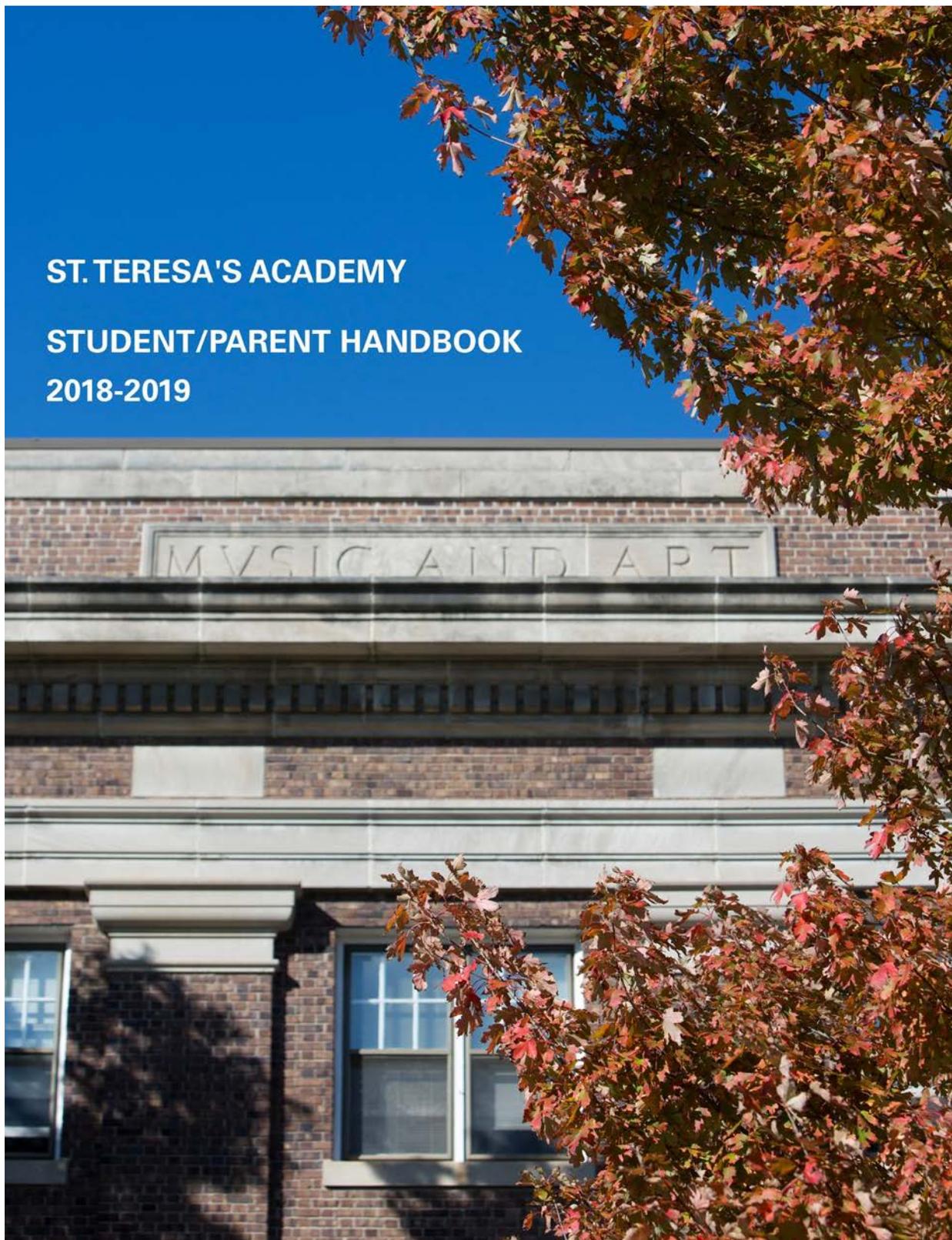


ST. TERESA'S ACADEMY

STUDENT/PARENT HANDBOOK

2018-2019



Schedules

Schedule 1		Schedule 2		Schedule 3	
Regular Schedule		Class Meeting Schedule		Late Start Schedule	
40 Minute Classes		38 Minute Classes		25 Minute Classes	
Advisory Check In	7:35-7:45	Advisory Check In	7:35-7:45	Advisory Check In	9:35-9:45
Period 1	7:50-8:30	Period 1	7:50-8:28	Period 1	9:50-10:15
Period 2	8:35-9:15	Period 2	8:33-9:11	Period 2	10:20-10:45
Period 3	9:20-10:00	Period 3	9:16-9:54	Period 3	10:50-11:15
Period 4	10:05-10:45	Period 4	9:59-10:37	Period 4	11:20-11:45
Period 5/Advisory	10:50-11:00	Advisory / Lunch	10:42-11:08	Period 5/Advisory	11:50-12:00
Lunch /Activity I	11:05-11:30	Class Mtg / Act. I	11:13-11:38	Lunch /Activity I	12:05-12:30
Lunch /Activity II	11:35-12:00	Class Mtg / Act II	11:43-12:08	Lunch /Activity II	12:35-1:00
Period 6	12:05-12:45	Period 6	12:13-12:51	Period 6	1:05-1:30
Period 7	12:50-1:30	Period 7	12:56-1:34	Period 7	1:35-2:00
Period 8	1:35-2:15	Period 8	1:39-2:17	Period 8	2:05-2:30
Period 9	2:20-3:00	Period 9	2:22-3:00	Period 9	2:35-3:00
Advisory Checkout	3:00	Advisory Checkout	3:00	Advisory Checkout	3:00
Schedule 4		All School Liturgy Schedule		Prayer Service Schedule	
Wednesday Class Mass Schedule		31 Minute Classes		34 Minute Classes	
35 Minute Classes		31 Minute Classes		34 Minute Classes	
Mass Check In	7:40	Advisory Check In	7:35-7:45	Advisory Check In	7:35-7:45
Class Mass	7:50-8:25	Period 1	7:50-8:21	Period 1	7:50-8:24
Advisory Check In	8:20-8:25	Period 2	8:26-8:57	Period 2	8:29-9:04
For Non Mass Students		Period 3	9:02-9:33		
Period 1	8:30-9:05	Period 4	9:38-10:09	Drop off backpacks in Advisory	
Period 2	9:10-9:45			Prayer Service - Gym	9:12-9:47
Period 3	9:50-10:25	Mass	10:18-11:17	(35 Minutes)	
Period 4	10:30-11:05			Period 3	9:55-10:29
Period 5/Advisory	11:10-11:20	Period 5/Advisory	11:26-11:36	Period 4	10:34-11:08
Lunch /Activity I	11:25-11:50	Lunch /Activity I	11:41-12:06	Period 5/Advisory	11:13-11:23
Lunch /Activity II	11:55-12:20	Lunch /Activity II	12:11-12:36	Lunch /Activity I	11:28-11:53
Period 6	12:25-1:00	Period 6	12:41-1:12	Lunch /Activity II	11:58-12:23
Period 7	1:05-1:40	Period 7	1:17-1:48	Period 6	12:28-1:02
Period 8	1:45-2:20	Period 8	1:53-2:24	Period 7	1:07-1:41
Period 9	2:25-3:00	Period 9	2:29-3:00	Period 8	1:46-2:20
Advisory Checkout	3:00	Advisory Checkout	3:00	Period 9	2:25-2:59
				Advisory Checkout	2:59

STA Alma Mater

We salute our Alma Mater, and cite her praises strong.

The happiness we've found here now echoes in our song.
Loved STA, we are loyal and proud of your spirit so firm, of your teaching so true,
Loved STA we are grateful and pledge our hearts sincere to you!
"Trust in God" our motto, with eyes on heav'nly goals.
The zeal of our great Teresa finds echo in our souls.
Loved STA, we are loyal and proud of your spirit so firm, of your teaching so true,
Loved STA we are grateful and pledge our hearts sincere to you!

Mission Statement

St. Teresa's Academy is committed to the education of young women. We are a Catholic, independent, college preparatory high school, sponsored by the Sisters of St. Joseph of Carondelet. The Academy is rooted in Christian values and embraces a diverse student body. We promote excellence in education through a challenging curriculum, personal responsibility and participation in extracurricular activities.

Sponsorship of the Sisters of St. Joseph of Carondelet (CSJ)

The sponsorship of the Sisters of St. Joseph of Carondelet guides and contributes to all aspects of campus life. Central to this spiritual and philosophical foundation are the school's dedication to "excellence tempered by gentleness, peace and joy"; focus on Service to the "dear neighbor"; commitment to the furthering of social justice in our world; and the cultivation of leadership skills.

St. Teresa's Academy Philosophy

St. Teresa's Academy, a Catholic, independent, college-preparatory high school, sponsored by the Sisters of St. Joseph of Carondelet, is committed to the education of young women. The Academy, rooted in Christian values and embracing a diverse student body, promotes excellence in education through a challenging curriculum, personal responsibility, and participation in extracurricular activities.

The school's college-preparatory curriculum fosters logical, imaginative and independent thinking. The interdisciplinary approach to instruction emphasizes the integration of knowledge. The curriculum encourages problem solving, decision making and aesthetic appreciation - tools for lifelong learning.

The academy's single-sex environment enhances leadership, self-confidence, and the development of a positive self-image for women. Contributions of women are emphasized throughout the curriculum. Activities highlight women's issues, healthy lifestyles, and community service as integral parts of a St. Teresa's Academy education.

St. Teresa's Academy community values and therefore embraces a culturally, economically, ethnically, and racially diverse student body. Community members bring divergent backgrounds and experiences that help develop the understanding and appreciation of others that are vital in today's global community.

St. Teresa's Academy encourages student participating in a broad spectrum of extracurricular activities. These include the visual and performing arts, clubs, academic and athletic programs. Mutual respect, integrity, compassion and justice - values reflective of the Gospel of Jesus Christ - provide the basis for the school community. Belief in these values is expressed through prayer, liturgy, and service to others. Through the collaborative effort of the administration, faculty, staff, parents, Board of Directors, and alumnae, students learn the relationship between human freedom and personal responsibility which empowers them to contribute positively to their world.

