

# Blessed Teresa of Calcutta Catholic School

## PARENT AND STUDENT HANDBOOK 2025-2026

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# **Blessed Teresa of Calcutta Catholic School**

## **2025-2026 Parent/Student Handbook**

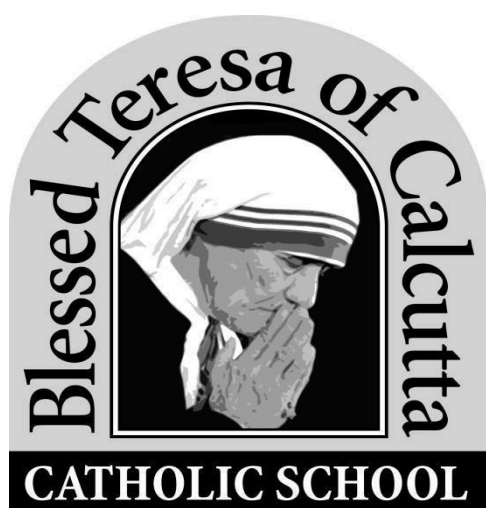
### **PARISH MISSION STATEMENT**

We are a Catholic people joined together in the Eucharist. We are carriers of God's love for one another and the greater community.

### **SCHOOL MISSION STATEMENT**

The mission of Blessed Teresa of Calcutta Catholic School is to:

- Imitate Jesus,
- Build a strong spiritual foundation,
- Provide a quality education and
- Serve others



*Blessed Teresa of Calcutta School is approved and accredited by the Archdiocese of Saint Louis and the Missouri Nonpublic School Accrediting Association through the state of Missouri. We are also a member of the National Catholic Educational Association.*

## ACADEMIC PROGRESS

1. Student records are available at all times on the TeacherEase website. After registering, parents will be able to access their child's progress 24/7, including grades, missing assignments, attendance, etc.
2. **Parents will be asked to view student records during progress midpoints each quarter.** Report cards are given out four times each school year.
3. **The Final Report Card will be mailed home.**
4. Parent-Teacher Conferences are held in the fall, when report cards will be distributed.
5. After the second quarter, parents/guardians may request a conference. Conferences may be scheduled at any time during the school year by either the parent or the teacher.
6. **Teachers will use NWEA as well as classroom tests to monitor students' progress.**
7. **Intervention Specialists will be working with students who need additional support in math and reading. Parents will be notified if their child is selected.**

## ADMISSION POLICY

Blessed Teresa of Calcutta Catholic School admits students of all faiths, races, color, and national and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate based on faith, race, color, national or ethnic origin in admission policies and other school-administered programs.

Blessed Teresa is dedicated to Catholic education and the spiritual and academic formation of children through excellence. The following guidelines apply:

1. **Parents must be willing to agree to the spiritual and financial obligations as set forth by the Parish and Archdiocese, and other special limitations mandated by the Archdiocese. Parents must be willing to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual, and academic development of their children.**
2. Priorities for admission to the school are listed in the following order:
  - a) **Children enrolled in the previous year.**
  - b) **Siblings of children enrolled in the previous school year are registered in Blessed Teresa of Calcutta Parish.**
  - c) **Catholic children from other parishes.**
  - d) **Children of non-Catholics.**

3. Age, record, immunization, and transfer requirements include the following:
  - a) Children entering the Pre-K Program must be 3 or 4 on or before July 31 of the year they enter. **They also must be toilet-trained.**
  - b) Children entering Kindergarten must be 5 years of age on or before July 31 of the year they enter.
  - c) Children entering 1<sup>st</sup> Grade must be 6 years of age on or before July 31 of the year they enter.
  - d) All children entering Pre-K, Kindergarten, and 1<sup>st</sup> Grade, as well as students new to BTC school, must present a **birth certificate, SS#, a baptismal certificate (only if Catholic), and proof of immunizations and physical exam required by Missouri State law.** Children entering all other grades must present all of the above as well.
  - e) Physical examination forms are required and need to be turned in to the office before the first day of school for students entering Kindergarten, Grades 3, and 6. Students entering Grade 8 must have a current booster Tdap and the first dose of the MCV-Meningococcal Vaccine.
  - f) **If immunization records and birth certificates are not submitted, the student is not permitted to attend school.**
4. Students will be considered for admission on an individual basis, taking into consideration the educational abilities, needs, and discipline history of the applicant, along with the current needs of the class the new student would be joining.

**5. During the first year of a student's enrollment, the acceptance is considered a Probationary Period. If there are significant discipline concerns during the first year, students may be Withdrawn for Cause.**

## ATTENDANCE

### Daily Attendance

- School begins at 8:00 A.M.
- **Students are expected to arrive at school between 7:30 and 8:00 AM**
- Students arriving after 8:00 A.M. will report to the office.
- A student who is not present for opening exercises will be marked tardy or absent.

### Absence

1. **If your child is to be absent for the day, parents/guardians should call the school office at 522-3888 or email Ms. Morris [cmorris@btc-school.org](mailto:cmorris@btc-school.org) before 9:00 A.M. If the office is not informed about a child's absence, your child will be marked **absent/not excused.****
2. Students who are absent due to illness are not permitted to return to school until they have been fever-free or sickness-free (vomiting or diarrhea) *without medication* for 24 hours. **If a child is sent home during the school day with any of these symptoms, they are automatically not permitted to return the next day.**

3. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. **A meeting with the principal will be required for absences over 20 days.**

### **Tardiness**

1. **A student who is not present for opening exercises will be marked tardy.**
2. When a student arrives between 8:30 – 10:00 A.M., he/she will be marked "Out in less than 2 hours A.M." After 10:00 A.M., the student is considered absent for a ½ day.
3. Students in grades 1-8 who have excessive unexcused tardies are at risk of being withdrawn from school.

