

## *Mission*

St. Theresa of Avila School is rooted in the Catholic tradition and serves students of diverse population. In a Christ-Centered and nurturing environment, we strive to instill in our students the confidence that will empower them, as informed and compassionate individuals, to effect change in our world. Consistent with our Gospel values, we are committed to the education and formation of the whole person.

As professional educators and staff, we provide a spiritual, academic, and extra-curricular environment dedicated to imparting knowledge, values, and vision. The goal for our students is to strive toward academic excellence and positive social skills. We challenge our students through various teaching methods and strategies to expand further discovery.

## *The Philosophy of Saint Theresa School*

The entire St. Theresa school community aims to instill a sincere love of God and the things of God so that all will be true followers of Christ, . . . Growing in wisdom, age, and grace before God and all people. This occurs only in a loving, nurturing and supportive environment created when home, parish and school communities join efforts to provide for the individual differences of each person.

As a member of the system of Catholic Schools in the Archdiocese of Boston, St. Theresa school fosters the practice of tolerance, social justice and charity for all within the framework of traditional Catholic values. To further these practices the school community pledges to keep the premises a violence-free zone in which respect for self provides the basis for respect for each other. This leads to a caring, loving, respectful school community that promotes and protects the dignity and worth of each individual.

St. Theresa School recognizes that the student now more than ever before, is a citizen of the world. Each student engages in mastering the academic as well as social skills that will permit her/him to contribute to, survive in and grow in the new global neighborhood.

## *Purposes and Objectives*

In line with fulfilling its mission as well as remaining faithful to its philosophy, St. Theresa School delineates the following purposes and objectives:

- Goal 1 :** To create a school program that fosters the development of Christian- centered values and Catholicism.
- Goal 2 :** To direct and motivate students to reach their potential through active participation in an academically challenging, diverse, and modern curriculum.
- Goal 3 :** To enhance responsible teacher performance in order to maintain and surpass high academic standards.
- Goal 4 :** To encourage opportunities for staff development.
- Goal 5 :** To provide opportunities for students to engage in community activities that confirm the concept that the School Community lives its Faith.
- Goal 6 :** To make available specific extra-curricular activities that recognize the unique talents of individual students as they develop greater self-esteem.
- Goal 7 :** To create and promote opportunities for parents/parish/wider community to become aware of and actively involved in St. Theresa School.

## Absences

According to the Archdiocesan Policy Book; Frequent or prolonged absence must be reported to the attendance officer of the Boston Public School district. In the event that your child will be absent from school, please notify the school in the morning between 6:45 - 8:15. A written explanation of a child's absence is then required upon his/her return to school. A parent or guardian must sign the note. One week is the usual amount of time a child has to make up schoolwork. For prolonged absences, the time allotment will be left to the discretion of the teacher. A child who has been sick during the night or early morning should not be sent to school.

**IN COMPLIANCE WITH MASSACHUSETTS STATE LAW**, it is mandatory that a student be in attendance at school 85% of the school year (approx. 155 days). Failure to meet this requirement may result in retention. Truancy (absence from school without knowledge and permission of Parent/Guardian) is a serious infraction and is considered grounds for suspension. The Boston Public School Attendance Officer will be contacted for excessive absences.

If a student is to be absent from school, parents are asked to contact the School Office (617-323-1050) between 6:45 - 8:15 a.m EACH morning of an absence. A note from the parent must accompany the student on his/her return to school. ALL SCHOOL WORK AND HOMEWORK SHOULD BE MADE-UP WITHIN ONE WEEK OF THE STUDENT'S ABSENCE. NO MARKS WILL BE GIVEN TO A STUDENT IF HE/SHE IS ABSENT MORE THAN TEN (10) TIMES IN ONE MARKING TERM UNLESS A DOCTOR'S CERTIFICATE OR MEDICAL EXCUSE IS PRESENTED. **Tardiness or early dismissals may prevent the children from "Perfect Attendance."**

## Acceptable Use Policy

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of St. Theresa's code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network/computer use rules may lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable use of the computer/network:

1. Using the network for non-school related activities.
2. Plagiarism/Violating copyright laws.
3. Destroying or vandalizing computer equipment.
4. Depleting resources intentionally, such as paper.
5. Violating the privacy of others, revealing passwords.
6. Using someone else's account.
7. Abusive language or profanity.
8. Spreading computer viruses.
9. Posting other's material.