Non-Discrimination Policy

St. Teresa's Academy admits students of any color, race, national or ethnic origin, or faith to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, national or ethnic origin or faith in the administration of its educational policies, scholarships, financial aid programs, athletic and other school administered programs.

Accreditation

St. Teresa's Academy has been accredited through the North Central Association/AdvancED continuously since 1923. The Academy earned reaccreditation from the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an accreditation division of AdvancED. This action was taken at the AdvancED Accreditation Commission meeting held in Tempe, Arizona in June 2014.

NCA CASI provides nationally-recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. To earn accreditation, schools must meet NCA CASI's high standards, be evaluated by a team of professionals from outside the school and implement a continuous process of school improvement.

ACADEMICS Core Beliefs

- All students are exposed to a variety of learning activities and assessments to meet the diverse needs of individual learners.
- Students learn best when they are actively engaged in the learning process.
- A successful student links new information with existing knowledge in meaningful ways and creates/ uses a variety of thinking and reasoning strategies.

Credits required for graduation: 26

English	4
Mathematics	4
Science	3 (biology and chemistry or physics)
Social Studies	3
World Language	3 (2 consecutive & 1 of choice)
Theology*	4
Online Personal Finance	.50
Fine/Communication Arts	1 (speech .50)
Physical Education	1
Electives	2.5
Community Service	90 hours

Honor Roll

Honor Roll is calculated each semester; therefore, awarding students First and Second Honors two times a school year. The current weighted semester GPA is used to determine a student's eligibility for Honor Roll. The school does not use the cumulative GPA to calculate Honor Roll.

First Honors = 93.00% or higher **Second Honors** = 87.00% - 92.99%

Required Courses

All students take 7 classes per semester. Seniors may take 6 IF they have 3 or more AP/College/Honors courses.

Freshman Curriculum	Credit
English	1
Mathematics	1
Science	1
World Language	1
Theology	1
Social Studies	.5
Health/Wellness	.5
Electives	1
Sophomore Curriculum	Credit
English	1
Mathematics	1
Science	1
World Language	1
Theology	1
Social Studies	1
Speech	.5
Electives	.5 or 1
Junior Curriculum	Credit
English	1
Mathematics	1
Science	1
World Language	1
Theology	1
Social Studies	1
Online Personal Finance	.5 (may be taken senior year)
Electives	.5 or 1
Senior Curriculum	Credit
English	1
Mathematics	1
Theology	1
Social Studies	.5
Electives	3.5

Class Schedules

The master schedule is built on choices by the student and approved by parents. Credits necessary for graduation take priority over elective STA courses and elective college courses. No college course will be scheduled if it creates a conflict.

Course Conflicts

Conflict in a course may necessitate placement in an alternate class. The registrar will notify the teacher and student of the course conflicts and resolution.

Course Scheduling

Students in grades 9-11 need to take a total of 14 courses each year; therefore, a semester could have

more or less than 7 courses as long as it totals 14 or more. Seniors may have 12 or more courses.

Criteria for Literature Selection

The English Department of St. Teresa's Academy values the expertise of the teacher and the enlightenment of students. In regard to literature, exposing students to a wide variety of texts, cultures, styles, genres, and themes remains a top priority. When creating and implementing curriculum, teachers consider course description, rationale, age appropriate, all the while discerning the text with colleagues and the administration.

Process for Challenging Material

Should a student or parent question the teaching of a text, that particular individual is encouraged to schedule a meeting to discuss the issue with the teacher. During that discussion, the teacher will articulate the selection criteria and process, including the rationale for teaching the text and the Administration's approval.

Custodial/ Non-Custodial Parents

The Academy abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Extracurricular Participation

Students need to have a 73% grade point average from the previous semester (not cumulative percentage GPA) in order to actively participate in extracurricular activities. Students may not participate for a full semester if the current percentage GPA is below 73%. This includes activities that take students away from school (i.e. Kairos, musical events, sports, mission trips, etc.). Student officers of clubs/organizations must maintain a minimum 73% semester percentage GPA. Excessive absences may exclude a student from participating in extracurricular activities. The student's tuition account must be current in order for a student to participate in optional school-sponsored trips.

Failed Courses/Credits

- A student will not be allowed to return the following school year if she has failed more than 1.5 credits in required courses. Failing a course is equivalent to a 66.49% or below.
- In order for the student to return the following school year, failed required credit(s) must be made up either in an accredited high school or with teachers from St. Teresa's Academy the summer immediately following the school term. Outside tutors must receive approval by the Principal of Academic Affairs.
- Lost credits in required courses must be made up the summer immediately following the school term. The Academic Principal must approve all make-up work due to a failure before credit is accepted by St. Teresa's Academy. Official documentation of the summer school course attended to make up for the lost credit(s) must be on file with the registrar's office by August for the student to begin the new academic year.
- In case of a first semester failure (66.49% or below) in certain full year courses, (Mathematics, Science, World Language), credit for a full year will be granted provided the second semester grade is a 78% or better.
- Failed courses made up in summer school (credit recovery) are not calculated into a student's percentage GPA but are noted on the transcript. The credit recovered is applied toward graduation credits.
- Summer courses, taken for credit at STA, will be on a student's transcript. The grade will be calculated into the spring semester cumulative GPA. The credit earned will be applied

to graduation credits.

Finals/Exams

Students are to take their semester exams at the scheduled times. No student will be excused from the regular exam schedule unless there is a conflict due to a school sponsored activity. Unless there are extreme circumstances, no exceptions will be made to this policy. If a student requests permission to reschedule a final exam because of an extreme circumstance, the student must seek permission from both the academic principal and teacher. They will determine if a student is excused and make other arrangements.

School Counseling

The primary purpose of the counselors is to assist students in making good educational decisions regarding their current and future academic and college/career choices. Counselors may also help students work through personal concerns. In addition, the St. Teresa's Academy counselors assist teachers and parents in working with students to promote growth opportunities.

Letters of Recommendation

All letters of recommendations (teacher, counselor, administrator, etc.) are sent/submitted directly by the College Counseling Department directly to all colleges/organizations for admission/scholarships. Letters of recommendation are not shared with students or parents.

Disclosure Policy

St. Teresa's Academy will not notify colleges/university that require such information on discipline, suspension, or dismissal from the school. When students are asked about discipline on applications, students are expected to answer truthfully and completely.

Guidelines for Accommodations

St. Teresa's Academy is committed to supporting the diverse learning needs of all students. Administration, teachers and academic counselors assess student needs and determine the appropriate support to promote student success. Parents must provide the school with documentation diagnosing the student's learning differences by a licensed or certified evaluator. Process for Requesting Accommodations at STA:

- Extended Time may be offered to incoming freshman for the HSPT. Documentation needs to be submitted to the Admissions Department prior to test date.
- For enrolled students to receive accommodations at St. Teresa's, parents must provide the Counseling Department with documentation that supports the student's need to receive accommodations based on The College Board and ACT criteria.
- The College Board and ACT will make their own determination as to whether accommodations are offered on national standardized testing. Receiving accommodations at STA does not automatically mean that a student will be approved to receive accommodations for national standardized testing.
- The Counseling Department will provide students receiving accommodations with information regarding the process of applying for ACT/SAT accommodations. This process is a joint effort that is initiated by parents and completed by the Counseling Department.
- *Necessary documentation should include:*
 - Copies of any psycho-educational evaluations conducted that include a diagnosis, the results of all administered cognitive ability and academic achievement tests and a recommendation for academic accommodations.

Testing should be current (within 3 years) and should include dates, specific test results and the credentials of the evaluating professional. A doctor's letter or prescription is not sufficient documentation to receive accommodations at STA.

- IEP's or 504 Plans from grade school. STA does not create or make determinations based on IEP's or 504 Plans created at the grade school level.
- The College Board - Documentation Guidelines
- ACT - Policy for Documentation

Non-Traditional Students

St. Teresa's Academy does not accept non-traditional students. MSHSAA defines this as students that are not fully enrolled at the Academy and more specifically, students for whom the school is only transcribing credit for the seat time, credit bearing classes they are taking at the Academy.

Schedule Changes

Changes to schedules must be requested before the start of the school year for both semesters. There is a one time fee of \$40 to add/drop a course. No changes to a student's schedule is allowed once school begins unless initiated by a teacher, counselor, and/or the administration. School policy prohibits any change request for the purpose of selecting a particular teacher.

In the rare case a SENIOR has a late change in courses for the second semester, they are obligated to notify all colleges that they have applied to of the course change. The College Counseling Department will also notify all colleges the student has applied to of any course changes.

School Tuition Policy

- The July and August payments must be made prior to the 1st day of school.
- A \$25 late fee will be assessed for each month if an account is delinquent.
- Returned checks will be charged a \$30 fee.
- No academic reports, schedules, registration information, or transcripts will be furnished, including access to Powerschool, while an account is delinquent.
- Seniors' accounts must be current in order for the student participate in any graduation activities.
- A student will not be permitted to return the next semester until all previous obligations are paid.
- In the event of a student's voluntary withdrawal at any time during a semester, tuition must be paid for that entire semester.
- Administration may revoke a student's participation in school-sponsored activities and events if an account is delinquent.

Senior Exam Exemptions

Seniors may be exempt from final exams if they have a 93% or above for the semester and if the teacher has chosen to apply this policy to their course(s). This policy applies to single semester courses in the fall as well as single semester courses and year long courses in the spring.

SMART Tuition

St. Teresa's Academy partners with Smart Tuition, a tuition management company, to collect tuition and fees. Details such as tuition billing, financial aid, scholarships, and sports fees will be posted to your account. **Enrollment in the Smart Tuition management system is mandatory for each family.**

Student Records & Enrollment

- A student with an outstanding balance for first semester tuition will not be permitted to enroll for second semester until paid in full.
- No student records will be forwarded to another school until all business office accounts have been settled.

Transcript

- On the transcript, only percentages appear. A bonus of 5 percentage points is calculated into the mathematical formula for figuring the current/cumulative GPA for AP, College, and Honors courses earning a 77.0% or above.
- Athletics and Practicum courses are for credit only, a zero is recorded as the grade on the transcript along with the credits earned.
- All physical education courses are not calculated into the current and cumulative weighted average GPA percent.
- Transcripts do not include any test scores. Submission of test scores to colleges and universities is the responsibility of the family.

