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**Parent/Guardian-Student Handbook 2014-2015**

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The St. Athanasius community, formed in faith, is a nurturing and forward thinking environment that teaches well-rounded individuals of a world that exists outside the classroom walls. Our students display good manners and are respectful of one another. Through service and practice of Christian values they become responsible citizens of the 21<sup>st</sup> century.

## **I. Philosophy**

### Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- respond to God’s continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church’s mission of evangelization

### St. Athanasius School Mission Statement

We, the community of St. Athanasius School, are called to learn and pray together, to a discipleship of continuous education, in a caring and supportive environment as we journey to accomplish great things.

### Some General Goals of St. Athanasius School are:

- To develop a program which emphasizes personal growth and responsibility in a Christian environment where children are taught the skills and processes needed to be successful human beings.
- To guide and motivate students to become self-directing, responsible, respectful, and independent persons by allowing them some freedom of choice at their own developmental level.
- To make learning an enjoyable, interesting, and meaningful experience for each student by individualizing instruction according to the student’s needs: that is, to tailor the learning program to the individual’s learning rate, rhythm, taste, style, experience, and abilities.
- To create an environment in which each student and adult can develop and maintain a positive self-image by being himself/herself and by having his/her own individuality appreciated.
- To stimulate and sustain communication and interaction with the total environment so that the varied resources and talents of faculty, students, parents/guardians, and the community may be effectively involved in developing the potential of the children attending St. Athanasius School.

## **II. Catholic Dimension/Uniqueness**

### Catholic Atmosphere

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

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

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

### Prayers, Practices, and Beliefs (See *Yellow Pages*)

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

### Spiritual Program

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

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

Parents/guardians are always invited to the school liturgies. Please call the office to make sure of the Mass schedule.

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

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

### Admission

Children who are three years of age by September 15 are eligible to enroll for entrance into PreSchool. Children who are four years of age by September 15 are eligible to enroll for entrance into Pre-Kindergarten. Children who are five years of age by September 15 are eligible to enroll for entrance into Kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the First Grade.

Early registration is conducted annually for Grades 1-8 in March, except for the PreSchool, Pre-Kindergarten and Kindergarten which is held separately in February. A Business Day is conducted in August at which time necessary paperwork is finalized and the first tuition payment is due.

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

## Equal Opportunity

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

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

### Assessment

Each year students in grades 2, 4 and 7 take the Cognitive Abilities Test. Students in grades 3—8 take the Iowa Assessments. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

### Attendance:

The school usually adheres to the Jesup Community School calendar. This calendar conforms to the Iowa state laws. A copy of the next year's school calendar is sent to each family during the last week of the current year and is also available at the Business Day in August.

The Iowa Code 299.1 and Archdiocesan Policy 5144 both state: "Each local school shall have a specified procedure for dealing with attendance concerns, consistent with Iowa Code 299.1 (required 148 days to be met by attendance for at least 37 days per quarter)."

In accordance with this policy:

- Teachers will monitor student attendance and make a referral to the principal after the 7<sup>th</sup> absence during a semester.
- After a review of the attendance record, the parents/guardians may be contacted by phone or written notification. Documentation of the notification will be placed in the student's cumulative folder.
- When absences reach 15 days in a semester and the records have been reviewed by the school administrator, a phone contact will be made and/or a letter from the Superintendent of Schools may be mailed to the home of the student. A copy of this letter is placed in the student's cumulative folder. The County Attorney's office will also be notified.
- Further absences will be treated on an individual basis.

### Birthdays

Students' birthdays or half birthdays are announced over the P.A. Students may bring birthday treats to pass and share. Parents are encouraged to send a nutritious snack or even non-food items for birthday treats. Having balloon bouquets and other such large gifts delivered is discouraged. Such items will be kept at the office until the end of the school day so as to avoid a disruptive effect on other students.

### Copyright

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

1. copyright law

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

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

## Curriculum

Our curriculum has subject areas set up on a continuum basis. Basic textbooks and programs used are approved by the Office of Education of the Archdiocese of Dubuque. A listing of the curriculum standards used by St. Athanasius School are included in the *Yellow Pages* of this handbook.

- Religion: The religious education program comprises an exceptional approach to understanding God’s love for us and our response to God. It incorporates the student’s experience, the study of the doctrine, sacramental preparation, activities, and community resources. Liturgy is considered a vital part of the school life at St. Athanasius School. All students actively plan and participate in worship one day each week during the school year. This may take the place of the religion period for that day. Teachers and students regularly schedule and plan the Mass, communal penance, and other paraliturgical services. Parents/guardians are invited to be present for these occasions. Units/classes may schedule days of retreats for students during the year.
- Language Arts: The language arts program is structured to emphasize phonetic analysis, reading, listening, and communication skills. Additional emphasis is placed on written communication skills, grammar, creative expressions, speech, use of reference materials, and spelling.
- Math: Age appropriate strategies and materials are used to develop understanding and skills related to computation, problem solving, number sense, measurement, geometry, data analysis, and probability.
- Social Studies: The program of social studies is a study of people’s relationship to other people and to the physical world around them. It incorporates geography, cultural differences, government, history, economics, and current events. Emphasis is given to Christian understanding and concern, divergent thinking, and interpreting events in local and world society.
- Science: The study of science pursues a discovery and inquiry technique, and stimulates the student’s curiosity about oneself and the world. It stresses the scientific method of problem solving, critical thinking, and experimentation.
- Music: Some of the goals of the music program are fostering an open attitude toward all types of music, playing instruments, participating in group singing, composing music, playing in a rhythmic ensemble, and studying areas of musical theory. Units may prepare programs for public presentation. Students attendance at these programs is required, as the performance is an outgrowth of daily class work.
- Art is integrated in most subject areas to provide creative expression in core subjects. In addition, color, form, and media are studied and expressed in classroom experiences.
- Physical Education: Skill development and efficiency of movement constitute a major part of the physical education program. The child learns to function in team and individual activities, learns what the body can and cannot do, experiments in many ways, and develops balance, coordination, and large and small muscle skills.
- Health Education: Health is taught in Grades K – 8, through science, P.E., guidance, religion, and social studies. The overall program is designed to help each student protect, improve and maintain physical, emotional, and social well-being.

## Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips.