10. Sending or retrieving inappropriate material.
11. Posting personal information that would jeopardize your safety or someone else's.
12. Illegal use of software, freeware, or shareware or use of any software without the approval of the school.
13. Failure to obtain permission prior to use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used.
14. Visiting Internet sights not authorized by the school.
15. Using the Internet or Intranet (in school network) without permission.
16. Bringing computer disk(s) of any type to school.
17. Reproducing software or shareware.

### Accessing the Internet

One of the major components of the network will be availability of the Internet. St. Theresa School will provide the following precautions to protect students from illegal, obscene, offensive and inaccurate material:

1. Educating the students in the proper use of the Internet.
2. Appropriate supervision and monitoring of student use.
3. Filtering software designed to restrict access to unsuitable Internet sites.
4. Screening of incoming and outgoing email.

Our goal is for the students to become independent and responsible Internet users who are able to discern topics and material. Parental consent **will be required** before a student will be allowed to access the Internet (see attached consent form). Students will use the Internet with their instructor/teacher in the Computer Lab/classroom.

### Internet Security and Safety

#### Rules for on-line safety

1. I will not give out personal information, which includes my address, telephone number, parent's work address or telephone number or the name and location of my school without teacher or parent permission.
2. While I am on-line, if I encounter any information or person that upsets me, I will let my teacher/parents know immediately so that they can contact the on-line service.
3. I will never agree to get together with someone that I "meet" on-line without first checking with my teacher/parents. If my teacher/parents agree to the meeting, I will be sure that it is in a public place and bring a teacher/parent along.
4. I will follow the rules set up by my teachers/parents' for going on-line and I will not break these rules.

## **Admissions Policy**

Students admitted to St. Theresa School must meet the following requirements:

1. Children entering the Early Childhood Program must be three (3) years of age before September 1 of the year they begin the program and must be toilet trained.
2. Students entering St. Theresa School Kindergarten I program must be four (4) years of age before September 1 of the year they begin the program. The Kindergarten II program requires that the student is five (5) years of age before September 1. Students entering Kindergarten are administered a screening test before the admission process is completed.
3. Students entering St. Theresa School Grades 1-8 must show evidence of successful completion of the previous grade. Parents need to provide all relevant documents from the previous schools. Parents and student will meet with the principal before the admission process is completed.
4. Students are accepted into St. Theresa School in the following priority: (1) siblings of students presently enrolled at St. Theresa School, (2) registered and participating members of the geographical St. Theresa Parish, (3) registered and participating members of other Catholic parishes, and (4) Non-Catholics.

It is our policy that all students participate in religion classes. During those classes, opportunities become available for all students to share their religious beliefs with their peers. All students will attend and participate respectfully in school liturgies and prayer services.

## **Appointments**

Doctor and dentist appointments shall not be made during school time except in extreme emergencies. If it is necessary for a student to leave school early, a written note should be presented to the homeroom teacher stating the reason for the dismissal. **IN ACCORDANCE WITH MASSACHUSETTS STATE LAW, NO STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING UNLESS ACCOMPANIED BY AN ADULT AND SIGNING OUT IN THE SCHOOL OFFICE. Early dismissal may prevent the child from receiving “Perfect Attendance.”**

## **Book Bags**

Due to the cost of books, special care must be taken of them to keep books in good condition. Books should be covered and carried to and from school in a school bag. If a book is damaged or lost, it must be either replaced or paid for by the parent.

## **Cafeteria**

All students will file with the classroom teacher in quiet lines. While eating lunch and enjoying each other's company, conversations should be kept in low conversational tones. The “Talk Light” in the cafeteria will alert us, if the conversations are too loud. ALL STUDENTS must obey the “Talk Light” in the cafeteria.

## **Celebration of The Eucharist**

Pupils are instructed regarding their obligation to attend and participate in the celebration of the Eucharist on Saturday or Sunday and on Holydays, but it is the parent's responsibility to see that it is fulfilled.

