty

Primary Teaching Staff

Grade 1	Karen Connor & Susan Demty
Grade 2	PattiLou Davis
Grade 3	Kristina Vieira
Grade 4	Kathryn Payton & Kathryn Marchese
Grade 5	Karen Nerney & Patrick Hickey

Middle school Staff

Social Studies	Christine Field

Math	Joseph Gallucci
Science	Jake Fitzgerald
English Language Arts	Suzanne Corr
Religion	Emily DaSilva
Writing	Kay Largess

Specials

Art	Joseph Hannon
Band	Philip Desrosier
Physical Education & Health	Kelly Bonner
Technology/library	Joseph Hannon
Foreign Language	Veneranda Stenberg & Ann Gariepy

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HISTORY OF SAINT TERESA SCHOOL

Saint Teresa School was founded in September, 1950 with an enrollment of 240 students and a faculty of five Sisters of Mercy as a parochial school in the city of Pawtucket, Rhode Island. At that time, the pastor, Monsignor Matthew F. Clarke "emphasized the need for a parochial school and faculty to fulfill the parish's role as a spiritual force in the community." Saint Teresa School continues to be a force in the neighborhood and is a strong element in the parish, thanks to the unusual commitment of the Pastor and the parish community.

The school had its beginnings as a four-room section of the old Lincoln Avenue School in 1950, then became a one-story school on the present site in 1953 and completed construction of a second floor in 1960. The first graduation occurred in June of 1956. The curriculum offered at Saint Teresa has followed the Mercy tradition of being cutting edge and designed to prepare students for life as responsible, intelligent, Catholic Christians in the world. The sisters of Mercy were loyal and faithful stewards of the faith development and educational administration of St. Teresa School for 48 years.

In September of 1998, there was a lay principal for the first time in the history of Saint Teresa, however, the identity of the school as a vital, Catholic school does build on and continue to follow in the tradition and practice of many sisters of Mercy who labored so diligently in this particular vineyard. The school is now under the leadership of Fr. Joshua Barrow, Pastor of Saint Teresa Church, and Susan Mansfield, Principal of Saint Teresa School. These two individuals are supported by a dedicated advisory school board that continually meets to address the needs of the school and its community.

Saint Teresa School is a parochial school located in Pawtucket, Rhode Island just north of the East Providence/Pawtucket line. We educate students in grades Pre-Kindergarten through Eight from the communities of Pawtucket, East Providence, Seekonk, and from as far as Providence, North Providence, Warwick and Foster. Although many of our students are parishioners of Saint Teresa Church or nearby parishes, we welcome all people in the name of Jesus Christ. We are fully accredited by the New England Association of Schools and Colleges (NEASC) and are an accredited member of the National Catholic Education Association (NCEA). Most recently we received Lumen Accreditation from the Catholic University of America

PHILOSOPHY

Saint Teresa School is committed to educating the entire child physically, mentally, and spiritually in a rigorous academic environment, according to the teachings of the Roman Catholic Church. Our primary purpose is to have faculty, staff, students, and families experience learning and living fully integrated in the light of faith – the underlying reality of life.

It is our goal that each student will realize his or her own individual potential through the academic and spiritual instruction at Saint Teresa. Further, learning does not take place in a vacuum and so students will be encouraged to put into practice what they have learned. We make every effort to prepare students to be effective leaders in their civil and religious communities

MISSION STATEMENT

Saint Teresa of the Child Jesus School is a Catholic Community where students and families follow the teachings of Jesus Christ, and His Church, through prayer, learning, and service.

ABSENCES

Any absence from school must be reported to the main office by parents/guardians by 8:30 am on the day of the absence. Parents should provide the office with the child's name, grade and reason for the absence. If the parent does not contact the office; the office will call the parent to confirm the reason for the absence. If the absence has not been confirmed by phone, then upon returning to school, the student must present a written note from the parents/guardians explaining the cause of the absence to the homeroom/classroom teacher.

All absences, including tardiness, early dismissals, illness, vacation, and appointments to the doctor are counted in the absence tally. Excessive absences from school may jeopardize promotion. In conjunction with the State of Rhode Island Department of Elementary and Secondary Education; in the event a student is absent from school twenty (20) days or more, the student may be retained or required to attend a certified summer school program.

EXCUSED ABSENCES

Excused absences may include illness, emergency medical and dental appointments and family emergencies. Absences for other reasons are discouraged.

Medical, dental appointments, and the like, except for emergencies should be scheduled outside of school hours. Vacations and trips should be scheduled according to school vacations. Teachers are not required to remain after school for extra help in cases of absence due to vacation time. Normally, all work should be completed no more than five days after return to school. It is the responsibility of the student to seek work missed and to make arrangements to make up the work.

Students leaving school for medical or other appointments will need to bring in a parental note the morning of the appointment. A parent, guardian or properly designated adult will need to sign the child out of school. If the child returns to school, she/he will need to be signed back in.

ABSENCES AND SCHOOL ACTIVITIES

To be eligible to participate in any co-curricular activity, school-sponsored activity or special event, a student must be in attendance at school on the day of the activity; this includes athletic events and all co- curricular activities.

ABSENCES FROM GYM CLASS

In the event a student needs to be excused from physical education class, a note from the parents/guardians is necessary. In the event of extended periods, a note from a physician is required.

TARDINESS

All students are expected to be in their homeroom/classroom by the start of school, 8:00am. Students who arrive after the start of school must report to the Main Office for a late pass. Parents/guardians are urged to be sure that their child is not late for school as tardiness disrupts the classroom and learning environment. Repeated tardiness to school will result in disciplinary action and may affect grades.

TRUANCY

Students who are truant may be reported by the principal to the local public school district. Truancy cases may be heard in family court, including cases brought against the parent. RI General Law 16-19-1 says that parents may be fined up to $50 for each day that they allow their child to be truant. If a child is allowed to be truant for more than (30) school days in a school year the parent may be fined up to $500 or sentenced to six (6) months of imprisonment or both. If it is determined that a student is truant, no make-up work will be allowed, and the student will receive grades of "zero" for all work missed. Additionally, the student will be subject to disciplinary action by the principal.

ACADEMICS

At the core of our curriculum is the belief that all children can learn and succeed. It is for this reason that we hold students to high standards. Saint Teresa School's program of study is designed to assure that students are prepared for their next grade level by offering a challenging and high-quality standards-based curriculum that focuses on content and twenty-first century skills. The curriculum for each grade is designed to meet Common Core State Standards, content standards and Cardinal Newman Society (Catholic Standards). Woven through the curriculum are Catholic Social Teachings, and STEAM (Science, Technology, Engineering, Art and Math) integration.

ACADEMIC/HIGH SCHOOL ADVISING

Students in grades 6 through 8 will be assigned one of four academic advisors. It is the role of the advisor to meet with their advisees three times during the academic year, guiding the student towards high school and other learning goals.

ACADEMIC ENRICHMENT PROGRAM

An initiative which began school year 2024-2025 was designed to better meet the learning needs of our students. This program was met with success and will continue. Teachers and tutors will support the students at their individual level of learning based on the recommendations of parents and teachers. Students will be offered academic support as well as study skills. The target subject areas are reading, writing and math.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. Saint Teresa School expects that all students will display honesty in every part of their academic lives. Plagiarism, or claiming ownership of

work from a printed or other source, including the work of another student, or attempting in any way to undermine the concepts of academic integrity and trust, are all forms of cheating.

For students who err, the first offense will result in a grade of zero for the work (class work, homework, quiz, test, project). The teacher will discuss the seriousness of the action with the student and will notify the parents/guardians. The second offense will result in a grade of zero for the work as stated above. The teacher will notify the parents/guardians and notification will be given to the principal. A third infraction will result in a grade of zero for the work as stated above. A parent conference will be held in conjunction with the student, teacher and principal, and the student will receive a failing grade for the term.

ACADEMIC PROBATION

A student may be placed on academic probation if he/she is under-performing. This is for students who are choosing not to learn – not cooperating in class, not completing assignments etc. Students on academic probation will work with his/her teachers to develop an Individual Learning Plan. Parents will be included in this process.

ACADEMIC TRACKING

Academic Tracking is a means to follow students who may be at risk of failure. When a student is underperforming or in danger of failing, administration is notified so that corrective action may be taken. Corrective action may include required extra-help sessions, referral to academic enrichment, missing recess while missing work is completed, parent-conferences etc.

EXAMINATIONS

In Middle school mid-term examinations are administered in January and final examinations in June. Any outstanding financial obligations must be paid before examinations and tests are administered.

FACTS

FACTS is an electronic web-based program used to communicate with Grades K- 8 parents/guardians with respect to student assessment and grades. This system will also be used for enrollment, tuition management and mass communication. Parents receive access to their child's record and are strongly encouraged to use *FACTS* to monitor their child's progress.

GRADING

The school year is divided into three terms. A numerical grading scale based on 100% appears on the report card for grades 3-8. Access to student grades is available through FACTS The following numerical grading scale is used for Grades 3-8.

100 – 90% – A (Excellent)

89 – 80% – B (Above Average)

79 – 70% – C (Average)

69 – 65% – D (Below Average

64 – 0% – F (Failing)

Report cards for Kindergarten through grade 2 are social, standards and skills-based.