### **Release from School**

1. If a student is to leave school before the time of dismissal, a parent/guardian or designated adult ***must come into school and sign out the student in the school office. If the office staff does not know the designated adult, they will be required to show an ID.***
2. ***To ensure a safe dismissal, signing out a child before the end of the day must be done before 2:50 pm***
3. Any student leaving school after 1:00 P.M. will be marked "Out less than 2 hours P.M." This is a required documentation for the student's permanent record.

## **AWARDS**

Students in grades K-8 are eligible for Awards each quarter. Awards are presented in a ceremony at the end of each quarter in the church. **The Blessed Teresa of Calcutta Award will be presented at an All-School Mass after the close of the quarter.**

### **Academic Honor Roll**

Blessed Teresa of Calcutta Catholic School recognizes outstanding scholarship. In grades 4<sup>th</sup> through 8<sup>th</sup>, students are honored through our Honor Roll program at the end of each grading period. Students in K through 3 are also honored for outstanding work. The criteria for the awards are as follows:

### **Principal's List( 4-8th grade)**

A student must receive all A's in ALL subjects. The student must have no check marks in the Conduct and Effort portions of the report card and no major conduct referrals.

**High Honors (4-8th grade)**

A student may have 2 B's and the rest A's in ALL subjects. The student must have no check marks in the Conduct and Effort portions of the report card and no Major Conduct Referrals.

**Honors (4-8th grade)**

A student must have all A's and B's in ALL subjects. The student must have no check marks in the Conduct and Effort portions of the report card and no Major Conduct Referrals.

**Lightening Bug ( K-3rd grade)**

Students in grades Kindergarten through 3rd grade who continue to show growth in math and or reading will attain **LIGHTNING BUG** status.

**Good Citizenship ( K-3rd grade)**

Students in grades Kindergarten through 3rd grade who continue to follow our BTC Core values ( Respect, Responsibility, and Kindness) and have no check marks in the Conduct portions of the report card and no Major Conduct Referrals.

**BTC CWA AWARD (Blessed Teresa of Calcutta -Christian Witness Award)**

The highest award of BTC is given each quarter to students in grades K-8 who consistently demonstrate behavior that helps to build up the Blessed Teresa of Calcutta Catholic School community. One student in each homeroom who consistently demonstrates our core values, imitates Jesus by performing outstanding acts of kindness, service without being asked, or doing any other activity that will help build the school's faith community, can be selected for this prestigious award.

**BIRTHDAYS**

On birthdays, students may bring in a small, **individual prepackaged treat to share with their homeroom only.** It must be store-bought. Students may celebrate their birthday with a free dress day on the day of their actual birthday or half-birthday if the birthday falls in the summer. **Invitations to parties may be given out at school only if the entire class is invited or all girls or all boys in a class are invited.**  
**Students will not share treats outside of the classroom.**

**CELL PHONES/DIGITAL DEVICES**

With parental permission, students may be allowed to carry a cell phone to school only for personal safety, and **students shall not use the cell phone or any other electronic or digital devices at any time while on school property.** Cell phones must be turned off and kept in designated areas in the classroom.

### **Smart watches and similar devices are not to be worn in school.**

**The consequences of using cell phones, messaging devices, or any other digital imaging or media devices are:**

- 1.) First offense/WARNING -The device will be held by the teacher until the end of the day.
- 2) Second offense/The teacher will follow the Minor Conduct Referral progression and bring the phone to the office for the child to get at the end of the day.

### **CHANGE OF PERSONAL DATA**

A change of address, home, work, or emergency phone numbers is to be reported ***immediately*** to the school office. This is necessary for emergency situations as well as for updating school records.

### **CHILD ABUSE AND NEGLECT**

Every person with responsibility for the care of children is required to make a report whenever child abuse or neglect is suspected.

All teachers, volunteers, and staff will follow the Archdiocesan policy on Child Abuse (Arch:3801) and the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working With Minors. If any teacher suspects that a child known to them in their professional capacity is being abused or neglected, he/she is required to report it.

### **CLASS VOLUNTEERS**

Please work with your child's classroom teacher if you would like to help the teacher or support the classroom. **ALL volunteers are required to pass the background check and training through Protecting God's Children.** Applications are on the website.

### **COMMUNICATION**

In order to provide families with timely communication, we offer weekly news (Friday Facts), email communication through Teacherease, BTC social media, and our School Family Organization (SFO).

#### **Friday Communication**

To avoid sending home large amounts of paper, most flyers and information from the school office will be sent home via email on Friday of each week, along with the **Friday Facts!**

**Paper copies of some documents are sent home on Friday. It is vital to read the Friday Facts each week as it contains upcoming calendar events, school updates, and special announcements.**

## COMPUTERS

At the beginning of each school year, parents and students sign an **Internet Acceptable Use Policy** and agree to use the school's computers for approved educational purposes only. **See the Technology and Internet Use Policy of this Handbook for full details.**

## DISCIPLINE POLICY

At Blessed Teresa of Calcutta Catholic School, Christian values that have God as their focal point are taught from Pre-Kindergarten through Eighth Grade. The teachers and administrators of Blessed Teresa of Calcutta Catholic School believe it is our responsibility to have a fair and comprehensive discipline policy. We seek to help each child develop socially and emotionally, grow academically and spiritually, as well as learn to become caring, respectful, and responsible citizens.

**Parents and teachers work together in a team effort to create a positive learning environment for children to grow spiritually and academically.**

## EXPECTED CORE VALUES AND BEHAVIORS AT BTC

### 1. **Be Kind**

- Model forgiveness and encourage others.
- Demonstrate safe and caring behaviors in words and actions.
- Give your time to help those in need
- Use polite language (thank you, please...)