## **CORI**

A CORI form must be completed by any parent, guardian or volunteer that will be entering the school to participate in any school activity, i.e. yard duty, lunch monitors, etc. No one will be allowed to participate in school activities without this completed form on file with the Archdiocesan Office of Child Advocacy. A CORI is required to be updated every year and is extremely important for the safety of the children in our school. Volunteers must also participate in **Protecting God's Children** program, given at parishes at various times. Each parish provides a certificate as proof of participation.

## **Custodial Issues**

St. Theresa School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. A 24-hour written request is required to view records in the presence of the administrator or designated representative. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**The school should have a court-certified copy of the custody section of the divorce decree held confidentially in the principal's office.**

## **Detention**

For repeated infractions of general school rules (e.g. inappropriate behavior, out of school/gym uniform, gum chewing, etc.) Detention slips in grade 4-5 are sent home stating offense and date of detention, signed by parent/guardian and returned to school the next day. **Students in Middle School will serve detention on the day of offense with a call home.**

## **Discipline Policy**

St. Theresa School is a very special and unique school where students learn and live as Christians with one another. Basic to all this is **respect** for persons and things.

The support and assistance of parents/guardians in regards to our disciplinary policy is absolutely essential to students' safety. The three levels of consequences listed will be instituted as common and consistent ground rules for all classes and grades. Teachers will reinforce the disciplinary policy in their classrooms.

We require all parents/guardians to read our discipline policy, discuss it with their child/children, agree to the terms and sign a contract, which establishes their responsibility for each step of the disciplinary procedure. If a student has threatened another student with physical assault, with or without weapons, the police will be called immediately. Parent/guardian must meet with the principal/counselor and teacher at school before their child is readmitted to class.

Included in our policy is the school's authority to suspend a student for certain offenses, **some** of which are classified on the pages following in the list of behaviors that result in disciplinary action. It is our belief that only through a partnership between the school and parents can we have a safe school, minimize discipline problems and deliver the kind of education you want for your children.

### **Bullying**

We as faculty and staff are instituting a program for the prevention of bullying. We are developing a program that will be implemented throughout the entire school, both on school grounds and throughout our West Roxbury community. Information will be sent home on a regular basis. There will be rules and consequences for children's actions.

### **Behaviors/Consequences**

#### **A. In-Class Detention/Parental Notification**

- |  |                       |
|--|-----------------------|
| 1. Failure to do homework                                | 4. Disrupting class   |
| 2. Failure to adhere to uniform code (haircuts included) | 5. Throwing snowballs |
| 3. Play fighting   |                       |

#### **B. In-School Suspension/Required Parental Conference at School**

- |   |                               |
|---|-------------------------------|
| 1. Throwing things not considered dangerous | 3. Smoking on school property |
| 2. Leaving class without permission         | 4. Truancy                    |

#### **C. Suspension/Required Accompaniment by Parent or Guardian to School Upon Student's Return/Probation**

1. Disrespectful/Foul Language used toward peers
2. **Refusing to obey**; failure to report for detention
3. Aggressive acts, e.g., fighting with or physical abuse of peers or adults
4. Throwing something dangerous
5. Stealing, extorting or de-facing of school property

6. Possession of a toy weapon or the like
7. Truancy
8. Assault of students or verbally threatening with bodily harm with or without weapons. Police will be called.

#### **D. Expulsion**

1. Repeated offenses of the above
2. Bizarre behavior (drinking, drugs, sexual misconduct)
3. Possession of a real weapon

#### **Dismissals**

To be dismissed prior to the close of a school day, a pupil shall have written permission from his/her parent. Parents should report to the office to pick up a child who is being dismissed. No pupil shall be dismissed unless a parent is present. **Any early dismissal may prevent the child from receiving "Perfect Attendance."**

#### **Dogs**

**For the safety of all, please refrain from bringing dogs onto school property at anytime.**

#### **Driving Children To and From School**

(See Arrival/Dismissal Procedure with Map sent with August letter)

#### **Electronic Devices**

Any devices or articles used for communication, entertainment or to disrupt learning and/or the school routine (i.e. cell phones, pagers, talking watches, sound activated devices, CD players, tape players, radios, boom boxes, tape recorders, laser pointers, toys, etc.) should not be brought to school. Students may be suspended for being in violation of this policy. These items will be taken and held in the principal's office until the parent picks up offending device, and are not to be returned to school. In addition, no cigarettes, alcohol, or illegal substances are permitted on the school premises. **St Theresa School is not responsible for any electronic devices brought to school.**

#### **First Friday**

On the first Friday of each month, students attend and lead in the celebration of the 8:45 A.M. Mass. Parents and friends are encouraged to join the students at these monthly Masses. These liturgies are meaningful celebrations in the lives of our pupils.

