



ST. THERESA CATHOLIC

FAITH • SERVICE • COMMUNITY • EDUCATION

St. Theresa Catholic School
Student/Family Handbook

2024-2025

5810 Cara Carpenter Avenue

Des Moines, IA 50311

www.sainttheresaiowa.org

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

Revised 8/13/2023

Dear St. Theresa Families,

For 70 years St. Theresa Catholic School has been a place where faith meets academic excellence to excel student growth and development as successful disciples of Christ. Our patron saint, St. Therese of Lisieux, guides our work through her life and recorded examples of her faith, her writings and her prayers.

Our staff are dedicated to providing the very best for each child. We will challenge and support each child, meeting student needs. We will encourage students to live each moment with Christ at the center of their lives, while using their God given talents. We will provide a rigorous learning atmosphere where students are engaged through inquiry learning in a safe place. Faith will be at the center of all we do, focused on raising disciples of Christ.

Thank you for the opportunity to serve your family! I am honored to serve as Principal for your students and the St. Theresa Community. I encourage you to contact me with any questions, comments, suggestions or concerns.

Blessings,

Gretchen Watznauer, Principal

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515-277-1078

“Remember that nothing is small in the eyes of God. Do all that you do with love.”

-St. Therese of Lisieux

“What we are is God’s gift to us. What we become is our gift to God.”

Diocese of Des Moines Vision Statement

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

Diocese of Des Moines Mission Statement

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

Belief Statements

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

Diocese of Des Moines Essential Learnings (Student Learning Goals)

Students in the Catholic schools of the Diocese of Des Moines will be challenged as the result of their Catholic education to integrate Gospel values into their daily lives as they:

Academic Outcomes:

- Access and use information effectively
- Apply technology competently
- Think critically and creatively
- Solve problems independently and cooperatively
- Reason scientifically, mathematically and historically

Spiritual/Social Outcomes:

- Accept church, civic and personal responsibility
- Anticipate and constructively react to change
- Communicate ideas and feelings effectively in various ways
- Demonstrate global awareness, cross-cultural understanding and social justice principles
- Cultivate an understanding and appreciation of the arts

St. Theresa Catholic School Vision Statement

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

St. Theresa Catholic School Mission Statement

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

St. Theresa Catholic School - The Beginning

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

St. Theresa School was created and continues to exist in order to assist parents in educating their children. Professional educators and over 275 children experience together what it means to live a life of prayer, personal responsibility and freedom reflective of Gospel values. Teachers open the world of knowledge and pursue the intellectual development of each child, and believe that each child is a unique creation of God, and thus requires individual attention.

We will infuse the Corporal and Spiritual Works of Mercy in our teachings, providing students to live their lives through these as we are called to do.

Corporal Works of Mercy

1. To feed the hungry
2. To give drink to the thirsty
3. To clothe the naked
4. To harbor the harborless
5. To visit the sick
6. To ransom the captive
7. To bury the dead
8. To care for creation

Spiritual Works of Mercy

1. To instruct the ignorant
2. To counsel the doubtful
3. To admonish sinners
4. To bear wrongs patiently
5. To forgive offenses willingly
6. To comfort the afflicted
7. To pray for the living and the dead
8. To contemplate God's creation

We Agree That...

- Religious education is a continuous process of growth in a personal relationship with God and his people, which finds expression in a life of prayer and service in his name. The study of Scripture, prayer, doctrine, tradition, and ritual is basic to a program which provides for such a process of growth.
- Children are motivated to learn in and out of school in a positive atmosphere of Christian principles which enables individual needs to be met and talents to be utilized. Children learn through multiple materials, methods and modes facilitated by a variety of people and sources.
- Because parents are the primary educators of their children, they have the right and responsibility to be involved in their children's education. Parental involvement may be of varying degrees but should always involve communication among parent, teacher and child. As part of the learning process, parents and teachers should assist children in setting realistic goals and should try to provide the means to achieve these goals.
- School organization is based upon mutually established guidelines reached through open communication among the school community. As a result of this, the varying talents of those involved will be used to design a creative structure that meets the needs of the students and facilitates the realization of the philosophy of education.
- Discipline is rooted in the quality of relationships which exist between people. These relationships create a feeling which governs one's attitudes, relations with others, and a sense of well being and self-control. To provide consistency of discipline, guidelines must be cooperatively established.
- Guidance is the development of a special relationship between advisor and advisee which assesses progress, clarifies direction, sets goals and facilitates the growth of students. This on-going interaction is a constructive endeavor to explore areas of students' strengths as well as areas where improvement is needed. The primary goal of this relationship is to encourage the advisee to realize his or her self-worth, pride, uniqueness and potential. It is also necessary that this relationship include the involvement of any other person who can implement progress.
- Curriculum is a process which facilitates learning in such a way that the needs of the students are met. It should be continuously evaluated and altered by the learning community. Teachers influence, enhance, and individualize the curriculum through use of resources, acknowledgement of educational trends, awareness of learning styles, and their own personalities and experiences.
- The relationship between school and community is based on an understanding of mutual goals and on-going involvement in their achievement. Both school and community have a joint responsibility to communicate and to share resources unique to each in order that the needs of all are met. This relationship will help develop responsible and respectful citizens of the community.

Faith Formation

The faith formation of children is the primary reason for the existence of Catholic schools. The St. Theresa Catholic School's faith formation program is of special curricular importance. Scripture, prayer, doctrine, service and Liturgy are shared with children at their developmental levels, beginning with their own experiences.

Mass

Students attend and actively participate in a weekly all school Mass. Students will attend Mass each Friday at 8:35 AM. Students are required to wear their green St. Theresa polo to every school Mass. If there is no school on Friday, a Holy Day, or special circumstances Mass will be moved to another day of the week. Since attending Mass is an integral part of the Catholic faith, attending and participating in Sunday Mass is expected.

Sacraments

Students in 2nd grade prepare for and receive the sacraments of Reconciliation and First Communion. First Reconciliation will be celebrated in November. First Communion will be celebrated in May.

Reconciliation will be celebrated for students in grades 3 – 8 during Advent and Lent. Parents and guardians should also ensure children are receiving the sacrament of Reconciliation on a frequent basis outside of school. See the church bulletin for Reconciliation times.

Prayer

Each school day begins and ends with all school prayer. Prayer is also interwoven throughout the day.

Social Justice

As a Catholic school we engage our children in how to live our faith. This includes social justice. We focus on how we can help others through prayer, service and finances. We will infuse Social Justice learning opportunities throughout the year for our students to live their faith serving others.

