

# St. Teresa of Calcutta

*a ministry of St. Aloysius, Our Lady of Seven Dolors, St. Wenceslaus, and  
St. Francis De Sales*



**ST. TERESA**  
*of* **CALCUTTA**  
CATHOLIC SCHOOL

## **Parent/Guardian/Student Handbook**

**2019-2020**

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**1. Mission Statement**

For God's greater glory, the mission of St. Teresa of Calcutta Catholic School is to educate all students to their highest level of achievement in an educational environment permeated by faith and Gospel values. In partnership with family, Church, and community, the purpose of St. Teresa of Calcutta Catholic School is to provide opportunities for individuals to lead and serve as Jesus did, ultimately becoming active missionaries in the world He created.

**Vision and Core Value Statement**

St. Teresa of Calcutta Catholic School will continue to be a school of excellence with a strong focus on its Catholic Christian identity and academic distinction in three areas: Faith, Learning and Service.

**Faith**

- Provide academic excellence in a Christ-centered setting, and formation in a positive learning environment that promotes a Christian world and life view; teaching acceptance, tolerance, and respect for all
- Enrich and deepen each student's relationship with God through prayer, Eucharist, and the Sacraments
- Stewardship of God's Educational Ministry: Ensuring a vibrant, sustainable future for our schools through unified support and faithful management of resources
- Foster Gospel values by teaching Catholic doctrine and providing programs with Jesus Christ as our model and inspiration
- Encourage support of church community and parents in every phase of their children's development, and to encourage parents to understand their responsibility for educating and training their children
- Understand the relevance of Scripture in all of their experiences and circumstances of life

### Learning

- Teach and encourage good study habits, to work independently and cooperatively, reason logically, apply knowledge and fulfill their responsibilities
- Articulate the Christian worldview and how it affects our understanding of the world around us
- Teach the Christian virtue of discernment so that students will know God's will in individual choices and life vocations
- Develop the ability to clearly express one's self through writing, verbal articulation, and creative activity

### Service

- Develop an increasing awareness and compassion for others, resulting in community service
- Contribute time, energy, and resources to serve others
- Form students who serve the common good of all, especially in service to local community, our nation, and the world
- Form students to have an awareness of our role in the environment which leads to an appreciation of God's creation

## **2. Admission Policies/Notice of Non-Discrimination**

### Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy 5112)

Children are charged tuition (see Operational Fees). St. Teresa of Calcutta will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day as well as all required classes, including those of a religious nature.

### Equal Opportunity

St. Teresa of Calcutta Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

## **3. Catholic Dimension/Uniqueness**

### Catholic Atmosphere

Religious education at St. Teresa of Calcutta Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction and practice in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all-school liturgies, and opportunity to participate in Mass during the week are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

### Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers, and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

### Spiritual Program

The spiritual program of the school recognizes that a sound academic program includes emphasis on Catholic teachings within the atmosphere of Christian living, which cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

- **Sacramental Preparation** — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.
- **Liturgical Celebration** — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

#### **4. Academic Policies/Programs**

##### Copyright

It is the policy of the educational programs governed by the Archdiocesan Board of Education (ACSB #2510) that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy or print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy and are doing so at their own risk and assuming all liability.

##### Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

##### Guidance

Our social worker complements the academic program by offering support to students and families. This will be implemented through weekly classroom lessons, as well as individual and small group sessions.

##### Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Homework will be in accord with the age of students and will serve to reinforce skills or to extend learning beyond the classroom. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Homework Club will be available to students in 5th-8th grades as needed after school

##### Human Sexuality Program

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time. Please refer to ACSB policy #6141.11 for specific details.

##### Internet

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the internet and related technologies by all employees, volunteers

and students. (ACSB #2511, ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action implemented for any violations that are unethical and may constitute a criminal offense.

### Media Center

Students have access to computers, internet, reference materials, and fiction/nonfiction books in the school's media center. Print materials, as well as computers, are available for checkout. Students are welcome to use the center after school hours upon request and necessary arrangements.

### Library

Our school has a library stocked with a variety of interesting books for our students. An overdue book results in a student not being able to check out a book until the overdue book is returned. Lost or books damaged beyond repair are to be paid for by the student according to replacement value.

