

Student and Parent Handbook
Policies and Procedures
2023-2024

Mother Teresa Catholic Elementary School
7197 Mother Teresa Lane
Liberty Township, Ohio 45044
(513) 779 - 6585
www.mtces.org

Updated 8/2023

Dear MTCES Families:

Thank you for your support and for choosing to partner with MTCES for the education of your child.

Mother Teresa Catholic Elementary School is committed to nurturing the growth of every student--spiritually, intellectually, emotionally, physically and socially. Together the students, parents, faculty and staff join together in fulfilling this mission.

To help ensure our school's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the mission, vision, policies, and procedures of Mother Teresa Catholic Elementary School. It also includes the responsibilities of students and parents. It is important that you take the time to become familiar with its contents.

While this handbook provides important information relative to all aspects of the life of our school, it is not a binding contract on MTCES. Rather it is a unilateral set of policies which students and families are expected to, and must, follow. The principal retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will receive notification if changes are made.

We are grateful for your commitment to MTCES, and we look forward to working with you during this 2023-2024 school year. We are ready to Live the Name and provide inspiration as Mother Teresa Catholic Elementary School Volunteers!

Sincerely,

Mrs. Denise Harvey
Principal & CEO

Mrs. Michelle Hinton
Assistant Principal

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Introduction

The Mother Teresa Catholic Elementary School Student and Parent Handbook is a guide for parents and guardians whose children are enrolled at Mother Teresa Catholic Elementary School. This handbook contains both policies and information to help parents and students understand the basic operational procedures of the school. We ask that you read the handbook and discuss it with your child. The handbook constitutes an agreement between the school, parent/legal guardian, and child. Mother Teresa Catholic Elementary School strives to provide a quality education and to ensure that every opportunity for that quality education is maximized. After reading the handbook, please have your child return the signed Acceptance of Policies page to the school office.

Mission & Beliefs

Our Mission

Mother Teresa Catholic Elementary School is a private Catholic school founded in the spirit of Saint Teresa of Calcutta where students are educated and encouraged to grow in personal faith. Students are called to be witnesses to Jesus Christ as they maximize their God-given spiritual, intellectual, physical, and moral capabilities.

Our Core Beliefs

We believe, through the combined efforts of our faculty, staff, parents, and students that an environment of respect and shared responsibility exists at Mother Teresa Catholic Elementary School.

We believe our students...

- share the love of God with one another and are called to be disciples of Christ
- learn and grow in a variety of ways across multiple disciplines
- treat each other with respect and dignity as they deepen their understanding of Saint Teresa of Calcutta
- strengthen their Catholic faith through prayer, service to others, and leadership in the school and surrounding communities

We believe our parents...

- model the Catholic faith for their children
- take an active role in their child's education and faith formation by being the primary educators of their children
- act as an example of Saint Teresa of Calcutta through volunteerism, kindness, and prayer to serve the school community

We believe our faculty and staff...

- create an academic and faith-filled environment where effective and engaging instruction promotes student growth based on their diverse needs and abilities
- model the example of Saint Teresa of Calcutta by sharing her love of Jesus
- develop confident young people rooted in the Catholic faith, who are morally and academically prepared for lifelong learning

Board of Trustees

MTCES is run as an independent non-profit corporation. The Board is responsible for the management of the corporation. The Board, which includes the Principal/CEO governs over all of the business and administration of the school.

MTCES's Board of Trustees is responsible for the affairs, the property, and the funds of the school. A minimum of 2/3rd of the Members of the Board must be active, practicing Catholics committed to teaching the mission of the church and serve on at least one of the school committees and actively participate in school events.

Election of Board Members

Because of the vast responsibilities with which our Board of Trustees is charged, specific skill sets must be represented. The Board strives to have sitting Board members with experience in education, finance, marketing & public relations, and general leadership skills. Individuals interested in serving may submit letters of interest to the Board. When positions become vacant, the Nominating Committee meets with candidates, and submits their recommendations to the entire board. The election is conducted at the May Board meeting, with only board members voting. The newly elected begin their service in June. Trustees serve a term of three years, and may be re-elected to one-year terms up to three additional years, for a total of six consecutive years.

Board of Trustees Committees

Development/Marketing and PR: This committee will serve to assist the Director of Marketing and Advancement and the Advancement Manager in fostering community and determining strategy for the two revenue drivers of the school--enrollment management and development. In sum, the committee will help to advance the mission of MTCES through constituent relations and integration of the school's marketing, communication, development, and enrollment programs.

Education Commission: This committee is composed of educators - including early childhood, elementary education, secondary education, and may include those at the college level - who have served in both the private and public school systems. The group works closely with our school administrators to enhance our curriculum through enrichment programs and teaching strategies, and they track our achievement against other area schools, and develop strategies to address academic problems, challenges and concerns.

Facilities: This committee is responsible for maintaining our current facilities, as well as the planning of future expansion.

Finance: This committee is responsible for planning and approving all expenditures of the school. We are fortunate to have several qualified professionals in the fields of accounting and finance who devote their time to ensure that MTCES operates in a fiscally responsible manner.

Governance: This committee assists with the creation, implementation and tracking of The Board of Trustees and School policies, evaluation of the Principal/CEO and overall process management of articles within the by-laws of MTCES.

Strategic Planning: This committee is responsible for setting short and long term goals for the school and seeing them to fruition.

Members of the Board of Trustees

Names and contact information for members of the Board of Trustees can be found on the school website, mtces.org, and on Option C.

Admissions

Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition, donations, and volunteerism. The school believes strongly in the importance of a family's commitment to its parish and keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish.

All questions regarding Admissions should be directed to the Director of Enrollment and Engagement who leads the admissions process.

Admissions Policy

Students will be admitted in the following order. Classes are filled per criteria below. A lottery will be used to fill openings at each level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance with the family volunteer yearly commitment.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, family member, or guardian are faculty/staff or currently serving on the Board of Trustees, or who have served as a Board member in the past, as confirmed by the Secretary of the Board. New students whose immediate family member (sibling or parent) is an alumni of the school.
4. Children who have stayed on the waiting list for the prior school year, have reregistered for the current school year, and still qualify for categories 5 through 7 in the admission policy. The waiting list will not be redrawn and the order carries over from the prior year.
5. New students whose parents, family member, or guardian have demonstrated significant volunteerism and or stewardship and are active parishioners as determined by the Board – See Family Volunteerism Section below.
7. New students who are Catholic, not meeting criteria in 6 above.
8. Remaining positions will be filled by lottery.
9. Any late applicants (past the new family enrollment period) will be placed in order of paperwork received.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time. If a new family registers more than one child and only one of the child(ren) is accepted, the other child(ren) is not granted sibling status until the following year's enrollment period. Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

Mother Teresa Catholic Elementary School reserves the right to refuse admission or terminate enrollment if false, inaccurate, or incomplete information is provided to the school.

Kindergarten Admittance

Mother Teresa Catholic Elementary School complies with state regulations in requiring that all Kindergarten students be five-years-old on or before September 30. Kindergarten students must participate in a kindergarten readiness screening.

Transfer Students

Transfer students will be admitted after completing registration, a review of records from previous educational institution(s), and an interview with the Administration for students in grade 4 and higher.

Notice of Nondiscriminatory Policy

The governing board of the Mother Teresa Catholic Elementary School located at 7197 Mother Teresa Lane in Liberty Township, Ohio, has adopted the following racial nondiscriminatory policies.

“The Mother Teresa Catholic Elementary School recruits and admits students of any race, color, gender, national, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, gender, national, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency orders, or public school district initiated desegregation. The Mother Teresa Catholic Elementary School does not discriminate on the basis of race, color, gender or national or ethnic origin in the hiring of its certified or non-certified personnel.”

Family Volunteerism & Active Parishioners

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism, including active parish life. As such, this is considered in the admissions policy. We believe people with a history of active parish life and volunteerism will continue to be involved in their children’s education and school. In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause. The Parish and Volunteer Documentation Form must be submitted. An admissions committee composed of staff and board members will be responsible for evaluating completed applications. All admissions are subject to board approval.

Continued Volunteerism is expected by all MTCES families. Families **MUST** volunteer at MTCES a minimum of 30 hours per year, or they may opt to make a contribution of \$600 per academic year in lieu of providing volunteer hours.

Registration

Emergency / Medical Information

Students entering Mother Teresa Catholic Elementary School for the first time must have proof of immunizations and a birth certificate as is required by Ohio State Law. An emergency form must be submitted for each child prior to the first day of school each year. No child may start school until this form is complete. This form is kept on file in the school office.

Registration Policy

Registration is conducted each year starting in late January or early February. Notices are published on social media, in area church bulletins, and sent home with students. A fee of \$150 is due upon registration and applies to tuition. If a child is not accepted into the school due to a lack of space, the registration fee will be refunded. Families have until June 15th to remove their student’s registration for the next school year. After this date, parents will be responsible for paying full tuition for the upcoming school year, whether or not their child is attending MTCES. For all other reasons, the registration fee is

non-refundable. Parents can choose to keep a spot on our waiting list by allowing the school to hold the \$150 registration fee.

Tuition

All payments must be made through electronic funds transfer. Families may choose either the 10th, 15th, or 20th of the month to have funds withdrawn or make a lump sum payment at the beginning of the year. Note: a \$30 fee will be charged for all bank drafts returned as non-sufficient funds.

