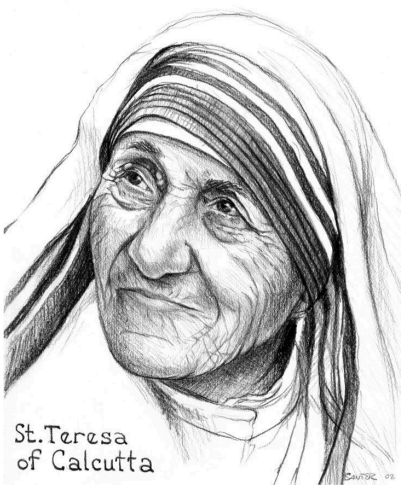


Blessed Teresa of Calcutta Catholic School

PARENT AND STUDENT HANDBOOK

2026-2027

150 North Elizabeth Avenue
Ferguson, Missouri 63135

Phone: (314) 522-3888
Fax: (314) 521-3173

www.btcparish.org

Principal- Dr. Lisa Luna
lluna@btc-school.org

Assistant Principal- Sr. Kristen Forgotch
kforgotch@btc-school.org

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WELCOME TO BLESSED TERESA OF CALCUTTA (BTC)

The Archdiocese of Saint Louis and the Missouri Nonpublic School Accrediting Association approve and accredit Blessed Teresa of Calcutta School through the state of Missouri. We are also a member of the National Catholic Educational Association.

BTC 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***

BTC STAFF

Classroom Teachers

Pre K
Emily Zesch
Vicki Moore

Kindergarten
Abby Grumich

1st Grade
Michelle Ketterer

2nd Grade
Bailey Frint

3rd Grade
Ruth Duncan

4th Grade
Evie Troupe

5th Grade
Adam McNerney

Middle School (6th gr homeroom)
Patti O'Connell

Middle School (7th gr homeroom)
Mary Ellen Meyer

Middle School (7th gr homeroom)
Ericka Hamm

Special Area/Staff

Art
Tim Grumich

Cafe Support
Gerri Orbin

Custodian
Lizzie Lonero

Secretary
Cheryl Morris

Interventionist
Mary Jill

Learning Consultant
Tonya Shortt

Learning Specialist
Sarah Funderburk

Music
Kathy Schmermund

Nurse/Office Support
Kim Hoelscher

Pastoral Associate
Jeff Finnegan

Physical Education
Zachary Costello

Principal
Dr. Lisa Luna

Religion Teacher PreK-5
Sr. Emeline

Social Worker/Counselor
Jodi Dixon

Teacher Assistants
Linda Fletcher
Lupita Lopez

Technology/Assistant Principal
Sr. Kristen

ADMISSION POLICY

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

1. **Parents must agree to the spiritual and financial obligations set forth by the Parish and Archdiocese, as well as any special limitations mandated by the Archdiocese.**

2. **Parents must work in collaboration with staff and administration in the psychological, emotional, spiritual, and academic development of their children.**

3. 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 or registered in Sacred Heart Parish.
    c) Families not registered with the Sacred Heart Parish.

4. 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) All children entering Pre-K, kindergarten, and 1st grade, as well as students new to BTC school, must present a **birth certificate, a baptismal certificate(only if Catholic), and proof of immunizations and a physical exam required by Missouri State law**.
    d) Children entering all other grades must present all of the above as well.

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

- The school day begins at 8:00 am and ends at 3:00 pm.
- **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 to check in.

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 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. **Students arriving after 8:00 am are marked Tardy.**
2. When a student arrives between 8:30 and 10:00 A.M., he/she will be marked "Out in less than 2 hours A.M."
3. **Students in grades K-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 must show an ID.***
2. Any student leaving school after 1:00 P.M. will be marked "Out less than 2 hours p.m This is required documentation for the student's permanent record.

AWARDS

All students in grades preschool through 8th grade are eligible to receive awards each academic quarter. The following award categories recognize students for their achievements.

Academic Honor Roll

Blessed Teresa of Calcutta Catholic School recognizes and celebrates outstanding academic achievement. Students in grades 4–8 are eligible for the scholastic excellence and citizenship awards at the end of each grading period. Students in preschool through grade 3 are also honored each quarter for their outstanding achievement and citizenship.