### 2. **Be Responsible**

- Follow all school and classroom expectations
- Show joyful reverence in church
- Demonstrate honesty and integrity
- Do your personal best

### 3. **Be Respectful**

- Settle conflicts peacefully
- Take care of the school property
- Embrace differences and treat everyone with respect
- Keep your hands and feet to yourself



**Voice Levels**

**0-** Silent/No Talking

**1-** Whisper Voice

**2-** Quiet Voice

**3-** Loud Voice

**Hallway Behaviors**

Keep Voice at a 0 Level

Walk to the Right

As a Class- Walk in a Single File Line

Keep Hands to Self

**Bathroom Behaviors**

Keep Voice at a 0 Level

Keep Hands to Self

Wash Hands and Throw Paper Towel in Trash

Only 5 Students at a Time

**Cafeteria Behaviors**

Keep Voice at a 2 Level

Keep Hands to Self

Remain in your Seat Until Dismissed

Clean your Area and Table

**Recess Behaviors**

Keep Hands and Feet to Self

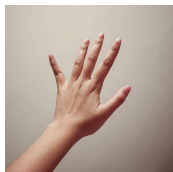
Follow Playground Rules

Voices can be at a Level 3

Line Up When the Whistle Blows

**Universal Attention Signal**

Give me Five



Our school policy aims to ensure a positive and safe learning environment for all members of the school community. Generally, teachers will address most behaviors directly in the classroom. Each BTC teacher communicates class expectations and rules for a caring, safe classroom culture. The rules will also follow our school-wide expectations and core values. Teachers will employ various strategies and principles to foster a safe and positive classroom atmosphere. For behaviors persisting despite interventions, warnings, and parent communication, teachers may utilize Minor Conduct Referrals.

### **Minor Conduct Referrals**

Minor conduct referrals will accumulate quarterly per student, not per class or teacher.

**Minor Conduct Referrals do not go into a student's permanent record.** Teachers will remain in continued communication with parents or guardians when there is a concern with behavior. However, when a student has received 3 Minor Conduct Referrals in one quarter, they move to a **Major Conduct Referral**.

Minor conduct referrals apply to behaviors such as:

- Poor verbal interactions with peers and adults
- Continual class disruptions
- Inappropriate language/gestures/noise
- Non-compliance
- Leaving the supervised area
- Hands-on with another student (minor)
- Electronic device violation (phone)
- Dress code violation
- Not following classroom or school expectations

**Consequences for Minor Conduct Referrals are as follows:**

- 1. 1st Referral- Warning: an email is sent to the parent**
- 2. 2nd Referral -A phone call home, 30-minute detention served after school, Detention Form is signed by parent/guardian.**
- 3. 3rd Referral phone call home, 45-minute detention served after school, Detention Form is signed by the parent/guardian.**
- 4. 4th Referral- A Major Conduct Referral will be completed by the teacher. The principal will meet with the student, call the parent/guardian and follow up with a consequence.**

**Major Conduct Referral Consequences are given by the school principal and can include, but are not limited to, the following;**

- ~ Conference with student and parent/guardian
- ~Restorative Meetings with students involved
- ~Time out of the classroom
- ~Recess/Lunch Detention(s)

~ After School Detention(s) (60 Min.)

~In-School Suspension

~ Out of School Suspension

~Withdrawal for Cause

There are also times in which the student's behavior warrants a Major Conduct Referral immediately. Major Conduct Referrals are utilized for behaviors that require intervention from the principal. **These referrals accumulate yearly and can remain in the student's discipline file.**

### **Major Conduct Referrals**

- Destroying and damaging school property
- Fighting
- Harrassment
- Bullying
- Leaving school grounds
- Physical Contact ( causing injury)
- **Repeated Violations -3 Minor Conduct Referrals**

**There are times when these behaviors warrant a serious consequence for the safety of others. These consequences can include suspension from school, probation, and withdrawal for cause.**

### **SUSPENSION**

Suspension is the removal of a student from all classes for a specified period.

The decision to suspend is made at the local level by the school principal. School policies will be communicated to parents and students. Parents will be notified of a suspension by the principal.

### **PROBATION**

Probation is the continued enrollment of a student, but with specified conditions.

The decision to use probation as a disciplinary action is made at the local level by the principal. If a student is placed on probation, the parents/guardians will be informed in writing. The school will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation. **The original signed statement is to be kept on file at the school, and a copy is to be given to the family.**

### **WITHDRAWAL FOR CAUSE**

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily, a student would not be subject to withdrawal for cause unless there has been a period of disciplinary concerns. **A student may also be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.** The decision to withdraw for cause is made at the local level by the principal in collaboration with the parish pastor. **This decision will only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct and is undertaken with the utmost Christian charity, caution, and prudence.**

**If a student's behavior falls under the Missouri Safe Schools Act, it is classified as a *serious offense*.** This state law applies to all schools in Missouri, including Catholic schools. The **Safe Schools Act** outlines specific violent behaviors, pose a serious threat to the safety of others or may require the involvement of law enforcement. These offenses will be identified and addressed directly by the school principal.

**Examples of serious offenses include, but are not limited to:**

- **Possession of firearms on school property**
- **Possession of weapons at school**
- **Acts of violence or threats of violence (see definition below)**
- **Possession or use of explosives at school**
- **Drug, alcohol, or substance use/possession at school**
- **Sexual harassment**

### **Concealed Firearms Policy**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of Blessed Teresa of Calcutta Catholic School and Parish is strictly prohibited.

### **Drug, Alcohol, and Substance Use and Abuse**

The use and abuse of alcohol and other drugs not only pose significant health risks to young people but also hinder their full development as Christian individuals. In accordance with federal and state laws, the possession and use of certain unprescribed substances—including narcotics, depressants, stimulants, and hallucinogens—are illegal.

As such, the possession, use, transfer, or being under the influence of illegal or unprescribed drugs, as well as alcohol, is strictly prohibited on school property or at any school-sponsored event.

