

Contents

<b>Letter of greeting</b>	<b>P. 2</b>
<b>Brief History</b>	<b>P. 3</b>
<b>Philosophy</b>	<b>P. 4 - 5</b>
<b>Policy of Non-Discrimination</b>	<b>P. 5 - 6</b>
<b>Admissions</b>	<b>P. 6- 7</b>
<b>Financial Obligations</b>	<b>P. 7 - 8</b>
<b>Attendance, Supervision, Safety</b>	<b>P. 9 - 10</b>
<b>Communications</b>	<b>P. 10</b>
<b>Custodial and Non—Custodial Parents</b>	<b>P. 12</b>
<b>Program of Studies, Related Programs and Academic Policies</b>	<b>P. 12 - 17</b>
<b>Discipline</b>	<b>P. 17 - 18</b>
<b>Lunch Program</b>	<b>P. 18</b>
<b>Medication</b>	<b>P. 19</b>
<b>Health Services</b>	<b>P. 20</b>
<b>Dress Code</b>	<b>P. 20 - 22</b>
<b>Arrival and Dismissal Procedures</b>	<b>P. 23</b>
<b>School Day Schedule</b>	<b>P. 24</b>
<b>Home School Association</b>	<b>P. 24</b>
<b>Handbook Contract</b>	<b>P. 26</b>
<b>Attachments: Three Forms</b>	<b>P. 27</b>

Dear Parents and Students,

Let us welcome the new school year with joy and gratitude – gratitude to God and family for the opportunity to grow in wisdom and to participate in the evangelizing mission of the Academy of Saint Therese. We are best described as a community of faith whose members are united by the very spirit of God in a unique fellowship. This fact challenges all of us to be consciously guided in all our actions by the teaching and spirit of Jesus.

We are thankful for our dynamic school community. We understand that nothing forms and reinforces character in quite the same way as human support and friendship. When the courses are forgotten, what each generation will remember longest about its schooling will be the love that the members of the community had for one another. Therefore, let us continue in joy and faith to foster Gospel values in our children, to promote the dignity of the human person in all the small ways available to us, to foster an appreciation of the importance of the family and to be committed to the common good of the entire St. Therese community. In this way, each of us will continue to be transformed by the saving power of Jesus Christ.

We welcome with joy all the new families. We value the trust that the parent community places in us and we look forward to a wonderful partnership with you in the education of your children.

We ask that you read the handbook carefully and reflect with your children on the content. A student with a good knowledge of what is expected is much more likely to set goals as regards personal development, to understand the importance of completing homework, being prepared for class, being cooperative with teachers and engaged and participative in the classroom.

Please sign the Acknowledgement of Receipt Form and return it to the school with your completed registration form.

Have a wonderful school year!

Cordially,

*Fr. Joe*

Fr. Joseph P. O'Brien, O. Carm.  
Pastor

*Sister Helene*

Sr. Helene Byrne mfc  
Principal

## Academy of Saint Therese of Lisieux

### Brief History

Responding to the rapid growth of the young Saint Therese of Lisieux Parish and sensitive to the fact that 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, construction of Saint Therese of Lisieux School began in 1956. From the outset, there has been a fundamental bondedness between the school and the parish. Indeed, we can say that the school lies at the very heart of the parish. It is an authentic participant in the evangelizing mission of the Church.

The school opened its doors to the first four grades on September 3, 1957 under the direction of Father Joseph Moynihan, Pastor, and the Felician Sisters of Lodi, New Jersey. The first class of 38 students graduated in June of 1961. The school was administered by the Felician Sisters from Lodi from its opening in 1957 to June of 1976. In 1976, Ms. Edith DeWald became Principal and served the school for ten years. Ms. DeWald was followed by Sister Irene Laurence, mfic, who was Principal from September 1986 to June of 1994. School year 1994 – 1995 was under the direction of Miss Kerr. In 1995, the Missionary Franciscan Sisters again assumed the leadership role under the direction of Sister Lucy Flaherty who served from 1996 – 2002. In June of 2002, the leadership of the school was assumed by Sister Helene Byrne, mfic, as Principal and Sister Agnes Regan, mfic, as Vice – Principal.

In October 1995, a new wing was added to house the pre-kindergarten, kindergarten, and first grades. The addition of a spacious room designed for special parish and school functions and dedicated to the memory of Father Armand Mayville, O Carm. was also part of this renovation.

In 2005, Saint Therese School was fully accredited by the Middle States Association of Colleges and Schools. During school year 2006 – 2007, with pride in its accomplishments and amid the great rejoicing of Rev. Joseph P. O'Brien, Pastor, and the Carmelite Fathers who over the years have continued to support the Parish School, the school celebrated its Golden Jubilee. Parents, graduates, friends and a host of well wishers joined the school during a year of celebration and remembrance and forward planning.

In 2009, following an extended visit from Brother Ralph Darmento, FSC, Deputy Superintendent of Schools, and Sister Marie Gagliano, Area Superintendent, the school was given the status of Academy. From the letter of conferral, we quote the following: *Sister Marie Gagliano and I found the school to be in compliance with the Guidelines for Transitioning a School to an Academy. Great work has been accomplished in establishing an atmosphere where academic rigor and right relationships are clearly evident. Truly the hard work of this community has created an academy where students and teachers strive for excellence, where they build up one*

*another through encouragement and challenge, and where all achieve as a result of the dynamic teaching/learning interaction.*

Throughout its history, the Academy of Saint Therese has been supported and enriched by the Home School Association. The Association provides funds to enrich the academic program, administers the hot lunch program, assists in the supervision of the students during recess, coordinates special events for the students and they engage in fund raising in an effort to keep tuition affordable for the school families.