Programs and Costs 2024-2025

Tuition for St. Theresa 2024-2025 School Year:

K-8th Grade Registered, tithing Parishioners:

1st Child:	\$ 5,400	(100%)
2 Children:	\$ 10,800	(100%)
3 Children:	\$ 14,850	(25% off third child)

Non-parishioners:

1st Child:	\$ 6,750
2 Children:	\$ 13,500

Pre-K tuition:

Per student	State Grant Funded Pre-K for 4 year old students	
Tuition for students who are not eligible for State Grant (age 5 or repeating)		\$4000

Fees per student:

Registration fee	\$100
Technology fee	\$100

Busing:

<u>Both directions to and from school</u>
First Child: \$500
Each additional child: \$300
<u>One direction to or from school</u>
Per student cost \$300

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

BAND PROGRAM*..... \$500/year

*MINIMUM band participation is one trimester

ATHLETIC FEES - Apply per student per sport for students in grades 5 – 8

BEFORE & AFTER SCHOOL CARE.....Fees available in Child Care office

NUTRITION DEPARTMENT**

Daily lunch including milk	\$3.15
Second Entrée	\$1.50
Individual milk	\$0.50
Small water	\$0.50
Adult lunch	\$4.85
Breakfast	\$2.50
Adult breakfast	\$3.00

free or reduced price meals are available for those who qualify

to receive free and reduced lunch benefits, students must get a qualifying meal

Lunch funds are added through your FACTS account

Breakfast/Hot Lunch

- Students who bring a cold lunch to school may purchase milk or water.
- Teachers/staff will not microwave food for students.
- Pop is not allowed.
- Lunch from outside restaurants is not allowed.
- Students who come to school without lunch will be required to eat hot lunch.

Dress Code

Overview

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

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

All clothing except green St. Theresa Catholic School shirts, St. Theresa Catholic School t-shirts, St. Theresa Catholic School fleece and regulation P.E. clothing may be purchased at any store as long as it meets the requirements of the dress code.

PreK-8 Uniform

PreK students are not required to wear the uniform though it is recommended that they do. The following table outlines the uniform descriptions for PreK-8th Grade students

Pants

- Plain navy or khaki ankle length cotton, corduroy or Docker style pants belt loops pockets.
- Pants should fit nicely and be in good condition.
 - No cargo pants, knit pants, jeans, leggings unless under skirts or jumpers, yoga pants, hip hugger style pants, tight or revealing pants, or pants with designs on pockets

Shorts/Capris

(August 23 – October 31 & April 1 – Last Day of School only)

- Plain navy or khaki walking shorts or capris
- Shorts should be mid thigh length.
- Shorts may not extend below the knee.
- No shorts or capris with designs on pockets.

PreK – 8th grade

Jumpers/Skirts/Skorts

- Colors allowed: navy or khaki or classic Navy/Evergreen Plaid purchased from Land's End
- Must wear solid black, white or navy leggings underneath jumpers, skirts and skorts from November 1-March 31 to cover underwear, warmth and help with modesty. • Undershorts from April 1-October 31 under dresses and skirts to cover underwear, helping with modesty.
- Uniform Polo shirt must always be worn under jumpers

Shirts, Blouses

- Plain white or navy polo, blouse or turtleneck
- Kelly green polo with school logo purchased from Smith Pro (required for weekly school mass)
- Only solid white undergarments or camisoles underneath shirts; no long sleeve shirts under short sleeve shirts
- Shirts or blouses are to be tucked in at all times

Sweaters

- Solid white, gray or navy sweaters may be worn over, but not in place of, uniform shirts or blouses
- Crew neck, v-neck, or cardigan styles. No hood.

Fleece/Sweatshirts

- St. Theresa Catholic black fleece with school logo purchased from Smith Pro or Lands End
- Navy or kelly green St. Theresa Catholic crew neck (non-hooded) St. Theresa Logo sweatshirts purchased from Smith Pro worn over a school dress code polo
- Hooded sweatshirts allowed on Spirit Days and Comfy Clothes Days only.

Socks

- Must wear socks
- Solid white, black or navy - can have small emblem of a different color
- Solid white, black or navy tights for girls

Middle School Uniform

The above Uniform Guidelines apply to middle school also.

Shoes

- All students should wear shoes which are clean and in good condition
- Shoes must have a closed back (no strap) on them and no open toes
- No Heelies with or without wheels, crocs and boots allowed

Hair

All hairstyles must have a natural color, worn out of the eyes, and are not distracting to the learning environment. No artificial hair color is allowed. Shaved hair for girls and shaved designs in hair are not allowed for any students.

Boys' hair must not touch the collar and must not extend below the ear lobe. Extremely distracting or bizarre haircuts or hairstyles are not allowed.

This may be reason for disciplinary action to include detention, suspension or expulsion from St. Theresa Catholic School - or for other such action as may be deemed appropriate by the principal. In all cases of dispute, the decision of the principal shall govern.

Jewelry

- Although the wearing of jewelry is not recommended for elementary school students, small and simple jewelry that is attractive and inconspicuous is permitted. If jewelry becomes distracting to the student or others, the child must remove the jewelry and give the jewelry to the teacher. The jewelry will be returned to the student at the end of the day.
- Girls are allowed no more than two small earrings per ear as deemed appropriate by school administration.
- Boys may not wear earrings during school or at any school sponsored function. ● Body piercings are not acceptable.
- Wallet chains may not be worn.
- No tattoos – permanent or temporary

Hats

- Hats may be worn to school, but may not be worn in the building unless there is teacher/administration approval.
- No neck scarves, bandanas, or apparel that covers the entire head may be worn.

Physical Education

- K-5th students should wear regular school uniforms with tennis shoes. ● 6th - 8th grade students will wear the official black PE shorts and green PE shirt (ordered

Out of Uniform Day are days when students may wear clean, well-kept jeans or athletic pants to school. No cargo jeans or leggings pants are allowed. Shorts may be worn from April 1-October 31. Shorts must be mid-thigh length. A modest, school appropriate shirt of choice may be worn.

Spirit Days are held the last Thursday of each month. Students may wear clean, well-kept school appropriate St. Theresa Catholic clothing or Dowling Catholic clothing. Students should wear school dress code shorts, skirts or pants.

Any item of dress code in question including uniform and out of uniform wear is subject to the principal or principal's designee.

Organization

Leadership Council

Comprised of school and parish volunteers, the Leadership Council works closely with the principal and pastor in the areas of faith, academics, community-building and fundraising to support the mission of the school.

The Leadership Council will be structured as follows:

- Membership comprised of the pastor, principal and volunteers invited to serve by the pastor
- Leadership Council Officers - Chair, Vice Chair, Secretary, Treasurer - to be named by the pastor
- Meetings are held throughout the year and are open to the public
- Annual meeting with Regional President and Board of Directors

Begun in 2023-24, the Leadership Council combines the work of the Board of Education and Parent Teacher Organization at St. Theresa. This pilot initiative is happening in coordination with Des Moines Regional Catholic Schools.

School Administration

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

Faculty

The faculty of St. Theresa Catholic School is composed of fully accredited professional teachers. All the teachers hold current licensure in the State of Iowa issued by the Board of Educational Examiners. They are qualified to teach in the subject areas to which they are assigned. Faculty members in PreKindergarten through fifth grade are hired primarily as self-contained classroom teachers. Teachers in grades six through eight work in their areas of expertise and certification. Additional specialists are employed in the areas of Guidance and Counseling, Music, PE, Reading Resource and Title 1 Reading. The faculty is regularly observed and evaluated by school administration following Diocesan policy. Teacher Associates support student learning under the guidance of classroom teachers.

Substitute Teachers

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

School Visitors

In normal operations during the course of any day, there are visitors on our school grounds for a variety of reasons. For the purpose of this the term “school” will encompass the school building, the playground, parking lots, field and any other structure or land used by the school during the school day. The school is locked. All visitors to the school during the school day (8:15-3:30) are required to enter the building through the main entrance on the north side of the school and sign in at the main office. All visitors will show a state ID.

