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Rev. Anthony Cusack
Pastor

Dr. Tiphaine Guillabert
Principal

Parent-Student Handbook

2026-2027

Last Update: August 25 2026

CHRIST. COMMUNITY. COMMITMENT.
COME TO KNOW. COME TO BE KNOWN.

This handbook includes information that will help your child's educational experience at Saint Theresa of the Child Jesus be successful. Please read it thoroughly.

The school and principal reserve the right to change this handbook and will provide an updated version at the beginning of each school year. The leadership of the school also reserves the right to adopt policies based on the principles outlined here and in the policies of the Archdiocese of Boston as circumstances warrant.

Please complete and sign the Parent-Student Agreement Form (last page) and return to the school office.

A Pastoral Message on Catholic Education

"To Teach As Jesus Did"

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal. The educational efforts of the Church must therefore be directed to forming persons in community; for the education of the individual Christian is important not only to his solitary destiny but also to the destinies of the many communities in which he lives.

CHRIST **COMMUNITY** **COMMITMENT**

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Date: September 2026

Dear Staff, Guardians and Students:

A copy of our district's Asbestos Management Plan is available in each class and at the main administrative office during regular school hours. Inquiries regarding the management of asbestos-containing materials in our schools should be directed to our district's AHERA Designated Person, who can be reached at 192 Summer Street, and 617-666-9116.

Sincerely,

Dr. Tiphaine Guillabert
Principal

Mission of the School

School Mission Statement

Saint Theresa of the Child Jesus School builds a strong foundation of academic excellence while embracing the Catholic faith, respecting diversity and fostering community.

Statement of Philosophy

We, at Saint Theresa of the Child Jesus School, come together not only as professional educators, but also as faithful people who see ourselves as sharers in the building of the body of Christ. This is the foundation and source of our work. In our dealing with each other and with the children, we want it to be said, "This is how Christians treat one another."

We strive to provide our students with the best possible educational program and to develop attitudes that will foster the growth of the child intellectually, spiritually, and emotionally within the framework of a Christian atmosphere.

Educational Objectives

1. To promote Christian attitudes among students; a sincere caring for each other and all humanity. In doing so, they will demonstrate their love of God.
2. To help each student develop a healthy, positive self-image and to create an atmosphere for students to exhibit courtesy, respect, fairness, and compassion among themselves, faculty and staff.
3. To challenge each student to academic excellence and to encourage them to use their God-given talents, enabling them to become ethical future leaders of our country and productive citizens.
4. To help each student make sound moral judgments and develop the confidence to be compassionate for their families, neighbors and the world.
5. To work with parents who are the primary educators in helping to make these objectives a reality. A team effort, total cooperation and support are required.
6. To work closely with the clergy in the religious education of the children entrusted to our care.
7. To provide opportunities for the children to extend their Christian schooling to the community at large.

Purpose of this Handbook

This Handbook is intended to serve as a quick reference, providing a general understanding of the policies and practices in place for the community of St. Theresa of the Child Jesus Parish/School, which exists under the aegis of the Roman Catholic Archbishop of Boston, a Corporation Sole.

In order to be able to respond to new situations and maintain the flexibility necessary to manage effectively, the Parish and Administration reserves the right to change, revise, eliminate or add to any of the policies, practices, programs, services or benefits described in this Handbook.

This Handbook is intended as a guide. The language used in this Handbook should not be construed as establishing a contract of any kind, express or implied. Additionally, no department head may individually enter into any contract with a staff member.

The information contained in this Handbook is in brief summary form. In the event that there is a discrepancy between this Handbook and more definitive administrative documents (e.g., program summaries, policy statements and benefits summary plan descriptions, etc.), the definitive administrative documents will prevail.

A written document cannot anticipate every situation or answer every question about employment. Please speak with the Principal or Pastor to clarify information or answer any questions.

In addition, this handbook is to outline the basic directions necessary to ensure good organization and order within our school community. Each member of our community must work towards accomplishing the important task of forming our students into mature, responsible Christians.

Admission to the School

Admission Requirements

Admission to all grades is based on available space, academic records, and screening results. The school reserves the right not to accept a child if the child's needs cannot be served. Parent/Guardian and student(s) must tour our building prior to enrollment.

Students entering during the school year must spend a day visiting with future classmates. New students will be accepted on a probationary basis pending evaluation by the classroom teacher and Principal.

Preschool (K1) children must be 2.9 years old by September 1st of the current school year.

Kindergarten (K2) children must be five years old by September 1st of the current school year.

Grades 1-8 children are required to present a report card recording promotion to the next grade level.

To be fully registered in Saint Theresa of the Child Jesus School, all financial paperwork and forms listed on the school Student Record Check List must be submitted to the school office or online via the FACTS enrollment portal.

Non-Discriminatory Policy as to Students

Saint Theresa of the Child Jesus School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Diversity and Difference Policy

Saint Theresa of the Child Jesus School is a place "Where Everyone is Family." It is our moral responsibility to provide a school climate fostering mutual respect, social awareness, and acceptance of race, religion, gender, cultural diversity and excellence.

Respect for Clergy

Students stand and greet the Pastor, all clergy, and all religious accompanied by office personnel.

School Board

Saint Theresa of the Child Jesus School operates under a Board of specified jurisdiction that oversees the enrollment, fundraising, facility and finances of the school.

Fundraising

In order for Catholic schools to survive, it takes much dedication and sacrifice on the part of all families. The cooperation and commitment of everyone is needed to help in fundraising. Your support of other fundraisers during the school year is appreciated.

Tuition Policy

Families are financially responsible for tuition and ASP payments. If families are unable to meet their obligations, a meeting with the principal may be arranged. In extreme circumstances, the family may be asked to leave the school or the child may not be allowed to attend class until an updated payment plan is completed.

Tuition Payment Plans

Tuition costs are set yearly. Tuition payment is through FACTS Tuition Management Program where the tuition is electronically deducted from a checking or savings account. Tuition is due the 5th or 20th of the month beginning in June. Tuition payment options are:

1. One payment in full at the time of registration
2. Two payments - June and January
3. Three payments - in June, October, and January
4. Ten payments – June through April

Any family having difficulty meeting tuition payments must speak to the school office personnel and Principal.

*Please note: Expulsion from St. Theresa's does not release your family from the obligation to make tuition payments for the expelled child.

Registration Fee

Each family is obligated to pay a non-refundable registration fee. This fee holds a child's spot in the class until the start of the school year or unless otherwise communicated by the family or school.

FACTS Enrollment Fee and/or Grant and Aid Fee

Families are responsible for paying the annual FACTS tuition payment fee and/or FACTS Grant and Aid fee.

Graduation Fee

Graduating students (8th Grade) must pay a $300 fee***. Payments will be directly withdrawn from your FACTS account on February 1st.***

Returned Check Fees

When a check payable to Saint Theresa of the Child Jesus School is returned for any reason, (i.e., insufficient funds), the payee is responsible for any bank fee. Replacement funds and bank fee must be paid by a money order, bank check or cash.

When a FACTS tuition payment is returned for any reason, FACTS will re-attempt payment up to two (2) times on the next available date. For each returned payment, FACTS will assess a fee to the responsible party and it will automatically be deducted from the responsible party's bank account. After three attempts, the responsible party is to pay the tuition directly to Saint Theresa of the Child Jesus School in the form of a money order or bank check. Any assessed fees are payable to FACTS.

