

TEACHER HANDBOOK

2019-2020



Pocahontas Catholic School
305 SW 3rd Street
Pocahontas, Iowa 50574
712.335.3603

Father Craig Collison
Kindergarten Mrs. Courtney Hamilton
3rd Miss Andrea Altman
Religion Mrs. Jan Crowe
Religion Sister Renae Hohensee

Principal Mr. Terry Eisenbarth
1st Mrs. Amy Nelson
4th Mrs. Kay DeWall
Custodian Mr. John Nelson
Teacher Assoc. Brady Krischel

Secretary Mrs. Wanda Rittgers
2nd Mrs. Sara Greenfield
5th Mrs. Erin Martin
Cook Mrs. Donna White
Business Mgr. Brenda Reis

A great Catholic School tradition since 1896!

***Faith & Service**

***Safe & Disciplined Environment**

***Strong Academic Achievement**

Pocahontas Catholic School is a community called by God, formed as disciples of Jesus, and guided by the Holy Spirit. Our MISSION is to develop students, staff, families, and parishioners in Gospel living through experiential learning. We are dedicated to making God's love present by developing skills for learning and living and to serving each other, our Church, our community, and our world.



This section is included in the ADMINISTRATIVE HANDBOOK and should be included in all faculty handbooks.

The Educational System of the Diocese of Sioux City is committed to equal opportunity and does not unlawfully discriminate on the basis of race, color, national and ethnic origin, age, creed or sex in the educational programs or activities which it operates. As a religious institution we affirm the right to consider creed or sex a bonafide qualification in certain cases. This Educational System policy extends to employment in and admission to programs, activities and services. It admits both employees and students of any race, color, national and ethnic origin or sex to the rights, privileges, employment opportunities, programs, activities and services generally accorded or made available in the administration of its educational policies, employment policies, admission policies, scholarships and loan programs, athletic, and other school administered programs.

The Superintendent of Schools for the Diocesan Educational System or appropriate designee shall serve as the Equal Opportunity Coordinator. The Superintendent may be Contacted at the following address:

Office of Education,
Diocese of Sioux City, 1821
Jackson Street, P.O. Box 3379,
Sioux City, Iowa 51102.



The following pages should be included in all faculty handbooks and should also be provided to all other employees.

REQUIRED NOTIFICATION TO EMPLOYEES OF FEDERAL AND STATE EMPLOYMENT GUIDELINES:

I. EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Private Employment, State and Local Governments, Educational Institutions

Race, Color, Religion, Sex, National Origin:

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin (except for a bona fide religious reason.)

Applicants to and employees of most private employers, state and local governments, and public or private educational institutions are protected. Employment agencies, labor union and apprenticeship programs also are covered.

Age:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination in hiring, promotion, discharge, pay, fringe benefits and other aspects of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

Sex: (Wages)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above) the Equal Pay Act of 1963, as amended, prohibits sex discrimination in pay of wages to women and men performing substantially equal work in the same establishment.

The law covers most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay Act.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact:



The U.S. Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20507

Or an EEOC field office by calling toll free: 1-800-USA-EEOC. (For the hearing impaired, EEOC's TDD number is 202-634-7057.)

WHAT DOES THE LAW COVER?

Chapter 601A of the Code of Iowa, as amended, (the Iowa Civil Rights Act), prohibits discrimination in employment because of a person's:

Race	Age(18 or older)	National Origin
Creed	Color	Sex
Disability	Religion (unless there is a bona fide religious reason)	

WHAT DOES EQUAL EMPLOYMENT OPPORTUNITY MEAN?

It guarantees the right of all persons to apply and be considered for job opportunities on the basis of a person's ability to do the job.

WHAT SHOULD YOU DO IF YOU BELIEVE YOU'VE BEEN DISCRIMINATED AGAINST?

You should immediately contact:

Iowa Civil Rights Commission
211 East Maple Street, 2nd Floor
Des Moines, Iowa 50309
515-281-4121 1-800-477-4416

You may contact the Commission by telephone or mail for assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday-Friday. Your complaint must be filed within 180 days of the date of the discriminatory act.

