

*“Be it known to all who enter here that*

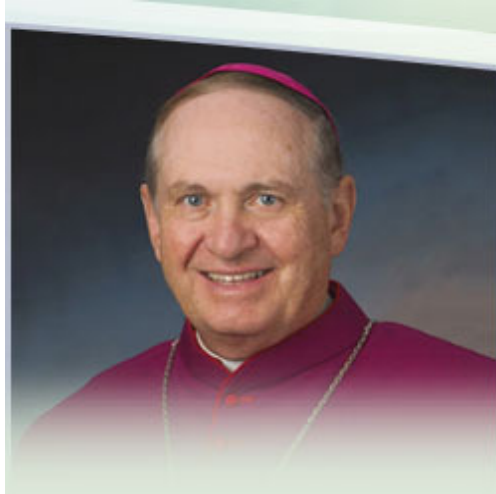
***CHRIST***



*is the reason for this school.  
He is the unseen but ever present teacher in its  
classes. He is the model of its faculty and the  
inspiration of its students.”*

-Author unknown

**St. Theresa School  
Family Handbook  
2010-2011**



My Dear Friends in Christ,

No dollar amount can be placed on the values our young people receive from a Catholic school education. It is a holistic approach that focuses on educating a young person's body, mind and soul.

Where else can a student learn about the beliefs, practices and traditions of our Catholic faith, live out their faith by serving God and those in need, and receive top academic training in a safe, nurturing environment? There is no greater investment for forming our youth's future than in investing in Catholic education.

I am proud of our Catholic schools in the Des Moines diocese. We are blessed with committed leaders and educators who are dedicated to providing a Christ-centered education as well as promoting high academic standards. Our students are actively involved in the community, participate in a variety of academic, fine arts and other extra-curricular activities while consistently demonstrating higher test scores than the state and nation. We are proud of the responsible and productive citizens who constitute the alumni of Catholic Schools.

Your support and involvement in Catholic education will pay rich dividends for our young people, their families, the Church and society. I am grateful for all that you do on its behalf.

Sincerely Yours in Christ,  
The Most Reverend Richard E. Pates  
Bishop of Des Moines

## **Diocese of Des Moines Vision Statement**

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Catholic schools in the Diocese of Des Moines, based on the teachings of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom, emerging as responsible citizens dedicated to the practice of life-long discipleship.

## **Diocese of Des Moines Mission Statement**

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We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

## **Belief Statements**

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- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools and parishes are partners with parents in the education of the children
- Catholic school educators apply research-based curricular practices that enhance the learning of all students in the classroom

# Diocese of Des Moines Essential Learnings

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Students in the Diocesan schools will:

- Access and use information effectively
- Apply technology competently
- Think critically and creatively
- Solve problems independently and cooperatively
- Reason scientifically, mathematically and historically
- Accept Church, civic and personal responsibility
- Anticipate and constructively react to change
- Communicate ideas and feelings effectively in various ways
- Demonstrate global awareness, cross-cultural understanding and social justice principles
- Cultivate an understanding and appreciation of the arts

## **St. Theresa School Mission Statement**

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We educate the individual child within our Catholic faith by providing excellent academic experiences and dynamic faith formation.

## **St. Theresa School Vision Statement**

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We are a nurturing community that empowers and challenges each child to use their God given gifts to become faithful disciples, inspired life-long learners and responsible citizens.

## **St. Theresa School - The Beginning**

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St. Theresa School opened in September, 1952. Sr. Miriam Therese Foley, Sr. Mary Yvonne Jordan and Sr. Andre Sailor, sisters of the Congregation of the Humility of Mary held class for 100 children in grades one through six. Sr. Miriam Therese was the first principal. Classrooms were located in the lower level of the original school which is now home to first and second grades.

St. Theresa School was created and continues to exist in order to assist parents in educating their children. Professional educators and over 320 children experience together what it means to live a life of prayer, personal responsibility and freedom reflective of Gospel values. Teachers open the world of knowledge and pursue the intellectual development of each child; and believe that each child is a unique creation of God, and thus requires individual attention.

The provisions contained in this handbook may be changed at any time, with or without notice. This handbook is not an all inclusive summary of all rules governing student conduct and behavior.

## We Agree That...

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**R**eligious education is a continuous process of growth in a personal relationship with God and his people, which finds expression in a life of prayer and service in his name. The study of Scripture, prayer, doctrine, tradition, and ritual is basic to a program which provides for such a process of growth.

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**C**hildren are motivated to learn in and out of school in a positive atmosphere of Christian principles which enables individual needs to be met and talents to be utilized. Children learn through multiple materials, methods and modes facilitated by a variety of people and sources.

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**B**ecause parents are the primary educators of their children, they have the right and responsibility to be involved in their children's education. Parental involvement may be of varying degrees but should always involve communication among parent, teacher and child. As part of the learning process, parents and teachers should assist children in setting realistic goals and should try to provide the means to achieve these goals.

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**S**chool organization is based upon mutually established guidelines reached through open communication among the school community. As a result of this, the varying talents of those involved will be used to design a creative structure that meets the needs of the students and facilitates the realization of the philosophy of education.

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**D**iscipline is rooted in the quality of relationships which exist between people. These relationships create a feeling which governs one's attitudes, relations with others, and a sense of well being and self-control. To provide consistency of discipline, guidelines must be cooperatively established.

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**G**uidance is the development of a special relationship between advisor and advisee which assesses progress, clarifies direction, sets goals and facilitates the growth of students. This on-going interaction is a constructive endeavor to explore areas of students' strengths as well as areas where improvement is needed. The primary goal of this relationship is to encourage the advisee to realize his or her self-worth, pride, uniqueness and potential. It is also necessary that this relationship include the involvement of any other person who can implement progress.

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## **We Agree That...**, Continued

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**C**urriculum is a process which facilitates learning in such a way that the needs of the students are met. It should be continuously evaluated and altered by the learning community. Teachers influence, enhance, and individualize the curriculum through use of resources, acknowledgement of educational trends, awareness of learning styles, and their own personalities and experiences.

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**T**he relationship between school and community is based on an understanding of mutual goals and on-going involvement in their achievement. Both school and community have a joint responsibility to communicate and to share resources unique to each in order that the needs of all are met. This relationship will help develop responsible and respectful citizens of the community.

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## Organization

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**Organization** The organizational structure for St. Theresa School includes the Diocesan Board of Education, Diocesan Superintendent of Schools, St. Theresa Board of Education and pastor, principal, teachers, parents and students.

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**School Administration** St. Theresa School employs an accredited full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations, and planning and development. The principal is employed by the parish and has direct accountability to the pastor and St. Theresa Board of Education.

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**School Faculty** The faculty of St. Theresa School is comprised of fully accredited professional teachers. All the teachers hold current licensure in the State of Iowa issued by the Board of Educational Examiners. They are qualified to teach in the subject areas to which they are assigned. Faculty members in grades PreKindergarten through fifth grade are hired primarily as self-contained classroom teachers. Teachers in grades six through eight work in their areas of expertise and certification. Additional specialists are employed in the areas of Art, Guidance and Counseling, Independent Learning, Music, PE, Reading Resource, and Spanish. The faculty is regularly observed and evaluated by the principal.

**Substitute Teachers** All substitute teachers hold current licensure issued by the Board of Educational Examiners. Substitute teachers are to be accorded the same respect as regular classroom teachers. If the need for a long term substitute is present the substitute will work closely with the classroom teacher and administration to ensure that learning is continuing for children and that the transition is smooth.

**Parent Volunteers** All parent volunteers who assist in the classrooms, special events and extracurricular activities are required by the Diocese of Des Moines to complete a volunteer application (available on our school website [www.sainttheresaiowa.org](http://www.sainttheresaiowa.org)) and to attend Virtus training. Virtus training sessions are scheduled throughout the year and dates are available at the Diocese of Des Moines website [www.dmdiocese.org](http://www.dmdiocese.org). Registration for the Virtus training is found at [www.virtus.org](http://www.virtus.org).

# Code of Conduct

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## **Christian Behavior**

Students of St. Theresa School will be responsible Christians by:

- Demonstrating compassion and respect towards fellow students.
  - Being respectful and obedient towards parents, teachers, support staff and other adults.
  - Demonstrating respectful behaviors towards the Church/school environment.
  - Assuming accountability for their own behavior and accepting consequences.
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## **Academic Responsibility**

Students of St. Theresa School will show academic responsibility by:

- Demonstrating a positive attitude.
  - Coming to school prepared to learn.
  - Assuming accountability for one's own learning.
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# Academics

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## Curriculum

Diocesan Standards and Benchmarks are the foundation of our curriculum. Teachers are required to teach, reteach as needed and assess student learning based upon these standards and benchmarks. The Standards and Benchmarks can be found on the Diocesan website at [www.dmdiocese.org](http://www.dmdiocese.org) or on the St. Theresa School website at [www.sainttheresaiowa.org](http://www.sainttheresaiowa.org).

St. Theresa School has the Diocesan Iowa Core Plan and the Iowa Core Self Study completed and ready for implementation. The Diocesan Standards and Benchmarks will be aligned with Iowa Core during the 2010-11 school year.

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## Reporting Student Performance

The Diocesan Progress Report is the Standards based report for student progress in grades Kindergarten through 8<sup>th</sup> grade and is sent to parents at the end of each trimester. The achievement levels are used to show student progress assessed during each trimester.

