

# St. Teresa of Calcutta

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



ST. TERESA  
*of* CALCUTTA

CATHOLIC SCHOOL

Parent/Guardian-Student Handbook 2023-2024

Board Approved: June 20, 2023

<https://www.stteresaschools.com/>

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**Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website (dbqarch.org) or [here](#). For assistance with accessing these policies, please contact the school office.**

## I. Philosophy

# Archdiocese of Dubuque Philosophy of Education for Catholic Schools

*The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.*

<b>Catholic Faith-Based Program</b>	<b>Academic Excellence</b>
<ul style="list-style-type: none"><li>● Instills a love and knowledge of the Catholic faith.</li><li>● Integrates instruction with Catholic values.</li><li>● Leads students and families to active participation in their parish communities.</li><li>● Provides opportunities for worship, service and prayer.</li><li>● Supports a safe and nurturing environment where students encounter Jesus Christ.</li></ul>	<ul style="list-style-type: none"><li>● Promotes life-long learning and advances the development of the whole person to the fullest extent.</li><li>● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.</li><li>● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.</li></ul>

### *Local Mission/Vision/4 Great Things*

#### **MISSION**

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

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#### **VISION**

##### ***Vision and Core Value Statement:***

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

***Faith:***

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

***Learning:***

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

***Service:***

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

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## **4 GREAT THINGS**

*Family First Atmosphere  
Compassionate Community  
Freedom to Share our Faith with Each Other  
Strong Community and Parent Support*

## **II. Catholic Dimension**

### ***Catholic Atmosphere***

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

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

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

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

### ***Prayers, Practices, and Beliefs***

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

### ***Spiritual Program***

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

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

Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

- Sacramental Preparation — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.



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

#### ***Admission***

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

St. Teresa of Calcutta Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Parents/guardians are required to complete the annual enrollment process prior to attendance, this includes registering on PowerSchool and signing the annual tuition contract. An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

#### ***Equal Opportunity***

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

### ***IV. Policies/Programs***

#### ***Acceptable Use Policy***

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

#### ***Prohibited Uses***

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

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. Illegal Activities - Using school computers, networks and Internet services for any illegal activity or in violation of any policy or school rules. St. Teresa of Calcutta Catholic School assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. St. Teresa of Calcutta Catholic School assumes no responsibility for copyright violations by students.
4. Copying Software - Copying or downloading software without the express authorization of the principal or assistant principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. St. Teresa of Calcutta Catholic School assumes no responsibility for illegal software copying by students.

5. Plagiarism - Representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
6. Non-School-Related Uses - Using St. Teresa of Calcutta Catholic School computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
8. Malicious Use/Vandalism - Malicious use, disruption or harm St. Teresa of Calcutta Catholic School computers, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

### ***No Expectation of Privacy***

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

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

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

### ***Internet***

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the internet and related technologies by all employees, volunteers and students. (ACSB #2511, ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action implemented for any violations that are unethical and may constitute a criminal offense.

### ***Student Security***

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

### ***System Security***

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

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

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

### ***Assessment***

Students in grades 3-11 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information; the initial student analysis is provided in the spring of the administration year, followed by a more detailed analysis to follow in the upcoming fall.

Students in grades 3, 5 and 7 take the Cognitive Abilities Tests (CogAT). CogAT is used as a screener for the Talented and Gifted Program.

Students in grades K-8 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

### ***Beverages, Candy, Food and Gum***

Beverages, candy, food, gum, et. are not permitted in classrooms, study halls, libraries, hallways or buses. Food and beverage may be consumed during lunch and with teacher approval (i.e. class party).

### ***Bicycles/Motorized Scooters***

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

### ***Copyright***

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

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

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

### ***Field Trips/Off-site Educational Experiences***

Field trips and other off-site educational experiences aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.) Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

### ***Guidance***

Our counseling program complements the curricular offerings by offering support to students in a number of areas. This will be implemented through weekly classroom lessons, as well as individual and small group sessions.

### ***Homework***

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

### ***Human Sexuality Program***

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

### ***Media Center/Library***

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

### ***Morning and After School Care***

St. Teresa of Calcutta Child Care Center is available for morning and after school care in Ossian. An extra fee will be applied through the childcare center.

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

The fee for the Before and After School Program is \$3.50 per hour, per child and is rounded to the hour.

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

### ***Multicultural/Gender Fair/Global Education***

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

### ***Phones***

Students are expected to have the permission of the school office staff to use the school phone before, during or after school.

**Cell phone and other device (such as an Apple Watch) usage is not allowed from 7:30 A.M. to 3:30 P.M. All devices will be collected at the beginning of the day by the homeroom teacher, and will be distributed back to the students at the end of the day.** Cell phones are to remain off. Students are expected to have the permission of the principal/teacher/administrative assistant to use the telephone during and after school, and permission will be granted with the discretion of principal/teacher/administrative assistant. All calls must be made in the office. St. Teresa of Calcutta Catholic School is not responsible for loss or damage to cell phones.