If your monthly payment is not received by the 20th of each month in which said amounts were billed, you will be charged a penalty of the greater of \$50.00 or 1.5% of the outstanding balance. The penalty will accrue each month until the balance is paid in full. If the balance is not paid in full by the end of the subsequent month after it was first billed (approximately 60 days), the family will not be considered in good standing and the student (s) will be prohibited from attending school and school activities until (a) payment, including late penalties, is made in full, or (b) an acceptable payment schedule is submitted in writing (no verbal agreements) to the business office and approved by the Principal. Report cards and transcripts will be held pending approval of the payment schedule.

The Principal will always be given the discretion to waive any penalties for extenuating circumstances.

Tuition Assistance

MTCES is committed to providing a Catholic education to all who seek it, regardless of a family's financial situation. In 2006, the Mother Teresa Tuition Assistance Fund was established. Private donations, grants and school parents made this fund possible. It is available to new and current families who are active within the school and maintain good financial standing. Application information is available in the school office and must be submitted annually. Determination of a family's qualification for assistance is made through an application to FACTS Management. Information provided by FACTS is reviewed by the Principal and Finance Manager and final approval is made by the Principal and Executive Committee of the Board. All applications will be kept confidential. Local parishes, including St. Max, Our Lady of Sorrow, and St. John's may provide assistance to families for Catholic education. Notification of tuition assistance awards is made in June.

Volunteerism

History

Volunteerism and giving back to one's community was St. Teresa of Calcutta's strongest message; this same message of volunteerism is what makes being part of the MTCES community so special! The time our families put back into our school enables us to keep our tuition costs low. The work families do at MTCES saves all of us money because we do not have to hire outside resources for many of the tasks necessary to run a school. The program also allows families to meet each other and foster friendships as they work together on different committees. Most importantly, our children are learning from each of us that it is important to become active in their community and the obligation we all have to contribute.

Family Requirements

There is an annual requirement of 30 volunteer hours per family each year (July 1st through June 30th). For those parents who just can't fit the time into their schedule, they may opt to make a contribution of \$600 per academic year in lieu of providing volunteer hours.

Volunteer Opportunities

A variety of volunteer opportunities exist at MTCES throughout the entire calendar year. Activities

needing volunteers are held during school days, in evenings, and on weekends to accommodate all schedules. Some examples include volunteering for special events, stuffing envelopes for mailings, and serving on Boosters, PTO, or other committees.

MTCES Parent-Teacher Organization

Mission

The MTCES PTO exists to enhance the educational and spiritual growth of the MTCES community. We strive to offer opportunities for learning that enhance the classroom curriculum for our students; to support the outfitting of classrooms and technology needs; to provide continuing education, supplemental materials and appreciation programs for our faculty and to strengthen our sense of community through programs and activities for the MTCES families.

PTO Officers

PTO officers and their contact information can be found on the school website, mtces.org, or on Option C.

PTO Program and Activity Examples

PTO Mini Grants for Faculty: These grants may be applied for twice per year by any member of the MTCES staff. They are designed to fund activities and/or supplies to enrich and enhance the curriculum.

Student Presentations: PTO plans and sponsors educational presenters who bring hands-on activities to our school.

Teacher Appreciation: At various times throughout the year, PTO provides lunch and breakfast for the faculty.

PTO Scholarships: Each year, PTO will honor two eighth grade students who embody the Spirit of St. Teresa of Calcutta with a scholarship for half year tuition.

PTO Fundraising Examples

Mumkin Sale: A fall mum sale serves as a major PTO fundraiser. Families can add a little fall flair to their homes by purchasing mumkins or mumkin refills for decorative pots they may have purchased in the past.

Walk-a-Thon: Each spring, PTO hosts our annual Walk-a-Thon. The kids have a great time cruising around the campus while earning money toward PTO's important programs.

Santa's Secret Workshop: Just before Christmas, Santa brings his elves to MTCES to let the kids do their own Christmas shopping. The kids love to shop for inexpensive gifts for everyone on their list!

Smoothie Day: Once a month, parents can order a smoothie from Smoothie King for their child(ren). The order is placed along with the hot lunch order.

Kroger/Amazon/Target Rewards Programs: Retailer rewards programs allow parents to sign our school up to earn points for each dollar they spend.

Athletics

Purpose

The purpose of the MTCES Athletics program is to help develop the entire child. Our primary goals are:

- To teach the children the fundamentals of each sporting activity in which they participate
- To promote involvement throughout the community by displaying sportsmanship wherever they may be
- To make sure our children are taught the importance of learning, having fun, and competing fairly
- For all involved with the program to conduct themselves in the spirit of St. Teresa of Calcutta, starting with our coaches, teachers, administrators, and parents, thereby leading our children to respect the game, the opposing teams, the referees as well as the spectators

Boosters Committee Officers

MTCES has employed a part-time Athletic Director. The Athletic Director oversees the individual sport programs, oversees all coaches, is in charge of tryouts and team placement, runs tournaments, and schedules the use of our two gyms, and other athletic facilities. The names and contact numbers for Boosters officers can be found on the school website, mtces.org, as well as on Option C.

The MTCES Athletic Director can be contacted via email at athleticdirector@mtces.org

Absences and Attendance

Tardy to School

A student will be considered tardy if he/she is not in homeroom/at morning prayer at 7:45 a.m. but arrives before 9:45 a.m. The only excused tardies are those that are documented with an original note from a doctor verifying a medical appointment that particular morning. ~~For all other tardies, the student must have a note from the parent/guardian stating why the student was tardy.~~

Doors will be closed and locked at 7:45 am so all MTCES Team members can attend Morning Prayer to start the day. Students who arrive after 7:45 a.m. must be signed into the office by a parent. This must occur for any student entering school beginning at 7:46 a.m. **Please do not drop off tardy students without signing the student in for the day. You must come into the office with your student.** A MTCES Team member will be available to assist you at the completion of Morning Prayer.

Upon receipt of a fifth unexcused tardy in a school year, an advisory letter will be sent to the parents. Upon receipt of an eighth unexcused tardy in a school year, a meeting with the principal may be required. Students may be put on probationary contracts for excessive tardiness. Excessive tardiness may be referred to the appropriate authorities. Students arriving on a bus which is late will not be counted as tardy.

Absences

It is our expectation that students will be present in school as much as possible.

Excused and Unexcused Absences

A conference and the development of an attendance plan will be necessary when unexcused absences exceed 8. The maximum number of absences which can be excused by parent note is 8 in a year.

Absences are only marked as excused if:

1. a written parent note is provided listing all of the following: student name, date of absence, and reason for absence. Notes without a reason will not be accepted. These notes may be submitted via email to attendance@mtces.org or handwritten. There is a limit of 8 parent notes in a year.
2. written medical verification or verification of: death in immediate family, required court appearance, lack of bus transportation due to weather or required quarantine.

Absences exceeding 8 will REQUIRE one of the following in order to be excused:

1. written medical verification with the doctor's/dentist's signature has been received;
it is recommended that parents obtain medical verification whenever an appointment occurs during the school day or a doctor's visit in the evening will result in a child's absence the following day
2. verification that the absence is due to:
 - A. a death in the immediate family;
 - B. a required court appearance;
 - C. lack of school bus transportation due to inclement weather
 - D. required quarantine
3. special arrangements have been made with the principal.

It is the responsibility of the parent(s) to monitor their individual child's absences within a given trimester. Attendance information may be accessed using Option C. **Both excused and unexcused absences will be reported on the report card as "Absences". The notes section will indicate when an absence has been excused.**

Special Note: The planned shadow days provided to eighth grade students will NOT be counted as absences. No Shadow Day Form is required on the planned shadow days. Further information is provided by the eighth grade teachers regarding these days.

Should students take additional shadow days, these will be considered excused absences so long as appropriate documentation is provided. Students will need to turn in a Shadow Day Form in order to have the day excused. Forms can be obtained from the Main Office PRIOR TO a shadow day.

Excessive Absences

Excessive absence is defined as absences exceeding 15 days for the entire school year. Students with excessive absences may be placed on a probationary agreement.

An exception could be made in the event of a student's hospitalization or chronic and prolonged illness following a conference between the parents, the school administration, and the student's teachers. In such an event, the student's physician must write a letter to the principal which documents the student's absences from classes as a result of the illness.

Absences and EdChoice Scholarships

Students who are receiving EdChoice Scholarships will not be eligible for renewal if they have more than 20 unexcused absences in a year.

Reporting Absences

If it is necessary for your child to be absent from school, please follow these procedures:

On the day of absence, please email (attendance@mtces.org) the school office before 8:30 am, giving the reason for absence. MTCES must comply with the "Missing Child Act" which requires daily contacts with the parents of every absent child.

It is requested that parents send a written excuse with your child when he or she returns to school even if the absence is only one day. This note should include the child's name, date of absence, reason for absence, and signature of the parent. These written notes are kept on file. Absences of three consecutive days or more may require a doctor's note for a child's return to school.

Vacations

It is understood that families may choose to take vacation or remove children from school for other reasons during the school year. Absences for vacations **are not excused** however, teachers will work with families in order for students to make up for the work that they miss during the time away.

Should your family choose to take a vacation, please:

Present a written request for family vacation to the school principal and classroom teacher(s) at least three (3) days prior to the vacation. This request must include the dates you intend to be absent, a parent signature, and phone number where the parent may be reached to confirm the request. Additionally, parents should email attendance@mtces.org indicating the dates of the vacation.

Teachers are not required to give work ahead of time for students who will be absent due to vacation.

