

St. Teresa of Avila Catholic School

Welcome

PARENT-STUDENT HANDBOOK



Welcome to St. Teresa of Avila School!

Dear Parents and Students,

I am delighted to extend a warm and heartfelt welcome to all our new and returning families. As the proud Principal of St. Teresa of Avila (STA) Microschool, it is my privilege to lead an extraordinary community of educators, staff, parents, and students dedicated to nurturing academic excellence, personal growth, and a spirit of lifelong learning.

At St. Teresa of Avila, we believe that education is a collaborative endeavor that involves the entire school community. Together, we create a safe and inclusive environment where every student is valued, respected, and encouraged to reach their full potential.

Our dedicated team of educators is committed to providing an engaging and challenging curriculum that fosters critical thinking, creativity, and a passion for learning. We understand that each student is unique, and we strive to meet their individual needs, interests, and learning styles.

This Parent-Student Handbook is designed to provide you with essential information about our school's policies, procedures, programs, and resources. It serves as a valuable guide to navigate through the academic year successfully. We encourage you to familiarize yourself with its contents and reach out to us if you have any questions or need further clarification.

As we embark on this new school year, I am filled with excitement and anticipation for the incredible experiences that lie ahead. Together, let us celebrate the joys of learning, overcome challenges, and create lasting memories that will shape the future of our students.

Thank you for entrusting us with the education and well-being of your children. I am confident that, with your support and active involvement, we will make this academic year a truly rewarding and transformative one for all.

Once again, welcome to STA Microschool! Let us join hands in making this a year of growth, discovery, and boundless possibilities.

Sincerely,

Dr. Sarah Gonzalez

Principal

Chapter-1

INTRODUCTION TO THE HANDBOOK

This Parent Student Handbook is for use by St. Teresa of Avila (STA) parents, faculty, and staff exclusively for school-related functions. It is not to be used for commercial or other purposes. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures.

The principal and administration reserve the right to amend the Parent Student Handbook at any time. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Sections of this Parent-Student Handbook are particular to St. Teresa of Avila School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/> There are also some sections in this handbook that are linked to the Archdiocese website.

The information in it is important to the welfare of our children and you are encouraged to read it carefully. Parents and students of STA are expected to adhere to these policies in order to ensure a safe, educational, and spiritual learning environment for each and every student.

Section-2-01

Mission Statement and Philosophy

MISSION STATEMENT

Saint Teresa of Avila School is a community committed to Jesus Christ's mission of reaching out, teaching, modeling and helping others. Our goal is to see the children advance in wisdom, maturity and goodness. We recognize our duty to respect and involve all members of our diverse community and strive to enable our students to live in the world of today while preparing them for the world of tomorrow.

PHILOSOPHY

We, the community of Saint Teresa of Avila School, are committed to Jesus Christ's mission of reaching out, teaching, modeling and helping others. The faculty and staff strive to create an environment, which recognizes and welcomes parents/guardians as primary educators of their children. By way of this partnership in education, we work to foster individual as well as collective growth. Through our curriculum we endeavor to integrate Catholic values in our daily lives by teaching,

We strive to prepare our students for academic and social success, recognizing each student's abilities and talents. We encourage and assist our students to be self-directed, self-disciplined, and self-motivated to reach their full potential.

their full potential.

Through our own example and through instruction in principles stated in this philosophy, we infuse respect for oneself, for one another, for family members, for the members of the community and lead students in accepting their responsibility to help others. As a multi-cultural, multi-lingual parish and school, we recognize our duty to respect and involve all members of our diverse community, in the philosophy, the curriculum, and the overall activities of the school.

Our goal is to see the children of Saint Teresa of Avila School advance in wisdom, maturity and goodness. We hope our efforts, joined with their, will enable them to live in the world of today and prepare them for the world of tomorrow.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOLWIDE LEARNING EXPECTATIONS

A Saint Teresa of Avila School student strives to be

A Committed, Active Catholic who

internalizes Catholic values and moral understanding by practicing the virtues of forgiveness, honesty, social justice

has a clear understanding of their faith by learning the doctrines and traditions of the Catholic Church and the mes

has developed a personal habit of prayer, regular Mass attendance, reception of the Sacraments of Eucharist and F

Section-2-04

Accreditation

St. Teresa of Avila School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

Please see our website at www.stteresaschoolla.org to see a list of our school personnel.

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

Topic-2-16-5

Parent or Parent-Teacher Organizations

We have an active Parent/Teacher Organization, as well as Room Parents, and invite all parents to become active participants in this group.

STA PTO promotes parent/guardian support for the school program, increases mutual understanding between the school and parents/guardians, builds a sense of school community, and assists in the financial support of the school.

Parent organizations:

Are advisory in nature

Have no legal status apart from the school and, therefore, may not be separately incorporated

Topic-4-04-2

Absences with Acceptable Excuse

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year. Excused absences include illness, medical or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school. Doctor's notes are needed for medical excuses. Excessive unexcused absences may result in the loss of academic credit. If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence.

Summer school (at STA if available or another program) will be required if a student is absent for **15 or more unexcused days**.

Topic-4-04-3

Extended Absences

It is understood that it is the parents' prerogative to take children out of school at their discretion. It also needs to be understood that the school discourages such absences.

Students can make up the homework upon their return or during their trip, but they miss the instructional time and that time cannot be recovered. Teachers develop lessons on a weekly basis. Students leaving for such vacations are responsible for asking the teacher(s) for the work they have or will miss. Trips (unless for a death or illness in a family) is considered unexcused. Summer school (at STA if available or another program) will be required if a student is absent for **15 or more unexcused days**.

Topic-4-04-4

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent/guardian. The request must state the reason for leaving school early.

Topic-4-04-5

Tardiness

8:00 am is a reasonable hour that allows parents, as well as students, to arrive at the school on time, regardless of the distance and/or traffic conditions. Tardiness will impede your child's learning. He or she needs to be present and arrive on time in order to fully comprehend all class lessons. We understand that there are exceptional cases when an emergency arises, which causes a child to be late. However, these occasions should be very rare and the exception, rather than the rule. Each trimester, after three unexcused tardies, there will be a daily \$2.00 fine for each additional day your child is late and the grade for the first period academic class will be dropped. Medical absences and tardies (with Doctor's note) are considered "excused" and will still allow the student to be eligible for "Perfect Attendance" award.

Topic-4-04-6

Truancy

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or its superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