Principal's List(4-8th grade)
A student must receive all A's in ALL subjects.

High Honors (4-8th grade)
A student may have 2 B's and the rest A's in ALL subjects.

Honors (4-8th grade)
A student must have all A's and B's in ALL subjects.

Lightning Bug Award (Preschool-3rd grade)
Students in grades preschool through 3rd grade who continue to show growth in math and/or literacy will receive the **LIGHTNING BUG AWARD.**

Citizenship Award (Preschool-8th grade)
Students who consistently demonstrate the Blessed Teresa Core Values.

Blessed Teresa of Calcutta -Christian Witness Award

The highest honor at BTC is awarded each quarter to students in grades K–8. One student from each homeroom is selected for consistently demonstrating our core values, following the example of Jesus through exceptional acts of kindness and service, and making meaningful contributions that strengthen and enrich the Blessed Teresa community. Recipients of this prestigious award exemplify the spirit and mission of our school.

BIRTHDAYS

On birthdays, students may bring in a small, **individual, prepackaged treat to share with their homeroom only. It must be store-bought. Balloons and classroom lunch parties are not permitted during the school day.**

Students may celebrate their birthday with a free dress opportunity 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*.**

CELL PHONES/DIGITAL DEVICES

Missouri has enacted a statewide cell phone law requiring all public and charter schools to restrict student use of personal electronic devices during the school day. Although this law does not apply to private schools, Blessed Teresa of Calcutta School remains committed to providing a focused, distraction-free learning environment and will continue to enforce our school policy regarding student cell phone use.

School Policy

Students shall not use cell phones or any other electronic or digital devices at any time other than school-assigned devices during the school day. This includes using the cell phone when leaving the building. Cell phones must be turned off and kept in individual backpacks until a child is out of the building. Smartwatches and similar devices are also not allowed in school.

The consequences of using cell phones and messaging devices are:

1.) First offense/WARNING -The device will be held by the teacher until the end of the day, and a parent is notified by email.

2) Second offense-The teacher will follow the **Minor Conduct Referral progression, which will include a 30 min detentions and a phone call home. The teacher will hold the phone until the end of the day.**

3. Third offense-The teacher will follow the **Minor Conduct Referral progression, which will include a 45 min detentions and a phone call home. The teacher will hold the phone until the end of the day.**

Any additional incidents will result in a Major Conduct Referral and will lead to more serious disciplinary consequences given by school administration.

COMMUNICATION

In order to provide families with timely communication, we offer a weekly newsletter **(Friday Facts), email communication, phone blasts through FACTS, social media, and our School Family Organization (SFO).**

Each homeroom teacher in grades PreK through 8th grade will communicate through monthly newsletters.

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!**

It is vital to read the Friday Facts each week as it contains upcoming calendar events, school updates, and special announcements.

DISCIPLINE POLICY

At Blessed Teresa of Calcutta (BTC) Catholic School, Christian values that have God as their focal point are taught from Pre-kindergarten through eighth grade. We utilize three Core Values as the foundation for our Discipline Policy. **At BTC, 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.

Hallway Behaviors
Keep Voice at a 0 Level
Walk to the Right
As a class, walk in a single-file line
Keep Hands and Feet to Self

Bathroom Behaviors
Keep Voice at a 0 Level
Keep Hands and Feet to Self
Wash Hands and Throw Paper Towels in the Trash
Only 5 Students at a Time

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

Recess Behaviors
Keep Hands and Feet to Self
Follow Playground Rules
Remain in the assigned play area
Line Up When the Whistle Blows

Behavior Policy

Our school policy aims to ensure a positive and safe learning environment for all members of the school community. 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 do not go into a student's permanent record. The referrals accumulate quarterly per student, per class, or per teacher. Teachers will remain in continued communication with parents or guardians when there is a concern with behavior.