The Achievement Scale for 4,3,2,1 for Kindergarten through 8<sup>th</sup> grade is:

- 4 – Meets grade level expectations with excellence
  - 3 – Meets grade level expectations
  - 2 – Progressing towards grade level expectations
  - 1 – Attempts; not meeting grade level expectations
- 

## Reporting Student Performance

Parents can access Edline at [www.edline.net](http://www.edline.net) for Middle School grades, missing or late assignments, newsletters for all grades, assignments, rubrics and other important information. Middle School teachers are required to update grades on Edline no less than every two weeks.

Teachers will also send out reports during the middle of each trimester for an update on student progress. Teachers will contact parents any time there is a question or concern about a student.

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## Grading Principles and Guidelines

## Assessment Principles and Guidelines Approved by and for the Schools of the Diocese of Des Moines

These agreements were made through a collaborative, consultative process. All schools and their professional staff members within the diocese will follow these agreements.

### Grades K-5 Agreements:

1. Differentiation of instruction is necessary in order for students to grow and progress
2. Behavior
  - is not considered part of academics and is not to be considered a part of the academic assessment
  - it is to be reported in a separate location on the progress report
3. Extra credit will not be given in any school
4. Zeroes will not be used
  - Teachers will use **ID** (insufficient data) in the progress report
5. Averaging
  - Teachers will look at the median (middle score) of all the mini summatives (end of units of learning)
  - Should be a holistic mark if looking at percents, pluses or minuses
6. Homework
  - Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and grade-level expectations
  - Each school will determine the appropriate amount of homework
  - Incomplete work will be marked as **ID** (incomplete data)
  - Teachers must give students opportunity to complete the work.
7. Incomplete work
  - Students are expected to complete all required work
  - Work that is not submitted will be identified as **ID** (incomplete data)
  - Teachers must give students opportunity to complete the work.
8. Formative Work
  - Evaluating formative work must guide instruction and learning
  - Formative work must be checked or receive feedback but not all work must necessarily be recorded in a grade book
  - More recent formative work should be used in grading
9. Summative Work
  - Summative assessments are to be used to determine a student's performance
  - Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks and Grade-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency
  - Teachers will look at the total body of evidence in order to arrive at a summative assessment

**Grading  
Principles and  
Guidelines  
continued**

Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior
  - is not considered part of academics and is not to be considered part of the proficiency level assessment
  - is to be reported in a separate Christian Character progress report
  - Behavior may be reflected in the students' final letter grade
3. Extra credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes
  - Will not be given for missing or incomplete work
  - Teachers are to use zeroes only when the actual score reflects a zero score
5. Determining proficiency
  - Teachers will triangulate data, considering most recent scores to determine proficiency
6. Homework
  - Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and course-level expectations
  - Each school will determine the appropriate amount of homework
  - Incomplete work will be recorded as **ID** (insufficient data)
  - Teachers must give students opportunity to complete the work
7. Incomplete work
  - Students are expected to complete all required work
  - Work that is not submitted will be recorded as **ID** (insufficient data)
  - Teachers must give students opportunity to complete the work
  - Points may be taken off for late work
8. Formative Work
  - Evaluating formative work must guide instruction and learning
  - Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book
  - More recent formative work should be used in grading
9. Summative Work
  - Summative assessments are to be used to determine a student's performance
  - Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency
  - Teachers will look at the total body of evidence in order to arrive at a summative assessment

## Further Guidance and Vocabulary Associated with Principles and Guidelines

Extra Credit: Any points given for non-academic reasons.

- It is acceptable to give students challenge questions to assist in determining proficiency score (between 3 and 4).
- These challenge questions should not affect academic grade, only proficiency score.

Zeros are not to be given for any reason unless the student “earned” the score of zero.

- Example: A student scores 0/10 on a quiz.
- Please keep in mind the ultimate goal is student learning, so a strong retake policy should be in affect to help these students learn the material.

Averaging: Use one of two options

- Mode: Most common score
- Median: Middle score
  - Remember to use most recent scores for each GLE/CLE
  - Always use professional judgment and knowledge of the student to assist in non-straight forward situations.

Proficiency Score: 4-3-2-1 score to determine student’s progress towards GLE/CLE

<b>COMMENT CODE</b>
<b>Level 4: Meets Grade Level Expectation with Excellence</b>
This level of achievement describes assessment evidence that demonstrates <b>above grade level</b> performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by an <b>in-depth</b> understanding of subject-area content, and it demonstrates knowledge and skills beyond those expected at this grade level at the time of the progress report.
<b>Level 3: Meets Grade Level Expectation</b>
This level of achievement describes assessment evidence that demonstrates <b>grade level</b> performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by a <b>solid</b> understanding of subject-area content, and it demonstrates the knowledge and skills expected at this grade level at the time of the progress report.
<b>Level 2: Progressing Toward Grade Level Expectation</b>
This level of achievement describes assessment evidence that demonstrates <b>limited grade level</b> performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by a <b>basic</b> understanding of subject-area content, and it demonstrates knowledge and skills below those expected at this grade level at the time of the progress report.
<b>Level 1: Attempts; Not Meeting Grade Level Expectation</b>
This level of achievement describes assessment evidence that demonstrates <b>below grade level</b> performance in relation to meeting the end of the year grade-level expectations from the Diocese of Des Moines for the marking period. The evidence is characterized by an <b>inadequate</b> understanding of subject-area content and it demonstrates knowledge and skills below those expected at this grade level at the time of the progress report.

Academic Grade: A-B-C-D-F letter grade found when averaging summative work scores together (used only in grades 6-8).

- The following grading scale should be used to determine academic grades.

A+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	63 – 66
B-	80 – 82	D-	60 - 62
F	59 and below		

Formative Work/Assessment: informal assessments used to determine a students' current level of understanding related to a GLE/CLE.

- Formative assessments help teachers determine where to go next.
- Formative assessments should be considered “practice” and not counted or minimally counted (no more than 10%) as part of their final proficiency score and/or academic grade.
- Examples:
  - Homework
  - Class discussion
  - Thumbs Up/Thumbs Down
  - Exit Card/Ticket of the Door
  - Quizzes

Summative Work/Assessment: a formal assessment used to determine the students' level of understanding after a CLE/GLE has been taught.

- Summative Assessments are used to determine proficiency level and/or final grade
- Examples:
  - Tests
  - Quizzes
  - Projects
  - Essays

Pre-Assessment: a formal or informal assessment to determine students' knowledge of a CLE/GLE prior to the topic being taught

- KWL Charts
- Discussion
- Paper and Pencil test
- Journal Entry
- Exit Card/Ticket out the Door

### **I. Definitions:**

**Whole-Grade Acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.

**Individual Subject Acceleration:** The practice of assigning a student to a higher grade level than is typical given the student's age for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

Acceleration involves moving a student through the traditional educational curriculum more quickly. Although instructional practices such as curriculum compacting and differentiating instruction can provide meaningful educational experiences for gifted students, there are unique situations in which such strategies are insufficient for fulfilling the academic potential of a highly gifted child. In these situations, subject or grade acceleration may be a consideration. When considering grade or subject acceleration for a student, **the team** making the decision should follow the guidelines listed below.

### **II. "Best Practices" in Acceleration Guidelines:**

1. The student will be evaluated in the areas of academic achievement, cognitive ability, and social and emotional functioning.
2. For whole grade acceleration the students must score at a 95% on the core composite of ITBS.
3. For single subject acceleration, the students must score in the 98% in the subject area for two successive years on ITBS test.
4. Artifacts and Data must be submitted that demonstrate mastery above the mean in the grade level or subject area to be entering.
5. A team of evaluators, including but not limited to, school counselor, current teachers, Gifted Specialists, and Principal, have an open dialogue about the student's emotional stability, academic achievements, and social maturity to determine if a recommendation is warranted.
6. The Guidance Counselor should evaluate the student's desire and motivation for acceleration in addition to determining that the child does not feel unduly pressured by the parents to advance.

### **III. Protocol for Seeking Acceleration**

1. A student may be referred for acceleration by Faculty Member, Parent, Counselor or Psychologist. Acceleration Referral Form is available upon request by parents.
2. This referral should be in writing and given to the Principal who will ask the Gifted Specialist to appoint a committee of evaluators called the Acceleration Team.
3. The Gifted Specialist and current teachers will gather data that demonstrate that the above best practices guidelines are met.
4. The Gifted Specialist will schedule a meeting of the appointed Acceleration Team to discuss the request.
5. The Acceleration Team will complete the Acceleration plan worksheet.
6. The Acceleration Team will make a recommendation to the Principal.
7. The Principal, Acceleration Team, and Parents will meet to discuss the recommendation. At this meeting, parents will be given a 4-6 year plan of coursework, discussing transportation and financial requirements, plus discussing social and emotional considerations for accelerating the student.

## Daily Processes

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### School Day Schedule

The following chart lists the start/release times for St. Theresa students.

Time	Action
7:50	Students may be on school grounds.
8:00	Students are allowed to enter the building.
8:15	School day begins. Students to be in classroom.
3:15	School day ends. Students released from classroom.
3:22	Buses leave St. Theresa.

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### Morning Drop Off

Students are to be dropped off in the lower west church parking lot or the parking lot directly to the west of the school.

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### Cara Carpenter Avenue

Parent may use the bus lane on Cara Carpenter Avenue for pick up, drop off, and short term parking during the school day.

Parents are NOT allowed to pick up or drop off students before or after school on Cara Carpenter Avenue which includes the bus lane. This creates excessive congestion that results in an unsafe situation.

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### Afternoon Pick up

Students are to be picked up at the church parking lots or the circle drive to the west of school.

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### Students Who Walk to/from School

Students walking to school grounds are directed by city authorities to:

- Use the University Avenue overhead crossing when going south of University.
- Use the light at Merle Hay and University when going east of Merle Hay.