Violations of this policy will result in serious disciplinary action, including suspension and/or withdrawal for cause. In addition, the use, possession, or distribution of vaping devices is strictly prohibited. This includes devices that may contain nicotine or other substances, as such actions often violate local laws concerning tobacco and substance use by minors.

### **Harassment**

Blessed Teresa of Calcutta Catholic School shall maintain a learning environment that is free from all forms of harassment. No student or staff member in the school shall be subjected to any type of harassment. Blessed Teresa of Calcutta Catholic School forbids harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. **Harassment creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.**

Blessed Teresa of Calcutta Catholic School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who need to know.

**Student:** If a student is suspected of harassment, he/she will be immediately reported to the principal. The principal will determine the need for further consequences such as a parent/guardian meeting, student assessment, suspension, and/or withdrawal for cause.

**Parent:** If a parent/guardian is suspected of harassment toward a staff member, he/she will be required to attend a meeting with the school's administration.

The result of the meeting will be a plan of action on how to improve the interaction between the parent/guardian and the school. **If improvement does not take place within a prescribed time, the family will be withdrawn from the school.**

### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

### **Violence and Threats of Violence**

Catholic schools are committed to providing a safe and supportive learning environment for all members of the school community. Rooted in Gospel values, our schools promote respect for the dignity and rights of every individual.

**Violence undermines these values and will not be tolerated. Violence includes any serious threat, gesture, or action that causes—or has the potential to cause—physical harm, emotional distress, or fear. This includes, but is not limited to:**

- Threats of using a firearm or weapon
- Acts of physical assault
- Possession or use of a weapon
- Verbal or written threats of violence

All reported or observed incidents of actual or threatened violence will be taken seriously and addressed promptly by the school administration. Disciplinary and legal actions may include, but are not limited to:

- Conference with parent/guardian
- Mandatory counseling
- Suspension
- Withdrawal for cause
- Notification of and/or collaboration with the Ferguson Police Department
- Legal action, as appropriate, based on the severity of the incident

### **Weapons/Explosives**

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms or explosive devices on school/parish premises is not permitted. **Law enforcement will be contacted for firearms and explosives.**

### **Search and Seizure**

The school administrator, with sufficient reason, may search a student's desk, which is school property. Students' personal property, such as jackets, purses, backpacks, and the like, can also be searched with sufficient cause by school administrators.

**School administration may use this method of search and may employ it without prior notice to parents or students.**

## **DROP OFF/PICK UP PROCEDURES**

### **Morning Drop Off**

**SOUTH (Upper) LOT** off Elizabeth:

#### **DROP OFF FOR ALL FAMILIES.**

- Families will enter the **SOUTH LOT** off Elizabeth and use the drive-through behind the rectory to drop off children.
- Students will enter through Door A each morning.
- Families will pull up to the first orange cone. Once the student has exited the vehicle, you must remain in line and drive forward, off the lot, to exit.
- **We ask that you do not get out of the car to ensure the safety of everyone and not disrupt the flow.**
- **PreK families can drop off at Door C. Only PRE-K Families. Kindergarten students are dropped off at Door A**

## **Afternoon Pick Up**

### **PICK UP GRADES 4-8**

- Families will enter and exit through the top lot by the Parish Office.
- For pick-up, all vehicles will enter the top lot (located between the Parish Office and the white residential house).

### **PICK UP GRADES PreK-3**

- Families will access the bottom lot from Chambers Road.
- Parents/families will park and wait for the school bell to ring.
- Parents can stay in the car or walk up the stairs to meet the children. Once the classes are released, children will walk down to meet their ride.
- **Please note that when students arrive on the lot, no vehicles are allowed to enter or exit.**
- An assigned teacher will notify the vehicles when all students have safely entered their rides and one by one.
- **Families will exit the lot with directions from the assigned staff.**
- **All vehicles must exit the lot, turning right down Millman Drive**

**\*\*\*If you arrive after Millman gate is closed and you park on Millman, you must walk up the steps and pick up your child. STUDENTS WILL NOT BE ALLOWED OUT OF THE GATE\*\*\***

## **EARLY DISMISSAL**

**These are days for professional development for our teachers. Check the monthly calendar for dates.**

Students are dismissed at 11:00 A.M. on Early Release Days.  
Aftercare is available on these days, but students **MUST** bring lunch.

***Aftercare is NOT Available on the day before Christmas Break, the day before Spring Break, and the Last Day of School***

## EXTENDED CARE PROGRAM

**There is a change in our extended care this year. For the 2025-2026 school year, we are only offering after-school care support.** Aftercare is a special service we offer all families at competitive rates. We operate our Extended Care program in the cafeteria and are staffed by a BTC teacher and staff member.

**PK – 8 After School Care:** Available from 3:00 – 6:00 P.M.  
**Early Dismissal Days:** Available from 11:00 A.M. – 6:00 P.M.

### Safety Protocol for Aftercare

1. Attendance is taken when students enter the cafe after school.
- 2. Parents/Guardians MUST sign their child out each day.**
3. Aftercare is supervised by the director, Ms. Vanderford, and a BTC Staff member.
4. Drills and evacuation plans are practiced with the students.
5. Daily documentation and attendance are reported and filed each day for an accurate record of students in our care.

**Snacks are provided daily**

**Lunch is not provided on Early Release Days**

## FAMILY WITNESS STATEMENT

*Once registering at BTC, ALL families are expected to follow our Family Witness Statement. As a parent/guardian of a child at Blessed Teresa, I will...*

- Understand that the authentic teachings of Jesus, as taught by the Catholic Church, will be part of my child's education and formation;
- To the best of my ability, I respect the teachings of the Church and help my children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life, and form my children in faith;
- Commit to partnering with the school by word and example, fostering a community where integrity, respect, and care flourish;
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.