During normal operations, forgotten lunches and other items will be left in the office for students to pick up. Floral/balloon/gift deliveries will not be made to students.

Visitors' access to the building is dependent on health and safety of students and staff. Visitor policies may change at any time to mitigate safety and health risk.

Volunteers

All volunteers who assist in the classrooms, special events and extracurricular activities are required by the Diocese of Des Moines to complete a volunteer application (available on our school website <https://sainttheresaiowa.org/school/>) and to complete Virtus training at www.virtus.org. The Diocese of Des Moines is committed to the protection of young people from sexual abuse in the church. The four dioceses of Iowa have developed safe environment programs for clergy, parish and school staff and volunteers to keep children safe from sexual abuse. All individuals who are employed by or volunteer at St. Theresa Catholic School are required to complete the Virtus training. All individuals are also required to complete a background check form.

Covenant of Trust between Parents and St. Theresa Catholic School

“Jesus said to his disciples, ‘Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.’ Then he embraced them and blessed them, placing his hands on them.” (Mark 10:14-16).

At baptism, parents accept the responsibility of forming their child in the practice of the faith. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children” (*Canon 793.1*).

Catholic school personnel partner with the family in proclaiming and witnessing as disciples to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at St. Theresa Catholic School are aware of this vocational call from God, and in response, commit themselves by word and example to be the first and best teachers of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church, will be part of their child’s education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Commit to conversing frequently with their children about God and include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them, respectively, to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to express compassion and concern for the needs of others.
- Practice stewardship of time, talent, and treasure, and meet their financial responsibilities in support of the school and parish.

St. Theresa Catholic School enters a relationship of trust with each school family. The Parent/Student Handbook provides the school’s framework for this trusting relationship by setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

By completing my/our permissions in JMC, I/we hereby acknowledge that I/we have read this handbook and will abide by these regulations, that I/we have had an opportunity to ask questions about its contents, and that I/we will fulfill my responsibilities as the primary educator of my/our child as outlined in this covenant of trust.

Sign _____ Date _____

STUDENTS

Code of Conduct

Christian Behavior

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

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

Academic Responsibility

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

- Demonstrating a positive attitude
- Coming to school prepared to learn
- Assuming accountability for one's own learning
- Not disrupting learning for classmates and peers

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of this school. These principles include, but are not limited to, the policies, principles, or procedures set forth in our school's handbooks.

"The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student/family if the administration determines that the partnership is irretrievably broken."

"Do to others whatever you would have them do to you. This is the Law and the Prophets." Matthew 7:12

**"Kindness is my only guiding star."
-St. Therese of Lisieux**

Daily Processes

School Day Schedule

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

Time	Action
7:50 AM	Student may be on school grounds
8:00 AM	Students enter the building with teachers
8:15 AM	School day begins - students are to be in their classrooms
3:27 PM	End of school day prayer and announcements
3:28 PM	Teachers bring students to carline/buses
3:40 PM	Students not picked up are sent to the office.

Morning Drop Off

Students may be dropped off starting at 7:50 am when staff are present to welcome them. Students are to be dropped off in the main parking lot between the church and school, entering from Merle Hay Rd. Follow along the cones in a single file line allowing children to exit cars in the marked area. Children should be prepared to exit the car quickly. If they need assistance, please park in the lower parking lot, help them out and walk them up the hill towards the school. Students should exit on the right side of the vehicle and immediately move through the cones towards the school. Cars are allowed to safely and slowly pass other stopped cars on the left after children have exited the cars. Be mindful of where children are. Only PreK parents are to use the teacher parking lot to drop off children for AM/PM PreK. AM PreK parents will also pick their children up in the west teacher parking lot. PM PreK parents will pick their child up in the regular playground carline.

Before School Regulations

- Students are not allowed in the church, gym or school prior to the first morning bell at 8:00, except with the expressed permission of a teacher, if they are part of AM Childcare or if they arrive at 7:50 for breakfast in the gym.
- K-8 students may not be on school grounds before 7:50.
- PreK morning students should not be on school grounds before 8:00 unless they arrive at 7:50 for breakfast in the gym.
- Middle School students coming in for Academic Assistance should enter through the main school office entrance on Cara Carpenter Avenue and report directly to a Middle School classroom at 7:30 and remain in that classroom until 8:00.
- Students who arrive between 7:50 – 8:00 in the parking lot carline are to wait on their class markings and remain there until school staff direct them to come inside. If the weather is inclement students will be allowed to go into the building and go immediately to their classrooms.
- All student cell phones are to be turned off and put in lockers or backpacks while on school grounds.

Cara Carpenter Avenue

Parents may use the bus lane on Cara Carpenter Avenue for pick up, drop off, and short term parking during the school day, after 8:15am and prior to 3:30pm.

Parents are NOT allowed to pick up or drop off students before or after school on Cara Carpenter Avenue which includes the bus lane.

Afternoon Pick up

Students are to be picked up in the main parking lot between the church and school. Cars enter the drive to the school playground from Merle Hay Rd. Please drive south on Merle Hay to enter the lot. Cars are not to be on the playground prior to 3:15 PM. Cars should be in two lines from Merle Hay Rd. until the school playground where cars will alternate into a single line. Parents stay with their cars. Classes will be brought outside at 3:28 for parent pick up. Teachers/staff will assist students in finding their cars.

Students Who Walk to/from School

Students walking to school grounds should cross streets at corners using crosswalks.

After School Regulations

- All students are to leave the school grounds immediately after dismissal unless attending Childcare, waiting for the bus, or participating in some supervised activity scheduled for that time.
- Students are not permitted to be in the church, Community Center, music room, or in areas other than those assigned, except under direct supervision of a member of the school staff.
- Students are not allowed to wait at school for sports or other activities that are scheduled later in the afternoon or evening, except by prior arrangement.
- Arrangements for a student to remain after school should be made 24 hours in advance if possible.
- Students not picked up by 3:40 will be sent to the office. The school does not have staff to handle after school supervision. If you need care after 3:40 you will need to make arrangements with the aftercare program.
- Cell phones should be shut off and put away while on school grounds. If a student needs to call/text home for a ride they must have teacher permission.

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

Students Who Need to Leave During the Day

No student is to leave the school grounds after arriving unless written permission or phone call from parents is shared with the teacher or office. It is critical that the office knows the location of all students for safety.. The process for students to leave early includes:

- Parents of Pre-Kindergarten – 5th grade students must bring/meet their children in the office to sign them in and out when it is necessary for the students to be dismissed early.
- Middle school students must sign in/out in the office after parent contact and can walk out to the car.

Please notify the school office if there is a change in who is picking up your children. Students will not be allowed to go with a non-designated person unless the school office has been notified.

Academics

Curriculum

Diocesan Standards and Benchmarks are the foundation of our curriculum. The Standards and Benchmarks can be found on the Diocesan website at www.dmdiocese.org or on the St. Theresa Catholic School website at www.sainttheresaiowa.org.

Reporting Student Performance

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

Achievement Scale for 4, 3, 2, 1 for Kindergarten through 8th grade is:

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

Middle School also utilizes letter grades.

Reporting Student Performance

Student Records

Parents can access JMC for Middle School grades, missing or late assignments. Middle School teachers are required to update grades on JMC regularly. *If internet access is not available please speak with your child's teacher for alternate arrangements.