**Note to Parents.** For safety purposes, impress on your children the absolute necessity of following these directions when crossing these streets.

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## Daily Processes, Continued

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### Before School Regulations

- Students are not allowed in the church, Community Center or school prior to the first morning bell at 8:00, except with the expressed permission of a teacher, if they are part of AM Childcare or if they arrive at 7:50 for breakfast in the Community Center.
  - K-8 students may not be on school grounds before 7:50.
  - PreK morning students should not be on school grounds before 8:00 unless they arrive at 7:50 for breakfast in the Community Center.
  - Students who arrive between 7:50 – 8:00 are to wait at one of the entrances to the school building and remain there until the morning bell rings.
  - Students who arrive before 7:50 will be sent to Childcare and a corresponding fee will be assessed to the parent.
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### After School Regulations

- All students are to leave the school grounds immediately after dismissal unless waiting for the bus or participating in some supervised activity scheduled for that time.
- Students are not permitted to be in the church, Community Center, music room, or in areas other than those assigned, except under direct supervision of a member of the school staff.
- Students are not allowed to wait at school for sports or other activities that are scheduled later in the afternoon or evening, except by prior arrangement.
- Arrangements for a student to remain after school should be made 24 hours in advance if possible.
- Students not picked up by 3:25 will be sent to Childcare and the corresponding fee will then be assessed to the parent.

**Note.** If it is necessary for a student to remain after school for any reason, the student must be under the supervision of a teacher or Childcare staff.

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### Students Who Need to Leave During the Day

No student is to leave the school grounds after arriving unless written permission from parents is presented to the teacher or permission is given by the principal. The process for students to leave early includes:

- Parents must meet their children at the office when it is necessary for the student to be dismissed early.
- Parents or middle school students must sign in and out in the office.
- Pre-K parents should pick their children up in their classroom.

**Note.** Because it is critical the office know the location of all students, the importance of this procedure cannot be overemphasized.

## Emergency Procedures

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### **Crisis Plan**

In the event of a crisis at St. Theresa School emergency response procedures which are part of the St. Theresa School Crisis Plan are activated. St. Theresa School maintains and frequently reviews the Crisis Plan manual. The safety of our students is the most important priority throughout any crisis situation.

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### **Fire/Tornado Drills**

Regular fire and tornado drills are practiced throughout the school year. Records of dates, times and student behavior are sent to the Diocesan Superintendent of Schools' Office. Safety is our first priority in any crisis situation.

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# Attendance Policies

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## Overview

Students who have good attendance will most likely achieve higher grades and experience a greater enjoyment for school. While it may be possible for an absent student to make up some of the schoolwork missed, it is impossible to completely compensate for absence from classes. Absences always cause some disruption in the educational progress of the student who is absent and in the classroom. Students should not be absent any more than is absolutely necessary.

There may be circumstances requiring a student to miss school. Excused reasons for an absence include:

- illness including extended illnesses
- hospitalization, doctor's care, or doctor's appointment
- death in the family or family emergency
- court appearance or other legal situation beyond the control of the family
- planned family absence with prior approval of principal
- an extra-curricular activity outside of St. Theresa School if in good academic standing\*
- principal shall have final determination of excused absences

Unexcused absences include but are not limited to:

- missing 3 consecutive days due to an illness without a doctor's note
- planned family vacation without prior approval of principal
- absent from school without an excused reason
- any extra-curricular activity if not in good academic standing\*
- principal shall have final determination of what constitutes an unexcused absence

\*Good academic standing – 70% or higher for class score and 2 or less missing assignments in all classes combined

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## Process if Student is Absent

If a student is absent:

- The parent/guardian must notify the school office by phone at 277-0178 by 8:45 am each day
- A message may be left on the answering machine.
- Upon return to school for any absence, the student **must** provide a written note explaining the absence to the school office.
- A doctor's note is needed when a child returns to school after missing three or more consecutive days due to illness.
- Any excused or unexcused absence will be counted as time absent from school.

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**Process if Student Needs to Leave During the Day**

Students who need to be excused from school during the school day for doctor appointments, etc. must bring a note from the parents notifying the teacher of such.

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**Making up Schoolwork**

Schoolwork missed due to an excused absence must be made up within two times the number of days absent, not to exceed six days. The time allowed for makeup work may be extended at the discretion of the classroom teacher.

If the student is absent due to an approved vacation the teacher must be contacted at least one week prior to the absence so that the teacher has time to prepare work for the student.

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**Five Absences in a Trimester**

The classroom teacher will initiate a review if a student has been absent five times in a trimester. Considerations for this review include:

- The student's record as to the nature of the absences
- Whether work is being made up
- Whether satisfactory progress is being made.

Depending on the findings in this review, the teacher may conference with the principal or designee. The parent/guardian may be contacted by telephone, email, and/or mail regarding the student's absence record.

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**Seven or More Absences in a Trimester**

When a student has been absent seven times in a given trimester the classroom teacher will conference with the principal (or designee) reviewing the nature of the absences and the student's progress. This conference may result in one or more of several actions, including, but not limited to:

- Referral to an attendance review panel which may include the principal, counselor, B.A.T., pastor, and school nurse
  - Require a written doctor's excuse for all future absences
  - A home visit by the school nurse to assist with health maintenance issues
  - Referral to the Polk County Attorney's Office.
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**Unexcused Absence (Truancy)**

The following outlines the policy for a student who is absent from school without permission:

- Student may be assigned to in school suspension (ISS) or assigned detention as determined by the administration.
  - Student will be required to make up two hours for every hour missed.
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**Vacations**

Vacations, which result in a student's absence from school, are strongly discouraged.

The school office provides a school calendar so that travel plans can be made when school is not in session.

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## Attendance Policies, Continued

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### **Tardiness**

Tardiness is defined as a student's initial appearance in an assigned area at any time after designated starting time.

Tardy students affect their own studies but also interfere with the progress of those students who are prompt. Students who are continually tardy to school will be subject to administrative review and action.

The teacher is responsible for the keeping records concerning tardies and to apply sanctions. These sanctions shall be consistently applied and shall be sequential.

- For the third tardy the student's parent will receive a written warning by the classroom teacher.
- For five or more tardies the student will be given an assigned detention for each tardy by the teacher and/or administrator and parent/guardian will be notified by the classroom teacher.
- More than five tardies in a trimester will result in contacting the parents and making a referral to the principal or designee. At this time, a conference may be held with the attendance review panel to make recommendations for corrective actions. These actions may include, but are not limited to:
  - assigned detention for each additional tardy
  - a parent conference
  - an attendance contract
  - the teacher may report an unexcused absence.

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### **Middle School Tardiness**

At the middle school level, it is appropriate for sixth, seventh, and eighth graders to take responsibility for arriving at individual classes in a prompt manner. Students are counted as tardy in Middle School classes if they are not in their seats when the bell rings. If they are tardy to class three times, the teacher will assign them to detention. In the event of a pattern or continued habit of tardiness, the teachers will refer the student to the Building Assistance Team for ideas to correct the situation.

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### **Mass**

Students attend weekly Mass on Fridays at 8:35. All students are required to attend Mass on Holy Days and on the occasions of special liturgies and activities. Adjustments in the requirement for attendance at Mass may be allowed on given days or special occasions for entire classes when requested by the teacher and approval is given by the principal. Parents are invited to attend weekly Mass whenever possible.

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**Recess**

All children are expected to participate in all recesses **unless excused by a note from a doctor**. Teachers will not take recess away from a student as a punishment or consequence.

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**School Events**

Attendance is mandatory at all special school and class activities for which advance notice is given and school time is used for practice and preparation. Such activities include:

- vocal/band concerts
- field trips
- Other such activities, whether held during the school day or in the evening.

Students may only be excused in the event of an emergency or a serious conflict where the presence of the student is not essential to the performance and the conflict is unavoidable. In such cases:

- A request to be excused must be made in writing (and in advance when possible)
- The request will be reviewed by the sponsor of the activity and the appropriate classroom teacher.
- The request will be presented to the principal.

**Note.** Athletic events, parties and similar events are not normally considered sufficient grounds for absence at special school events.

Students must attend at minimum half of the school day on the day an event or activity is held to participate in that event or activity.

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## Dress Code

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### Overview

The St. Theresa Dress Code is designed to provide an atmosphere that is conducive for learning. A neat, attractive appearance contributes to a positive environment in the school. A minimum standard of personal grooming and cleanliness insures that teachers and other students are not offended or distracted.

The St. Theresa Dress Code must be observed by all students. Students not in the approved dress code may be asked to call home for the appropriate clothing. Students may also be assigned a detention.

All clothing except regulation jumpers, regulation uniform skirts, regulation uniform skorts, green St. Theresa School shirts, sweatshirts and regulation P.E. clothing may be purchased at any store as long as it meets the requirements of the dress code.

Plaid uniform jumpers and skorts are available for purchase through Carpenter Uniform Company. Carpenter Uniform Company also carries uniform pants, short and shirts.