Transfer Student Grade Weighting

Beginning with the Class of 2017, transfer student grades will not be calculated into the current or cumulative grade point average noted on their St. Teresa's Academy transcript. St. Teresa's may not recognize all credits from a previous school toward meeting our graduation requirements.

Transfer Student Probationary Period

All students transferring to St. Teresa's Academy are placed on a semester long probation. During this time academic progress and student behaviors are reviewed by the administration.

Weighted Courses

To qualify for admission to an honors, college, or AP course, a student must meet department and course criteria (see online Course Selection Guide.) A bonus of 5 percentage points is calculated into the mathematical formula for figuring the current/cumulative GPA for AP, College and Honors courses earning a 77.0% or above. Additional fees apply for dual enrollment courses and AP exams.

ST. TERESA'S ACADEMY COMMUNITY MEMBERSHIP DOCUMENT

St. Teresa's Academy is a deliberate community. The primary goal of this community is to educate the "total young woman" in an atmosphere of respect, integrity, compassion and justice, qualities we consider essential to a healthy Christian community.

So that each student can be a safe and active member of this community, this document will identify community values, and explain the expectations we have of students concerning these values. We hope to create and maintain an environment of personal responsibility, academic challenge and character development. Each person who attends St. Teresa's Academy is required to act according to these expectations. Further, all students are expected to support our community values by honestly and completely cooperating in any investigations regarding potential violations of our values and expectations. We state, but are not limited to the following:

RESPONSIBILITIES AND CHOICES: ACADEMIC LIFE VALUE

We want students to have every opportunity to get the best education possible. Therefore, we value full participation in the academic life of the community.

EXPECTED BEHAVIOR BASED ON THIS VALUE

We expect students to make choices which reflect personal responsibility for their academic success. Academic success requires:

- attending all classes on time
- being prepared for and participating in class
- using unstructured time wisely
- getting appropriate stamped signatures
- asking for the help needed
- being present for the entire school day

Because of these values, behaviors such as truancy, tardiness and inadequate accountability are contrary to our expectations.

VALUE

We value academic integrity. We believe that each student should be given credit and recognition for her own quality work, creativity, thoroughness and originality.

EXPECTED BEHAVIOR BASED ON THIS VALUE

We expect each student to do quality work. We expect that this work includes her ideas and/or her own interpretations, and credits outside sources. Behaviors such as copying and plagiarism are contrary to our expectations.

VALUE

Because we value academic success, we work to create an environment where each student is encouraged to do her best and learn self-advocacy skills. Students are encouraged to speak with teachers as soon as a concern arises. Recommended actions for students to initiate when they need extra assistance:

- Speak with teachers by appointment during teacher and student unstructured time in order to create an action plan for assistance (*Immediately before or after a class would not be a good time to express concerns*)
- Clarify grading policies and/or other concerns directly with teachers
- Regularly attending tutoring, Math Hub, or Writing Center sessions

After a student has established a pattern of responsibility toward resolution of an academic concern, but may still need support, please consult the principal for Academic Affairs.

EXPECTED BEHAVIOR BASED ON THIS VALUE

All students who carry a 73% semester grade point (or higher) may participate in extracurricular activities (i.e., sports, drama, SCO membership, club officers).

-RESPONSIBILITIES AND CHOICES: COMMUNITY LIFE VALUE

Because each person is important to this community, we value respect for oneself and others. We value the gifts of each individual in this community, including goodness, creativity and openness. We hope to create an environment of honesty, integrity and responsibility.

EXPECTED BEHAVIOR BASED ON THESE VALUES

We expect each student to honor other members of this community in word and action (i.e. no verbal or physical assaults, or belittling/undermining school values or community members including STA staff and personnel).

We expect each student to deal responsibly with each person in this community (i.e. no lying or deception, no forged absence notes or accountability sheets, etc.).

We expect each community member and her work, ideas and belongings to be secure in our community (i.e. homework, valuables, faculty signature stamps, school forms, etc.).

VALUE

We value diversity in all its forms. We intentionally pursue a diverse student body. We expect each member of this community to be educated and to value a school community of "diverse cultural, economic, ethnic, spiritual and racial backgrounds..." (STA School Philosophy)

EXPECTED BEHAVIOR BASED ON THIS VALUE

We expect students to be engaged in positive interaction with persons of different cultural backgrounds and to respect the differences within the world community.

VALUE

We value the buildings and the grounds of STA. We continue to create an environment of beauty by planting trees and flowers. We value the earth by recycling appropriate material.

EXPECTED BEHAVIOR BASED ON THESE VALUES

We expect students attending this school, as well as students of other schools, to maintain the existing condition of the buildings and grounds. We encourage recycling and the cautious use of paper. Behaviors such as vandalism and defacing or stealing school property are contrary to our expectations.

We expect students of STA to respect all property (i.e., the property of other schools).

-RESPONSIBILITIES AND CHOICES: PERSONAL HEALTH AND SAFETY VALUE

We value the health, safety and well-being of each student at STA. We strive to maintain an environment where students are free from physical and emotional harm. We work to help students create the boundaries that they need to be safe, happy, and healthy.

EXPECTED BEHAVIOR BASED ON THESE VALUES

We expect students to be responsible for themselves and for their own needs and safety, including seeking assistance when necessary.

-We expect students not to use any substances that will impair their health or risk their well-being on campus, or before or during a school sponsored event (i.e. tobacco, alcohol and other harmful substances).

We expect students to be aware of and to comply with the laws pertaining to them about alcohol, tobacco and drugs.

We expect students not to be in possession of or to deal in any illegal or harmful substances.

We expect each student not to endanger her life or the life or well-being of any member of the STA community. -Behaviors such as unauthorized absence from campus during the school day, and possession of weapons, tampering with alarms, arson, etc., are contrary to our expectations. The Academy is a smoke-free campus.

STATEMENT ON ARTS DISPLAY

Artists, composers, writers, poets, and actors prefer to create in an environment of freedom to achieve self-expression. The First Amendment to the United States Constitution guarantees the right of freedom of speech and that right has always been protected by our judicial system, unless there are conflicts with the rights of others in the community.

St. Teresa's Academy is a private educational institution that is owned and sponsored by the Sisters of St. Joseph of Carondelet. The school has a clear and firm philosophy and a set of values that promote a positive and life affirming climate for its students.

Teachers and administrators are obligated to honor St. Teresa's philosophy and values; therefore, the teachers and administrators reserve the right to decide the appropriateness of any artwork, drama presentation, poem, journalism, or literature for display, publication or performance.

In this regard, any work that is graphic in a sexual or violent manner, that promotes the use of drugs or alcohol, or that is incompatible with the values and philosophy of the school will not be exhibited, published, or performed.

-STATEMENT ON BEHAVIORS OF STUDENTS

St. Teresa's Academy has a long-standing tradition of academic excellence and a strong value-

based environment. This has been possible because we have clearly defined the values and behaviors necessary for the STA community to thrive and because of the outstanding support of all of the members of the community. (For further explanation of these values, see the Community Membership Document, previous section.)

We want all students at STA in a safe and effective learning environment and have found that most students work toward this goal. In working with adolescents, we have also identified behaviors that impede their success. We have divided behaviors contrary to STA values into three categories. These are listed in the following section titled, Student Behavior Report (SBR). Typically a student who exhibits any behavior from Category I meets immediately with the Principal of Student Affairs. Behaviors in Category I are very serious and cause concern because they are detrimental to the safety and well-being of the student and/or the school. Behaviors from this category will cause administrators to consider immediate expulsion. If a student is retained, there will be immediate consequences.

Behaviors in Category II inhibit teaching/learning or the smooth operation of the school. If a student receives a Student Behavior Report (SBR) from Category II, she has a consequence (determined by the school) and then becomes part of our Ten-Level Program. This program is designed to give help/support for the student's change of behavior, set an expectation/boundary in terms of repeat behaviors and inform parents of problems. If a student's behaviors in Category II do not stop, she progresses within the Ten Level Program and will receive additional consequences. If a student refuses to change her behavior, she could reach Level Ten, resulting in expulsion from school. Expulsion may occur prior to Level Ten in cases of extreme or repeated behaviors from Category I or II.

-Behaviors in Category III do not inhibit learning but do interrupt the orderly environment of the school. Each Category III behavior has a consequence designated to reinforce the value of respect for others and our environment (i.e., leaving a mess in the cafeteria will result in cleaning the cafeteria after school). Students who repeat category III behavior will be moved to a Category II defiance behavior report.

-We want all students to receive the best education possible while developing self-esteem, respect for others and responsible life skills. Our program is designed to include advisors, teachers, counselors, administrators and parents working together to support students in this very important development. By working together, STA can be successful in preparing our students for future challenges—spiritually, socially and academically.

-St. Teresa's Academy will not notify colleges/universities that require such information on discipline, suspension, or dismissal from the school. When students are asked about discipline on applications, students are expected to answer truthfully and completely.

-Ten Level Program

The administration has full discretion to determine appropriate consequences within the STA Disciplinary System and the Ten Level Program.

Behaviors from Category I may result in expulsion or numerous steps on the Ten Level Program, as determined by administration. The administration reserves the right to expel a student at any time. This may include a pattern of behavior that continues even if the student has not reached Level Ten (i.e., continued truancies, defiance, or other continuing negative patterns.)

The following procedures will be used for students receiving behavior reports from Categories I and II.

