

# Parent/Guardian-Student Handbook



2015-2016



## St. John Catholic School

314 3<sup>rd</sup> St. NE

Independence, IA 50644

fax: (319) 334-9088 Phone: 319-334-7173

email: [DBQE35@arch.pvt.k12.ia.us](mailto:DBQE35@arch.pvt.k12.ia.us)

Website: [www.stjohneagles.com](http://www.stjohneagles.com)

*St. John's Catholic School ~ Communities of Faith, Knowledge and Service*

## Table of Contents

### Parent/Guardian-Student Handbook 2015-16

|   |  |            |
|---|--|------------|
| <b>I. Philosophy</b> .....  | A. Mission Statement of the Archdiocesan/District<br>B. Local Mission, Vision and Philosophy Statements  | page 4     |
| <b>II. Catholic Dimension/Uniqueness</b> .....                    | A. Catholic Atmosphere<br>B. Prayers, Practices, and Beliefs<br>C. Spiritual Program<br>1. Sacramental Preparation<br>2. Liturgical Celebration  | page 4-5   |
| <b>III. Admission Policies/Notice of Non-Discrimination</b> ..... | A. Admission<br>B. Equal Opportunity   | page 5     |
| <b>IV. Academic Programs/Policies</b> .....                       | A. Assessment<br>B. Copyright<br>C. Curriculum<br>D. Field Trips<br>E. Guidance<br>F. Homework<br>G. Human Sexuality Program<br>H. Internet<br>I. Media Center<br>J. Multi-Cultural/Non Sexist/Global Education<br>K. Physical Education Waiver<br>L. School Parties<br>M. School Day<br>N. Special Services<br>O. Substance Abuse Education<br>P. Student Assemblies-School Liturgies | page 5-10  |
| <b>V. Communication</b> .....                                     | A. Absence<br>B. Complaints<br>C. Dual Parent Reporting<br>D. Early Dismissals - School Closing-Late Start-Policy<br>E. Parent/School Communication<br>F. Parent/Student/Teacher Conferences<br>G. Progress Reporting<br>H. Student Privacy Act<br>I. Student Records<br>J. Telephone<br>K. Cell phones and other Hand-held devices<br>L. Visiting Classes                             | page 10-13 |
| <b>VI. Discipline Code</b> .....                                  | A. Discipline Code<br>B. Technology Discipline Code<br>C. Beverages, Candy, Food, Gum, Trading Cards<br>D. Classroom Rules   | page 13-19 |

- E. Corporal Punishment, Restraint, and Physical Confinement and Detention
- F. Fire Extinguishers
- G. Gangs
- H. Gambling
- I. Gum
- J. Harassment/Bullying
- K. School Dress Code
- L. Search and Seizure
- M. Tobacco/Drinking/Use-of-Non-Prescribed Drug
- N. Weapons and Dangerous Instruments

**VII. Extracurricular Activities.....** page 19-22

- A. Athletics
- B. Extra-Curricular Eligibility and Conduct Requirements
- C. Attendance
- D. Academic Requirements
- E. Good Conduct Code
- F. Appeal Procedure
- G. Public Conduct on School Premises
- H. Student Activities

**VIII. Health/Safety Issues.....** page 22-26

- A. Abuse
- B. Alcohol/Drug Policy
- C. Asbestos
- D. Blood Borne Diseases
- E. Chemical Right to Know Law
- F. Fire and Tornado Drills
- G. Lead in the Drinking Water
- H. Lice and Scabies Infestation
- I. Medication
- J. Wellness Policy
- K. School meals
- L. Breakfast
- M. Meal times and Scheduling
- N. Physical Education
- O. Daily Recess
- P. Radon Testing
- Q. Smoking / Smoke Free Building
- R. Snack Time
- S. Visitors

**IX. Services.....** page 26-27

- A. Bicycles/Mopeds
- B. Breakfast and Lunch
- C. Bus
- D. Lockers
- E. Lost & found
- F. School Supplies
- G. Textbooks
- H. Tuition Tax Credits
- I. Tuition Grants

**X. Staff.....** page 27-29

- A. Professional Staff listing
- B. Volunteers
- C. School Improvement Advisory Committee (SIAC)
- D. Board of Education
- E. Community of Faith
- F. Community Relations
- G. Parent-Teacher Organization