5801 Thornton Avenue  
Des Moines, IA 50321  
283-1985

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### PreK-5 Uniform

The following table outlines the uniform descriptions for PreK-5<sup>th</sup> Grade students:

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<b>Article of Clothing</b>	<b>Description</b>
Pants	<ul style="list-style-type: none"><li>• Plain navy (Dockert-type) or corduroy.</li><li>• Pants should fit nicely and be in good condition.</li><li>• No cargo pants, knit pants, jeans, hip hugger style pants, tight or revealing pants, or pants with designs on pockets</li></ul>
Shorts/Capris (August – October & April – June only)	<ul style="list-style-type: none"><li>• Plain navy walking shorts or capris</li><li>• Shorts should have at least a 5” inseam.</li><li>• Shorts may not extend below the knee.</li><li>• No shorts or capris with designs on pockets.</li></ul>

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*Continued on next page*

## Dress Code, Continued

### PreK-5 Uniform (continued)

Article of Clothing	Description
Jumpers, Skirts, Skorts (Culottes)	Regulation* plaid jumpers Regulation* plaid skorts.  *Girls' regulation jumpers and skirts must be purchased from Carpenter Uniform, 5801 Thornton Avenue, Des Moines, IA 50321 (283-1985).
Shirts, Blouses	<ul style="list-style-type: none"> <li>• Short or long-sleeved solid white or navy shirts or blouses with the same color collars.</li> <li>• Shirts with buttons, not snaps.</li> <li>• Shirts or blouses with no labels or emblems.</li> <li>• Green or white St. Theresa School shirts purchased from PTC</li> <li>• Only solid white undergarments or camisoles underneath shirts; undergarments should not be seen.</li> <li>• Shirts or blouses are to be <b>tucked in at all times</b>.</li> </ul>
Turtlenecks	<ul style="list-style-type: none"> <li>• Solid white turtlenecks and mock turtlenecks</li> <li>• Mock turtlenecks sold by PTC</li> </ul>
Sweaters	<ul style="list-style-type: none"> <li>• Solid white or navy sweaters may be worn over, but not in place of, uniform shirts or blouses.</li> <li>• Crew neck, v-neck, or cardigan styles.</li> <li>• Hooded sweaters are not allowed.</li> </ul>
Sweatshirts	<ul style="list-style-type: none"> <li>• <b>Only</b> St. Theresa sweatshirts sold by the PTC.</li> <li>• Sweatshirts are to be worn over, but not in place of, uniform shirts.</li> <li>• Hooded sweatshirts including hooded STS sweatshirts are not allowed other than at recess and on Spirit Days.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Solid navy or white without label or emblem.</li> <li>• White or navy tights for girls.</li> <li>• Must be visible above the shoe.</li> </ul>

*Continued on next page*

## Dress Code, Continued

### Middle School Uniform

The following table outlines the clothing descriptions for 6<sup>th</sup> through 8<sup>th</sup> Grade students:

Article	Description
Pants	<ul style="list-style-type: none"> <li>• Plain khaki or navy (Dockers-type)</li> <li>• No Cargo pants, knit pants, jeans, hip hugger style pants, tight or revealing pants, or pants with designs on pockets.</li> </ul>
Shorts or Capris (August – October & April – June only)	<ul style="list-style-type: none"> <li>• Plain khaki or navy walking shorts or capris</li> <li>• Shorts should have a minimum 5” inseam.</li> <li>• Shorts may not extend below the knee.</li> <li>• No shorts or capris with designs on pockets.</li> </ul>
Skirts	<p>Regulation* navy skirt.</p> <p>*Girls' regulation skirts must be purchased from Carpenter Uniform, 5801 Thornton Avenue, Des Moines, IA 50321 (283-1985).</p>
Shirts, Blouses	<ul style="list-style-type: none"> <li>• Short or long-sleeved solid white or navy shirts or blouses with same color collars.</li> <li>• Shirts with buttons, not snaps.</li> <li>• Shirts or blouses with no labels or emblems.</li> <li>• Green or white St. Theresa School shirts purchased from PTC</li> <li>• Only solid white undergarments or camisoles underneath shirts; undergarments should not be seen.</li> <li>• Shirts or blouses are to be <b>tucked in at all times</b>.</li> </ul>
Turtlenecks	<ul style="list-style-type: none"> <li>• Solid white turtlenecks and mock turtlenecks</li> <li>• Mock turtlenecks sold by PTC</li> </ul>
Sweaters	<ul style="list-style-type: none"> <li>• Solid white or navy sweaters may be worn over, but not in place of, uniform shirts or blouses.</li> <li>• Crew neck, v-neck, or cardigan styles.</li> <li>• Hooded sweaters are not allowed.</li> </ul>
Sweatshirts	<ul style="list-style-type: none"> <li>• <b>Only</b> St. Theresa sweatshirts sold by the PTC.</li> <li>• Sweatshirts are to be worn over, but not in place of, uniform shirts.</li> <li>• Hooded sweatshirts including hooded STS sweatshirts are not allowed other than at recess and on Spirit Days.</li> </ul>

Socks	<ul style="list-style-type: none"> <li>• Solid navy or white without emblem or label.</li> <li>• White or navy tights for girls.</li> <li>• Must be visible above the shoe.</li> </ul>
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- Shoes**
- All students should wear shoes which are clean and in good condition.
  - Shoes, which are designed for tying, must have good shoestrings and be kept tied.
  - All shoes must have a closed back (no strap) on them and no open toes.
  - Heelies with or without wheels, crocs and Uggs may not be worn.
- 

**Hair** All students' hair must be clean, well groomed, and neatly trimmed at all times. Hair should be kept out of a student's eyes at all times.

Boys' hair must not touch the collar and must not extend below the ear lobe. Extremely distracting or bizarre haircuts or hair styles may be reason for detention, suspension or expulsion from St. Theresa School - or for other such action as may be deemed appropriate by the principal. In all cases of dispute, the decision of the principal shall govern.

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- Jewelry**
- Although the wearing of jewelry is not recommended for elementary school students, limited jewelry that is attractive and inconspicuous is permitted. If jewelry becomes distracting to the student or others, the child must remove the jewelry and give the jewelry to the teacher. The jewelry will be returned to the student at the end of the day.
  - Girls are allowed no more than two small earrings per ear as deemed appropriate by school administration.
  - Boys may not wear earrings during school or at any school sponsored function.
  - Body piercings other than earrings for girls are not acceptable.
  - Bizarre, gaudy, and distracting jewelry (such as long necklaces, earrings, beads, sunglasses, and similar items) are not acceptable for school wear.
  - Wallet chains may not be worn.
- 

- Hats, Belts**
- Hats may be worn to school, but may not be worn in the building.
  - Solid brown, navy, black or tan belts are allowed.
- 

**Inappropriate Attire** Clothing of any kind, which may be considered bizarre, suggestive, disruptive, sloppy or inappropriate, will not be allowed as determined by the administration.

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**Physical  
Education**

- K-5th students should wear regular school uniforms with tennis shoes.
  - 6th – 8th students are to wear tennis shoes and the regulation gym uniform, consisting of regulation top, shorts, and socks. Gym uniforms are purchased directly through the school.
- 

**Acceptable  
Uniform  
Variations**

Dress-up day is to be observed on days designated by the administration. On dress-up days students are to wear clothing appropriate for the occasion, which includes:

- Girls: dresses, attractive skirts, nice slacks, blouses, turtlenecks or sweaters.
- Boys: dress pants, shirt, sweater and tie if possible.
- Cargo pants are not allowed.

Jean Days are days when students may wear clean, well-kept jeans to school. No cargo jeans are allowed. Regulation uniform tops are to be worn on these days. On appropriate occasions, the administrator may allow variations in the uniform.

Spirit Days are held the last Thursday of each month. Students may wear clean, well-kept school appropriate green and/or white clothing, St. Theresa clothing or Dowling Catholic clothing. No cargo pants are permitted.

Items of clothing or jewelry not permitted on regular school days are not permitted on dress-up days, jeans' days or Spirit Days unless specifically approved in advance by the administration.

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# Discipline Policy

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## Overview Positive Behavior Supports (PBS)

The moral obligation of teaching discipline to children rests first with the parents. The responsibility of the school is to give extension and broadening to that parental discipline. The teachers at St. Theresa School are dedicated to finding the best means of guiding and teaching the students, and in this way helping the parents.

It is extremely important that a child understand that their parents stand behind the school and that they will demand an accounting of what the child does in school. Without such an understanding, a child can come to think that home and school are unrelated areas of authority and soon learn to play one against the other. We can best serve the children by working together, by checking out whatever misunderstandings might arise, and by supporting one another. If there is a difference of opinion, that is okay. This is a sign of healthy life. Call for an appointment to discuss the situation. We can surely come to some understanding which will safeguard the child's respect for all.

### **St Vision Statement. Theresa School Positive Behavior Supports (PBS)**

St. Theresa Catholic School holds students at the center of all that we do. We are committed to creating a safe, responsible, respectful and faith-filled learning environment. All we do supports faith formation, academic achievement, social competence, 21<sup>st</sup> Century skills, and a collaborative environment for all students, staff and community members.

St. Theresa School implemented Positive Behavior Supports (PBS) during the 2009-10 school year after a year of training for a team of staff members. PBS is a school wide initiative with a consistent set of expectations, including positive reinforcements and consequences for all students PreKindergarten through 8<sup>th</sup> grade. We implemented PBS to create a learning environment that encourages positive social interactions, active engagement and self regulation for every student.