- Meet my financial responsibilities in supporting the Catholic School or the Parish School of Religion; and
- Practice stewardship in support of the school, fostering a spirit of respect, service, and shared responsibility within our community.

***This Witness Statement confirms your pledge as a parent, family, and or legal guardian to support the school in words and actions that guarantee a collaborative union between home and school.***

## **FIELD TRIPS**

This year, each grade level will offer at least one field trip that is connected to the school curriculum. **An official school consent form MUST be signed by the parents/guardians and returned to school before a student may participate in a field trip.** The teacher will make transportation arrangements.

Chaperones may assist the teacher in supervising the trip if they have completed Protecting God's Children and submitted a background check. It is the responsibility of the chaperone to support the teacher's rules during the field trip. **Since a chaperone has the responsibility to help monitor the school children, chaperones cannot bring younger siblings along on the field trip.**

## **Field Trip Vehicles**

In accordance with Archdiocesan policy (5209.9) and Missouri State Law (SB872) those who volunteer to drive a private vehicle on a field trip are responsible for meeting the following criteria:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair their ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for a minimum of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. "The lease, rental, or any use of a 15-passenger van, for the transportation of passengers, is prohibited." (Archdiocesan directives).
6. Every person in a private vehicle must wear a seat belt.
7. Adults should not be permitted to smoke in the vehicle.
8. A copy of a valid vehicle insurance card and driver's license must be on file.
9. Drivers are not allowed to make unauthorized stops.
10. ***Schools should take appropriate measures to ensure the safety of students when they are being transported for educational trips, athletic events, and other off-campus school activities. (Archdiocesan Policy 5202.9)***<sup>1</sup> Children younger than 4 years of age, regardless of weight, and children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, weighing at least 40 pounds but less than 80 pounds, and are less than four feet nine inches tall, must be secured in a child passenger restraint system for booster seats appropriate for the child.

## GRADING SYSTEM

The following academic grading range will be used at Blessed Teresa of Calcutta Catholic School:

**K-3**

- 3 Points– Secure (Mastery of Skill)
- 2 Points– Developing ( Acceptable Progress)
- 1 Point–Emerging ( Beginning to understand the concept)
- 0 Points–Needs Improvement

<b>Grades 4 - 8</b>	A+	99-100	Excellent	C+	83-84	Average
	A	94-98	Excellent	C	77-82	Average
	A-	93	Excellent	C-	75-76	Average
	B+	92	Very Good	D+	73-74	Below Average
	B	86-91	Very Good	D	71-72	Below Average
	B-	85	Very Good	D-	70	Below Average
				F	0 - 69	Failure

### Pre-Kindergarten

G  
Good Progress

W  
Working on Skill

NP  
No Progress Yet

### Special Subjects —Art, Music, Computer, PE, Health (5th-8th grade)

#### PreK-3—will use the following grade reporting:

G  
Good Progress

W  
Working on Skill

NP  
No Progress Yet

**3<sup>rd</sup>-8<sup>th</sup> —will receive grades based on the letter grading scale**

## HEALTH

Emergency Medical/Contact Cards are distributed on the first day of school and are to be filled out and returned immediately. They are kept on file in the school office and should be updated if there are phone or emergency contact changes. **Health files and forms are maintained in a confidential, separate file and are not filed with education records.**

### Communicable Diseases/Parasites

For the protection of the other students, parents should notify the school office if the student has a communicable disease or has lice, scabies, etc. (Confidentiality is our practice). A student may be sent home if symptoms of communicable diseases or an undiagnosed (by a physician) rash are present. **The Archdiocese has a zero-tolerance policy for lice or lice nits. Students must be treated and not return to class until they are cleared by the nurse.**

### Immunizations

Immunizations in accordance with the laws of the Missouri Department of Health's Bureau of Immunization are required. All new students and students entering Pre-K, Kindergarten, and Grades 3 and 6 should submit a physical examination by a physician or clinic. Students entering 8<sup>th</sup> grade are required to have a Tdap booster and the first dose of the MCV-Meningococcal Vaccine before school begins. Any student not in compliance will be sent home. Vision and hearing screenings are conducted each year within the school by Cardinal Glennon School Partnership Nurses.

### Illness/Injury

If a student becomes ill or injured at school, we will use the following procedure:

- The teacher will send the student to the office with a Nurse Form.
- **If the student is ill and needs to be sent home, the nurse will notify the parent, who must make arrangements to pick up the child as soon as possible.**
- **The parents will be notified of any potentially serious injury at school or on the playground once they have been to the nurse.**
- If the school cannot reach a parent or guardian, a person designated by the parents on the Emergency Card will be notified.
- **The person coming to get the child must meet the student in the school office and sign him/her out.**
- If the student is sent home with a fever, diarrhea or vomiting, the student is **not to return to school the next day, as the student is required to be free of temperature or sickness (i.e., diarrhea, vomiting, rash) without medication for 24 hours before returning to school.**

### Medication Administration

Ideally, all medication should be given at home. However, some students can attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner is signed and properly filed with the school. Physicians' orders may be faxed or mailed to the school.
2. Written consent of the parent/guardian for school personnel to administer the medication. (Forms available in the school office.)
3. Medication must be in its **original container**, labeled by the pharmacy.
4. Changes in medication or dosage must originate from the physician.
5. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school.
6. Students or parents **may not bring over-the-counter medicine** (cough syrup, cold capsules, aspirin, etc.) Parents may come to school and administer this medication to their children

### **Students with Significant Medical Conditions**

A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Blessed Teresa of Calcutta Catholic School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response that may be necessary in order to provide the student with a healthy and safe environment.

### **Wellness Policy**

Blessed Teresa of Calcutta Catholic School is committed to the Archdiocese School Wellness Plan.