Academics

Academic Environment

Academic excellence is part of the tradition and expectations of the school. Teachers work towards helping students form good study habits, tapping each student's potential so that each one enjoys a sense of accomplishment and self-worth. All of this is done in a loving, caring, Christian environment.

Curriculum

Our curriculum is based on the Archdiocesan Graded Course of Study, which has been approved by the State of Ohio, and the Department of Education. Mother Teresa Catholic Elementary School is certified through the Ohio Catholic School Accrediting Association, and is considered a chartered non-public school. It is recognized by the Archdiocese of Cincinnati as a Catholic school. All faculty members are licensed by the State of Ohio.

Courses for all grades include religion, language arts, reading, mathematics, science, social studies, Spanish, art, music, technology, and physical education. While religion is a course of its own, our Catholic faith is infused into all courses.

The Catholic Schools Office works directly with the school to ensure that the religious standards follow the doctrine of the Catholic Church and that all religion teachers complete at least 10 VOCARE credit hours each year. Non-Catholic students are required to participate in the religious programs.

While the MTCES curriculum includes student sacraments, MTCES students make their First Communion and Confirmation within their home parishes. MTCES parents are responsible for contacting their home parish to make arrangements for their children's preparations for the sacraments.

Testing Program

Students in grades K-8 participate in iReady testing three times per year. Testing is for both Math and

Reading. Reports are provided to parents after each testing session.

Students in grades 5 & 8 participate in the State of Ohio Science test in April.

Students in grades 2-8 participate in the ARK assessment which measures student knowledge of the Catholic faith.

Grading Scale / Grade Point Average

Grades 4 – 8 receive letter grades based on the following scale:

Letter Percentage GPA Equivalent

A+	98-100%	4.34	A	95-97%	4.0	A-	93-94%	3.67
B+	90-92%	3.34	B	87-89%	3.0	B-	85-86%	2.67
C+	82-84%	2.34	C	79-81%	2.0	C-	77-78%	1.67
D+	74-76%	1.34	D	71-73%	1.0	D-	70%	0.67
F	1-69%	0.34						

Grades 1 – 3 receive an academic progress code based on the following:

O	Outstanding	92-100%
S+	Satisfactory Plus	88-91%
S	Satisfactory	77-87%
N	Needs Improvement	0-76%

Kindergarten students are assessed on their skills within their academic and social areas, as such, they do not receive percentage grades, they instead receive a different report card which indicates which skills they have mastered.

Calculating GPA:

GPA for a trimester is calculated for grades 7 & 8 in the following way:

The GPA grade equivalent for language arts, reading, math, science, social studies, and religion are all multiplied by 5 and added together; the GPA grade equivalent for Spanish is multiplied by 2, and then added to the total sum; the GPA grade equivalents for the student's elective for the trimester (music, physical education, art, or technology) are each multiplied by 1 and added to the total sum. Once all of those numbers have been added together, they are divided by 33 and a GPA is calculated for the trimester.

To calculate the GPA for the year:

The GPA grade equivalent for language arts, reading, math, science, social studies, and religion are all multiplied by 5 and added together; the GPA grade equivalent for Spanish is multiplied by 2, and then added to the total sum; the GPA grade equivalents for the student's electives for all three trimesters (music, physical education, art, or technology) are each multiplied by 1 and added to the total sum. Once all of those numbers have been added together, they are divided by 35 and a GPA is calculated for the year.

GPA is calculated for grade 6 in the following way:

The GPA grade equivalent for language arts, reading, math, science, social studies, and religion are all multiplied by 5 and added together; the GPA grade equivalent for Spanish is multiplied by 2, and then added to the total sum; the GPA grade equivalents for music, physical education, art, or technology are each multiplied by 1 and added to the total sum. Once all of those numbers have been added together, they are divided by 36 and a GPA is calculated for the year.

GPA is calculated for grades 4-5 in the following way:

The GPA grade equivalent for language arts, reading, math, science, social studies, and religion are all multiplied by 5 and added together; the GPA grade equivalents for Spanish, music, physical education, art, and technology are each multiplied by 1 and added to the total sum. Once all of those numbers have been added together, they are divided by 35 and a GPA is found.

Report Cards

Report cards are finalized after each trimester ends. Report cards are indicators of a child's strengths and/or weaknesses in school and should be read carefully.

Academic Progress

If a student fails one major subject (language arts, reading, math, science, or social studies) for the year, arrangements will be made for a summer school/make-up period until it is deemed that they have completed the course expectations for a passing grade in the subject failed. These arrangements will be made between the parents/guardians, the subject teacher, and school administration.

If a student fails any two major subjects, a decision will be made to either retain the student in their current grade, or have the student attend summer school until it is deemed that they have completed the course expectations for a passing grade in the subjects failed. The decision to retain will be made by the parents/guardians, classroom teacher(s), the intervention team, and school administration.

If a student is unable to meet the standards needed to move to the next grade, the teachers and the school administration have the right to retain the student.

Notification Process for Grades 4-8

Report Card Review at the End of Trimester One

Parents should carefully review student report cards at the end of trimester one for student failures. If students have failed a course for the first trimester, it is strongly recommended that a conference be held if one was not held in October. Ongoing communication between parents and teachers is the key to ensure student success. **Any student who has failed a trimester of a core subject should be considered in danger of failing that course for the year.**

Mid-Trimester Two Notification

Parents will be notified in writing no later than January 31 if a student is not making adequate progress and is in danger of failing a course for the year. At this time, a conference will be held to discuss what needs to occur in order for the student to successfully complete the course for the year.

End of Trimester Two Notification

Parents will be notified in writing at the end of trimester two, at the time report cards are issued, if a student is in danger of failing a course for the year. At this time, a conference will be held to discuss what needs to occur in order for the student to successfully complete the course for the year. *Note: conferences may not be held if a mid-trimester conference was already held.*

Mid-Trimester Three Notification

Parents will be notified in writing no later than April 15 if a student is not making adequate progress

and is in danger of failing a course for the year. At this time a conference will be held to discuss what need to occur in order for the student to successfully complete the course for the year.

Failure Notification

Should a student fail a course for the year and need to complete summer learning, notice will be sent to the parents in writing by June 5. Parents will have until June 15 to select the summer learning option for their student and communicate this to MTCES.

Textbooks / Electronic Devices

All textbooks and related materials which are the property of Mother Teresa Catholic Elementary School, or allocated to the school through State and/or Federal Programs, must be taken care of by students. Replacement of lost or damaged books is the student's responsibility. If a student withdraws from school, all books and materials belonging to the school must be returned to the school before the student leaves. Student records will not be transferred until all books and materials are returned or current assessed value has been paid to the school.

Physical Education Class

Students are required to participate in physical education class unless they are exempted by a physician. If your child is unable to participate in a single gym class, a written note is required. If further exemption is required, a doctor's note must be given to the School Administration.

Children in grades 5-8 must wear their gym uniform on days they have physical education class. Students will remain in the gym uniform all day on these days.

Spanish Class

All students in grades K-5 have Spanish class once a week; those students in grades 6-8 have Spanish class twice per week. By the end of eighth grade, the goal is for students to have had exposure to high school Spanish I. Kindergarten—3rd grade does not receive a grade in Spanish.

If a student enters Mother Teresa during or after the sixth grade, enrollment in Spanish will be handled on a case by case basis depending upon their previous exposure to a foreign language and aptitude. Additionally, students who have an Individual Education Plan or other identified needs, may be eligible for a study hall or academic support period, in lieu of Spanish.

Intervention Services

The Mother Teresa Catholic Elementary School intervention team consists of intervention specialists, reading specialists, and a speech-language pathologist. Intervention services to students that have been identified through classroom teacher recommendation, regular assessment, or through a formal evaluation process depending on the student need and the type of services provided. MTCES also offers Action Plans to students who have a documented medical diagnosis that negatively impacts their academic performance in the classroom. Academic concerns should be addressed with a student's classroom teacher(s) first. If a student is suspected of needing intervention services, the classroom teacher will contact the intervention team for further assistance. The intervention team will contact parents with additional information.

Counseling Support Services

Recognizing that mental health needs have increased, MTCES has employed both a full-time and part-time school counselor. The school counselors teach age-appropriate lessons in the classroom.

They also meet with students individually with signed parent permission. A permission form for students to receive counseling services can be obtained from the main office or by request from your child's homeroom teacher.

Schedule

School Day

Homeroom and prayer begin at 7:45am; students are required to be present. School concludes at 2:20pm. Doors will be open at 7:20 am and students are asked to follow identified arrival procedures.

For car riders:

Students will be dropped off in the front circle. **Parents should remain in their cars at all times unless they have parked to walk their students to the front doors.** All students will enter through the main doors to the school and proceed to the gym until the start of the school day.

For bus riders:

All students will enter through the bus rider entrance near the bus drop off location. All students will proceed to the gym until the start of the school day.

****PLEASE NOTE:** At the start of the school year, kindergarten students will enter school then proceed to the Kindergarten Gathering Space until 7:30. After 7:30, all kindergarten students will go directly to their classrooms.

The school's business hours are from 7:30 am until 3:00 pm.

Lunch and Recess Schedule

Time	Lunch	Recess
11:05–11:25	3, 4	5, 6
11:27–11:47	5, 6	3, 4
11:50–12:10	7, 8	1, 2
12:12-12:32	K,1, 2	7, 8
12:32-12:55		K

Core Class Schedule

Class schedules change each year due to the variety of demands that need to be met. Homeroom schedules are given out during the first week of school.