### ***Physical Education Waiver***

A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parents/guardians file a written statement with the school principal that the course conflicts with the pupil’s religious beliefs. (ACSB Policy #6144.3)

### ***School Parties and Invitations***

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared. After school parties are the responsibility of parents/guardians. Invitations to after school parties should only be passed at school if all members of the class are invited.

### ***School Day***

School begins at 8:12 A.M. and dismissal is at 3:17 P.M. for the Ossian campus. School begins at 8:12 A.M. and is dismissed at 3:00 P.M. for the Spillville campus.

### ***School Dress Code***

Students are expected to dress in manner keeping within the Christian values of purity, modesty, and respect of self. Students with inappropriate attire will result with a phone call made to parent/guardian requesting a change of clothing and/or a note sent home with the child.

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

- Dresses, skirts and shorts should be modest length extending past a students fingertips when arms are at their sides
- Pant length should be no longer than the heel of the shoe
- Girls may wear leggings, as long as their bottoms are covered
- Hair is to be neat and clean
- No exposed bras, midriffs, or underwear
- Belts and collared shirts are encouraged

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

### ***Special Services***

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Keystone AEA. Requests for these services are made by parents/guardians, or by teachers in agreement with parents and the school principal through the Child Support Team at school. All parental rights are strictly maintained.

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

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

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

### ***Student Visitors***

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

1. Receive permission from the principal and inform their teachers at least one day in advance.
2. On the day of the visit, a pass must be issued and signed by the school office. This pass must be shown to each teacher before class begins and the visitor is introduced to the teacher.

3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

### ***Substance Abuse Education***

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education through parent meetings and information sent home, and utilization of appropriate community agencies.

### ***Technology***

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the internet and related technologies by all employees, volunteers and students. (ACSB Policy #2511, ACSB Policy #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### ***Visiting Classes***

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

### ***Volunteers***

Volunteers are an integral part of our school program. Volunteers provide valuable support to classroom teachers, students, and the school as a whole. Regular volunteers must take safe environment training and have a background check. For more information on volunteering, please contact the school office.

## ***V. Communication***

### ***Absence***

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

Parents/guardians are required to communicate with the school the day a student will be absent, along with the reason for the absence. In the case of student absence, the parent/guardian is requested to phone the school office before 9:00 A.M. If the school is not notified, we will call a parent or guardian at home or at work. This procedure provides a measure of protection for the safety of all students.

If a student will be absent for an extended time, parents/guardians should inform the school office, the teacher, and administrative assistant as soon as possible.

Appointments are best made for after school hours or on non school days. A student who must, as an exception, be excused for an appointment should follow the local procedure included below. Parents/guardians are required to communicate with the school anytime a student needs to leave school before the usual dismissal time. No child is released unless the school office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission. Parents are asked to call the office and personally escort students in and out of the building. Parents and students are responsible to check in and out at the office.

The school office approves the dismissal of students who are ill. Parents/guardians are notified when the illness is detected and must make arrangements for pick up of the child in a reasonable amount of time.

### ***Dual Parent Reporting- Divorced/Separated Parents***

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

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

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

### ***Complaints***

The following policies of the Archdiocesan Catholic School Board (ACSB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, school board chairperson, or the Office of Catholic Schools:

Instructional Materials and Activities, ACSB Policy #1312

Complaints Against Teacher, ACSB Policy #4119.4g

Complaints Against Administrator, ACSB Policy #4119.4h

Complaints Against Board Members, ACSB Policy #8252

### ***Early Dismissals, School Closings, and Late Start Procedures***

St. Teresa of Calcutta Catholic School follows the South Winneshiek School District regarding school closings due to inclement weather. However, based on local conditions, St. Teresa of Calcutta Catholic School may elect to close due to bad weather. Listen to KVIK radio stations or TV channel KWWL for official announcements.

Delays and cancellations will be announced through PowerSchool and Facebook.

### ***Parent/School Communications***

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 2 working days.

### ***Parent-Student-Teacher Conferences***

Individual conferences are held twice a year after the first and third quarter. Either parents/guardians or teachers can schedule other conferences as the need is recognized. Students are invited and encouraged to attend these conferences.



### ***Progress Reporting***

The purpose of progress reporting is to communicate a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting. Such communication focuses on the individual learner in order to determine the performance level in terms of the student's ability and background.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards. Because growth occurs best in a positive learning environment which enables successful experiences for the student, progress in learning is reported and indicated in positive ways. Our learning programs are based on the Iowa Core essential skills and concepts. Reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts in regards to the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

### ***Student Privacy Act***

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

### ***Student Records***

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125. These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

## ***VI. Diversity***

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion that aligns with Catholic teaching.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

## ***VII. Discipline Code***

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

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established rules and regulations.