1. improvement needed

2. working towards expectations

3. near expectations

4. meets expectations

5. exceeds expectations

GRADUATION

An eighth-grade student may receive a diploma from Saint Teresa School only if all academic (satisfactory record in scholarship, effort and citizenship) and financial requirements are met. Students must receive a passing grade in all subject areas. If an eighth-grade student is required to attend summer school, he/she may participate in commencement activities but will receive a blank diploma. When evidence of successful completion in summer school is received, the student's diploma will be mailed.

SERVICE REQUIREMENT:

Students in grades six through eight will have a service requirement. They will be required to complete fifteen service hours per year through the religion department. Service will count as one test grade per trimester. This is separate from the service requirements for honor society.

HOMEWORK

Homework is an essential component to the academic program at Saint Teresa School. Homework is given to reinforce a concept taught in class. It is NEVER given as a means of punishment. **LATE HOMEWORK WILL NOT BE ACCEPTED**, except in the case of excused absences. The following are guidelines.

Grades 1-2	20 – 25 minutes
Grades 3-4	30 – 40 minutes
Grades 5-6	50 – 60 minutes
Grades 7-8	60 – 90 minutes

Parents are urged to assist their child with homework by:

- providing a quiet, atmosphere with minimal distractions
- Parents are always encouraged to review homework, but please remember that the assignment should be the work of the child
- Children should be encouraged to read daily – 10-15 minutes a day for younger grades and 20 to 30 minutes for older students. It is important for academic success that students actively engage in reading.
- As students progress through the academic program it is our hope that students become self-motivated and take responsibility for their assignments.

HONOR ROLL

At the conclusion of each term, middle school students are recognized for their academic achievements with the following recognitions: High Honors with Distinction: 100-95% in every subject (no grade lower than 95%); High Honors: 94-90% in every subject (no grade lower than 90%), or Honors: 89-85% in every subject (no grade lower than 85%). In order to qualify for honor roll the student must not have received any disciplinary action.

HONOR SOCIETY

Beginning the school year 2024-2025, middle school students will have the opportunity to become members of National Junior Honor Society. Membership requirements will include high academic standing, service and good school citizenship.

LEARNING ACCOMMODATIONS

In order to receive accommodations, the student's parents/guardians must submit to the principal a comprehensive report from a qualified learning specialist or psychologist, outlining the following information:

- The specific disability or diagnosed disorder:
- A recommendation for specific accommodations, including an explanation of why the disability requires each requested accommodation.
- Relevant educational, developmental, and medical history of the student.
- Thorough documentation of the techniques or methods of evaluation.
- Test results and subtest scores.

Once the report has been submitted to the school and accepted by the principal, it will be kept on file, and the school's confidentiality procedures will be followed. To the best of our ability St. Teresa School will accommodate the students' educational needs.

MAKE-UP POLICY

Teachers provide an opportunity for students to make up work missed as a result of an excused absence. Make-up work includes class work, homework, quizzes and tests and is the responsibility of the student. Students will be given one make-up day for each day absent from school (Excused). If a student will be absent for an extended period of time (more than three days), the parent may pick up make-up work at the office. The parent should call the school to make arrangements to pick up the homework.

It is most beneficial to the student to not have learning interrupted. For this reason, we encourage parents to schedule family vacations and trips during regularly scheduled school vacations. If a student misses school due to vacation, it is his/her responsibility to make-up the work. Missed assignments will not be given prior to the vacation.

In cases of excessive absences, the school cannot guarantee that the student will successfully complete the required curriculum and his/her promotion may be jeopardized.

PROMOTION

Promotion for students in K – Grade 3 is based on successful completion of the academic work as determined by the teacher, with emphasis on reading and math. Promotion for students in Grades 4-8 is determined by grades of 65% or better in religion, reading/literature; language arts/English, mathematics, science and social studies.

In the event of one failure in a core subject (including religion), the student is conditionally promoted; however, a certified summer school program is required or private tutoring by a state certified teacher (minimum of 15 hours per subject). In the event of two or more failures, the student is retained at the current grade level. If a student fails religion, the student is required to complete an independent program of study approved by the principal.

In conjunction with the State of Rhode Island Department of Elementary and Secondary Education; in the event a student is absent from school twenty (20) days or more, the student may be retained or required to attend a qualified summer school program.

As soon as it becomes apparent that a student is in danger of not being promoted, the teacher(s) shall request a conference with the parents/guardians. Before a student is denied promotion, the teacher(s) and principal will request an additional conference with the parents/guardians.

RELIGIOUS FORMATION

All students take part in religious formation at Saint Teresa School and attend Mass or any para-liturgical service when they occur during the school day.

REPORT CARDS

Report Cards are made available on-line (through FACTS) to parents in Grades Kindergarten-Eight three times during the academic year. Grades are based on various assessments given throughout the term.

Parents may monitor their child's progress at any point during the term by visiting the FACTS Family Portal. Progress reports will be made available on-line (through FACTS) halfway through each term.

SCHOOL RECORDS

Family Educational Rights and Privacy Act (Section 99.4) states that both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's educational records. The following procedure applies: Call Saint Teresa School to request an appointment with the principal; State the purpose of the meeting (i.e., to review educational records). A response to the request will be made within five days.

STANDARDIZED TESTING

The *STAR Test* is administered three times during the school year, to students in grade 2 through grade 8. STAR Testing provides data on individual student growth and class progress in early literacy, reading and math. This data is used to inform decisions concerning curriculum and instruction.

Students in Grades 5 and 8 are administered the ACRE test (Assessment of Catechesis Religious Education) in the spring. The data provided by the ACRE test is used to inform decisions concerning religious education (curriculum and instruction).

TRANSCRIPTS AND LETTERS OF RECOMMENDATIONS

According to the Privacy Rights Act of 1976, parents have the right of access to their child's records. It is no longer necessary to obtain written consent to release records between schools. The Buckley Amendment states that school officials may receive a student's record without a written consent for such release.

Letters of recommendation are prepared for all eighth-grade students for high school by the middle school team of teachers. These recommendations are confidential and sent directly to the high school(s) designated by the parent and/or student. Other letters of recommendation should be requested in writing to the office. The request should come with an addressed and stamped envelope so that the recommendation can be mailed directly to the requested school or organization.

There is no processing fee for high school transcripts and recommendations that are requested prior to December 15th. There will be a $15 fee for any high school recommendations after this date. For graduates requesting a transcript or recommendation there will be a $15 processing fee. For non-eighth grade students requesting a transcript there will be a $15 processing fee.

ADMISSIONS

Saint Teresa School admits students of any race, creed, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

APPLYING TO SAINT TERESA

The following are required for admission to Saint Teresa School:

Students entering Pre-K must be three years of age on or before September 1st of that school year.

Students entering kindergarten must be five years of age on or before September 1st of that year.

An application must be completed for anyone interested in attending St. Teresa School.

An interview may be required as part of the application process and tours are highly encouraged. When possible, students are encouraged to visit the school for a day.

Parents must provide the student's birth certificate, Baptismal certificate (if available) and First Communion (if available).

Current Record of Immunization and a health/physical examination within the past year

Proof of academic ability and promotion which includes transcripts, standardized test scores, and teacher recommendations (where appropriate).

Signed registration forms, including tuition contract and registration fee.

Admission to Kindergarten will be based on information provided by the parent(s). Priority will be given to children who are attending pre-k and students whose families are active members of Saint Teresa Parish.

FINANCIAL ASSISTANCE

Financial assistance may be available through Diocesan and parish funding. Anyone requiring financial assistance must apply through FACTS. Assistance is offered based on FACTS determined need and availability of funds.

RE-REGISTRATION

Those already attending Saint Teresa School are asked to reregister their child for the upcoming school year by March 1. Your child should be reregistered before the admissions process is opened to new students for the next school year. A completed reregistration form and paid, non-refundable, registration guarantees placement at Saint Teresa School for the next academic year. Forms will be made available at the beginning of January. All tuition payments and aftercare payments must be current for a reregistration to be accepted.

ROLLING ADMISSION

Though the admissions process opens for the upcoming school year in February, students who meet the requirements for admission are welcome anytime during the school year, as openings permit. If an inquiry is made for a grade that is full, the student will be placed on a waiting list and notified when an opening occurs. Openings are filled in the order in which they are received;

however, priority is given to children with siblings in the school and children whose families are participating members of Saint Teresa Parish.

TRANSFER STUDENTS

Students looking to transfer to St. Teresa School should call the school and set an appointment with the admission's office. To be considered for admission, an application will need to be completed. Transcripts, standardized testing scores, parent questionnaires and teacher recommendations are also required.

ARRIVAL & DISMISSAL

Students may be dropped off between 7:40 and 8:00. Buses only use the front door (Woodhaven Road). All others are to be dropped at the parish side of the building, through the carpool lane.

The school day begins promptly for students at 8:00 a.m. Students must enter the building and report directly to their homeroom where attendance will be taken. There is no before school supervision in the schoolyard. Any student who arrives after 8:00 a.m. must report to the main office, with his or her parent to be signed in. The student will be given a late pass. Disciplinary action may result for habitual tardiness. Daily attendance is a vital factor for student success.