II. JOB SAFETY AND HEALTH PROTECTION

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the nation. Requirements of the Act include the following:



Employers

All employers must furnish to employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Employers must comply with occupational safety and health standards issued under the Act.

Employees

Employees must comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to their own actions and conduct on the job.

The Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor has the primary responsibility for administering the Act. OSHA issues occupational safety and health standards, and its Compliance Safety and Health Officers conduct job site inspections to help ensure compliance with the Act.

Complaint

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. OSHA will withhold, on request, names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or for otherwise exercising their rights under the Act.

Employees who believe they have been discriminated against may file a complaint with their nearest OSHA office within 30 days of the alleged discrimination.

III. EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits employers from using lie detector tests either for pre-employment screening or during the course of employment.

Prohibitions

Employers are prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discrimination against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.



POCAHONTAS CATHOLIC SCHOOL PHILOSOPHY

- #1 "For God so loved the world that he gave his only Son, so that everyone who believes in him might not perish but might have eternal life. For God did not send his Son into the world to condemn the world, but that the world might be saved through him." (John 3:16-17 NAB/Rev)
- #2 We believe that the mission of the Church is to preach the gospel of Jesus Christ, to promote human dignity, to serve all people, and thereby lead them to God.
- #3 We believe that it is the mission of Pocahontas Catholic School, in partnership with parents, to prepare its students morally, intellectually, and culturally to be loving, responsible Catholic Christians, committed to personal and global peace and justice.
- #4 We believe fundamental components of our mission are daily prayer, weekly liturgy, integration of gospel values, and our religious curriculum.
- #5 We believe Pocahontas Catholic School must stress the integration of religious truth and values with all learning and living, in view of contemporary trends and pressures to isolate the religious dimension from other areas of human living.
- #6 We believe Pocahontas Catholic School must provide educational opportunities that foster a healthy, respectful and confident individual who is ready to accept responsibility to solve problems and to be a lifelong learner.
- #7 We believe Pocahontas Catholic School must provide an atmosphere of consistency and caring in which each student, as a unique individual, can best progress to his/he potential. We also believe that Pocahontas Catholic School is a community in which each individual's learning and behavior must contribute to the common good.
- #8 We believe that Pocahontas Catholic School's commitment to Christian values renders a profound service to society, which depends on spiritual values and good moral conduct for its survival.

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- *Safe & Disciplined Environment**
- *Strong Academic Achievement**

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ABSENCES

Parents should call the office before school starts in the morning if their student will be absent from school. If no call is received, the school staff will call to verify the absence.

Written assignments must be made up and handed to the teacher within two days following the absence. It is the student's responsibility to get the assignments from the teacher. This should be done at a time convenient for the teacher, not during class. If a student is ill, and another person will call for assignments, the teacher should be notified well in advance so the assignments will be ready.

Written requests, and/or telephone communication by a parent or guardian must be presented to the teacher if a student must be out of class for dental or medical reasons.

ABSENTEES

Names of absent students should be turned in to Wanda with the lunch count in the morning. If a student brings a note to be excused from school in advance, the note should be approved by the office (example: vacation, funeral, Doctor or Dentist appointment). Morning attendance and lunch count should be written on the forms provided and posted on the classroom door immediately after morning prayer.

ACCIDENTS

The room teacher, playground teacher, or teacher aide shall report pupil accidents, whether the pupil is insured or not, to the office in writing. In case of a serious accident, the parent, and school nurse shall be notified. **WRITTEN REPORT, IN TRIPLICATE, SHOULD BE COMPLETED WITHIN TWO HOURS FOLLOWING ANY ACCIDENT.** After the teacher and principal sign it, a copy goes to the secretary, to the principal, and a copy to the classroom teacher.

Accidents involving faculty must also be reported to the secretary and principal as soon as possible.

AEA

Materials and services can be ordered on line through the Prairie Lakes AEA website. Order forms are on the website. Pick up and delivery is made Monday PM.