- | | |
|---------------------|--|
| 1. Level One SBR | Consequence |
| 2. Level Two SBRs | Consequences and a meeting with the advisor and/or Principal of Student Affairs to review the Ten Level Program and Categories I, II, and III. |
| 3. Level Three SBRs | Consequences and letter to parents. |
| 4. Level Four SBRs | Consequences and meeting with the Principal of Student Affairs to write a plan, have plan signed by parent(s) and review of the Ten Level Program and Categories I, II and III. |
| 5. Level Five SBRs | Consequences and meeting with parents and review of the Ten Level Program and Categories I, II and III. |
| 6. Level Six SBRs | Consequences and counseling (individual or group to help students with making better choices and working with acting out behaviors). Letter sent or telephone call to inform parents. |
| 7. Level Seven SBRs | Consequences and loss of extracurricular activities for two months (i.e. all activities after school hours, including tryouts). Letter or telephone call from the Principal of Student Affairs to inform parents |
| 8. Level Eight SBRs | Consequences and loss of extracurricular activities for remainder of school year. Letter or telephone call from the Principal of Student Affairs to inform parents. |
| 9. Level Nine SBRs | Consequences, continued counseling and letter or telephone call from the Principal of Student Affairs to inform parents. |
| 10. Level Ten SBRs | Expulsion |

Detention Questions & Answers

1. Where is detention?
 - To be determined.
2. What time is detention?
 - Detention is Monday through Thursday from 3:10 p.m. to 3:50 p.m.
3. May I bring food? - No.
4. What about drinks in detention?
 - If you need a drink you may use the hall drinking fountain, after notifying the detention moderator.
5. What do I do in detention?
 - Quiet study. Detention is a quiet area.
6. How do I know that my detention served will be documented?
 - You must sign in with the moderator. This is important, as it is your only proof of attendance.
7. Do I get my accountability sheet or activity sheet signed?
 - No.
8. What if I'm late or miss my detention?
 - You would need to serve detention the next two consecutive school days, Monday-Thursday. Failure to serve will result in further disciplinary measures by the administration.
9. What if I go home sick on the day of my detention?
 - You serve it the day you return. It is your responsibility to remember.
10. How do I know I have detention?
 - Because the adult giving you detention will inform you and you may receive an email noting your detention. You then need to write it in your planner.
11. Can a detention date be changed?
 - No.
12. If my detention is on a Monday, will I get a reminder?
 - No. It is your responsibility to remember detention.

STATEMENT ON DIVERSITY & INCLUSION

We are a Catholic school sponsored by the Sisters of St. Joseph whose goals include just treatment of all people and an appreciation of all cultures. STA intentionally pursues a student body of diverse cultural, economic, racial, spiritual and ethnic backgrounds in order to educate for our pluralistic society. We strive to become more culturally inclusive to generate open-mindedness and awareness. We expect:

- persons to appreciate and respect the cultural and ethnic heritages of others
- persons to be proud of their ancestries and traditions
- persons to share themselves, their experiences and their perspectives with all people
- no individual to speak for or represent an entire cultural/ethnic/religious group
- families to bear their responsibility to educate their children about the positive aspects of diversity, varied contributions and interdependence of all people

The result of living by these guidelines is a school community where people learn without feelings of fear, intimidation or superiority towards different racial/ethnic/religious groups. We value the cooperation, acceptance and trust of this community.

STATEMENT ON DRUGS, INCLUDING ALCOHOL AND OTHER HARMFUL SUBSTANCES

Value and Policy: The STA Community values the personal health and safety of our students. The Administration is committed to keeping the school, school activities and our

students' participation in activities at affiliated schools in full compliance with all applicable laws. The use, possession, transfer or sale of alcohol, drugs, federally controlled substances (including, but not limited to, prescription medication of another person), or other illegal or unlawful substance by a student prior to or during school hours, prior to or during a school sponsored or school athletic event, or prior to or during an event at an affiliated school, is expressly prohibited. If any off campus/non school related incident is brought to the school's attention it will be addressed using the school policies and procedures. We expect students and parents to support this important school policy, and appreciate your partnership in upholding this critical school value.

Violation: Any student found to be in fact, or reasonably suspected of, possession, involved in the sale or exchange, or under the influence of controlled or illegal substances on or in close proximity to the campus, at a school sponsored event, school athletic event or affiliated school event, will be immediately suspended for a minimum of 1 full school day pending further investigation and disciplinary consequences. Any student who is with others in violation of this policy may also be held accountable and subject to suspension and disciplinary consequences. In addition, students may be remanded to police custody.

Investigation: Any student or incident that is reasonably suspected to be in violation of this policy will be fully investigated by the Administration. All students are expected to honestly and completely participate in such an investigation, and failure to fully cooperate will result in suspension pending further investigation and disciplinary consequences. Specifically, the refusal to provide requested information in an investigation, or the providing of false information, will result in suspension and additional disciplinary consequences as deemed appropriate and in the discretion of the Administration.

Testing: An investigation of a suspected violation of this policy may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation.

Consequences: Possible disciplinary consequences for violation of the above policy and investigation expectations are determined by the Administration in their discretion. These include, but are not limited to, suspension, expulsion, disciplinary probation, drug or alcohol assessment by an outside agency approved by Administration, treatment, numerous steps in the Ten Level Program, and exclusion from school activities (athletics, social events, trips, dances, extracurriculars, graduation, etc.). A repeat offense will result in immediate expulsion. Like all disciplinary matters at STA, the violation, investigation and consequences will be treated as confidential matters that are not shared with the broader school community.

Assessment: In the case of an assessment by an approved outside agency, all costs for the assessment, educational programs or treatment are incurred by the parent(s) or guardian(s). The parent(s) or guardian(s) must release the report, results and recommendations of the assessment to the school. If the student and/or parent(s) or guardian(s) do not comply with the recommendations of the assessment, the student will be withdrawn from the school.

Ask for help: Students who are struggling with alcohol or drug issues are encouraged to contact an Administrator or counselor, and we can direct you to resources for help and support.

STATEMENT ON HARASSMENT

St. Teresa's Academy is committed to maintaining a learning and working environment free

from any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at school sponsored activities or in a school related context. St. Teresa's Academy emphasizes to all students, faculty and staff members that harassment (including sexual harassment) is a prohibited behavior and will not be tolerated. Bullying means intimidation or harassment that causes a reasonable student to fear for her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupt the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function or in a school related context. All students must be allowed to learn in an environment free from unwelcome and unsolicited harassment of any type. This may include but is not limited to harassment regarding race, appearance, or sexual orientation. Conduct that has the purpose or effect of creating an intimidating, hostile or offensive educational environment is considered harassment.

It is the student's responsibility to conduct herself in a manner which contributes to a positive school environment; not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers. or staff members.

- Physical Harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal school or work movements
- Verbal Harassment includes unsolicited written or verbal statements of harassment.
- Sexual Harassment may include sexual advances, request for sexual favors or any other verbal or physical conduct of a sexual nature. This behavior includes unsolicited written or verbal statements, vulgar or obscene photographs, drawings, jokes or comments, gestures or physical contact of a sexual nature.
- Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort.

Any student who believes this policy is being violated should report the incident immediately to a counselor and/or administrator.

Harassment of any type is not tolerated. St. Teresa's Academy investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of St. Teresa's students will be subject to discipline.

Threats of Violence and Reporting of Threats

Staff, students, volunteers, and others involved in school activities have the responsibility to report to the administrator or designee any threats of violence or harm. Depending on the significance and credibility of the threat, it shall be reported to law enforcement. Persons found to have made threats of violence or harm against school property, students, employees or others will be subject to relevant school discipline policies and, if necessary and appropriate, will be referred to relevant community agencies including law enforcement and mental health services.

Cyberbullying

Cyberbullying is the use of information and communication technologies (e-mail, cell phone, pager, text messages, instant messaging (IM), personal websites, and online social media sites) on or off campus to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying means bullying as defined in this subsection through the transmission of a communication including, but is not limited to the following: a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device or computer, posting slurs or rumors or other disparaging remarks about a student on a web site or on a blog; sending e-mail or messages that are mean or threatening; using a phone/tablet to take and send embarrassing photographs of students; posting misleading or fake photographs of students online. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated. Cyberbullying that occurs off the school grounds but makes its way to the school community and causes a substantial disruption may be investigated.

Administration takes cyber-bullying seriously; therefore, consequences may include but are not limited to suspension and/or expulsion.

Bullying Reporting Program

The bully reporting and prevention program includes a local hotline number, comprehensive marketing materials to help promote the program and a resource center. The Counseling Department will be managing this program through SchoolMESSENGER Services. To learn more please go to <http://www.cyberbullyhotline.com/cbhvideos.htm>. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Incidents of Bias or Hate

The Bias related incident response protocol is specific to addressing hate crimes or incidents of bias, particularly those directed at persons identified as protected under the school's Non-Discrimination Policy and Procedures.

A hate crime is an actual criminal offense motivated in whole or in part by the offender's bias towards the victim's protected group status. An incident of bias is conduct, speech or expression that is motivated by bias based on the person's group status, but which does not involve criminal behavior.

In the event a hate crime or incident of bias has been directed at or is affecting members of the STA community the school will implement the Bias related incident response protocol. The protocol may apply to incidents off campus that could have the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the Academy's educational program.

Investigation and resolution of all complaints of hate crimes and incidents of bias will be conducted by the appropriate authority (Police Services and/or school administration).

Investigations will be conducted to determine possible violations of school policies and local, state or federal laws and regulations. Students who have committed a hate crime or incident of bias may be accountable under the criminal justice system and/or applicable school discipline policies.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may result in detentions, suspension, and/or expulsion.

The Academy expects students to treat each other with respect in each other's presence. (See STA Community Membership Document under Responsibilities and Choices: Community Life.) Students who are found to have violated the Statement on Harassment policy will be subject to consequences depending on factors such as: degree of harm, severity of behavior, number of incidences. Possible consequences to a student for a violation of this policy may include: loss of privileges, detention, suspension or expulsion. Law enforcement may be contacted.

STATEMENT ON MARRIAGE

Students who enter the marriage state will not be able to continue their education at St. Teresa's Academy.

STATEMENT ON PLAGIARISM

Definition of Plagiarism

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.

This definition distinguishes between "plagiarism" and "misuse of sources."

Plagiarism is characterized by submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source. A student cannot simply say she did not purposefully plagiarize if there's no reasonable explanation for how the misappropriation happened but for acting purposefully.