The school wide PBS program in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBS emphasizes prevention, active instruction and research validated practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping staff, families and community members understand and support the diversity of students
- Understanding the physical and social contexts of behavior; using data to guide decisions regarding change

The St. Theresa School Traits (behavioral expectations) are:

- Be respectful
- Be responsible
- Be safe
- Be faithful

<b>St. Theresa PBS Behavior and Consequence Matrix</b>	
<p><b>Level 1 Behavior</b></p> <ul style="list-style-type: none"> <li>▪ Not prepared</li> <li>▪ Out of seat</li> <li>▪ Not following directions</li> <li>▪ Sleeping</li> <li>▪ Mimicking</li> <li>▪ Not listening</li> <li>▪ Leaning/tipping in chair</li> <li>▪ Off task</li> <li>▪ Not taking responsibility for actions</li> <li>▪ Negative attitude</li> <li>▪ Not returning homework or signed behavior note</li> <li>▪ Tardy to class</li> <li>▪ Late coming in from playground</li> <li>▪ Littering</li> <li>▪ Not observing red star zones</li> </ul>	<p><b>Level 1 Consequence</b></p> <ul style="list-style-type: none"> <li>▪ Non-verbal cue</li> <li>▪ Proximity</li> <li>▪ Student conference</li> <li>▪ Verbal warning</li> <li>▪ Timeout</li> <li>▪ Parent contact</li> <li>▪ Teach appropriate behavior</li> <li>▪ Before/after school to complete missed work</li> <li>▪ Apology/restitution</li> <li>▪ Student writes behavior note to send home</li> </ul>
<p><b>Level 2 Behavior</b></p> <ul style="list-style-type: none"> <li>▪ Inappropriate talking/consequences</li> <li>▪ Constant talking</li> <li>▪ Inappropriate noises</li> <li>▪ Touching others – not keeping hands/feet/objects to self</li> <li>▪ Misuse of furniture/supplies</li> <li>▪ Interfering with learning of others</li> <li>▪ Consistently not following directions</li> <li>▪ Dress code violation</li> <li>▪ Disrespectful body language (i.e. sighing, rolling of eyes, etc.)</li> <li>▪ Tattling</li> <li>▪ Refusing to work</li> <li>▪ Roughhousing</li> <li>▪ Vehicle/parking violations</li> <li>▪ Unsafe use of playground equipment</li> </ul>	<p><b>Level 2 Consequence</b></p> <ul style="list-style-type: none"> <li>▪ Non-verbal cue</li> <li>▪ Proximity</li> <li>▪ Student conference</li> <li>▪ Verbal warning</li> <li>▪ Timeout</li> <li>▪ Parent contact</li> <li>▪ Behavior contract</li> <li>▪ Administrator/parent/student/teacher conference</li> <li>▪ Restitution/apology</li> <li>▪ Reteach appropriate behavior</li> <li>▪ Loss of privilege</li> <li>▪ Student writes behavior note to send home</li> </ul>

<p><b>Level 3 Behavior</b></p> <ul style="list-style-type: none"> <li>▪ Arguing/talking back to adults</li> <li>▪ Throwing things</li> <li>▪ Teasing/put downs</li> <li>▪ Lying</li> <li>▪ Forgery</li> <li>▪ Inappropriate language</li> <li>▪ Inappropriate bathroom use</li> <li>▪ Pushing</li> <li>▪ Disrespectful to adults</li> <li>▪ Disrespectful to peers</li> <li>▪ Leaving room without permission</li> <li>▪ Name calling</li> <li>▪ Banging on window/desk</li> <li>▪ Yelling at teacher</li> <li>▪ Vandalizing</li> <li>▪ Spitting</li> <li>▪ Public displays of affection</li> <li>▪ Climbing/jumping off furniture</li> <li>▪ Roughhousing resulting in harm</li> <li>▪ Inappropriate use of technology (phone/internet/palm pilot, etc.)</li> <li>▪ Habitual Level 1 and Level 2 behavior</li> <li>▪ Gum chewing</li> <li>▪ Food/drink</li> <li>▪ Electronic equipment at school</li> <li>▪ Passing notes/electronic messaging</li> </ul>	<p><b>Level 3 Consequences</b></p> <ul style="list-style-type: none"> <li>▪ Student conferences</li> <li>▪ Verbal warning</li> <li>▪ Parent contact</li> <li>▪ Behavior contract</li> <li>▪ Administrator/parent/student/teacher conference</li> <li>▪ Office referral</li> <li>▪ Detention</li> <li>▪ Restitution/apology</li> </ul>
<p><b>Level 4 Behavior</b></p> <ul style="list-style-type: none"> <li>▪ Actions that caused or are likely to cause harm (i.e. pulling chairs out from peers)</li> <li>▪ Stealing</li> <li>▪ Fighting (punching, biting, hitting, choking)</li> <li>▪ Drugs/drug paraphernalia</li> <li>▪ Weapons</li> <li>▪ Throwing furniture</li> <li>▪ Verbally or physically threatening to cause injury to person or property (i.e. drawing pictures, intimidation, etc.)</li> <li>▪ Bomb threats</li> <li>▪ Pulling fire alarm</li> <li>▪ Harassment (sexual/verbal/physical)</li> <li>▪ Leaving building/school property without permission</li> <li>▪ Vulgar language/gestures/swearing</li> <li>▪ Exposing oneself</li> <li>▪ Sexually inappropriate touching</li> <li>▪ Bullying</li> <li>▪ Threatening injury to self</li> <li>▪ Habitual Level 3 behavior</li> <li>▪ Cheating</li> <li>▪ Plagiarism</li> </ul>	<p><b>Level 4 Consequence</b></p> <ul style="list-style-type: none"> <li>▪ Multiple detentions</li> <li>▪ Saturday school</li> <li>▪ In/out of school suspension</li> <li>▪ Bus suspension</li> <li>▪ Contact law enforcement</li> <li>▪ Expulsion</li> <li>▪ Refer to Discipline Board</li> <li>▪ Consequences may include lower level consequences</li> </ul>

**Bullying  
Harassment**

Harassment and bullying in schools, on school property, at any school function or school sponsored activity by conduct, including all forms of cyber bullying and harassment is strictly prohibited. For the purposes of Diocesan Policy 579 (revised November, 2008) harassment and bullying mean any conduct towards a student that is based on any actual or perceived trait or characteristic of the student, which creates an objectively hostile school environment by placing the student in reasonable fear of harm, by substantially negatively affecting the student's physical or mental health, by interfering with the student's academic performance or by substantially interfering with the student's ability to participate in or benefit from school services, activities or privileges.

It is important for students to understand that they are in control of their own behavior and also choose the consequences that go with it. Parents are to discuss support for the St. Theresa code of conduct with their children.

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**Disciplinary  
Sanctions**

Students who violate the policies, rules or directives of St. Theresa School may have disciplinary sanctions applied. The sanctions include:

- denial of extra-curricular activities or privileges,
- detentions
- Saturday school
- placement on probation
- in-school suspension
- out-of-school suspension
- expulsion from school
- referral to other agencies

**Note.** Certain types of behavior are more serious than others requiring different approaches and clearly defined actions.

Serious and/or habitual behavior situations will be presented to the Discipline Board. The Discipline Board consists of a teacher from each grade team as well as the Guidance Counselor and the Assistant Principal. The Discipline Board meets with the student and parents to discuss the behaviors and/or incidents and makes a recommendation to the Principal for consequences up to and including expulsion or a behavior contract in the four following areas:

- Spiritual
  - Social/Emotional
  - Behavioral
  - Intellectual
-

<p><b>Detention</b></p>	<p>Teachers will use a variety of means available to them to deal with distractions in the classroom, including:</p> <ul style="list-style-type: none"> <li>• conferencing privately with the misbehaving student</li> <li>• seeking assistance of the parents</li> <li>• changing the seating in the room</li> <li>• adjusting school assignments</li> </ul> <p>If the teacher's efforts are not successful in reducing the misbehavior, the student will be sent to the office or assigned detention. The establishment of detention is a means of addressing and altering those student/classroom "minor habitual problems" in an effective manner. The staff will utilize this detention as a tool to foster more self-discipline among students.</p>
<p><b>Detention Policy for Grades K-2</b></p>	<p>Before or after school behavior modification may be given upon teacher request. In some cases, after school detention, in-school suspension, or Saturday detention may be assigned by the principal.</p>
<p><b>Detention Policy for Grades 3-8</b></p>	<p>Before or after school behavior modification may be given upon teacher request. This may also include in-school suspension, Saturday school, out of school suspension or expulsion for severe instances.</p>
<p><b>Consequences for Not Attending Detention</b></p>	<p>Students who are late or fail to attend detention must report to the principal's office before they will be allowed to return to the classroom. This behavior will be treated as a "defiance of faculty authority" and may result in suspension.</p> <p><b>Note:</b> An excessive number of inappropriate behaviors will result in more serious disciplinary actions including Saturday detention, suspension from extra curricular activities, meeting with the Discipline Board, in-school suspension, out of suspension or possible expulsion from school.</p>
<p><b>In School Suspension</b></p>	<p>Suspension is defined as that period of time a student will be taken out of the regular classroom and sent to a suspension room or another classroom. Students will be assigned work from their teacher and will be under strict supervision of a teacher and/or the principal. Suspension will be issued by the principal or assistant principal.</p> <p><b>Note.</b> Students may be subject to immediate suspension for a serious infraction of any kind. The principal will use her own discretion in determining if the infraction is serious enough to warrant immediate suspension.</p>

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**Saturday  
School  
Detention**

Saturday School detention is held on Saturday mornings from 8:30 a.m. until 11:30 a.m. throughout the school year. Students may be assigned to Saturday School detention by the principal as a consequence of their inappropriate behavior and it is often used as an alternative to suspension from school.

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**Board of  
Education  
Support**

The St. Theresa Parish Board of Education has approved the discipline policy and practices developed by the administration and faculty. The Board supports this policy as it reflects a thoughtful and Christian approach to maintaining order and helping students develop into responsible citizens.