A student may not leave school property at any time during school hours without a written note from a parent/guardian and the approval of the principal. When an early dismissal is necessary, a note of request is given to the homeroom/classroom teacher with the stated reason. This note will be sent to the office. Children released at a time earlier than regular dismissal must be signed out in the Main Office by a parent/guardian or an authorized adult. A valid photo identification is required.

For the health and well-being of our students and staff, it is expected that students who are experiencing signs of illness will be kept home from school until symptom free for twenty-four hours. If a child develops symptoms of illness, she/he will be sent home and should not return until symptom free for twenty-four hours. In the event that the child has an accident or symptoms of illness the school will contact the parent immediately. In the event that the parent cannot be reached, the child's alternate emergency contact will be called. If no one can be reached, and the situation warrants, 911 will be called. It is the parent/guardians' responsibility to inform the school of current home and emergency phone numbers. Make-up work will be given when the child returns to school.

Dismissal is staggered as a means of alleviating traffic congestion at the end of the day. Pre-kindergarten (Ridgewood Roadside of parking lot) and kindergarten (convent side) dismiss at 2:00. Grades one through five (grade two – center door; grade one, three, four, five convent side) dismiss at 2:10 and grades six through eight dismiss at 2:15 (grade five convent side; grades six – eight Ridgewood Roadside of parking lot). Those with more than one child will pick up all their children at the dismissal time and location of the youngest child. Students may not remain in the building after 2:20 p.m., unless they have specific business, i.e., co-curricular activities, after- school help, after-care etc. Students may not return to their classrooms for forgotten items after 2:30. Students may not remain in the school yard after dismissal time as there is no school supervision. For the safety of all, children may not play in the schoolyard at dismissal time. If the child is not picked up by the parent by 2:30 the child will be sent to extended day and the parent may pick the child up there. The parents will be charged in accordance with extended day billing policies.

EXTENDED DAY PROGRAM

Saint Teresa School offers an extended day program for its families. It is available on school days from 7:15 to 7:40 am and from 2:15 to 5:00pm. There is a flat fee of $2 per day for morning care. For after school care there is a $6 per hour fee. Any time under a half hour the parents will be billed for $3.00; any portion of the hour that exceeds 30 minutes the parents will be charged the full $6. A late fee of $25 per child will be assessed for any child not picked up by 5:00.

Drop off for morning care is at the main entrance of the school. Parents must bring the child to the door.

After care will be held in the school building. Pick up will be at the rear of the building at the ramp entrance, door number 5. Your child will need to be signed out. Please make certain that you have a positive identification with you as you will be required to show it. Children will only be released to custodial parents/guardians or properly designated adults.

All Extended Day fees must be paid in full when invoiced. Delinquent accounts will result in termination of extended day services.

ATTENDANCE

In accordance with Rhode Island State law, Saint Teresa's school year is 180 days. Please refer to *Absences* concerning attendance policies.

BUSSING

Pawtucket, Lincoln, Central Falls and East Providence provide bus transportation for eligible children in grades K-8 as follows: Grades K-8 bussed to and from school if a child lives beyond

¾ radial miles from the school. If a student requires bussing, the parent should call the school department where they reside.

Students who ride the bus must always exhibit good conduct - following all rules and regulations. If a student is reported three times during the school year for inappropriate behavior that occurs while riding the bus, and the parents/guardians have been notified twice, the student's riding privileges will be suspended automatically for the remainder of the school year. An official notice of suspension will be sent to the student's parents/guardians.

CHILD ABUSE REPORTING

In accordance with child abuse laws for the State of Rhode Island, suspected cases of abuse and/or neglect must be reported to the Department of Children, Youth and Families.

COMMUNICATION

Effective communication is essential to positive relationships between administration, faculty, parents, and students. Parents/Guardians are required to notify the school in writing of any changes of address, phone numbers, e-mails and/or emergency contacts. Parents/guardians are also required to notify the school of any changes regarding custody.

St. Teresa School uses FACTS as its primary means of communication. A monthly communication is sent to parents with school news. Additional communications are sent based on

CONDUCT & DISCIPLINE

Attitudes and character traits shown by students are important in their development as citizens. We endeavor to develop school citizens who will respect and abide by rules of good conduct, and we earnestly solicit the cooperation of every student and parent in this regard. One of the most important aspects of a Saint Teresa education is respect. It is educating that develops self- control, character, orderly behavior and efficiency in following directions. It is the key to appropriate conduct and consideration of others. Students are expected to assume responsibility for their conduct and actions and assist in maintaining a school atmosphere conducive to the learning process. To this end, students of Saint Teresa School represent the school at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined at the discretion of the principal.

Order and discipline must be maintained within the school so that effective learning in a safe environment may take place. At Saint Teresa School, discipline is based on mutual respect and is based on the premise that the purpose of any disciplinary action is to guide a student towards appropriate behavior. The intent of discipline is not punitive.

Conduct that will result in disciplinary actions include:

Bullying/harassment – verbal or physical. Refer to *Statewide Bullying Policy in the Appendix.* Harassment includes, but is not limited to derogatory remarks, threats, unwanted physical touching, assault, deliberately blocking movements or intimidation, drawing or writing demeaning or derogatory messages, gestures or actions that cause the discomfort of another. Sexual harassment may include but is not limited to: physical contact, sexually explicit language, gestures, inappropriate writing, pictures, objects; sexual jokes, spreading rumors about sexual behaviors or any sexual comments. All complaints of bullying will be investigated and addressed.

Cheating or plagiarism – cheating may include but is not limited to the copying of another student's test or homework, use of device, paper or any other notes not permitted during a test. Plagiarism is the copying of a published work.

Cyber-bullying – using the internet, e-mail, text-messaging, instant messaging, blogs, social media to spread rumors, start fights, harass, or harm another person. Though this behavior generally happens outside of school hours, its effect is often felt in school. Cyber bullying may result in disciplinary action. *Refer to Statewide Bullying Policy in the Appendix.* The use of social media – including but not limited to blogs, Facebook, Instagram, snapchat etc. may result in disciplinary action if the student uses defamatory comments about the school, the faculty and staff, other students or the parish.

Disrespectful behavior towards others – including students and staff. This includes, but is not limited to: profane or vulgar language, threatening or obscene language.

Disrespectful or inappropriate use of school or church property (i.e. buildings, grounds, textbooks, supplies, equipment, computers etc). Students will be expected to compensate for any damages caused to school property.

Disruptive behavior in the classroom or in the school

Not following school or classroom rules – Each teacher establishes classroom rules and guidelines. It is expected that students adhere to these rules and guidelines.

Endangering self or others

Possession or use of weapons.

threatening or non-threatening lists of students/individuals and or materials

Possession or use of illegal substances or paraphernalia (including tobacco, alcohol and other types of drugs). Possession or use of any vaping paraphernalia.

BULLYING – CYBER-BULLYING

Any form of bullying is intolerable. The person or persons inflicting such distress will be subject to disciplinary action and will be subject to suspension or expulsion from Saint Teresa School. While an administrative investigation of the incident is occurring, a student may be asked to remain out of school until the investigation is completed. The principal will use the Safe School Act Incident Summary Report.

CAFETERIA CONDUCT

The following rules govern the behavior during lunch**:**

- Because food allergies are respected – Saint Teresa School is Tree Nut Free – no tree nuts are permitted as part of student lunches or snacks.
- Students may not leave tables without permission;
- Glass containers are forbidden;
- Throwing of food is forbidden;
- The cafeteria/room must be left clean;
- Microwaves are not provided;
- Students must seek permission to leave the cafeteria by a supervising teacher or administrator during their assigned lunch period including visits to the office.

CLASSROOM CONDUCT

Students are expected to conduct themselves in class that helps to facilitate a positive learning environment. Students are expected to be in their assigned seats when the bell rings and to be prepared with homework completed and required classroom materials. It is expected that students will actively participate in class in a respectful and courteous manner. It is expected that students will follow teachers' directions and cooperate at all times. Parents should be aware of teacher expectations and classroom rules (to be provided to parents by the classroom teacher).

SCHOOLYARD

Students may not leave the schoolyard for any reason without permission from a teacher or administrator. Students are not allowed to throw, kick, or climb on snow and/or ice. All trash must be discarded. All students are required to follow the expectations and regulations of appropriate behavior/conduct.

For the security and safety of all children, parents/guardians are asked to remain at the gate as their child enters and leaves the schoolyard. Parents/guardians may not stand or congregate in the schoolyard before or after school. There is no supervision in the schoolyard before or after school.

STEALING AND VANDALISM

Stealing and vandalism are serious matters. Restitution for any offenses; theft or damage to property must be made by the parents/guardians of the student. A letter from the principal will be sent to the parents/guardians and the student may be placed on disciplinary probation. In addition, the student is subject to disciplinary action ranging from multiple hours of detention, suspension or expulsion from the school. For a second offense, expulsion from the school is considered the normal sanction.