Specials Class Schedule

Along with the core academic subjects, students also attend specials: music, art, gym, technology, library, and Spanish.

Art	Once per week
Physical Education	Twice per week
Music	Once per week
Spanish K – 5	Once per week

Spanish 6 – 8	Twice per week
Technology	Once per week
Library K-4	Once per week

Homework

General Guidelines and Procedures

Your child(ren) will receive homework on a consistent basis as it often grows out of class work, and it is a reinforcement of what a child learns in the classroom. Some assignments may take the form of long range assignments, such as research projects, writing assignments, or presentations.

Parents are encouraged to show an interest in their child's work. This does not mean doing the child's work, but taking an interest in what the child does and guiding him/her to completion.

In general, students should expect 10 minutes of homework multiplied by the grade level they are in for grades K-4.(i.e. grade 2–20 min; grade 4–40 min) Students in grades 5 & should expect 50-75 minutes of homework per night. Students in grades 7 & 8 should expect 60-120 minutes of homework per night.

Homework Make-up Procedures

Students who are absent are required to make up missed assignments within the number of days missed; for example, if a child is absent for two days, he or she will be given two days upon returning to school to make up the missed work.

Work that is due the day of the absence will be due the day of a student's return, unless other arrangements have been made with the classroom teacher. If a student has been absent for an extended period of time (more than 3 consecutive days), it is always important to communicate with the classroom teacher to make arrangements that are in the best interest of the student. It will be the student's responsibility to schedule test/quiz make-ups within that amount of time.

Students in grades 7 and 8 will email their teachers when absent to get make-up work.

Teachers are not required to give work ahead of time. Please email teachers prior to 8:30 am on the day of a child's absence in order to have it collected for the day of their absence. Homework will be collected and ready for pickup after 3:00 pm that school day.

If you are planning a vacation that will take place during the school week, please understand that a teacher is not required to give homework in advance, and it can often be difficult to determine assignments in advance of the class. If homework cannot be given prior to leaving for vacation, please make arrangements with the teacher to make up work immediately upon your return.

For policies and procedures regarding late assignments, please refer to the classroom packet for rules about late homework.

After School Activities and Extra - Curriculars

Extended Care

The MTCES Extended Care Program offers working parents quality care for their children from dismissal until 6:00 pm. Parents who plan on using Extended Care at any time during the school year need to complete the Extended Care registration paperwork and will be charged a one-time per family per year fee of \$25.00. This paperwork contains all policies and costs of Extended Care.

Student Council

The MTCES Student Council is a great opportunity for students to gain leadership experience through involvement in a wide variety of activities including event planning, fundraising, outreach, pep rally planning, and many other activities. Students in grades 7 & 8, who are in good academic standing with no more than 3 detentions, are able to run for elected Officer positions.

Robotics Club

MTCES sponsors a Robotics team who competes in the First Lego League. The team is open to students in grades 5-8 and is dependent upon parent support in order to operate. Students practice after school and prepare for competitions. Competitions are held locally on weekends.

Random Acts of Kindness (RAK) - Grades 3 and 4

The Random Acts of Kindness (RAK) Club is a service club open to MTCES students and focuses on spreading God's love and kindness throughout the hallways of MTCES as well as within our community. We meet at least once a month during the students' lunch and recess times to work on various kindness projects. We also coordinate at least one weekend service project within the community during the school year. RAK students are encouraged to be positive role models for their peers and exemplify that "being kind is cool."

Service Club - Grades 5 and 6

The service club for students in grades 5 and 6 will focus on providing service opportunities to participating students in these grade levels. This club is designed to build and expand on RAK.

Magnified Giving - Grades 7 and 8

Magnified Giving allows students to explore philanthropy, service, social causes, and community nonprofit organizations. Hand in hand with junior high curricular components, students are given the opportunity to identify a cause which they would like to support and provide service to the cause all the while also working to obtain a grant to support an identified nonprofit.

Cub Scouts

Mother Teresa charters and supports a growing Cub Scouts program designed for boys who are in the first through fifth grades. A student joining the Mother Teresa Cub Scout Pack is assigned to a den with other boys in his grade. Dens meet once a month and all dens gather with their families for a monthly Pack meeting.

Cub Scouting combines fun with educational activities and lifelong values. It also helps parents to help their boys strengthen character, develop good leadership, and enhance both mental and physical fitness. In addition, the program provides boys with positive peer groups and tools to shape their future.

American Heritage Girls

Beginning in Kindergarten, Mother Teresa girls have the opportunity to participate in the American Heritage Girls. AHG is an organization dedicated to the mission of assisting girls in learning about themselves, their community and their country. The American Heritage Girls was founded in August of

1995 in West Chester, Ohio. It was founded with the love of God, the love of families and for the love of children. Its mission is to build women of integrity through service to God, family, community, and country. The troop is completely dependent on adult volunteers and is always looking for people interested in the scouting experience.

Vocal Music

MTCES offers several opportunities for students who wish to share or grow their musical talents.

Music Ministry: Students in grades 4-8 can help lead the MTCES community in song at the liturgical celebrations held throughout the school year

Choir: Students in grades 4-8 will join together to build upon their musical gifts. There will be the opportunity to share these with the school community throughout the year.

Band

After school band will be open to students in grades 4-8. Band instruction will be provided by The Music Staff after school. Beginner and Advanced instructional levels are offered. Students can choose to play flute, clarinet, trumpet, trombone, saxophone, and drum. Two concerts are held each year with students from other schools throughout the Archdiocese.

Webby Dance, TaeKwonDo

These clubs are held at MTCES through outside vendors. Instructors for these clubs **do not** participate in the SafeParish program through the Archdiocese. The individual programs have their own background check procedures, so please inquire to them directly should you have any questions.

Athletics

A variety of sports are offered for MTCES students including,

- Boys Basketball
- Girls Basketball
- Cheerleading
- Golden Bears Football
- Golf (Coed)
- Track & Field (Coed)
- Boys Volleyball
- Girls Volleyball

A copy of the Athletics handbook can be found on Option C.

Athletic/Extracurricular Eligibility Policy

In order for students in grades 6-8 to participate in athletics, musical performance and club activities, they must meet the following academic requirement and behavior expectations:

Grade Average Requirements

Students are expected to be passing all courses; this includes all courses, as well as all core academic areas, Spanish, and all special courses. Grades will be checked mid-trimester as well as at report card time. Failing grades will result in academic probation and possible academic ineligibility.

Behavior Expectation

Students may be removed from participation in an extracurricular activity due to a disciplinary infraction that is deemed an actionable offense by the administration at Mother Teresa Catholic

Elementary School. This is a special circumstance and will be handled on a case to case basis.

Use of the School Building

Alcoholic beverages are not permitted at any events endorsed or sponsored by MTCES where students are present on school property.

School functions and activities include all recreational, sporting, scouting, committee meetings, volunteer activities and social occasions which are formally endorsed or organized by MTCES. They also include all social and fundraising activities which are organized or sponsored by a parent association and held on school property.

Events requesting the use of alcohol must be made on a case by case basis with the written approval of the Principal, but will be limited to special occasions when students are not present. Requests for an exemption must be made in writing to the Principal at least 30 days prior to the planned event and must include the date(s) and time(s) of the function and the purpose of the function.

Communication

School Website – www.mtces.org

The school website is the primary portal of communication. It is useful to access things such as the school calendar, winter school closings, and Option C. Information about the school's history and mission can also be accessed through the main website.

Calendar

You will find a link on our website to the School Calendar, which features all school and extracurricular activities.

School Directory

A directory of all MTCES families is provided for families via the Directory Spot app. The directory includes addresses, phone numbers, and email addresses. (Please note – school wide emails are to be used only for communications regarding school related business. Using them for business unrelated to MTCES, or for other promotional purposes is prohibited and is a violation of the parent code of conduct.)

Option C

Option C is the main source of information for MTCES families. Weekly newsletters, "Tuesday e-folder", lunch menus, billing account information, grades, etc. are found on the Option C site. Each parent and each student should have received a login for Option C. When students log in, they can only view their own grades and cannot view billing information or order lunch.

NOTE: The Option C messaging system does not replace email. Please email faculty and staff via their mtces.org email addresses with questions, comments and/or concerns.

Tuesday Communications

Every Tuesday, information will be shared in the Volunteer Voice and additional attachments. This information will include information from the Principal as well as from the various offices and organizations at MTCES. The Volunteer Voice will be emailed to families and can be found on Option C. Hard copies of information will be sent home with students when necessary.

Teacher Newsletters

Teachers will share the individual communication methods of each self contained classroom and/or grade level team. This may include posting newsletters to Option C and/or emailing updates to families.

Faculty/Staff Contact Protocol

The easiest way to get in touch with an MTCES faculty or staff member, including your child's teacher, is via email. Staff members' emails consist of their first initial + last name + mtces.org. A list of staff can be found on Option C. The School Directory also provides all teacher email addresses and contact information. Teachers are expected to return emails within two academic days.

STEP BY STEP COMMUNICATION PROTOCOL

Here is the process for appropriate communication regarding questions and concerns:

1. If you have a question or concern related to your student, please email your child's teacher as soon as possible. Please express any concerns that you have to a teacher directly before reaching out to the Administration. Teachers can help decide next steps in many situations.
2. If after discussing the situation with the teacher, you feel further action is necessary, please contact the school administration. Please allow 24-48 hours for a timely response. Administration will decide next steps in the communication process.
3. If, after meeting with school administration, you still feel that further action is necessary, please notify the school administration and she will contact the Executive Committee of the Board for further consideration.