### Multi-Cultural/Non Sexist/Global Education

St. Teresa of Calcutta Catholic School offers a global, multicultural, gender fair approach to the educational program.

St. Teresa of Calcutta Catholic School is committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society." (ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

### Morning and After School Care

Ossian DeSales Child Care Center is available for morning and after school care, an extra fee will be applied through ODCCC.

Morning care will start at 6:30 a.m. at the Calmar Center. The person in charge will make sure the children get to their respective places at 7:30 a.m. When school is delayed in the morning due to weather (this includes snow, ice and fog), the morning program will open at 7:30 a.m., and if school is cancelled, the parent/guardian needs to pick up their children by 10:00 a.m.

The fee for the Before and After School Program is \$2.00 per hour, per child and is rounded to the hour.

If a family is two weeks behind in payments, the family is not allowed to attend Before and After School Program until all payments are made in full.

### School Day

The school day begins at 8:12 A.M. and dismissal is at 3:25 P.M. at the Ossain campus.

The school day begins at 8:12 A.M. and dismissal is at 3:00 P.M. at the Spillville campus.

### Special Services

St. Teresa of Calcutta Catholic School has special services provided through Keystone AEA. Requests for these services are made by parents or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.



When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

### Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies. The DARE program is offered in grade 5. Substance abuse education is provided by our school guidance program.

### Assessment

Students are expected to complete various standardized tests throughout the school year. Parents and guardians will be notified of upcoming tests to assure students have quality sleep and a healthy breakfast. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

### Beverages, Candy, Food, Gum

Beverages, candy, food, gum, etc. are not permitted in classrooms, study halls, library, or hallways during the school day except for food/beverage during lunch or with teacher approval (i.e. class party).

### School Parties

Students may bring birthday treats to pass and share with their classmates. Treats may be homemade or store bought. If a student is having a party outside of school, invitations may be distributed at school if the whole class is receiving one, or all the girls, or all the boys.

## **5. School Computers**

Each student is responsible for his/her actions and activities involving St. Teresa of Calcutta Catholic Schools' computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal or assistant principal.

### Consequences for Violation of Computer Use Policy and Rules

Student use of St. Teresa of Calcutta Catholic Schools' computers, networks and Internet services is a privilege, not a right. Compliance with policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The principal or assistant principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

### Acceptable Use

The St. Teresa of Calcutta Catholic Schools' computers, networks and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

### Prohibited Uses

Examples of unacceptable uses of St. Teresa of Calcutta Catholic Schools' computers that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. Illegal Activities - Using school computers, networks and Internet services for any illegal activity or in violation of any policy or school rules. St. Teresa of Calcutta Catholic School assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. St. Teresa of Calcutta Catholic School assumes no responsibility for copyright violations by students.
4. Copying Software - Copying or downloading software without the express authorization of the principal or assistant principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. St. Teresa of Calcutta Catholic School assumes no responsibility for illegal software copying by students.
5. Plagiarism - Representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. Non-School-Related Uses - Using St. Teresa of Calcutta Catholic School computers, networks and Internet services for non-school-related purposes such as private financial

gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
8. Malicious Use/Vandalism - Any malicious use, disruption or harm St. Teresa of Calcutta Catholic School computers, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

#### No Expectation of Privacy

St. Teresa of Calcutta Catholic School computers remain under the control, custody and supervision of the St. Teresa of Calcutta Catholic School at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

#### Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating St. Teresa of Calcutta Catholic School for any losses, costs or damages incurred by the school for violations of policies and school rules while the student is using St. Teresa of Calcutta Catholic School computers, including the cost of investigating such violations. The student and his/her parents are responsible for the replacement cost for any lost, stolen, or damaged computers or ipads belonging to the school. St. Teresa of Calcutta Catholic School assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

#### Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### System Security

The security of the St. Teresa of Calcutta Catholic School computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

#### Additional Rules for Use of Personal Laptops or other electronic devices

A student may bring his/her personal laptop or tablet to school. During the school day (8:00 am – 3:25 pm) devices may only be used for school related work and the student must have a teacher's written permission to use any device. All provisions of St. Teresa of Calcutta Catholic School student computer and internet use rules apply to students using personal devices, both on and off campus. St. Teresa of Calcutta Catholic School assume no responsibility for personal devices brought to school by students.