Misuse of sources is characterized by carelessly or inadequately citing ideas and words borrowed from another source. A student who attempts to identify and credit his or her source, but who misuses a specific citation format has not plagiarized. Instead, that student should be considered to have failed to cite and document sources appropriately. *Adapted from the Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices."* Retrieved Feb 8, 2012 from <http://wpacouncil.org/node/9>

Due Process for Determining Plagiarism

1. If a teacher suspects plagiarism, she will assemble the evidence, including the submitted assignment and any uncited or misappropriated sources.
2. In a private meeting, the teacher will allow the student to explain what she did on the assignment. The student will complete the Assignment Explanation Form provided by the instructor (Assignment Explanation Form is located in the Faculty Manual).
3. The teacher will consider the evidence and the student's explanation to determine whether the assignment is plagiarized or simply misuse of sources (see above).
4. If the teacher determines the writing is plagiarized, the teacher will submit an SBR to the administration. The teacher will notify the student of the behavioral consequence and record the score of no credit in the gradebook.
5. If the student or parent wants to discuss the assignment, she should contact the teacher directly.
6. If the student or parent wants to dispute the determination, she may contact the administration to set up a meeting with the principal of student affairs, the student, and the teacher.
7. The teacher will makes copies of the plagiarized assignment, evidence of plagiarism, and the Assignment Explanation Form for the student's permanent file in office of the

principal of student affairs.

Consequences for Plagiarism

Offenses of plagiarism remain in a student's academic file through her time enrolled at STA.

Example: A student receives an SBR for plagiarism during her freshman Literature course.

Then, if she receives an SBR for plagiarism in her junior Social Studies course, this plagiarism is considered her Second Offense.

First Offense

The student will receive no credit for the assignment, nor will she be able to resubmit the assignment or earn "extra credit" on another assignment to make up the points. She will also receive a Category II SBR with one detention and parent notification.

Second Offense

The student will receive no credit for the assignment, nor will she be able to resubmit the assignment or earn "extra credit" on another assignment to make up the points. She will also receive a Category II SBR with two detentions and a conference with student, parent, and academic principal.

Third and Each Subsequent Offense

The student will receive no credit for the assignment, nor will she be able to resubmit the assignment or earn "extra credit" on another assignment to make up the points. She will also receive a Category I SBR with two detentions and a conference with student, parent, and academic principal. The administration will also conduct a meeting to consider expulsion of the student.

For each offense of plagiarism, the administration will notify the counseling department.

PLAGIARISM ASSIGNMENT EXPLANATION FORM

Student Name: _____

Teacher and Course Name: _____

Date: _____

Assignment: _____

I noticed the following as I graded this assignment:

- Some passages appear to come directly from another document.
- Some passages appear to be very close in structure or idea to those in another document.
- Some citations appear to be missing or incorrect.
- Some works cited entries appear to be missing or incorrect.

The space below offers you an opportunity to correct any misunderstandings before I move forward with my response to this assignment. This form does not reflect any intended grade or course of action on my part; it is simply an effort to collect information. Please feel free to continue on the back if you need any extra space.

1. Please explain the process you used in your research and writing for this assignment.

3. Please describe any external factors you would like me to consider as I choose how to respond to your work (for example: deadline pressures, concerns about your grades, or descriptions of collaborative processes you used).

4. Student Signature: _____:

STATEMENT ON PREGNANCY

In considering the good of the student involved, St. Teresa's Academy will follow the leadership and directives of the Catholic Bishops who urge us, as an educational and faith community, to provide an environment where a pregnant teenager can find support and compassion.

As soon as possible after a pregnancy has been confirmed, a meeting with the student, parent(s) and an Administrator is required. We require that the student seek professional counseling and proper medical attention during the pregnancy. The student may remain in school as long as there are no medical reasons that would prohibit her attendance. The Administrator, parent(s) and student will also determine the feasibility of the student remaining in good academic standing during her pregnancy.

STATEMENT ON RESIDENCE OF STUDENT

Students attending STA are expected to live with parents or a guardian, acceptable by parents and St. Teresa's Academy.

STATEMENT ON UNIFORM ATTIRE

(The uniform is stated in the affirmative. Any garment not specifically stated is considered non-uniform.)

Formal Uniform (Every student must have a formal uniform.)

- Tartan plaid skirt- maximum of 3 inches above knee bone. Students with shorter skirts will be required to lengthen the skirt or replace it within a designated period of time.
- White or black monogrammed polo shirt with collar purchased through STAR Shop.
- Solid black or red v-neck sweater, sweater vest or cardigan with the STA emblem.
- Solid black, solid white, solid grey socks.
- Solid black ankle length tights/leggings.
- Shoes: closed-toed and closed heel shoes.

Administration reserves the right to send a student home when in violation of the school uniform policy. The absence will be marked unexcused.

In Classroom Uniform Expectations (includes Formal Uniform items)

- Hair dyed must be a natural color.
- Skirt hemlines are to be 3 inches above knee bone.
- Monogrammed black scarf purchased from STAR Shop.
- Only solid white T-shirts may be worn under monogrammed polo shirt.

- Black uniform dress pant must be purchased from Dennis Uniform.
- Students may wear an official STA sweatshirt/t-shirt on Fridays.
- Students may purchase and wear a black monogrammed fleece vest from Dennis Uniform.
- Students may purchase and wear grey, black, or white three quarter zip STA logo pull over from the STAR shop.
- Students may purchase and wear the monogrammed three quarter zip raincoat from the STAR shop.
- Students may purchase and wear a black monogrammed fleece jacket from STAR Shop.
- Earlobe piercing jewelry only.
- Students must remove all coats/jackets/sweaters/sweatshirts/scarves that are not defined above upon entering the classroom.
- Students may not change or destroy the skirt or pants or sweater (i.e., pull threads out, cut, roll up, safety pinned, unzipped, cut sweater to make into a cardigan, etc.) and continue to wear them to school.

Unacceptable Uniform Attire

- No hats, visors, sunglasses, scarves or distracting accessories are permitted.
- No capri length pants/tights/leggings.
- No body piercing jewelry such as nose, eyebrows, tongue, lips, etc.
- No visible tattoos.
- No hoodies
- Non-STA sweatshirts/collar shirts etc.

Outerwear: (must be removed in classroom)

- All other coats/jackets or STA Sweatshirts may be worn between classes as needed and in morning and afternoon advisory but must be **removed** once seated in the classroom.
- No Non-STA sweatshirts may be worn as coats or jackets.

Unacceptable “Out of Uniform Days” Attire

- Extremely short shorts or skirts
- Bare backs, shoulders and midriffs, low cut shirts (back and front)
- Clothing which displays alcohol, drugs, tobacco, obscenities, sex
- Halters, spaghetti straps, tube tops
- Flip flop shoes, bedroom slippers, beach shoes, crocs, birkenstocks

Flexible, form fitting pants such as yoga pants, leggings or jeans may be worn with an untucked shirt/blouse which reaches a student’s fingertips when arms are rested at the side.

Discipline Policy for Out of Uniform Violations:

A student not in uniform will receive a Category III Student Behavior Report and a detention to be served the day of the violation or the following school day. Repeated uniform violations (in excess of 4) will result in a Category II SBR and consequences in the Ten Level Program. (See section titled, STA Behavioral System, for additional details.)

Administration reserves the right to send a student home when in violation of the school uniform policy. The absence will be marked unexcused.

GENERAL SCHOOL REGULATIONS

After School Program

Students that remain on campus beyond the 3 p.m. dismissal bell are to report to the after-school program coordinator. This classroom is located in the lower level of Donnelly Building (D08). A teacher is present to supervise students until 5 p.m. Monday - Friday.

Assessment/Assignments due to Absence

Any student who misses an assessment/submission of an assignment/project by leaving school early or arriving late to school without making acceptable arrangements with her teachers prior to or on the day of the absence, shall be subject to the course's late work policy as stated in the teacher's course syllabus for that assessment/assignment.

Attendance

Tardy—

- A. Students report to Advisory by 7:45 a.m. Any student arriving after 7:45 a.m. and until 8:30 a.m. is recorded tardy and must check in with the M&A receptionist.
- B. When a student is marked tardy for the 7th time, the parents will be notified by letter.
- C. At the 11th tardy the student will receive a Student Behavior Report and receive a consequence.
- D. Tardies beyond the 11th will result in further disciplinary consequences by the administration that may include detention, suspension and/or expulsion.
- E. Tardies are cumulative for each semester.

Reporting Your Daughter's Absence

- A. For absences—Parents are asked to call the school auto attendance line before 8:30 a.m. Dial (816-501-0011) select #5. Please leave your daughter's name, reason for absence, and a phone number you can be reached at. If no call is received the school will contact the parent/guardian.
- B. In the event of an extended student absence, (longer than one week), parents must notify the Academic Principal.
- C. For early dismissal —Students need to present a note to the M&A office, signed by a parent or guardian, before advisory that morning.
- D. For late arrival students —Students arriving after 8:30 a.m. must present a note signed by parent/guardian to the M&A Office receptionist.
- E. School sponsored activities that result in an absence are recorded as ACT.
- F. Five recorded absences from a class per semester may lower the student's grade for the course. A 25% absentee record from a course results in loss of credit unless approval has been obtained from the school for off-campus instruction.
- G. Teachers will help with make-up work at the time of a death in family or extended illness of a student.
- H. Students are requested to make all appointments (doctors, dentists, etc.) after school hours.
- I. We do not have an open campus. For a variety of safety reasons we highly discourage students from leaving campus for lunch.
- J. Students absent due to a non-school sponsored competition, practice, or travel to the non-school competition must obtain written approval for the absence by the school administration as per the Missouri State High School Activities Association Policy 235.1.b. and 235.2. This is an unexcused absence.

Early Dismissals

Students may leave during the school day only if the parent has notified the M&A receptionist (note or phone call) previous to the dismissal time. Students with parental permission **MUST** check out with the M&A receptionist before leaving. Students returning to school **MUST** check in by way of the M&A receptionist. Students may not leave school for short periods of time (i.e. get food for advisory, go to car, go home to pick something up etc.) without permission given by the M&A receptionist. Parents must notify the M&A receptionist before or at the time the student checks out. Students must check back in with the M&A receptionist upon return.