The Academy of Saint Therese Advisory Board was established in 2006 in response to a directive from the Archdiocese of Newark that each school have a functioning consultative school board no later than 2008.

## **Mission Statement and Philosophy**

### **Mission Statement:**

The mission of St. Therese of Lisieux School is to:

- provide a challenging curriculum which meets the needs and potential of its students.
- set its students on a path to full maturity.
- teach the curriculum within a nurturing respectful environment.
- invite every member of the school community to holiness of life.

### **Philosophy:**

The Philosophy of St. Therese of Lisieux School is rooted in the belief that every individual is valuable and unique. We take a holistic approach, striving to educate the spiritual, moral, intellectual, social and physical aspects of the student. Graduates of Saint Therese of Lisieux School will:

#### Spiritually

- express their faith through right relationships with God, others, self and creation.
- embrace Gospel values and Catholic social teaching.
- enjoy a personal and community prayer life nourished by the liturgical cycle.
- value and respect all faith traditions.

#### Morally

- act responsibly and ethically.
- respect the dignity and right of every person.
- share their gifts by working for the common good, promoting peace, justice and the integrity of creation.
- make a life commitment to service.

#### Intellectually:

- communicate orally and in writing in an effective manner.

- be highly motivated self-learners with an enduring appreciation for scholarship.
- integrate information from various disciplines, world views and multi-cultural perspectives.
- apply acquired principles to real life situations.
- appreciate the arts.

#### Socially:

- exercise leadership in religious, civic and school activities.
- work with fellow students, appreciating diversity and learning how differences contribute to growth.
- engage in service to others, especially to the disadvantaged.
- give evidence of a positive sense of self and a commitment to personal growth.
- value friendship and be willing to work toward cultivating and maintaining friendships

#### Physically:

- strive for a healthy, balanced lifestyle which integrates nutrition, fitness and regular health care.
- maintain a positive body image which respects self and avoids self destructive behavior.
- engage in activities and make choices that promote safety for self and others.
- recognize the consequences of alcohol abuse or the use of illegal drugs and make responsible decisions in their regard.

### **The Policy of Non-Discrimination**

#### **Non-Discrimination Policy:**

The Academy of St. Therese of Lisieux admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the Academy of School. St Therese of Lisieux does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **PURPOSE AND USE OF HANDBOOK**

The Handbook exists to foster the efficient administration of the Academy of St. Therese of Lisieux. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

## THE POLICY ON ADMISSION OF STUDENTS

St Therese of Lisieux School gives preference to:

- Registered parishioners
- Catholic students registered in parishes other than St. Therese of Lisieux
- Non-Catholic students

### Technical Requirements:

**Age.** A birth certificate must be submitted for proof of age.

- Children entering the Pre-K 3 must be three years old on or before October 1<sup>st</sup> of the current year. The children must be toilet trained
- Children entering the Pre-K 4 must be four years old on or before October 1<sup>st</sup> of the current year. The children must be toilet trained
- Children entering our Kindergarten must be five years of age on or before October 1<sup>st</sup> of the given academic year.
- Children entering the first grade must be six years old by October 1<sup>st</sup>. of the current year.

**Health Requirements:** Students must have a complete physical before admission.

### IMMUNIZATION REQUIREMENTS

- DTP: A minimum of four doses
- OPV: A minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- Measles vaccine: one dose administered on or after the first birthday
- Rubella vaccine: administered on or after the first birthday; children who are immunized before the first birthday are to be re-immunized.
- One dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.

**Testing:** New students from grade 2 – 8 are tested for placement

**Catholic Applicants:** A Baptismal Certificate and verification of reception of any additional sacrament are required.

**Transfer Students:** All transfer students from grade 2 – 8 are tested for placement. A complete copy of their scholastic record, standardized testing and health records are required. The director of admissions interviews each student.

**Financial Responsibilities for School year 2010 – 2011: Tuition payments are made to our tuition collection agency, FACTS, on the fifth day of the month. Payments not made by the 10<sup>th</sup> of the month will be charged a fee of \$25 per missed payment. Tuition paid in full on or before July 5, 2010, will receive a 5% discount.**

**Registration Fee:** \$75.00 for one child  
\$100 for two or more children.

**The Registration Fee is non - refundable**

#### **Tuition Fees**

**PreK 3, Mon ,Wed, Fri. 8:30- 11:00** \$2,750.00 per student; paid through FACTS beginning July 5, 2010 – April 5, 2011.