Teachers will also send out reports during the middle of each trimester for an update on student progress. Teachers will contact parents any time there is a question or concern about a student. Parents should contact teachers if they have concerns about their child's learning.

A permanent record of each student is kept on file in the school office. According to the Family Educational Right and Privacy Act, parents have the right to see their child's permanent record upon request. Parents can contact the principal to view their child's records.

Grading Principles and Guidelines/Assessment Principles and Guidelines

Approved by and for the Schools of the Diocese of Des Moines

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

Grades K-5 Agreements:

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

Grade 6-8 Assessment Principles and Guidelines:

1. Differentiation of instruction is necessary in order for students to grow and progress.
2. Behavior
 - is not considered part of academics and is not to be considered part of the proficiency level assessment
 - is to be reported in a separate Christian Character progress report
 - Behavior is reflected in levels, ODRs/BRs
 - Behavior is also reflected on the progress reports on the progress reports at the end of each trimester
3. Extra credit will not be given; quality differentiation is expected to determine whether a student exceeds grade/course level expectations.
4. Zeroes
 - Will not be given for missing or incomplete work
 - Teachers are to use zeroes only when the actual score reflects a zero score
 - A zero is not permanent unless there is no attempt on behalf of the student/family to participate in the help from the teachers to complete missing work within one week
5. Determining proficiency
 - Teachers will triangulate data, considering most recent scores to determine proficiency
6. Homework
 - Homework must be meaningful, purposeful, of high quality and aligned to specific benchmarks and coursework.
 - Each school will determine the appropriate amount of homework
 - Incomplete work will be recorded as ID (insufficient data)
 - Teachers must give students the opportunity to complete the work. This includes 7:30 sessions with teachers
 - Students must take the opportunity to complete each assignment to the best of their abilities
7. Incomplete work
 - Students are expected to complete all required work within one week
 - Work that is not submitted will be recorded as ID (insufficient data)
 - Teachers must give students opportunity to complete late work through 7:30 sessions
 - Students must take the opportunity to complete each assignment the best of their abilities
8. Formative Work
 - Evaluating formative work must guide instruction and learning
 - Formative work must be checked or receive feedback, but not all work must necessarily be recorded in a grade book
 - More recent formative work should be used in grading

9. Summative Work

- Summative assessments are to be used to determine a student's performance
- Students will have the opportunity to demonstrate proficiency on Standards, Benchmarks, Grade-level Expectations, and Course-Level Expectations through formative work in the event that the summative assessment does not reflect proficiency
- Teachers will look at the total body of evidence in order to arrive at a summative assessment

Further Guidance and Vocabulary Associated with Principles and Guidelines

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

- Example: A student scores 0/10 on a quiz.
- Please keep in mind the ultimate goal is student learning, so a strong retake policy should be in effect to help these students learn the material.
- If students get below a 70% on a test or quiz they must retake within one week.

Students retaking tests or quizzes must come in early or stay after school for academic assistance prior to the retake.

Academic Grade: A-B-C-D-F letter grade found when averaging summative work scores together (used only in grades 6-8). The following grading scale should be used to determine academic grades.

A+	99 – 100	C+	77 – 79	F	59 and below
A	93 – 98	C	73 – 76		
A-	90 – 92	C-	70 – 72		
B+	87 – 89	D+	67 – 69		
B	83 – 86	D	63 – 66		
B-	80 – 82	D-	60 - 62		

Emergency Procedures

Emergency Operation Plan

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

Fire/Tornado/Crisis Drills

Regular fire, tornado and crisis drills are practiced throughout the school year.

Attendance Policies

Overview

Students who have good attendance are more likely to achieve higher grades and experience a greater enjoyment for school. While it may be possible for an absent student to make up some of the schoolwork missed, it is impossible to completely compensate for absence from classes. Students miss out on learning, classroom discussions, and experiences when they are absent. Students should not be absent any more than is absolutely necessary.

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

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

Unexcused absences include but are not limited to:

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

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

Absence Procedures

If a student is absent:

- The parent/guardian must notify the school office by phone at 277-0178 by 8:45 am each day if their student will be absent for any reason. A message may be left on the answering machine by pressing 1.
- Upon returning to school for any absence, the student must provide a written note explaining the absence to the school office.
- A doctor's note is needed when a child returns to school after missing three or more consecutive days due to illness.
- Any excused or unexcused absence will be counted as time absent from school.

Process if Student Needs to Leave During the Day

Students who need to be excused from school during the school day for doctor appointments, etc. must bring a note from the parents, e-mail the classroom teacher, and email the school office or call the school office if it is an emergency.

Making up Schoolwork

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

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

Five Absences in a Trimester

The school will initiate a review of absences if a student has been absent five times in a trimester.

Considerations for this review include:

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

Seven or More Absences in a Trimester

Student records are reviewed with school team:

- Referral of attendance review may include the principal, counselor, Student Support Team, pastor, and school nurse
- Require a written doctor's excuse for all future absences

Unexcused Absence

Truancy-

- will be addressed by the administration.

Vacations

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

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

Tardiness

Tardiness is defined as a student's initial appearance in an assigned area at any time after designated starting time. Tardy students affect their own studies but also interfere with the progress of those students who are prompt. Students who are continually tardy to school will be subject to administrative review and action.

The teacher and office are responsible for keeping records concerning tardiness and to apply sanctions.

These sanctions shall be consistently applied and shall be sequential.

- For the third tardy the student's parents may receive a written warning from the school office.
- More than five tardies in a trimester will result in contacting the parents for the following:
 - A parent conference
 - An attendance contract
 - The teacher/school office may report an unexcused absence.

Middle School Tardiness

At the middle school level, it is appropriate for 6th, 7th, and 8th graders to take responsibility for arriving at individual classes in a prompt manner. Students are counted as tardy in Middle School classes if they are not in their seats when the bell rings. In the event of a pattern or continued habit of tardiness, the teachers will refer the student to the Student Support Team for ideas regarding interventions and problem-solving.

School Events

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

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

Students may only be excused in the event of an emergency or a serious conflict where the the conflict is unavoidable. In such cases:

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

Note. Athletic events, parties and similar events are not normally considered sufficient grounds for absence at special school events. Students must attend at least half of the school day on the day an event or activity is held to participate in that event or activity.

Discipline -Overview

Positive Behavior Intervention Supports

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

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

Vision Statement. Theresa Catholic School Positive Behavior Intervention Supports (PBIS)

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

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

The school-wide PBIS program in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning.

PBIS emphasizes prevention, active instruction and research validated practices for:

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

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

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

PBIS (Positive Behavior Intervention Supports)

Saint Theresa Middle School encourages parents, teachers, and students to work together to encourage responsibility, independence, and personal growth. Teachers will use a “Level” system to help students recognize behaviors and habits that diminish personal growth. Please use this as a guide to understanding how teachers can effectively manage classrooms while students are encouraged to recognize behavior that needs improvement to become a successful student.

Level 1: Am I responsible and on task?

Examples of behaviors that need attention:

1. Not taking responsibility for actions
2. Being Unprepared
3. Not following directions
4. Being out of dress code

Examples of possible consequences:

1. Warning
2. Apology for actions
3. Remove distractions

Level 2: Am I respectful to space and materials?