Delinquent Accounts

If a tuition and/or afterschool program account is delinquent for more than 60 days, a student may be refused admittance to class or afterschool until the account is made current or a new payment plan is coordinated with the school office personnel and Principal. Graduating students' accounts must be paid in full by April 30th.

Tuition Refund

The tuition refund policy is as follows:

1. If a student with FACTS tuition *monthly* payments withdraws between the end of school and September 1, the June, July, and August tuition payments will be deducted from the responsible party's bank account.

2. If a student with FACTs tuition *non-monthly* payment plans withdraws between the end of school and September 1, 75% of the June payment will be deducted from the responsible party's bank account.

3. If a student withdraws after September 1, any tuition paid will not be refunded, including the payment due the month of withdrawal.

Financial Aid

Families with students in Grades K2 (Kindergarten/ 5 years old) through Eight (8) are eligible to apply for financial aid through FACTS Grant and Aid. Families are responsible for the FACTS Grant and Aid application fee. Pre-kindergarten (K1 – 3 and 4 years old) students are not eligible for financial aid.

If you apply and qualify for financial aid, you will be notified of the award amount before the first tuition payment. Tuition payment plans will reflect the adjusted tuition rate.

Student Safety

Conduct

Good conduct and behavior, as befitting a Catholic School Student, is expected of all students:

- Responsible, orderly, courteous conduct is expected at all times.
- Students are to show respect to all: teachers, classmates, adults and any and all persons connected to the school. This respect is also expected to be carried over into their family and community life. They must act as good Christians at all times, including en route to and from school.
- School rules are to be obeyed and followed.

- Students participating in school sponsored extracurricular activities must meet disciplinary standards.
- No student can or will be allowed to interfere with the rights of other students.
- It is the student's responsibility to know and obey the school rules and to recognize the need and importance of such rules and to understand the need for action when the rules are not adhered to. We ask that they take pride in themselves and the school; be courteous at all times; understand and live good sportsmanship.

CORI Checks

Each member of the faculty, staff, and volunteers must complete and file a Criminal Offender Record Information (CORI) check form every academic year. All adults who volunteer in our classrooms; chaperone field trips, and any other activity that directly involves the children must complete a CORI form.

Parking Procedures

Due to modifications made to Summer Street and for the safety of the children, it is requested that you park your car in our school or church parking lot, or on Belmont or Spring Streets and walk with your child to the school. ***Please do not pull up in front of the school to drop your children off.***

School Visitors

The safety of our students is of the utmost importance. Students are not allowed to open the doors. Video cameras are located in the school to record visitors and hallway activity. All visitors must enter the main entrance and immediately check in with the school office.

Accidents

All accidents - within the school building, on the school property, and en route to or from school and home – must be reported to the supervising teacher and, when appropriate, to the office.

Outdoor recess

Being a student in New England is a special experience—one that children often remember for a lifetime!

Research highlights many benefits of outdoor recess, including stress reduction, increased attention, improved learning outcomes, and important physical health benefits. Whenever possible, and as long as conditions are safe, our goal is to have students spend time outdoors each day.

Unless it is raining or snowing heavily, students will go outside for recess. We carefully monitor weather conditions, including wind chill, and always

prioritize student safety. As a general rule, please dress your child with the expectation that they will be outdoors at least once during the school day. Labeling clothing with your child's first and last name helps us return lost items.

Following **National Weather Service recommendations**, recess will be held according to the guidelines below (School Discretion: The administration decides if wind chill makes outdoor time unsafe.):

Temperatures (including Wind Chill)	**Preschool recess**	**Kindergarten recess**	**Elementary and Middle school recess**
Above 32°F	Outside	Outside	Oustide
Between 32°F and 20°F	Inside	Oustide Appropriate clothes requirred	Oustide Appropriate clothes requirred

Required winter clothing when outdoors: gloves, hats, warm winter jackets, and—when there is snow on the ground—snow boots and snow pants.

Please note:

- Students without snow pants and boots will not be allowed to play in the snow.
- Students without boots will still go outside but must remain on the plowed yard.

If your family has difficulty obtaining winter clothing, please do not hesitate to reach out. We are happy to help.

Bullying Policy

Bullying is the use of power by one or more individuals over another to intentionally cause harm. There are many ways that bullying can manifest itself in wrongful conduct at school. Bullying is often discerned by a pattern of wrongful conduct but one single incident can rise to the definition of bullying.

The definition includes but is not exclusive to:

- Physical
- Verbal
- Psychological

Bullying is prohibited. Saint Theresa of the Child Jesus School shall not tolerate any bullying on school grounds or any school activity/community program, on or off campus. A bullying reporting form is included in the back of this handbook and in the Bullying Prevention Policy.

It is the responsibility of the Faculty and Principal to make clear to students and staff that bullying or harassment in the school building, on school grounds, school sanctioned transportation, or at school sponsored functions will not be tolerated. In order to promote a safe environment, a first avenue will be education prevention and intervention as mediation for all staff and students about the effects of bullying. Prevention and mediation will be our first avenue when faced with bullying. If situations warrant it, disciplinary action up to and including suspension and expulsion may be appropriate.

Dress Code

Students must be dressed in neat, clean uniform at all times, ***including during field trips.***
Gym uniforms are required for all grades on gym days and *some* field trips.
The school and gym uniform must be purchased at the school-approved vendor: Collegiate House.
Permission will be given to wear regular clothes on birthday date, and when students earn a "tag day" for good behavior. In this case cloths must respect a sense of disney (not mini jupe or mini shorts, not big décolleté)
Permission must be given by the school office ***before*** sending your child to school if there is an extraordinary circumstance where the student must wear clothing other than our regulation uniform. Otherwise a parent/guardian or emergency contact person must bring the appropriate uniform for their child to the school.

Please note K1 uniform rules apply to students in any of the preschool rooms.

Gym Uniform

All Grades: Saint Theresa t-shirt and/or sweatshirt. The t-shirt must be worn under the sweatshirt. Navy blue sweatpants or ***long*** navy-blue shorts for hot days. Gym sweatpants/shorts must be *plain navy blue* without any kind of striping, lettering, or pictures. No leggings.

Shoes

Grades K1 & K2: ***Sneakers or leather shoes.*** No open toe shoes, flip-flops, sandals, slippers, Ugg boots, rollerblade (Heelys) shoes, or high heels.When

outer boots are worn because of inclement weather, sneakers must be provided for school hours.

Grades 1-8: ***Navy blue, dark brown, or black dress shoes with non-skid soles*** *or All* **black sneakers (no other colors or markings) may be worn.** No open toe shoes, flip-flops, sandals, slippers, Ugg boots, rollerblade (Heelys) shoes, or high heels. When outer boots are worn because of inclement weather, dress shoes must be provided for school hours.

Boys

Grade K1 & K2: Saint Theresa t-shirt/sweatshirt. Navy sweatpants or long navy-blue shorts for hot days. Navy blue cardigan sweaters are optional

Grades 1-8: Navy blue dress pants purchased from Collegiate House with black, brown, or blue belt and monogrammed blue polo shirt. Shirts are required to be tucked into pants. Any sweatshirt must be navy blue with no markings. Navy blue cardigan sweaters are optional. Excessively baggy or tight pants are not allowed. Hoodies are allowed only on gym day.