AGENTS IN BUILDING - VISITORS No person shall be permitted to enter the school for the purpose of advertising, solicitation, or selling, except by written permission of the principal.



ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of Pocahontas Catholic School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge. It is the policy of Pocahontas Catholic School to respond promptly to allegations of abuse of students by school employees by investigation or arranging for full investigations of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigating process. Pocahontas Catholic School has appointed a level-one investigator and an alternate level-one investigator. The level-one investigator and alternate will be provided training in the conducting of an investigation. The principal or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

Level One Investigator – Principal of School Terry Eisenbarth 641-691-5383
Level One Alternate – Supt. Patty Lansink of the Sioux City Diocese 712-255-7933

ATTENDANCE

- A. Any child who is absent is required to bring a written excuse from the parent or guardian.
- B. No child should ever be sent on an errand by the teacher when it takes him/her off the school grounds (legal precaution).
- C. No child will be sent home unless the parent has been notified and we are sure that a parent will be there.
- D. A pupil must have written permission from parents to leave the school grounds during the school day.

Pocahontas Catholic School adheres to the Pocahontas Area Community School calendar. The State Law of Iowa requires one hundred eighty days or 1080 hours

The school day for Pocahontas Catholic begins at 8:05 a.m. and continues until 3:05 p.m. All classes begin promptly at 8:05 and a student is considered tardy if not in the classroom at the opening prayer. This time will be made up at the discretion of the respective teacher.

Because of legal implications, students are not permitted to leave the school premises between 8:05 a.m. and 3:05 p.m. Exceptions: Specials. Students will be dismissed and bussed over to the PAC school for Art, PE, Music, Guidance, Band and Special Education/TAG. The school is liable for students from the time they arrive each morning until the afternoon dismissal. If a student is ill or injured, the office will notify parents. No student will ever be sent home unless the parents have been notified in advance.



BICYCLES

Although the school provides bicycle racks in front of the building, we do not assume responsibility for bicycles that are parked there. Students are responsible for parking their own bikes carefully within the rack to avoid damage to other bikes.

Students who are riding bicycles must use the Pocahontas Catholic School Drive when they enter or leave the premises. The parking lot is reserved for faculty cars and for the loading and unloading of the school buses and cars.

BUS DUTY

Be prepared to dismiss your class promptly at 3:00 p.m. so you are ready to walk out of the building with the students. The yellow bus and the white bus will pick up students. Car riders will be dismissed, then the walkers. Keep children orderly.

CARPET

Teachers are to be responsible to help keep stains off the carpets. You spill it, you clean it with lots of clean water **IMMEDIATELY**. Kids are to have no drinks on carpet except the parties (then clear drinks **ONLY**). If spills, teacher or room mother needs to clean it immediately-**then notify the office so that the janitor can run the extractor over it if necessary**.

COLD WEATHER

Living in Northwest Iowa we should expect a normal amount of very cold weather. Parents should always make sure that children are properly dressed for this type of climate. The following procedures will be used when determining if children should go out for recesses:

Wind chill temperatures above zero--Full recess

Wind chill below zero-administrative decision (recess times will be modified)

We ask parents to insist that students come to school dressed warmly enough to play outside during the cold weather. Boots, mittens, ear coverings and warm clothing are essential.



CUMULATIVE RECORDS

Pocahontas Catholic School collects and maintains records for each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, honors and activities, discipline data, and objective counselor or teacher ratings and observations.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years:

- A. School officials and teachers with a legitimate educational interest. (please sign and date the record review sheet.)
- B. Officials of other schools in which the student proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating federal education progress.
- D. Organizations which process and evaluate standardized tests.
- E. Accrediting organizations for accrediting purposes.
- F. Parents of dependent children, regardless of child's age.
- G. At the time of emergency.

Any other access to student records shall be only upon written consent or upon court order of legally issued subpoena.

Students' records need to be reviewed by the teacher and inappropriate material removed on a yearly basis.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.