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## Programs and Costs for 2010-2011

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### **TUITION FOR KINDERGARTEN THROUGH GRADE 8:**

Tuition for active parishioners.....One child.....	\$2200
Tuition for active parishioners.....Two children.....	\$4400
Tuition for active parishioners.....Three or more children.....	\$6100

PreK tuition for active parishioners.....Per child.....	State Grant
PreK tuition for children who do not meet the age requirements of the State Grant	.....\$1600

Tuition for families who are not members of St. Theresa Parish	
One child.....	\$3400
Two children.....	\$6800

Non-refundable Registration Fee per Student .....	\$125
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### **BUS FEES\***

One child full time rider.....	\$429 per year
Two children full time riders.....	\$770 per year
Three or more children full time riders.....	\$1100 per year

One child one way.....	\$253 per year
Two children one way.....	\$451 per year
Three or more children one way.....	\$660 per year
Occasional .....	\$3.00 per trip

**\* Minimum bus ridership is one trimester**

### **NUTRITION DEPARTMENT:**

Daily lunch including milk.....	\$2.25
Individual milk .....	\$.30
Small water.....	\$.50
Adult lunch.....	\$2.50
Breakfast.....	\$1.50
Adult breakfast.....	\$2.00

Money can be added in any amount to a child's meal account

**\*\*free or reduced price meals are available for those who qualify\*\***

<b>Band Program*</b> .....	\$40 per month
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**\*Minimum participation is one trimester**

**Athletic Fees** – apply per child per sport for students in grades 5 – 8

**BEFORE & AFTER SCHOOL CARE**.....Fees available in office

\*St. Theresa School contracts with several public school districts to provide transportation for our students. Because of this, St. Theresa School retains the money provided by the state for that transportation. This affects families who live more than two miles from St. Theresa School and who reside within our bus routes.

**All families must be registered through Smart Tuition.** Smart Tuition is the company we have chosen to outsource tuition billing. Through this program families have many payment options so the payment plan will work for each family.

## General Rules

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**Respect** Respect for all persons (teachers, students, aides and guests) must be shown at all times. Physical attack or intimidation of another by any means will not be tolerated. This includes the forming of cliques, making fun of others, bullying, and other behaviors that are not in accord with positive Christian attitudes and Catholic values.

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**Disruptive Behavior** Behavior which causes disruption in classes or halls is forbidden. Such behavior includes:

- Excessive talking.
- Loud and unnecessary noises.
- Indiscriminate arguing or insubordination, including refusal to follow lawful instructions and regulations of staff members.
- All attempts by a student to excuse or justify inappropriate behavior.
- Students who exhibit disruptive behavior will be removed from the classroom and may be sent home.

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**Gestures** Obscene gestures or language or inappropriate use of the name of God (spoken or written) are unacceptable and students who do such will receive a fine as well as disciplinary action.

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**Property Damage** Deliberate disrespect for property through damage or theft will not be tolerated. This includes careless use and misuse of school property and any unauthorized use of the property of other persons. In addition to other sanctions and penalties that may be imposed for such offenses, restitution must be made by the student and/or parent.

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**Graffiti** Graffiti and/or the use of stickers and other indiscriminate writing on any school property including books and desks are expressly forbidden. Graffiti or defacement of such items will require immediate replacement at parental expense.

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**Inappropriate Writing** At no time are students permitted to write on shoes, clothing, or parts of the body. Purely personal notes are not to be written or passed by students in classes or between classes. This also includes text messaging and other forms of writing.

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**Truancy** Truancy or consistent tardiness will not be tolerated.

## General Rules, Continued

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### **Birthdays Treats**

Birthday/private party invitations are **NEVER** to be passed out at school unless all classmates are invited or all of one gender in the class is invited.

Non-food items are encouraged for birthdays or other activities. A family may donate to the Media Center Birthday Book Club.

Prior arrangements with the classroom teacher should be made before bringing treats to school. All treats must be store purchased and prepackaged. Pop is not allowed.

Suggestions for birthday treats include:

- 100% juice
- Fresh fruit
- Popcorn
- Fruit snacks
- Granola bars
- Pretzels
- Crackers
- String cheese

### **Possessions**

Students may not possess matches, cigarettes, lighters, knives, guns, heelies, skateboards, roller blades, or similar items during school hours or at any school related function.

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### **Electronics**

St. Theresa School is not responsible for any lost, stolen, or damaged electronics. Personal iPods, cell phones, beepers, MP3 players, any recording device, electronic games will not be allowed during school hours. Students are not allowed to text, film, record or use any of the above mentioned items without specific permission from a teacher.

St. Theresa School acknowledges that some families may have valid reasons for a student to have a cell phone for use after school. If a cell phone is brought to school it must remain off or it will be confiscated. The cell phone should not be carried by the student during the school day. Student use of cell phones during school is prohibited. Teachers will confiscate any phones that they see during the school day. Confiscated cell phones must be picked up by parents. If a phone is confiscated more than once there will be a fine of \$25 for each infraction which must be paid before the phone is returned to the student.

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<b>Substances</b>	Students may not use or possess controlled or prescription substances, tobacco, beer, or alcoholic beverages.
<b>Thrown Material</b>	Students may not throw, pick up or toss rocks, sticks, snowballs, or other missiles. Students may not throw or toss any article (other than when instructed by a teacher).
<b>Gum and Candy</b>	<ul style="list-style-type: none"> <li>• Students may not chew gum and/or eat candy on school premises (including the playground, bus, gymnasium, all areas of the church) or on field trips.</li> <li>• The exception to this is a classroom party.</li> <li>• A \$5.00 fine will be assessed for each violation of this rule and will be given to the St. Theresa Parish Social Concerns' Committee.</li> </ul>
<b>Student Transportation</b>	Bicycles may be ridden to and from school by students at their own risk in grades four through eight. Helmets are required. Students are responsible for providing their own locks and locking their bikes. A bike rack is located outside the lower level west door of the school. Mopeds and similar bikes are not allowed.
<b>Inappropriate Behavior</b>	Conduct or actions of any student or group of students from St. Theresa School, whether at school or outside of school, which cause embarrassment or brings discredit to St. Theresa School, or which otherwise damages the reputation of St. Theresa School, will be handled by the principal or assistant principal. When practical and possible, the situation will be dealt with before students are permitted to return to regular classes or participate in any extra-curricular activities or performances.
<b>Bus Behavior</b>	Improper behavior on buses will be dealt with severely and may result in suspension of transportation for a period of time determined by the driver and the principal or assistant principal. Improper behavior may also result in permanent removal from the bus.
<b>Dress Code</b>	The dress code must be observed by all students. Temporary and permanent tattoos are not allowed. If students come to school with temporary tattoos the student will be sent to the school office. Parents will be contacted and must come to school to remove said tattoo.
<b>Deliveries</b>	If parents bring items to school for their children the items will be left in the school office for delivery at a time that does not cause disruption of learning.

## Health Information

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- Health Services**
- School is visited one-half day weekly by a school nurse (R.N.), who monitors illness, student health records, and maintains a health file on each student to meet health requirements for the State of Iowa.
  - Vision screening is conducted on students in grades 1, 4, and 7 each year and on students where a concern is identified.
  - Heartland AEA conducts hearing screening on student in grades 1-5 annually.
  - Health Care Plans are required by the State of Iowa for students who have health issues that do or may affect their educational process. The visiting school nurse develops that care plan in coordination with the parent/guardian (usually through written interview), the educational staff, and the physician as necessary.
  - Up to date immunization records are **required** by the State of Iowa.
  - Physical examinations are **required** for students entering or in grades K, 4, and 7. A copy of the examination will be requested for the students school health file. In addition, students entering kindergarten are required to submit dental records and proof of lead screening.
  - Athletic physical examinations are required annually for all middle school students participating in school athletics.
  - Parents are asked to complete a health update form on their student annually.
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**Guidelines for Keeping an Ill Student at Home**

The following chart provides the public health recommendations when deciding whether or not to send a child to school who is not feeling well. These are general guidelines for common mild illnesses.

<b>If...</b>	<b>Then</b>
Diarrhea or vomiting	Keep student home for 24 hours after symptoms subside.
Fever of 100 degrees or higher	Keep student home until fever free for at least 24 hours.
Runny nose due to allergies or mild irritation	Student may attend school.
Runny nose due to cold virus (with other symptoms such as cough, sore throat, headaches, yellow/green nasal drainage)	Keep student at home.

*Continued on next page*

## Heath Information, Continued

**Communicable Diseases** The following chart lists communicable diseases which require a student to remain home.

<b>Disease</b>	<b>Symptoms</b>	<b>Remain Home Until...</b>
Chicken Pox	<ul style="list-style-type: none"> <li>• low-grade fever</li> <li>• distinctive red vesicle rash</li> </ul>	A minimum of 5 days after the eruption first appears and/or until vesicles are dry or crusted over.
Conjunctivitis (Pink Eye)	red, itchy eyes with yellow drainage	The acute stage and/or started on an antibiotic by a physician and released to return to school with physician note.
Impetigo:	Red spots that fill with fluid usually on hands and face, especially around the nose and mouth.	<ul style="list-style-type: none"> <li>• Started on an antibiotic by physician.</li> <li>• Any draining lesions need to be covered when in school.</li> </ul>
Strep Throat:	Sore throat, fever, and aches, sometimes associated with stomachaches.	24 hours after antibiotic therapy has started.
Lice/Scabies	Lice/nits in the scalp hair and microscopic mites under the skin causing an area of irritation and itching for scabies.	<ul style="list-style-type: none"> <li>• The first treatment with a lice shampoo for lice, and treatment prescribed by physician for scabies.</li> <li>• The most effective treatment for the elimination of lice, currently recommended, is to shampoo and condition hair every night for two weeks using the medicated shampoo the 1st and 7th day, with wet fine tooth combing.</li> <li>• Without this vigorous combing reinfestation is likely to occur.</li> </ul>

*Continued on next page*

## Health Information, Continued

### Communicable Diseases (continued)

<b>Disease</b>	<b>Symptoms</b>	<b>Remain Home Until...</b>
Rashes	Some rashes are contagious; frequently this is hard to identify.	You may be asked to have your student seen by a physician and a release signed to return to school stating the rash is not communicable.
Ringworm:	Areas of pink, white or red and slightly raised patches in a circular fashion.	<ul style="list-style-type: none"> <li>• You may be asked to keep your child home until started on treatment or until a doctor's note is received at school.</li> <li>• Areas must be covered at school.</li> <li>• Student will be excluded from participating in PE.</li> </ul>

### Illnesses Requiring Physician's Note

Your student will need a note from a physician if the student:

- Is home ill for more than 3 consecutive days.
- Needs to stay in from recess more than one school day after an illness (recess is an important part of the school day and we hope your child is well enough to participate when they return to school).
- Requires exclusion from PE or recess for more than one day.
- If returning to PE after having been excused by a physician and a return date was not listed on the original physician note.