Examples of behaviors that need attention:

1. Inappropriate talking/constant talking
2. Interfering with the learning of others
3. Refusing to work in class
4. Disrespectful body language

Examples possible consequences:

1. Student/teacher conference
2. Apology
3. Remove distractions

Level 3: Am I respectful to classmates, teachers, myself, and God?

Examples of behaviors that need attention:

1. Arguing with a classmate, teacher, or staff member
2. Inappropriate use of technology
3. Disrespect to adults
4. Disrespect to peers

Examples possible consequences:

1. Behavior Reflection (BR) plus parent signature
2. Apology
3. Student/teacher conference

Level 4: Are my actions harmful, excessive, or a threat to self or others?

Examples of behaviors that need attention:

1. Actions that are likely to cause harm
2. Fighting
3. Verbally or physically threatening
4. Cheating

5. Plagiarism

Examples possible consequences:

1. In School Suspension or Out of School Suspension
2. Referral to Discipline Board
3. If a level 4 citation is given, automatic Office Discipline Referral (ODR) to Principal
4. Parent email home

Middle School Reward Days

All students are eligible for Reward Days at the end of each trimester. Reward days will be based on behavior rather than academic performance. Students will be eligible for Reward Day activities unless their behavior choices resulted in more than three Behavior Reflection (BR's) or more than one ODR in a trimester.

DISCIPLINE

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

Disciplinary Sanctions

Students who violate the policies, rules or directives of St. Theresa Catholic School may have consequences to include: (Different types of behavior require different approaches and clearly defined actions.)

- Denial of extracurricular activities or privileges,
- Referral to St. Theresa Principal
- Placement on probation
- In-school suspension
- Out-of-school suspension
- Referral to other agencies
- Expulsion from school

Serious and/or habitual behavior situations will be addressed by administration. A meeting will be held with the student, parents, and staff to discuss the behaviors and/or incidents, and clarify consequences up to and including expulsion or a behavior contract in the four following areas:

- Spiritual
- Social/Emotional
- Behavioral
- Intellectual

Teachers will use a variety of means available to them to deal with distractions in the classroom, including:

- Conferencing privately with the misbehaving student
- Seeking assistance of the parents
- Changing the seating in the room
- Adjusting school assignments

If the teacher's efforts are not successful in reducing the misbehavior, the student will be sent to the office.

In School Suspension

(ISS) Suspension is defined as that period of time a student will be taken out of the regular classroom and sent to a suspension room or another classroom. Students will be assigned work from their teacher and will be under strict supervision of a teacher and/or the principal. Suspension will be issued by the principal.

Note. Students may be subject to immediate suspension for a serious infraction of any kind. The principal will use their own discretion in determining if the infraction is serious enough to warrant immediate suspension. This will be communicated with the parents at the time of consideration.

Bullying/Harassment

Harassment and bullying in schools, on school property, at any school function or school sponsored activity by conduct, including all forms of cyber bullying and harassment is strictly prohibited. For the purposes of Diocesan Policy 579 (revised May, 21, 2012) harassment and bullying mean any conduct towards a student that is based on any actual or perceived trait or characteristic of the student, which creates an objectively hostile school environment by placing the student in reasonable fear of harm, by substantially negatively affecting the student's physical or mental health, by interfering with the student's academic performance or by substantially interfering with the student's ability to participate in or benefit from school services, activities or privileges.

Policy 579

DIocese OF DES MOINES Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment, bullying and/or hazing. Schools must develop and incorporate programs to eliminate harassment, bullying and hazing. (IAC 2808.28)

For the purposes of this policy harassment, bullying and hazing shall mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the student or school personnel, coaches, sponsors and volunteers which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places a student or school personnel, coaches, sponsors and volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student's or school personnel, coaches, sponsors and volunteers' physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or school personnel, coaches, sponsors and volunteers' job performance;
- Has the effect of substantially interfering with the student's or school personnel, coaches, sponsors and volunteers ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Electronic" shall mean 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, electronic text messaging, or similar technologies.

The phrase "trait or characteristic" of the student, school personnel, coaches, sponsors and volunteers as used in this policy 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.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. The term “gender identity” means the gender related identity of a person, regardless of the person’s assigned sex at birth.

Harassment, bullying and hazing may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student or school personnel, coaches, sponsors and volunteers that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s or school personnel, coaches, sponsors and volunteers’ performance or creation of an intimidating, offensive, or hostile learning or working environment.

This policy shall be in effect while students are on school property, while on school-owned or school operated/leased vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or other students or school personnel, coaches, sponsors and volunteers are the victim of bullying, harassment or hazing should immediately report their concerns to the school principal or the principal’s designee. The principal or the principal’s designee will be responsible for handling all complaints by students alleging bullying, harassment or hazing. The school must promptly and reasonably investigate allegations of bullying, harassment and hazing.

The investigator must consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment, bullying or hazing. (IAC 280.28)

Any individual who believes a person has been bullied, harassed or hazed may report the matter to legal authorities.

Retaliation against a person because the person has filed a bullying, harassment or hazing complaint or assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal shall ensure that the anti-harassment, anti-bullying and anti-hazing policy and procedures are printed in the Handbooks and shall contain the following statement: The Diocesan Catholic Schools Policy on harassment, bullying and hazing can be found at www.dmdiocese.org Catholic Schools, About Catholic Schools, School Policies and Regulations. The policy must be integrated into the school's Comprehensive School Improvement Plan (CSIP).

The principal or the principal's designee is responsible for collecting data relating to incidents of harassment, bullying and hazing. This data must be reported to the Iowa Department of Education upon completion of the investigation.

Nothing in this policy shall be construed to impair the school's ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behaviors or lifestyles that are inconsistent with Catholic teachings.

Policy Adopted:	January 31, 1994
Policy Revised:	May 21, 2012
Policy Reviewed:	March 25, 2013

Regulation 579.1

Accompanies Policy 579

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Harassment, Bullying and Hazing Complaint and Investigation Procedure

COMPLAINT PROCEDURE:

Any individual who believes that the individual or any other school related individual has been harassed, bullied or hazed should notify the principal or the principal's designee. Each school shall have a designated investigator.

The alternate investigator is the diocesan superintendent of schools or her/his designee. If the principal or the principal's designee is a witness or the alleged instigator of the bullying, harassment or hazing the diocesan superintendent of schools or her/his designee must be the investigator.

The complainant or the investigator should complete the Diocese of Des Moines Anti-Bullying Incident Report form, turn over evidence of the harassment including but not limited to, letters, tapes or pictures.

The complainant shall be given a copy of the completed complaint form. The investigator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE:

The investigator will reasonably and promptly commence the investigation upon receipt of a complaint. The investigator will interview the complainant and the alleged harasser/hazer. The alleged harasser/hazer may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. The investigator should include the totality of circumstances during the investigation. Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation and report the findings and conclusions to the principal and pastor/canonical administrator. If the principal or the principal's designee is the alleged instigator the report shall be given to the pastor/canonical administrator and superintendent. Information received during the investigation is kept confidential to the extent possible.