Girls

Grade K1 & K2: Saint Theresa t-shirt/sweatshirt. Navy sweatpants or long navy-blue shorts for hot days. Navy blue cardigan sweaters are optional. **Skirts are not allowed.**

Grades 1-3: Uniform jumper dress (**blue slacks with plaid vest during cold weather only**), white (***Peter Pan collar***) dress blouse and navy-blue knee socks or tights. Blouses are required to be tucked into pants. Navy blue cardigan sweaters are optional. Plaid skirts, white polo/over shirts are not allowed.

Grades 4-8: White uniform shirt, monogrammed white monogrammed polo shirt **(blue slacks may be worn)**, navy blue knee socks, navy blue tights/pantyhose or beige colored pantyhose. Girls polo shirts may be tucked in or left out of skirts/pants. Navy blue cardigan sweaters are optional. Plaid uniforms and short skirts are not allowed. Hoodies are allowed only on gym day. No leggings even for sport, except if there is also a skirt.

No accessories added to the uniform.

Miscellaneous

- Cold weather clothing should be removed when in class - this includes hats, gloves, and boots.
- Girls may wear earrings on ear lobes only. All earrings are not to be larger than one inch. For safety reasons, dangling or large hoop earrings are not allowed.
- Boys may wear small stud earrings on ear lobes only.
- Makeup is not allowed.
- Only clear or light-colored nail polish is allowed. The color should be the same on every finger. Nail polish should not be brought to school.

- Haircuts are to be conservative. The Principal will have final say as to what is and what is not an appropriate hairstyle. Boys with long hair must tie back their hair unless it stays back on its own.
- Students are not allowed to accessorize the school uniform or wear hats/do-rags, bandanas, long necklaces (over 20") etc. in the building.
- Jewelry should be minimal and not flashy. Excessive jewelry, wrist bands, etc. may be sent home.
- All school clothing must be labeled with your child's name.
- Apple watches and other smart watches are not allowed.

Tag Day (Free Dress)

Our uniform represents a dress code that is designed to teach our scholars to dress well and present a positive picture of themselves to the world. Free dress day gives an opportunity to choose an outfit to wear that is in keeping with those standards.

- Do not wear tight or low cut shirts, sweaters, skirts or pants. No ripped or torn clothing.
- Do not wear short skirts (no shorter than 2'' above the knee).
- Do not wear "muscle" shirts or blouses that show bare midriff, back or allow undergarments to show.
- Do not wear any clothing that denotes gang activity.
- Do not wear any shirts with inappropriate pictures or slogans, such as pictures or logos advocating drug and/or alcohol use
- Do not wear any baggy clothing. Pants must fit the waist of the student at all times and be hemmed to an appropriate length.
- Do not wear costumes or excessive accessories (hats should not be worn in the building)
- Wear appropriate shoes for school. Shoes must be appropriate to ensure safety on the playground. No open toed shoes.
- Socks, tights, or stockings must ALWAYS be worn.

FREE DRESS PRIVILEGES

Scholars may wear free dress on their birthdays. When a birthday is on a weekend, scholars may have free dress on either Friday or Monday, as long as it is not a Church day. Scholars with birthdays during June and July may have free dress on the second to last day of school.

Any student who abuses a free dress privilege will lose the privilege the next two times that it is offered to the scholars.

TAG DAY PAYMENTS

Tag Days will be posted on the school calendar with the amount owed to participate. There will be a fee to pay (usually $5). There may also be a theme

with the dress down and students are encouraged to participate with the clothing theme, if possible.

Lost and Found

Parents are asked to mark children's clothing and equipment with first and last name in the event something is lost. It is suggested that students do not bring valuables or large sums of money to school. The school cannot be responsible for lost items. Found items will be turned in to the office for safekeeping. They will be held for a sufficient length of time for the owners to claim them.

Telephone Calls

In an emergency, parents may request the delivery of a message to a child. Children are not allowed to use personal cell phones/smart watch on school property at any given time. Children are allowed to use the school telephone with permission from the teacher or Principal. Parents, who phone the school office to pick up their child/children prior to dismissal, are requested to phone before 2:00 P.M. Otherwise students may dismiss at 3:00 P.M. with their class.

Fire Drills

Law and student safety require periodic fire drills. Children are instructed on what to do and how to act during drills. Fire drill routes are posted in the classrooms. Saint Theresa of the Child Jesus School has an approved Crisis Management Plan in place.

Emergency Information

It is vitally important in times of emergency at the school to have the necessary information about a child. Therefore, we ask that you completely fill out and return to the school the Emergency Information Form and that you keep it up-to-date. If you have any changes to the form such as: change of address, emergency contact names and/or telephone numbers, change in physician, medical information, etc. please inform the office as soon as possible.

Each year, the Emergency Information Form is sent home on the first day of school. Please complete one form for each child and return immediately.

Health records which include information related to physical and dental care, as well as immunization status and the results of screenings completed in school are maintained for each child. Students may not be allowed to attend school if their physical and/or immunizations are not current.

Facts-SIS is our electronic communication system (telephone, text, and email) for school communications. The parent is responsible for keeping contact information up to date for this system. The parent is responsible for making sure that they receive all teacher communications. This includes Facts notifications, class website notifications, class newsletters/notes, and behavior apps (i.e., Class Dojo).

Injury or Illness

Injury or illness care is provided by the nurse when he or she is in the school. Injury care is limited to first aid administered by a staff member. Children who need care beyond first aid are taken by their parents to a physician/hospital. In an emergency, a student is taken by ambulance to the hospital accompanied by the principal or designated staff member. Children who contract a communicable disease are excluded from school until the condition has cleared and will be readmitted upon receipt of a doctor's certificate.

- Confidentiality is maintained regarding all individuals' records.
- Parents are asked to monitor their child/ren's health daily and to keep children home if manifesting any symptoms of illness.
- If a student needs to be sent home due to illness, please assist us by coming as soon as possible.

The following guidelines are provided for all children falling ill. Additional information can be found in our Health Care Policy Plan or by contacting the school nurse. The final determination on whether a child should be sent home will be made by the Principal in consultation with the school nurse.

Illness or Infection	**May Return to School**
Diarrhea (More than child's normal number of stools, increased stool water, or decreased form)	24 hours after last loose stool
Excessive or Frequent (3 or more times within a 12 hour span) Vomiting	24 hours after last episode
Fever of/or over 100.5	24 hours after fever free with no fever reducing product given during that time (Tylenol,advil,etc...)
Head lice	24 hours after treatment No nits or lice are present

Students with Asthma or Life-Threatening Allergies

Please notify us if your child has asthma or a life-threatening allergy. We will work with you, your child's doctor, and school staff as necessary to ensure that your child remains safe in school.

If your child's doctor has prescribed an EpiPen or an inhaler, please print a copy of the form titled "Health Provider Medication Order and Parental Consent" form. This form should be filled out by a parent/guardian as well as the doctor who has prescribed the medication. The form can also be picked up in the health room or faxed to you by request.

If your child has asthma, please print a copy of the form titled "Asthma Action Plan for Health Care Providers". This form should be filled out by your child's doctor and returned to the school nurse.

Medication

There are times when a child must have a special medication. Only qualified persons are allowed to give this medication and it must be kept by the nurse or principal. Under no circumstances can a child keep medication in a classroom or self-administer it. Consent forms must be completed and signed by a parent/guardian and physician for medication to be administered. Also, the parent/guardian, not the child, must deliver the medication in a proper prescription bottle. The following information must be listed on the bottle:

- Physician's name and telephone number
- Student's name
- Name of medication
- Dosage amount
- Time it is be administered
- Length of time medication must be taken.