## Health Information, Continued

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### Medication

All prescription medication to be taken during the school day must be turned into the office. The following outlines the regulation for administration of medications:

- A licensed physician or dentist must prescribe all medications.
- Prescription medications must be in the original pharmacy-labeled container. If the medication is given at home and school, request a "school container" from your pharmacy so you can also have a pharmacy-labeled container at home.
- Over-the-counter medications (pain reliever, cough drops, etc.) must be in the original container and must be labeled with the student's name. All over-the-counter medications with the exception of lip balms must be accompanied by a physician's instructions.
- Parents must complete the Parent Request for Giving Medication forms for all medication to be administered at school. A separate form is to be used for each medication or when dosage changes.
- Parents may administer medication at school to their own children.
- A student may be considered for co-administration or self-administration of medication with demonstrated competency and instructions from the physician and parental permission.
- Antibiotics that are prescribed for three times per day should be given completely at home.

**Note.** Medication administration at school by clerical staff or the principal is very time consuming. Administration at school should be completely necessary.

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### Hearing Vision Screenings

- Heartland AEA 11 sends an audiologist to test the hearing of students in PreK – 5<sup>th</sup> grade annually.
- Our school nurse checks vision for students in grades 1, 4 and 7 each year.

### Required Health Data

- Immunization cards for PreK/Kindergarten
- Physicals for students in Kindergarten, 4<sup>th</sup> and 7<sup>th</sup>
- Annual physicals for student athletes in grades 5-8
- Lead screening for PreK/Kindergarten
- Dental screening for Kindergarten

## Miscellaneous Information

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### Money

All money and communications sent to school must be placed in an envelope and labeled with the child's name, grade, homeroom teacher and the purpose for the money.

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### Breakfast Hot Lunch

- Breakfast and hot lunch are available for students.
  - Students who bring a cold lunch to school may purchase milk or water.
  - Students who wish to add money to their lunch accounts are to bring the money in a sealed envelope.
  - Pop is not allowed.
  - Lunches from outside restaurants are not allowed.
- 

### Personal Possessions

Please label your child's clothing including sweatshirts, PE uniforms, jackets, boots, etc. Lost articles can be returned if we know to whom they belong. Articles of clothing (coats, caps, and boots) and other personal possessions that are brought to lost and found will be given to the St. Vincent De Paul Society if not claimed within a reasonable time.

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### Bus Service

The school makes bus transportation available as a service only to those students whose complete cooperation makes it possible to assure the safety and well-being of all riders. The bus driver will be in complete charge of students riding the bus. Improper behavior of students will result in suspension of transportation for a period of time determined by the driver and school administration. Students and parents/guardians have the responsibility for understanding and complying with the bus rules. This is part of the bus transportation agreement.

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**Media Center  
Service**

- All students will check out books for a two-week period.
- Books may be renewed once for another two weeks if requested.
- Fines are assessed on books that have been checked out more than two weeks at (\$.20) per day per book.
- Fines do not accrue on weekends, school holidays, or if the student is ill on the due date.
- Fine notices will be sent home or e-mailed home regularly.
- Send fine money to school in an envelope marked with the student's name.
- Lost/damaged book notices will be sent home with your child for any books that they have lost/damaged.
- The student must pay the replacement cost of the damaged materials before another book may be checked out.

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## Miscellaneous Information, Continued

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**Field Trips** Field trips are an outgrowth of the regular classroom curriculum and are learning activities; therefore, all students are to go on the field trips. Permission slips will be sent home prior to each field trip. If payments are needed for specific field trips parents will pay that fee through Smart Tuition.

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**Classroom Visitation** Parents are welcome to visit their child's classroom at any time, but teachers are not free to visit with parents during class time. Appointments for after-school conferences with teachers need to be made in advance.

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**Conferences** Reporting to parents will be done as diocesan regulations specify on a regular basis.

A child's progress in school should be of great concern to parents. Parents need to do all in their power to help their child develop effective study habits. Habitually spot-checking written assignments is highly recommended. Parents will be contacted if their child is deficient in areas affecting scholastic progress. However, it is also critical that parents take the initiative in contacting teachers to discuss a student's progress.

Teachers have been instructed not to conduct conferences except by appointment in order to avoid interruptions and to provide sufficient privacy and time.

Parent/Teacher Conferences are scheduled twice a year. Students in grades three through eight are expected to attend conferences with their parents. Second grade students attend the February conferences.

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**Building Assistance Team (B.A.T.)** The St. Theresa School Building Assistance Team (B.A.T.) is a building level system established to provide assistance and support to teachers in meeting the needs of students in their classrooms. The purpose of a B.A.T. is to give teachers ideas in dealing with students and situations, to support teachers with the mainstreaming of students with disabilities, and to help general education teachers meet the needs of all students.

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## Miscellaneous Information, Continued

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### **Inclement Weather**

The decision to dismiss classes because of inclement weather rests with the principal. **Such a decision will be announced over KRNT, WHO, and KIOA as well as the school website [www.sainttheresaiowa.org](http://www.sainttheresaiowa.org).** This information will also be available on [www.kcci.com](http://www.kcci.com) or [www.whotv.com](http://www.whotv.com). Families will also receive automated calls through OmniNotifier.

If St. Theresa School closes due to inclement weather St. Theresa Childcare will also close.

It is absolutely imperative that all students wear appropriate headwear, boots or have a change of shoes during bad weather. Parental cooperation is a necessity to maintain the cleanliness of the building, which will contribute to the health of all students and a pleasant atmosphere for learning.

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### **Extra Curricular Athletics**

The athletic programs at St. Theresa's School include

- Girls Softball (fall)
- Girls Volleyball (fall)
- Boys and Girls Basketball (winter)
- Boys and Girls Track (spring)

The extracurricular activities include but are not limited to:

- Mock Trial
  - Middle School Play
  - Speech & Debate
  - Choir
  - Band
  - Boy Scouts and Girl Scouts
- 

### **Information on Extra Curricular Athletics**

- All athletics begin in 5th or 6th grade depending on number of students. Students will be charged an activity fee for each sport.
  - Parochial school policy dictates that practices be limited to the equivalent of three two-hour sessions per week. This does not include league games.
  - Students are to conduct themselves in a Christian manner at all times and to exhibit sportsmanship.
-

<b>Extra Curricular Participation Criteria</b>	Students may participate in extracurricular activities only when they maintain minimum academic levels. If a student is not working to his/her ability, or has an incomplete or late assignment, they may be suspended from the activity until progress is shown or all assignments are completed. Students must attend at least one half of the school day to participate in extracurricular activities on that day.
<b>Child Abuse and Neglect</b>	Iowa law requires all teachers and certified staff to report all cases where there is reasonable suspicion of neglect, emotional abuse, or sexual abuse to the Department of Human Services. Such reports are mandatory and will be handled in a confidential manner and in accordance with Diocesan Policies and state laws.
<b>Asbestos Management Plan</b>	<p>St. Theresa School has an asbestos management plan and is compliance with the rules and regulations of AHERA.</p> <p>The asbestos management plan for St. Theresa School is available for review in the school office. This management plan is required under the federal “Asbestos Hazard Emergency Response Act” (AHERA) codified in 40CFR Part 763. If you have any questions please contact the school office at 277-0178.</p>
<b>Restraint and Physical Force</b>	<ul style="list-style-type: none"> <li>• Restraint is the act of physically controlling or directing the actions of a student.</li> <li>• Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, in compliance with the discipline policy.</li> <li>• Restraint shall not cause serious or permanent harm.</li> <li>• Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense or defense of another.</li> <li>• Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the building principal or designee.</li> </ul>
<b>Abuse of Student by School Employees</b>	<p>Diocesan Policies and state laws specify procedures for investigating and dealing with allegations of abuse of students by school employees.</p> <p>St. Theresa School follows these procedures.</p> <p>The designated Level I investigator shall be the principal.</p> <p>Alternate investigators shall be those designated by the Diocesan Schools Office. Dr. Nancy Dowdle, principal at St. Augustin School is the Level II investigator for St. Theresa School. Dr. Dowdle may be reached at <a href="mailto:ndowdle@dowling.pvt.k12.ia.us">ndowdle@dowling.pvt.k12.ia.us</a> or 515-279-8049.</p>

## Annual Notices

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School districts are required to give all patrons several annual notices. The following is a list (which may not be exhaustive, but represents the DE's best efforts) of state and federal notices that all districts are required to give to the public every year.