Guidelines are prepared and set by teachers in their classrooms in agreement with the whole school policies and procedures. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each St. Teresa of Calcutta Catholic student. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to St. Teresa of Calcutta Catholic School, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of staff members or other students, demonstrates defiance, or breaks the law must be sent to the office with an Office Discipline Referral (ODR).

In guiding students toward self-discipline, the faculty needs to take positive and consistent steps to call forth Christian attitudes, values and behaviors. This kind of growth is advanced in a climate of mutual understanding and trust in which staff members who believe in the worth and dignity of students model love and consistency.

Guidelines for discipline:

1. Students often need assistance in choosing one form of behavior over another.
2. The student may need help in recognizing that choosing certain behaviors means accepting the consequences of these behaviors.
3. School and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures, should be clear. Consequences should be logical and appropriate for the violation.
4. It is ideal, but not always possible, to give students a part in deciding appropriate regulations and the consequences of violating them.
5. Students are led to accept natural consequences for their actions.
6. Probation, suspension and/or expulsion are permitted only as directed in the policy of the Archdiocesan Board 5144.2.

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior

5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment
12. Swearing, cursing, or other offensive language
13. or any other situation that is deemed detrimental.

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event
- In-school suspension
- Service work
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB Policy #5144.1.

### ***Bullying/Harassment***

It is the policy of the Archdiocesan Catholic School Board and St. Teresa of Calcutta to maintain a learning environment that is free from any type of bullying/harassment. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1) places the student in reasonable fear of harm to the student's person or property,
- 2) has a substantially detrimental effect on the student's physical or mental health,
- 3) has the effect of substantially interfering with a student's academic performance,
- 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

It includes, but is not limited to:

- 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;

- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and
- 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

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

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

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

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the administrator or the Archdiocesan Office of Catholic Schools. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

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

### ***Cheating***

Students are expected to do their own schoolwork. Cheating by looking at another student’s schoolwork, copying others’ work, copying from other sources (such as cell phones or smart watches) or similar cheating is not tolerated. Discipline may include receiving a 0 on the assignment and a call to parents. Plagiarism is another form of cheating and it will not be tolerated.

### **Plagerism**

### ***Corporal Punishment, Restraint, and Physical Confinement and Detention***

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent/guardian.

### ***Detention***

Detention is an extension of the regular school day for the students concerned; therefore, all rules and regulations in effect during the school day also apply during the detention period. Detentions will be served after school from 3:30 p.m. - 4:30 p.m. Students will be supervised by administration or another staff member. During this time, needed tasks for the school will be completed, such as sweeping, mopping, or vacuuming. Detentions take priority over all practices and activities. Three tardies to any class will result in a detention.

### ***Detention Cycle***

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

### ***Appeal of Detention***

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

### ***Fire Security***

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

### ***Gangs***

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

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

9. Parents/students will be held liable and financially responsible for all forms of vandalism.

### ***Physical Aggression/Assault***

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

- 1st offense:** One-on-one student meeting and parent contact and diversity teaching, if appropriate
- 2nd offense:** Time in the office with loss of privilege and parent meeting
- 3rd offense:** In-school suspension
- 4th offense:** Out-of-school suspension or further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

- 1st offense:** In-school suspension and parent meeting and diversity training, if appropriate
- 2nd+ offense:** Out-of-school suspension or further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### ***Racial Slurs***

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

- 1st offense:** Warning with corrected behavior and parent notification by the staff member/administration
- 2nd offense:** Student is sent to office for parent phone call and correction of behavior
- 3rd offense:** In-school suspension and parent meeting
- 4th offense:** Out-of-school suspension
- 5th offense:** Further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

- 1st offense:** Student is sent to office for parent phone call and correction of behavior
- 2nd offense:** In-school suspension and parent meeting

**3rd offense:** Out-of-school suspension

**4th offense:** Further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### ***Search and Seizure***

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of St. Teresa of Calcutta School. ACSB Policy #5145.2 refers to the rules relating to periodic search of students and/or to protected student areas.

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

### ***Stealing***

Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension

**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

### ***Swearing/Profanity/Name Calling***

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. This category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension

**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

### ***Tobacco, Drinking, Vaping, Use of Non Prescribed or Illegal Drugs***

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices or paraphernalia on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school buses. Student's possession of tobacco, all forms of non-FDA

approved nicotine or drugs, vaping devices and/or alcoholic products in school or at school activities, results in confiscation and discipline. (See also ACSB Policy #5131.6, ACSB Policy #5131.61, ACSB Policy #5144 and/or ACSB Policy #5144.1 concerning Substance Abuse, Tobacco and Discipline).

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

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

### ***Weapons and Dangerous Instruments***

It is the policy of the St. Teresa of Calcutta School Board that weapons and other dangerous objects are confiscated. Parents/guardians of students found in possession of a weapon or dangerous object (this includes a knife greater than 5 inches long) shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action.

Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB Policy #5131.7a.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

## ***VIII. Extracurricular Activities***

### ***Activity options***

Students have opportunities to participate in:

- Band Lessons (grades 5-8 at Ossian Campus)
- Choir (grades 7-8 at South Winn Middle School)
- Volleyball (grades 7 and 8 at South Winn Middle School)
- Football (grades 7 and 8 at South Winn High School)
- Basketball (grades 7 and 8 at South Winn Middle School)
- Wrestling (grades 7 and 8 at South Winn Middle School)
- Softball (grade 8 at South Winn High School)
- Baseball (grade 8 at South Winn High School)
- Track and Cross Country (grades 7 and 8 at South Winn High School)
- Chess Club (grades 5-8 at St. Teresa of Calcutta School)
- Lego League (grades 5-8 at St. Teresa of Calcutta School)
- Disciples in Training (grades 5-8 at St. Teresa of Calcutta School)



## ***Activities***

St. Teresa of Calcutta provides a variety of sporting, fine arts, and club activities. Based on specific activity requirements, some of these programs are required to have an annual physical and a signed statement of fitness by a physician, additionally others may require an additional fee. For athletics, in partnership with South Winneshiek, it is also mandatory that these same students have some kind of accident insurance coverage.

School work is the primary focus of student learning. Students may be academically ineligible for participation in extracurricular activities if school performance is in need of improvement. Students who display consistent behavior problems will be suspended from activity until the necessary improvement is shown.

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

### ***School Attendance Prior to Activity/Practice***

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

### ***Sportsmanship***

At activities, students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers that interfere with the organized cheers of the cheerleaders of either team. We strive to be known for our good sportsmanship.

Students attending extra-curricular activities should be seated to watch the game. Playing football on the hill at football games is NOT allowed. When attending games held in the gym, students will be expected to watch the ball games and not loiter outside of the gym. Students are not permitted to wander throughout the school, but need to remain with their parents/guardians.

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

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

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.

- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

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

### ***Public Conduct on School Premises***

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

Therefore the following provisions are in effect:

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

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities (ACSB Policy #1251).

## ***IX. Health/Safety Issues***

### ***Abuse***

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

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

### ***Asbestos***

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

### ***Blood Borne Diseases***

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

### ***Chemical Right to Know Law***

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

### ***Lead in the Drinking Water***

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

### ***Medication***

Dispensing of prescription drugs will be administered by a staff member with training and with the written consent of parent(s). A physician's signed and dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school with the original container. A record of each dose of medication administered will be documented in the student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

### ***Safety Drills***

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

### ***Smoking/Smoke Free Campus***

St. Teresa of Calcutta Catholic School has been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, including vapes, be permitted within the building or anywhere on school grounds.

## ***X. Services***

### ***Bus***

Transportation is provided by the South Winneshiek school district and through other arrangements. Rules established by these agencies are to be followed as though they were rules of St. Teresa of

Calcutta Catholic School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

### ***Bus Expectations and Safety***

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

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

In addition students should observe all additional rules listed below:

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

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

### ***Bus Passes***

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

### ***Food Service***

Breakfast and lunch are available through the school nutrition program.

Free and reduced-cost meals are available through the program. Applications are welcome anytime during the school year. For an application, please contact the school office or find the form on the St. Teresa of Calcutta website.

- Sack lunch

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

- Lunch Tickets

The following prices have been established:

PreK-8 <sup>th</sup> Gr. Bkfst	\$1.56 per day	\$136.80 - 1/2 year	\$273.60 - 1 year
Reduced Brkfst	\$ .30 per day	\$25.65 - 1/2 year	\$51.30 - 1 year
Grades K-8	\$2.60 per meal	\$222.30 - 1/2 year	\$444.60 - 1 year
Reduced Lunches	\$ .40 per meal	\$34.20 - 1/2 year	\$68.40 - 1 year
Milk Break (K-4)	\$ .50 per carton	\$42.75 - 1/2 year	\$85.50 - 1 year
Adults/guest lunches	\$4.84 each		

- Free and Reduced Lunch Forms

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

This institution is an equal opportunity employer and provider.

### ***Lockers***

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

### ***Lost and Found***

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Lost and found is available in the offices of St. Teresa of Calcutta Schools. Periodically, unclaimed items will be given to the needy.

### ***School Supplies***

A listing of school supplies recommended is provided in the spring/summer and available during fall registration days. This can also be found on the school website.

### ***Textbooks/Devices/Supplies***

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year. Each student is responsible for his/her actions and activities involving St. Teresa of Calcutta Catholic School's computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal or assistant principal.

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

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

### ***Tuition Assistance***

#### ***Tax Credits***

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually at the end of the calendar year.