- Students will have access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be served in a clean, safe, and pleasant environment.
- BTC offers free and reduced lunches. It is open to all who qualify.
- The school shall provide at least 20 minutes per day of supervised recess during which the students should be encouraged to participate in moderate to vigorous physical activity (weather permitting).
- The school shall encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards for individual foods and snacks.
- School lunches consist of a healthful entrée, a vegetable, a fruit, and milk that meet one-third of the USDA daily nutritional requirements.
- **Students bringing lunch from home are NOT allowed to bring power drinks, tea, coffee, or caffeinated beverages.**

## **HOMEWORK**

Many grade levels do not assign homework as we would not utilize homework for a class grade. The homework assignment is an extension of the class lesson. The following are approximate times for homework if given:

Grades K, 1, 2	15-20 minutes
Grades 3,4,5	20-30 minutes
Grades 6,7,8	30-40 minutes

**As part of our School Improvement Plan, we would like all students to engage in reading weekly at home for homework!**

## **INCLEMENT WEATHER**

**Should classes be canceled due to snow or ice, the closing announcement will be relayed in an email blast to the email address you provided us or the following stations:**

**KSDK News Channel 5  
KMOV News 4**

**Snow Schedule:** The snow schedule means that classes will start at 10:00 A.M. Students may begin to arrive in the cafeteria at 9:30 A.M. Students will be dismissed to their classrooms at 9:45 A.M., and school will begin at 10:00 A.M. **Students are not marked tardy.**

## **AMI DAY / ALTERNATIVE MEASURES OF INSTRUCTION ( Virtual Learning)**

On inclement weather or emergency days, we may call for an AMI day. Doing this will allow us to count this day as a day of instruction on our school calendar and will provide the students with skills to reinforce our curriculum while the school building is closed. AMI days will be used when we have used all of our “allotted snow days” or have a school emergency requiring us to close down the school.

## **LUNCH**

Parents will be charged for lunches through their FACTS Account.

**Lunch is \$4.75**

**Children may purchase the hot lunch meal that includes an entrée, a vegetable, and a fruit. **MILK IS NOT INCLUDED IN THE MEAL.****

**White milk (1%) and chocolate milk (1%) may be purchased daily at 50 cents per 8-ounce carton. It is considered an extra item.**

Free and reduced lunch applications are sent home at the beginning of the year and are available throughout the year.

## NONCUSTODIAL PARENT

As part of the registration process, parents who are divorced or legally separated must provide legal documentation verifying current custody arrangements. If a court order restricts the release of information to a non-custodial parent, it is the responsibility of the custodial parent to submit an official, court-stamped copy of the order to the school.

Additionally, it is the responsibility of both parents to provide the school with the most recent court-ordered parenting plan. This documentation is necessary for the school to make informed decisions regarding the release of the child to a non-custodial parent, if applicable.

## OUTDOOR RECESS

Outdoor recess is scheduled each day, weather permitting, and recess is supervised by teachers and staff. **Students in grades PreK through 2 have two recesses a day and students in grades 3 through 8 have one recess a day.**

### Playground and Rules

#### **Some Playground Guidelines to go over with your children:**

- Students are not to leave the playgrounds to retrieve balls or any other equipment.
- Students will line up after recess is over to enter the building.
- Soccer is to be played only on the grassy field.
- **Football and Dodgeball are prohibited.**
- Balls are not used in the playground equipment area.
- Keep your hands and feet to yourself.
- Students not following playground rules may need to sit out.

#### **Conduct Rules for Children (from Archdiocesan Safety Manual):**

- No rough play is permitted.
- Children should be permitted to use only equipment designed for their age group.
- Avoid playing near the classroom windows, if possible.

## OUTDOOR ACTIVITY WEATHER GUIDELINES

BTC maintains the following guidelines for outdoor recess or other activities during inclement weather. Wind chill numbers will affect the decision for outdoor recess.

<i>Temperature</i>	<i>Outdoor limit</i>
<b>25-32 degrees</b>	<b>10 Minutes</b>
<b>32-90 degrees</b>	<b>Normal time</b>

**BTC will follow the temperature guidelines above for outdoor recess. Coats must be available for 25 to 32 degrees for the student to go outside.**

## **PHYSICAL EDUCATION AND HEALTH CLASS**

Every student will have PE each day as well as health lessons. All students will be working on specific skills as outlined through the Archdiocese and state standards for PE and Health. **Football and Dodgeball will not be permitted for safety reasons.**

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled at the end of the first grading period. **Parents/guardians are expected to come to the first report card conference.**

**We do not schedule conferences following the first grading period.**

Parent/teacher conferences are held at the request of the parent or teacher throughout the school year. Appointments can be arranged by calling directly to the teacher's voicemail or sending an email.

## **PERSONAL BELONGINGS**

Students **are not allowed** to bring personal items such as smartwatches, iPods, iPads, a Nintendo Switch, Tablets, and any other electronic devices to school. **If your child brings any of the above-named personal items to school, the teacher will ask them to keep it in their backpack until the end of the day.**

## **RELIGION PROGRAMS**

Children at Blessed Teresa of Calcutta Catholic School attend Mass once a week according to the schedule made by the administration and staff. Penance services, prayer services, and special observances, especially during Advent and Lent, are scheduled throughout the year.

***Parents/guardians are invited and encouraged to attend the various prayer services and liturgies with the children.*** Please consult Friday Facts and the school calendar for dates.

## **SCHOOL FAMILY ORGANIZATION ( SFO)**

The School and Family Organization (SFO) was formed to foster unity among BTC School families and to provide financial support for our school.

The School and Family Organization (SFO) accomplishes this by hosting activities for our students/families and through fundraising events. We encourage all our school families to become involved and volunteer at several of our activities throughout the academic year.