A Field Trip Consent/Waiver form must be completed for each child and signed by the parent/guardian at the beginning of each school year. It will be kept on file throughout the year. A Field Trip Permission Form will be sent to notify parents/guardians of date, time of day, destination, and mode of transportation before each field trip is taken. The permission slip must be signed by a parent/ guardian and returned to school or the student will not be allowed to go on the field trip. Permission granted over the phone will not suffice. Parents should direct any concerns, questions, or requests to have the child excluded from the field trip to the homeroom teacher.

We rent a bus from Jesup Community School and they provide a driver, however parents/guardians may be called upon to help with transportation or to chaperone. Drivers will be asked to complete the necessary paperwork to insure liability coverage. These will be kept on file in the school office.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip without advance notification and approval from the school office.

## Homework (All Grades) and Academic Incomplete Procedures (Gr. 5 –8)

Homework is encouraged in order to teach students the importance of practice, review, and application. Some students need more time to reinforce an idea; others need enrichment activities. Teachers will try to assign homework in accord with the age of students. Parents/guardians are asked to regularly discuss school work with their child(ren). Parents should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate. It is also recommended that the home provide age appropriate reading materials and access to reference materials.

Because of the importance of homework, failure to complete assignments will be dealt with in an age-appropriate manner. Students may be asked to complete unfinished work during a recess time or in lieu of another activity. Parents will be notified if a pattern of incomplete homework assignments develops.

In grades 5-8 “Academic Incomplete” (AI) notifications will be sent home to be signed by a parent/guardian each time that homework is not completed as assigned and brought to class when due. The student needs to return the completed work, along with the signed AI, on the following school day. If the student fails to return the completed work *and* signed AI at the beginning of class, s/he will make a phone call to parents and stay after school that day for 30 minutes.

AI notifications to parents/guardians should encourage responsible student behavior. However, some students may receive more AI’s than they should. The following procedures will be used beginning in the 2<sup>nd</sup> Quarter of the school year.

- 3 AI’s in a quarter is an indication that the student is failing to meet expectations and follow the school rules. A detention will be given for the 4<sup>th</sup> AI in a quarter. Hopefully that will encourage the student to make the necessary changes.
- After the detention is served, the student has a “fresh start”. However, if that student accumulates four more AI’s in the quarter, another detention is given and a parent-student-teacher conference will be required to determine further consequences and/or discuss plans for changing behavior,

## Human Sexuality Program

Human sexuality instruction, also called Human Growth and Development, is integrated into the Guidance or Religion program and is presented from the Catholic perspective in the context of total growth.

Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. Parents will be given an opportunity to preview the

materials before the lessons begin. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time.

### Internet

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

### Media Center

- Computer: St. Athanasius School has a program for computer literacy for Grades Pre-K-8. The school is constantly expanding its use of computer hardware and software. A variety of instruction is offered, including keyboarding skills, graphics, word processing, desktop publishing, database, spreadsheet, and multi-media applications.
- Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student (*may, with the permission of the supervising teacher,*) be permitted to use the address and send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understood the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations. (Copies of these forms are found at the back of the handbook.)

- Library: St. Athanasius Library is traditional in the non fiction and fictional collections and is targeted for early childhood through young adult readings. We annually add book titles to our library based on student request or recommended selections of popular published books for a specific year. The St. Athanasius Library has approximately 4500 books.

The St. Athanasius School Library is not traditional in the research or data collections. The 21<sup>st</sup> Century rapidly changes and hard facts on a topic can become outdated in such a short time. Most factual research is done via the web at St. Athanasius School.

We at St. Athanasius School encourage the philosophy of Nicholas Carr when it comes to library books. “The pages of a book shields us from the distractions that bombard us during most of our waking hours. As an informational medium, the book focuses our attention, encouraging the kind of immersion in a story or an argument that promotes deep comprehension and deep learning.”

Good books are invaluable in the development of the student for motivating him/her to greater effort, inspiring him/her to virtuous living, and fostering vocations of various types. Parents are asked to join in making all efforts to instill in students a genuine appreciation of good literature. Other sources of books for our students are AEA 267 and the Jesup Public Library. Both can provide material on any subject which is accessible to our teachers on a checkout basis.

Good new or used books or monetary donations for the library are always welcome. Volunteers help with the maintenance and supervision of the library. Parents are asked to help teach their children responsibility in caring for books and returning them on time. The cost of lost or damaged books must be supplied by the offender.

### Multi-Cultural/Gender Fair/Global Education

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

### Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parent or guardian files a written statement with the school principal that the course conflicts with the pupil’s religious beliefs. (ACSB 6144.3)

An in-school absence from physical education is allowed for one day for sickness or minor injuries if a note is sent from the parents/guardians. A period longer than one day must be accompanied by a doctor’s excuse.

### Recess

When weather permits, children PreK-4 play outdoors during recess time. Generally if the temperature is 10 degrees or lower or if there is a wind chill factor below zero, students will not go out for recess. Grades PreK-4 take a morning recess of approximately 15 minutes and a noon recess of 15-20 minutes. Grades 5-8 are allowed a 10 minute recess in the gym or outside before or after their lunchtime.

If a student is not well enough to take advantage of the fresh air and sunshine during the morning and noon recess, he/she is probably not well enough to be in school. However, if for some reason the student must stay in, a written note is required.

### School Parties

Parties that consume valuable school time are discouraged. Classroom parties of no longer than one hour in length are held for Halloween, Christmas, and Valentines Day. Room mothers and parent volunteers help with these as needed. After-school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week.

## School Day

School begins at 8:10 A.M. and dismissal is at 3:00 P.M. Buses load and unload in front of the school building, so parking between the two signs is not permitted. Students are to arrive no earlier than 7:55 a.m. Special permission may be granted by contacting the principal if a parent has to get to work and there is no other option for child care. Students are seated in the lunchroom and visit with one another quietly until 8:10 a.m., at which time they are dismissed to their classrooms. By 8:20 a.m., students are expected to be seated at their desks and ready to work. Students arriving after 8:15 a.m. should check in at the school office before reporting to their class. Parents who need to pick up their student earlier than the regular dismissal time should stop at the office first and check them out. We will then notify your student to meet you at the office.

## Special Services

The service of an educational consultant, psychologist, school nurse, social worker, speech therapist, physical therapist, and occupational therapist are available through **AEA 267**. Requests for consultation with these personnel are made by parents, or by teachers in agreement with parents and the school principal. A meeting may be scheduled to identify areas of difficulty and develop strategies to resolve concerns. In the case of speech/language, physical therapy, and occupational therapy the development of an IEP (Individual Education Program) may be warranted, and special education services will be provided by AEA 267 personnel on site.

## Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education, and utilization of appropriate community agencies. The instructional program used in all grades stresses the harmful effects caused by the use of tobacco, the use of alcoholic beverages, or any controlled substance that will alter a person's ability to perform (drug abuse, steroids, etc.). The D.A.R.E. Program is taught every other year to 5<sup>th</sup> and 6<sup>th</sup> graders.

## Student Assemblies-School Liturgies

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, whispering are discourteous acts.

## Talented and Gifted

In addition to meeting student academic needs through leveled instruction and differentiated classroom strategies, students are identified in the areas of academic and creative giftedness. Several factors are valued as criteria in the identification process. Presently, horizontal development of daily work, as well as some extracurricular programs, constitutes our program.

## **V. Communication**

### Absence (Also refer to section on Attendance, p. 6)

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

Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a **written notification for the teacher**. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to

whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to phone the school before 8:15 a.m. if a child will be absent and inform the school of the reason for the absence. (An answering machine is available to leave a message.) Homeroom teachers send a list of absentees to the office by 8:20 a.m. The secretary calls parents of unexcused students to determine the reason for the absence. If any student arrives after 8:20 a.m., they are to check in at the office. A student is counted one-half day absent if the absence is for more than two hours but less than three hours. A full-day absence will be counted whenever the student is absent more than three hours. Students missing less than one hour of school time due to a doctor or dentist appointment will not be counted as either tardy or absent. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school.

A student is tardy if he/she is not present in the classroom at the time set for the opening of school and after their lunch period. Tardy students are disruptive to the classroom, and their tardiness also has an adverse effect on their own educational progress. A parental written excuse or phone call is required if the student will be tardy.

Whenever a student is ill, he/she should be kept at home for his/her own well-being and that of other class members. Arrangements should be made with the school on what to do and who to call if the student becomes ill during the school day and parents are unable to be reached. Constant updating of names and phone numbers at the office is a necessity. The principal/secretary approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

When a child returns to school, a note explaining the absence must accompany the child.

Trips and vacations with parents/guardians taken on school days are discouraged. If such plans are made, parents/guardians should notify the principal and teachers in writing, with sufficient time allowed for teachers to make arrangements for any required work. It is unreasonable to expect that all assignments can be arranged prior to a lengthy absence. There may be some work for the student to make up after his/her return.

Long-term Absence: In the event a student suffers a long-term illness which keeps him/her out of school, tutoring for that period of time can be arranged. Communication with the school office is important so no unforeseen outside agency costs are accrued. Such outside agency cost are the responsibility of the parent/guardian.

Truancy: "Any child seven and under sixteen years of age, in proper physical and mental condition to attend school, who has failed to attend school regularly . . . without reasonable excuse for his absence, shall be deemed a truant." (Code of Iowa 299.10) Any occurrence of truancy is reported to the parent, pastor, and principal. All truants are required to make up double the time lost by truancy.

## Communication Methods

- **Dual Parent Reporting** - According to ACSB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.  
Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Athanasius Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.
- **Parent/school Communications** – Adequate and clear communications between school and home is essential for the success of the children. Parents should feel free to call teachers about students progress or other situations of concern. A school newsletter is sent at the beginning of each month; News Updates are sent on Fridays.
- **Parent-Student-Teacher Conferences** – Individual conferences are held in October and February. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences.

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

Because growth occurs best in a positive learning environment which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as learning programs are standards based with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards/benchmarks and in keeping with the student’s abilities and needs. In such a way, reporting reflects evaluation of the individual’s total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

If a student does not progress satisfactorily, parents are informed in sufficient time so that the student may improve his/her work and avoid possible failure. Grades 5-8 receive a letter at the end of the 3<sup>rd</sup> and 6<sup>th</sup> week of each quarter and the 9<sup>th</sup> week of the first and third quarters if their student’s grades have fallen below passing. Parents are encouraged to inquire about their students at any time.

Formal Progress Reports will be sent home at the end of each semester – in January and May. See also “A parent’s guide to “Progress Reporting” in the *Yellow Pages*. Progress reports for grades K-2 are skills-based and for grades 3 and 4 are standards-based. In grades 5-8 letter grades are given. At all grades comments provide additional information.

Middle School Grading System

- A = 93-100; A- = 90-92
- B+ = 87-89; B = 83-86; B- = 80-82
- C+ = 77-79; C = 73-76; C- = 70-72
- D+ = 67-69; D = 63-66; D- = 60-62
- U = Less than 60

- **PowerSchool** is a web-based software program that will be utilized by our school for students in grades 5-8. Teachers record student scores from daily assignments, quizzes, tests, and projects into this program. Parents are able to access their student’s scores via the Internet using a user ID and password. We strongly encourage parents to utilize this tool to check on their child’s academic progress. Contact the school office for information about the user ID and password.

Complaints

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

- Instructional Materials and Activities, ACSB 1312
- Complaints Against Teacher/Employee, ACSB 4119.4g
- Complaints Against Administrator, ACSB 4119.4h
- Complaints Against Board Members, ACSB 8252

The normal channel for complaints concerning school shall be from parent or students in this order: (1) to the person directly involved; (2) to the principal; (3) to the Board.

Every effort will be made to satisfy the complainant at the earliest level. Complaints not resolved with the teacher or principal must be submitted in writing before further processing.

When a complaint is made directly to the Board, as a whole, or to a Board member, as an individual, a written statement will be requested. Such a report shall include but not be limited to the following:

- Name of the person(s) involved

- A concise statement of the nature of the complaint and the surrounding facts sufficient for understanding of the precise nature of the complaint and to allow the person involved to prepare a response.
- A full account of the means that have been taken to resolve the matter on an informal basis and/or at the lower levels and the results thereof.
- The report shall be signed by the complainant.

Complaints Concerning Educational Personnel: The administration places trust in its employees and desires to support their actions in such manner that employees are freed from unnecessary spiteful, or negative criticism and complaints. The channel for complaints concerning educational personnel shall be from complainant to teacher, to principal, to Board. Every effort shall be made to satisfy the complainant at every possible level.