#### ***Tuition Grants***

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Our Faith School Tuition Organization*. Families can apply for local financial assistance at any time during the school year by contacting the principal or bookkeeper. Applications for the following school year are available through the school office during Catholic Schools Week. Please ask the principal for further information. Confidentiality is maintained. (ACSB Policy #3240.1)

#### ***Education Savings Accounts (ESA)***

Education Savings Accounts are available from the State of Iowa. Parents who choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Students First ESAs will be available based on the following eligibility:

Year 1: School Year 2023-24

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 300% of the [2023 Federal Poverty Guidelines](#), \$90,000 for a family of four

Year 2: School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the 2024 Federal Poverty Guidelines that will be updated January 2024

Year 3: School Year 2025-26

- All K-12 students in Iowa regardless of income

### ***Operational Fees***

The actual per-pupil cost of educating a child at St. Teresa of Calcutta Catholic School is approximately \$7480.00. The full tuition cost for 2023-2024 is \$3,800 per child. Families who are able to afford the full amount are expected to pay this amount. However, **tuition assistance is available** for those who qualify, have a need, or request assistance. No child is turned away or denied a Catholic education because of finances.

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

### **Parish Formula**

St. Aloysius Parish, Our Lady of Seven Dolors Parish, St. Wenceslaus Parish, and St. Francis DeSales subsidizes our school through Rosary Society and Guild projects, individual donations, and, in great part, by St. Aloysius, Our Lady of Seven Dolors, St. Wenceslaus Church, and St. Francis DeSales parishioners’ regular parish budget contributions. **Therefore, it is expected and vital for each parishioner to participate actively in the parish and to support the church with regular contributions. Likewise, it is important for all school families to support our fundraising projects throughout the year.**

## **XI. Staff**

### **Certified Staff Listing:**

- |                            |                          |
|----------------------------|--------------------------|
| • Principal                | Mrs. Kristin Kriener     |
| • Lead Teacher- Spillville | Mrs. Jenni Busarow       |
| • Preschool- Ossian        | Mrs. Michelle Brincks    |
| • Preschool- Calmar        | Mrs. Angella McIntyre    |
| • Kindergarten             | Mrs. Kathy Becker        |
| • 1st Grade                | Mrs. Elizabeth Uhlenhake |
| • 1st Grade                | Mrs. Ruth Cox            |
| • 2nd Grade                | Ms. Leah Knutson         |
| • 3rd Grade                | Mrs. Gretchen Conway     |
| • 4th Grade                | Mrs. Karol Kueker        |
| • 5th Grade                | Mrs. Karen DeMuth        |
| • 6th Grade                | Mrs. Lindsy Hruska       |
| • 8th Grade                | Miss Kayla Bucheit       |
| • 7th Grade                | Miss Nicole Langreck     |
| • 8th Grade                | Mrs. Emily Elsbernd      |

- *Interventionist/Library* Mrs. Evie Milbrandt
- *Interventionist/Library* Mrs. Heidi Snell-Anderson
- *Interventionist* Mrs. Amy Bunting
- *Physical Education* Mr. Mark Winings
- *Art & Gifted/Talented* Mrs. Marie Monroe

Support Staff Listing:

- *Pastor* Rev. Henry Huber
- *Director Child Care Center* Mrs. Bailey Hughes
- *Director Child Care Center* Mrs. Erika Schmitt
- *Child Care Admin. Assist.* Mrs. Debby Schmitt
- *Operations Manager* Mrs. Heather Bullerman
- *Administrative Assistant* Mrs. Penny Hertges - Ossian
- *Administrative Assistant* Mrs. Brittany Theismann - Spillville
- *Technology Coordinator* Mrs. Robin Timp
- *Social Worker* Mrs. Heidi Bohr
- *Social Emotional Interventionist* Mrs. Kasey Ruff
- *Preschool paraeducator- Calmar* Mrs. Karen Smith
- *3 year-old Preschool Teacher* Ms. Maranda Rigel
- *Paraeducator- Ossian* Mrs. Rita Reilly
- *Paraeducator- Ossian* Mrs. Bernadine Gander
- *Library Aide* Mrs. Christina Teslow
- *Cook- Ossian* Mrs. Kim Aswegan
- *Food Service Assistant- Ossian* Mrs. Michelle Ellingson
- *Food Service Assistant- Ossian* Mrs. Kris Topel
- *Cook- Spillville* Mrs. Cathy Straube
- *Maintenance- Spillville* Mr. John Busarow
- *Maintenance- Ossian* Mr. Terry Bohr
- *Maintenance- Ossian/Calmar* Mr. Scott Baumler
- *Maintenance- Ossian/Calmar* Mrs. Lori Gossling
- *Maintenance- Calmar* Mrs. Alicia Gossling
- *Maintenance- Ossian* Mrs. Penny Hertges
- *After School Care Director* Mrs. Angie McIntyre
- *SW Title I Reading* Mrs. Jenny Larson
- *SW Special Education* Mrs. Lynn Franzen
- *SW ELL* Mr. Todd Conway
- *SW Band* Mr. Nathan Miller
- *SW Choir* Mrs. Connie Formanek
- *SW Paraprofessional* Mrs. Connie Bushman



## ***XII. Practices, Prayers, and Beliefs***

The Archdiocese of Dubuque has developed standards and grade level expectations for Catholic school religion courses, including prayers, practices, and beliefs. Prayers in Spanish are listed [here](#).