**PreK 4, Mon – Fri. (5 Full days)**  
8:30 am – 2:30 pm \$5,500 per student; paid through FACTS beginning July 5, 2010 – April 5, 2011

**PreK 4, Mon, Wed., Fri.**  
3 Full Days: 8:30 am – 2:30 pm \$3,100 per student; paid through FACTS beginning July 5, 2010 – April 5, 2011

**PreK 4: 5 Mornings, Mon. – Fri.**  
8:30am – 11:00 am \$3,100.00 per student; paid through FACTS beginning July 5, 2010 – April 5, 2011

**PreK 4: Mon., Wed., Friday**  
8:30 am – 11:00 am \$2,750.00 per student; paid through FACTS beginning July 5, 2010 – April 5, 2011

**Tuition payments are made to our tuition collection agency, FACTS, on the fifth day of the month. Payments not made by the 10<sup>th</sup> of the month will be charged a fee of \$25 per missed payment. Tuition paid in full on or before July 1, 2010, will receive a 5% discount.**

**GRADES K - 8 TUITION FEES, FOR ACTIVE ST. THERESE PARISHIONERS**

<b><u>Tuition Fees</u></b>	<b>Base Tuition</b>	<b>Mandatory Fundraising</b>	<b>Time, Talent</b>
One child	\$3,550.00	\$900.00	\$750.00
Two children	\$5,950.00	\$900.00	\$750.00
Three children	\$8,250.00	\$900.00	\$750.00
Four children	\$10,600.00	\$900.00	\$750.00

**A parishioner is, “one who participates in parish life, worships with the community, and supports the parish by using the weekly envelopes.”**

**Tuition payments are made to the Tuition Collection Agency, FACTS, on the fifth day of the month. Payments not made on time will be charged a fee of \$25 per missed payment. Tuition paid in full on or before July 5 will receive a five per cent discount.**

**K -8 TUITION FEES, NON-PARISHIONER RATE; ALREADY REGISTERED FAMILIES.**

<b>Tuition Fees</b>	<b>Base Tuition</b>	<b>Mandatory Fundraising</b>	<b>Time, Talent</b>
One child	\$4,450.00	\$900.00	\$750.00
Two children	\$7,550.00	\$900.00	\$750.00
Three children	\$11,250.00	\$900.00	\$750.00
Four children	\$14,800.00	\$900.00	\$750.00

**K – 8 TUITION FEES, NON-PARISHIONER RATE: NEW FAMILIES**

<b>Tuition Fees</b>	<b>Base Tuition</b>	<b>Mandatory Fundraising</b>	<b>Time, Talent</b>
One child	\$4,550.00	\$900.00	\$750.00
Two children	\$7,750.00	\$900.00	\$750.00
Three children	\$11,550.00	\$900.00	\$750.00
Four children	\$15,200.00	\$900.00	\$750.00

**REGISTRATION FEE: \$75.00 FOR ONE CHILD; \$100.00 FOR TWO OR MORE CHILDREN.**

**SCHOOL FEES: \$55.00 PAID AT TIME OF REGISTRATION. (Power School, Library, Diocesan Network Tax, Family Alliance, Holy Childhood Mission Association, Magazines, Supplies).**

## ATTENDANCE, SUPERVISION AND SAFETY

**General Statement.** Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature, adult behavior in the future.

### POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school no later than 9:00 a.m. to report a student's absence. If no call has been received by 9:00 a.m., the school secretary will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. The procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, she/he must present to the teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three or more consecutive days requires a doctor's note.

If a pattern of absences is noticed for a particular child (i.e. a student is frequently absent on a Monday or Friday, or on days of test) a conference will be requested with parent/s.

In the event of prolonged absences (two weeks or more) a student is required to take part in a home tutoring program or a supervised study program to make up the work.

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

**Tardiness:** All students are expected to be in the gym by 8:15 am. Anyone in K– 8 arriving after 8:20 am must enter the building, accompanied by parent, through the Jefferson Avenue door and report to the office for a late pass.

If a student is habitually late for school, a conference with parents will be requested.

**Supervision:** The School's responsibility for the supervision of students begins at 8:00 a.m. and ends at 3:00 p.m. For children enrolled in the Before School Care Program supervision begins at 7:30 a.m. and ends at 8:00 a.m. The School's

responsibility for children enrolled in the After School Care Program begins at 3:00 p.m. and ends at 6:00 p.m.

**Family Vacation:** We discourage parents taking children out of school for trips or vacation. However, when such absences occur, the student is responsible for all make-up work. This is not the responsibility of the teacher.

**Early Dismissal and emergency closings:** Early dismissals and emergency closings are communicated to parents by means of **Calling Post**. A trial run will be made the first week of school to ensure that all families are reached.

**Safety:** Safety is a priority at the Academy of St. Therese. The following procedures are to be observed:

- Once the school day begins, all external doors are locked.
- Admittance to the school is through the Jefferson Avenue door only.
- No student may open an external door for anyone even if he/she recognizes the person. Instead, the student will alert an adult.

## COMMUNICATIONS

**Appointments:** Requests for early dismissal must be in writing stating the reason for the need of an early dismissal. The adult picking up a student before dismissal must come to the office to sign the student out.

Appointments made during the school hours interfere with a student's educational performance. Therefore, we request that parents consult the school calendar and arrange dental or medical appointments on days of early dismissal or after school.

**Appointments with School Personnel:** Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without having made an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, e-mail, memo or by scheduling a meeting at a mutually convenient time. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

**Regular Communication with all Parents:** The Principal communicates regularly with the parents by letter/memo/ e-mail. Memos and notices are sent with the children on Thursdays as far as possible. Notices from the faculty and from the Executive Board of the HSA are sent home on Tuesday or, as necessary, with the children.

**Children Bringing Cash to School:** Money or checks that are sent to school are placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

### **SCHOOL RECORDS:**

#### **PARENTAL RIGHTS TO SCHOOL RECORDS**

The Academy of St. Therese of Lisieux abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the Academy will provide the non-custodial parent with access to the student's essential academic records.

