



Therese Homeschool Enrichment (THE)
Pueblo, Colorado

STUDENT HANDBOOK

Therese Homeschool Enrichment Corporation, 501(c)3

320 Goodnight Avenue
Pueblo, Colorado 81004

MISSION STATEMENT

Therese Homeschool Enrichment (THE) provides educational services to *qualifying students* with core instruction in Math, Science, Language Arts, and Social Studies delivered in a classical education format.

PHILOSOPHY

Parents are the first and foremost determiners of their student's education. Enrolling their students in the Therese Homeschool Enrichment (THE) or any other Homeschool Enrichment (HSE) program will further clarify their intent to choose alternative methods for their student(s).

The Therese Homeschool Enrichment Corporation Board of Directors values that choice and wants you to know that our program strictly adheres to the Archdiocese of Cincinnati curriculum.

Qualifying Students - Students can only participate in one state funded program or homeschool enrichment program per year. Examples of state funded programs in Colorado include Online Schools, Hybrid Online Schools, Charter Schools, Public Schools, Homeschool Enrichment Programs, and Homeschool Reimbursement Programs. All students must be 5 years old on or before October 1st of the year of enrollment.

EMERGENCY/ILLNESS POLICY

Emergency information must be maintained in the school office for each student. Any changes in emergency contacts or phone numbers should be promptly reported to the office.

It is vital that you update the office of any changes in phone numbers or contact people throughout the school year.

If a child becomes ill during school hours and needs special attention, the school secretary will notify the parent/guardian.

If we are unable to locate the parent, the name and number noted on the emergency form from initial registration will be called. If there is still not response, we will attempt to call a relative or friend. No child will be sent home without parental permission or a person previously designated to take place of the parent.

If an emergency occurs at the school and none of the listed parents or emergency contacts can be reached, the school will seek appropriate medical attention for the injured child, as authorized by the medical release. Efforts to reach the parents will continue.

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, the parent will be called immediately to take the child home. This is to reduce the likelihood of more students becoming ill.

Recommendations from the American Academy of Pediatrics for the exclusion of a child from a school setting include:

1. The illness prevents the child from participating comfortably in activities.
2. The child has a fever, unusual lethargy, irritability, or difficult breathing.
3. Diarrhea not contained by toilet use.
4. Vomiting two or more times within the previous 24 hours.
5. Rash with fever until a physician has determined the illness non-communicable.
6. Purulent conjunctivitis until examined by a physician and approved for readmission, with or without treatment.
7. Tuberculosis (TB), until the child's physician states child is non-infectious.
8. Impetigo, until 24 hours after treatment has been initiated.
9. Streptococcal laryngitis (Strep Throat), until after 24 hours after treatment has been initiated, and until the child has been without fever for 24 hours.
10. Head lice until the morning after the first treatment and removal of all nits.
11. Scabies, until after treatment has been completed.
12. Pertussis (confirmed by lab), until after 5 days for appropriate antibiotic therapy.
13. Varicella (chicken pox) until the 6th day after the onset of rash or sooner if lesions have dried and crusted.
14. Mumps, until 9 days after the onset of parotid gland swelling.
15. Hepatitis A until 1 week after the onset of illness and jaundice has disappeared or until passive immunoprophylaxis has been administered.

The Office Must Be Notified Immediately When A Communicable Disease Is Diagnosed.

For more additional information or updates please refer to *Infectious Disease Guidelines for School Personnel or Infections disease in childcare settings* in the school office.

MEDICATION POLICY

The administration of medication at school is discouraged. Parents are asked to administer medication before or after school. If medication is to be administered during school hours, parents need to make arrangements to visit the school to administer the medication.

School personnel will not be permitted to administer medication.

The only two exemptions for this policy include EpiPens and asthma inhalers. This exemption is only allowed subject to the following conditions:

1. If the school must administer medication, it will be done in compliance with all applicable regulations and only after all relevant paperwork is on file.
2. Any time the school accepts the responsibility of administering prescription medication, the student must provide a permission form signed by both the parent/guardian and the prescribing physician.
3. Medication must be in the original labeled container with specific instructions for dispensing.

The school will not dispense any non-prescription, over-the-counter medication. Students may not self-administer prescription of medication without office permission and may be charged under the school's substance abuse policy. This includes any over-the-counter medication, such as, aspirin, Tylenol, Ibuprofen, inhalers, cough drops and cough syrup.