Truancy

Truancy is defined as being away from school any time between 7:40 a.m. and 3:00 p.m. without permission in advance from the parent or the school. Once a student arrives on campus, that student cannot leave the campus prior to dismissal time without a note or phone call from the parent or legal guardian giving the student permission to leave and without permission from the school. Any student who arrives after 8:30 a.m. must present a note signed by a parent or legal guardian at that time, or there must be a phone call from the parent or legal guardian prior to the student returning. It is not acceptable for a student to arrive late and then call her parents for permission. If these requirements are not met, the school may consider the student truant, subject to consequences.

Business Office

Student may not begin the school year until prior year balance(s) is paid in full.

Delinquent Accounts -

- PowerSchool will be disabled
- Student will not receive final 2nd semester schedule
- Student will not be allowed to return in January
- Student will not be allowed to re-enroll for the upcoming school year via PowerSchool
- Administration will revoke student's participation in school sponsored activities, events, sports, retreats, etc.

Cell Phones/Electronic Devices

STA recognizes the significance of technology as a tool to enhance and augment student's learning. Cell phones/electronic devices...

1. may **not** be used during classroom instructional time unless otherwise permitted by the teacher.
2. may **not** be used during Advisory Time or Passing Periods.
3. may be used non-disruptively during Unstructured Periods, Lunch Time and Activity Periods.
4. librarian will determine usage in the library.
5. may **not** be used during Detention.
6. no photography & videos may be recorded in labeled areas such as restrooms, locker rooms, counseling offices, etc.
7. students must obtain permission prior to photographing or videoing other students/staff/faculty.

If a student needs to contact a parent/guardian for any reason (illness included) she needs to report to the front office receptionist or school nurse prior to making the call or sending a text message. Unauthorized use of an electronic device/phone during school hours will be subject to disciplinary action. If parents need to contact a student, they should call the front office receptionist.

Child Abuse Laws

St. Teresa’s Academy abides by the Child Abuse Laws of the State of Missouri. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Class Day Participation

All textbooks, library materials, and tablets (computer, bag, & charger) must be returned to the school prior to any senior participating in Class Day activities. All service hours must be fulfilled. If the senior fails more than .50 credits required for graduation, she will not be allowed to participate in Class Day activities. All tuition and fees must be current to participate in Class Day.

Club Officers

A student may hold only one position as either a class officer or club officer. She cannot be an officer for both her class and a club.

Communication

PHONE: Parents may contact school personnel by calling 816-501-0011.

- 1) Dialing the direct extension
- 2) Select #4 to access list of employees by last name
- 3) Select #0 to reach the operator
- 4) Or hold the line for the call to be answered

NEWSLETTERS/EMAIL/SCHOOL

MESSENGER/POWERSCHOOL/WEBSITE/MOBIL UP: All are forms of communication utilized by the Academy keep parents, students, faculty/staff, and the community informed.

Concussion Protocol

Proper management of a concussed student/student-athlete in the classroom by her educators can allow the student to continue making academic progress through accommodations. Academic accommodations are designed to help prevent permanent damage to the student’s academic record, while keeping the student accountable for her academics.

A student’s academic concussion management team at St. Teresa’s Academy consists of three groups:

ACADEMIC TEAM Teacher Guidance Counselor Personal Counselor Administrator	MEDICAL TEAM School Nurse Athletic Trainer Concussion Management Physician	ATHLETIC TEAM Coach PE Teacher Athletic Director
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EXPECTATIONS IN THE EVENT OF DIAGNOSED CONCUSSION:

PARENT/GUARDIAN:

- Is expected to submit all physician notes and instructions to school in a timely manner.
- To help the students maintain compliance with any medical and/or academic recommendations give to promote recovery.

STUDENT:

- Is expected to clearly and honestly communicate their symptoms, academic difficulties and feelings.
- To carry out any assigned duties by other team members to the best of their ability.

STA BASIC CONCUSSION MANAGEMENT PROCESS

Non-STA Athletics-Related Injury (i.e.- car accident, club sports)	STA Athletics-Related Injury
<p>1) Concussion reported to School Nurse and/or Guidance Counselor by parent and any available medical documentation provided at that time.</p> <p>2) School Nurse/Guidance Counselor will meet with student and/or family. A required doctor referral will be made if student has yet to be evaluated by a concussion management physician.</p> <p>3) School Nurse assesses medical needs in moment and/or communicates physician recommendations to Guidance Counselor.</p> <p>4) Guidance counselor assesses academic needs or distributes accommodations from health care provider.</p> <p>5) Guidance Counselor distributes accommodations to teachers/school administrators.</p> <p>6) Guidance Counselor updates accommodations with forthcoming physician re-assessments.</p>	<p>1) Concussion reported to or evaluated by Certified Athletic Trainer. ATC may determine further evaluation by a physician and share forthcoming medical documentation provided.</p> <p>2) ATC notifies Guidance Counselor/school administrators/ coaching staff of athlete evaluation and communicates relevant academic information to Guidance Counselor to disseminate to teachers.</p> <p> a) Guidance Counselor may meet with student-athlete to assess academic needs if immediately necessary, and await further evaluation by ATC.</p> <p>3) Guidance Counselor distributes academic accommodations to teachers.</p> <p>4) ATC communicates athletic accommodations to coaching staff.</p> <p>5) ATC notifies Guidance Counselor/school administrators of any updated academic accommodations with forthcoming ATC/physician re-assessments.</p> <p>6) ATC notifies coaching staff/school administrators of any updated academic accommodations with forthcoming ATC/physician re-assessments.</p>

Tablets

Students must keep tablets concealed in their protective case while not in use. Tablets may not be kept inside of backpacks or left unattended. Students are expected to start each day with a fully charged battery. Please refer to the STA Acceptable Use Policy for details.

Door Security

All doors of each building are locked during the school day. Students will use codes to enter the buildings. ONLY students participating in a sport are to be on the gym floor after

school hours. Main entrances will be blocked from using codes at 3:45 PM. Students in buildings after 3:00 p.m. must be supervised by a faculty or staff person. After 3:00 p.m. students staying on campus must report to the Aftercare Program located in the library.

Editorial Board

For the printed DART Publication and DART NewsOnline and the Teresian Yearbook
Composed of the Administration team, Director of Campus Ministry & Service, and Marketing Director.
Collaborate with advisor and student board to uphold the mission of St. Teresa's Academy, guarding against the publication of news or opinions that are sensitive to issues which might be contrary to teaching of the Catholic Church or charisms of Sisters of St. Joseph of Carondelet by reviewing all submitted storylines and themes to be researched and written, ensuring that each is appropriate and when applicable may include any of the following:

- *that concern student discipline (SBRs, detentions, suspensions, exclusion from extracurricular activities)*
- *that concern student safety*
- *that contradict (or approach) Church doctrine*
- *that contain obscenity*
- *that contain material that may disrupt the school community or environment*

Emergency Drills

During all emergency drills, students should follow these regulations:

Follow the instructions of the adult supervisor.

Keep silent.

If necessary, walk to the assigned places briskly and in silence.

Return when signal is given.

Entrepreneurship & Learning Center

The Learning Center houses the Technology Help Desk, STA's library collection, and the STA archives. The Learning Center is available to all students for individual study and group collaboration during their free periods from 6 a.m. to 5:00 p.m. daily unless otherwise announced. Students need to follow sign-in protocols upon arrival and use designated seating areas. Group study rooms for work on projects may be reserved in advance with the librarian. Eating of sack and Bistro lunches is prohibited in the learning commons, as are water and beverage containers without lids (e.g. cans, cups).

STA library cards will be provided to students in their first weeks of freshman year and are active for all four years at STA. Cards can also be used at the Kansas City Public Library, (subject to KCPL user rights and responsibilities--including overdue fines). Circulating books in the STA library can be checked out for three weeks and renewed for additional time. Additional information and resources are provided through STAR Seminar and on the library web or Moodle page. Unreturned materials or charges for lost library materials will become an encumbrance on subsequent year enrollment and final transcript transmissions.

Field Trips

Field trips sponsored by STA serve the purpose of enhancing the classroom curriculum. All participating students will submit a signed parental permission form that clearly states the education purpose of the activity. The classroom teacher and an appropriate number of chaperones will supervise trips. Please be aware that all school trips require a

parent/guardian signed permission slip. The student's tuition account must be current in order for a student to participate in optional school-sponsored trips.

Administration reserves the right to refuse student participation in field trips/ field experiences sponsored by STA if there are concerns regarding safety, behaviors, health, academic performance, outstanding financial balances, etc.

Financial Aid Information

To be considered for financial aid from St. Teresa's Academy, all families must file an annual application with FAIR (Financial Aid Independent Review, Inc.) for financial aid assessment. Families send their information directly to FAIR, not to STA. Applications can be filed online or on a paper copy, and there is a nominal processing fee payable to FAIR. STA is only able to cover approximately 30% of the financial need in the community. Financial aid will not be awarded to a student whose account has a past due balance

Food Services & Lunch

Bistro Kids will offer a daily menu of healthy salads, wraps, and soups for students in The Commons. Students will be allowed to purchase meals using a preloaded scan card. No purchases will be allowed when an account balance has insufficient funds to cover the food/meal cost.

Recycling receptacles are provided throughout the school to preserve our environment. All students are expected to clean up after themselves and encouraged to recycle.

Students are to eat lunch in the cafeteria at the assigned times: (Activity 1- seniors and juniors; Activity II - sophomores and freshmen) unless excused by a teacher. STA is not an open campus; therefore, students may not leave campus for lunch. Students may not order food for delivery during the school year, including the week of final exams.

Graduation Ceremony Criteria

If a senior fails the maximum of .50 credits in courses required for graduation, she will be allowed to participate in Graduation; however, the diploma will be withheld. If a senior fails more than .50 credits required for graduation, she will not be allowed to participate in the Graduation Ceremony. The senior's diploma will be withheld until all graduation credits have been earned, service hours completed, and tuition/outstanding balances paid in full. All diplomas are mailed directly to the student's residence.

Help Desk

The student help desk is for assistance with technology. The help desk is available during specified times each day. Students are expected to utilize unstructured periods or before/after school time to visit the Help Desk.