**SFO meetings are the first Thursday of each month at 6:30 pm and are open to ALL families!**

## STUDENT RECORDS

Parents/guardians have the right to inspect and review the official active file of their children. Copies, however, are not provided. **If a parent would like to view the child's file, they will need to speak to the principal and will be required to review the file under supervision.**

### Transfer of Records

Blessed Teresa of Calcutta Catholic School will not release student records to other schools, institutions, agencies, or individuals without the prior written permission of a parent/guardian, or if the former student is eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. **Records and transcripts will not be forwarded if school financial obligations are not current.**

### Release of Discipline Information

Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student if 18 years or older and still enrolled in the school. This applies to providing both written and/or oral information.

## SCHOOL AND STUDENT SAFETY

Any adult entering the building between 8:00 A.M. and 3:00 P.M. is required to report to the school office, sign in, and receive an ID/Visitor tag (if not a parent). **All visitors and parish employees are required to enter through the main school doors with the red awning.**

**All members of the BTC and Parish community must follow the expectation of entering the school through the main door. All doors to the outside are to remain closed and locked during school hours to ensure that our students and staff are safe.**

**As a school, we also follow through with routine drills for Fire, Earthquake, Tornado, Lockdowns, and Intruder. Our students practice what to do in an emergency and learn how to get to our school Rally Point in an evacuation.**

## STUDENTS WITH SPECIAL NEEDS

Blessed Teresa of Calcutta Catholic School will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents will be part of a student's cumulative record.

**In the event BTC cannot meet a particular student's special learning or physical needs, we will attempt to assist the family in finding appropriate alternatives to ultimately meet the student's needs.**



## SUPERVISION OF STUDENTS

Students may begin arriving between 7:30 and 8:00 A.M and will enter through the main door and go to the cafe, where we have adult supervisors. **Students will not be allowed in the building before 7:30.** At dismissal, students are led to the parking lots for pickup. **Students not picked up within 10 minutes of dismissal will be sent to the office to be picked up there.**

## TEACHEREASE

TeacherEase is a powerful online tool for use by teachers and parents. It is also an excellent platform that provides families with communication and access 24/7 to their child's academic progress. Teachers will regularly post assignments, class announcements, and attendance on TeacherEase. The Office Staff will also provide important parish and school information. In order to participate in TeacherEase, parents will provide the school with their email address, and an invite link will be provided to set up the TeacherEase account and Parent Portal.

## TECHNOLOGY

Computer technology and Internet access are available to all students of Blessed Teresa of Calcutta Catholic School. Computers, Chromebooks, and tablets are valuable tools for research. They take students and staff beyond the confines of the classroom and provide tremendous opportunities for enriching, extending, and reinforcing classroom lessons.

Internet traffic from all computers is filtered before your children see it. If something inappropriate is found, it is blocked.

- Students in grades K–3 will visit only sites that have been previously evaluated by the teacher.
- Students in grades 4-5 are just beginning to learn research skills, which will enable them to find the needed information on the Internet. They will be taught good search strategies.
- Students in grades 6-8 are permitted to search for needed information when a teacher has approved their topic.
- While using the internet, there is a possibility that a student will come across material that is objectionable, controversial in nature, or of no educational value. If this occurs, a student is expected to immediately close the browser window and inform the teacher.

### **Students at BTC School may not:**

- Use a computer without teacher supervision
- Use the school's technology equipment for activities that are not educational
- Intentionally visit websites that contain objectionable materials. (Students are expected to use good judgment before clicking any link on a web page.)

- Send or receive emails without the teacher's permission. Emails are currently turned OFF for students.
- Create or participate in blogs/wikis, live chats, and social media unless part of a supervised class activity
- Give out personal information (name, address, etc.) while using the Internet
- Violate copyright laws
- Download music, software, videos, etc., unless part of a supervised class activity
- Tamper with the hardware, software of the equipment
- Intentionally misuse any of the school's technology equipment
- Trespass in another person's folder or Google account

### **Google Accounts and Devices**

Students and faculty at Blessed Teresa of Calcutta School will be using Google Apps for Education. Students in 3<sup>rd</sup>-8<sup>th</sup> grades will be assigned a Google account. This account will be accessed by the students to utilize the applications associated with Google Apps for Education regularly. Students in K-2<sup>nd</sup> will use generic accounts to access internet applications. The accounts will be under the full control of Blessed Teresa of Calcutta School. The accounts currently do not permit email use. Students in 3<sup>rd</sup>-8<sup>th</sup> Grade will be 1:1 using Chromebooks. Students in PK-2<sup>nd</sup> grade will be 1:1 using tablets. If damage occurs to the device, repairs and/or replacement are the responsibility of the student.

## **UNIFORM POLICY**

### **Dressing and Grooming**

Uniforms are required to be worn during the school year. The uniforms can be purchased at Fischer's School Uniforms in New Town, St. Charles (Traditional Plaid).

The school uniform is a symbol to ourselves and the community that we are holding ourselves to a higher professional and personal standard. Only on designated special occasions will students be allowed to be out of uniform or in casual uniform t-shirts. Teachers and the principal have the right to determine if a student is out of uniform or does not look appropriate.

### **General Rules for All:**

- **No color or printed T-shirts that show through the white uniform shirts**
- **No make-up, tattoos, body/modification jewelry/piercings, or acrylic nails**
- **No nail polish on natural nails (clear polish is acceptable on natural nails only)**
- **No excessive jewelry (one pair of non-dangle earrings (girls or boys), one necklace, and one bracelet/or watch on wrist allowed)**
- **Modest hem length on skirts, shorts, and skorts (no more than 2 inches above the knee)**
- **No extreme haircuts, such as Mohawks or shaved designs into the hair, are permitted.**
- **No unusual hair coloring (pink, blue, etc). Hair must be a natural hair color.**
- **No sandals, Crocs, boots, open-toed or heeled shoes ( snow boots can be worn, but tennis shoes will need to be placed on after entering the class)**
- **Tennis/athletic shoes must be worn on gym days**

- The pants and shorts must be navy blue. No knit, corduroy, cargo, or capris
- Shirts/blouses must be tucked in at all times
- Socks must be solid colors only
- No athletic shorts of any kind (K-8)
- Scout uniforms may be worn on meeting days only
- Solid, full-length black, white, gray, and navy blue leggings are permitted to be worn under skirts or jumpers during the school day. Leggings must be free of cutouts, writing, and sheer material (Sweatpants may be worn to and from school and during recess)
- Students may bring a purse to school, but it must remain in the classroom.  
**Purses may not be carried to church, recess, or lunch**

#### **REGULAR UNIFORM:**

Required December 1st through March 1st.