### **COURT ORDERS AFFECTING PARENTS:**

#### **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the Academy with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the Academy in fulfilling its obligations.

**Pick-up from School:** The Academy of St Therese will permit only the custodial parent, or her/his designee, to pick up the child during school or at the end of the school day. The non-custodial parent will not be permitted to remove the child from the Academy during the school day or at the end of the school day unless the Academy is authorized to do so by the custodial parent.

## PROGRAM OF STUDIES AND ACADEMIC POLICIES

The Academy of St. Therese implements the curriculum in a Catholic Christian atmosphere.

The following subjects comprise the curriculum:

Religion	Music
Reading	Art
Language Arts	Spanish
Mathematics	Physical Ed.
Science	Computer Science
Social Studies	Supplementary/Compensatory Education

The computer program is taught in grades K - 8

The Spanish Program extends from Grades K – 8

Students who are diagnostically tested and qualify for extra help in Math, Reading, Speech or English participate in the Supplementary/Compensatory Education.

**Homework:** Homework is an important aspect of the learning process. Homework is assigned to supplement and reinforce class work and to help students gain skill and mastery in concepts as they are taught. Each student is required to write down the homework assignment in the assignment tablet. Teachers also post the assignments on the internet. Parents are asked to sign the homework pad each night to ensure that assignments are completed accurately and neatly. The homework assignment pads are checked periodically by the teachers to ensure that students are writing homework assignments correctly.

Both written and study homework are assigned. All written homework must be completed accurately, neatly and handed in on time. Study and reading assignments are monitored through the student's participation in class and performance on quizzes on the material. In addition to the regular homework, long term assignments are an integral part of the program.

**Homework performance is considered in the report grade. All High Schools request a statement on a student's track record in this area.**

Allotted homework time for the students:

Grades 1 and 2: 35 minutes a night.

Grades 3, 4 and 5: 1 hour a night.

Grades 6, 7 and 8 : 2 hours a night.

**Make-up Work.** All make-up work for days absent is the responsibility of the student. The assigned homework buddy will ensure that the complete make up assignment is placed in the designated area for pick-up.

- Long-term assignments will not be accepted after due date. If the student is absent on the due date the work must be handed in by a parent by 8:30 a.m.
- Tests scheduled on the day of absence will be administered by the teacher following dialogue with the student.

**Written Work:**

- Handwriting must be legible
- Papers must display the proper heading
- Notebooks with perforated pages must be used for all assignments that are handed in to the teacher.

**Books:** Each student is responsible for the proper care of books and equipment received from the school. Books are to be covered and to be carried in a book bag to and from school. Any book which is lost, damaged or defaced in any way while loaned to the student must be paid for in full, prior to the end of the school term. Report cards will not be issued until these books have been paid for. No new books or equipment will be issued until proper settlement is made.

**Student Progress:** Parents are kept informed of their child's progress through Power School and through regular communication with the respective teachers.

**Reports:**

- Report cards are issued three times a year.
- Parent – Teacher Conferences are scheduled during the month of November.

**Exams:**

- Students in Grades 6 – 8 take final exams in all the major subjects in the final trimester of the school year. These exams provide some experience to students on being tested on a larger body of work. No exemptions are permitted.
- All students are continuously assessed through regular testing, class participation, projects and homework.

**Report Cards:** Letter grades are mandated in the new reports cards from the Diocesan School Office. Equivalent numerical grades are listed on the report card. Copies of the cards are inserted for your information.

Students in **grades four through eight** are encouraged to achieve the honor roll.

### **Academic Honors:**

- Principal's List: 95 or above in four of the major subject areas with no grade less than 90.
- First Honors: 90 or above in four of the major subject areas with no grade less than 85.
- Second Honors: 85 or above in four of the major subjects with no grade less than 80.
  
- To be recognized on the Academic Honors Roster, the student must receive a minimum of "S" in the personal development area in all subjects including art, music, physical education, Spanish and Computer Science. In grading the student in this area, the teacher considers the following:
  - **Preparation:** Student comes to class prepared and on time. The student has homework completed and has books, pens, pencils and other needed supplies.
  - **Attentiveness:** Student is regularly and consistently attentive and participatory
  - **Diligence:** Student manifests an attitude of responsibility and initiative. The work presented shows thoroughness, neatness and completion.
  - **Cooperation:** Student is respectful and demonstrates a spirit of helpfulness. The student does not prevent others from learning by interrupting the class or by speaking out of turn.

**The National Junior Beta Honor Society:** The purpose of the National Junior Beta Honor Society is to promote the ideals of character, scholarship, service and leadership. Students in the 5<sup>th</sup> through 8<sup>th</sup> Grade who fulfill the criteria for membership are inducted in the spring term. Inductees fulfill the following requirements:

1. Citizenship – Good Conduct
2. Evidence of Academic Achievement, Service, Leadership and Character.

### **Academic Requirements:**

5<sup>th</sup> Grade: Principal's List  
 6<sup>th</sup> Grade: Maintains 1<sup>st</sup> Honors  
 7<sup>th</sup> Grade: Maintains 1<sup>st</sup> Honors  
 8<sup>th</sup> Grade: Maintains 1<sup>st</sup> Honors

New members pay a one time fee of \$13.00 and Beta provides membership cards, certificates, Beta pins, Beta Journal subscriptions, access to the National Beta Club website and diploma seals for graduates.