SUBSTANCE USE

Drugs consist of anything considered illegal by the State of Rhode Island (alcohol, tobacco and vaping are included) and therefore are not permitted at Saint Teresa School. Any student in possession of or under the influence of any drug will have the drug confiscated and his/her parents/guardians and the proper authorities will be notified immediately. Suspension from school will occur followed by counseling and/or possible expulsion from the school may result

for any of the following:

smoking on school property

- possession or use of drugs, alcohol, firearms (including matches, lighters), knives, weapons, or any other dangerous instruments (Police to be notified);
- repeated truancy and/or tardiness;
- repeated defiance of the dress code;
- any form of physical fighting or verbal abuse;
- any form of conduct deemed inappropriate by administration, faculty/staff.
- Should a student at Saint Teresa School be implicated in a criminal act, the student shall be placed on home suspension pending a final decision by the principal in consultation with the Pastor and Diocesan superintendent.

VIOLENCE

Any action that disrupts the peace of Saint Teresa School is unacceptable. Bullying, harassment, threats of violence, and actual violence of any kind, including the use of e- mail and electronic social networking, subjects an individual to sanctions by the school, including but not limited to,

suspension or expulsion. Please note: threatening or non- threatening lists of individuals or materials will warrant severe disciplinary action.

WEAPONS

Any student found in possession of any potential lethal weapon will have the weapon confiscated and the parents/guardians and the proper authorities will be notified immediately. Furthermore, if it has been brought to the attention of administration, faculty and staff that any form of written/drawing (implying any possible reference to weapons) will be confiscated and grounds for possible suspension. Suspension from school will occur followed by counseling and/or possible expulsion from the school.

DISCIPLINE

In dealing with an issue involving discipline, students will be heard and treated fairly. Steps to correct misconduct may include the following:

- Discussion with the student by the teacher and/or administrator as to why and how the behavior should be corrected;
- Withdrawal of privileges (recess, field trips, or special events);
- removal from positions of importance (class office) are likewise acceptable methods to achieve good discipline;
- reparation for damages;
- communication with the parent (notes sent home, emails to parents, phone calls and/or meetings with the teacher and/or vice-principal/principal;
- Detention. Parents will be notified in writing of a detention and will be given at least twenty-four-hour notice. Detention takes precedence over practices, activities, sporting events, appointments and lessons;
- Probation/Behavior Contract – is reserved for on-going issues or serious issues.
- Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the vice-principal and/or principal. For an in-school suspension, the student must report to the principal at 8:00 a.m., on the day of the suspension and remain in an assigned area for the school day. Class work will be given to the student to complete. An out-of-school suspension prohibits the student's involvement in any school activities, whether they occur at school or away from the premises, for a specified period of time and until certain conditions are met. For an out of school suspension students will not be allowed to make up any classwork, resulting in zeros for all missed work. A parent/student/vice-principal/principal conference will be required before returning to school.
- Expulsion from the school is invoked for the most serious infractions of school policy and shall be within the jurisdiction of the vice-principal/principal, in consultation with

the Pastor and Diocesan Superintendent. Repeated suspensions may lead to expulsion. Expulsion from Saint Teresa School is considered permanent. A student leaving under the terms of expulsion will not have his/her tuition payment(s) refunded.

OFF-CAMPUS CONDUCT

The administration reserves the right to discipline its students for off-campus behavior that is not in keeping with the behavioral expectations of its students during the school day.

RESPECT FOR SCHOOL STAFF

Parents are expected to set positive examples for their children in the treatment of school staff. Parents and teachers are in partnership for the benefit of the child. If the partnership between the school and parents/child is broken, parents can be asked to withdraw their child.

CONFERENCES

Parent-Teacher Conferences are formally scheduled once during the academic year. Parents/guardians are urged to attend this conference as a means of being actively involved in the education of their child.

Conferences may be requested at other times as necessary. Teachers are available by appointment only before or after school hours. Parents/guardians may not use school time for conferences unless arranged by the teacher in consultation with the principal.

CONFIDENTIALITY

St Teresa School respects the confidentiality rights of its students. Parental consent is required for the school to post pictures, videos or other images of children.

Parents of students enrolled at Saint Teresa School may not post photographs taken at school-sponsored events that include images of children other than their own on social media or other sites. To do so is to violate FERPA (The Family Education Rights and Privacy Act of 1973) and CPA (Child Protective Act of 2012). Parents and students participating in ZOOM or other virtual meets should not take pictures or recordings of the meetings.

CUSTODY

It is the responsibility of the parents to present to the school any official court documents pertaining to custody. Copies of custody agreements will be held by administration in a confidential file. In the absence of court documents, the school will see each parent as having full legal custody of the child. In the absence of a court document saying otherwise, the non-custodial parents have the right to receive information concerning his/her child's academic progress.

Saint Teresa School has no legal authority in the enforcement of custody agreements and will maintains a position of neutrality in all custody issues. This includes proceedings to determine custody and the application of the custody agreement. Administration, faculty and staff will not testify in custody hearings, nor release records unless subpoenaed.

When restraining orders are issued against a parent, school officials have a legal obligation to assist in the enforcement of such orders. Attempts to violate such orders shall be reported immediately to law enforcement officials and the school will attempt to provide a safe environment for the student in question.

DRESS CODE

As a Catholic school, Saint Teresa School takes great pride in the appearance of our students. All students are expected to comply with uniform policy and to be neatly groomed at all times. Appropriate dress ensures fewer distractions from academics and virtue formation. In keeping with these expectations, the following is the dress code for Saint Teresa School.

- School uniforms must be worn every day except for school-designated dress-down days.
- All students – hair should be clean, neat and with bangs above the eyebrows. No extreme colors (non-natural) or faddish hairstyles. Head coverings may not be worn in the building at any time.
- Boys-Hair must be above and not touch the shirt collar, and must be trimmed around the ears so that ears are visible. Boys must be clean-shaven. Long sideburns are not allowed. Hair must be trimmed so that eyes are visible at all times. Boys should be clean shaven.
- Girls – hair is to be neat and clean. Hair dressings must be in school colors of green, gold or white and should not be extreme in size. No sharp hairclips.
- Jewelry must be simple and compliment the school uniform. For safety reasons, no hoop or dangle earrings are permitted. Earrings should be studs only and only one earring per ear is permitted. Other body piercing jewelry is not to be worn. Accessories must be in good taste.
- Tattoos and body art are not allowed. No make-up is permitted for students. No fingernail polish is permitted for students in grades pre-k through 5. Students in grades 6 -8 may wear light fingernail polish. Fingernails must be modest length and be clean.

- On dress-down days students are expected to dress appropriately. Clothing should be modest. Shorts should be a reasonable length and cover to mid-thigh. Students may not wear clogs/crocs, high heels, flip-flops, UGG slippers or other slippers, or open-toed shoes or shoes without a back as these present safety concerns. Students who violate this may lose the privilege of participating in school dress-down days. Administration reserves the right to determine what is and is not appropriate.
- Long sleeves may not be visible under a short-sleeve shirt.
- Printed colored t-shirts may not be worn underneath the school shirt.
- Belts may be worn by boys and girls when they are wearing pants or shorts.
- Students are never allowed to wear clothing that depicts violence, use of alcohol or drugs, or any value contrary to the teachings of the Church.
- The school physical education uniform must be worn on PE days.
- All uniform pieces must fit appropriately and be in good repair.
- Uniforms are to be purchased through Donnelly School Apparel Company or Lands End. Ordering information is available on our website.

GIRL'S K-GRADE 4 UNIFORMS

- -Jumper: Plaid
- -Pants: Khaki. No cargo pants, leggings, jeggings or jeans.
- -Belt: Black or Brown (optional)
- -Blouse: White long or short sleeves with STS insignia
- -Tights/socks: Green, white or black
- -Shoes: Black, Navy Blue, or Dark Brown shoes. Flats and Sperry's are allowed if they are black, navy or dark brown. Sneakers may be worn, but should be plain colors.
- Modesty shorts should be worn under jumpers.

GIRLS' GRADE 5 – 8 UNIFORMS

- -Pants: Khaki. No cargo pants, leggings, jeggings or jeans
- -Belt: Black or Brown (optional)
- -Skirt or skort: Plaid or khaki (to be worn no shorter than two inches above the knee)
- -Blouse: White long or short sleeves with STS insignia
- -Polo Shirt: White or Green long or short sleeve polo with STS insignia
- -Tights/socks: green, white or black
- -Shoes: Black, Navy Blue, or Dark Brown shoes. Flats and Sperry's are allowed if they are black, navy or dark brown. Sneakers may be worn, but should be plain colors.
- Modesty shorts should be worn when wearing the uniform skirt.

GIRLS' WARM WEATHER UNIFORM:

- May be worn first day of school through October 15 and April 15 to end of school.
- -Shorts: Khaki.
- -Blouse: White short sleeves with STS insignia
- -Socks: white, green or black
- -Belt: Black or brown belt (optional)
- -Shoes: Black, navy blue, or dark brown shoes. Flats and Sperry's are allowed if they are black, navy or dark brown. Sneakers may be worn, but should be plain colors.
- -Skort or Skirt: Plaid (must be no shorter than 2 inches above the knee)
- -Polo Shirt: White or Green long or short sleeve polo with STS insignia

BOYS' UNIFORM:

- -Pants: Khaki. No cargo pants.
- -Polo Shirt: White or green long or short sleeve with STS insignia
- -Socks: white or black
- -Belt: Black or brown belt (optional)
- -Shoes: Black, navy blue, or dark brown shoes. Sperry's are allowed if they are black, navy, or dark brown. Sneakers may be worn, but should be plain colors.