### ***Prayers***

#### ***Sign of the Cross***

In the name of the Father and of the Son and of the Holy Spirit. Amen.

#### ***Our Father/The Lord's Prayer***

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

#### ***Hail Mary***

Hail, Mary, full of grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

#### ***Glory Be***

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen. (Traditional wording)

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen. (Found in the Liturgy of the Hours)

#### ***Angel of God***

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

#### ***Grace Before a Meal***

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen.

#### ***Grace After a Meal***

We give thee thanks, for all thy benefits, Almighty God, who live and reign forever. Amen.

#### ***Morning Prayer (younger children)***

God, my Father, I give to you today all that I think and do and say. I'll laugh and work, have fun and pray. Jesus be with me all through the day. Amen.

#### ***Morning Offering***

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

### ***Act of Contrition***

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen. (Alternate version from the Rite of Penance)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen. (Traditional version)

### ***Jesus Prayer***

Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

### ***Confiteor***

I confess to almighty God  
and to you, my brothers and sisters,  
that I have greatly sinned,  
in my thoughts and in my words,  
in what I have done  
and in what I have failed to do,  
through my fault, through my fault,  
through my most grievous fault; therefore I ask blessed Mary ever-Virgin,  
all the Angels and Saints,  
and you, my brothers and sisters,  
to pray for me to the Lord our God.

### ***Apostles Creed***

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### ***Nicene Creed***

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from

the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

### ***The Rosary***

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

After five decades, say the Hail, Holy Queen.

### ***Mysteries of the Rosary***

Joyful Mysteries (recited Monday and Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

### ***Mysteries of Light or Luminous (recited Thursday)***

The Baptism of Jesus

The Wedding Feast of Cana

The Proclamation of the Kingdom, with the call to Conversion

The Transfiguration

The Institution of the Eucharist

### ***Sorrowful Mysteries (recited Tuesday and Friday)***

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

### ***Glorious Mysteries (recited Wednesday and Sunday)***

The Resurrection

The Ascension

The Descent of the Holy Spirit

The Assumption

The Crowning of Mary Queen of Heaven and Earth

### ***Hail, Holy Queen***

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord.

### ***Act of Faith***

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

### ***Act of Hope***

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

### ***Act of Love***

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

### ***Memorare***

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

### ***Angelus***

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word. Hail, Mary

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

### ***Mary's Prayer (Magnificat)***

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

***Come, Holy Spirit (Prayer to the Holy Spirit)***

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

***Prayer of St. Francis/Prayer for Peace***

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

Grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love;

for it is in giving that we receive,

it is in pardoning that we are pardoned,

And it is in dying that we are born to eternal life.

***Psalm 23***

The Lord is my shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

***Additional Prayers***

### ***Vocation Prayer (Archdiocese of Dubuque)***

Lord Jesus, life is Your gift to us.

Through Baptism You invite us to  
share the gift of our lives in service to others.  
Give us the courage and generosity  
to respond to Your call.

Through the Eucharist You fill us with Your  
life-giving presence and strengthen us in holiness.  
Give us the grace to make our efforts in Your service  
fruitful in Your kingdom.

Through Confirmation You seal us  
with the gifts of the Holy Spirit and send us forth.  
Give us the strength to proclaim Your Word  
and make known Your Will to all the world.

Open our hearts to Your service and  
move the hearts of men and women to follow You as  
Priests, Deacons, Sisters and Brothers.

Help parents, grandparents and teachers to share their  
Catholic faith and to encourage our young people  
to explore religious vocations.

Guide all people, Lord, in Your ways  
of compassion, truth, and peace,  
that we may find joy  
in fulfilling our vocation. Amen.

### ***Prayer of Discernment***

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

### ***Beliefs and Practices***

Formulas of Catholic Doctrine

#### ***Beatitudes (Matthew 5:3-12)***

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart (or pure of heart), for they will see God.

Blessed are the peacemakers, for they will be called children of God.

Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.

Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

### ***Communion Regulations***

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.

In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.

A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession.

In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).

A frequent reception of the Sacrament of Penance is encouraged for all.

### ***Communion Fast***

We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.