Parent/Teacher Conferences

Conference nights are held in October and in February. If you wish to set up a conference with a teacher at another time during the school year, please contact the teacher via email so that a meeting can be set up at a mutually agreed upon time. School administration asks that parents/legal guardians understand and respect that teachers have obligations during school hours and avoid conferencing with teachers during the academic day without an appointment.

If you contact a teacher via email and do not hear back from the teacher within 2 academic days, please contact the school office or administration via phone or email and the administration will inform the teacher of your desire for a conference.

Student/Parent Messaging & Deliveries

Please email the office if you need a message given to your child. Parents should not text students during the school day and expect return messages until after school hours. Please email the school office if you need a message delivered prior to the end of the school day.

Parents may not deliver materials to their child during the school day. Items dropped off to the office after the start of the school day will be held in the office and delivered at the end of the day. This includes materials, homework, projects, etc.

The only exception to this is a forgotten lunch. **Parents may not send DoorDash food deliveries for students and may not drop off fast food in place of a forgotten lunch or for a special treat.**

Emergency Closings

MTCES will make an independent decision for weather related closings and delays. Transportation decisions for MTCES students will follow the district of service. (i.e. if Lakota makes the decision to close, there will be no bussing available for MTCES students even if MTCES chooses to remain open.) For all closings, parents will be notified of this via an automated message based on your personal preferences as listed in Option C. Additionally, a notice of closings or delays will be posted on the school website and on social media sites.

Transportation

NOTE: For changes to normal transportation routine, parents must use the Pick Up Patrol App to indicate a change prior to 1:00 PM.

Bus Riders

The location of your home determines which bus picks up your child. Parents must fill out a form with their local public school district to request bus service. Mother Teresa sends a list of students to the public school district where the students reside and the public busing director arranges the routes. Bus routes are sent to the home by the local school district within one to two weeks of the start of the school year. The bus routes can also be viewed on-line for most public school buses under the public school district website.

Student misbehavior on the bus will be handled by the school administration and the bus driver. Parents will be notified as to the misconduct. Students who receive written disciplinary notices may be suspended from bus privileges for one to three days depending on the severity of the behavior. Repeated misconduct on the bus will result in loss of bus privileges. The safety of the students relies on the attention of the bus driver. When students cause a distraction, safety is threatened.

Students may ride only assigned buses. Children not assigned to a bus are not permitted to ride home with friends who ride a bus from another district or are on a different bus route.

Car Riders

Morning

Parents should drop students off at the main entrance of the school located at the front of the building. **Students can be dropped off between 7:20 am and no later than 7:45 am.** Car traffic **MUST** use the Mother Teresa Lane entrance off Yankee Road. If you are walking your child into school, please park in the lower lot, and walk up to the main entrance.

When dropping off, please follow the traffic pattern and pull forward to the mailbox (even if no one is behind you). All students will enter via the main entrance.

Afternoon

Students may be picked up between 2:20 pm and 2:30 pm. Those picking students up should enter through the Mother Teresa Lane entrance off Yankee Road, and students will be dismissed as your vehicle pulls up. When waiting in the dismissal line, please be sure to display your family name card in your front window, and be sure to follow any sign or staff instructions.

Any students not picked up by 2:30 will be sent to Extended Care and the parents will be billed for the time.

For early dismissals, parents should park their cars in the school parking lot, and come to the office to pick up students. Parking in the fire lanes, adjacent to sidewalks is prohibited at all times. The student will be called from the classroom. Please email attendance@mtces.org indicating that your child will be leaving early. Please include your child's name, homeroom and the time they will be leaving. All students must be signed out before leaving the school. Please note, on Mass days, early dismissal must occur prior to 1:15.

Motor Traffic on School Grounds

All cars should be operated in a safe manner, especially while on school property. All cars should obey speed limits (10 mph), signage, and pavement markings. No parking is permitted in the fire lanes, adjacent to the sidewalks at any time. Car traffic should not cross over parking space markings, i.e., cutting across yellow lines. Unless necessary for events, no cars should park or drive on landscaped or grassy surfaces. Cars should not be left unattended at the school for longer than 24 hours without notifying the school office. The use of four wheelers, motorcycles, mopeds, powered skateboards, etc. is prohibited on school grounds, fields, and grassy surfaces.

School Discipline

Student Discipline Policies

One of our primary aims is to provide quality instruction for our children; this cannot happen when proper discipline is lacking. When an individual student insists on disrupting the class or causing other trouble, measures will be taken to control the situation. Parents will be informed when a certain problem needs attention. Your cooperation is vital to effective discipline. If you do not understand measures used with regard to your child, please contact the teacher involved.

Mother Teresa Catholic Elementary School has instituted a discipline system for all grades, which includes conduct points, tardiness, lunch/recess detentions, after-school detentions, loss of privileges, in-school suspensions, out of school suspensions, and expulsions. General details are outlined below, including an explanation of offenses.

MTCES reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside of school hours.

It is the policy of MTCES **not** to discuss the discipline of another child with any parent besides the parent of the child.

Kindergarten – Third Grade

Teacher discipline/behavior policies are determined by that teacher and are outlined at the beginning of each school year. Depending on the severity of the behavior, a student may lose recess time, receive a conduct mark, and/or receive a detention. In some instances, if a student repeatedly violates classroom rules, he/she will be sent to the main office. Students that are sent to the main office could be sent home with documentation requiring a parent signature and conversation. If a pattern of poor behavior continues without effective disciplinary resolution, a meeting between the teacher, administration, and parent(s) will be necessary.

Fourth Grade

Fourth grade students will be given a conduct check up sheet. This sheet lists the number of check marks given for various conduct incidents. Consequences will result when students have acquired a certain number of check marks.

Consequences:

- 5✓ = Conduct card signed and 10 minute recess detention
- 10✓ = Conduct card signed and 15 minute recess detention
- 15✓ = Conduct card signed and 20 minute recess detention
- 20✓ = After school detention & Parent/Teacher Conference

Fifth – Eighth Grade

A conduct point will be given for each minor conduct incident. Examples include excessive talking, being disruptive, being late to class (3 minutes past bell w/o checking in), uniform infractions or failure to have a planner/ class materials.

A lunch detention (silent recess/lunch in classroom with assigned teacher) will be given to students for two minor conduct incidents in one day or two consecutive school days. Lunch detentions are also given for three minor conduct incidents in a five day period. These lunch detentions will be logged and parents will receive an email informing (but not debating) about the infraction. Please note that if the detention is given in the morning, the detention will be served that day. If it is given in the afternoon, it will be served the next school day.

Parents can request a students' conduct record at any time by contacting the homeroom teacher.

3 recess/lunch detentions = 1 hour after school detention with administration.

6 recess/lunch detentions = parent/ teacher meeting and two one hour after school detentions with administration. A behavior plan will be created.

9 recess/lunch detentions = 3 hour after school detention with administration and possible loss of field trip privileges including the 8th grade class celebrations.
Further action as needed.

Direct detentions will be given for blatant rule violations such as chewing gum, misuse of technology including cell phones, inappropriate/hurtful language, minor/first-time plagiarism (2 detentions) and classroom disruption.

Further infractions will be handled on an individual basis as determined by the team and administration. Serious infractions, such as, bullying, discrimination, repeated plagiarism, and fighting, as stated in the handbook, will result in further disciplinary action. If further disciplinary action is needed, field trip privileges will be revoked.

Expulsions are the result of major violations of school rules and/or unacceptable behavior as determined by the Principal. Expulsion decisions are subjective. Although parents will have an opportunity to discuss the situation with the teacher, principal, and Board of Trustees, the decision of the Board of Trustees is final and cannot be appealed.

Description of Violations

Examples of **minor violations** (though not limited to the list below):

Disruption of class / school activity

Tardiness

Violation of school safety rules

Violation of school uniform code

Misbehavior at school Masses

Violation of classroom rules determined by the teacher

Verbal altercations

Depending on the circumstances, any of the above could be considered a major violation.

Examples of **major violations** (though not limited to the list below):

Drug/Alcohol/Substance Abuse

Verbal, Physical, Sexual harassment / bullying

Crude and/or profane language or gestures

Defiance of school personnel, volunteers, or visitors

Leaving school property without permission of school personnel

Vandalizing property
Jeopardizing a person's safety, including self
Truancy
Stealing
Lying/misleading statement
Cheating/Plagiarism
Behavior contrary to the philosophy MTCES
Any of the above may result in the student's suspension and/or expulsion

Harassment, Intimidation, and Bullying Policy

Mother Teresa Catholic Elementary School is committed to making our school a safe and caring environment for all students and families. We will treat each other with respect.

It is the policy of Mother Teresa Catholic Elementary School that any form of harassment, intimidation, or bullying by a student, parent, or guardian, regardless of where, how, or when it takes place, is expressly forbidden.

MTCES's internet and computer systems may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

MTCES reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours.

No discipline issued pursuant to any handbook shall bind MTCES to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, MTCES reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s) disciplinary history, and any other aggravating or mitigating circumstances MTCES deems present. Nothing in this section, or anywhere else in this handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Bullying is defined as an act of harassment or intimidation directed at an individual or individuals more than once by one or more people with the intent to cause mental or physical harm and is severe, persistent, and pervasive enough that it creates an intimidating, threatening, or abusive educational environment for the other student(s). At MTCES, bullying in any form is unacceptable, goes against the mission of the school, and will be addressed.