BOYS' WARM WEATHER UNIFORM

- May be worn first day of school through October 15 and April 15 to end of school
- -Shorts: Khaki
- -Polo Shirt: White or green short sleeves with STS insignia
- -Socks: white or black
- -Belt: black or brown belt (optional)
- -Shoes: Black, navy blue, or dark brown shoes. Flats and Sperry's are allowed if they are black, navy or dark brown. Sneakers may be worn, but should be plain colors.

PHYSICAL EDUCATION UNIFORM (BOYS AND GIRLS)

- -Shorts: Dark green with the STSinsignia
- -Tee Shirt: Dark green with STS insignia
- -Sweatshirt: Dark green with STS insignia
- -Sweatpants or shorts: Dark green with STS insignia
- -Socks: White socks
- -Sneakers

Uniforms may be purchased from Donnelly's or through Lands' End. Used uniforms may be donated to the school. These will be passed on to other Saint Teresa students at no charge.

ELECTRONICS

CELL PHONES

The only phone that a student may use from the time of arrival at school through dismissal or while at extended day is the office phone. The students must have permission from their classroom teacher to go to use the office phone. If a student has a cell phone it must be turned off during the day and kept in a locker or bag. There is no use of the cell phone for the purposes of making calls or texting, videotaping or taking photographs while at school. If a student is found using a cell phone during school hours, the following procedure will be initiated: 1st offense: the phone is confiscated and given to the principal. The phone may be picked up by the student at the end of the school day. 2nd offense: the phone is confiscated and given to the vice-principal. The parent(s) will be notified. 3rd offense the phone is confiscated and given to the vice-principal. Parents will be asked to pick-up the phone and the student may have a one-day in-house suspension.

ELECTRONIC DEVICES

The use of personal electronic devices, other than laptops and chrome books is not permitted, including but not limited to i-pods, MP-3 players, iPads, iWatches, tablets, fitbits, cameras, etc.. Laptops and chrome books may be used for school use only while in school.

Students are issued a school g-mail address that is for school-use only. Laptops, while at school and g-mails are to be used for academic purposes only. The use of school technological resources is a privilege, not a right. Misuse may result in the loss of use of personal chrome books or laptops. G-mail addresses are disabled when the student graduates or withdraws from Saint Teresa School. A Reasonable Use Policy must be read and signed by the parent and student. The Reasonable Use Policy is an appendix of this handbook.

We recognize that the internet and related resources have put the world at the fingertips of our students. The school is committed to restricting access to questionable sites and materials by using a firewall, supervision and educating the students. It is impossible to control all on-line activities, therefore all users are expected to adhere to strict ethical and legal guidelines as stated in the Reasonable Use Policy. Violations of this policy may result in not being permitted to use technology in school.

The school has a limited number of chrome books for in-school use only. Parents are encouraged to purchase a chrome book or laptop for their child's in-school and home use.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES & ATHLETICS

Extra-curricular and co-curricular activities are offered as enrichment opportunities for our students. School sponsored activities are supervised by Saint Teresa faculty and staff, community professionals, parents and volunteers. After-school activities are offered to students in grades six through eight. Activities may vary from year to year based on student interests and staffing. Activities may include: Junior Achievement, International Club, student council, recycled art club, acts of kindness, drama, sports, academic clubs, yearbook, chorus, etc. Students in younger grades may benefit from in-school activities such as Maker Days, no bake cook days, Christmas crafts etc.

ATHLETICS

Based on student interest and availability of coaches, Saint Teresa School may offer the following sports: boys and girls Cross Country (Grades 4- 8), boys and girls Basketball (Grades 3-8), co-ed Soccer (Grades 4-8), co-ed Volleyball (Grades 4-8), co-ed Tennis (Grades 6-8), and Cheerleading (Grades 1-8). Each student, regardless of experience, is encouraged to play for our teams as a means of showing School pride and to develop life-long friendships. There is a fee for participation in sports and a refundable deposit is required for uniforms

ATHLETIC AND EXTRA/CO-CURRICULAR ACTIVITY ELIGIBILITY

It is expected that students maintain the highest levels of student conduct while participating in extra-curricular and co-curricular activities. It is expected that students adhere to the same code of conduct as when in school. Students are expected to dress appropriately at all school-sponsored events. Inappropriate behavior will result in exclusion from extra-curricular and co-curricular activities.

The following guidelines apply for participation in sports and school activities:

- Students must maintain passing grades in all academic areas. If a student becomes ineligible due to academics, then grades will be reviewed on a regular basis to determine when she/he may re-enter school activities.
- Students who are absent from school for any reason are not permitted to attend school-sponsored extra-curricular or co-curricular events or activities.
- Students must maintain a Christian attitude and acceptable conduct at all co- curricular activities.
- In the case of sports only, during the time of missed games students must attend practices, games, and be in uniform.
- Students must be able to attend all of the required sessions/practices of the activity; only students are allowed to be present at practices.
- Should a student be absent from class due to a club related activity, all work must be made-up in a timely fashion.
- All students who wish to participate in these activities must have a parental/guardian permission form signed.
- In order to help defray expenses of these activities, students involved may be asked to participate in fund raising activities. There may also be a fee for participation. If there are any attached fees, payment is to be made by check to Saint Teresa School. Checks should never be written directly to a teacher or moderator.

FIELD TRIPS

Field trips are planned by the teacher for specific educational or cultural goals. The school requires the written consent to the parents/guardian before a child is permitted to go with his/her class on a trip. Permission by telephone, fax or email is not acceptable. Though students are expected to attend Field Trips as part of the educational program, it is a parent's right to refuse participation of their child.

Students may be denied participation in field trips if they fail to meet educational, behavioral, and/or financial requirements. No student will be denied the opportunity to attend a field trip because of her ability/inability to pay for the bus or admission to the activity. If the ability to pay is a concern, please contact the principal.

At times parents may be asked to chaperone a school trip. In order to participate in this capacity, the parent will need to have completed the Diocesan protocol for school volunteers which includes a current BCI and a Safe Environment Training. It will be the classroom teacher who decides the number of volunteers needed and the process for selecting volunteers.

Students are expected to wear their school uniform on field trips. Any deviation from this policy will be communicated to the parents by the teacher, along with a description of appropriate attire.

GENERAL POLICIES

BOOKS AND SCHOOL PROPERTY

All textbooks (hard and soft covered) are to be properly covered. Adhesive book covers are not allowed. School books (text or library) are never to be written in or on; workbooks are to be written in at the direction of the teacher. Religion books and Bibles contain the Word of God and are to be treated with the utmost respect.

Students who return a borrowed book – either a textbook or library book - that is marked or torn will be charged for replacement. Students who lose any book will be charged for the loss.

In the event that a textbook or library book needs to be replaced, the final report card will not be issued until the replacement has been made and/or the account is cleared.

GRIEVANCE POLICY

It is integral to the school's philosophy that union and charity exist among parents, administration, faculty, staff, and students. Therefore, the following steps may serve as a useful tool in solving problems that may occur in the course of the academic year.

1. Student discusses the situation with the teacher involved or vice versa;
2. Student and parent meet with the teacher for clarification;
3. Student and parent meet with the principal and the teacher.

Grades 6, 7 and 8 students are provided with a locker. Students will be provided with a combination for their locker. No other locks may be used. Since lockers are property of the school, the administration reserves the right to search lockers. Students are expected to keep their lockers and the area around their lockers neat and clean. Failure to do so may result in disciplinary action.

LOST AND FOUND

A lost and found bin is kept near the main office. Parents and students are welcome to look through the lost and found items anytime. The best assurance against loss of personal belongings is to mark clothing and books with the student's name, especially younger students. At the end of each term unclaimed items will be added to the school uniform closet, donated to charity or discarded.

LUNCH AND SNACKS

Saint Teresa school provides a hot lunch program daily. Students may choose to participate in the hot lunch program or to bring their own lunch. Parents will be charged $4.50 for each lunch ordered by their child. Any beverages sent to school for lunch or snack should be in a plastic bottle – NOT GLASS. No microwave will be provided for students, so lunches should not require heating. Gum is not allowed in school and children should not have lollipops or hard candy. NO PEANUT OR TREENUT PRODUCTS SHOULD BE BROUGHT FOR LUNCH OR SNACK. Water and Gatorade are available from the vending machine.

PHOTOS/VIDEOS

Saint Teresa School reserves the right to use photos or videos of students in school publications, curriculum projects, news releases, promotional materials, on the school website and social media. Any parents/guardians who do not wish to have his or her child's photo or video with the student's name must notify the principal in writing within three days of reading this handbook. Additionally, we ask parents to complete a media release form before the beginning of each

school year to indicate whether or not they give permission for these activities. All parents must have this form on file for their child.

Parents and students participating in virtual classes or meetings may not take pictures or record the meetings/classes.

SEARCHES

The school reserves the right to search school-owned lockers and desks. The school also reserves the right to search personal belongings such as backpacks. Such searches will be conducted in the presence of an administrator and one other staff person and will be conducted only if circumstances warrant (e.g. threat of weapons, drugs or other safety related issues).