Minor Conduct Referrals apply to behaviors such as:

- Poor verbal interactions with peers and adults
- Continual class disruptions
- Inappropriate language/gestures/noise
- Continual non-compliance
- Leaving the supervised area

- Hands-on with another student (minor)
- Electronic device violation (phone, Chromebook)
- Dress code violation
- Continually 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
3. **3rd Referral -**A phone call home, 45-minute detention served after school
4. **4th Referral- After the 4th Minor Conduct referral, the student moves to a Major Conduct Referral and will visit the principal.**

Major Conduct Referrals

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.** The following are examples of a Major Conduct Referral:

- **Destroying and damaging school property**
- **Peer aggression/Mean-spirited behavior**
- **Hurtful or Intimidating behavior**
- **Leaving school grounds**
- **Physical Contact (causing injury)**
- **Sexual/Verbal and Physical harassment**
- **Repeated Violations -3 Minor Conduct Referrals**

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.

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 inconsistent with the Gospel message of Jesus Christ and the standards of its programs. **Harassment creates an intimidating, hostile, or offensive learning environment.**

The school principal gives major Conduct Referral Consequences 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 with administration
~ After School Detention with the administration (60 Min.)
~In-School Suspension
~Probation
~ Out-of-School Suspension
~Withdrawal for Cause

Suspension

Suspension is the removal of a student from all classes for a specified period. The school principal decides to suspend at the local level. School policies will be communicated to parents and students.

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.

Withdrawal for Cause

Withdrawal for cause is the permanent end of a student's enrollment at Blessed Teresa. **A student may 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 principal, in collaboration with the parish pastor, decides to withdraw for cause at the local level. **Families will also receive an official letter that will be placed in the child's permanent record.**

Serious Safe School Act Offenses

If a student's behavior falls under the Missouri Safe Schools Act, it is considered a serious offense and will be addressed immediately by school administration. **Serious offenses often require consequences that involve law enforcement and usually result in a withdrawal for cause.**

The Missouri Safe Schools Act applies to all Missouri schools, including Catholic schools. The law identifies specific behaviors that pose a significant threat to the safety and well-being of students, staff, and the school community and may require notification of law enforcement.

Serious offenses include, but are not limited to:

- **Possession of a firearm on school property**
- **Possession of a weapon on school property**
- **Acts of violence or threats of violence (see definition below)**
- **Possession or use of explosives on school property**
- **Possession, use, or distribution of drugs, alcohol, or other controlled substances on school property or at school-sponsored events**

Concealed Firearms Policy

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. **Ferguson Police are immediately involved in this situation.**

Drug, Alcohol, and Substance Use and Abuse

In accordance with federal and state laws, the possession and use of certain unprescribed substances—including narcotics, depressants, stimulants, and hallucinogens—are illegal. In addition, the use, possession, or distribution of vaping devices is strictly prohibited. This includes devices that may contain nicotine or other substances.

Violence and Threats of Violence

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:

- **Threat(s) of using a firearm or weapon**
- **Acts of physical assault**
- **Possession or use of a weapon**
- **Threatening to cause serious harm to another person, whether verbally, in writing, or electronically.**

Disciplinary and legal actions may include, but are not limited to:

- **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.**

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 behind the rectory.
- Students will enter through Door A and **walk down to the cafe for supervision.**
- Families will pull up to the first orange cone and **remain in the car.**
- **PreK families drop off preschool students at Door C because preschool students do not go to the cafe. Siblings of preschool students are dropped off at Door A.**

Afternoon Pick Up

Pick up Grades 5-8

- 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).
- Families can also park on Elizabeth and walk up to the 5-8 dismissal area.
- **Students MAY NOT cross Elizabeth without an adult!** This is a safety issue.

Pick up Grades PreK-4

- Families will access the bottom lot from Chambers Road.
- 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 for safety reasons.**
- **Families will exit the lot with directions from the assigned staff.**
- **All vehicles must exit the lot by turning right down Millman Drive.**

*****If families arrive after the Millman gate is closed, parents must park and walk up the steps to pick up children. We will not send students down the steps once we open the gate and cars are moving*****

EARLY DISMISSAL

Early Release Days are designated for teacher professional development and collaborative planning to support high-quality instruction. On Early Release Days, students are dismissed at 11:00 A.M. **Aftercare is available; however, students must bring lunch.**
Please note that Aftercare is not available on the following Early Release Days:

- **The day before Christmas and Spring Break**
- **The Last Day of School**

Students can dress out of uniform on Early Release days (except for the first week of school.