**Student of the Month:** The Student of the Month Program gives deserved recognition to students who excel in various areas of growth and development consistent with the school philosophy:

- **Citizenship:** the student exemplifies Gospel values of kindness, helpfulness, thoughtfulness of others, follows school regulations, actively participates in class, leads by example.
- **Consistent Application to Study:** the student works to his/her ability at all times.
- **Academic Excellence:** the student is recognized for superior performance in academics. Minor as well as major subjects are considered.

**Promotion and Retention:** In the case of failure in one or two subjects, summer school is required before the student is admitted to the next grade the following September. A student receiving a U (unsatisfactory) in three or more major subjects, will not be promoted to the next grade.

### **GRADUATION FROM GRADE 8:**

The Diploma of graduation is conferred on St. Therese eighth grade students who receive the minimum of a passing grade in all major subjects. Failure in a major subject area requires that the student attend summer school before the diploma is conferred. All financial obligations to the Academy must be met before the diploma is conferred.

**Spola Scholarship:** A scholarship to the Academy of Holy Angels is awarded each year to an eighth grade girl through the Spola Scholarship Fund. In order to be eligible for the scholarship, the following requirements are necessary:

- Parents must submit a copy of their income tax forms for the year.
- The Student's academic grades for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade and standardized test scores must be given to the board, in order to determine that the student is capable of maintaining a "B" average at the Academy of the Holy Angels.

Once students are accepted into the Academy of the Holy Angels and parents have submitted their income tax forms, the trustees will make a decision.

### **Other scholarships are available to:**

Regis in New York City	(all boys)
Bergen Catholic in Oradell	(all boys)
St. Joseph's in Montvale	(all boys)
Don Bosco in Ramsey	(all boys)
Paramus Catholic	(Co-ed)
Immaculate Heart in Washington Township	(all girls)
Holy Angels Academy	(all girls)
Pastor's Scholarship	School of choice

Mr.&Mrs Thomas J. and Mary A. O'Brien Memorial Scholarship	School of choice
Ralph Miller Memorial Scholarship	School of choice
Mother Cabrini Scholarship	School of choice
The Rosemarie Kurtz Memorial Scholarship	School of choice
The Patrick Nilsen Memorial Scholarship	School of choice

**Records and Transcripts:** Viewing Records: A parent may review:

- the child's academic records
- standardized test results
- health records
- emergency sheet

**Government Records:** Records attached to publicly funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL are the property of the local Board of Education. A parent who wishes to examine these records or to procure additional copies must apply to the Board. The school is not permitted to distribute this information to anyone, not even to the parents.

**Transcripts of academic and health records** are sent directly from school to school when The Academy of Saint Therese receives an official request from the receiving school.

### FIELD TRIPS

The Academy of St. Therese sponsors and conducts field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip form is provided by the school.

Parents who do not wish their child to go on a particular field trip have the right to refuse permission. However, the decision not to go on a field trip does not offer a day off from school. Students will be expected to attend school, in accordance with diocesan requirement.

### EXTRA CURRICULAR ACTIVITIES

<b>Student Council</b>	Meetings usually held at lunchtime.
<b>Band</b>	Practice on Tuesday morning for grades 5 – 8
<b>After-school Study Program</b>	Meets three times per week 2:50 – 4:00 p.m. Registration fee for the year: \$50.00 (\$25.00/Sept & \$25/January)

Fee: 3 days \$55.00 per month  
 2 days \$45.00 per month  
 1 day \$35.00 per month

<b>Basketball Teams</b>	Boys/Girls Pee Wee	3 <sup>rd</sup> & 4 <sup>th</sup> grade
	Boys/Girls Junior	5 <sup>th</sup> & 6 <sup>th</sup> grade
	Boys/Girls Varsity	7 <sup>th</sup> & 8 <sup>th</sup> grade

**Before School Program**      7:30 am – 8:00 am  
 Registration fee: \$25.00  
 Fee: \$3.00 per day

**After-School Program**      3:00 pm – 6:00 pm  
 Registration fee:      \$25.00  
 Fee:                      \$3.00 per hour or part thereof  
 Fee:                      \$4.00 for occasional users

**Newspaper** – Published three times a year.

**Yearbook** – Annually

**Choir** - Practice on Friday for participating students from Grades 4 – 8

**Book Club** – Moderated by Tish Oates

### **DISCIPLINE**

A spirit of Christ like charity, respect for authority and mutual cooperation are essentials of the learning environment at the Academy of St. Therese of Lisieux. Students are expected to act with courtesy and respect towards one another and toward all members of the staff. They must take seriously their obligation to develop life-time habits of self control and concern for the well being of others. The home and school will work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

Examples of unacceptable behavior include:

- Engaging in any kind of rough, physical contact.
- Using statements which insult, make fun of, threaten or hurt another person's feelings whether this is verbal, on the internet or by text message.

#### **Course of Action:**

When this kind of unacceptable behavior occurs the student is immediately corrected, parents are notified, and a parent, student, principal conference is scheduled. Written

warning of suspension is given to the parents should a like offence occur again. This policy of zero tolerance is in place for fighting or bullying.

### **Other Infraction of Rules:**

In addressing other infractions of rules, the teacher will contact the parents, discuss the situation and explain to the parent how the conduct of the child is negatively affecting both the child and other students. If a pattern of non-compliance develops, a meeting with the Principal will be scheduled.

**Electronic Devices:** Children are allowed to have cell phones/I-Pods in school, but are to be turned off and kept in their backpacks during school hours. If this regulation is not followed, the device will be confiscated and returned only to a parent.