A maximum 30-day supply only can be kept at school. A letter for change of dosage or medicine must come from the physician.

The school should be informed when a student is taking medication. Faculty is not permitted to administer medication under any circumstances. Extraordinary medical circumstances must be called to the attention of the principal.

Parents will be notified of any observations by faculty which may be of a physical nature and considered worthy of note for the well-being of the student. This includes mental and emotional observations as well as physical.

Drug Policy

If the student is found in the possession of drugs, whether it is in the act of using, passing, or selling, he/she may be subject to the following regulations:

1. The teacher will refer the student to the Principal.

2. Upon referral to the Principal, the Principal may phone the Police, Parents and Pastor concerning this illegal act and one of the following alternatives will be followed:
    a. If the student wants help and the Principal feels he/she is unable to help, the student will be referred to a drug counseling agency. The student may be subject to arrest if police deems necessary.
    b. If the student does not want help, he/she will be expelled.

After School Care Program (ASP)

St. Theresa offers after school care most days after school. A calendar will be sent home to indicate days that ASP is not open. Fifteen minutes after dismissal, students are sent to After School Care.

St. Theresa School requires an After School Care agreement with participating parents

· Archdiocesan student insurance covers scholars during the time of the program

· Our program, under the auspices of St. Theresa, may only serve those scholars presently enrolled in the formal school program

· St. Theresa School requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures

· St. Theresa School may arrange with independent contractors or entities to provide extended school day programs.

· St. Theresa School teachers generously offer their time and energy to provide this needed service for you. As such, we ask that you respect these teachers by picking your child up no later than 6 PM. Teachers are each to be compensated $1/minute that you are late. If there is a pattern of late arrival (more than three times throughout the school year), then your child may no longer be able to go to ASP.

· Families are expected to pay or set up a payment plan *in advance* for any after school care their child/ren may need. The pricing *per student* is as follows:

- Full Year (166 days) 5 Days per week- $4,400 - (10 x 440)
- Full Year (3 days per week: M,W,F, includes extended Wednesdays): $2650 (10 x 265)
- Full Year (2 days per week: Tu, Th) $1750 (10 x 175)
- Extra drop-in (regular day, 3 hours) - $33
- Extra drop-in (extended Wednesday, 6 hours) $60

Before-School Care

St. Theresa offers Before school care from 7:00-7:50am. The fees are as follows:

- Full Year (5 days/ week, daily rate $5 per child) $830
- Full year (3 days/week) $498
- Full year (2 days/week) $332
- Extra drop-in $8

Non-Custodial Parents

Unless there is a court order to the contrary, non-custodial parents have a right to receive information of their child's behavior, achievement, etc., upon written request. Copies of report cards, school notices, miscellaneous mailings and conferences are available to the non-custodial parent.

Permission Slips

Parents are required to sign permission slips for the following:

1. Field trips
2. Walking trips for the year
3. Title I Program
4. Use of school computers/equipment
5. Permission for online video conferencing

"No School" Announcements (Snow days and inclement weather procedures)

Alerts and Communication

There will always be two ways for us to communicate school closures or delays:

- **Channel 5 and Channel 7:** Please check for **either** "Somerville Public Schools" **or** "St Theresa of the Child Jesus School."
  If **either one** appears in the announcements, our school will be closed as indicated.
- **Cell phone alert:** There will be a **TEST alert in the fall**. If no one in your household receives it, please send us an email so we can update your contact information. Thank you!

We will always do our best to notify you as early as possible, ideally before **8:00 PM for the following day**.

Whenever possible, we will prioritize **full day closures or delayed openings** rather than early dismissals, in order to avoid complications for families.

Unauthorized Use of School Name

No student, parent, or guardian may utilize the school's name or identifying logo without the express prior written permission of the school Principal.

Student Learning

Parent/Guardian Responsibilities

A parent/guardian must show respect for administrators, staff and teachers. Physical and/or verbal assault will not be tolerated. A parent/guardian who violates this policy will result in the immediate expulsion of their child/children from school.

Parents should be involved in a parent-school partnership, working together for the best interests of the children. They should attend conferences with teachers at prearranged times as well as when requesting or being requested to meet if a child is having any problem or not working up to potential. They should set a homework time and space at home and see that the child uses it properly. They must work with the school regarding safety procedures and good citizenship. They must realize that they are each child's most important teachers by giving love and setting a good example. Parents/Guardians may not enter the classroom without a previously scheduled appointment.

Calendar

The school calendar is a Google calendar posted on the school website. You can find this by hovering over the Student Life tab, then by clicking calendar. You may be prompted to enter the case-sensitive password of October1 to access the calendar.

Conferences

Parent conferences with teachers are encouraged. An appointment may be requested by either teacher or parent. If you have a question or problem, please don't wait. Conferences will be arranged as soon as possible, but not during school teaching hours. Two days will be set aside for parent-teacher conferences at the end of the first and second trimesters. Students should attend with their families.

Curriculum

Saint Theresa of the Child Jesus School enhances its curriculum programs to meet the special and individual needs of members of its student body. Multiple and varied teaching techniques are used at all grade levels. Curriculum will be presented at request and reviewed at Back to School Night. All textbooks and materials follow the guidelines of the Archdiocese of Boston.

Text Books

Children must have book covers to protect books. Books damaged through carelessness must be paid for and replaced by the student. Books (except workbooks) should never be written in or marked. Books that go home must be covered.

Computers/Chromebooks
Children should treat with care the chromebooks provided to them by the school. Chromebooks damaged through carelessness must be paid for and replaced by the student. Chromebooks should never be written in or marked.

Attendance

Attendance at school is more than a privilege, it is required by law. The school calendar indicates the days school will not be in session.

Absence

To help us maintain accurate attendance records and ensure your child's safety, please:

- Please notify the school office by telephone on the first day of absence between 7:45 a.m. and 8:30 a.m at 617-666-9116
- Outside of office hours, an answering machine will accept your message in the evening and when the telephone is unmanned.
- OR Send one email to Ms. Marlene Barros at marlenebarros@sttheresaschoolsomerville.com, copying the school nurse and your child's teacher.

After four consecutive days of absence due to illness or medical appointments, a doctor's note is required for the absence to be considered excused.

Children must make up any missing work.

When there is a valid reason, absences and tardiness may be marked as excused. Habitual absence will be treated as a serious scholastic problem (cf below).

If a student is unable to attend school due to medical/psychiatric illness and requires tutoring, the parents/guardians are responsible for any tutoring fees.

Morning Drop Off
The school building opens at 7:00 am with supervision for children in the library (Before School). At 7:50 am, students proceed to their homerooms for the start of the day. Also, beginning at 7:50 am, the front entrance is opened for all students to enter the school. Students entering after 8:00am must enter through the office door, will need to be signed in by a parent/guardian, and will be marked tardy.

Dismissal
Dismissal is staggered. Classes will come outside for dismissal.

- Grades 1-8 in front of the school building along Summer St.
- K1-K2 will dismiss through the playground/Kindergarten doors (on the side). Standard school dismissal begins at 3pm.
- On half days, dismissal begins at 12pm.