ELECTRONIC DEVICES

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.**

EXTENDED CARE PROGRAM

We offer an Aftercare Program as a service to our families at an affordable rate. **The program is held in the Parish Hall** and is supervised by trained BTC staff members.
Program Hours

- **PK–8 Aftercare: 3:00 P.M. – 5:30 P.M.**
- **Early Release Days: 11:00 A.M. – 5:30 P.M**.

Safety Procedures

- Attendance is taken when students arrive at Aftercare each day.
- **A parent or authorized guardian must sign out their child at dismissal.**
- The program is supervised by the Aftercare Director, Mrs. Jodi Dixon.
- Attendance and daily documentation are maintained to ensure accurate records.

Snacks and Lunch

- **Snacks are not provided during Aftercare.** Students may bring a healthy snack from home to enjoy during the program.
- **On Early Release Days, students attending Aftercare must bring lunch.**

FAMILY WITNESS STATEMENTS

Once registered at Blessed Teresa, every parent/guardian is expected to follow our Family Witness Statements.

- Support the authentic teachings of Jesus, as taught by the Catholic Church, and will be part of my child's education and formation.
- **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 in a way that enables 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 the financial responsibilities of the school.**
- **Practice faithful stewardship by supporting our school and staff while fostering a spirit of respect, collaboration, and shared responsibility within the Blessed Teresa of Calcutta community through both words and actions.**

These Witness Statements confirm your pledge as a parent and/or legal guardian to support the school in words and actions that guarantee a collaborative union between home and school. Not adhering to these statements would risk your child's enrollment.

FIELD TRIPS

Students in grades Pre-K through 5th grade offer at least one field trip that is connected to the school curriculum. Our middle school students take service field trips as well as an 8th-grade graduation trip. **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 work with families to organize transportation arrangements. Chaperones and drivers may assist the teacher in supervising the trip if they have completed Protecting God's Children and submitted a background check. It is the chaperone's responsibility to support the teacher's rules during the field trip. **Since a chaperone has the responsibility to help monitor the school children, they cannot bring younger siblings.**

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 and $300,000 per occurrence.
4. Drivers should be experienced and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in a private vehicle must wear a seat belt.
6. Adults should not be permitted to smoke in the vehicle.
7. A copy of a valid vehicle insurance card and driver's license must be on file.

GRADING/ASSESSMENT SYSTEM
Students at Blessed Teresa in the primary grades follow a standards-based grading system. Students in grades 4 through 8 follow the traditional letter grading system. The following academic grading range will be used at Blessed Teresa of Calcutta Catholic School:

Grades K-3

S **Satisfactory**
NI **Needs Improvement**
U **Unsatisfactory**

Grades 4 through 8

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-	69	**Below Average**
			F	0-68	**Failure**

Religion PreK-5

S **Satisfactory**
NI **Needs Improvement**
U **Unsatisfactory**

Religion 6-8

Middle School will follow the traditional letter grade

Behavior K-8

Students will be evaluated using the BTC Core Values

- Respectful
- Responsible
- Kind

S **Satisfactory**
NI **Needs Improvement**
U **Unsatisfactory**

Handwriting K-8

S **Satisfactory**
NI **Needs Improvement**
U **Unsatisfactory**

Special Subjects —Art, Music, Computer, PE/Health

PreK through 3rd grade—will use the following grade reporting:
S **Satisfactory**
NI **Needs Improvement**
U **Unsatisfactory**
4th through 8th Grade—will receive grades based on the letter grading scale.

Assessments

Students in grades K through 8 take the NWEA Standardized assessment three times each year to track academic progress toward the state standards. Our teachers also utilize the Renaissance Assessment with students to monitor reading achievement. **Parents are given copies of the NWEA parent reports to maintain an open line of communication.**

HEALTH AND WELLNESS

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.**

Immunizations

All students must meet the immunization requirements established by the Missouri Department of Health and Senior Services, Bureau of Immunizations. A current physical examination completed by a licensed healthcare provider is required for all new students and for students entering Pre-school, Kindergarten, 3rd Grade, and 6th Grade.

Students entering **8th Grade** must provide documentation of the required **Tdap (Tetanus, Diphtheria, and Pertussis) booster** and the **first dose of the MCV (Meningococcal) vaccine** before the first day of school. Students who do not meet Missouri immunization requirements or submit the required documentation will not be permitted to attend school until compliance has been met.