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

St. Athanasius Catholic School follows the Jesup School District regarding school closings-bad weather. On severe weather days school may be canceled, dismissed early, or start later than the regular time. Do not call the rectory or school. Listen to KXEL-1540, KWLO-1330, KQMG-1220, WMT-600, KOEL-95 radio stations or watch local TV channels KGAN, KWWL, or KCRG for official announcements. Parents with internet access can check websites such as [www.kwwl.com](http://www.kwwl.com) or [www.kcrg.com](http://www.kcrg.com). The Jesup School (827-1700, ext. 7) can be called for information regarding school cancellations and early dismissals. All athletic events, practices, and other school activities/programs are canceled if school is canceled or dismissed early because of inclement weather.

### Parent/School Communications

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

### Student Privacy Act

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

### Student Records

A permanent record of each pupil is kept on file at school in accord with ACSB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal. These records contain the following information: scholastic ratings of each student from Kindergarten through Grade 8 and attendance and tardiness records.

### Telephones

Parents are requested not to call the school for delivery of messages to students except in the case of emergency. Arrangements for being picked up after sports practice or to stay at another's home are the student's responsibility before he/she comes to school. The telephone is not intended for the general use of the student. Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Cell phones should not be used during the day by students without teacher permission.

## Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call us and let us know what times would be convenient for you. All visitors are asked to report to the school office when they arrive at the school.

Parents/guardians wishing to meet with teachers may call to make an appointment for before or after school.

Parents/guardians may also attend lunch with their student, but the reservation should be called in by 9:00 a.m.

## **VI. Discipline Code**

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

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Athanasius Catholic student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Athanasius Catholic School, are to be respected and followed.

## Beverages, Candy, Food, Gum

Beverages, candy, food, gum, etc., are not permitted on the school premises during regular school hours except with the permission of the classroom teacher.

## Bullying/Harassment

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

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

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

1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes, but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

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

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

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

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

### Classroom Management

To assure a quality education for the students of St. Athanasius School, classroom management procedures have been developed by the administration and teachers. Classroom teachers (K-8) establish efficient and non-disruptive classroom routines, with specific consequences for infractions. Behavior guidelines are set and explained in advance so that students understand what is expected of them. The administration and staff abide by these procedures in order to be consistent and fair to all students and seek parental cooperation in making this work.

In addition to rules/procedures established by individual teachers, all students are to:

- Cooperate with the teacher scheduled for morning supervision in the cafeteria. Unless requested by the teacher, all students will be in a designated area of the cafeteria until 8:10 a.m. The teacher on duty will direct students when to leave.
- Be in their assigned classroom seats with their books and assignments ready when class begins.
- Show respect and courtesy to authority figures (teachers, staff, aides, volunteers, etc.) and to their peers.

### Discipline Code

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

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

Unacceptable student behaviors include, but are not limited to:

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

- 7.Repeated tardiness
- 8.Repetitive unacceptable classroom behavior
- 9.Habitual late/incomplete assignments
10. Vandalism

Consequences include, but are not limited to:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB 5144.1. (See also Gangs ACSB 5133)

### Detentions (Grades 5-8)

Detentions may be assigned by a teacher and/or principal as a consequence for inappropriate behavior or chronic late work. When a student has chosen to behave inappropriately, it detracts from the classroom environment, and the student needs to make up that instructional time. Detentions are 30 minutes in length and will be scheduled before or after school. The person assigning the detention will send a Behavior Report notice home with the student to notify the parents/guardians of the detention. The notice must be returned the next day with a parent/guardian signature. Generally one day's notice is given so parents/guardians can make the appropriate transportation arrangements. Students are NOT excused from serving a detention because of athletic practices, games, jobs, etc. Detentions will be spent doing class work or service work for the school and will be supervised by an adult. Students who fail to show up at the designated time for a scheduled detention without a phone call or note from parents will have the detention doubled.

A letter will be sent home after the third detention issued in a quarter for inappropriate behavior\*. The parent(s) and student will be required to meet with the principal and teacher(s) at this time to determine further consequences and decide on a plan for improving behavior. \*See p.7 for rules concerning detentions given for Academic Incompletes.

### Electronic Devices

Cell phones, hand-held video games, personal CD, cassette players, or MP3 players with headphones, etc. are not allowed in the classrooms or with students at any time during the school day except with teacher permission. Students who bring such items for use on the bus or at after-school activities should store them in their lockers or give them to the teacher for safekeeping.

### Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

### Gambling

Gambling is not allowed during the school day.

## Gangs

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

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

## **School Dress Code and Good Grooming Policy (PreK-8)**

### **Both Boys and Girls:**

- **Slacks:** Any solid dark blue, tan khaki (no green khaki), brown, gray, or black slacks, and dress walking shorts in twill/woven or corduroy material may be worn. No nylon (windpants), knit, or sweatpant material allowed. Black denim is also allowed (not faded or stone washed). No tan or navy denim is allowed. The walking shorts are not to be shorter than 3 inches above the knee and are not to extend beyond mid-calf length. All pants should fit at the hip.
- **Belts:** Required for Unit B students. Solid color belts in brown, black, or navy must be worn with slacks, walking shorts and capris.
- **Hats:** Hats are not to be worn in the school building during the school day.
- **Shirts:** A solid color shirt with a collar is to be worn everyday, tucked in. Shirts should not be tight/form-fitting. No ties, zippers or snaps allowed. The collar may be a turtleneck, mock turtleneck, buttoned, or turned-down style. A small manufacturer's logo will be allowed. A St. Athanasius long- or short-sleeved polo, purchased through the Booster Club may also be worn. No long sleeve shirts under a short sleeve shirt.
- **Spirit Day Attire:** Each Friday will be considered a "Spirit Day". Any St. A's t-shirt long-sleeved or short-sleeved – may be worn along with uniform slacks, capris, shorts, or skorts. Jeans or denim Capri pants or shorts (no shorter than 3 inches above the knee) may be worn with the spirit shirt. Shirts must be tucked in; belts are required for Unit B students. In the event that a field trip is planned for a Friday, jeans may not be worn. The teacher will advise students about whether a spirit shirt is allowed.
- **Jeans:** Jeans worn on Spirit Days or out-of-uniform days should not be tattered or have rips or holes.
- **Sweaters, Sweatshirts, Fleece Shirts:** Any solid color waist/hip length sweater may be worn. Sweatshirts (crewneck or hooded) and fleece shirts purchased through the Parent-Teacher Organization may be worn. A collared uniform shirt must be worn under the sweater, sweatshirt, or fleece shirt.
- **Socks:** Socks must be worn everyday.
- **Shoes:** Athletic/tennis shoes are recommended. Oxfords or sandals, if worn, must have closed toes and protected backs worn with socks. Shoes should be flat-soled (no high soles or heels) for safety reasons. No boots, clogs, flip-flops, or open back shoes.