## **Food**

**Due to many food allergies, no food is allowed other than snacks for snack time and/or lunch. This includes holidays, birthday parties and other occasions.**

## **Floor Plan**

Floor plan was sent home in the summer mailing.

## **Gum Chewing**

The chewing of gum is not permitted anywhere/anytime in the school building or on the grounds.

## **Gym**

Each grade has one period of physical education each week. During this period gym uniform and sneakers must be worn. (See uniforms)

## **Haircuts**

All haircuts should be clean, neat, and respectable and age appropriate for school. Haircuts for boys must be a boy's regular, no "hockey hair" or any fad style hair cut. Hair is to be natural color, no streaking, chunking, etc... Parents will be called to take student and rectify any offending hair style before returning to school. We look for parents' cooperation.

## **Harassment Policy**

Harassment of any nature (word, deed, or gesture) is unacceptable and is considered grounds for suspension. Children need to be reminded that any careless or thoughtless word, deed or gesture of a sexual nature has serious consequences, and will be taken seriously.

## **Health Reminder**

No medications should be administered in school without a licensed person present. Since this cannot be guaranteed on a daily basis children requiring daily medicine need to have the medication scheduled so that it not be given during school hours. Exceptions to this rule must be discussed personally with the School Nurse. Children will be allowed to self administer asthma inhalers provided letters from the physician and the parent are submitted to the school stating that the child is capable of self administration of the medication. Families need to be reminded that only the school nurse or her authorized substitute can be responsible for the supervision of administering any medication.

## **Rules for Returning Child to School After Communicable Disease**

- Students must be fever free and vomit free for 24 hours before returning to school
- Chicken pox – 7 days – May return to school 5 days from day of breakout, when lesions are dry.
- German Measles – 14 days (up to 18 days) – One day after rashes completely disappear and all symptoms gone.
- Red Measles – 10 days – 2 weeks from onset.
- Mumps – 12-16 days (usually 18) – When all swelling is gone.
- Conjunctivitis/Pink eye – 24 hours after treatment has begun.
- Impetigo – Physician should exclude Child until he/she is under treatment and wounds are dry.
- Ringworm – Physician should exclude Child until he/she is under treatment.
- Strep Throat – 24 hours after treatment is begun.
- Lice – we have a no nit policy

## **Immunizations**

According to the Massachusetts Department of Public Health, all children are required to be up to date on their immunizations. If your child does not have the appropriate immunizations, they will be excluded from school.

## **Homework Schedule** (Teachers will specify to parents at Open House)

Parents are asked to have their children in:

**Grade 1....** practice vocabulary words, practice number facts 1-10, read each night, practice spelling words, and do any other teacher-directed activity.

**Grade 2...** study religion, math, and spelling according to each teacher's request, and read each night.

**Grade 3...** complete daily assignments, study religion, math, spelling, and science according to each teacher's request and read each night.

**Grades 4 & 5**...spend one to one and one-half hours on homework assignments.

**Grades 6, 7 & 8**...spend one and one-half to two and one-half hours on homework assignments.

*Students in Grades 3 through 8 will use assignment notebooks.*

## **Lines**

### **Procedure for School Dismissal (Walkers)**

Parents are requested to contact the school office at **617-323-1050** should they become unavailable and cannot meet their child/children at the end of the school day.

**We presume that children in the walking lines are walking home. If, for any reason, a parent or guardian plans to meet a child at the point when the teacher leaves them and you are late, the teacher will immediately accompany the child back to the school.**

The following lines indicate the direction of the students in leaving at dismissal time.