DISASTER PLANS

TORNADO, ATOMIC EXPLOSION, ETC. PLAN

Tornadoes usually occur in April, May, or June but they could come at any time during the school year and at any time during the day or night. Iowa State Law demands that two disaster drills be taken in the schools during each semester of the school year. The policy of Pocahontas Catholic School, therefore, is to have four disaster drills a year (two each semester.)

SIGNAL

The signal for a disaster, such as a tornado, atomic explosion, etc., must necessarily be different from the signal for a regular fire drill. As soon as a disaster warning comes over the alert monitor in the school office, the message will be relayed throughout the school building by means of the public address system. If the latter does not work, short blasts of the bull horn will be sounded.

GENERAL INSTRUCTIONS

1. In most instances, the disaster warning will give ample time to prepare for the crisis. Children and teachers, therefore, should not panic. They should walk quietly and orderly to their assigned refuge. Under normal circumstances the teacher will lead the class out of the room. When two classes are together, a teacher should also be the last one out. **The last person out closes the door. Take flashlight and class list to assigned spot to determine if all are present.** On swinging doors, first one holds door for their class so all can stay together.
2. Movement to the shelter should be in the exact manner as practiced beforehand.
3. Everyone will stay out of the gymnasium.
4. If it should happen that time does not permit children to go to their assigned places, teachers will direct them to seek shelter away from the windows.
5. If a tornado warning comes at dismissal time, the school will not dismiss until the danger is over.



SPECIFIC INSTRUCTIONS

1. Notice of a disaster will come over the public address system in the school office, or short blasts on bull horn will be sounded.
2. Gr. 4 & 5 go to the boys restroom (south side)
Gr. 2 & 3 go to the girls restroom (north side)
Kdg. & 1 go to the east side restrooms
3. Library will go to the boys restroom on the south side.
4. Lunchroom will go equally to the boys and girls restroom.
5. Teachers will get to their class if it is their planning time..
6. If a child is in the bathroom, help them to get back with their class.

DANGER SIGNS

Severe Thunderstorms: Thunder, lightning, heavy rains, strong winds.

Hail: Pellets of ice from dark-clouded skies.

Roaring Noise: Like a hundred railroad locomotives; a crashing, thunderous sound.

Funnel: Dark, spinning "rope" or column from the sky to the ground.

FIRE ALERT PLAN

Evacuation of the building for a fire alert should be accomplished quickly and without panic. Under normal circumstances the teachers will lead the class out of the room to one of the building exits. When two classes are together a teacher should also be the last one out. **The last person out closes the door. Take class lists to assigned spot to determine if all are present.**

State Law requires that the school conduct two fire alert drills each semester.

Directions for exiting the room and building are to be displayed in each classroom. These directions should be highly visible.



DIRECTIONS

1. Grades K go out the east entry door. Meet at the north east parking lot
2. Grade 1 go out classroom door. Meet at the north east parking lot
3. Grades 2,3,4, & 5 exit through your classroom door. Meet at the designated spots.
4. Secretary will check boys and girls restrooms to make sure all are out.

DISCIPLINE

Routine discipline is to be handled by the classroom and playground teacher. A busy and well supervised child will seldom behave inappropriately.

The principal is there to help you. Should you need assistance in working with particular students, please contact him.



EVALUATION PROCESS FOR TEACHERS

(adopted 4/20/05 by Diocesan Board of Education)

Each local school/system will adopt a teacher evaluation process that consists of:

- a. the use of the Diocesan Teaching Standards and Criteria
- b. the Diocesan Standard for Religion/Faith Formation
- c. the collection and use of appropriate data (evidence, documentation, artifacts) to demonstrate mastery of the Iowa Teaching Standards and Criteria plus the Diocesan Standard for Religion/Faith Formation (a PORTFOLIO)
- d. the use of coaching and feedback techniques that provide for professional growth and best practices relating to the Iowa Teaching Standards and the Diocesan Standard for Religion/Faith Formation
- e. a statement that all teachers will be evaluated by an evaluator licensed by the Iowa Board of Educational Examiners

The local school system may develop their own evaluation process based on these criteria or use the process identified in the Iowa Evaluator Approval Training Model.

Staff evaluation and recommendations shall be shared by the Principal with the Board of Education by March 15 of each school year.