**Lunch Room Regulations:** The students have a 45 minute lunch period. The following rules pertain to this period:

Students must:

- sit at their tables while eating
- put all garbage and papers into the trash barrels
- leave the tables and floor clean of food and paper
- speak softly, no yelling or running
- receive permission from the principal or staff member on duty to leave the lunch-room.

## **LUNCH PROGRAM**

A hot lunch is provided every day. We remind parents who may not choose to use the hot lunch program that the Academy of Saint Therese is a completely nut-free school as a support to families whose children have serious allergies.

In regard to the hot lunch program, it is essential that the orders are placed on time as directed. Late orders cannot be accommodated. Should a child forget a lunch, the staff will provide a lunch and bill the parent. Where a pattern of not having lunch develops, the parent will be contacted by the school. The food we serve follows the New Jersey Food Nutritional Guidelines. Parents assisting in the lunchroom may not bring a fast food lunch to their child. We ask you to be considerate and to follow the guidelines.

In participating in the hot lunch program you contribute to one of the highlights of the eighth grade class. The profit from the lunch program, in the main, pays for the annual class outing in May. The eighth grade, in turn, provides a service to the school by distributing the lunches to the student body in a timely manner. The eighth grade outing consists of the following: Lunch cruise on the Spirit of New York, Visit to Saint Patrick's Cathedral, Dinner in New York, Broadway Show.

Milk is sold in the school at a reduced rate. Milk money is due in September for the first and second quarter and in January for the third and fourth quarter.

## MEDICATION

The Academy of St. Therese strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- The parent or guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the School Nurse or her designee will administer the medication under the following conditions:
- The medication must be given to the School Nurse or Principal by the parent/guardian;
- The medication must be in the original pharmacy labeled container;
- The parent/guardian and the student's physician must complete and sign an *Authorization to Administer Medication in School Form*. This form is available from the school.

Students will be permitted to self-administer medication only in case of life threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an *Authorization for Self-Administration of Medication in School Form*. This form is available from the school.

**Policy on Administration of Epinephrine:** As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

**Parents/Guardians Authorization and Agreements regarding Liability:** Written authorization for administration of the epi-pen must be received from the parent/guardian of the Student. The parent/guardian of the Student shall be notified that upon administration of the epi-pen, in accordance with procedure below as provided by law, the School and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parent/guardian of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury as provided by law.

**Administration of the epi - pen by the School:** The School Nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School Nurse, another school employee, designated and trained in administration of the epi-pen by the School Nurse pursuant to New Jersey law, may administer the epi-pen.

## HEALTH SERVICES

**Dental:** Dental screening is done for all grades in the spring of each school year.

**Hearing:** Each year all students, Pre-K 4 and older are tested for hearing.

**Height and Weight:** Each student's height and weight is taken and recorded annually.

**Vision:** Every student Pre K 4 and older is given a vision test annually and parents are notified if further testing is needed.

**Scoliosis:** All students in grades 4 and 8 are checked annually for scoliosis by the school nurse

**Physical Examinations:** In accordance with the State of New Jersey's School Health Act, physical examinations are required three times in the nine years of school.

- Original entry of the child into the school by their private physician.
- In grades Kindergarten, 3rd and 6th by private physician.
- All Pre-K students must have a completed immunization form including any allergies or medical problems.

**Illness:** A student with a fever (temperature 100 degrees or higher), must remain at home for 24 hours after the temperature has returned to normal. A student absent for 3 days or more must present a physician's note upon returning to school. If the student's absence was due to contagious illness, a physician's note stating that the student is no longer contagious must be presented on return to school.

**Child Abuse or Neglect:** New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

## DRESS CODE

Uniforms are supplied by:

Flynn and O'Hara, School Uniforms, Emerson Plaza, 473 Old Hook Road, Emerson, NJ 07630 (201) 634 – 0111.

The Academy of St. Therese has a dress code which requires cooperation from parents. The school uniform for the girls must be worn at an appropriate length, no more than two inches above the knee. Students rolling up the skirt or blouse will be corrected and the parent will be notified of the infraction.

The shoe is a fully enclosed shoe, low heel, secure and sturdy enough for play – no ballerina shoes. Shoe must be dark in color.

Sneakers, when worn for gym, or as part of the summer uniform, are a standard white sneaker, stripes permitted. No boot-like, over the ankle sneakers or roller sneakers are allowed.

### **Grades K – 5**

#### **Boys:**

Navy blue uniform pants, Flynn and O'Hara only

Belts worn by boys – Grades 3 – 5

Yellow knit shirts with emblem

Green uniform cardigan sweater with emblem

Standard shoes; as described above

#### **Girls: K – 5**

Green plaid uniform jumper

Yellow uniform blouse with peter-pan collar

Dark green knee socks/tights

White ankle socks may be worn in September, May and June

Green uniform cardigan with emblem

Standard shoes as described above

### **Summer Uniforms**

#### **K-5**

Navy blue shorts – Flynn and O'Hara only

### **Grades 6, 7, 8**

#### **Boys:**

Navy blue uniform pants, Flynn and O'Hara only

Belts and ties worn daily

White button-down uniform shirt.  
Navy blue uniform pull-over V-neck

Sweater with emblem

Standard shoes as described above

#### **Girls: Grades 6, 7, 8**

Green plaid kilt uniform skirt

White button-down oxford blouse  
School tie worn daily

Navy blue knee socks/ tights

White ankle socks may be worn in September, May and June

Navy blue uniform, V-neck

Standard shoes as described above

### **Gym Uniforms:**

All boys and girls in grades K through 8 will wear navy blue

Yellow knit shirt or school blouse

White socks

Sneakers may be worn

### **Grades 6 - 8**

Navy blue shorts – Flynn & O'Hara only.