**Line 1**....from St. Theresa School to the corner of St. Theresa Avenue and Centre Street.

**Line 2**....down St. Theresa Avenue behind line 1 and cross St. Theresa Avenue at Centre Street.

**Line 3**....for car pickup.

**Line 5**....down St. Theresa Avenue (Church side) and turn right in front of the Church to cross LaGrange Street. **Please be advised that the crossing guard at the corner of Redgate Road and LaGrange Street has moved to the corner of St. Theresa Avenue and Pine Lodge Road to alleviate both foot and automobile traffic on St. Theresa Avenue. If your child must cross LaGrange Street, please instruct your child to cross at the corner of LaGrange Street and Centre Street where there is a crossing guard.**

***Traffic officers will cross students at the Lines 1, 2 and 4 & 5 crossings.***

*It continues to be increasingly more dangerous on surrounding streets where cars are parked to pick up and drop off children before and after school. We ask for your continued cooperation in following the procedures for pickup and drop off in the schoolyard. There have been many “near misses” when children are running to parents outside the schoolyard pick up area.*

## **Lunches**

Children/Parents must be personally responsible to pay for their daily lunch and/or milk. The school cannot supply money to those who forget it.

## **Messages**

Relaying messages to the students is an interruption of the educational routine. Therefore, only true emergency messages should be called in to the secretary. It is the responsibility of parent and child to discuss and make all arrangements for transportation and after school activities prior to arrival at school. Students are not permitted to use any school phone to make non-emergency calls during the school day.

## **No School Policy**

St. Theresa School shall follow the Boston Public Schools regarding no school announcements due to inclement weather. Parents are asked to listen to radio stations **WBZ, WHDH** or **WEEI**, for these announcements. Please do not call the Convent or the Rectory on these mornings.

## **Parent/Teacher Appointments**

A parent wishing to confer with a teacher outside of the regular report card conference time may make an appointment at a time convenient for both teacher and parent. **Regular classes must not be disturbed for such conferences.**

## **Parties**

No invitations are to be given out at school unless ALL children (either all boys, all girls, or the entire classroom) in the individual classroom receive one. Excluding some children is a very hurtful experience, both for those excluded and those invited. The best approach is to mail invitations.

## **Recess Regulations**

The following **rules** apply to **recess time** in the schoolyard. Students are asked:

1. **No** ball playing.
2. **No** rough play.
3. **No** running.
4. **Students Return** to the school building only when the bell rings and their teacher meets them.
5. **Students may organize** games among themselves.
6. **Students are to stay away** from cars and garages.

## **Consequences:**

Any child who does not follow the above regulations will be deprived of his/her recess at the discretion of the teacher on duty.

*Volunteer parents may assist the teachers in the schoolyard at noontime.*

### **Registration/Re-registration**

**Registration** for new students (siblings) is held in January. Please check the calendar for the exact dates.

A deposit of \$100 and a Supply fee of \$250 are due for each currently enrolled Early Childhood and Kindergarten child by February 1, 2009 to **re-register** for the following school year. All other students' re-registration is due by May 1, 2009. This registration will be accepted *only* if tuition payments are up to date. Checks should be made payable to St. Theresa School.

### **Report Cards/Marking System**

Report cards will be issued four times during the school year: November, January, April and June. Warning notices will be sent home prior to report card distribution if a curriculum criterion is not being fulfilled.

Marking System if as follows:

- A – Excellent grasp of material and skills that have been presented.
- B – Above average – consistently does work of high quality, does all required work.
- C – Average – average marks.
- D – Below average – Having difficult in meeting expectations and requirements.
- F – Grasp of materials and required skills is unacceptable, failing, frequently fails tests, no homework.

A+ = 97-100	A = 94-96	A- = 90-93
B+ = 87-89	B = 84-86	B- = 80-83
C+ = 77-79	C = 74-76	C- = 70-73
D+ = 67-69	D = 64-66	D- = 60-63
		F = Failure

### **School Hours**

<b><u>Grades</u></b>	<b><u>Filing Time</u></b>	<b><u>*Classes Begin*</u></b>	<b><u>Closing Time/Filing</u></b>
Early Childhood Program Through Grade 8 K I - A.M.	7:45 a.m. 7:45 a.m.	7:55 a.m. 7:55 a.m.	2:25 p.m. 11:00 a.m.

1. **Students must not be in the schoolyard before 7:30 a.m.** If need be, they will go to “Before School Program” located in the cafeteria.