If a parent is late, a phone call should be made to the office. Students not picked up in a timely manner after dismissal will be enrolled in our After-School Program (ASP) and and will be charged the drop-in fees. If payment is not made *and/or* parent tardiness becomes a habit (three times or more per trimester), the school will need to consider contacting authorities.

Other dismissals:

- **ASP**: Dismissal from ASP takes place from the playground/Kindergarten doors. ASP ends at 6pm sharply. Please refer to the section on ASP for more details.
- **Clubs:** Students are dismissed at **the front door at 4:15 PM.**
- **Tutoring:** Students are dismissed at **the front door at 4:15 PM.**

Early Dismissal

A parental/guardian must contact the office prior or on the day of dismissal. Children being dismissed early must be picked up by calling the office and the child will be brought to the parent or an adult listed on the student's emergency form and must be authorized to represent the parent. The student must be signed out before leaving the building.

Walkers

Parents must file a "Permission to Walk Home" form, no later than the second week of school. Otherwise, the child will not be permitted to leave campus until the note is on file. If your child is walking home directly, children cannot loiter in front of the school or near school premises. Once the student is off campus, the parents take full responsibility for the safe arrival of their child.

Tardiness and unexcused Absences

It is the responsibility of the parent/guardian to ensure that the child arrives at school by 8:00 a.m. Our goal is to help students develop good habits — meeting deadlines, respecting expectations — which are important life skills for their future. We also do not want them to miss valuable instructional time or our special beginning of the day together with morning prayer. Tardiness and unexcused absences disrupt this common goal.

Grades K–8

- Doors open at 7:50 a.m. and close at 8:00 a.m.
- A child is considered tardy if he/she is not in school by 8:05 a.m., when morning prayer begins.
- **Consequences:**
  - 3 tardies in a trimester → a warning note will be issued.

- 4th tardy → student will serve detention.
- 5th tardy in the same trimester → parents will be contacted and an action plan enforced. Possible consequences include loss of field trip privileges.

Frequent Absences/Tardiness

At the end of the year, frequent or prolonged unexcused absences or tardiness (10% of school days, or more than 6 days per trimester) may result in a report to the Somerville Public Schools system who tracks absenteeism, and/or the revocation of scholarship/financial aid and/or the student being retained in their current grade.

Preschool

- Side doors open at 7:50 a.m. and close at 8:00 a.m.
- Grace period until 8:15 a.m (entrance through the front door)
- At 8:15 a.m., preschool teachers begin their morning prayer.

Truancy

Truancy is a serious matter. Parents/guardians will be notified and asked to attend a meeting with the Principal to determine the reasons and to correct the behavior.

Releasing Students for Vacation

Parents are discouraged from making requests to take their children out of school for a family vacation outside of the regular school vacation times.

If a parent informs the school of such a request, the principal and the teachers, after discussing the student's progress and academic standing, should advise the parents of the potential effect the loss of class time may have on the student's academic standing.

It is not the responsibility of the school to provide additional teaching or tutoring to the student. The student should be held responsible for all previously announced deadlines for such things as projects, reports, etc. The final decision is the responsibility of the parents.

Detention

Students whose work or conduct is not satisfactory may be required to stay after school for detention. All parents will be notified or given advance notice by their child when their child has been assigned detention. Detention takes place after regular school hours. Time for detention will be at the discretion of the teacher.

Detention is issued when a child is disorderly and for behavior which has **consistently violated** school regulations. Detention is a negative consequence that will, hopefully, help modify inappropriate conduct. During a detention, the teacher who sent the child to detention will give each child a suitable consequence of a reflective nature. The consequence will be according to the child's age and ability. **Detention is on Monday through Friday.**

Possible Reasons for Detention

1. Gum chewing
2. Lying
3. Showing disrespect
4. Defacing property
5. Name calling
6. Passing notes
7. Disrupting the class
8. Using improper verbal and/or written language and/or pictures
9. Incomplete assignments
10. Talking on the stairs, hall, or during a fire drill
11. Leaving class without a pass
12. Not wearing uniform on scheduled days
13. Not turning in cell phone
14. Stealing school or other's property
15. Grades 5-8 students - excessive tardiness
16. Violating usage of phone on school property

After several detentions, a student will be provided a Student Behavior Contract. Failure to comply with the contract will result in suspension or expulsion.

Suspension

Suspension is used only after the school personnel have made reasonable efforts to assist the student in adjusting to the social and academic requirements of the school environment. Suspension may be given for up to five (5) as five (5) days; it is for an offense of a serious nature. The following list are examples of behavior that could result in a school suspension, but should not be taken as exhaustive:

1. Defacing school or other's property
2. Use of foul or abusive language (written or spoken)
3. Disrespect or defiant attitude towards any faculty or staff member
4. Violation and/or theft of faculty/staff/other's property
5. Stealing or plagiarism
6. Fighting in school or on school grounds
7. Any form of bullying, which includes sexual harassment.
8. Bringing a weapon (e.g. knife or gun) to school

The student must make up all missing work during their suspension. The suspension may take place in or outside of school and may become a part of the student's permanent record.

Expulsion

Expulsion is used after Detention, Suspension, and finally a Student Behavior Contract is violated. The Principal in consultation with the Pastor will expel a student if the Student Behavior Contract is violated.

The principal reserves the right to expel a student immediately if the situation is extremely dangerous and/or illegal (e.g. bringing drugs to school, a weapon, alcohol, etc.). Such a decision will be made in consultation with the Pastor and other authorities (e.g. the Catholic Schools Office at the Archdiocese, the Police, etc.).

Contraband

The following items are not allowed in the classroom without prior permission and will be confiscated and returned to the parent:

1. No Electronics i.e. watches/games/smart watches MP3/iPods/iPads
2. Nose ring/inappropriate body piercing
3. Bicycles/scooters
4. Cell Phones
5. No sport equipment or toys
6. Collectable memorabilia or expensive items
7. Heelys (rollerblade shoes)
8. Beyblades
9. Booster seats
10. Pokemon cards

Report Cards

Report Cards are issued three times a year. These reports will advise on a child's mastery of curriculum, conduct and effort. Distribution of report cards is published on the monthly calendar. A short parent-teacher conference will be held after the first period, then at teacher or parents's request. Longer and private conferences may be requested and will be scheduled if needed.

Progress Reports will be sent home - three times a year - halfway through each reporting period. Teachers may also send home notices when necessary and may request a meeting to help a child.

Please note:
Parents in grades 1-8 can access their students' grades anytime through the Facts Family Portal. When you are logged into the portal, click student then grades and any grades that have been entered into the Facts gradebook will be available.

Promotion and Retention

Children will not be promoted from grade to grade solely because they have been present in a class for the year but rather because of their academic performance and progress during the year. The possibility of non-promotion will be communicated to the parents by the classroom teacher by March 31st via a conference.

Because of health problems, irregular attendance, low achievement, etc., a child may be retained at a given grade level.

Schoolwork from a legitimate absence may be made up. Work not made up in the required time will be graded as a failure.

Summer School

If a student is deficient or failing in a major subject area, he/she may be required to attend summer school. Marks from most summer school programs will be honored. It is the responsibility of the parent to complete arrangements for summer school.

Classroom Quizzes/Tests

All regular daily and classroom quizzes/tests with a grade of 70 or lower must be signed by the parent and returned to the teacher within two days.

NWEA MAP Testing

Standardized testing is one of the important tools used to evaluate pupils' progress and academic achievement. The purpose of testing is also to measure the educational status of the school and assist teachers.