HEALTH MATTERS

It is our intent to meet not only the educational needs of our students, but to also provide them with a healthy learning environment. In order to assure a healthy environment, all student immunizations, physical examinations and annual dental exams must be current and documented.

Health policies are consistent with the Rhode Island Department of Health and the Center for Disease Control. School health policies may change throughout the year based on changing guidelines from the Rhode Island Department of Health and the Center for Disease Control.

EMERGENCY CONTACT INFORMATION

At the beginning of the school year parents will be required to complete the School Year Emergency Form. This contains current contact information for the parent and the contact information of at least two family members or friends (18 years of age or older) who have agreed to take the place of the parent in case of an emergency. They should be in a position to pick up the child within the hour. It also includes information concerning the child's pediatrician. This information will be shared with aftercare staff. Children may only be dismissed to individuals whose names are on file. Photo proof of identity is required when picking up a child and the individual must be at least eighteen years of age.

In the event of an address, phone or e-mail address change please update your information on FACTS and notify the office.

FOOD ALLERGIES

Saint Teresa School recognizes the seriousness of allergies and for that reason takes reasonable precautions that help assure the safety of our students and staff. It is for this reason that the entire

school is a peanut and tree-nut free zone. Peanut/tree-nut products are prohibited on school grounds. It is the responsibility of the parent to make the school aware of their child's allergies. If a child has an epi-pen prescribed, it is the responsibility of the parent to provide the school with an epi-pen.

HEALTH SERVICES

Visual and auditory examinations are given at different grade levels and health records are maintained at the school. The school employees a five day a week nurse who attends to the health needs of Saint Teresa students. In the absence of a nurse, administrative staff will assess the needs of the child.

ILLNESS OR INJURY

It is expected that when a child shows signs of illness such as, but not limited to, coughing, congestion, vomiting, diarrhea, fever etc., the child should be kept at home for at least twenty-four hours after symptoms cease. If a child is sent home with any symptoms or virus they may not return to school for 24 hours. Please do not administer medication and then send the child to school sick as this can affect the health and wellbeing of every other person in the building.

In the event that a student becomes ill at school she/he should immediately report to the nurse, who will assess the symptoms. If warranted, parents may be contacted to pick up their child within the hour. A doctor's note may be required for a return to school.

If there is a serious injury, the child will be checked and monitored, with first aid applied as warranted. Parents will be immediately contacted. If it is impossible to reach a parent/guardian or other responsible person, and the child needs immediate attention, he/she will be transported to the nearest emergency facility, and the designated faculty/staff member will accompany and remain with the child until a parent/guardian arrives.

Minor injuries will be addressed by appropriate school personnel.

If the child has a contagious disease, the office must be contacted immediately so that the school may follow Department of Health guidelines.

MEDICATIONS

Students are not allowed to have medications in his/her possession during school hours or on school property. If medication is needed to be administered at school, a *Medication Authorization Form* must be completed and signed by both a parent and physician. In order for

the nurse to administer Tylenol a *Tylenol Consent Form* must be signed and on file with the nurse.

All medications (including over the counter medications) must be brought to the nurse by a parent. At no time should a student bring medications to school him/herself. The school nurse will properly secure and dispense medications. Any medications given to the nurse should be in the original pharmacy bottle, with the student's name, dosage and directions clearly printed by the pharmacy on the label. The child will self-administer the medication, under the supervision of the nurse or other staff.

As directed by the State of Rhode Island Department of Health mandate and in accordance with the Catholic School Office, "No lay person, other than a parent, shall administer medication to a student in the school setting." An exception is made for the administration of Epinephrine in an emergency situation.

Students who require an epipen or an inhaler, must have one kept in the nurse's office. Failure to provide the school with an epipen or inhaler may result in the student not being allowed to attend until one is provided.

PERSONAL PROPERTY

Students are responsible for their personal belongings. Please write your child's name with indelible ink on personal property to help assure a proper return. Saint Teresa School does not accept liability for loss or damage of personal property.

PARENTS

- Enrollment of the child in the school implies a partnership between the school and the parent/child. School personnel and parents work together to create a positive learning experience for the child. To help facilitate a positive learning experience we ask parents to:
- Support the policies of the school – being on time to school, attendance policies, school uniform policies etc.
- Make sure that your child is prepared for his/her day – well rested, homework completed, a good breakfast, in proper uniform etc.
- Support the literacy development of your child by reading at least twenty minutes a day with your child.
- Actively participate in school-sponsored events – it means a lot to your child when you attend school functions.
- Actively involve yourself in parent-council.

- Keep the school informed concerning change of contact information for you and for those identified as emergency contacts.
- Read school emails and notifications and to respond as requested.
- Attend Mass and teach the Catholic faith in your home
- Treat teachers and staff with respect and dignity
- Notify the school if there are any concerns with your child that will affect their learning or participation in school activities.
- Keep your child home from school if she or he has any symptoms of illness.
- Refrain from posting/making negative comments about students, teachers, or administration in the community – including social media.
- To address issues or concerns with appropriate school personnel, rather than with others in the community.

As your child progresses through his/her schooling we teach your child to become increasingly independent and responsible with homework, long-term assignments, classwork, studying for tests and exams. Parents are encouraged to allow their children the natural consequences for not meeting expectations -whether academic or behavioral.

RECESS

Students in grades Pre-k through grade 5 have recess at least one time per day, including days when the temperature starts to dip. Please be certain that your child has appropriate clothing with him/her – including hats, gloves/mittens, warm jackets and cold weather footwear.

SAFETY

For the safety of our students and staff, the school is always locked. Visitors must enter through the main door at Woodhaven Road or the center door at the back of the building. Appropriate personnel will let visitors in. All visitors are to wear a visitor badge and sign-in. Visitors are to all sign-out when leaving the building.

CIRCLE OF GRACE & FAMILY LIFE

The Diocese of Providence requires that a course in Family Life and Circle of Grace Safe Environment Training Program be implemented throughout all grades as part of the religion curriculum. The goal of Circle of Grace Program is to educate and empower children and young people to actively participate in a safe environment for themselves and others.

DRILLS

Fire drills, lockdowns and evacuation drills are held throughout the year, in compliance with the guidelines of the Rhode Island Department of Education and State Fire Marshal. Students are required to follow procedures and listen to adult directives during drills. Students need to understand that drills are serious and prepare them for potential emergencies.

SAFE SCHOOL ENVIRONMENT TRAINING

According to State and Diocesan regulations, all administrators, faculty, staff and volunteers are required to undergo a Criminal background check (BCI) and participate in a seminar on child abuse, neglect and their duty to report such behavior.

SCHOOL CLOSINGS

In the event of school cancellations, delayed opening or early dismissals, Saint Teresa School will notify parents by text. Additionally, cancellations and delays will be announced on WPRO (630 AM/92FM), LITE (105), WJAR-TV (10). In the event of cancellations or early dismissals, All before or after school activities will also be cancelled - including before and aftercare.

If school is to be closed after the children have arrived students will be allowed to contact their parents by phone.

SOCIAL MEDIA

Social Media (including, but not limited to Facebook, Snapchat, Twitter, Instagram, blog) use by students and parents should refrain from defamatory comments concerning the school, the faculty, staff, other students or Saint Teresa Parish. Parents and students should refrain from developing a class or school social media site or page without written permission of the pastor or principal. Negative or defamatory comments about the school, its staff, other students or the parish may result in disciplinary action, including separation from the school. In the event that a student is involuntarily separated from the school because of conduct on social media as described above by the student or the parent, there will be no refund for tuition or fees.

STUDENT SUPERVISION

It is the responsibility of the faculty and staff at Saint Teresa's to assure that students are supervised at all times during the school day. The school yard is not supervised by Saint Teresa staff before or after school hours.

Children who arrive between 7:15 and 7:40 will be checked in to our Extended Day Program. Parents will be assessed a flat fee of $2 for any portion of that time. Children who are not picked

up at dismissal will be checked in to our Extended Day Program and will be assessed a fee of $6 per hour.

TRAFFIC PATTERNS

For safety reasons, parents are asked to follow the traffic patterns for arrival, by entering the school yard from Ridgewood and following the traffic cones. For dismissal parents should park behind the fence and walk to the assigned door.

Cars should never drive into the school yard when children are present, or when the gate is closed.

VISITORS

Visitors must enter through the center doors. They will be admitted by a member of staff. The visitor must report directly to the Main Office where office staff will help the visitor with his/her business. Visitors are to sign in and out and are to wear a visitor badge.

TECHNOLOGY: REASONABLE USE OF TECHNOLOGY POLICY

The term "reasonable use of technology" covers a range of media and processes used for communicating information within our society. Computers form one element of this broad term, but it also includes any other media source or electronic device. Each student and his/her parents/guardians are required to sign a Reasonable Use of Technology Policy before students are permitted access to technology. The Reasonable Use of Technology Policy may be found as an appendix to this handbook and is available at registration through FACTS.

TUITION/FINANCIAL POLICY

As a Catholic parochial school, Saint Teresa School's operating budget depends solely upon tuition and fundraising. It is imperative that parents/guardians take this responsibility seriously. Tuition rates, technology and graduation fees are set annually by the principal and the pastor in consultation with the School Advisory Board. There is an annual non-refundable registration fee for each student.