STAFF DEVELOPMENT PROCESS

The core of the staff development process is the open communication between the teacher and his/her administrator. Staff development is continuous and designed to improve instruction and professional behavior.

STAFF REMEDIATION PLAN

This part of the staff development plan is designed to assist any staff member with areas of professional deficiency that could lead to disciplinary action. This process will include a conference and a letter of notification regarding specific deficiencies. If a teacher is working under staff remediation, specific deficiencies and a remediation plan will be formalized. This formal plan of action will include a time line for successful completion of the remediation plan. If remediation is accomplished, the teacher will be removed from the staff remediation plan. If remediation is not accomplished, termination procedures will be formalized. A teacher is guaranteed the right of due process.

FACULTY MEETINGS

Pocahontas Catholic School Faculty Meetings will generally be held on Mondays at 3:20 p.m. as needed.

Daily Morning Prayer is also a time in which school issues/tasks can be addressed.



TUTION FORGIVENESS

Pocahontas Catholic School staff will be granted tuition forgiven for their children provided they meet the employee requirements of the diocese and school.

FIELD TRIPS

Requests should be made at least 10 days in advance. Please indicate the reason for the trip. As we have no bus, we contact the public school for use of their school buses. The Knights of Columbus usually pay for the bus fee. We must always consult with the Knights of Columbus Grande Knight to determine approval

GRIEVANCES

If there is a grievance, or any type of misunderstanding, we ask parents to come directly to the school where the matter may be remedied. It only breaks down the morale of the school to talk about it to others, who are in no position to do anything about it. The classroom teacher should be contacted first. Problems of a more general nature should be brought to the principal.

GUM AND CANDY

The use of gum and candy is prohibited except when brought for birthday or party treats .

HANDBOOK

Teachers are expected to know the rules, policies and procedures in the student and teacher handbooks.

HARASSMENT

See Student Handbook

ILLNESS

If a student is ill, notify the office so that the parents can be contacted. No student is to ever be sent home unless the parents have been notified in advance.

If you are ill, please notify the principal as soon as possible so that arrangements can be made.

INSURANCE

Teachers are eligible for health and life insurance offered through the Sioux City Diocese.



LESSON PLANS (Curriculum Maps)

All teachers will have instructional plans readily accessible in their classroom.

LIBRARY

A library utilization schedule will be developed by the librarian and administration during the first week of school. Mrs. Crowe will serve as religion teacher and librarian. There will be identified times in which Mrs. Crowe will be available to assist students in the library. There will also be times in which the library is open for student/staff usage without supervision. Mrs. Lola DeWall, Pocahontas City Librarian will come once a month to share new library books with our students.

LUNCH COUNT

Lunch count and morning attendance should be written on the forms provided and posted on the classroom door immediately after morning prayer.

LUNCH ACCOUNTS

We get our hot lunch from Pocahontas Area Community School. Lunch account money may be brought to the office before school starts. Children who forget to bring money should go to the office anyway to make arrangements for their lunch account.

The secretary will keep the lunch cards. She will pass them out daily just prior to going to lunch.

Pocahontas Catholic School will pay for the daily hot lunch for the PCS staff.

MAIL

Outgoing mail leaves at 1:00 p.m. We will mail school related items. If you wish to mail something personal that already has proper postage on it, please feel free to do so. If personal items need postage or need to be weighed, please do this on your own.

MEDIA MATERIALS

Materials (films, filmstrips, videos, books, etc.) and services can be ordered from the AEA or the Diocesan Media Center by using the forms on the shelves in the Teachers' Lounge.

MEDICATION

All medication must be sent to the school office --before school starts --with instruction, name, and written permission to administer medication.

NICKNAMES

Please do not use nicknames of children on any school records.



PLAYGROUND RULES

Let us all observe the following rules and help make a safe playground for everyone:

EQUIPMENT-

Take turns on equipment

Play on the equipment appropriately

Use equipment appropriately

Walk on or around the equipment-NO RUNNING

If you take toys/equipment outside, bring back in. Put it back where you got it. Oh YEAH!