### ***Four Gospels***

Matthew, Mark, Luke, and John

### ***Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.***

Sunday Masses

Mary Mother of God - January 1

Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)

The Assumption of Mary - August 15

All Saints Day - November 1

The Immaculate Conception of Mary - December 8

Nativity of our Lord or Christmas - December 25

### ***Liturgical Year***

Advent-Christmas Season (Christmas day until Sunday after Epiphany)

Ordinary Time

Lent (Ash Wednesday until Holy Saturday)

Easter Season (Easter Sunday until Pentecost, 50 days after Easter)

Ordinary Time

### ***Parts of the Mass***

#### ***Introductory Rites***

Gathering Song

Greeting

Penitential Rite (or blessing and sprinkling with holy water)  
Glory to God  
Opening Prayer

***Liturgy of the Word***

First Reading (usually from the Old Testament)  
Responsorial Psalm  
Second Reading (usually from one of the letters of the New Testament)  
Gospel Acclamation  
Gospel  
Homily (an explanation of the readings)  
Profession of Faith (Creed)  
General Intercessions (Prayers of the Faithful)

***Liturgy of the Eucharist***

Preparation and presentation of the gifts  
Prayer over gifts  
Preface  
Holy, Holy, Holy Lord  
Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)  
The Great Amen

***Communion Rite***

The Lord's Prayer  
Sign of Peace  
Breaking of the Bread  
Lamb of God  
Reception of Communion  
Prayer after Communion

***Concluding Rite***

Blessing  
Dismissal

***Regulations for Fast and Abstinence***

Fasting is refraining from food or drink to some degree.

Abstinence is refraining from eating meat.

In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.

The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

***Seven Sacraments***

Sacraments of Initiation: Baptism, Confirmation, Eucharist

Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick

Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)



***The Four Cardinal Virtues***

- Prudence
- Justice
- Fortitude
- Temperance

***The Four Last Things***

- Death
- Judgment
- Hell
- Heaven

***The Fruits of the Holy Spirit***

- |          |              |
|----------|--------------|
| Charity  | Generosity   |
| Joy      | Gentleness   |
| Peace    | Faithfulness |
| Patience | Modesty      |
| Kindness | Self-control |
| Goodness | Chastity     |

***The Gifts of the Holy Spirit***

- Wisdom
- Understanding
- Counsel (Right Judgment)
- Fortitude (Courage)
- Knowledge
- Piety (Reverence)
- Fear of the Lord (Wonder and Awe in God’s Presence)

***The Golden Rule (cf. Mt 7:12)***

Do unto others as you would have them do to you.

***The Five Precepts of the Church***

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

***The Seven Capital Sins***

- |                |            |
|----------------|------------|
| ● Pride        | ● Gluttony |
| ● Covetousness | ● Envy     |
| ● Lust         | ● Sloth    |
| ● Anger        |            |

### ***The Stations of the Cross***

1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

### ***The Ten Commandments***

1. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet neighbor's goods.

### ***The Three Theological Virtues***

- Faith
- Hope
- Charity

### ***The Two Commandments of Love***

- You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
- You shall love your neighbor as yourself. (Matthew 22:37-39)

### ***Works of Mercy***

#### ***The Seven Corporal Works of Mercy***

- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Shelter the homeless.
- Visit the sick.

- Visit the imprisoned.
- Bury the dead.

***The Seven Spiritual Works of Mercy***

- Counsel the doubtful.
- Instruct the ignorant.
- Admonish sinners.
- Comfort the afflicted.
- Forgive offenses.
- Bear wrongs patiently.
- Pray for the living and the dead.

***Prayers, Beliefs and Practices by Grade Level***

<b>Grade Level</b>	<b>Prayers</b>	<b>New Prayers, Beliefs and Practices introduced at this level are:</b>
<b>Kindergarten</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> </ul>	
<b>1st Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> </ul>	<ul style="list-style-type: none"> <li>● Grace After a Meal</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> </ul>
<b>2nd Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> </ul>	<ul style="list-style-type: none"> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> </ul>
<b>3rd Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> </ul>	<ul style="list-style-type: none"> <li>● Apostles’ Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> </ul>
<b>4th Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> </ul>	<ul style="list-style-type: none"> <li>● Jesus Prayer</li> </ul>

	<ul style="list-style-type: none"> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> <li>● Apostles’ Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> </ul>	<ul style="list-style-type: none"> <li>● Act of Faith</li> <li>● Act of Hope</li> <li>● Act of Love</li> <li>● Seven Sacraments</li> <li>● Beatitudes</li> <li>● Mysteries of the Rosary</li> </ul>
<b>5th Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> <li>● Apostles’ Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> <li>● Jesus Prayer</li> <li>● Act of Faith</li> <li>● Act of Hope</li> <li>● Act of Love</li> <li>● Seven Sacraments</li> <li>● Beatitudes</li> <li>● Mysteries of the Rosary</li> </ul>	<ul style="list-style-type: none"> <li>● The Stations of the Cross</li> <li>● Morning Offering</li> <li>● Memorare</li> <li>● Hail Holy Queen</li> <li>● The Five Precepts of the Church</li> <li>● Parts of the Mass</li> </ul>
<b>6th Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord’s Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> <li>● Apostles’ Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> </ul>	<ul style="list-style-type: none"> <li>● The Seven Corporal Works of Mercy</li> <li>● The Seven Spiritual Works of Mercy</li> <li>● The Fruits of the Holy Spirit</li> <li>● The Gifts of the Holy Spirit</li> <li>● Four Gospels</li> <li>● The Golden Rule</li> <li>● Holy Days of Obligation</li> </ul>