White knit shirt with emblem/oxford shirt/blouse

White socks

White sneakers may be worn.

gym shorts/sweat pants and gray tee shirts/navy sweat shirt with school emblem.

**Scout uniform, if worn, Must be the full uniform.**

**Spirit Wear is not to be worn as part of the gym uniform.**

**Other aspects of the uniform to be kept in mind include:**

- No large flashy jewelry or nail polish
- A single stud or small hoop no larger than a nickel is permitted in the ear lobe.
- No ear-rings on boys
- Short neat hair cuts for boys
- No make-up
- No bleached hair on boys or girls
- Full gym uniform is required for gym class, the pants may not be rolled up.
- Regular uniforms are worn October 1 to May 1
- Summer uniform may be worn in September, May and June

**Dress Down:** On occasion, we have a dress down day. We do not allow:

- Hats
- Tank tops and skimpy shirts
- Short shorts on boys or girls from grade 3 – 8
- Tee shirts with inappropriate logos or language.

In keeping with our philosophy of respect and non-violence, we do not allow:

- Costumes that are suggestive or have violent overtones
- Costumes with weapons

## ARRIVAL AND DISMISSAL PROCEDURES

**The drop off and pick up are as follows:**

**Drop-off:** Cars will enter top lot from Monroe Avenue. The driver will please obey the traffic person on duty in the school yard. The children will exit the cars quickly and walk directly to the gym door. Parents who have children in the Kindergarten or Pre K will park in the lower lot and walk their children to the entrance.

**Pick-up: Cars must be parked in the lower lot facing forward.**

**At dismissal no child is permitted to go with anyone other than parent/s or guardian/s** unless the school office has been notified and a description of the person is given. The School by law has the responsibility to ask for proper identification. For this reason, all parents/guardians must wait behind the white line at dismissal time so that the teachers can responsibly place the children in their care.

SCHOOL IS IN SESSION FROM 8:15 AM UNTIL 2:50 PM. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS ON THE PREMISES BEYOND THOSE HOURS UNLESS THE STUDENT IS INVOLVED IN A SCHOOL SPONSORED ACTIVITY. STUDENTS NOT PICKED UP ON TIME WILL RETURN TO THE SCHOOL NO LATER THAN 3:10 PM AND DO HOMEWORK IN THE AFTERCARE PROGRAM UNTIL THEY ARE PICKED UP. COST: \$4.00 PER HOUR OR PART THEREOF. IF A PARENT FOR A PARTICULAR REASON, ON OCCASION, IS RUNNING LATE, THE PARENT MUST CALL THE SCHOOL TO ALLEVIATE ANXIETY ON THE PART OF THE CHILD. MRS MOORE WILL MONITOR THE SCHOOL YARD TO ENSURE THE SAFETY OF THE CHILDREN AND TO ATTEND TO THOSE CHILDREN WHO ARE NOT PICKED UP ON TIME AND TO ENSURE THAT PARKING REGULATIONS ARE OBSERVED. AT NO TIME MAY A STUDENT LEAVE THE SCHOOL YARD UNACCOMPANIED BY A PARENT OR GUARDIAN.

THE FIRST DISMISSAL BELL WILL RING AT 2:45P.M. AT THAT POINT THE CHILDREN PREPARE TO GET READY. THE SECOND BELL WILL RING AT 2:50 P.M. EXPECT THE CHILDREN IN THE SCHOOL YARD AT 2:55 PM. IN THE INTEREST OF SAFETY, THROWING OF ANYTHING, EVEN BALLS, IS NOT PERMITTED AT THIS TIME. IF EVERYONE MOVES TO THE CARS QUICKLY, WE WILL AVOID THE TRAFFIC JAM CREATED BY TWO SCHOOL BEING DISMISSED WITHIN TEN MINUTES OF EACH OTHER.

ON HALF DAYS, THE FIRST BELL WILL RING AT 12:10. THE SECOND BELL RINGS AT 12:15PM. EXPECT THE CHILDREN IN THE YARD AT 12:20 PM. CHILDREN NOT PICKED UP ON THOSE DAYS WILL BE PLACED IN THE AFTER CARE PROGRAM. COST: \$4:00 PER HOUR OR PART THEREOF.

## SCHOOL SCHEDULE

**Grades K – 8**

**8:15 am – 2:50 pm**

<b>Pre-K 3</b>	<b>8:30 am – 11:00 am, Mon., Wed., Friday</b>
<b>Pre-K 4 am class</b>	<b>8:30 am – 11:00 am Monday, Wednesday, and Friday</b>
<b>Pre-K 4 am class</b>	<b>8:30 am – 11:00 am 5 Day Morning Program</b>
<b>Pre-K 4 class</b>	<b>8:30 am – 2:30 pm 5 Full Days</b>
<b>Pre-K 4 class</b>	<b>8:30 am – 2:30 pm 3 Full Days: Mon., Wed., Friday</b>

**Faculty meetings are usually held on the first Friday of every month. On these days school is in session for a half day. Dismissal is at 12:15 p.m. Whenever there are half day sessions dismissal is at 12:15 p.m.**

### **The Academy of St. Therese Home School Association**

**Current Co- Presidents: Mrs. Heidi Baguer and Mrs. Annette Merlini**

The Academy of St. Therese Home School Association (HSA) is a community of parents and guardians of students currently enrolled in the Academy of St. Therese.