If a student is found to be guilty of what is determined to be an act of bullying, he/she will be disciplined accordingly based on the severity of the infraction, at the discretion of the school administration. If the behavior continues from that student, then further disciplinary action will be necessary, including possible expulsion.

Mother Teresa Catholic Elementary School Anti-Bullying Parent/Student Contract

I promise that I will do my best to keep our school a safe and caring place. This means I will:

1. Treat everyone with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never tease, hurt, or name-call.
4. Never bully another student.

5. Refuse to join in if I see someone else being bullied.
6. Ask for help from an adult if I am bullied or see someone else being bullied.
7. Support decisions made by teachers and administrators about incidences and/or consequences of bullying.

Submission of the signature page at the end of this handbook serves as our signature for this Anti-Bullying Policy.

Student Property Inspection

School administrators may inspect any school property being utilized by a student at any time for any reason without prior notice. This property includes, but is not limited to: desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason without prior notice as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to: motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Some guidelines for these procedures are as follows:

- Another staff member will be present in any search of individual students or property.
- The student will be asked if there is anything he/she wishes to show the staff member.
- The student will be asked to remove the items from the desk and open anything he/she is directed to open.
- The staff member will put any contraband in a separate container (if it will fit). The staff member will ask the student to sign a statement that the items were found in the locker/desk, etc. The items will then be taken to the office where the situation will be handled by the school administration.
- If there is nothing "illegal" in the desk or locker, the student will be thanked for his/her cooperation as well as his/her help in resolving the matter.

Playground Behavior

General playground rules:

- Christian language and behavior is expected.
- No hardballs or skateboards are permitted.
- No snowballing is permitted.
- No chewing gum is permitted.
- No tackle football is permitted.
- No personal electronics of any kind are permitted on the playground. An exception may be made at the discretion of the 7th & 8th grade teachers only.
- Students must respect the adult supervising.

Technology

General Information for Users of Technology

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

School Telephone Use

Students are not permitted to use the school telephone during the day. Parents should give messages for their children through the school office to keep from interrupting classes. School business hours are between 7:30am – 3:00 pm.

Personal Electronic Devices

Cell phones and other personal devices are permitted for after-school use; however, they must be turned off and stored in the student's book bag/ locker during school hours. Students may not use cell phones at the end of the school day until they have exited the building.

Personal devices include but are not limited to I-Pads, non-MTCES laptops/chromebooks, SmartWatches of any kind, earbuds and/or headphones for non-educational purposes or outside of classrooms.

If a student is found using a phone or any other personal device (eg. an I-Pad, a laptop, a I-Pod) without permission during school hours (beginning at 7:45 am with morning prayer), the student will receive a detention, an email will be sent home, and the personal device will be given to administration and returned to the student at the end of the following school day.

Internet Acceptable Use of Technology Policy

MTCES has adopted the "Responsible Use of Technology Policy" that was prepared for use and enforcement by all schools in the Archdiocese of Cincinnati. Every parent and student must sign a copy of this policy indicating its acceptance and responsibility for following the guidelines and directives of this policy.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Revised: July 23

INTRODUCTION

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGICAL RESOURCES

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance

student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes. In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION FORM

In order to ensure the proper use of the school's Technological Resources, it is necessary that each student user, his/her parent/guardian, and each adult user annually sign the attached User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student¹ user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the

school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listservs, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

1 The term "student" applies to any individual enrolled in the school regardless of age.

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

USER AGREEMENT / PARENT PERMISSION FORM

The student user and his/her parent/guardian or the adult user state:

- We have read the terms and conditions of the Responsible Use of Technology Policy and agree to follow and be bound by them.
- We understand that the school's Technological Resources are provided for educational purposes only.
- We agree that we are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.
- We understand and agree that we are responsible for the consequences of inappropriate use of the school's Technological Resources, including the Internet, both on and off school grounds and during and outside school hours. We understand that consequences for inappropriate use of the school's Technological Resources may include, but are not limited to, suspension or revocation of privileges to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.
- As parent/guardian, we request that our student be permitted to use the school's Technological Resources and agree to support the school's enforcement of the Responsible Use of Technology Policy.
- The undersigned student user, his/her parent guardian (individually and on behalf of the student user), and the adult user release, indemnify, and hold harmless the Archdiocese of Cincinnati, the Archbishop of Cincinnati, the school, the parish, and their employees, agents, and religious from any liability, claim, damage, cost, expense, or fee related in any way to the user's inappropriate use of the school's Technological Resources.

Signature on the electronic form through Option C constitutes agreement to the above policy.

1:1 Technology Program

Students in grades 5-8 will be issued chromebooks for use at home and in school. The care of these

chromebooks is the responsibility of the students. The chromebooks will remain the property of MTCES until a student graduates and, at that time, ownership will transfer to the student's family.

Beginning with the class of 2027, in order to protect the chromebook, all students must keep their chromebook in a protective case purchased through MTCES. If this case is damaged or destroyed, the cost of the replacement will be charged to the family's account.

Students in 5th - 8th grades will have the option to choose one of the following:

- a) leaving chromebooks at school each evening for charging and storage
- b) taking chromebooks home each evening

Students are responsible for the following:

- bringing a fully charged chromebook to school each day and/or having left their chromebook plugged in to charge the night before
- taking good care of their chromebook and adhering to the responsible use of technology agreement

Should a student encounter a problem regarding their chromebook or need a loaner, they should bring the chromebook to the technology classroom for assistance.

Families will be asked to sign a 1:1 chromebook usage agreement which outlines all policies related to the MTCES chromebook and which includes detailed information about warranties.

Parent Code of Conduct

Parent/Guardian Code of Conduct

Enrollment at Mother Teresa Catholic Elementary School is subject to the approval of the Administration and the Board of Trustees. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian is expected to act as a cooperative partner with the school, and comply with all of the policies and rules that have been established by the school.

In the unlikely event that the principal determines that a student/family is not a good fit with MTCES, the principal may, in the best interest of the student, the School, or the other students attending the school, or for the fulfillment of the School's mission, terminate enrollment of said student, upon approval by the Board of Trustees. The student/family will have an opportunity to discuss the situation with the Board of Trustees, but the decision of the Board of Trustees is final and cannot be appealed.

MTCES promotes respect and discipline in a positive Catholic based learning environment. In order for the school to be successful, all parents/guardians, students, staff, and visitors must contribute to a positive attitude. It is expected that parents/guardians shall demonstrate behavior that supports a Christian atmosphere.

Therefore, parents/guardians of MTCES students shall adhere to the following:

- I will have my child attend Mother Teresa Catholic Elementary School with the necessary school supplies and appropriate dress.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior.
- I will show respect for the teachers, staff, students, volunteers, and administration of the School, as well as to the parents/guardians of other MTCES students, in both my written and oral communication.

- I will not initiate or participate in any rumors or damaging comments with respect to the parents/guardians of other MTCES children, teachers, staff, students, administrators, or volunteers. I will discourage others from participating in such conversation.
- If I have any concerns during the academic school year, I shall address such with the teacher, staff, or administration in a professional manner. I understand that the teacher, staff member, or administrator may schedule an appointment with me so that concerns may be dealt with privately.
- I will abide by all policies, regulations, and procedures of the school.

MULTI-CUSTODIAL FAMILY POLICIES

The office needs, in writing, all current, dated information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the school office. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

When conferences and/or meetings are scheduled for an individual student, all legal guardians must be present as there will be only **one** meeting scheduled. If the student's legal guardians wish to share information discussed in the conference with other concerned parties, they will be responsible for doing so.

Lunch and Cafeteria / Snacks / Treats

Hot Lunch

Hot lunch is offered every day. Your account will be charged for the days your child buys; there is no need to send in cash.

You will need to order lunch a month ahead of time via Option C; due dates for lunch orders will be posted on the menus and on Option C. The menu items range from pizza to "breakfast for lunch." The lunch price **does not** include a beverage – milk, chocolate milk, orange juice and orange drink is available on a daily basis. You do not need to indicate beverage purchases ahead of time.

Please make sure your child's name is clearly marked on any lunch boxes, bags, thermoses, water bottles, etc.

Cafeteria Rules

- Students must enter the cafeteria walking.
- Students must enter the cafeteria using normal speaking voices.
- Students may not throw food and must use proper table manners.
- Students are responsible for clearing their own lunch trash and disposing of their trash in the proper trash containers.

Students who fail to exhibit the behaviors expected of them in the cafeteria will receive classroom disciplinary consequences. For repetitive behaviors and/or instances which are severe, a referral to the office will occur.

Birthday/Classroom Party Treats

Birthday and party treats should be discussed with your child's teacher before bringing them. Prior to the

first party of the academic year, a letter will be sent home informing you whether a child in your child's homeroom has a food allergy. We ask that you carefully read and respect the letter as these types of allergies are incredibly serious and can be life threatening.

During the school day, birthdays will be recognized. Party invitations MAY NOT be distributed at school under any circumstances. Party invitations should be mailed to avoid confusion and hurt feelings.

Snacks

Students in grades K-4 have a designated snack time each day. We encourage parents to send in healthy snacks to fuel the kids through lunchtime. Please contact the school nurse, the office, and your child's teacher if there is an allergy concern.

Please keep the snack separate from the lunch as some students attempt to eat their lunch for snack.