The NWEA Measures of Academic Progress (MAP) testing is administered three times a year- September, January and April/May - for grades K through Eight. Test results are made available to the parents upon request and with the report card.

Homework

Homework is assigned on a regular basis. Children in grades 2-8 should use their homework assignment notebooks. Teachers may request that the parent/guardian read and sign the notebook daily so you know what is expected of your child/children. Students must pay to replace the assignment notebook if lost. Homework may also be posted on Google Classroom for Grades 4-8.

Homework assignments serve a number of purposes as well as being an important reinforcement to classroom lessons. They help each student:

- become self-reliant
- learn to work independently
- improve skills taught in school
- complete certain projects which require individual and creative effort
- strengthen basic skills
- foster worthwhile use of leisure time
- develop good life habits

Homework is assigned regularly and at all grade levels. Homework is an extension of each child's learning process. Parents should work with the teacher in promoting positive attitudes. They should provide a definite time

and a place for study. Parents should check the student's assignments

- before the child starts – Make sure the child understands what to do and what is expected.
- when the assignment is completed – Make sure the assignment is fully complete, neat, and accurate.

Homework not completed because of absence must be made up as soon as possible. Failure to make up missed assignments will contribute to lesser learning and poorer grades. Homework is counted towards a student's grade.

All materials such as pen, pencils, paper, crayons, markers, etc. must be supplied by the parent/guardian.

Time spent on homework differs with each child because of individual differences. However, do not make the child work extra-long until it becomes unbearable to the child. If a child has trouble completing the assignment in the allotted time, discuss it with the teacher.

Please offer moral encouragement and accept your child's best effort. If your child frequently claims no homework, check with the teacher.

General guidelines for home are:

- Kindergarten & below Children develop a love of reading from being read to by parents. Homework will be given in the second quarter.
- Grade 1 10 to 20 minutes
- Grades 2 & 3 30 to 40 minutes
- Grade 4 35 to 45 minutes
- Grades 5 & 6 50 minutes to 1 ½ hours
- Grades 7 & 8 1 hour to 2 ½ hours

Birthday Parties

If it is your child's birthday, the student may come in free dress (please see the dress code guidelines). Classroom arrangements - such as a parent or guardian coming in to read a special book - may be made directly with the teacher.

Cell Phones and Other Electronic Devices

Cell phones, ear pods, smart watches, Nintendo switches, et cetera are not permitted in class and at some school activities. The Principal may do bag checks if unauthorized devices are coming to school. Any student caught violating this policy will have their cell phone / electronic device confiscated. Cell phones, ear pods, Nintendo switches, etc. confiscated as a result of a first violation will be returned to a parent. Future confiscations will result in a longer period prior to return.

The school Computer Use and Internet Policy applies to all school and personal electronic devices authorized for use within the school.

The school is not responsible for unauthorized use or loss of a cell phone/electronic device brought to the school or school activity/event. Students are allowed to use the school telephone with permission from the teacher or school administration.

Delivery of Articles

Any lunches, clothing, books, forgotten assignments, etc. brought to the school ***must be delivered to the Office, not the classroom.*** The office staff will see that the child receives delivery without classroom disruption. All lunches must be bagged.

Grievance

If a parent/guardian wishes an explanation of a classroom procedure or decision, the following procedure should be followed:

1. The parent first speaks to the teacher.
2. If this is ineffective, the parent notifies the Principal.
3. A parent, teacher, principal meeting will be held.
4. The pastor and/or principal meet with the teacher and parent.

Title One

The City of Somerville provides Saint Theresa School with a remedial program through federal funds. Parents may request an Evaluation of their child through the school system in which they reside if they feel it necessary. If you feel a need for this, please discuss your concern with the Principal who will assist you in obtaining an evaluation.

Lunch

Parents may provide lunch/snack dailyy or parents may order lunch for their child through Lunchbox Caterers. The school will send out a menu for the following month, and parents can place their orders. After the month is done, a charge will be placed on your FACTS account for the lunches ordered and delivered. If your child does not bring a lunch you will be charged for that day. Students eat lunch and snacks in a supervised classroom. Polite conversation and good table manners are expected. Because this is a classroom, children must be extra careful to be neat and to dispose of their wrappers, etc., in the proper wastebaskets. Food is not to be taken to other areas. Students should bring a mid-morning nutritional snack to school.

Student beverage options for
Grades K1-4: juice, water, milk or doctor recommended beverage. Soda is not allowed.

Grades 5-8: juice, water, milk or doctor recommended beverage in a clear plastic bottle. Soda is not allowed.

For classroom parties, all food purchases must be coordinated with the classroom teacher to ensure that allergies and proper amounts are adequately covered. Juice and water should be the only provided beverages for students

.

Acceptable Computer Use and Internet Safety Policy

Saint Theresa of the Child Jesus School is pleased to make available to students access to interconnected computer systems within the school's Local Area Network and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for Saint Theresa of the Child Jesus School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Policy of Saint Theresa of the Child Jesus School and the Internet Service Provider that provides Internet access to Saint Theresa of the Child Jesus School. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. Saint Theresa of the Child Jesus School cannot provide access to any student who, if 18 years of age or older, fails to sign and submit the Policy to the School as directed or, if under the age 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed, will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each

year during which they are students in Saint Theresa of the Child Jesus School before they are given an access account.

Ill. ACCEPTABLE USES

A. Educational Purposes Only

Saint Theresa of the Child Jesus School is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Conditions and Rules for Proper and Ethical Use

Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the account must be in support of and consistent with the educational objectives of Saint Theresa of the Child Jesus School.

Privilege
The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these condition and rules, may result in the cancellation of this privilege.

RESPONSIBLE USER:
A responsible user of the Internet may keep an account as long as the user is a staff member or
student in Saint Theresa of the Child Jesus School.
A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (email) to other users only when corresponding on school projects.
- Use the Internet to explore other computer systems.

A responsible user:

- May NOT use the Internet for any illegal purpose.
- May NOT use Instant Messaging.
- May NOT sign onto social networks, i.e. Tik Tok, Facebook, Instagram, Twitter, or any form of social media.
- May NOT randomly search the Internet without a teacher's express consent.
- May NOT download images, files or music without a teacher's express consent.
- May NOT participate or generate hate mail. May NOT use the network to access obscene or pornographic material.
- May NOT use impolite or abusive language.
- May NOT violate the rules of common sense of etiquette.
- May NOT change computer files that do not belong to the user.
- May NOT receive copyrighted material without permission.

Note that system administrators have access to all user accounts, files, etc. including email.
By signing this agreement, you acknowledge that you:

- Understand the rules and regulations of Saint Theresa of the Child Jesus School Acceptable Use Policy.
- Realize that if the rules are violated your privileges will end.
- Understand there will be no second chances.

C. Unacceptable Uses of Network
Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "trojan horse" or "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

D. Netiquette
All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY
A. General Warning; Individual Responsibility of Parents and Users.
All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety.
In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you

are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities.
It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information.
Personally, identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restriction Measures.
Saint Theresa of the Child Jesus School either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY
Network and Internet access is provided as a tool for your education. Saint Theresa of the Child Jesus School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Saint Theresa of the Child Jesus School and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY
The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which Saint Theresa of the Child Jesus School may refuse to reinstate for the remainder of the student's enrollment in Saint Theresa of the Child Jesus School. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Saint Theresa of the Child Jesus School may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

Saint Theresa of the Child Jesus School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold Saint Theresa of the Child Jesus School the Internet Service Provider that provides the computer and Internet access opportunity to Saint Theresa of the Child Jesus School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the users use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside enter School's Name's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

St. Theresa School recognizes that technologies powered by artificial intelligence (AI) may have benefits to students and teachers that can facilitate learning. We believe it is our responsibility to foster an understanding of the ethical and appropriate use of AI tools in a classroom setting.