## **6. Communication**

### Absence

Regular attendance is a key factor in the success of school work. The value of the work missed is difficult to make up by out-of-class work.

If a student must leave school during the day, he/she should be **picked up in the office and signed out.** Upon return or late arrival, **students need to check in at the office and sign in.**

Doctor/dentist appointments are best made for after school hours or on free days. A written request from the parent/guardian or a phone call is required any time a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

When a student will be absent from school, the parent/guardian is requested to phone the school office before 9:00 AM and inform the school of the reason for the absence. For your convenience, a message may be left on the answering machine at your respective location:

Ossian-532-9353

Spillville-562-3617

If the school is not notified, we will call a parent or guardian at home or at work, if necessary. This procedure provides a measure of protection for the safety of all students. If a student will be absent for an extended time due to illness, parents/guardians should inform the teacher and administrative assistant.

The principal/administrative assistant approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected.

### Communication Methods

**Dual Parent Report** — According to ACSB 5124, in the case of a student whose parents' marriage has been dissolved, or a separation of a parent from the home, the name and address of **both** parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Teresa of Calcutta Catholic School (i.e. notices of school functions, progress reports, newsletters, etc.) will be made available to both parents.

**Parent/School Communications** — Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.

**Parent-Student-Teacher Conferences** — Individual conferences are held after the first and third quarters. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences.

**Progress Reporting** — The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment which enables successful experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Iowa Core essential skills and concepts. Reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts in regards to the student's abilities and needs. In such a way, reporting reflects

evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

### Complaints

The following policies of the Archdiocesan Board of Education (AB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services:

1. Instructional Materials and Activities, ACSB 1312
2. Complaints Against Teacher/Employee, ACSB 4119.4g
3. Complaints Against Administrator, ACSB 4119.4h
4. Complaints Against Board Members, ACSB 8252

### Early Dismissals, School Closing, and Late Start Procedures

St. Teresa of Calcutta Catholic School follows the South Winneshiek Community School District regarding school closings or cancellations for weather related circumstances.

Delays and cancellations will be announced through PowerSchool and Facebook.

### Student Privacy Act

In conformity with the Student Privacy Act and ACSB 5125, St. Teresa of Calcutta Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate.

### Student Records

A permanent record of each pupil is kept on file at school in accord with ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

### Telephone

**Cell phone usage is not allowed during the school day. All cell phones will be collected at the beginning of the day by the homeroom teacher, and will be distributed back to the students at the end of the day.** Cell phones are to remain off. Students are expected to have the permission of the principal/teacher/administrative assistant to use the telephone during and after school, and permission will be granted with the discretion of principal/teacher/administrative assistant. All calls must be made in the office. St. Teresa of Calcutta Catholic School is not responsible for loss or damage to cell phones.

## **7. Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Teresa of Calcutta Catholic School Board of Education. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Teresa of Calcutta Catholic School student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan

policies and State of Iowa education laws, as they apply to St. Teresa of Calcutta Catholic School, are to be respected and followed.

### Discipline Code

Discipline in a Catholic school is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form.

Unacceptable student behaviors include:

1. Use of drugs, alcohol, or tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Swearing, cursing, or other offensive language
12. Or any other situation that deems necessary

Consequences may include:

1. After school detention
2. Service work
3. Suspension from school activities or extracurricular activities
4. In-school suspension
5. Suspension from school for a definite or indefinite period of time
6. Probation

All consequences shall be carried out according to the ACSB 5144.I. (see also Gangs ACSB 5133)

### Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. Discipline may include receiving a 0 on the assignment and a call to parents.

Plagiarism is another form of cheating and it will not be tolerated.

### Detention

Detention is an extension of the regular school day for the students concerned; therefore, all rules and regulations in effect during the school day also apply during the detention period. Detentions will be served after school from 3:30 p.m. - 4:30 p.m. in the supervising teacher's

room on Tuesdays. Students will use detention time for schoolwork or silent reading. Detentions take priority over all practices and activities. Three tardies to any class will result in a detention.