RESOLUTION OF THE COMPLAINT:

If the principal is not the investigator the principal may, if deemed necessary investigate further after the principal receives the investigator's report. In such a case, the principal may make a determination of any appropriate additional steps which could include an interview with the complainant and alleged abuser. Additional steps may include suspension or expulsion. The principal must file a written report closing the case and documenting any disciplinary action taken in response to the complaint. The complainant, the alleged abuser and the investigator must receive notice as to the conclusion of the investigation. Disciplinary action information can only be shared with the alleged abuser and his/her parents. Care must be taken to protect the privacy of all individuals involved.

The principal must maintain a log of information necessary to comply with the Iowa Department of Education reporting requirements.

Regulation Approved: January 21, 2008

Regulation Revised:

May 21, 2012

Regulation Reviewed: March 25, 2013

General Rules

Respect

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

Disruptive Behavior

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

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

Gestures

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

Property Damage

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

Graffiti

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

Inappropriate Writing

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

Truancy

Truancy or consistent tardiness will not be tolerated.

Birthdays

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

Possessions

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

Electronics

St. Theresa Catholic School is not responsible for any lost, stolen, or damaged electronics. Cell phones and other electronic mobile devices including smart watches and fitbits are not allowed during school hours and will be powered off at the beginning of the school day. Students are not allowed to text, film, record or use any of the above mentioned items without specific permission from a teacher.

St. Theresa Catholic School acknowledges that some families may have valid reasons for a student to have a cell phone for use after school. If a cell phone is brought to school it must remain off or it will be confiscated. The cell phone should not be carried by the student during the school day. Student use of cell phones during school is prohibited without specific teacher permission. Teachers will confiscate any phones that they see during the school day. Confiscated cell phones must be picked up by parents.

Middle School Chromebooks

Middle School students at St. Theresa Catholic School will each be given a Chromebook to use for the school year. Students and parents must sign the Chromebook policy prior to the student receiving the Chromebook and charging cord.

Students and their parents are responsible for any damage(s) to the Chromebook and replacement if the Chromebook should be lost.

Students are required to have the Chromebook at school each day charged and ready for use in classrooms. Students are able to take Chromebooks home but they must have them in class each day.

Substances

Students may not use or possess controlled or prescription substances, tobacco, beer, or alcoholic beverages.

Thrown Material

Students may not throw, pick up or toss rocks, sticks, snowballs, or other objects. Students may not throw or toss any article (other than when instructed by a teacher).

Gum and Candy

- Students may not chew gum on school premises (including the playground, bus, gymnasium, all areas of the church) or on field trips without specific teacher permission.

Student Transportation

Bicycles may be ridden to and from school by students at their own risk in 4th – 8th grades. Helmets are required. Students are responsible for providing their own locks and locking their bikes. A bike rack is located outside the lower level west door of the school. Mopeds and similar bikes are not allowed.

Bus Behavior

Improper behavior on buses will be dealt with following behavior expectations and may result in suspension of transportation for a period of time determined by the driver and the principal. Improper behavior may also result in permanent removal from the bus.

Tattoos

Temporary and permanent tattoos are not allowed. If students come to school with temporary tattoos the student will be sent to the school office. Parents will be contacted and must come to school to remove said tattoo.

Inappropriate Behavior

Conduct or actions of any student or group of students from St. Theresa Catholic School, whether at school or outside of school, which cause embarrassment or bring discredit to St. Theresa Catholic School, or which otherwise damages the reputation of St. Theresa Catholic School, will be handled by the principal. When practical and possible, the situation will be dealt with before students are permitted to return to regular classes or participate in any extracurricular activities or performances.

Items of Contraband

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

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

Student Search

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

Weapons

Weapons and other dangerous objects are taken from students and others who bring them on to the school property and from students who are participating in any school-related activity away from school premises.

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

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

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

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

Miscellaneous Information

Money

In an effort to remove money from school, the only time money should be sent to school is for school lunch or for Out of Uniform donations. All other monies will be collected through FACTS. Lunch money can also be added through FACTS.

Personal Possessions

Please label your child's clothing including fleece, PE uniforms, jackets, boots, etc. Lost articles can be returned if we know to whom they belong.

Articles of clothing (coats, caps, and boots) and other personal possessions that are brought to the lost and found will be given to the St. Vincent De Paul Society if not claimed within a reasonable time. No toys or miscellaneous items from home should be in the backpack.

Bus Service

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

Field Trips

Field trips are an extension of the regular classroom curriculum and are learning activities. Permission slips will be sent home prior to each field trip. Field trips fees will be charged through FACTS.

Conferences

Conferences are held in October and February. A sign up will be shared with families to select at time to meet with parents. Parents and teachers can conference outside of conference week to discuss the students' success.

Parents should help their child develop effective study habits. Spot-checking written assignments is highly recommended. Parents will be contacted if their child is deficient in areas affecting scholastic progress. However, it is also critical that parents take the initiative in contacting teachers to discuss a student's progress.

Teachers will conduct conferences by appointment only in order to avoid interruptions and to provide sufficient privacy and time.

Parent/Teacher Conferences are scheduled twice a year. Students in 3rd – 8th grades are expected to attend conferences with their parents. 2nd grade students attend the February conferences.

Student Support Team

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

Inclement Weather

The decision to dismiss classes because of inclement weather rests with the principal. Such a decision will be announced on local TV (KCCI & WHO). Parents will also be notified by an automated phone call and text message. This information will also be available on www.kcci.com or www.whotv.com.

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

It is absolutely imperative that all students wear appropriate clothing, headwear, boots or have a change of shoes during bad weather.

Extracurricular Athletics and Activities

The athletic programs at St. Theresa Catholic School include

- Girls' Volleyball – August – October
- Boys'/Girls' Cross Country Running (through Dowling Catholic High School) – August - October
- Girls' Basketball – Mid October - December
- Boys' Basketball – January - March
- Boys and Girls Track – March - May

The extracurricular activities may include but are not limited to:

- Band
- Choir
- Mock Trial
- Middle School Play
- Speech & Debate
- Scouts – Cub/Boy Scouts and Brownies/Girl Scouts
- Yearbook

Information on Extracurricular Athletics

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

Extracurricular Participation Criteria

Students may participate in extracurricular activities only when they maintain minimum academic levels (above 70%). If a student is not working to his/her ability, or has an incomplete or late assignment, they may be suspended from the activity until progress is shown or all assignments are completed. Students must attend at least half of the school day to participate in extracurricular activities on that day.

Child Abuse and Neglect

Iowa law requires all teachers and certified staff to report all cases where there is reasonable suspicion of neglect, emotional abuse, physical abuse or sexual abuse to the Department of Human Services. Such reports are mandatory and will be handled in a confidential manner and in accordance with Diocesan Policies and state laws.

Restraint and Physical Force

- Restraint is the act of physically controlling or directing the actions of a student.
- Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, in compliance with the discipline policy.
- Restraint shall not cause serious or permanent harm.
- Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense or defense of another.
- Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the building principal or designee.
- Parents and/or the appropriate authorities will be notified immediately if restraint was used on the student.

Abuse of Student by School Employees Diocesan Policies and state laws specify procedures for investigating and dealing with allegations of abuse of students by school employees.

St. Theresa Catholic School follows these procedures:

The designated Level I investigator shall be the principal.

Alternate investigators shall be those designated by the Diocesan Schools Office.

Sexual Harassment

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal, or the superintendent of schools for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 582 Copies are available in the school office.