Community Service & Philanthropy

Following in the footsteps of St. Teresa of Calcutta, students at MTCES participate in various outreach programs. Each year a determination is made as to what organizations will be supported by the efforts of students at MTCES. Past outreach programs have supported: Hawthorne Glen, Sisters of the Blessed Sacrament's School and Orphanage in Haiti, Reach Out Lakota, and St. Raphael.

In addition to the above-mentioned charities, the MTCES Student Council chooses charities to support each month and holds fundraisers to support those causes.

Junior High Service Hours Requirement

In addition to participation in MTCES fundraisers, junior high students are required to complete a service project in 7th and 8th grades. The service project includes 10 hours of service, which is divided into school, community, parish, and family.

Field Trips

Field trips for students are educational tours which enhance the curriculum either as an introduction, reinforcement, or culmination of a unit of study. Advance notice of field trips, mode of transportation and cost, if any, will be sent home to the parents.

A permission slip will be completed through the e-forms on Option C. This slip must be completed by the parents. If the permission slip is not completed, your child will not be permitted to go on the trip. All field trips are supervised by teachers and/or parent chaperones. All fees will be charged to student accounts.

All school sponsored field trips will abide by school policies. Attending a field trip is not a "right" of each student. Students may be excluded from field trips due to past behavior or other justification.

Gender Identity Policy

MTCES is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teaching. Thus, a student's expression of his or her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by MTCES when determining whether or not to admit or retain/continue enrollment for a student.

Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Requires that participation on school teams be according to biological sex.
- Requires that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

What is the specific request of the student and/or parents?

- ii. Is the request in keeping with the teaching of the Catholic Church?
- iii. Is the school reasonably able to accommodate the request?

Health of Students

Illness at School

Our goal is to keep students in school and learning, but there comes a time when they must stay home to heal. Sick students can't learn, and they get others sick.

Immunization

Ohio law requires that all children in attendance be properly immunized. In order to meet State requirements, students who do not have up-to-date immunizations may not enter or remain in school. Any variances to this policy must be documented and approved by the school. The school office will contact you if there is a problem.

Medication Administration Policy

Providing medical care to a student is the responsibility of the parent and should not be assumed by the school. Parents should make every effort to avoid the necessity of administering medications during the school day or during school-supervised extracurricular activities through arranging dose times around school hours or other methods discussed between the parent, licensed prescriber and school nurse. When the administration of medications is *necessary* during these hours, the following rules and procedures shall apply regarding the administration of prescription or over-the-counter medications to students:

1. A written permission for dispensing medication (prescription or over-the-counter) must be obtained from the student's parent *and* licensed prescriber. The administration of any medication (prescription or over the counter) without the order of a licensed prescriber and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by medical law.
2. Parents are responsible for initiating the procedure for medication administration during the school day. The parent will also be responsible for notifying any coaches, supervisors or directors of school sponsored extracurricular activities as well as the school nurse if there is a need for medication administration outside of the regular school day. The same rules and procedures apply, as above.
3. The appropriate Medication Permit form must be completed by the parent or guardian and the

licensed prescriber. This form provides parent permission, medical information, and the licensed prescriber's order required by Ohio law. A separate form is required for each medication. New forms must be submitted each school year and for each change in medication or dosage. No medication will be administered unless this permission, information, and order is provided.

4. THE STUDENT IS RESPONSIBLE FOR REPORTING ON TIME FOR MEDICATION.

5. Students are *not* permitted to carry medication to, from, or during school; consequently, the parent must deliver medication directly to the school office, nurse or clinic aid. School personnel are not responsible for medication prior to delivery to them. Medications delivered by students will be discarded.

6. All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. Medications must have an expiration date no earlier than June of the concurrent school year. Medications, with the exception of Emergency Allergy Kits, will be stored in a locked cabinet. Emergency Allergy Kits will be stored in the top of the large filing cabinet in an unlocked drawer. Each child with an EAK will have an individual bag for his/her medications. EAKs will accompany the child on field trips.

7. It is a responsibility of the parent/guardian to assure a continuous supply of medication for the child and to be aware of the quantity of medication supplied to the clinic and when additional medication may be needed.

8. The school nurse or designee will administer the medication in accordance with the licensed prescriber's instructions. **STUDENTS MAY NOT CARRY OR ADMINISTER THEIR OWN MEDICATION** with the following exception: as allowed by State and Federal law, a physician may order that a student carry certain self-administered medications that may prevent a situation of potential risk to life or long term disability. Examples: rescue inhalers or Epi-pens. The school nurse will be a member of the school team to discuss with the parent how this will be implemented. The District and its employees assume no responsibility regarding any abuse or misuse of medication carried by a student.

9. The district medication policy and all procedures for implementing the policy also apply to giving Tylenol or Advil for menstrual cramps or discomfort from dental braces and/or to giving any other over-the-counter medication.

10. When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or the school nurse will dispose of it.

11. Narcotic medications will not be administered at school.

12. The first dose of any medication must be given at home, under the supervision of the parent.

Common Illnesses And Guidelines For School Attendance

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

Chicken Pox

A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of

blisters. Although unusual in children, shingles is also contagious to those who have not had chickenpox or been vaccinated for chickenpox.

Common Cold

Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn or he/she has an uncontrollable cough. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or nasal discharge becomes yellow or green.

Fever

If your child's temperature is 100 degrees or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours WITHOUT TYLENOL OR ADVIL ADMINISTRATION. Remember fever is a symptom indicating the presence of an illness. Tylenol and Advil relieve the symptoms; they do not cure the illness.

Flu

Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

Head Lice

Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestations, your child may return to school after receiving treatment with a pediculicide shampoo, nits have been removed, and your school nurse has been contacted.

Impetigo

Blister-like lesions which later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain

If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

Pinkeye

Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, using good hand washing practices, using individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

Skin Rashes

Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

Strep Throat

Strep throat may begin with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. High fever, abdominal pain, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep bacteria completely eliminated from the body.

Vomiting and Diarrhea (Intestinal Viral Infections)

Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until there is no vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14** days after exposure to the virus. Please consult the CDC website for the most updated information.

Diagnosis, Treatment & Illness

If your child needs to be sent home due to fever, vomiting, diarrhea, pinkeye, head lice or suspicious rash, please pick him or her up promptly. You will receive a paper with the earliest date the child may return to school. A copy of this slip will be given to the office personnel. Students who return to school before the given date will be sent home immediately. We take every precaution to keep our students and the general school population healthy.

Uniform Policy

A condition of enrollment in MTCES is the acceptance on the part of both students and parents of the uniform code of the school. Parents are asked to enforce this code. Any child in violation of the uniform code will be sent to the school office and will remain there until proper school attire is brought to the student.

Student Appearance

Clothing worn to school should reflect the seriousness and importance of the learning environment; therefore, student attire is expected to be clean and neat at all times. The uniform code is based on modesty, neatness, cleanliness, good taste, and safety.

Girls in 7th and 8th grades may wear very light make-up. Girls may not wear eye shadow, eye liner or heavy mascara. Boys are not permitted to wear any makeup.

Student hair should be a natural color. Hair accessories should be simple and not distract from the learning environment. Items that may distract include but are not limited to oversized bows and headbands that include extra embellishment (i.e. a top hat, unicorn style, or cat ears).

Girls' Uniforms

Blouse/Shirt	White, long or short sleeve blouse. White or light blue polo with collar, long or short sleeve, plain or with MTCES logo (unisex golf style shirt) or turtleneck.
Skirt (6 th -8 th grades only)	Blue plaid, pleated, worn all year, may not be more than 3 inches above the knee. Navy or white leggings or tights only are allowed under the skirt.
Skort/Jumper (K-5 th grades)	SKORT: Navy, worn all year, may not be more than 3 inches above the knee. JUMPER: Blue plaid, pleated, worn all year, may not be more than 3 inches above the knee. Navy or white leggings or tights only are allowed under the jumper.
Pants	Navy, worn all year
Shorts	Navy, worn from April 1 st through November 30 th .
Sweater	Plain navy or white.
Sweatpants	MTCES spirit wear sweatpants or plain navy or gray sweatpants may be worn under the skirt for arrival and departure from school and during outdoor recess from November through March.
Sweatshirt	Plain navy or white or MTCES spirit wear uniform-approved sweatshirt.
Shoes	No sandals, Crocs, open back or slip on shoes without a full heel covering, sling back, slippers, or open toe shoes. Shoes must have low heel (gym shoes are required on gym & music days)
Socks	Must be worn at all times.
Jewelry	Limited to watches, simple necklaces, and post earrings
Belt	Simple, flat belts (without large buckles) are mandatory in grades 5-8 if wearing pants/shorts to school with belt loops.
Gym (5 th – 8 th grades)	Gym uniform required; see information below

Boys' Uniform

Shirt	White or light blue, long or short sleeve oxford/dress, polo or turtleneck tucked into pants, plain or with the MTCES logo.
Pants	Navy, worn all year.
Shorts	Navy, worn from April 1 st through November 30 th .
Sweater	Plain navy or white.
Sweatshirt	Plain navy or white or MTCES spirit wear uniform approved sweatshirt.
Shoes	No sandals, Crocs, open back or slip on shoes without a full heel covering, sling back, slippers, or open toe shoes. Shoes must have low heel (gym shoes are required on gym & music days)
Socks	Must be worn at all times.
Belt	Simple, flat belts (without large buckles) are mandatory in grades 5-8 if wearing pants/shorts to school with belt loops

Jewelry	Limited to watches, simple chains.
Gym (5th – 8th grades)	Gym uniform required; see information below

Gym Uniforms

Both boys and girls in grades 5-8 must wear the following gym uniform.