WEATHER EMERGENCY PLAN

When it is necessary to close the school due to inclement weather, an announcement will be made regarding school delays or closures that will be included in local morning television newscasts.

Therese Homeschool Enrichment also utilizes Educate, a parent notification system. Phone numbers are taken from the student information system. It is the parent's responsibility to keep their phone number current by informing the school secretary.

Campus closures for weather emergencies will typically be consistent with Pueblo District 60.

However, the principal has the responsibility to make an independent determination for school closure or delays. This decision will be posted on media outlets, as well as notice sent home to parents. If it begins to storm during the school day, we will make a special radio/TV announcement.

Please always determine the safety of your own travel. Do not bring your child to school if your own neighborhood or driveway makes it unsafe. Students missing school due to inclement weather when the school is open will be allowed to make up any work missed.

CODE OF CONDUCT

The Therese Education Program recognizes the importance of educating our students with high moral values and principles. How students treat adults and each other is as important as their academic achievements. We conscientiously strive to convey this by taking time to acknowledge, support, praise, listen, guide, and correct in a spirit of respect and concern. To help accomplish these goals, we have established the following Code of Conduct:

Our students . . .

- Use their talents for the good of others - ***Humility***
- Forgive themselves and others - ***Mercy***
- Tend to calm situations down - ***Peacemaker***
- Show kindness to students, staff, and parents - ***Kind***
- Demonstrate patience with themselves and others - ***Patient***
- Share with others - ***Generous***
- Encourage others - ***Supportive***
- Support classmates, the school and family- ***Loyal***
- Express a positive outlook - ***Hopeful***
- Trust others - ***Trusting***

Students, you must . . .

- Follow the rules of the Therese Education Program.
- Obey faculty and staff. Defiance will not be tolerated.
- Conform to classroom expectations and standards of behavior.
- Make a sincere effort to learn.
- Maintain an attitude becoming of a quality person and a good sportsman at all times.

Discipline

We believe that a structured environment is necessary for learning to take place. Students are expected to follow classroom procedures and school rules throughout the school day. As a result, all elementary and secondary teachers have established consistent behavior plans for their classrooms.

Suspension (In-House or From School)

Suspension is a temporary removal of the student from class or school. The primary purpose of suspension is to give parents, teachers, and the school the time needed to resolve the circumstances leading to the suspension. Suspension is a serious consequence that could lead to expulsion and is not used for minor infractions. Some examples of infractions for which students may be suspended:

- Continued demonstration of a disrespectful attitude.
- Continued disobedience of school or classroom rules.
- Continued loss of self-control.
- Causing physical/emotional harm or injury.
- Repeated acts of cheating.
- Repeated use of profanity.
- Open or willful defiance towards staff.
- Theft of school or private property
- Vandalism

Readmission after a suspension requires evidence that the problem which led to the suspension has been resolved. The student must be accompanied back to school by his or her parents and meet with the principal before returning to the classroom. Although all work assigned during the suspension must be completed to finish the course, graded points (credit) may not be awarded.

Any evidence of retaliation by the student or their family in response to a suspension or other disciplinary action will result in the case being taken to the Therese Homeschool Enrichment Board of Directors to determine if immediate expulsion and/or the pursuit of legal action is necessary.

DISCIPLINE PROCESS – ELEMENTARY LEVEL

Each teacher has their own style of implementing the first three steps within the following process:

Step 1 – Warning: Teachers warn the student to correct inappropriate behavior.

Step 2 – Consequence: The teacher meets with the student to discuss the student’s behavior and to provide alternatives to the inappropriate behavior. Depending on the situation, this may involve a student-to-student meeting. Teachers have specific consequences for inappropriate behavior, which may include a form of detention.

Step 3 – A Parent Contact/Meeting: If the student’s inappropriate behavior is consistently repeated, the teacher will contact parents to help develop a plan to resolve the problem.

Step 4 – The Administrator Is Involved with the Behavior Change: A conference is arranged with the student, teacher, and principal to discuss what has taken place and to point out to the student the consequences of continuing the inappropriate behavior. Parents will also be notified of the student’s meeting with the principal.

Step 5 – Administrator and Parent Meeting: A conference with the principal, teacher, parents, and student is held to develop and implement a final contract to improve the student’s behavior.