	<ul style="list-style-type: none"> <li>● Jesus Prayer</li> <li>● Act of Faith</li> <li>● Act of Hope</li> <li>● Act of Love</li> <li>● Seven Sacraments</li> <li>● Beatitudes</li> <li>● Mysteries of the Rosary</li> <li>● The Stations of the Cross</li> <li>● Morning Offering</li> <li>● Memorare</li> <li>● Hail Holy Queen</li> <li>● The Five Precepts of the Church</li> <li>Parts of the Mass</li> </ul>	
<b>7th Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before/After a Meal</li> <li>● Our Father/The Lord's Prayer</li> <li>● Hail Mary</li> <li>● Glory Be</li> <li>● Morning Prayer</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> <li>● Apostles' Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> <li>● Jesus Prayer</li> <li>● Act of Faith</li> <li>● Act of Hope</li> <li>● Act of Love</li> <li>● Seven Sacraments</li> <li>● Beatitudes</li> <li>● Mysteries of the Rosary</li> <li>● The Stations of the Cross</li> <li>● Morning Offering</li> <li>● Memorare</li> <li>● Hail Holy Queen</li> <li>● The Five Precepts of the Church</li> <li>● Parts of the Mass</li> <li>● The Seven Corporal Works of Mercy</li> <li>● The Seven Spiritual Works of Mercy</li> <li>● The Fruits of the Holy Spirit</li> <li>● The Gifts of the Holy Spirit</li> <li>● Four Gospels</li> <li>● The Golden Rule</li> </ul>	<ul style="list-style-type: none"> <li>● Nicene Creed</li> <li>● Come, Holy Spirit (Prayer to the Holy Spirit)</li> <li>● Angelus</li> </ul>
<b>8th Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Our Father/The Lord's Prayer</li> <li>● Hail Mary</li> </ul>	<ul style="list-style-type: none"> <li>● Prayer of St. Francis</li> <li>● Mary's Prayer (Magnificat)</li> <li>● Psalm 23</li> </ul>

	<ul style="list-style-type: none"> <li>● Grace Before/After a Meal</li> <li>● Glory Be</li> <li>● Angel of God</li> <li>● Act of Contrition</li> <li>● Communion Fast</li> <li>● Communion Regulations</li> <li>● The Ten Commandments</li> <li>● Apostles' Creed</li> <li>● The Rosary</li> <li>● The Two Commandments of Love</li> <li>● Liturgical Year</li> <li>● Jesus Prayer</li> <li>● Act of Faith</li> <li>● Act of Hope</li> <li>● Act of Love</li> <li>● Seven Sacraments</li> <li>● Beatitudes</li> <li>● Mysteries of the Rosary</li> <li>● The Stations of the Cross</li> <li>● Morning Offering</li> <li>● Memorare</li> <li>● Hail Holy Queen</li> <li>● The Five Precepts of the Church</li> <li>● Parts of the Mass</li> <li>● The Seven Corporal Works of Mercy</li> <li>● The Seven Spiritual Works of Mercy</li> <li>● The Fruits of the Holy Spirit</li> <li>● The Gifts of the Holy Spirit</li> <li>● Four Gospels</li> <li>● The Golden Rule</li> <li>● Nicene Creed</li> <li>● Come, Holy Spirit (Prayer to the Holy Spirit)</li> <li>● Angelus</li> <li>● Holy Days of Obligation</li> <li>● Regulations for Fast and Abstinence</li> <li>● The Three Theological Virtues</li> <li>● The Four Cardinal Virtues</li> </ul>	<ul style="list-style-type: none"> <li>● Confiteor</li> <li>● The Seven Capital Sins</li> <li>● The Four Last Things</li> </ul>
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## *Appendix*

### *Common Child Illnesses and Exclusion*

[https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood\\_illness.pdf](https://www.idph.iowa.gov/Portals/1/userfiles/128/childhood_illness.pdf)

*Tips For Communication Etiquette*

1. *Phone and email are the primary means of communicating for contacting Administration, Faculty and Staff of St. Teresa of Calcutta*
2. *Teachers are asked **not** to use their smartphones during the day.*
3. *If you have a change of plans for your child's day, please contact the school office and the classroom teacher through the school phone number.*
4. *Text Messages and Social Media platform messaging are not the preferred means of communication with the school.*
5. *If you need to get ahold of your child's teacher please email your teacher or if you need to have a phone call with your child's teacher please call between 7:30 am-8:00 am or after school from 3:30 pm to 5:30 pm or set up a in person appointment with your child's teacher.*
6. *During the weekend, teachers are asked to unplug from school correspondence to focus on faith, family, and relationships. We ask you to respect their time with their families.*

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

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

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

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

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

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

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

*CHILD'S SIGNATURE \_\_\_\_\_*

8/15/2023