- Navy blue MTCES PE shorts (April 1-Nov. 30) purchased from MTCES. *Note: it is suggested students try on the shorts prior to purchasing to ensure the sizing is correct. Shorts should not be too short or tight and correct sizing may require ordering a different size than a student usually wears.*
- Charcoal Gray MTCES PE t-shirt purchased from MTCES.
- PLAIN (free from embellishments, large logos, stripes, patterns, etc) Navy blue sweatpants or Navy blue MTCES sweatpants. These may be worn year round but are required from December 1-March 31.

Please note: the legacy Royal Blue MTCES gym shorts and ash gray knight/shield t-shirt may no longer be worn as part of the gym uniform.

Where to Buy

Pants, polos and skorts can be found at many retailers such as Land's End, Old Navy, Target and JCPenney. Girl's plaid skirts and jumpers can be purchased through Shaheen's (2656 Sharon Rd. Cincinnati, OH 45241). The option to purchase uniform approved sweatshirts that may be worn during the school day will be available via the school website.

Mass Uniform Guidelines

Students are expected to look neat for school each day but especially on Mass days. Only tucked-in polo shirts or blouses may be worn to Mass; uniform-approved quarter zip style sweatshirts and sweaters may be worn to Mass. All other sweatshirts may be worn during the school day but should be removed for Mass.

NOTE: For students in grades 5-8 who have PE on Mass days and will be in PE uniforms, students will wear their PE uniforms to Mass unless otherwise informed by teachers of a need to change due to special circumstances. **Any student participating in the Mass as lector, Eucharistic Minister, cantor, or presenter of the gifts should be in full regular uniform.**

Out of Uniform Days

Out of Uniform Days are posted on the school calendar. Out of uniform days are a privilege that require the student to exercise good taste and judgment. All clothing must be modest and neat.

- Shorts may ONLY be worn on out of uniform days when they are allowed on "regular" uniform days.
- Blue jeans without holes or tears, sport jerseys, sweatshirt, sweatpants, and appropriate T-shirts are permitted on out of uniform days.
- Shirts and tops must cover all undergarments and have high enough necklines to cover all cleavage. Shirts with spaghetti straps, strapless tops, crop tops, tank tops or low cut shirts are not permitted on out of uniform days.
- Lower garments should not drag the floor or allow undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. Form-fitting lower garments must be worn under a shirt, skirt or dress that extends to the thighs.

- No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over.
- Shorts need to be appropriate length (aim for fingertip length or below) and not form fitting.

There are a few typical out of uniform days, which are listed below. There may be other out of uniform days throughout the year such as field trip days, holiday parties, picture days, etc. These will be communicated either through the Tuesday efolder or classroom newsletters.

Reach Out Lakota: The first Wednesday of every month, MTCES assists in the mission of the Reach Out Lakota program by collecting items for local needy families. Those children who bring in the designated monthly items or any nonperishable item may be out of uniform on that day.

Wacky Wednesday: Once a month, Student Council sponsors an out of uniform day, known as Wacky Wednesday. There is a theme and a donation will be collected in support of the Student Council's selected initiative.

****NOTE:** parents have the option to prepay for the above mentioned out of uniform days at the start of the school year.

Spirit Fridays

Certain Fridays may be designated Spirit Fridays. On those days, students may wear any t-shirt or sweatshirt from MTCES including any MTCES team, club, or organization. These include but are not limited to sports teams, Cub Scouts, AHG, RAK, and Robotics Club. Students may wear their choice of bottoms as is appropriate for the season. Shorts may not be worn from December 1-March 31 even on out of uniform days.

Please Note: *There may be other days identified for specific student groups or organizations to wear organization t-shirts or special attire. These will be communicated as they arise.*

Lost and Found

There is a lost and found box located in the Kindergarten connector. Because of the quantity of items that accumulate, it is necessary to periodically donate to charity what has not been claimed in a timely manner. There will be notices sent home for parents before this donation occurs.

PLEASE MARK YOUR CHILD'S BELONGINGS!

Advancement

Description

As an independent school, MTCES does not receive parish support. The school relies on tuition, development, and volunteerism to cover operating, programming, and capital expenditures.

The Development Office works closely with the Board of Trustees and Finance Committee in planning and implementing an extensive development effort using fundraising to build capacity and sustainability. School families are asked to share their time, talent, and treasure in support of development activities that include individual gift solicitation, special events, and proposal submission to foundations and corporations.

Development Activities

The Spirit of Mother Teresa Annual Appeal- This crucial annual effort seeks contributions from MTCES families, friends and alumni to provide an operating supplement, closing the gap existing between tuition and the actual cost of educating a student at MTCES. Gifts to the Annual Fund supports Catholic Outreach, Academic Excellence, and Building Maintenance.

Special Events

Extravaganza- Our largest fundraising event, the Extravaganza is a semi-formal gala consisting of dinner, live and silent auctions, raffles, and dancing.

Oktoberfest - Fall casual fundraiser located at MTCES. Enjoy dinner, games, a live band and raffles!

Annual Golf Scramble- Participants enjoy 18 holes, lunch and dinner, raffles, and amazing contests and door prizes.

Corporate Support- MTCES receives the majority of its corporate support in the form of special event sponsorships and employer matching gifts.

Moira Vilardo Memorial Scholarship- The Vilardo family established this fund in memory of Mrs. Vilardo, our beloved kindergarten teacher. The family administers the fund, granting a \$500 tuition scholarship to a boy and girl in grades 4-8 and a \$500 scholarship to a boy and girl in grades K-3 every year.

School Safety and SafeParish

Visitors

Parents and other visitors are required to register in the school office and wear a school visitor pass. Do not go to any classroom without permission from the school office. This regulation is meant to keep "unwanted" visitors out of the school and is in accordance with Section 2917.12(1) of the Ohio Revised Code, and applies to all visitors.

SafeParish

Based on the formal requirements set by the Archdiocese of Cincinnati all MTCES volunteers who may or may not have contact with children, young people and individuals at risk, as part of their duties, are required to set up and maintain a SafeParish account by completing the following:

- Register on-line at <https://www.aocsafeenvironment.org/>
- More information regarding the SafeParish registration process, including directions, can be found at this link: <https://resources.catholicaoc.org/offices/safe-environment/safeparish>
- Complete the registration and initial online training.
- Complete a background check through selection.com in your account.

Once the Archdiocese of Cincinnati has received confirmation you have completed SafeParish training for the Decree on Child Protection and have a clear background check, the information will be sent to Mother Teresa and you will be cleared to volunteer and work with our children.

All volunteers must be current on training with SafeParish. Those who do not maintain their quarterly training will be deactivated and will no longer be able to volunteer. Please pay careful attention to remaining current with your training.

For assistance with SafeParish please contact Betsy Kessler at bkessler@mtces.org

Missing Children Law

According to Ohio State Law, Section 3313.672, a pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of the child's birth and copies of those records maintained by the school that the child most recently attended. If copies of the items mentioned above are not presented, the principal of the school shall notify the law enforcement agency having jurisdiction in the area.

Rapid Dismissal, Tornado, and Lockdown Drills

Monthly rapid dismissal drills are mandated by law as are tornado drills during the tornado season. A lockdown drill must be conducted at least three times a year. It is essential that everyone follows directions promptly when the signal is first given. All adults who are in the building at the time of a drill are also expected to follow the safety procedures and regulations. The fire alarm will sound as a signal for a rapid dismissal drill. Tornado and lockdown drills will be communicated via the school's intercom system. Procedures to be followed in the event of a rapid dismissal, tornado or lockdown will be discussed with the students early in the school year and directions for evacuation procedures will be posted in each classroom.

Security

Once the school day begins, all of the doors to the building are locked. If you are visiting the school, you must go through the main entrance and be buzzed in. There is a camera at the entrance which is used by the office staff to screen visitors. Please report to the office, sign in and obtain a visitor's badge.

Safety Plan

Should an emergency situation ever arise in our area, or at our school, while school is in session, we want you to be aware that Mother Teresa Catholic Elementary School has made preparations to respond effectively to such situations.

Should we have an intruder in the school building or on or near school grounds during school hours, plans have been made to help keep your student(s) protected. MTCES has an emergency operations plan, which has been formulated to respond to such a crisis; this plan has been approved by the MTCES faculty and staff, the MTCES Board, and the Butler County Sheriff's Department. While all members of the MTCES faculty and staff have a copy of the MTCES Operations Plan, we will not be distributing this plan to families; distribution of the plan to families would create a major safety concern.

While we are unable to give you specifics, please know that in the event of a serious emergency, parents will be contacted through the school's on-call system. It is imperative that your contact information is accurate and up-to-date in the event that an emergency all-call needs to be made.

In the event of an emergency at MTCES, your cooperation is necessary. We will do our absolute best to keep you informed but we ask that you avoid the following:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Until you are notified, please do not drive to school to get your child. In the event that students need to be transferred to another location for pick-up, MTCES will again message you to keep you up-to-date and informed.

For the safety of the students, there is little information that we can give you in advance of such a crisis, but we do ask that you make sure to:

- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
- If you need to add any additional contact information for our all-call list, please submit this information via Option C or contact the main office

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Right to Amend

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given notice of any changes in writing.