Pre-Kindergarten programs have separate tuition rates. All tuition information is available by contacting the school at 726-1414.

Tuition payments may be paid in full prior the start of the academic year or may be made on a ten-month installment plan offered through the FACTS Tuition Management Systems. Using the installment plan requires an automatic deduction from a checking or savings account each month. For families of students in Grades PK-8 electing to use the FACTS Tuition Management, there will be 10 withdrawals beginning on July or August 5th or 20th and continuing through April or May 5th or 20th (whichever date you choose). All accounts (tuition, technology fees, graduation fees, aftercare bills) must be paid in full prior to the last day of school. No report cards or transcripts will be issued until all accounts are paid in full.

DELINQUENT ACCOUNTS

Tuition and any other outstanding accounts which are delinquent will result in student(s) not participating in any co- curricular events and not taking midterm, final exams or tests. In cases of seriously delinquent accounts, the school reserves the right to exclude a student from classes.

All tuition must be paid by the end of the school year. Tuitions that are not paid in full may be handed over to a collection agency.

Note: The school will assess a $25.00 fee for any returned check.

TUITION AND VIRTUAL LEARNING

There may be times during the school year, where Saint Teresa School transitions to virtual or distance learning. This may happen because of multiple factors that include, but are not limited to: weather, laws, regulations and government orders. The school may also elect to transition to virtual or distance learning to ensure the health and safety of students and staff. All financial obligations, including tuition and fees, must be met whether learning is in-person, virtual or distance.

TUITION ASSISTANCE

FACTS application for this assistance must be made by February 28th of each year, for the next academic year. Financial need is determined by the FACTS report. Additionally, Saint Teresa School may also award financial aid awards based on family need.

TUITION COLLETION

Tuition payments are managed by FACTS Tuition Management. All families should be registered with FACTS. Saint Teresa school discourages cash payments and payments made directly to the school. The only exception to this is families paying in full.

WITHDRAWALS

Please expect a processing time of at least one week from receipt of request/payment for admissions/recommendation forms to be mailed to the school of transfer. The fee for processing recommendations/admissions packets for non-eighth grade students is $15 per packet. In compliance with the Buckley Amendment (Family Education Rights and Privacy Act) concerning school records, records of students transferring to other schools will be sent to the school using the United States Postal Service. No records will be given to parents to deliver to the receiving school.

All students currently enrolled are considered enrolled for the entire school year. Please advise the school office in writing, before April 30th if you intend on withdrawing your child or children from school for the upcoming year.

The following early withdrawal policy will be in effect and the family must pay the portion of annual tuition listed below:

Withdrawal on or before:

October 30 – registration/technology fees plus 25% of tuition per student

December 22 – registration/technology fees plus 50% of tuition per student

March 30 – registration/technology fees plus 75% of tuition per student

Anytime After April 1 – registration/technology fees plus 100% of tuition per student

Upon completion of a signed contract along with items outlined, in accordance with the Parent and Student Handbook the policy on Withdrawal Commitment will be in effect on the date of such contract.

During or upon the completion of each academic year the faculty and Principal evaluate all students. The principal reserves the right to ask any student to withdraw from Saint Teresa School if he/she does not appear to be profiting from attendance at the school.

VISITORS/VOLUNTEERS

Visitors and volunteers must enter through one of the two main doors and report to the office where they will be expected to sign in. No one may go to a classroom without permission of the vice-principal or principal. All visitors and volunteers are required to wear a visitor or volunteer badge. When the volunteer/visitor leaves they will be expected to sign out and return their badge to the office. Visitors may be asked to show a positive identification.

Parents who volunteer during the day should not stop by a classroom to visit or see their child. This is an interruption to the classroom and student learning.

All who volunteer are required to complete the Diocesan mandated criminal background check and Safe Environment Training. After an initial clearance, this program must be completed every three years.

APPENDIX I

DISTANCE LEARNING EXPECTATIONS

For virtual learning to be effective and successful students, parents and teachers must work as a team. As a team, each will need to meet certain expectations.

If there are virtual Meets scheduled, students are expected to:

- Be on time for scheduled classes or teacher meetings.
- To present in school uniform and have all materials needed for class.
- To keep camera on while in class and to remain seated in front of the camera in plain view.
- Keep the microphone muted unless the student is called upon by the teacher.
- Have no other devices in the room – other than the one being used for class.
- Like the school classroom, the virtual classroom has rules. Distractions should be kept to a minimum which means that students should use the bathroom prior to class and should not be eating or drinking in class.
- The Meet link should not be shared with anyone. Only students in the class should have access to the meet.
- Students may not record or take pictures of the Meet.
- Respect the privacy and confidentiality of others in the classroom by not sharing anything observed in the classroom during the Meet with anyone.
- All assessments, including standardized tests must be completed without parental or other assistance.
- Complete assignments on time and to actively participate in class

Teachers are expected to:

- The Meet link should not be shared with anyone. Only students in the class should have access to the meet.
- Respect the privacy and confidentiality of others in the classroom by not sharing anything observed in the classroom during the Meet with anyone.
- Provide timely grading and feedback on assignments.

- Consistently post instructions, assignments, and resources on Google Classroom

- Be responsive to student and parent questions

Parents are expected to:

- Provide an at-home learning environment that includes no distractions, a desk or table and within "earshot" of an adult.

- The Meet link should not be shared with anyone. Only students in the class should have access to the meet.

- Parents may not record or take pictures of the Meet.

- Respect the privacy and confidentiality of others in the classroom by not sharing anything observed in the classroom during the Meet with anyone.

- All assessments, including standardized tests must be completed without parental or other assistance.

- Monitor school communications, including student grades and incomplete assignments on Google Classroom and FACTS.

APPENDIX II

ST. TERESA SCHOOL REASONABLE USE POLICY 2024-2025

Use of technology is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. St. Teresa's recognizes that technology plays a vital role in education and that it provides access to information and tools necessary for teaching and learning. Though we closely monitor student use of technology, it is impossible to control all on-line activities. Because of this all who access technology using St. Teresa's equipment or internet are required to comply with legal and ethical standards.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person is in violation of this policy, privileges may be terminated, access to the internet may be denied and appropriate disciplinary action shall be applied up to and including suspension or expulsion.

School issued devices may be selected at random for inspection.

Student agrees to:

1. Use school issued devices for school use only (academic).
2. Use school issued devices in an ethical and responsible manner that does not cause disruption to the teaching and learning environment.
3. Stay on task in class, only opening those websites requested by their teacher who is directing the class.
4. Charge their devices at home so that they are sufficiently charged for school.
5. Not have any personal photos, videos, audio files, music etc. stored on a school device.
6. Only use school-issued devices for in-class and school assignments.
7. keep the device in a sleeve or protective device when not in use.
8. School-issued devices are to remain in school
9. Reject inappropriate materials. Should inappropriate materials appear on my screen I agree to immediately shut off my monitor and notify my teacher.
10. Respect copyright laws. I understand that plagiarism is illegal and that I cannot download or use someone else's materials without their permission. If you are not certain ask a teacher
11. Not download any files, graphics or any other materials without permission of the teacher
12. To not use the device for any illegal or immoral activities.
13. To always have the device in its sleeve when transporting it to and from school and between classes.
14. Not print from my device without the permission of my teacher
15. I will only communicate with my teachers and students in my class using my school-issued device

16. Bring earbuds to school to be used with the device.
17. Clean the screen with a soft dry cloth.
18. Not to place stickers or other personal markings on the device.
19. Not have food or drink near the device and to always have clean hands when using it.
20. Not touch anyone else's device.
21. To not use Artificial Intelligence for school assignments

The parent agrees to:

1. Acknowledge that the devices being provided are the property of Saint. Teresa's School.
2. Understand that devices that are the property of Saint Teresa School are not to be taken home.
3. Acknowledge that Saint. Teresa's assumes no responsibility for loss of data.
4. Understand that students might gain access to inappropriate materials, despite reasonable safeguards
5. Support Saint. Teresa's policies.

The school agrees to:

1. Provide each student with a school issued and owned device
2. Provide internet access while in school
3. Provide reasonable supervision of device use with filtering software and teacher supervision
4. Hold students accountable to the Reasonable Use Policy

After having reviewed the policy with your child, please sign the signature form at the back of the handbook and return it to the school by the date indicated. No device will be issued to a child until this form has been returned.

APPENDIX III

SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY Effective: June 30, 2012

INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

DEFINITIONS

BULLYING means the use by one or more students of a written, verbal or electronic expression or

a physical act or gesture or any combination thereof directed at a student that:

a. Causes physical or emotional harm to the student or damage to the student's property;

b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;

c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;

d. Infringes on the rights of the student to participate in school activities; or

e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior

and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

CYBER-BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Forms of cyber-bullying may include but are not limited to:

a. The creation of a web page or blog in which the creator assumes the identity of another

person;

b. The knowing impersonation of another person as the author of posted content or messages; or

c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

AT SCHOOL means:

a. On school premises,

b. At any school-sponsored activity or event whether or not it is held on school premises, c. On a school-transportation vehicle,

d. At an official school bus stop,

e. Using property or equipment provided by the school, or

f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student

assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

POLICY OVERSIGHT and RESPONSIBILITY

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying‐related issues at least twice annually.