The following guidelines apply in all classes
:

- Students must obtain parental permission before creating an account to use AI tools.
- Students are not allowed to use AI to brainstorm or research answers on quizzes, tests, summative activities, or activities specified by their teacher or identified within their course.
- On some assignments, AI tools may be used in research or brainstorming. Teachers will direct their students when this is appropriate. All work submitted for a grade must be the students' own work.

If a student chooses to use an AI tool to brainstorm or research an assignment, they must cite the use of a tool and abide by the following:

❖ Recognize limitations to AI chatbot tools and validate any information gathered from these tools, using other resources to support claims or gather recent information.

❖ Cite AI-generated text that is included in final submissions of work. Both APA and MLA style guides include suggestions for citing AI-generated text.
❖ Provide a screenshot or copy of the AI-generated text, including the prompt, that was used as a resource.

● Students are encouraged to contact their teacher before submitting work if they have a question about the use of an AI tool to research or brainstorm for an assignment.

● St. Theresa will use AI detection tools to identify work that has a high likelihood of being generated by AI tools, including but not limited to Turnitin.com and Google Chrome AI Content Detector.
● Teachers will also use their professional judgment of student work and their knowledge of their students to identify work that is likely to be created using AI tools.
● Work submitted for a grade that has been generated by AI tools will be considered plagiarism and will be addressed according to the Academic Integrity Policy.

GoGuardian

To help keep your child safer and more focused online, we're glad to announce that St Theresa has adopted online services provided by GoGuardian in 2026.

St Theresa always had protection, firewalls and alerts in case students would have an inappropriate use of the internet. With GoGuardian, we want to shift from a reactive to proactive role when it comes to the students' online safety. Essentially, teachers are able to monitor all chromebooks and students activities live and retroactively. Also, GoGuardian blocks access to inappropriate content and can flag alarming activities to the staff. It is very important for students to understand that the use of @sttheresaschoolsommerville.com accounts, Chromebooks and/or Google Classroom accounts are only intended for school purposes, and are managed and secured by St. Theresa School.

When and how does GoGuardian operate?

GoGuardian's web-based services operate when a student is signed in to their school managed account while using a supported device (i.e., when students are logged into their St Theresa email address). St Theresa will be utilizing GoGuardian on CHROMEBOOKS and IPADS as furnished by the school. A school session indicator appears in the student's browser when GoGuardian is active to help students understand when GoGuardian is "on".

What are the school's responsibilities?

St Theresa School selected GoGuardian services to help our students stay safer and more focused online.

What are my parental/guardian and child's responsibilities?

We ask that students use their school-managed accounts and devices for educational purposes within the boundaries of St Theresa of the Child Jesus school and the Archdioce of Boston's policies.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and reinforce lessons of digital citizenship and safety with him or her.

How does GoGuardian help protect my child's privacy?

To help your child remain focused and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the 2020 Student Privacy Pledge, and has been awarded certifications by iKeepSafe for complying with both Family Education Rights and Privacy Act and California student privacy laws (which have served as a model for many other states' student privacy laws). For more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and GoGuardian's COPPA Notice and Disclosure Form.

We are here to answer any questions that you may have.

Talking About Touching – Second Step Safety

For Elementary School Children in Kindergarten through Grade Five

The Talking About Touching Safety Program teaches children rules to help keep them safe in potentially dangerous situations.

If you *do not* wish your child to participate in this program, please complete, sign and return the bottom portion within ten school days from the start of school. Grades 6-8 the program is mandatory

✂----------✂----------✂----------✂----------✂----------
---✂

Name of School: Saint Theresa of the Child Jesus, Somerville

To Whom It May Concern:

This letter is to confirm that I/we do not wish to have our child(ren) participate in the personal safety/abuse prevention education program "Talking About Touching", "Keeping Children Safe". We understand we will receive a resource package of materials about child abuse for use at home.

Sincerely,

Student #1 Name	Grade	Student #2 Name Grade
Student #3 Name	Grade	Student #4 Name Grade

Parent/Guardian Name Telephone Number

Parent/Guardian Signature Date

St. Theresa of the child Jesus School

Life Threatening Allergy/Anaphylaxis Health Care Plan

Child's Name _____ Grade _____

Allergy _____

Asthmatic ☐ Yes ☐ No

Date of Birth _____ Weight _____

Anaphylaxis is a life threatening, rapid, severe systemic reaction after exposure to allergens (usually due to ingestion, rarely touching or inhalation). Anaphylaxis usually occurs immediately (but can be delayed up to two hours), and can have a biphasic reaction two to four hours later.

Symptoms (usually one or more, rapid onset):

Mouth – itching; swelling of the lips, tongue, or mouth
Throat – itching, tightness or sense of throat closing, hoarseness, difficulty swallowing
Skin – hives, itchy rash, swelling of face or limbs, sweating
Abdomen – nausea, cramps, vomiting, diarrhea
Lung – shortness of breath, repetitive coughing, wheezing
Heart – fast, weak pulse; change in color (pallor or flushing), weakness, fainting
Other – feeling of apprehension

Action: if developing anaphylaxis (Note: when in doubt, it is better to give epinephrine and seek medical attention. Fatalities occur when epinephrine is needed and withheld.

1. **Give EpiPen** if available (22-45 lb. EpiPen Jr, >45lb. EpiPen)
2. Direct a responsible person to report to the nearest administrative office to **activate the emergency response system.**
3. **Call nurse** who will bring additional EpiPen, "Go Bag" and take responsibility for the student.
   Go Bag contents – student emergency card and health records pertaining to allergy.
4. **Administration will Call Parent/Guardian** phone number:_____

Parent/Guardian signature: _____Date _____

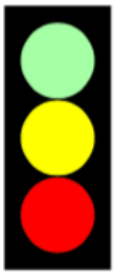
Physician's Signature:_____ Date _____

Additional Notes:

_____

Massachusetts Asthma Action Plan

Name:	Date:
Birth Date:	Medical Record #:
Doctor/Nurse Name:	Doctor/Nurse Phone #
Patient Goal:	
Important! Your triggers to avoid:	



The colors of a traffic light will help you use your asthma medicines.

Green means **Go Zone!**
Use preventive medicine.

Yellow means **Caution Zone!**
Add quick-relief medicine.

Red means **Danger Zone!**
Get help from a doctor.

Personal Best Peak Flow: _____

GO

You have *all* of these:
- Breathing is good
- No cough or wheeze
- Sleep through the night
- Can work and play

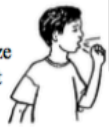
Peak flow from _____ to _____

Use these daily preventive anti-inflammatory medicines:

MEDICINE	HOW MUCH	HOW OFTEN/ WHEN

CAUTION

You have *any* of these:
- First signs of a cold
- Exposure to known trigger
- Cough
- Mild wheeze
- Tight Chest
- Coughing at night



Peak flow from _____ to _____

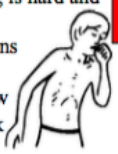
Continue with green zone medicine and add:

MEDICINE	HOW MUCH	HOW OFTEN/ WHEN

CALL YOUR PRIMARY CARE PROVIDER.