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.**
- **The parents will be notified of any potentially serious injury at school once the student has 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.**
- **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 fever 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.
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.
6. **Students or parents *may not bring over-the-counter medicine* (cough syrup, cold capsules, aspirin, etc.) Parents may come to school and administer them.**

Wellness Policy

Blessed Teresa of Calcutta Catholic School is committed to the 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.
- 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.
- **The school shall encourage parents to pack healthy lunches and snacks and to refrain from foods that do not meet nutrition standards for snacks.**
- **Students may bring a water bottle each day. Juice and drink packets are not allowed. The water bottle must only contain water.**
- **Students may NOT bring energy and sports drinks, tea, coffee, soda, or caffeinated beverages.**

HOMEWORK

Most grade levels do not assign homework, as we would not utilize homework for a grade. If homework is assigned, it is usually because work from the school day is not complete or the teacher has assigned a project or a test.
Students in grades 3 - 8 will write in the planner, which will go home each day.

INCLEMENT WEATHER

Should classes be canceled due to snow or ice, the closing announcement will be relayed in an email, social media, and phone blast through FACTS as well as 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.

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.

Homeroom teachers will send home AMI Packets as we get close to the winter weather. The packets contain enrichment and practice activities that students can complete at home with minimal adult support.

LUNCH

Parents will be charged for lunches through their FACTS Account.
Lunch prices for the 2026-2027 school year;

Preschool	$4.50
K-8	$4.95
Extra Entrée	$2.25
Milk Carton	$.50

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

Free and reduced lunch applications are sent home at the beginning of the year and are available throughout the year. Refer to our website to download the application.

Students are NOT allowed to bring energy and sports drinks, tea, coffee, soda, juices, or caffeinated beverages for lunch.

NONCUSTODIAL PARENT/GUARDIAN

As part of the registration process, families with guardianship arrangements or parents who are divorced or legally separated must provide current legal documentation verifying custody and guardianship status. If a court order limits a non-custodial parent's access to educational records, school information, or contact with the student, the custodial parent is responsible for providing the school with a current, court-stamped copy of the order.

Additionally, it is the responsibility of both parents to provide the school with the most current court-ordered parenting plan. The school will follow the terms of the most recent court order on file.

OUTDOOR RECESS

Outdoor recess is scheduled daily, weather permitting, and is supervised by BTC teachers and staff to ensure a safe and enjoyable environment for all students. **Students in Pre-K through Grade 3 have two recess periods each day, while students in Grades 4–8 have one recess period each day.**

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.

Temperature	*Outdoor limit*
25-32 degrees	**10 minutes**
32-90 degrees	**Normal time**

During periods of cold weather when outdoor recess may be shortened or modified, students are expected to come to school dressed appropriately for outdoor conditions.

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 also held at the request of the parent or teacher throughout the school year. **Appointments can be arranged by calling the teacher's voicemail directly or sending an email.**

PERSONAL BELONGINGS

To minimize distractions and protect personal belongings, students may not bring personal electronic devices to school, including smartwatches, iPods, iPads, tablets, Nintendo Switch devices, or other similar electronic items. **Students should also refrain from bringing toys, squishies, or other personal items unless specifically requested by the classroom teacher for a designated activity, such as Show and Tell.**

If a student brings an unauthorized personal item or electronic device to school, they will be instructed to keep it securely stored in their backpack for the remainder of the school day. The school is not responsible for lost, stolen, or damaged personal items brought to campus.

RELIGION PROGRAMS

As a Catholic school, the spiritual formation of our students is at the heart of our mission. Students participate in weekly Mass and periodic Prayer Services. In addition, students take part in daily religion classes and special liturgical celebrations throughout the year, with a particular emphasis on the seasons of Advent and Lent.
Families are encouraged to attend weekly Mass with the students. Be sure to check the weekly Mass schedule on the Friday Facts. Mass begins at 8:30 am.

SCHOOL FAMILY ORGANIZATION (SFO)

The School and Family Organization (SFO) exists to strengthen the partnership between home and school by fostering a strong sense of community among Blessed Teresa of Calcutta School families while providing financial support for our students and programs. Through family-centered events, volunteer opportunities, and fundraising activities, the SFO plays an important role in enriching the educational experience of our school community.