Hours of Operation

The school office personnel are available for calls beginning Monday - Friday, while school is in session, at 7:30 a.m. An office receptionist is available each weekday until 3:30 p.m.

Information Changes

Parents are reminded to update school records whenever there is a change in their email address, mailing address, and phone numbers. It is important that school records are accurate so that communication between school and families may be done in a timely manner. Please

call the school receptionist with any changes. Please note that the school's primary form of communication is via email.

Lockers

Students have the option of using a locker during the school year. Lockers should be kept locked at all times for your own protection. Lockers are off limits during class times. Locker doors are not to be decorated.

Messages

Messages for students from parents or guardians during the school day may be left with the M&A receptionist. These messages will be forwarded to students via advisory and/or email. If the message pertains to a serious or confidential matter, parents/guardians should ask to speak to an Administrator directly. Students are allowed to check cell phones for messages during their unstructured periods and during the Lunch/Activity periods.

MO A+ Schools/Scholarship Program

St. Teresa's Academy is a State of Missouri A+ School and our Missouri residents may apply for the A+ Scholarship at various Missouri colleges/universities.

Requirements

- Ø Missouri resident for three years
- Ø U.S. Citizen
- Ø 95% average attendance in high school
- Ø 75. cumulative GPA & 17 or higher on the math section of the ACT *or*
- 80. cumulative GPA & 15 or higher on the math section of the ACT
- Ø NO SBRs for unlawful drugs/alcohol use
- Ø 50 hours of approved tutoring (unpaid) prior to May 1 of senior year

Tutoring must occur at an organization/school with a designated tutoring program and turned in at the end of each school year to be verified/recorded. Hours may be used from junior/senior service project, if applicable.

- Ø Complete FAFSA (Free Application for Federal Student Aid) in fall of senior year.
- Ø Be a degree/certificate seeking full time student at a participating institution. Additional requirements for renewal while in college will apply.

Missouri A+ Scholarship amounts vary by institution. The scholarship was designed to cover tuition at a community/technical college. There are a few MO colleges/universities that offer A+ Incentive scholarships; check individual institutional websites for details on amount, deadline, application, and if they are stackable with other scholarship offers.

Application & Tutoring Log – print from the STA website, College Counseling. Students may complete the application at any time during their high school career but no later than May 1 of senior year (or earlier depending on A+ Scholarship application at college of choice). An application must be on file prior to turning in a tutoring log; logs must be turned in at the end of each school year for those hours to be applied for the 50-hour requirement.

*All steps/deadlines must be met for approval to be granted by STA.
Continued state funding must also be in place from the State of MO for the A+ Schools Program.*

Parent-Student-Teacher Conferences

Parent-Student-Teacher conferences are scheduled end of first quarter. Teachers are available for meetings with parents and the student, to discuss the scholastic standing of the student. Appointments at times other than this scheduled day can be made by phoning or emailing the teacher.

Parking

All student cars require a STA identification (hanging placard) placed in the car. Students may obtain a parking placard from the administration via an online application. Parking in the student lot is for juniors and seniors only. Students may NOT create their own parking spaces contrary to designated student parking spaces (i.e., no parking on the grass, in teacher's spaces, behind Goppert, in visitor parking spaces, in no parking zones, in handicap spaces, etc.). Students parked in unauthorized spaces will receive a Student Behavior Report and may be towed. Sophomores are to park off campus on side streets during the school day. If parking on Wyandotte Street, only park on the school side of the street.

Posters / Signs

Stamped posters/signs may be displayed only in the restrooms and removed promptly after the event.

Security

All official school communication will be made to parents and students via School MESSENGER. All students, faculty, and staff use door codes to access buildings. Safety drills are conducted annually to prepare for emergencies.

Service

Any member or group of the STA community should first complete a proposal form and submit the proposal to the Principal for Student Affairs about their reason for a service project. Upon approval, the proposing person or group then completes the School Wide Service Project Application (found on Moodle under Campus Ministry). The Director of Service will discern on whether the project fits with the mission of the CSJ's and St. Teresa's Academy.

Student Email Groups

Emails drafted for "All Students" or "Class of ..." must be approved by the classroom teacher, club/extracurricular moderator, and/or the administration before being sent. This includes emails with surveys or surveys themselves. Faculty and staff will be managers of the student email groups; therefore, will have the responsibility of reviewing and sending of any student drafted emails. Faculty, staff, and administration are the only employees sending "All Students" or "Class of..." emails. No students shall access the student group email accounts

Study Areas

Students are required to be in a supervised area at all times. Students are to report to a study area at the beginning of a period and remain until the end of the period. Permission from the supervisor is required if a student needs to leave the study area for personal reasons before the end of the class period.

Snow Schedule or Closing

In case of severe weather conditions, the administration will either delay the opening of school or close school entirely. In either case, parents and students will be notified by "School Messenger" and it will be posted to the school website.

Student Records

St. Teresa's Academy adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student's records. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Transcript Requests

All Transcript Requests for currently enrolled students are through the College Counseling Department. See College Counselors for a Transcript Request Form.

All Transcript Requests for graduates of St. Teresa's Academy are processed through Parchment, an online transcript request system. There is a fee per request. (The link to Parchment will be on the Alumnae page of the website.)

Theft

Please do not carry large sums of money and valuables with you. If you have to bring extra money or some other valuable with you, stop by the Business Office or an administrator's office. One of these individuals will lock up your money or valuables until you leave school.

Technology/Internet

St. Teresa's Academy provides networked computer access to the Internet. Internet access will be used for classroom research and to provide reference materials. While security measures are in place to prevent access to inappropriate resources, there are no guarantees. Parents must have electronically signed the Acceptable Use Policy (AUP) during the online annual enrollment process. Students using Internet access are representatives of the school and are expected to act in a manner consistent with the school's goals and values. Communications on the Internet reflect on STA and must not damage the school's reputation. STA reserves the right to monitor the Internet and network usage (i.e. email, internet messaging, blogs, chats, wikis, etc.) of all tablets. Student tablets may not, at any time, be placed and/or carried within a backpack.

Technology Insurance & Costs

All student issued Surface Pro 4 tablets will be covered by an insurance policy provided by St. Teresa's Academy. **This policy only covers the Surface Pro 4 tablet; the charger, pen and keyboard will not be covered.** All claims will be handled through St. Teresa's Academy.

Damages Covered by Insurance:

- Accidental Damage
 - Includes drops, cracked screens and liquid spills.
- Liquid Submersion
- Theft / Vandalism
 - Police report required
- Fire / Flood Damage
- Natural Disasters

- Power Surge Due to Lightning

Any damages that would fall under a manufacturer's warranty will be covered by STA. Any damage that was caused through misuse and/or negligence will be covered by the student and parents. Replacements will be charged at the costs listed below.

Replacement Costs:

- Pen - \$85
- Charger - \$80
- Keyboard - \$110
- Bag - \$12
- Tablet - \$1,000

Students will be allocated 500 pages (\$10) for printing during the school year. Additional page prints can be purchased in 250 page (\$5) increments. Page prints are valued at \$0.02 per page.

- Front & Back prints count as 1 page.
- Color prints are the same cost as Black & White.

HEALTH & WELLNESS

Illness

Students who are ill ***must*** report to the school nurse during her office hours or to the M&A office. Parents will be notified of a student's illness. *The school nurse or M&A receptionist will obtain parental consent to send a student home, have a student picked up at school, or return to class.* Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their protection as well as for others in the classroom. A part time nurse is on duty daily in the health room to assist students with health concerns.

Immunizations

Each student is to file a report of her immunization against polio, measles, rubella, diphtheria, tetanus and pertussis prior to first admission to high school in Missouri. Forms are sent to all incoming students and must be on file in the school records office before the student begins attendance at the school. Any student without an immunization record may be suspended from school until such time the record is on file and in the school's record office.

Prescription Medication

If a student requires the use of prescription medication while at school, the medication should be given to the school nurse in the original pharmacy container with the student and physician's name, medication name, dosage, duration, and frequency. If a change in type of drug or dosage is warranted, a new request signed by parent/guardian and/or physician must be provided.

Over-the Counter Medication

All over the counter medication should be given to the school nurse in the original manufacturer's container with the student's name. It will be administered in accordance with the manufacturer's label.

Contagious Diseases

St. Teresa's Academy is a community committed to providing an environment where Christian values can be experienced and modeled by its members. It is especially true, therefore, that compassion for the sick be evident as well as concern for their psychological and physical wellbeing. St. Teresa's Academy also has an obligation to the common good of all community members.

St. Teresa's Academy reserves the right to follow the recommended policies and procedures on contagious diseases established by the Missouri Department of Health and the Diocesan School Office.

LITURGY & SERVICE

We recognize the diversity of beliefs among us and seek to create a solid community where prayer is respected and encouraged. As a Catholic Christian community, the Eucharist, or celebration of Mass, is paramount to our faith. Therefore, we ask you to maintain a prayerful and respectful attitude during our liturgies. We invite you to enter into full participation in saying the appropriate responses, singing the music, and engaging in personal and communal prayer. Please refrain from talking or distracting behavior. We hope all participate fully and discover the fulfillment that comes from worshipping together and recognizing that the life, death and resurrection of Christ holds meaning and nourishment for your own life as well.

The entire community is invited to come forward at the time for Communion. Those of the Catholic faith proceed to the Eucharistic Minister for Communion. Those of a different faith background are invited forward for a blessing by crossing their arms over their chest when approaching the Eucharistic Minister. All will return to their advisory section in a quiet, prayerful and respectful way.

Through our diversity we have a unique opportunity to know and serve God in ways that embrace and celebrate who we are today, those who were here before us and those who will come after us. This is the legacy St. Teresa's Academy is built upon.

Class Mass Expectations: Wednesdays

Class Mass arrival time is: 7:40 a.m. at the entrance of Chapel.

A student must approach Chapel Moderators located at entrance to check her name off the roster and be marked present.

Mass begins at 7:50 a.m. If a student arrives after 7:50 a.m. she will be marked TARDY and must report to the M&A front office for a tardy slip then proceed to Mass.