#### Detention Cycle

A detention cycle is the one-week period students have to serve their detention. A student receiving a detention will serve the detention the following Tuesday. Failure to report for detention will be considered a major incident of poor attitude and cooperation. A student who does not serve his or her detention in the required timeframe (first detention cycle) will be ineligible to participate in all school activities (such as athletics, fine arts activities, dances, etc.) and will have an in-school suspension. Parents will be notified of their child's detention electronically when possible. Three "ODRs" equals a one-hour detention.

#### Appeal of Detention

Appeal of detention can be addressed to the principal. This appeal is limited to "when" to serve the detention. Appeals are for extenuating circumstances only, not for the inconvenience of missing practices, or for similar issues like work/job.

#### Gangs

In accord with ACSB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang-related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be recommended for counseling (personal and/or family).
4. Students may be recommended to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be recommended to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be recommended to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

#### Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and St. Teresa of Calcutta Catholic School to maintain a learning and working environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.

It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any repeated electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ACSB policies 2515.1, 2515.11, 5144.3.

### School Dress Code and Good Grooming Policy

Students are expected to dress in a “businesslike” manner to encourage their personal best performance at school and maintain a sense of pride and dignity. Students with inappropriate attire may result with a phone call made to parent/guardian requesting a change of clothing and/or a note sent home with the child.

The following expectations will be enforced for St. Teresa of Calcutta Catholic School students:

- Dresses and skirts should be modest length
- Pant length should be no longer than the heel of the shoe
- Girls may wear leggings, as long as their bottoms are covered



- Hair is to be neat and clean
- No exposed bras, midriffs, or underwear
- Belts and collared shirts are encouraged
- Shorts and sandals may be worn April 1 through October 15th, and shorts should be modest length.
- Students are suggested to wear supportive shoes for recess
- Students must have a separate pair of clean PE shoes
- No shirts with inappropriate sayings, pictures, or mention of alcohol/tobacco
- No clothing that is restrictive in movement or is distracting
- Students may wear sleeveless shirts, only if straps are wider than two finger lengths
- On Church days, jeans and dress shorts are acceptable (no athletic shorts or sweatpants)
- Students are encouraged to wear school polos to Church
- No pajama bottoms, unless it is a designated pajama day
- No ripped or torn jeans
- No spaghetti straps, muscle shirts, mesh tops, short shorts, or tight shorts

#### Search and Seizure

It is the policy of the St. Teresa of Calcutta Catholic School Board of Education to operate its educational programs in a Catholic and orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Teresa of Calcutta Catholic School adopts the policy as stated in ACSB 5145.2 which refers to the rules relating to periodic inspection, to the search of students, and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment and/or which present a threat to the health and safety of the students and staff.

#### Weapons and Dangerous Instruments

It shall be the policy of the St. Teresa of Calcutta Catholic School Board of Education that weapons and other dangerous objects be taken from students and others who bring them onto the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB 5131.7a.

#### Tobacco, Drinking, Use of Non-Prescribed Drugs

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school

sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school buses. Students' possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

## **8. Extracurricular Activities**

### Activity options

Students have opportunities to participate in:

piano lessons (grades 3-8)

voice lessons (grades 6-8)

stringed instrument lessons (grades 1-8)

Band Lessons (grades 5-8 at Ossian Campus)

Volleyball (grades 7 and 8 at South Winn Middle School)

Football (grades 7 and 8 at South Winn High School)

Basketball (grades 7 and 8 at South Winn Middle School)

Wrestling (grades 7 and 8 at South Winn Middle School)

Softball (grade 8 at South Winn High School)

Baseball (grade 8 at South Winn High School)

Track and Cross Country (grades 7 and 8 at South Winn High School)

St. Teresa of Calcutta Catholic School provides a shared program with South Winneshiek for organized sports for boys and girls. Students participating in these programs are required to have a physical signed by a physician, a signed good conduct form, and a concussion form signed by a parent. It is also recommended that participating students have some kind of accident insurance coverage.