All school families are encouraged to become actively involved by attending meetings, volunteering at events, and supporting SFO initiatives throughout the school year. SFO meetings are held on the first Thursday of each month in the Parish Hall and are open to all Blessed Teresa of Calcutta School families.

SNACKS

Students may bring a healthy snack from home in grades preschool through 8th grade. However, it is up to the discretion of the homeroom teacher when they can consume the small snack. **Students may also bring a water bottle with them each day.**

STUDENT RECORDS

Parents/guardians have the right to inspect and review the official active file of their children. **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

Records and transcripts will not be forwarded if school financial obligations are not current.

SCHOOL AND STUDENT SAFETY

To ensure the safety and security of our students and staff, all adults entering the school building between **8:00 a.m. and 3:00 p.m.** must report to the school office, sign in, and obtain a visitor badge or identification tag, as applicable. All visitors must enter the building through the **main school entrance under the red awning**.

During the school day, parents and visitors are not permitted to go directly to classrooms unless they are volunteering or an appointment has been scheduled with a teacher. If families need to deliver lunch, homework, or other items for their child, please bring them to the school office. A staff member will ensure that the items are delivered to your child promptly.

Throughout the school year, students and staff participate in regularly scheduled emergency preparedness drills, including fire, tornado, earthquake, lockdown, and intruder drills. **Students are taught emergency procedures and practice safe evacuation protocols, including relocating to the school's designated rally point when necessary.**

SUPERVISION OF STUDENTS

Students may begin arriving at school between 7:30 a.m. and 8:00 a.m.
Students should enter through the main school entrance and report to the café, where adult supervision is provided.
For the safety of our students, they may NOT be dropped off before 7:30 a.m under any circumstances. We do not have adult supervision before 7:30 a.m.

At dismissal, all students will be escorted to the designated parking areas for parent pickup. Students who have not been picked up by 3:10 will be sent to the front office, and a parent/guardian will be contacted. **If the student is not picked up by 3:20, they will be sent to aftercare, and the parent will be charged a daily fee through FACTS.**

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.

Students in grades one through eight are given an individual Chromebook to use in the classroom (1-1 device). Students in kindergarten use tablets (1-1 device) in the classroom. Internet traffic from all computers is filtered before your children see it. If something inappropriate is found, it is blocked. Students in grades K–8 will visit only sites that have been previously evaluated by the teacher and/or Technology Specialist.

Students at BTC may not:

- 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.
- Create or participate in blogs/wikis, live chats, social media, and non-educational games unless part of a supervised class activity.
- Tamper with the hardware and software of the equipment.
- Intentionally misuse any of the school's technology equipment.
- Trespass in another person's folder or Google account.

UNIFORM POLICY

Dressing and Grooming

The school uniform is a symbol 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.

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

General Rules for All (This is also for Dress Out Days):

- **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-dangling earrings (girls or boys), one necklace, and one bracelet/or watch on the wrist allowed).**
- **Modest hem length on skirts, shorts, and skorts (no more than 2 inches above the knee).**
- **Hair must be a natural hair color (No unusual hair coloring (pink, blue, etc).**
- **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.**
- **Scout uniforms may be worn on meeting days only.**
- **Solid, full-length black and navy blue leggings are permitted to be worn under skirts or jumpers during the school day.**
- **Sweatpants may be worn to and from school and during recess ONLY.**
- **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.

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 (elastic waist permitted for primary grades, Pre-K- 2) and a white or red uniform shirt.

Uniforms Shorts
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. **Socks must be solid colors only.**

Sweatshirts and Sweaters:
While sweatshirts and sweaters are not required as part of the school uniform, they are recommended during the colder months. All sweatshirts and sweaters worn during the school day must follow the approved uniform guidelines.