- A student's 7th tardy results in a letter to the parent.
- A student's 11th tardy results in a Student Behavior Report & consequence.

For Mass in the Chapel, backpacks should be placed outside of the chapel against the wall and not placed against the glass showcase.

If a student arrives before 8:20 a.m. on Mass day and it is NOT her Class Mass then she must report to the Commons for supervision. Teachers will all be in meetings and unavailable, so students should not go to their classrooms.

Mass Expectations: Reverence

Sit at front of the chapel/auditorium and in center aisles.

Students should be in full uniform.

No grooming (i.e. braiding hair) during Mass.

Have presence - no slouching, sleeping, water bottle use

Actively Participate - sing, respond, read the screens

Musicians, reader and Eucharistic ministers are asked to arrive a bit early.

Presidential Service Award

Students are invited and encouraged to participate in this important program. High school students who complete 100 or more hours of service during a single year are eligible for the Presidential Service Award. Students interested in earning this award should see the Director of Service/Campus Ministry for additional information.

Service: Junior/Senior Projects During Service Week

In lieu of attending classes, juniors and seniors will be at the agency they have selected for a minimum of six hours of volunteer time every day that week. The only exception is if the agency is closed; students are then asked to make alternate arrangements with the agency and with the Director of Service/Campus Ministry in advance. Attendance is taken and tracked. If a student is sick during service week, please notify the school and the agency.

Phase 1

30 hours of service during the designated Service Week (usually the last week of February).

The 30 hours will be served **over five consecutive days, six hours each day**. Students are released from school that week but are still expected to be at their agencies during that time. This is not a time to schedule college visits.

Phase 2

30 hours of service outside of school time between the Service Week and Orientation Day in August of the new school year. Phase 2 hours must be completed outside of school time. Phase 2 hours do not count towards Phase 3 hours. Phase 3 begins on Monday of Service Week.

Seniors who have not completed and provided verification for ALL Phase 1 and 2 hours by Orientation Day in August will have suspended "senior privileges" beginning September 1 until hours are completed and verified by the Director of Campus Ministry & Service.

***Senior Privileges include Dress Down Fridays and/or early 9th period dismissal. The privileged 9th period free is not available on Assembly days where an event is held at the end of the school day. Privileges begin September 1 for seniors that have submitted Phase 1 and 2 hours on or before August Orientation Day.**

Phase 3

30 hours of service during the designated Service Week. Students will be released from school with the expectation that they serve their designated agency for four consecutive days.

Seniors who have not completed or verified the 90 hours *after the completion of Phase 3 will continue to have suspended privileges*. Seniors with outstanding hours the Friday before graduation will be allowed to participate in graduation but will not receive a diploma until hours are completed and verified with the Director of Service and Administration.

*****It is the STA policy that students may not miss class time to earn community service hours.*****

ATHLETICS

The interscholastic sports program at St. Teresa's Academy is an integral part of the curriculum. This program provides the student athletes with experiences and learning situations outside the classroom that will contribute toward the development of the total person. As well, it is our desire that St. Teresa's Academy sports teams provide student-athletes with excellent sport-specific skills and athletic skills training, team and individual success in athletic competition, and education in good sportsmanship.

Sportsmanship Policy:

All players, coaches, parents, and other fans are expected to:

- A. Emphasize the proper ideal of sportsmanship, ethical conduct, and fairness.
- B. Eliminate all possibilities that tend to destroy the best values of the activity. Hazing and

- initiations are not acceptable or condoned on or off school grounds.
- C. Stress the values derived from participating fairly.
 - D. Show cordial courtesy to officials, visitors, and each other.
 - E. Establish a courteous relationship between visitors and hosts.
 - F. Respect the integrity and judgment of coaches, judges, and officials.
 - G. Achieve a thorough understanding and acceptance of the rules and expectations of the activity and the standards of eligibility.
 - H. Encourage leadership, use of initiative, and good judgment by the participants in the activity.
 - I. Recognize that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual participants.
 - J. Promote good school citizenship standards and use them as a barometer for participation.

According to the Missouri State High School Activities Association By-Law 710:

A school may be suspended from membership in MSHSAA and from participating in interscholastic activities with other member schools for the unsportsmanlike conduct of teams, coaches, students, and fans. Each school is responsible for the conduct of its teams, coaches, students, and fans at games both at home and away. Please support the players in a positive manner rather than possibly placing them in a position of being penalized for unsportsmanlike conduct. Thank you for your understanding and cooperation in the spirit of high school athletics.

Sportsmanship Violation & consequences

- 1) Any individual in violation of the sportsmanship policy will be asked by the designated site administrator to leave the competition or practice site, and will be revoked future admittance until approved by the athletic director.
- 2) A second offense will result in a scheduled meeting with the athletic director and principal, and the offender will be denied access to all extracurricular activities for the remainder of the season.

Athletic Fees

Athletic fees were instituted in 1985 to meet ever-increasing costs of running a first class athletic program. An athletic participation fee this year will apply to each season / sport. Family admission to all regular season home contests is covered with this fee. Participation fees help defray increasing costs of uniforms, equipment, officials, transportation, off-campus facility rentals, sports awards, and the Sports Medicine program.

Athletic fees will be billed on your Smart Tuition account once team rosters are established. Sports fees are due the 10th of the month following the billing.

Athletic Participation Certification/Physical Form

In case of injury, MSHSAA requires that the "MSHSAA PARTICIPATION CERTIFICATE - Physician/Parent/Student" form be completed. Completed forms must be turned into the Athletic Office or the coach prior to starting the first practice of a season. Students may not participate until the forms are completed.

Academic Eligibility

Eligibility to represent the school in athletics is a privilege that is attained by maintaining a 73% cumulative semester GPA for classes taken at the Academy during that semester. If a student does not meet this requirement, she will be ineligible for the next semester's sports. A student with a current GPA of less than 73% cannot practice with the team or attend team practices, ride the team buses, keep stats or scoreboard for the team on a regular basis, or be a team

manager.

Attendance

A student must be in school for at least 4 periods to be eligible for practice or to play in a game on that day.

Non School Activities

Students participating in non-school sponsored competitions, practices, or travel to the site of the non-school competition must obtain written approval for the absence by the school administration as per the Missouri State High School Activities Association Policy 235.1.b and 235.2.

Code for Athletes

- To participate in all athletic activities at St. Teresa's Academy, students must adhere to all regulations and training rules set up by the STA Athletic Department and Missouri High School Activities Association.
- Athletes are expected to show the highest standards of sportsmanship during all practices and competitions. Inappropriate behavior on or off the competitive field will not be tolerated.
- Athlete complaints should go to the head coach, Athletic Director and finally the President of School.
- Athletes must keep up their academic performance to participate on a team.
- Athletes must avoid all use of alcohol, drugs, tobacco and other harmful/illegal substances.
- Any violation of the STA Student/Parent Handbook or STA Athletic Handbook will result in disciplinary action by the administration.

All school discipline policies and rules apply directly to St. Teresa's Academy students at school activities whether they are held on school property or away from school. Non-creditable citizenship may result in disciplinary action or removal from participation.

MSHSAA Policies include but are not limited to the following:

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

2.2 CITIZENSHIP REQUIREMENTS
2.2.1 Citizenship: Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

2.2.2 Law Enforcement: a. A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied.

2.2.3 Local School: a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.

STATEMENT ON DRUGS, INCLUDING ALCOHOL AND OTHER HARMFUL SUBSTANCES

Value and Policy: The STA Community values the personal health and safety of our students. The Administration is committed to keeping the school, school activities and our students' participation in activities at affiliated schools in full compliance with all applicable laws. The use, possession, transfer or sale of alcohol, drugs, federally controlled substances (including, but not limited to, prescription medication of another person), or other illegal or unlawful substance by a student prior to or during school hours, prior to or during a school sponsored or school athletic event, or prior to or during an event at an affiliated school, is expressly prohibited. If any off campus/non-school related incident is brought to the school's attention it will be addressed using the school policies and procedures. We expect students and parents to support this important school policy, and appreciate your partnership in upholding this critical school value.

Violation: Any student found to be in fact, or reasonably suspected of, possession, involved in the sale or exchange, or under the influence of controlled or illegal substances on or in close proximity to the campus, at a school sponsored event, school athletic event or affiliated school event, will be immediately suspended for a minimum of 1 full school day pending further investigation and disciplinary consequences. Any student who is off campus and or is present with others in violation of this policy may also be held accountable and subject to suspension and disciplinary consequences. In addition, students may be remanded to police custody.

Investigation: Any student or incident that is reasonably suspected to be in violation of this policy will be fully investigated by the Administration. All students are expected to honestly and completely participate in such an investigation, and failure to fully cooperate will result in suspension pending further investigation and disciplinary consequences. Specifically, the refusal to provide requested information in an investigation, or the providing of false information, will result in suspension and additional disciplinary consequences as deemed appropriate and in the discretion of the Administration.

Testing: An investigation of a suspected violation of this policy may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation.

Consequences: Possible disciplinary consequences for violation of the above policy and investigation expectations are determined by the Administration in their discretion. These include, but are not limited to, suspension, expulsion, disciplinary probation, drug or alcohol assessment by an outside agency approved by Administration, treatment, numerous steps in the Ten Level Program, and exclusion from school activities (athletics, social events, trips, dances, extracurriculars, graduation, etc.). A repeat offense will result in immediate expulsion. Like all disciplinary matters at STA, the violation, investigation and consequences will be treated as confidential matters that are not shared with the broader school community.

Assessment: In the case of an assessment by an approved outside agency, all costs for the assessment, educational programs or treatment are incurred by the parent(s) or guardian(s). The parent(s) or guardian(s) must release the report, results and recommendations

of the assessment to the school. If the student and/or parent(s) or guardian(s) do not comply with the recommendations of the assessment, the student will be withdrawn from the school.

Ask for help: Students who are struggling with alcohol or drug issues are encouraged to contact an Administrator or guidance counselor, and we can direct you to resources for help and support.

*In this house
all must be friends
all must be loved
all must be held dear
all must be helped.*

"In this house
all must be friends
all must be loved
all must be held dear
all must be helped."

—St. Teresa of Avila