### Good Conduct and Eligibility

Any activities or events which do not take place during the school day and in which students make a choice to participate or attend shall be considered extracurricular. When students enter 7th grade for the first time they are automatically eligible to participate in athletic activities. Sixth grade students are not allowed to participate in athletic activities however; they may be a manager for any of the sports. Middle school students must pass all academic subjects. Students who receive a failing grade will be declared ineligible. They may be required to miss practices/games until they obtain a passing grade. Teachers will turn grades of any students who are failing into the principal's office. The principal shall contact the students and parents notifying them of their son/daughter's eligibility. Students will be removed from the ineligible list when they have obtained a passing grade(s). The policy will be sent home for parents/students to sign and must be on file before participation can begin.

### Student Activities

In order to establish a uniform and consistent administration of activities as to student

eligibility to participate, the Good Conduct/Eligibility Rules will be followed. These are handed out to all students at the beginning of each school year and must be signed by parent and student and returned prior to the first practice.

#### School Attendance Prior to Activity/Practice

To be eligible to participate in an extracurricular activity or performance in the evening of a school day, a student must have attended both the morning and afternoon sessions. The students must attend the p.m. session in order to attend a practice session. The principal and coach will review exceptions to this expectation. The parent must inform the principal in order to obtain an exception to this rule.

#### Sportsmanship

Students attending extra-curricular activities should be seated to watch the game. Playing football on the hill at football games is NOT allowed. When attending games held in the gym, students will be expected to watch the ball games and not loiter outside of the gym.

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity and involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities. Further reference can be found in Archdiocesan Board of Education Policy Manual, AB 1251.

## **9. Health/Safety Issues**

### Abuse

In compliance with School Laws of Iowa and ACSB 4116.30a any certificated or licensed employee of St. Teresa of Calcutta Catholic School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

***St. Teresa of Calcutta Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1- 15(280), ACSB 4116.30a & ACSB 4116.30b.***

LEVEL ONE INVESTIGATOR & LEVEL TWO INVESTIGATOR The Level One Investigator for St. Teresa of Calcutta School is Kristin Kriener with the alternate being Katie Schmitt. The Level Two Investigator is Calmar/Ossian Police Chief Joe Ward.

### AIDS

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HIV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with AB 5141.2.

### Alcohol/Drug Policy

The St. Teresa of Calcutta Catholic School Board of Education develops guidelines that are in accordance with ACSB 5144 and ACSB 5144.1 on student responsibility and discipline.

### Asbestos

Federal regulations and AFFC/ACSB 7113 require us to inform you that there is asbestos in the St. Teresa of Calcutta Catholic School buildings. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was in 2003 with a surveillance update in 2004.

### Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the principal.

### Safety Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher, and return the same way. State law requires four tornado drills and four fire drills. We will also be conducted two intruder drills each year. Safety procedures will be kept confidential.

### In Case of Emergency

In the event of an emergency or evacuation text messages, emails, and PowerSchool notifications will be sent out. These messages will contain the directions on when and where you can be reunited with your child. When picking up your child from a reunification site, the parent or guardian must have an identification card and be on the approved pick up list.

### Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health, no additional testing for lead needs to be done at this time

### Medication

Dispensing of prescription drugs will be administered by the principal, the administrative assistant, or certified personal with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented.

Dispensing of nonprescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

All medication is to be kept in the school office and must be in its original container for proper identification and dispensing. No medication may be kept in the student's possession or in the student's locker.

### Radon Testing

Radon testing will be done every two years.

### Smoking / Smoke Free Building

St. Teresa of Calcutta Catholic School has been designated a smoke free building. At no time will smoking be permitted within the building or on the premises (including playground and parking lot).

### Visitors

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teacher(s) at least one day in advance.
2. Teachers have the right to refuse permission to a visitor if it will be disruptive to the classroom activities on a particular day.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in accordance with the school's dress code.