HANDS/FEET/BODY

Appropriate Use of Hands/Feet/Body- swing, tag (on grass only), to help someone (if they get hurt) rag football, Red Rover, boost for help.

BALLS-

Don't aim at faces, kick only on field

Use balls for what they were meant for

WHISTLE-

Whistle blows, you STOP! Line up!! LINE BASICS

PLAYGROUND SUPERVISION

The playground is to be supervised during the hours when children are present. Teachers and the teacher aide are to be punctual in performance of their assigned duties. Make sure to take the "fanny pack" for bleeding precautions.

POP

No pop or drink in classrooms by students (except at classroom parties).

PROCEDURES FOR ORDERING SCHOOL SUPPLIES

School supplies for the coming school year will be ordered in the spring. Each teacher will get approximately \$100.00 for supplies. All orders will be turned into the office

RE-ADMISSION TO SCHOOL

The principal may request a doctor's permit, when such is deemed necessary, for any or all concerned. Children should remain out of school until complete recovery and they are able to participate fully in school activities and recess.

RECESS

The recess period shall be limited to 15 minutes for a.m and p.m, arranged to suit each class. Noon recess is approximately 30 minutes in duration depending on teacher discretion. Children must leave and return to the building quietly so as not to disturb others who are at work in their rooms. It is the responsibility of the teacher or teacher aide on duty to see that children play in areas designated and to see that inappropriate behavior is not a part of the recess period.



SCHOOL CALENDAR

PCS shares the same calendar as PAC and will operate on a minimum of 1080 hours per school year.

SCHOOL HOURS

Each teacher shall be at school no later than 7:30 a.m. Teachers shall remain at school until 3:30 p.m. Monday through Thursday and after the buses leave on Friday. Teachers may leave early for committee meetings and for special reasons. (Please inform the principal beforehand.) Early departures should be kept to a minimum.

Students are asked to come to school between 7:45-8:00 a.m. Anyone arriving after the 8:05 bell will be considered tardy.

Teachers shall accompany their pupils to the **OUTSIDE DOOR** of the building at all dismissals. This should be done in a quiet and orderly manner.

SCHOOL MASS

School Masses are usually held on Fridays at 8:35 a.m. Liturgies for the Mass will be planned by the classes on a rotating basis. The first Friday of the month will see Mass held at the Church. The last Friday of the month will be scheduled for students to sit with parents/family members. Other Mass days, students will sit as a class.

Students will wear designated PCS polo or tie dye shirts for Mass days.

STUDENT SEARCH

No school official of Pocahontas Catholic School will conduct a search of a student's person, clothing, personal possessions or locker unless the school official has reason to believe that such a search will produce evidence that the student has committed a criminal offense or has broken a school rule. No student may lock his/her locker. A maintenance check of lockers will be made periodically, and students will be given prior notification of this.

TEACHERS GIFTS TO CHILDREN

Christmas gifts to the children are Rialto Movie passes, with a cost of \$2.00 for admission and a small popcorn and drink.

TELEPHONE

Students may use the school telephone for emergency calls only. Permission must be obtained from the teacher and also from the person at the office desk. This is a matter of courtesy. Forgotten assignments, permission slips, books, lunches, etc. can become a bad



habit and cause inconvenience to parents. Students are never permitted to call home for permission to go to a friend's house. This should be arranged at home.

TESTING PROGRAM

The Diocesan Department of Education recommends that students in grades 1 and 5 be given intelligence tests early in the school year. (We give the Cognitive Abilities Test in March.) The State of Iowa Assessments are given in the spring to grades 2, 3, 4, and 5. The ACRE test will be given to our 5th graders in the spring. The STAR Assessment will be administered 3 X per year.

TREATS AT SCHOOL

Birthday treats by children will be permitted. Treats should be distributed prior to dismissal time.

VISITS TO SCHOOL

Parents are encouraged to visit classes. To avoid unnecessary confusion, however, we ask that they make arrangements prior to their visit. If parents wish to eat lunch with child, they need to call the school.

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