- **Gym Shoes:** It is a policy of the school, adopted by the Board of Education, that students be required to have a separate pair of laced or Velcro tennis shoes with white or non-marking soles for gym. (These are separate from street shoes and should stay at school.) Students in grades 5-8 must also have a t-shirt and pair of shorts for gym.

**Girls:** Additional attire for girls

- **Jumper:** PreK-4 may wear a navy or tan jumper; it should be no shorter than 3 inches above the knee.
- **Skorts;** Any uniform style skort in navy, khaki, or black may be worn. The skorts are not be shorter than 3 inches above the knee.
- **Capri Pants:** Any solid dark blue, tan khaki (no green khaki), gray, or black twill/woven Capri pants may be worn. No ties/strings on the leg of the Capri pants.
- **Make-Up:** No heavy make-up.
- **Earrings:** No large hoops or dangling earrings.

**All Clothing must be clean and in good condition.**

**All Uniforms are subject to Teacher and Principal Approval**

Infractions of the dress code:

1<sup>st</sup> Offense – Warning not to wear the item again

2<sup>nd</sup> Offense – Student will be sent home to change clothes

Search and Seizure

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

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

Snowballing

Snowballing is not permitted on the school grounds, as risk of injury and possible lawsuit are too great. \$1.00 fine is assessed to violators.

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

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

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

## Weapons and Dangerous Instruments

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

## **VII. Extracurricular Activities**

Extracurricular activities are recognized as an important part of the school curriculum. These activities are programs sponsored by the school or in which the school participates and are held outside of the regular school-day schedule. Participation is the option and privilege of the student. These activities are designed to contribute to the development of recognized Christian values and to the formation of principles, habits, and well-rounded individuals.

### Athletics

St. Athanasius School combines with Immaculate Conception in Gilbertville to provide organized sports for boys and girls. Students have opportunities to participate in:

- Grades 7-8: Volleyball for girls
- Grades 7-8: Wrestling
- Grades 7-8: Basketball for both boys and girls
- Grades 7-8: Football
- Grades 7-8: Baseball for boys, softball for girls
- Grades 7-8: Track for boys and girls

Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. Athletic physicals are good for one calendar year and should be turned in to assigned coach. Most physicals are renewed over the summer and are so effective for the entire school year. It is also mandatory that these same students have some kind of accident insurance coverage.

### Athletic Eligibility

Participation in a sports program is a privilege, not a right. It can be a valuable growth experience for youth. Therefore, participation in a sports program is available to those students who are making satisfactory academic progress and whose behavior in and out of classroom is reflective of the Christian environment promoted by St. Athanasius Catholic School.

Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown. Any student who fails to contribute to the good of the team and/or fails to adhere to rules established by coaches may be subject to dismissal. Any student found to be using/possessing tobacco, alcohol, or illegal drugs will be dismissed from the team.

In the case of a serious misbehavior/discipline concern that occurs in any aspect of the total school program/activity the principal may enforce an in-school suspension and/or a suspension from athletics immediately. The principal will notify the student, the parents, and the athletic director. All suspensions will be dealt with on an individual basis, depending on the severity and repetitiveness.

### Academic Eligibility – Grades 7 – 8

Students must demonstrate satisfactory progress in all classes. Determination of satisfactory progress will be made by the classroom teacher(s). The decision will be based on the student's satisfactory performance on tests, daily classwork, homework completion, individual projects, and cooperative learning activities. Test scores above 70% are expected. The student's academic capability and the effort s/he puts forth will be considered when determining if the student is making satisfactory progress.

At the end of the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> week of each quarter written notification will be sent home with any student whose academic performance/progress is unsatisfactory. Any student in grades 7 – 8 who is not making satisfactory progress in two or more classes for a particular period or in the same class for consecutive reporting periods will be ineligible for the first athletic event during the next reporting period as indicated on the notification. There may be times when a student's behavior or academic performance warrants immediate determination of athletic ineligibility.

Athletics – General Information: St. Athanasius athletes join the Immaculate Conception Gilbertville teams for sports. Coaches and athletic directors of IC determine the location of practices and events. In most cases transportation to and from the practices/events is the responsibility of the parents. Car-pooling is a common practice for this.

A student needs to be present for one-half day (3 hours) in order to participate in any extra-curricular activity. Extenuating circumstances, such as a death in the family, will be handled individually by the Principal.

The athletic director will give a copy of the schedule for the season to each participating student. A list of parents of the participating students will be sent home with the game schedules. Chaperones are needed for home and away games. If a parent is unable to be a chaperone on the day appointed, he or she must find a substitute.

Practices: Practice times will be held at a time most convenient for both the coaches and the students. Practices for each area of athletics will never last more than two hours. Sunday practices may only be scheduled with the approval of the principal, and only when the weekly practices have been canceled because of weather, school programs, etc. Wednesday night practices/competitions at St. Athanasius School must be completed by 6:00 p.m.

Social: Some type of social event may be planned by the coach at the end of the sports season. Sometimes students take up a collection for a gift for the coach(es) and present this to the coaches at the social.

School Bus Usage: If the bus is used for transporting students to an away event, only the players, their coaches, and their parents and siblings will ride the bus. Others will be allowed if they are with a parent and have a signed permission slip generated from the office.

Sportsmanship: At athletic contest, students should treat opponents, spectators and officials with Christian courtesy and respect. Students are not to lead cheers which interferes with the play of the opposing team. Student spectators are there to support the team and are to remain in their seats during the playing time. St. A students and spectators should strive to be known for our good sportsmanship.

Attendance at Athletic Events: Parents of student athletes will take turns as chaperones helping with “crowd control” at home events. St. Athanasius School will not be held responsible for children running outdoors unsupervised. Parents are strongly urged to search out other alternatives, i.e., baby sitters, grandparents homes, etc., if their children do not want to be spectators and remain in the building.