There are some model notices required by federal law available electronically. They are as follows:

Notification of Rights under FERPA:

[www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf)

Model Notice for FERPA Directory Information:

[www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html)

Model Notice of Rights under PPRA (Protection of Pupil Rights Amendment): [www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf)

PPRA Model Notice and Consent/Opt-Out:

[www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf](http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf)

Notice of Parents of Parental Involvement Rights under Title I, Part A:

[www.ed.gov/programs/titleiparta/parentinvguid.doc](http://www.ed.gov/programs/titleiparta/parentinvguid.doc)

Child Nutrition Programs:

[www.fns.usda.gov/cnd/Guidance/eligibility\\_guidance.pdf](http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf)

Posters with Education Rights of Homeless Children:

[www.serve.org/nche/products\\_list.php#youth\\_poster](http://www.serve.org/nche/products_list.php#youth_poster)

## **St. Theresa's Athletic Department**

### **Our Mission**

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Our mission as an athletic department based in Catholic education is to provide each member of St. Theresa's Parish an opportunity to participate in recreational and competitive athletics through leagues, open gyms, and educational programs within a safe, family-oriented environment. Our goal is to improve the health and wellness of the school and parish community, promote a healthy lifestyle among its members, and provide those members with the best possible facilities to use while participating in parish activities.

### **St. Theresa's Policies Related to Athletics**

#### **Pre-season requirements:**

1. Current athletic physical must be on file with the athletic director. This must be done before the 1st day of practice.
2. Fees specific to sport need to be turned in by the first day of competition. Turn fees into the school office noting which sport they are for and child's name.

#### **Attendance Policy:**

1. Students must attend at minimum half of the school day on the day an event or activity is held to participate in the event or activity.

#### **Academic Policy:**

1. Student athlete must be in good academic standing\* to participate in any extra-curricular activity.

\*Good academic standing- 70% or higher for class score and 2 or less missing assignments in all classes combined.

## **ATHLETIC CODE OF CONDUCT**

1. Students of St. Theresa school will be responsible Christians by:
  - Demonstrating compassion and respect towards fellow students, teammates, coaches, parents, opponents, players, opponent's coaches, parents and/or student section and the officials.
  - Demonstrating respectful behaviors towards the church/school environment and the environment of our opponents.
  - Assuming accountability for their own behavior and accepting consequences.

**Failure to follow the above policies and code of conduct will result in dismissal from the sport involved in.**

### **Parent Code of Conduct**

Understanding that parents are the singular most important role model for their children, I agree to:

1. Be supportive of coaches in discussions with players
2. Encourage student-athletes to be on time and do their best
3. When contacting a coach do so at a reasonable time & situation
4. Be willing to support the team with time and talent
5. Maintain and display self-control while attending practices, games, or tournaments in which my child is participating
6. Give positive encouragement from the sidelines, because it is the best way to support the team and my child's athletic endeavors
7. Teach my child to play by the rules, respect game officials and respect others, because that is as important as learning the skills necessary to successfully play a sport
8. Recognize that the coach or manager can best represent the team when dealing with the referee or umpire
9. Support the athletic department in its mission
10. Help your child learn that there are many roles on a team and that success means improvement with a positive attitude

## Board of Education

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### Overview

- The Board of Education meets on the second Tuesday of each month except December and July.
- Observers are welcome at Board meetings although they are not allowed to be present for Executive Sessions\* unless directly involved and with explicit permission of the Board President.
- Persons wishing to informally address the Board during the time marked “Open Forum” may do so after receiving permission from the Board president before the meeting begins. The time limit is two minutes per person and no more than five minutes per group. Note that no discussion or action may be taken on the matter at this meeting.
- Persons wishing to address the Board on any major or complicated matter must inform the Board President at least one week in advance, explain the general subject matter to be addressed, and the amount of time desired. The Board President may then have the matter placed on the next or a future agenda for consideration.
- The Board President will reserve the right to limit the number of persons speaking, the amount of time allowed for any matter, and shall allow only such discussion and questioning as is necessary for clarification of the matters presented. No other matter is to be discussed at that time.
- Any person may submit a formal grievance to the Board of Education after appropriate administrative remedies have been exhausted. Such a grievance may be presented in person or in writing.
- Any matter presented to the Board will be considered at an appropriate time.

\*Executive Sessions occur as needed prior to the actual beginning of the school board meeting. The discussions are confidential and only those directly involved are present with the board.

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### Correspondence to the Board

- Correspondence to the Board will be presented at the next meeting (where there is time on the agenda) after receiving said correspondence.
  - Correspondence regarding administrative matters will be referred to the administrator for appropriate action or response.
  - The decisions of the Board President will govern as to proper disposition of all correspondence.
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## Board of Education, Continued

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### Grievance Procedure

Persons wishing to present a formal grievance or complaint may do so after trying to resolve the matter through normal channels. All complaints and grievances should be handled as follows:

1. Work with the coach or teacher to resolve the issue. It is a matter of respect to contact the child's teacher first if there is a question regarding a situation involving the child and the teacher.
2. If a resolution cannot be reached with the teacher, set up a conference with the principal.
3. If a resolution cannot be reached with the principal in a manner acceptable to all parties, appeal to the Board of Education according to procedures specified above.

Decisions by the Board may be appealed to Diocesan authorities in accordance with specified procedures.

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### 2010-11 St. Theresa School Board of Education

Fr. Larry Hoffmann  
Geri McMahon, President  
Tom McCarthy, Vice President  
Rob Jackson  
Steve Kouri  
Lori Mordini  
Cindy Mumm  
Rachael Seymour  
Jim Wainwright  
Lisa Bourne, Secretary

## Governing Board Policies

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### **Governing Boards**

Two boards govern St. Theresa School:

1. The Diocesan School Board gives direction and sets policy.
2. Such policy is expanded upon and enforced by the St. Theresa Board of Education.

Selected policy excerpts are outlined in this section. The entire Board policy manual is available in the school office. Diocesan policies are found on the diocesan website [www.dmdiocese.org](http://www.dmdiocese.org). St. Theresa policies are found on the St. Theresa website [www.sainttheresaiowa.org](http://www.sainttheresaiowa.org). A link to the Diocesan website is also on the St. Theresa website.

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### **Expulsion**

The St. Theresa Board of Education retains the power to expel a student from St. Theresa School.

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### **Items of Contraband**

Students shall not have in their possession items of contraband on the school grounds, on school vehicles, or while attending school activities.

Items of contraband include controlled substances that have not been prescribed, apparatus for administering such substances, alcoholic beverages, tobacco products, weapons, explosives, stolen property or anything else deemed to disrupt the order of the school.

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### **Student Search**

- A reasonable suspicion of possession of contraband or that a school rule is being violated is sufficient reason to search the person, clothing, locker, work station, or any containers the student may have in his/her possession.
  - A search of person will always be done in the presence of a witness.
  - Items found that are illegal to possess may be turned over to the law enforcement authorities.
  - Lockers, desks, and other facilities that are property of the school may be periodically inspected for damage and for lost or stolen items.
  - Law enforcement officials will not be allowed to search students, their belongings, desks, or lockers unless pursuant to an arrest, a valid warrant or other reason allowed by law (refer to pages 24 and 25 of Policy Handbook).
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## Governing Board Policies, Continued

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### **Sexual Harassment**

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal, or the superintendent of schools for the Diocese of Des Moines.

Detailed procedures to be followed are outlined in Diocesan Board Policy 582. Copies are available in the school office.

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### **Weapons**

It is the policy of the Diocesan Board of Education that weapons and other dangerous objects are taken from students and others who bring them on to the school property and from students who are participating in any school-related activity away from school premises.

Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm while on school property or during participation in any school-related activity away from school premises shall be expelled for not less than twelve months. Readmission of the student at the end of the expulsion period will be based on the recommendation of the principal to the local board of education. The principal, in consultation with the superintendent of schools, shall have the authority to recommend to the local board modification of the expulsion requirement for a student on a case by case basis.

For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Exceptions to this policy may be granted on a case by case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes (refer to page 517 of Diocesan Policy Handbook).

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## Governing Board Policies, Continued

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### **Notice of Non-discrimination**

Applications for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Theresa School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title 1 of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning St. Theresa School's compliance with the regulations implementing Title VI, Title IX, of the Americans with Disabilities Americans Act or Section 504 is directed to contact Mrs. Ellen Stemler, who has been designated by the St. Theresa Board of Education to coordinate the School's efforts to comply with the regulations related to these laws.

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Parent  
Teacher  
Club  
(PTC)

All St. Theresa parents and staff are members of the Parent Teacher Club. PTC supports the education of our children with volunteer efforts and finances. PTC provides a welcoming place for parents to actively engage and participate in their child's education at St. Theresa School. PTC meetings are on the first Tuesday of each month.

#### PTC Board 2010-2011

Patrick Benoit, President  
205-3173  
[benoitfamily@yahoo.com](mailto:benoitfamily@yahoo.com)

Sarah Mohrfeld, 1<sup>st</sup> vice president  
277-0178  
[smohrfeld@sainttheresaiowa.org](mailto:smohrfeld@sainttheresaiowa.org)

Amy Phelan Stevens, 2<sup>nd</sup> vice-president  
557-0698  
[amy@phelanhomestaging.com](mailto:amy@phelanhomestaging.com)

Sue Tingleff, treasurer  
277-5725  
[bstingleff@att.net](mailto:bstingleff@att.net)

Amy Stevens, Secretary  
238-8376  
[astevens@eastersealsia.org](mailto:astevens@eastersealsia.org)

## Support for the Handbook

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**Support Policy** The St. Theresa Board of Education has reviewed and accepted the contents of this Student Handbook and is committed to enforcing the policies and practices outlined here.

This handbook is reviewed yearly by the administration, faculty, staff and board.

Suggestions are welcome and will be considered. Submit ideas to the school office at any time.

The principal is the final recourse and reserves the right to amend the handbook at any time. Parents will be given prompt notification.

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