Notice of Non-discrimination

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that all schools consider individuals for a position for which they meet the requirements no matter their 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 be considered for a position for which they meet the requirements as such may apply to religious schools. (281-IAC 12.1(1))

Nothing in Iowa Code and this policy shall be construed as prohibiting any bona fide religious institution from imposing qualifications based upon religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose.

In addition, schools shall comply with the anti-bullying/anti-harassment laws of the state of Iowa, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title I of the Americans with Disabilities Act as such may apply to diocesan schools.

All schools must include this non-discrimination policy in the faculty/staff handbooks.

Policy Adopted: April 12, 1976

Policy Revised: November 20, 1989

January 31, 1994

May 20, 1996

January 20, 1997

January 20, 2000

March 21, 2005

May 19, 2008

November 17, 2008

January 20, 2012 approved with reservations by Bishop Pates

Health Information

Health Services

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

Guidelines for Keeping an Ill Student at Home

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

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

PLEASE FOLLOW ALL CDC AND POLK COUNTY HEALTH GUIDELINES! For the latest COVID updates, please contact the school office or check the school website at www.sainttheresaiaowa.org.

Communicable Diseases

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

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

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

Illnesses Requiring Physician's Note

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

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

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

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

Note: Medication administration at school should be completely necessary.

Required Health Data

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

Asbestos Management Plan

St. Theresa Catholic School has an asbestos management plan and is in compliance with the rules and regulations of AHERA.

The asbestos management plan for St. Theresa Catholic School is available for review in the school office. This management plan is required under the federal "Asbestos Hazard Emergency Response Act" (AHERA) codified in 40CFR Part 763. If you have any questions please contact the school office at 277-0178.

Annual Notices

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

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

Notification of Rights under FERPA: www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf

Model Notice for FERPA Directory Information: www.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html

Model Notice of Rights under PPRA (Protection of Pupil Rights Amendment):

www.ed.gov/policy/gen/guid/fpco/pdf/modelnotification.pdf

PPRA Model Notice and Consent/Opt-Out: www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf

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

www.ed.gov/programs/titleiparta/parentinvguid.doc

Child Nutrition Programs: www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

Posters with Education Rights of Homeless Children: www.serve.org/nche/products_list.php#youth_poster

Des Moines Area Catholic Athletic League Handbook

Des Moines Area Catholic Athletic League Handbook

The DM Area Catholic Athletic League Mission is supported by the following Des Moines Area Catholic Parishes:

St. Augustin, Des Moines

Christ the King, Des Moines

Holy Family, Des Moines

Holy Trinity, Des Moines

Sacred Heart, West Des Moines

St. Anthony, Des Moines

St. Francis, West Des Moines

St. Joseph, Des Moines

St. Patrick, Perry

St. Pius X, Urbandale

St. Theresa, Des Moines

Index

	Page #
Mission and Guiding Principles.....	2
Pre-Season Requirements of Participants.....	2
Participant Eligibility.....	2
Coaching Selection/Requirements.....	3
Player Code of Conduct.....	3
Parent Code of Conduct.....	4
Grievance Procedure for concerns/problems.....	4
Sports Under DM Area Catholic Athletic League.....	5
Other Athletic Opportunities.....	5

Appendix

Insurance Information and Waiver	A
Athletic Indemnity Agreement	B
Coaching Application	C
Diocese of Des Moines Background Screening	D
Facts for Parents and Players—Concussion	E
Signature and Acknowledgement	F

Mission and Goals

The Des Moines Area Catholic Athletic League is based on Catholic values. The mission is to provide each eligible member of our parishes an opportunity to participate in athletics through leagues functioning in a family-oriented environment. Catholic athletics furthers the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church. Our goals are to improve the health and wellness of the parish communities, promote healthy lifestyles among their members, and provide those members with the best possible facilities to use while participating in parish activities.

Pre-Season Requirements of Participants:

- Fees paid by established deadline
- Registration Form - includes emergency and medical consent information (included in this Handbook)
- Current Annual Physical (you can get one from your doctor)
- Insurance Waiver (included in this Handbook)
- Code of Conduct signed by participant and parent/guardian
- Concussion Protocol/Facts Sheet with sign off (included in this Handbook)
- Sign off on knowledge of and reading of the Handbook, participant and parent/guardian (included in this Handbook)

Participant Eligibility:

- Students must be in grades 6-8 for girls volleyball, grades 6-8 for basketball, grades 6-8 for cheerleading, and grades 5-8 for track
- The participant's parent or legal guardian is registered with the parish of the team they wish to join, or the participant is a student in the parish's school or faith formation program
- A participant may only play on one parish team per school year
- Grade requirements may be considered by individual parish
- A player ejected from a game due to unsportsmanlike conduct will be removed from all games that day and also ineligible for the next game date.
- Participants must attend school/home school at least a half-day immediately preceding an athletic event on that same day. Absences due to scheduled appointments with a healthcare provider or due to a family tragedy will be considered excused.
- Local parish athletics overseers (this may be an athletic director, athletic committee, etc) will determine eligibility for players in violation of the Player Code of Conduct (see below).
- This league is coached by volunteers. To respect the coaches' time and the effort of all the teammates, it is required that participants commit to a minimum of 50% of all practices during the week prior to that week's league events.

Coaching Selection/Requirements:

- Must have completed VIRTUS training and have a certificate on file at the parish
Start out by registering with VIRTUS Online at <http://www.virtusonline.org>, click on the yellow link on the left side of the screen labeled "Registration". You can get instructions for completing VIRTUS from your parish office.
- Must have completed Diocesan background screening.
- Must complete the Coaching Application form
- Commit to the time requirements and responsibilities of the sport involved.
- Must support athletic mission, player eligibility and Code of Conduct.
- Be a responsible Christian role model.
- Must have completed concussion training and have a certificate on file.
- Head coach must be at least 19 years of age.

Player Code of Conduct:

- All student athletes will demonstrate good sportsmanship, patience, manners and an attitude indicative of the spirit and mission of the Catholic Church.
- All student athletes are expected to carry themselves in a mature, Catholic manner on and off the court/field. Participating in athletics is a privilege, not a right.
- Student athletes are here to improve their skills, work on becoming a team and enjoy their athletic experience. For some students, this may be the only team activity they participate in. For others, they may be on other competitive, non-parish teams in addition to this parish team. This league is coached by volunteers. To respect the coaches' time and the effort of all the teammates, it is required that participants commit to a minimum of 50% of all practices during the week prior to that week's league events.

Parent Code of Conduct

“10 Things Parents of Athletes Need to Know” adapted from a list created by the Diocese of Cincinnati

1. It's about the kids. Do not live your own sports' dreams through your kids. It's their turn now. Let them make their own choices, have fun, make mistakes and learn from them.
2. Never complain to a coach about your child's playing time after a game. If it's necessary to speak up, help your kid have that conversation. Follow the protocol set out in this handbook.
3. Referees are doing their best. How would you like it if someone came to your job and screamed at you while you were working? If you have a real issue, work through appropriate channels (outlined in this handbook) the next day, and keep your cool.
4. Let your coaches coach. Your job is to BE A CHEERLEADER. Understand more goes into coaching and playing than what you see at games.
5. It is EXTREMELY UNLIKELY you are raising a professional athlete. Relax, let them have a good time and learn the lessons they are supposed to be learning in sports.
6. Pursue LONG-TERM wins so that sports help kids learn to live well, make good decisions, be a moral person, live faithfully, and value honesty and good character way more than points scored and short-term wins.
7. If you have NOTHING POSITIVE to say, then be quiet and watch the game. Think about it: you really want to be “that” parent? Do you?
8. If you are LOSING YOUR MIND on the sideline of a game, it's time to look in the mirror and figure out why. It's not healthy - for you or your child(ren) - to care that much about sports. Put that energy into something more productive, like making sure every player feels good about the effort they made.
9. Let them FAIL. Forgotten equipment, not working out, not practicing at home? Let them experience the consequences. It will make them better people AND better at sports AND better at life.
10. Your kids are WATCHING YOU and so are everyone else's kids. Make them proud, not embarrassed. Show them how grown-ups are supposed to act.