Step 6 – Suspension or Expulsion: If no improvement in behavior occurs or a major offense occurs, the student may be suspended or expelled.

All employees of our school share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules for conduct.

The principal typically gets involved beginning with Step 4. For the majority of behavioral changes needed, Steps 1, 2, and 3 will suffice. For some offenses however, the disciplinary process may begin at Steps 3 or 4.

Therese Homeschool Enrichment reserves the right to, at its discretion, determine if behavior is of such severe nature as to warrant immediate action without following the steps outlined above.

DISCIPLINE PROCESS – SECONDARY LEVEL

The Consequences for middle school students are as follows:

- Step 1** – Teachers warn the student to correct inappropriate behavior and offer a more appropriate alternative.
- Step 2** – The student may be asked to write a reflective essay in which the student identifies the inappropriate behavior, explains the possible consequences of the behavior, and suggests a remedy to reconcile the situation. The student is to complete the reflective essay and return it to the teacher the next school day. A parent signature is required on the reflective essay. Failure to do so will move the student to Step 3.
- Step 3** – Parents will be notified of the student’s inappropriate behavior and a conference with the teacher, student, parent, principal, and a program director or other administrator will be scheduled as soon as possible to develop a behavior plan to address the issue. If warranted, the student may not return to class until the conference is held.
- Step 4** – If the inappropriate behavior continues, the principal may impose a suspension from school for up to 5 days depending upon the severity of the infraction. The principal will call the parent or guardian and make arrangements for the student to leave the school grounds.
- Step 5** – If the student continues to exhibit the inappropriate behavior, the student will be recommended to the Board of Directors for expulsion.

All employees and staff share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules for conduct.

The principal or program director typically gets involved beginning with Step 4. For the majority of behavioral changes needed, Steps 1, 2, and 3 will suffice. For some offenses however, the disciplinary process may begin at Steps 3 or 4.

Therese Homeschool Enrichment reserves the right to, at its discretion, determine if behavior is of such severe nature as to warrant immediate action without following the steps outlined above.

BULLYING PREVENTION & EDUCATION POLICY

Therese Homeschool Enrichment promotes a secure school environment that is conducive to teaching and learning and that aims to be free from threat, harassment, or any type of bullying behavior.

All types of bullying behavior are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, use of social media such as snapchat or any pattern of behavior that is intended to cause distress to one or more students within the school community.

A student who engages in any act of bullying is subject to appropriate disciplinary action including detention, suspension, expulsion, or referral to law enforcement authorities. The severity and pattern, if any, of bullying will be considered when disciplinary decisions are made.

TOBACCO POLICY

The use or possession of tobacco products is strictly prohibited.

LOST AND FOUND

The Lost and Found Box is located near the office. This box is emptied at the end of each month.

TECHNOLOGY AND INTERNET USE POLICY

Terms and Conditions

- Abide by copyright laws. We do not condone, and specifically forbid, the unauthorized duplication of software and related documentation.
- Never write or share a password.
- Never alter technology equipment unless instructed to do so.
- All network communication must be polite, kind, and free from inappropriate language.
- Electronic communications are not guaranteed to be private.
- Attempts to tamper with another person's data or gain unauthorized access to accounts or files are strictly forbidden.

On behalf of their student(s), parents will sign an Acceptable Use Agreement (AUA) describing the full Terms & Conditions for all information technology equipment provided by THE or its partners.

Misuse or abuse of technology privileges WILL result in disciplinary action.

Restricted and/or monitored internet access is provided during THE class time. THE and its partners also provide a laptop to each student in Grades 3-8 to compliment course material and to enhance instruction. All computers and laptops, including those designated for individual use, are the property of THE and/or its partners. THE reserves the right to view all messages sent to or from technological devices and/or any internet sites accessed on laptops, school computers, or other technology owned by THE and/or its partners as well as any activity on THE and its partners internal networks. All websites visited by students should have instructional value related to the lesson or curriculum.

All technology use, including websites visited, must represent program-related activities and must abide by the Therese Homeschool Enrichment Technology and Internet Use Policy, Bullying Prevention & Education Policy, and Code of Conduct, as well as all applicable Laws & Regulations.

ALL questions concerning any use of any technology resource must be addressed directly to the dean, principal, program director, or information technology (IT) manager.