## **10. Services**

### Bicycles

Students are permitted to ride bikes to school. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled areas, students may begin to ride their bikes. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

### Bus

Transportation is provided by the South Winneshiek Community School District. Rules established by South Winneshiek are to be followed as though they were rules of St. Teresa of Calcutta Catholic School. A student may be given an assigned seat or suspended from bus transportation for inappropriate conduct. Transporting students to school requires the

cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

### Bus Expectations and Safety

The safety of all students is very important and it requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders. There are three PBIS expectations of all students who ride the bus. They are: There are three basic expectations of all students who ride the bus. They are RESPECT, RESPONSIBILITY, and RELATIONSHIPS.

- Respect: Follow the driver's directions Keep in your personal space All property needs to be respected
- Responsibility: Keep hands and feet to self Stay seated at all times Use an inside voice and kind words
- Relationships: Use Kind words Be willing to sit with anyone/anywhere

In addition students should observe all additional rules listed below:

1. Students are under the total authority of the bus driver.
2. All school rules/regulations/policies apply on the bus.
3. Be on time.
4. If students must cross the roadway, pass in front of the bus no closer than 10 feet, look both directions, and proceed only on signal from driver.
5. Go directly to your seat and remain seated until the bus comes to a complete stop.
6. Refrain from talking to the driver while the bus is in motion-no noise when the bus crosses railroad tracks.
7. Don't extend hands, arms, or head through bus windows and no opening/closing windows without permission of the bus driver.
8. No pushing, shoving, or fighting.
9. No swearing, using rude gestures, teasing others, or talking loud.
10. No throwing objects in or out of the bus.
11. No damaging the bus. Please help keep the bus clean.

State law mandates: No books or other property in the aisles. School buses cannot "sit" on a highway waiting for students. Those students who do not behave may be subject to being written up and suspended from the bus if necessary. Parents will be notified when a bus write up occurs.

### Bus Passes

Parents need to send a note or call to notify the school of any change in a child's routine at dismissal, like a change of bus. The school office will issue a bus pass. For the child's safety, without proper communication, students will be expected to follow their normal dismissal procedure.

### Lockers

Lockers are to be kept clean and orderly. Valuables should not be kept in lockers. Lockers are subject to inspection by the administration.

### Lunch

Lunch is available through the school nutrition program.

### Sack lunch

Due to safety issues, students bringing sack lunches must bring ready to eat meals. For students with specific dietary needs, parents should make accommodations with the school prior to the start of the school year regarding the use of a refrigerator and/or microwave.

### Lunch Tickets

The following prices have been established:

Grades K-8	\$2.30 per meal
Reduced Lunches	\$ .40 per meal, or \$ 8.00 for a twenty meals
Milk Break (K-4)	\$.50 per day
Adults/guest lunches	\$3.75 each

#### Free and Reduced Lunch Forms

Forms for free and reduced lunches are included in the parent registration mailing, are posted on the school website at [www.st-teresa.pvt.k12.ia.us](http://www.st-teresa.pvt.k12.ia.us), and are also available in the school office throughout the year. Applications should be completed and returned to the office as soon as possible at the beginning of the year. Forms are also accepted throughout the school year upon a change of financial status affecting qualification for this benefit. All families are encouraged to apply for free/reduced meals. St. Teresa of Calcutta Catholic School maintains high standards of confidentiality for free and reduced meal applications, involving only administrative and office personnel in the application process.

This institution is an equal opportunity employer and provider.

#### Tuition Tax Credits:

Expenses incurred by parents qualify for tuition tax credits. Information is distributed annually, usually after the end of the calendar year.

#### Tuition Grants and Assistance

No one should be denied a Catholic education because of financial need. Grants are available for parish families who cannot pay their fees and/or tuition. Please ask the principal for further information. Confidentiality is strictly maintained.(AB 3240.1) Qualifying families are required to apply for tuition assistance through the Student Tuition Organization (STO) program.

#### Operational Fees

The actual per-pupil cost of educating a child at St. Teresa of Calcutta Catholic School is approximately \$4,178.00. The full tuition cost for 2019-2020 is \$1,600 per child. Families who are able to afford the full amount are expected to pay this amount. However, **tuition assistance is available** for those who qualify, have a need, or request assistance. No child is turned away or denied a Catholic education because of finances.