DANGER

Your asthma is getting worse fast:
- Medicine is not helping
- Breathing is hard and fast
- Nose opens wide
- Ribs show
- Can't talk well



Peak flow from _____ to _____

Take these medicines and call your provider now.

MEDICINE	HOW MUCH	HOW OFTEN/ WHEN

Get help from a provider now! Do not be afraid of causing a fuss. Your provider will want to see you right away. It's important! If you cannot contact your provider, go directly to the emergency room. DO NOT WAIT.
Make an appointment with your primary care provider within two days of an ER visit or hospitalization.

Doctor/NP/PA Signature:_____ Date:_____

I give permission to the school nurse, my child's doctor/NP/PA or _____ to share information about my child's asthma.
I give permission to share information about my child's asthma by e-mail or asthma registry Yes_____ No_____
Parent/Guardian Signature:_____ Date:_____

**** SEE SECOND PAGE FOR STUDENT MEDICATION ADMINISTRATION AUTHORIZATION****

ADAPTED FROM NIH PUBLICATION (7/20/01)

Consent for administration of medication in school:

I consent to have the school nurse or school personnel designated by the school nurse administer the medication as prescribed on the first page.
Parent/Guardian Signature_____ Date:_____

Health Provider Medication Order and Parental Consent

Name of Student DOB Grade

Address:

Name of Prescriber MD Phone Number

Medication Dosage: Time Given

Route of Administration PO Topical Inhalation SQ IM Gtts Other

Additional administration orders:

Date of Order Discontinuation Date:

1. Possible side effects/adverse reactions or contraindications:

none		Rash		Hyperactivity		Lethargy		Headache		Poor appetite	
Poor sleep		GI Symptoms		Tremor		Other					

2. Actions school nurse should take if side effect occurs:

Stop medication		Notify parent/guardian		Notify health provider immediately	
Seek immediate treatment		Other			

3. Other medication being taken by the student:

4. Date of next follow up visit scheduled: Recommended:

5. Other health concerns Allergies:

Signature of Licensed Prescriber Date

Parent/Guardian Authorization for Prescription

Parent/Guardian Name: (1) (2)

(1) Phone Number Home: Work Cell

(2) Phone Number Home: Work Cell

Other Person(s) to be notified in case of medication emergency:

Name Phone number:

I consent to have the school nurse or school personnel designated by the school nurse administer this medication:

Yes ☐ No: ☐

I give permission to the school nurse to share information relevant to the prescribed medication administration to other health care/school personnel as s/he determines appropriate for my child's health and safety.

Yes ☐ No: ☐

I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the order or by the last day of school.

Parent/Guardian Signature: Date:

SOMERVILLE SCHOOL HEALTH

Parent/Guardian Authorization for Over the Counter (OTC) Medication

Occasionally a student will develop symptoms during school hours such as fever, headache, muscle pain, menstrual cramps, allergies or minor cold symptoms. Your child's symptoms may be helped by over the counter medications such as those listed below. The nurse will assess whether your child might benefit from the medication but parental consent is needed before the medication can be given. Please fill in and return this permission form to the Health office if you agree to allow the nurse to administer over the counter medications without contacting you each time your child is seen and the medication is recommended. This permission is valid for the school year.

Student Name _____

Date of Birth_____ Grade _____Weight_____

Allergies to food or medicine: _____No _____Yes, please list:

_____

_____

I give permission for the school nurse/staff to administer the following OTC medication to my child without contacting me at the time of administration. Please check all that apply.

	Yes			No
Acetaminophen (ex. Tylenol)	☐	Dosage:	_____	☐
Ibuprofen (ex. Motrin)	☐	Dosage:	_____	☐
Antihistamine (ex. Benadryl)	☐	Dosage:	_____	☐
Pseudoephedrine (ex. Sudafed)	☐	Dosage:	_____	☐

Other (to be supplied by the parent):

_____

Parent/Guardian Signature:_____Date _____

Daytime
Phone:_____OtherContact:_____Phone:_____

Parent-Student Agreement Signature Form-Please Sign and Return- 2026-2027

1. PARENT- STUDENT HANDBOOK: **Parent Initials_____**

We, the undersigned, affirm and state that we have read, or have had read to us (ex. younger children will have them explained to them by parent or guardian), understand, and agree to abide by the Policies set forth in this Saint Theresa of the Child Jesus School *Parent - Student Handbook.*

We sign that we have not only read these policies in their entirety and understand them fully, but that we will abide by them, and that we recognize the necessity and right of our school to determine and establish these rules and policies and to provide for their enforcement.

2. POLICY AGREEMENT FOR COMPUTERS: **Parent Initials_____**

Student Agreement
I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to Saint Theresa of the Child Jesus School computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Parent Agreement
I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.
I am therefore signing this Policy and agree to indemnify and hold harmless the School, Saint Theresa of the Child Jesus School and the Data Acquisition Site that provides the opportunity to Saint Theresa of the Child Jesus School for computer network, zoom classes online and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy.

Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building approved account to access Saint Theresa of the Child Jesus School computer network and Internet either online at home or in school.

3. WALKING FIELD TRIP PERMISSION: **Parent Initials_____**

I (parent/guardian) give permission for my child/children to attend walking field trips within the neighborhood/local area of the school.

4. AFTER SCHOOL PROGRAM: **Parent Initials_____**

I (parent/guardian) understand that if my child is not picked-up by a parent, guardian or designated adult by 3:15 p.m., my child/children will be sent to the After-School Program. The program dropp-in fee will apply. For parents/guardians who choose to send their child to After School, please refer to the ASP section for billing info.

5. PHOTOGRAPH PERMISSION: **Parent Initials_____**

I (parent/guardian) give permission for images of my child/children or their likeness in photograph(s)/video in any and all of its publications and in any and all other media, Zoom Classes, whether now known or hereafter existing, controlled by Saint Theresa of the Child Jesus School, in perpetuity, and for other use by the school. I will make no monetary or other claim against Saint Theresa of the Child Jesus School for the use of the photograph(s)/video.

Student Printed Name Student Signature Grade

Parent/Guardian Signature_____ Date_____

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. **Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged Aggressor solely on the basis of an anonymous report.)

2. **Check whether you are the:** | | **Target of the behavior** | | **Reporter (not the Target)**

3. **Check whether you are a:** ☐ **Student** ☐ **Staff member (specify role)** _____

☐ **Parent/Guardian** ☐ **Administrator** ☐ **Other (specify)** _____

Your contact information/telephone number: _____

4. **If student, state your school:** _____ **Grade:** _____

5. **If staff member, state your school or work site:** _____

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6. **Information about the Incident:**

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

---

7. **Witnesses** (List people who saw the incident or have information about it):

Name: _____ □ Student □ Staff □ Other _____

Name: _____ □ Student □ Staff □ Other

Name: _____ □ Student □ Staff □ Other

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8. **Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.**

FOR ADMINISTRATIVE USE ONLY

9. **Signature of Person Filing this Report:** _____ **Date:** _____
(Note: Reports may be filed anonymously.)

10. **Form Given to:** _____ **Position:** _____ **Date:** _____

Signature: _____ **Date Received:** _____