INFORMATION DISSEMINATION

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be:

a. Distributed annually to students, staff, volunteers, and parents/legal guardians

b. Included in student codes of conduct, disciplinary policies, and student handbooks

c. A prominently posted link on the home page of the school/district website

REPORTING

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty‐four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

INVESTIGATION/RESPONSE

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate

disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

Protection: If a student is the victim of serious or persistent bullying:

a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.

b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.

c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

DISCIPLINARY ACTION

The disciplinary action for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

f. Admonitions and warnings

g. Parental/Guardian notification and meetings

h. Detention

i. In-school suspension

j. Loss of school-provided transportation or loss of student parking pass

k. Loss of the opportunity to participate in extracurricular activities.

l. Loss of the opportunity to participate in school social activities.

m. Loss of the opportunity to participate in graduation exercises or middle school promotional activities.

n. Police contact-

o. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or

communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

OTHER REDRESS

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

ADOPTION OF POLICY

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

INVESTIGATIVE RESPONSE FORM

(Bullying and/or Cyberbullying)

Student Name

Grade

Date:

Time:

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyber-bully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyber-bully:

Describe the incident:

_____

_____

_____

_____

When and where did it happen?

_____

Were there any witnesses? [ ] yes [ ] no If yes, who?

Other information, including previous incidents or threats

_____

_____

Student or parent declines to complete this form: Initial: _____

Date:

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student:

School official receiving complaint:
School official conducting follow-up

This report will be kept confidential

APPENDIX IV

ST. TERESA SCHOOL: ANTI-BULLYING, SAFE SCHOOL POLICY, AND PROCEDURES

Effective Date: June 2012 Updated: July 2017

Based on the State of Rhode Island Department of Elementary and Secondary Education SAFE SCHOOL ACT, STATEWIDE BULLYING POLICY (Effective: June 30, 2012)

I. SCHOOL MISSION STATEMENT

St. Teresa of the Child Jesus School welcomes students and their families into a dedicated Catholic community, where all are challenged to learn and live by the teachings of Jesus Christ, as they discover and develop the uniqueness each has been given to be used for the betterment of others. We pray, we learn, we serve.

II. INTRODUCTION

From the Statewide Bullying Policy: The Safe School Act "is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school."

School Policy on Student Code of Conduct, Behavior, Bullying, Respect, Safety and Catholic Values, Including Circle of Grace:

At St. Teresa School our goal is to provide an environment where students will become respectful and responsible people. Students are expected to act with honor, respect and kindness at all times. Student rules are in place at every extra-curricular activity/event, field trip, sporting event or off-site activity connected to St. Teresa School. It is our desire that the school community (Staff members, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Harassment or bullying can take many forms, including physical actions, verbal taunts or threats, written or electronic communications, or internet postings or communications. These actions are prohibited because they have the effect of physically or emotionally harming another individual, interfering with a student's education, threatening the overall educational environment, and or disrupting the operation of school. Every student in St. Teresa School is instructed in the Circle of Grace. The Circle of Grace is a Christian safe environment

curriculum that helps to form and educate children about the value of positive relationships with God and others.

DEFINITIONS

From the Statewide Bullying Policy: Bullying means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that: a. Causes physical or emotional harm to the student or damage to the student's property; b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property; c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student; d. Infringes on the rights of the student to participate in school activities; or e. Materially and substantially disrupts the education process or the orderly operation of a school. The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber‐bullying offender(s) and the bullying victim(s).

School's Definition of Bullying:

"Bullying and cyber bullying" means unwelcome written, electronic, verbal or physical acts or gestures that create a feeling of intimidation, or poses a threat that may cause a reasonable person to suffer physical or emotional harm, my cause damage to another person's property and/or may cause a disruptive or hostile environment***. What is not bullying is not liking someone, not playing fair, being excluded, expressing negative thoughts and feeling, experiencing conflict, and teasing is not bullying when both kids find it funny.***

From the Statewide Bullying Policy: Cyber Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Forms of cyber‐bullying may include but are not limited to: a. The creation of a web page or blog in which the creator assumes the identity of another person; b. The knowing impersonation of another person as the author of posted content or messages; or c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

School's Definition of Cyber Bullying:

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e mail, instant messages, text messages, and Internet posting.

From the Statewide Bullying Policy: At School means: a. on school premises, b. at any school-sponsored activity or event whether or not it is held on school premises, c. on a school-transportation vehicle, d. at an official school bus stop, e. using property or equipment provided by the school, or f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

School's Definition of "At School"

The school's bullying policy covers the entire school day and extends to any educational program or activity that takes place on school property, in school vehicles, on busses rented by the school, at school sponsored events/activities and through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network.

School Climate

From the Statewide Bullying Policy: Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16- 19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

Reporting

From the Statewide Bullying Policy: The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty‑four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

Responsibility of Staff:

School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

Investigation Response

From the Statewide Bullying Policy: The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or

intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.
Protection: If a student is the victim of serious or persistent bullying:

p. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.

q. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff. T

r. he parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

School Investigation Response

Who is responsible to investigate allegations of bullying, harassment or intimidation?
School principal and/or her designee

Does the school have a qualified staff to mediate bullying situations? Yes

Does the school have on site a school psychologist and/or social worker to assess what effect the bullying, harassment or intimidation has had on the victim? No. Students and their families will be referred to the appropriate social and/or community agency.

Does the school have a plan to develop interventions, if possible, with input from the student, his or her parent/guardian, and staff? Yes

Does the school have a process for the parents/guardians of a victim to be notified of the action taken to prevent any further acts of bullying or retaliation? Yes

Disciplinary Action

From the Statewide Bullying Policy: The disciplinary actions for violations of the bullying policy shall be determined by the school appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:
a. Admonitions and warnings, b. Parental/ Guardian notification and meetings, c. Detention, d. In‐school suspension, e. Loss of school‐provided transportation or loss of student parking pass, f. Loss of the opportunity to participate in extracurricular activities,

g. Loss of the opportunity to participate in school social activities, h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities,
i. Police contact, j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

School Disciplinary Actions

School disciplinary actions for violations of the bullying policy that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to: In compliance with the Rhode Island Safe School Act-Statewide Bullying Policy, the school will promptly and reasonably investigate allegations of harassment, including bullying. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

a. Admonitions and warnings

b. Parental/Guardian notification and meetings

c. Detention

d. In-school suspension

e. Loss of school-provided transportation

f. Loss of the opportunity to participate in extracurricular activities

g. Loss of the opportunity to participate in school social activities

h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities

l. Police contact-

j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

Please note: The principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary rule for just cause at his/her discretion.

SOCIAL SERVICES/COUNSELING

From the Statewide Bullying Policy: Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

School Referral to Social Services/Counseling

Does the school have resources available to refer bullying victims, perpetrators and appropriate family members for social services or counseling? No

SOCIAL NETWORKING

From the Statewide Bullying Policy: Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

School's Prohibition from Accessing Social Networking

Does the school have the means to prohibit access to social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration? Yes. An internet filter is installed on every computer in the school including student, faculty, administration and staff.

OTHER REDRESS

From the Statewide Bullying Policy: This section does not prevent a victim of bullying, cyber‑bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

ADOPTION OF POLICY

From the Statewide Bullying Policy: The governing bodies of all schools approved for the purpose of §§16‑19‑1 and 16‑19‑2 shall adopt this Policy by June 30, 2012.

SAMPLE INVESTIGATION/RESPONSE FORM

Investigation start date:
Witness Interviews:

Name	Date	Brief Summary

Documentation Reviewed:

Item	Date	Information Provided

Other Facts:

Finding: Bullying*_____did___did not occur. Date

RESPONSE:

measures to provide the student with a safe educational environment; describe in detail here:

____disciplinary action against the perpetrator(s) proposed to school authorities;

____assessment by school psychologist and/or social worker (for both the victim and the perpetrator);

____referral for appropriate counseling and/or social services;

____notification to local law enforcement agency (when circumstances warrant criminal charges;

____notification to student's IEP team (when victim is a student with a disability);

_____ notification to parents/guardians of the victim and the perpetrator of finding and response, if finding is that bullying occurred (specific information about discipline imposed on the perpetrator may not be disclosed to the parents of the victim);

Investigation/Response completion date

:

Signature of School official designated to conduct investigation: _____

Date

Signature of the Principal

Date

*Bullying, Cyberbullying and Retaliation are prohibited under the RI Safe Schools Act

SIGNATURE PAGE

Student Consent:

I have read St. Teresa's Handbook and Reasonable use Policy and agree to abide by it:

_____ Grade: _____

Name of Student (please print)

_____

Signature of Student

Parent Consent:

I have reviewed the Handbook and Reasonable Use Policy with my child and agree to abide by the policies:

_____ Date: _____

Name of Parent/Guardian (please print)

_____

Signature of Parent/Guardian

Parents/guardians must understand that their failure to meet obligations as outlined in this handbook may result in their son/daughter being required to withdraw at any point during the academic year.

Saint Teresa School reserves the right to change policies and procedures as outlined in this handbook. Parents/guardians will be notified of any such changes.