Grievance Procedure for concerns/problems:

- 1st - Parent(s) or player must initially contact the coach/assistant coach in a Christian manner.
- 2nd - Parent(s)/Player contacts the Athletic Director.
- 3rd - Parent(s)/Player contacts the program administrator (school or religious education).
- 4th - Parent(s)/Player contacts the parish pastor.

Sports under DM Area Catholic Athletic League:

*In season parish sports take priority in practices and games over out of season sports.

VOLLEYBALL

Parochial Volleyball League (PVL)

Girls Volleyball -6-8th grade

August thru October

BASKETBALL

Catholic Basketball League (CBL)

Girls Basketball - 6th-8th grade

Mid-October thru December

Boys Basketball - 6th-8th grade

January thru Mid-March

TRACK

Boys & Girls - 5-8th grade

Mid-March thru Mid-May

CHEER

Follow basketball dates for girls and boys

Other Athletic Opportunities

1. Catholic Football League (CFL): <http://dmcatholicfootball.com/>
2. Cross Country: Visit www.dowlingcatholic.org and click on Athletics. Scroll down for links to the middle school cross country program.
3. Dowling Soccer Club: <http://dowlingsoccerclub.org>
4. Dowling Riptide Swim Club: www.dowlingcatholicriptide.org
5. Dowling Maroon MAT Club Wrestling Program - Head HS wrestling coach, Kevin Stanley, email at kstanley@dowlingcatholic.org
6. Maroon Athletic Club (MAC) - girls basketball club.
7. Maroon Basketball Association (MBA) - boys basketball club. Mike O'Connor, head Varsity Dowling Catholic boys basketball coach and Assistant Athletic Director for Dowling Catholic. moconnor@dowlingcatholic.org
8. Cremators softball club.

Admissions to the league:

Beginning in 2015-2016 Des Moines and surrounding area parishes with schools will be a part of the Des Moines Area Catholic Athletic League. If others outside of those parishes are interested in joining, they'll need to contact the committee with their proposal.

Insurance Information and Waiver -- Appendix A

I hereby authorize any medical treatment necessary for

(player's full name) _____ in event of accident/injury

during _____ (name of parish) league practices, games or

tournaments for the _____ school year. I understand that if a serious injury occurs, medical and/or hospital care will be given.

_____ (name of parish) is not responsible in case of accidental injury. I further understand that in case of serious injury, we will be notified. But if it is impossible to contact us, we grant permission for emergency treatment or surgery as recommended by the attending physician. I further understand that I am responsible for payment of any doctor and/or hospital fees arising from the treatment of my child. To assist the doctor and/or hospital in those tasks, we have provided the following information:

Insurance company _____

Address of insurance company _____

Policy number _____

Hospital of choice _____

Policy holder name _____

Authorized Signature _____

Phone number _____

Date _____

Athletic Indemnity Agreement – Appendix B

I consent to (child's full name) _____'s participation
in the sport(s) of _____.

As a parent or legal guardian, I agree to fully release, discharge, indemnify and hold harmless

_____ (name of parish), its legal representatives, employees, and volunteers
(all of whom shall be collectively referred to hereinafter as

_____ (name of parish) against any claim of cause of action

whatsoever brought by or on behalf of my child against _____ (name of parish)
which arose out of my child's participation in the above referenced sport, regardless of whether such claim
results from the negligence of individuals or companies not a party to this agreement. I certify that I have read
and understand this agreement and the risks and hazards associated with the above referenced sport(s).

Parent's Signature _____ Date _____

Coaching Application -- Appendix C

Name: _____ Date: _____

Home phone: _____ Cell phone: _____

Email address: _____

Student's name: _____ Student's grade: _____

I am interested in coaching or assistant coaching one or more of the following sports:

- Volleyball
 Basketball boys girls
 Track
 Cheerleading

Please provide any previous coaching experience/certifications: _____

Coaching Selection/Requirements:

- Must have completed VIRTUS training and have a certificate on file at the parish.
- Must have completed Diocesan background screening.
- Must complete Coaching Application
- Commit to the time requirements and responsibilities of the sport involved.
- Must support athletic mission, player eligibility and Code of Conduct.
- Be a responsible Christian role model.
- Must have completed concussion training and have a certificate on file.
- Head coach must be at least 19 years of age.

*If you have already completed the Diocesan VIRTUS training, please provide the date that this

was completed _____.

FACTS FOR PARENTS AND PLAYERS
 “HEADS UP”: CONCUSSION IN SPORTS
 Appendix E

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

- (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.
- (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
- (3) Key definitions: “Licensed health care provider” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board. “Extracurricular interscholastic activity” means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

What is a concussion? A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What parents/guardians should do if they think their child has a concussion?

1. OBEY THE NEW LAW.
 - a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
 - b. Seek medical attention right away.
2. Teach your child that it’s not smart to play with a concussion.
3. Tell all of your child’s coaches and the student’s school nurse about ANY concussion.

What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

STUDENTS: If you think you have a concussion:

- Tell your coaches & parents – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- Get a medical check-up – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- Give yourself time to heal – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

IT’S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.

Signs Reported by Students:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion •Just not “feeling right” or is “feeling down”

PARENTS: How can you help your child prevent a concussion? Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries. • Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

Signs Observed by Parents or Guardians:

- Appears dazed or stunned
 - Is confused about assignment or position
 - Forgets an instruction
 - Is unsure of game, score, or opponent
 - Moves clumsily
 - Answers questions slowly
 - Loses consciousness (even briefly)
 - Shows mood, behavior, or personality changes
 - Can’t recall events prior to hit or fall
 - Can’t recall events after hit or fall
- Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: www.cdc.gov/Concussion

Fill out and return the bottom portion

IMPORTANT: Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, "HEADS UP: Concussion in High School Sports."

Student's Signature: _____ Printed name: _____ Date: _____

Student's Printed Name: _____

Parent's/Guardian's Signature: _____ Date: _____

Student's Parish: _____

Signature and Acknowledgement – Appendix F

I, _____, parent of _____ have

read and understand the policy as outlined in the Des Moines Area Catholic Athletic League Handbook. I also acknowledge that I have sat down with my Student-Athlete, and we agree to abide by the information as outlined.

In addition, we acknowledge that any violation of the rules as stated in the handbook, may potentially risk the ability of my student-athlete to participate in the current and future seasons on his/her parish team(s).

Signature of Parent

Date: _____

Signature of Parent

Date: _____

Signature of Athlete

Date: _____

Support for the Handbook

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

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

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