All sweaters must be plain red or navy blue. **Approved sweatshirts include plain red sweatshirts or BTC-approved sweatshirts. Approved BTC Sweatshirts: The BTC blue and white sweatshirt, the gray and white angel wing hoodies, the BTC bright blue hoodie, and the BTC quarter-zip.**

Free Dress Out Days:
Students are allowed to dress out of uniform on Early Release Days and for their birthday. For those students with a summer birthday, they can dress out on their half birthday. **It is important to note that students must follow the General Rules from the above School Uniform Policy for all dress-out days.**

UNIVERSALS

The implementation of universal structures is to create a consistent, predictable, and supportive learning environment for all students. Universal procedures also ensure that students, teachers, and staff have a shared understanding of schoolwide norms, fostering a sense of safety and belonging. **The following universals are used building-wide;**

Calming Corner

Each classroom has a calming corner to help students with self-regulation.

Consistent Routines and Structures

Daily schedule posted each day; practice and rehearse class routines as well as class rules.

Social/Emotional Learning

All students in grades Kindergarten through 5 participate in weekly lessons using the **Second Step** curriculum. Through these lessons, students build confidence and resilience.

Voice Levels

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

VOLUNTEER POLICY

At Blessed Teresa of Calcutta, we believe that educating our children is a partnership between our school and our families. One of the greatest strengths of our community is the willingness of parents and guardians to share their time and talents. Your involvement enriches our students' experiences and helps make our school a vibrant, faith-filled place to learn and grow.

Many wonderful ideas for activities, traditions, and events come from our school community. However, these opportunities can only happen when families volunteer to help make them possible.

Volunteer Service Hour Requirement

Beginning with the upcoming school year, all BTC families will be expected to complete:

15 volunteer service hours per family each school year

Service Hour Timeline

Service hours may be completed during the following period:

- **26-27 School Year: August 1st** of the current school year through **April 15th** of the current school year.

- **27-28 School Year: April 16th** of the previous school year through **April 15th** of the current school year.

Who May Complete Service Hours?

Service hours may be completed by:

- A parent or guardian (18 years of age or older)
- A family member volunteering on behalf of the family

If Service Hours Are Not Completed

Families who do not complete the required 15 service hours will be assessed a fee of $25 for each unfulfilled service hour. This fee will be billed through your FACTS account at the end of May.

How Do I Track My Service Hours?

Families are responsible for tracking their volunteer service hours throughout the school year.

- Volunteer sign-ups will be available on the new PT board website and automatically tracked.
- In addition, volunteer hours can be tracked using the BTC Volunteer log form. This can be used by family members, coaches, and event coordinators to log any hours not available through the PT board website volunteer sign-ups.

Volunteer Opportunities

There are many ways to fulfill your family's 15 service hours throughout the school year. Opportunities will be communicated regularly through the school newsletter, email, and other school communication platforms. Examples of volunteer opportunities include:

- Class Reader/Helper
- Lunch/Recess Support
- Make Copies
- SFO Events and Meetings
- Coaching (Athletics)
- BTC Fish Fry (During Lent)
- Field Trip Chaperone
- Coaching (Athletics)
- Field Day (May)
- Parish Fall Festival (Oct.)

Visit our school website or PT Board to see a full list of qualifying volunteer opportunities.

If you have a special talent, profession, or skill that could benefit our students or school community, we encourage you to share it! Not all volunteer opportunities will be available at every grade level or every year. New opportunities will be shared as they become available.

In order to work in the school and to chaperone field trips, families must complete Protecting God's Children. To apply for this screening, visit www.btcparish.org

Why We Are Implementing This NEW Policy

By sharing the responsibility of volunteering, we can continue to provide the traditions, programs, and special events that make Blessed Teresa of Calcutta such a welcoming and faith-filled community. Every hour contributed helps create meaningful experiences for our students and strengthens our school family. Thank you for partnering with us in supporting our students and our mission.

It is the responsibility of each parent/guardian to read, understand, and support the policies and procedures of our school. These policies are established to promote the safety, well-being, and success of every member of our school community.

Thank you for your partnership, for respecting and honoring our school policies, and for working collaboratively with our faculty and staff. Your support plays an important role in helping us maintain a safe, respectful, and faith-filled learning environment where every child can grow academically, spiritually, socially, and emotionally.

Together, as partners in the education and formation of our children, we strive to model Christ's love, foster a strong sense of community, and guide our students to live out the values of faith, service, compassion, and respect each day. We are deeply grateful for your continued partnership and commitment to our shared mission.

Dr. Luna