We have three major sources of tuition assistance. (1) The Student Tuition Organization (STO) is a charitable organization that allocates funds in tuition grants to Iowa school children who choose to attend an accredited nonpublic school. Applications are submitted in February and awards are granted in May for the following school year. More information is available from St. Teresa of Calcutta Catholic School. (2) Script will be available to all families. Script is a program that allows our school to purchase gift cards at face value to hundreds of stores and restaurants. When you purchase these cards a “rebate” is earned. Half the rebate earned by your family can be applied towards tuition; the rest goes to the school. (3) Local assistance is provided through donations and our educational endowment.

#### Parish Formula

St. Aloysius Parish, Our Lady of Seven Dolours Parish, St. Wenceslaus Parish, and St. Francis DeSales subsidizes our school through Rosary Society and Guild projects, individual donations, and, in great part, by St. Aloysius, Our Lady of Seven Dolours, St. Wenceslaus

Church, and St. Francis DeSales parishioners' regular parish budget contributions.  
**Therefore, it is expected and vital for each parishioner to participate actively in the parish and to support the church with regular contributions. Likewise, it is important for all school families to support our fundraising projects throughout the year.**

## 11. Staff

### Professional Staff Listing:

- Pastor Rev. Robert Gross
- Principal Mrs. Kristin Kriener
- Associate Principal/  
Director of Ossian Child Care Center Mrs. Katie Schmitt
- Preschool Mrs. Michelle Buddenburg, Mrs. Angie McIntyre
- Kindergarten Mrs. Kathy Becker
- 1st Grade Mrs. Elizabeth Uhlenhake
- 2nd Grade Mrs. Jennifer Busarow
- 3rd Grade Mrs. Karen DeMuth
- 3rd Grade Miss Emily Halder
- 4th Grade Mrs. Mary Eileen Lofte
- 4th Grade Miss Alexis Reicks
- 5th Grade Ms. Rhonda Todd, Miss Amanda Kleespies
- 6-8th Grades Miss Kayla Buchheit, Mrs. Emily Elsbernd, Miss Gabrielle Pranger
- Title I Reading Mrs. Marsha Winter, Mrs. Jenny Larson
- Special Education Mrs. Penny Vagts
- Music Mrs. Katherine Gisleson
- Physical Education/Technology Mr. Mark Winings
- MS Art Mr. Annie Adams

### Support Staff Listing:

- Administrative Assistants Mrs. Debbie Schmitt, Mrs. Heather Bullerman



- Library Associate (Spillville) Mrs. Heidi Bohr
- Library Associate (Ossian) Mrs. Robin Timp
- Technology Coordinator Mrs. Robin Timp
- Social Workers Mrs. Kathy Green, Mrs. Heidi Bohr
- PreSchool Paraprofessional Mrs. Karen Smith, Miss Josie Buddenberg
- Paraprofessionals Mrs. Connie Bushman, Mrs. Tori Hageman,  
Mrs. Robin Andera
- Food Service Head Cook Mrs. Sandy Timp
- Asst. Food Service/Ossain Mrs. Marian Wiltgen, Mrs. Michelle Ellingson,  
Mrs. Jayden Woods
- Food Service Cook Spillville Mrs. Cathy Straube
- Custodian/Maintenance Ms. Crystal Wagner, Mrs. Chris Bohr
- After School Care Director Mrs. Angie McIntyre

### Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

**St. Teresa of Calcutta Catholic School**  
**Parent/Guardian/Student Handbook**

The parent/guardian/student handbook describes important information about St. Teresa of Calcutta Catholic School, and I understand that I should consult my building principal regarding any questions not answered in the handbook, and clarifications as needed.

Since the information, policies, and benefits described here are subject to change. I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract or a legal document.

I acknowledge that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

PARENT/GUARDIAN'S NAME  
(printed): \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

FIRST CHILD'S SIGNATURE \_\_\_\_\_

SECOND CHILD'S  
SIGNATURE \_\_\_\_\_

THIRD CHILD'S SIGNATURE \_\_\_\_\_

FOURTH CHILD'S  
SIGNATURE \_\_\_\_\_