#### **SUMMER DRESS UNIFORM:**

Opening day through November 30th and March 1st through closing day. Navy blue uniform walking shorts (knee length) only with a white or red uniform shirt.

#### **PRE-K Students:**

Pre-K students wear the traditional uniforms as outlined in the uniform dress code or may wear plain navy sweatpants every day with a **white or red** collared shirt and a red sweatshirt when necessary.

#### **GIRLS PRE-K through 8:**

Girls must have one of the following: a plaid jumper, a plaid skirt, plaid skirt or navy blue pants/shorts. **It is recommended that the primary grades (Pre-K- 3rd) wear jumpers to eliminate the “tucking in” issue.**

**Girls *must* wear shorts under their jumper or skirt.**

#### **BOYS PRE-K through 8:**

Navy blue pants (worn at the waist) with belt loops and a belt (elastic waist permitted for primary grades, Pre-K- 2) and a white or red uniform shirt.

#### **UNIFORM SHIRTS:**

May be solid **WHITE**, or solid **RED** with **NO logo**. Shirts must be ***worn tucked in at all times***. Knit or polo with a collar (long or short sleeve) may be solid red or solid white.

#### **SHOES AND SOCKS:**

Shoes must be appropriate for comfort and outdoor play. Tennis shoes or dark dress shoes may be worn with the regular uniform or the summer uniform. **Socks must be solid colors only**

#### **CASUAL BLUE T-SHIRT**

May be worn on field trips and certain out-of-uniform days.

**SWEATSHIRTS AND SWEATERS:**

Although these are not required, it is a good idea to have them in the winter months. **The sweatshirt must be plain red or BTC-approved sweatshirts**

**Approved Sweatshirts- BTC blue, BTC white, and the gray and white hoodies with the angel wing, the BTC bright blue hoodie, and the red BTC quarter-zip.**

**All sweaters must be plain red or navy.**

**FREE DRESS-OUT DAYS:**

Free dress days must be Catholic school-appropriate items. Parents will be called to bring a change of clothing if clothes are deemed inappropriate. Absolutely NO short athletic shorts, no spaghetti straps or halters, crop tops showing midriff, tight-fitting or low-cut clothing are to be worn. **On free dress days, all other uniform policies apply except for the school uniform.**

**BIRTHDAY DRESS OUT**

Students may dress out on their birthday. **Half birthdays also count for students who have a birthday in the summer. On free dress days, all other uniform policies apply except for clothing.**

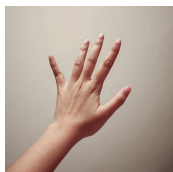
**It is important to note that students not following the School Uniform Policy will receive a minor conduct referral from the homeroom teacher as outlined in the Discipline Protocol. If the child continues not to follow the policy, minor conduct referrals will follow a progression. A student can move to a major conduct referral after four minor referrals. THANK YOU FOR HELPING US REINFORCE THE BCT DRESS CODE.**

**UNIVERSALS**

The implementation of universal structures is to create a consistent, predictable, and supportive learning environment for all students. The frameworks help establish clear expectations for behavior, streamline daily routines, and promote fairness in how rules are applied. Universal procedures also ensure that students, teachers, and staff have a shared understanding of schoolwide norms, fostering a sense of safety and belonging.

**Attention Signal**

Give me Five



**All staff members use this as a universal way of getting the attention of the students.**

**Voice Levels**

- 0-** Silent/No Talking
- 1-** Whisper Voice
- 2-** Quiet Voice
- 3-** Loud Voice

**Classroom Calming Corner**

Every classroom will have an area designated as a Calming Corner.  
The area will provide a safe place for the student to regulate for a short period.

**Hallway Behaviors**

- Keep Voice at a 0 Level
- Walk to the Right
- As a Class- Walk in a Single File Line
- Keep Hands to Self

**Bathroom Behaviors**

- Keep Voice at a 0 Level
- Keep Hands to Self
- Wash Hands and Throw Paper Towel in Trash
- Only 5 Students at a Time

**Cafeteria Behaviors**

- Keep Voice at a 2 Level
- Keep Hands to Self
- Remain in your Seat Until Dismissed
- Clean your Area and Table

**Recess Behaviors**

- Keep Hands and Feet to Self
- Follow Playground Rules
- Voices can be at a Level 3
- Line Up When the Whistle Blows

**VOLUNTEER HOURS (REQUIRED)**

All school families are expected to complete 20 volunteer hours of service to the school or parish. This is a very important structure of our school. Our School Family Organization (SFO) will monitor and track parent volunteer hours.

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*Thank you for partnering with our teachers and staff. At Blessed Teresa, we work to provide a safe, rigorous, and faith-filled learning environment. Our school community is rooted in respect, kindness, and service. The partnership between home and school is essential to our children's success, and we are committed to walking this journey with you hand in hand.*

*We encourage you to take time as a family to review the Discipline Policy, Schoolwide Universals, and Uniform Policy. These conversations help students understand the importance of teamwork and the strong connection between home and school.*

*To maintain a successful partnership, every family is expected to follow the policies outlined in the school handbook. Failure to do so may result in the loss of a family's enrollment.*

*This is going to be a great school year. ~ Dr. Luna*