Philisophy of Athletics: Athletics is recognized as an important part of the school activities at St. Athanasius School. These activities should be an extension of the scholastic program, designed to contribute to the development of recognized Christian values and the formation of principles, habits, and well-rounded personalities. As such, the athletic program has a responsibility to provide the interests and skills of each individual participant by encouraging him/her to exercise and develop his/her athletic talents on a level commensurate with his/her ability. Instruction in each sport should emphasize the recreational values, motor skills, and mental attitude necessary for the athlete’s enjoyment and appreciation of that sport, keeping in mind the individual differences and needs of each participant. It is the policy of the athletic program to encourage each individual to actively participate in competition on a level at athletic ability. A primary goal of our athletic program is the development of skills of each player at his or her own level. Therefore, coaches must attempt to provide equality of training and playing time for each individual. Playing time, however, is somewhat determined by the athlete’s quality of practice time, effort and attitude.

Rules for each of the areas of athletics are followed as directed by the St. Athanasius Handbook and the Iowa High School Athletic Association. When discrepancies occur, local policies will prevail.

Many coaches are volunteers, are often difficult to recruit, and should be approached respectfully by parents if there is a question regarding their student’s involvement in a sport. Communication with a coach should follow the same procedures as the filing of any complaint. The normal channel for making complaints concerning school matters shall be from parent or student in the order: (1) to the person directly involved; (2) to the Athletic Director/Athletic Board; (3) to the principal; (4) to the Board of Education. Every effort will be made to satisfy the complainant at the lowest level. If it is not, parents are to take the complaint to the next party in the chain of command.

Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown (Refer to Athletic Eligibility on page 21).

Sportsmanship/Player Ejection: Any player disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet of competition. An additional violation will lead to another game suspension for each violation. After the third violation, the Athletic Board will meet to determine eligibility. Conflict resolution materials discussed with the principal and the assignment of essays regarding the conflict resolution materials will be considered as additional helpful consequences. If penalties are imposed at the end of the sport season and no contest remains the penalty is carried over to the next sport program. Any time a player is ejected from a game/meet, he/she does not participate the remainder of that day. The player is also suspended from the next scheduled or rescheduled game.

Procedure for Handling Player Ejection: Any time a player is removed from a contest/meet, the official shall notify the executive secretary of the league the day following the ejection. It is the coach’s responsibility to inform the principal and athletic director of any disqualification(s) or serious violations. The athletic director will file an official report form with the executive secretary of the league and will inform the local athletic board. Any school which does not enforce this policy will be placed on probation and will not be permitted to participate in any league tournament for one year.

Coach Ejection Rule: The coach ejection rule is identical to the player ejection rule, as well as the procedures for handling a coach ejection.

### Public Conduct on School Premises

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

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

Therefore the following provisions are in effect:

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

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

Further reference can be found in Archdiocesan Catholic School Board Policy Manual, ACSB 1251

### Day of Recollection

At least one day of recollection (retreat) will be held for the 8<sup>th</sup> graders each year. It has been the practice to find a place where the atmosphere is thought-provoking and prayerful.

### Missions/Services

“To feed the hungry” was a directive given by Christ. Various service projects and activities are sponsored throughout the year to make our students realize that “we are our brother’s keeper”.

### Completion of 8<sup>th</sup> Grade

The Board of Education adopted a policy regarding 8<sup>th</sup> grade graduation. It reads as follows: Completion of 8<sup>th</sup> grade marks the end of one phase of education and is a stepping stone to high school. Commemorating it should be kept as simple as possible, 8<sup>th</sup> grade students will be honored at the morning Mass on the day which completes the 8<sup>th</sup> grade year of their schooling. The students will follow guidelines concerning appropriate dress for the occasion. A simple celebration may follow in the gym (rolls/juice/coffee).

### Mass Servers/Organists/Guitarists

Boys and girls have the opportunity of serving daily and weekend liturgies beginning in the 4<sup>th</sup> grade. Students interested in playing music for daily and weekend liturgies are given this opportunity. They should contact Dave Even.

## Safety Patrol

5<sup>th</sup> and 6<sup>th</sup> grade students have the responsibility for Safety Patrol in the bus area and at intersections at the end of the school day. Directions given by Safety Patrol students must be followed at all times. The Safety Patrol students' judgments and actions are made to ensure the safety and well-being of the students. They must be respected and obeyed.

## School Pictures

Student pictures are taken in the fall. Parents are notified when the exact date has been set. The purchase of the pictures is optional.

## Student Activities

Students represent St. Athanasius School at all times. What students do outside of school and at school-related events may fall within the jurisdiction of the school.

## **VIII. Health/Safety Issues**

### Abuse

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

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Director of Educational Services), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with the Iowa Code 280.17, School Rules of Iowa 281-102.1-.15 (280) and ABE 4116.30a

### Help for Victims of Sexual Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups, and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to all toll free 1-800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the Policy for the Protection of Minors.

### AIDS

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

## Alcohol/Drug Policy

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

## Asbestos

Federal regulations and ACSB 7113, require us to inform you that there is asbestos in the St. Athanasius Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was June, 1998. Asbestos was removed from boiler room and kitchen office in 2013.

## Chemical Right to Know Law

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

## Health Records

Records are kept of student's height, weight, and vision as obtained with the annual school checks. Blood pressure is checked for Grade 6 – 8 students. A check for headlice will be conducted in all grades when needed.

## Lead in the Drinking Water

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

## Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. Cough drops and inhalers may be kept in the classroom in the care of teachers for students in Grades PreK-4. They must be accompanied by a written permission. Grades 5 – 8 students may keep cough drops with them as long as they have written permission from a parent. Inhalers for students in grades 5 – 8 should be kept in the office unless doctors' orders specify differently.

Permission forms for medications are included in the Appendix of this Handbook. Additional forms can be requested from the office if needed.

## Radon Testing

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

## Safety Drills

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

## Smoking / Smoke Free Building

St. Athanasius Catholic School has been designated a “Smoke Free Building.” At no time will smoking be permitted within the building or on school grounds.

## Visitors:

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

1. Receive permission from the principal and inform their teachers at least one day in advance
2. On the day of the visit, a pass must be issued and signed by the principal. This pass must be shown to each teacher before class begins and the visitor introduced to the teacher. Teachers have the right to refuse permission to a visitor.
3. Students having guests are responsible for that persons conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

## **IX. Services**

### Bicycles/Motorized Scooters

Students who live a distance from school are permitted to ride bikes to school. Whether or not a child should be allowed to ride his/her bike to school is a parental decision. Consideration should be given to the student’s maturity and ability to handle a bike in traffic.

Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. Bikes/Motorized Scooters are to be parked at the designated place in front of the gym.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

### Bus

Transportation is provided by the Jesup Community school district. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained. Rules established by these agencies are to be followed as though they were rules of St. Athanasius Catholic School. A student may be suspended from bus transportation for inappropriate conduct.

Routes are set up by Jesup Community school district. St. Athanasius Students are dropped off at the school by 7:55 each morning. At dismissal time students are transported to the public school and will board their buses there.

Parents should call the St. Athanasius School office or send a written note if a student is to be dropped off at a location different than usual. The office will then issue a permit slip to be given to the bus driver. Non-bus students who wish to ride the bus to the home of a friend will also need to bring a written permission to the office and be issued a permit slip to be given to the bus driver. Please also call the bus barn at 827-1700 ext.1411 with any changes to the bus schedule.

### Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be pasted on lockers nor may scotch tape or paste be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

### Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Parents are strongly encouraged to label their child(ren)'s belongings. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

### Lunch Program

Breakfast and lunch are available at the hot lunch program. Free and reduced-cost meals are available. Applications are available from the school office and can be submitted any time during the school year. St. Athanasius uses E-lunch Program – this computerized bookkeeping automatically records family deposits and purchases. Family statements are sent home every two weeks.

### School Supplies

A list of recommended school supplies is sent with students at the end of the previous school year and is included in the *Yellow Pages* of this handbook.

### Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Materials such as assignment notebooks and sacramental books which are consumed by the student during the year are charged to the student at cost. Books belonging to the school are to be covered at all times.

### Tuition

The tuition for each student K - 8 will be \$1,000. This can be paid in total at the August Business Day, monthly with 10 equal payments on the 15<sup>th</sup> of each month, or quarterly with 4 equal payments at the beginning of each quarter. In addition, a \$500 annual minimum contribution to St. Athanasius Church is requested from our St. Athanasius parish families and is part of the signed Covenant agreement.

Parents who are members of St. Francis, Barclay which does not have a parish school may enroll their Catholic children at St. Athanasius School if they pay the customary tuition (\$1,00 per student) and the requested \$500 annual contribution per family to their own parish. The St. Francis Parish provided a parish portion of education costs in accord with the support formula as planned and adopted by the Board of Education.

Parents who are members of another parish that has its own school may enroll their children at St. Athanasius School if they pay the customary tuition (\$1,00 per student) and \$500 per family.

The tuition fee for Out-of-Parish students is \$1,500.

### Tuition Tax Credits

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

### Tuition Grants

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

### After School Supervision

Unit B students that need to stay after school for athletic practices or events that begin no later than 4:00 p.m. may do so for a fee. This money will pay teachers for providing supervision. Information will be sent home with athletes at the beginning of each sports season.

## **X. Staff**

### Professional Staff listing:

A complete list of teachers, support staff, Parent and Board of Education members is included with the Family Directory that is distributed to families at the beginning of each school year.

### Support Staff Members

Through the Archdiocesan Office of Education, St. Athanasius School has the services of the following personnel:

- Superintendent
- Director of Planning
- Curriculum Director
- Regional Director for Educational Services

The following professional services are available through the Area Education Agency 267:

- School Psychologist
- Speech Clinician
- Audiologist
- Occupational Therapist
- Social Worker

- Educational Strategist
- Talented and Gifted Consultant

## **Ways to Be Involved:**

### School Improvement Advisory Committee

This group of community members meets two to four times a school year to discuss the Comprehensive School Improvement Plan and annual school goals, progress toward meeting student achievement goals, needs assessment data, and school handbook issues. Additional time is allowed for other topics to be discussed at the meetings.

### Board of Education

This group of elected parish members meet on the first Monday of each month August through June. They are a policy-making group and offer support to the administration and teaching staff. Members wishing to run for the Board can call the nomination committee in February or March prior to elections in May.

### Parent- Teacher Organization

The St. Athanasius Parent-Teacher Organization was formed to provide parent/guardian support and involvement in St. Athanasius School, to enrich the academic environment, and to promote extracurricular activities for the students.

St. Athanasius Parent-Teacher Organization membership drive begins in August of each year. Membership dues are \$5.00 for a single or \$10.00 for a family membership

The Board of Directors is made up of six people: three officers and three board members. They are elected to two-year terms.

For the past several years, the Parent-Teacher Organization has sponsored several fundraisers including, Martin Brothers ordering and two Fish Suppers. The money made from these fundraisers is used to purchase needed items for the school “wish list” which is compiled by teachers each spring.

In the past three years alone, the Parent-Teacher Organization has provided over \$10,000 to help purchase supplementary classroom materials, school room supplies/equipment, teacher incentive money, library books, and much more.

The Parent-Teacher Organization also plans special events and provides gifts for the teachers, principal, lunchroom personnel and secretary for Appreciation Weeks, and more.

### Volunteer Aides

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

**Please Note !!**

Every situation that might arise during the school year cannot be covered in this handbook. Just because it is not mentioned does not mean it does not apply. In order to provide respect for one another and a Christian learning environment in which all can grow, all need to understand and be familiar with these guidelines.

All Archdiocesan policies and State of Iowa education laws, as they apply to St. Athanasius, are to be respected and followed.

**Parent/Guardian-Student Handbook**  
**Revised: July 2014**

**St. Athanasius School**  
**641 Stevens Street**  
**Jesup, IA 50648**

**Please return the bottom portion after reading/reviewing the Parent/Guardian-Student Handbook.**

**To: St. Athanasius School**

**I/we have read the St. Athanasius School Parent/Guardian-Student Handbook and understand our responsibility in the matters included in this handbook. I/we have discussed the necessary items with my/our child/ren.**

**Signature/s:**

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

## **Prayer, Beliefs and Practices**

The following Prayers, Beliefs and Practices are found in the Compendium - Catechism of the Catholic Church ©2006 and the United States Catholic Catechism for Adults ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in “By Their Fruits You Shall Know Them. . .” (NCEA) and Sowing the Seeds of Faith (NCCL) which reflect developmentally-appropriate levels.

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards/grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services.