2. A “Before School Program” is available in the cafeteria each morning beginning at 7:00 a.m. Please enter through the KI door at the back of the school building. The fee is \$5.00 per day.

### **School Rules**

Students at St. Theresa School are expected to conduct themselves as courteous, Christian young people. These behavioral expectations and rules have been established to maintain order, create a positive educational atmosphere, and promote pride. These rules apply to all programs and activities in the school and parish buildings and grounds.

1. Students are to exhibit respect toward all members of the school/parish community, including faculty, school personnel, parent supervisors, volunteers, coaches, bus drivers, other students, and visitors. Students are to follow the example of Jesus and treat others as they would like to be treated. They are to respect the rights of others to attain an education and to participate in programs and activities.
2. Students are to follow the directions of the teacher or adult supervisor at all times.
3. Students are to walk and maintain moderate voice levels while in buildings.
4. Students are to respect and care for all school and parish material, equipment, and property as well as the possessions of teachers and students.
5. Students are expected to abide by the School Dress Code and Classroom Rules.

### **School Visitors/Volunteers**

According to the Archdiocesan Policy Book all visitors/volunteers, parents included, **must enter the school only by the main door** and report to the school secretary’s office. All visitors/volunteers must sign in and sign out in the secretary’s office. **Neither parents nor visitors may go directly to a classroom without reporting to the office first.** It is imperative for the safety and security of all, that we know who is in the building at all times.

### **Tardiness**

PARENTS ARE ASKED TO COOPERATE BY SEEING TO IT THAT CHILDREN GET TO SCHOOL ON TIME. In case of repeated tardiness, (5 times) parents will be contacted to meet with the teacher to discuss and rectify the problem. If the problem is not rectified, detention will be given for every tardy over the limit to make up class time. Grades 1-3 @ 10:00 recess, grade 4-8 2:30- 3:00p.m. **Please note that continued tardiness may prevent a child from obtaining “Perfect Attendance.”**

## Teacher Requests

We cannot accommodate requests for specific teachers.

## Trips/Vacations

### Trips/Vacations

Family trips taken during the regular school year are not encouraged. School vacations are provided for that purpose. Every parent receives a copy of the school calendar at the beginning of the school year. This will advise you of the dates of vacation periods. We highly discourage students from taking time off from school for vacation. **Teachers are not responsible to prepare special assignments for those students or to give the work beforehand.** It will be the responsibility of the child to make up class work within one week upon returning to school.

## Tuition - 2008-2009

### Early Childhood

Early Childhood Program .....	\$5,500.00
KI Full Day Program .....	5,500.00
KI ½ Day Program .....	3,975.00
KI ½ Day Program, Out of Parish .....	4,450.00
Supply Fee: Each Child .....	250.00

***The above tuitions are not included in the family plan.***

### Kindergarten II - Grade 8

First Child .....	\$ 3,975.00
Second Child .....	3,825.00
Third Child .....	3,675.00
Out of Parish: Each Child .....	4,450.00
Supply Fee: Each Child .....	250.00

A deposit of \$100 and a Supply fee of \$250 are due for each Early Childhood and Kindergarten child by February 1, 2009 to **re-register** for the following school year. All other students' re-registration is due by May 1, 2009. This registration will be accepted *only* if tuition payments are up to date. Checks should be made payable to St. Theresa School.

We have adjusted our methods of tuition billing to reflect the changing needs of our families. We have created a tuition payment plan that we hope will fit everyone's budget and lifestyle:

>>**Plan A** - One payment in full due on or before September 1, 2008.

>>**Plan B** - Three payments, due on July 1, 2008, November 1, 2008 and March 1, 2009.

>>**Plan C** - Ten payments to be paid from July 1, 2008 through April 1, 2009.

**Delinquent Payments:** If payments are delinquent, your child may be suspended from classes until payments are brought up to date. All tuition accounts must be up to date before your child begins school in September. Tuition accounts must be current in December or students may not return in January. Catch up payments will be accepted in the form of cash money order or bank check. If payments are consistently delinquent, **Plan A may be the only plan available or registration for the following school year may be denied.**

**Tuition Refunds:** Tuition will be pro-rated on a monthly basis if a family moves from the local area prior to January 1. No other refunds will be made.