The Home School Association has the responsibility of raising funds to supplement the tuition charged. The Association accomplishes this by requiring every family to get involved. Every family signs a contract with the school. There are two parts to the contract. The first part of the contract requires all families to participate in the four major fundraisers. The second part deals with time and talent requiring all families to get involved and to support scheduled events during the school year. Involvement in both parts of the contract is mandatory. Even when a family takes the option of a Buy-Out, still the family is encouraged to find a way to get involved in some manner.

### **The Academy of Saint Therese Advisory Board**

**President: Judge Michael Dressler**

The Board contributes in the following ways:

- **Planning:** establishing a mission statement and a strategic plan.
- **Finances:** Developing plans and means to finance ongoing educational programs, setting tuition, negotiating the parish subsidy and developing the annual budget.
- **Selection of the Principal:** participating according to the constitution and the policies of the diocese and the religious congregation in determining the Principal.
- **Development:** public relations and marketing, formulation of a plan, the development and presentation of a case statement to the public and the acquisition of funds to bring the plan to fruition.
- **Evaluation:** determining whether goals and plans are being met and determining the Board's own effectiveness.

The Academy of Saint Therese of Lisieux

Contract Agreement

2010-2011 School Year

By sending our child/children to the Academy of Saint Therese of Lisieux, we acknowledge that the school has the right to expect us and our child/children to comply with the rules and regulations as set forth in the Parent/Student Handbook. We also understand that the school has the right to set policies and make decisions which are in the best interest of our child/children and also in the best interest of the whole student body.

Parents and Guardians pledge to:

1. Support the program and policies as set forth in the Handbook.
2. Pay the base tuition in a timely manner.
3. Participate fully in the four mandatory fund raisers or buy out option.
4. Participate fully in the Time and Talent Program or buy out option.

Students pledge to:

1. Abide by the regulations as set forth in the Handbook.

We do hereby contract with the Academy of Saint Therese of Lisieux that we, the undersigned parents and our child/children, will comply with the decisions made by the school as stated in the Handbook.

The administration retains the right to amend this Handbook for just cause. Parents and students will be given prompt notification if changes are made.

Family Name (Please Print)

\_\_\_\_\_

Father's signature \_\_\_\_\_ Mother's Signature \_\_\_\_\_

\_\_\_\_\_  
 Student Signature(s)

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## PERMISSION FORM FOR PARTICIPATION IN A FIELD TRIP

Dear Parent/Guardian:

Your son/daughter is eligible to participate in a School-sponsored activity requiring transportation to a location away from the School building. This activity will take place under the guidance and supervision of teachers and other representatives of the Academy of St. Therese. A brief description of the activity is as follows:

Event: \_\_\_\_\_

Designated Supervisor \_\_\_\_\_

Date and time of departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent/guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by your student. If you have any updated information relating to your child or his/her participation in this event, please advise the School as soon as possible.

.....

I request that my child participate in this event. I understand that this event will take place away from school grounds and that my child will be under supervision of the supervisor named above. I consent to the conditions of the event stated above, including the method of transportation.

I understand and agree that in the event that my child should suffer injury of any sort while participating in this event, I will not seek to pursue any claims against the supervisor named above, the school, and/or any of its agents, servants, employees or volunteers, unless such injury is caused solely by the intentional or grossly negligent conduct of the named supervisor.

-----  
(Signature of Parent/Guardian)

-----  
(Signature of Parent/Guardian)

**Academy of St. Therese of Lisieux**  
**220 Jefferson Avenue**  
**Cresskill, NJ 07626**

**AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL**  
**(TO BE KEPT CONFIDENTIAL UPON COMPLETION)**

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

DIAGNOSIS/ILLNESS: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

DOSAGE: \_\_\_\_\_

FREQUENCY \_\_\_\_\_

SPECIAL DIRECTIONS: \_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_

I certify that the above information regarding this Student is correct, and that administration of the medication to this student is necessary.

\_\_\_\_\_  
 (Signature of Prescribing Physician)

(Date) \_\_\_\_\_

\_\_\_\_\_  
 (Address)

(Phone) \_\_\_\_\_

I/We authorize the School Nurse or, in his/her absence, the Principal/Vice Principal/classroom teacher to administer the above medication as indicated. I/We understand and agree that the School, the School Nurse and the Principal/Vice Principal/ classroom teacher shall not be liable for any injury to the student resulting from the administration of the medication as authorized by my signature below.

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

\_\_\_\_\_  
 Date

**Academy of St. Therese of Lisieux  
220 Jefferson Avenue  
Cresskill, N.J. 07626**

**AUTHORIZATION TO ADMINISTER EPINEPHRINE**

**Name of Student:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**(This form is to be completed by Physician or Advanced Practice Nurse)**

**The Student named above requires administration of epinephrine for anaphylaxis, and does not have the capability to self-administer the medication.**

**Dosage:**

\_\_\_\_\_

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

**Description of Emergency Situation:**

\_\_\_\_\_

\_\_\_\_\_

**Possible Side Effects:**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date