While other prayers of cultural/liturgical significance may be recommended and used as designated by the local site, students are expected to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

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

## **Prayers**

### **Sign of the Cross**

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

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

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

### **Hail Mary**

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

### **Glory Be**

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

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

### **Angel of God**

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

### **Grace Before a Meal**

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

### **Grace After a Meal**

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

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

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

### **Morning Offering**

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

### **Act of Contrition**

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

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I

firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.  
(Traditional version)

### **Jesus Prayer**

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

### **Confiteor**

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

### **Apostles Creed**

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

### **Nicene Creed**

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

### **The Rosary**

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

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

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

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

After saying the five decades, say the Hail, Holy Queen.

### **Mysteries of the Rosary**

Joyful Mysteries (recited Monday and Saturday)

- The Annunciation
- The Visitation
- The Nativity (birth of Jesus)
- The Presentation
- The Finding in the Temple

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

- The Baptism of Jesus
- The Wedding Feast of Cana
- The Proclamation of the Kingdom, with the call to Conversion
- The Transfiguration
- The Institution of the Eucharist

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

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion

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

- The Resurrection
- The Ascension
- The Descent of the Holy Spirit
- The Assumption
- The Crowning of Mary Queen of Heaven and Earth

### **Hail, Holy Queen**

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

### **Act of Faith**

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

### **Act of Hope**

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

### **Act of Love**

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

### **Memorare**

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

### **Angelus**

V. The angel of the Lord declared unto Mary.

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

V. Behold the handmaid of the Lord.

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

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

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

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

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

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

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

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

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

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

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

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

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

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

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;  
where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.

Grant that I may not so much seek  
to be consoled as to console,  
to be understood as to understand,  
to be loved as to love;  
for it is in giving that we receive,  
it is in pardoning that we are pardoned,  
And it is in dying that we are born to eternal life.

### **Psalm 23**

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

### **Additional Prayers**

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

Lord Jesus, life is Your gift to us.

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

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

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

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

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

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

## **Prayer of Discernment**

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

## **Beliefs and Practices Formulas of Catholic Doctrine**

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

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

### **Communion Regulations**

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

### **Communion Fast**

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

### **Four Gospels**

- Matthew, Mark, Luke, and John

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

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1

- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

### **Liturgical Year**

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

### **Parts of the Mass**

#### **Introductory Rites**

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

#### **Liturgy of the Word**

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

#### **Liturgy of the Eucharist**

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

#### **Communion Rite**

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

#### **Concluding Rite**

- Blessing
- Dismissal

## **Regulations for Fast and Abstinence**

- Fasting is refraining from food or drink to some degree.
- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

## **Seven Sacraments**

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

## **The Four Cardinal Virtues**

- Prudence
- Justice
- Fortitude
- Temperance

## **The Four Last Things**

- Death
- Judgment
- Hell
- Heaven

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

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

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

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

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

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

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

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

### **The Seven Capital Sins**

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

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

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

### **The Ten Commandments**

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

### **The Three Theological Virtues**

- Faith
- Hope
- Charity

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

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

### **Works of Mercy**

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

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

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

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

Prayers, Beliefs and Practices  
Suggested/Recommended at Developmentally Appropriate Grade Levels  
(Prayers with \* listed at each grade level will be checked for mastery)

**Kindergarten**

- Sign of the Cross\*
- Grace Before a Meal\*
- Our Father/The Lord's Prayer\*
- Hail Mary\*

**Grade 1**

- Sign of the Cross\*
- Grace Before a Meal\*
- Grace After a Meal\*
- Our Father/The Lord's Prayer\*
- Hail Mary\*
- Angel of God\*

**New Prayers, Beliefs and Practices introduced at this level are:**

- Glory Be
- Morning Prayer

**Grade 2**

- Sign of the Cross
- Grace Before/After a Meal\*
- Our Father/The Lord's Prayer\*
- Hail Mary\*
- Glory Be\*
- Angel of God\*
- Act of Contrition\*
- Two Commandments of Love

**New Prayers, Beliefs and Practices introduced at this level are:**

- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

**Grade 3**

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer\*
- Angel of God\*
- Act of Contrition\*
- Communion Fast\*
- Communion Regulations\*
- The Ten Commandments\*
- Two Commandments of Love\*
- Apostles Creed\*

**New Prayers, Beliefs and Practices introduced at this level are:**

- The Rosary
- Liturgical Year
- Seven Sacraments

#### **Grade 4**

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer\*
- Angel of God
- Act of Contrition\*
- Communion Fast
- Communion Regulations
- The Ten Commandments\*
- Apostles' Creed\*
- The Rosary\*
- The Two Commandments of Love\*
- Liturgical Year\*
- Seven Sacraments\*

New Prayers, Beliefs and Practices introduced at this level are:

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Beatitudes
- Mysteries of the Rosary

#### **Grade 5**

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year\*
- Jesus Prayer\*
- Act of Faith\*
- Act of Hope\*
- Act of Love\*
- Seven Sacraments\*
- Beatitudes\*
- Mysteries of the Rosary\*

New Prayers, Beliefs and Practices introduced at this level are:

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

## Grade 6

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes\*
- Mysteries of the Rosary\*
- The Stations of the Cross\*
- Morning Offering\*
- Memorare\*
- Hail Holy Queen\*
- The Five Precepts of the Church\*
- Parts of the Mass\*

### **New Prayers, Beliefs and Practices introduced at this level are:**

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule

## Grade 7

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare\*
- Hail Holy Queen\*
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy\*
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit\*
- The Gifts of the Holy Spirit\*
- Four Gospels\*
- The Golden Rule\*

### **New Prayers, Beliefs and Practices introduced at this level are:**

- Nicene Creed, \*Holy Days of Obligation

- Come, Holy Spirit (Prayer to the Holy Spirit), \*Regulations for Fast and

- Abstinence, \*The Four Cardinal Virtues
- Angelus, \*The Three Theological Virtues

#### Grade 8

- Sign of the Cross
- Our Father/The Lord's Prayer
- Hail Mary
- Grace Before/After a Meal
- Glory Be
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen

- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Nicene Creed\*
- Come, Holy Spirit (Prayer to the Holy Spirit)\*
- Angelus\*
- Holy Days of Obligation\*
- Regulations for Fast and Abstinence\*
- The Three Theological Virtues\*
- The Four Cardinal Virtues\*

#### **New Prayers, Beliefs and Practices introduced at this level are:**

- Prayer of St. Francis
- Mary's Prayer (Magnificat)
- Psalm 23
- Confiteor
- The Seven Capital Sins
- The Four Last Things