Due to our limited seating, and to assure us that *newly registered* children will definitely attend St. Theresa School in September, we require a non-refundable payment of \$200, which is credited toward a child's tuition. This payment is due on or before April 1, 2009.

**Please Note:**

We do not allow a tuition balance to remain after April 1, 2009. We will withhold report cards and transfer records until your tuition obligation has been fulfilled. Grade eight students with outstanding tuition will not receive their diploma with their classmates.

A poor history of tuition payment will require that you pay **in full** before the new school year begins.

**Unauthorized Use of School Name**

No student, or student's parent or guardian, without the express prior written authorization of the school's principal (administrative head), may utilize the school's name, or identifying logo, for any inappropriate purpose, including, but not limited to the use of the school name:

- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation or other accommodations
- to post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

## **Uniforms**

We feel strongly that the way a child is dressed influences his/her attitude and performance. Therefore, complete uniforms must be worn every day. Uniforms should be in good repair. **Girls' uniforms should come to the top of their knees.**

### **Early Childhood Program – Kindergarten I**

Navy blue gym suit (4 pieces) – **All with appropriate logo**

- long/short sleeve tee shirt
- sweat shirt
- sweat pants
- shorts

### **Girls** (Grades KII - 5)

Maroon and gray jumper

Short sleeve white blouse (Peter Pan collar)

Maroon knee socks or tights (must be worn at all times from November 1 thru April 1)

White ankle socks (warm weather only)

Maroon V-Neck cardigan sweater

Long sleeve white turtleneck (optional from Nov. 15 - March 15)

Gray twill pants (optional from Nov. 15 - March 15)

### **Girls** (Grades 6. 7 & 8)

Maroon and gray skirt

Short sleeve white oxford blouse (button down collar)

Maroon vest

Gray V-Neck cardigan sweater (during winter months)

Maroon knee socks or tights (must be worn at all times from November 1 thru April 1)

White ankle socks (warm weather only)

Gray twill pants (optional from Nov. 15 - March 15)

## **Boys (Grades KII - 8)**

White dress shirt (long or short sleeves)  
Maroon tie  
Gray pants  
Maroon V-Neck cardigan sweater  
Gray socks  
Belt

## **Uniforms (Gym)**

The official St. Theresa's School gym uniform consists of a gray crew neck sweatshirt and gray sweat pants, a gray T-shirt and gray shorts. All of these items are printed with the "St. Theresa's School" logo. This gym uniform is required for all students in KII through 8. Early Childhood and KI will wear their navy blue uniforms.

All items for both girls and boys should be purchased at

**J.B. Edward Uniform--- 745 South Street---Roslindale, MA 02132--- Telephones 617-323-8832**

**Black athletic shoes will be worn on regular school days. No logos and no high tops will be allowed. Rubber soled athletic shoes are safer and more practical for school. There have been several accidents where children have been injured on the stairs because of various heel heights and untied shoes. Also, boots are not permitted to be worn in school all day long. Girl's maryjane type shoes are permitted, i.e. Land's End, L.L. Bean.**

## **Please Note:**

1. **For safety reasons, dangling earrings are not allowed.** Only small stud earrings (**one per lobe**) are acceptable.( It is not acceptable to have a piercing in the upper part of the ear, students will be asked to remove that earring) Boys are not allowed to wear earrings.
2. Any other kind of body-piercing jewelry is not acceptable.
3. Fashion choker necklaces, heavy chain necklaces, or other fashion jewelry is not acceptable.
4. Tattoos of any kind are not acceptable.
5. Body paint, body glitter, hair paint or hair coloring are not allowed.
6. Girl's hair accessories must coordinate with uniforms. Jeweled, glittery or "princess" type accessories are not allowed.
7. No scarves/hats/caps are to be worn inside the building.
8. Wheelies are not allowed in school.
9. Hooded sweatshirts may only be worn to and from school.

### **White-Out**

Students are not allowed to use nor have in their possession on school campus this “white-out” product. Whiteout could be misused as an inhalant, and for this reason, schools – both public and private – have instituted this policy.

**The principal reserves the right to make amendments to this handbook,  
depending upon the circumstances and the individual child.**