XI. Prayers, Practices, and Beliefs..... page 29-43

*Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website. These policies are also available at the St. John School office.*

## **Parent/Guardian-Student Handbook 2015-2016**

### **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 call to personal conversion form Christian Community grow in knowledge and culture, becoming enlightened and enlivened by faith shape society in the spirit of Gospel freedom, justice, and love

#### **Local Mission, Vision and Philosophy Statements**

The mission of St. John School is:

**To promote life-long learning and faith formation in the Catholic Christian tradition**

The vision of St. John School is:

**To embolden our students to live the Gospel message**

The Philosophy of St. John School:

**Parents are our students’ primary source of learning. St. John School exists to complement, encourage and support our families’ endeavor to promote their child’s spiritual, emotional, physical, social and intellectual growth.**

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

**Catholic Atmosphere** Religious education at St. John 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 is 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** 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/guardian 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 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.

Children are charged a tuition (Please refer to the St. John School Tuition Handbook for more specific information). St. John 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. John Catholic School is an equal opportunity employer and school. It does not discriminate on the bases of: age, race, creed, gender, ethnic background or disability.

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

**Assessment** Students in grades 3—8 take the Iowa Assessment. 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.

**Copyright** It is the policy of the educational programs governed by the Archdiocesan Board of Education (AFFC/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 follows the Iowa Core standards and objectives. Basic textbooks and programs used are approved by the Education Office of the Archdiocese of Dubuque.

**1. Religion:** The religious education program comprises an experiential approach to understanding God's love for us and our response to God. It incorporates the child's experience, the study of doctrine, sacramental preparation, activities, and community resources. Liturgy is considered a vital part of the school life at St. John School. All students actively participate in worship one day each school week. This may take the place of religion class that day. However, the Thursday Liturgy does not fulfill the Sunday obligation of Mass.

**2. Language arts:** The language arts program that St. John uses integrates listening, speaking, reading, writing, and viewing. We use language arts to explore content across the curriculum. It affords students opportunities for both discovery and systematic instruction and helps students develop a variety of strategies and skills that will allow them to construct, critically examine, and apply meaning. The students are introduced to a wide variety of quality literature and "real world" resources that increase their knowledge, understanding, and appreciation of themselves, other people, and the world in which they live.

**3. Mathematics:** The math program is designed on a skills continuum. The Math curriculum map is posted on our website. Basic skills, problem solving, and math concepts are presented to students. Real life activities are incorporated to reinforce the concepts introduced.

**4. Social Studies:** The program of social studies is a study of peoples' 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.

**5. Science:** The study of science pursues a discovery and inquiry technique, and stimulates the student's curiosity about him/herself and the world. It stresses the scientific method of problem solving, critical thinking, and experimentation.

**6. Fine arts:** 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. Students and staff do prepare programs for public presentation. **Student attendance at these programs is mandatory, as the performance is an outgrowth of the daily class work. In addition, the program is one piece of the whole assessment of the curriculum. Students that do miss this program will be required to make this up with some form of alternative assessment.**

**7. Art:** The Art program is a video-based curriculum developed by the ARTS ATTACK designers. The goal of the program is to teach every child how to express himself/herself through art.

**8. CPR:** Students in grades 6 – 8 receive 30 hours of CPR training per year. Students learn all of the required elements of the Red Cross CPR, AED, and First Aid certification program for adult, child, and infant. In addition to these skill requirements, there is also classroom text instruction from the Red Cross participant manual that explains the purpose for the skills. Students listen to speakers, prepare projects, give group demonstrations, demonstrate Red Cross required skills, and practice additional skills. Grades in the course are independent of the skill tests required for Red Cross certification. Likewise, Red Cross certification is independent of a student's grade in this course. Students may pay to receive the Red Cross certificate upon adequate completion of the required skills. Grades are determined by appropriate participation and scored completion of class work.

**9. Band:** Students in grade 5-8 have the opportunity to participate in band, which is in conjunction with the public school and is a co-curricular activity. Individual band instruction will take place on-site, once a week as well.

**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. Students are also expected to provide a signed permission slip from their parents/guardians.

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.

**Guidance** Each grade level K-8 has a guidance curriculum including information on substance abuse, human sexuality (coordinated with the religion program and presented from a Catholic perspective), and study and learning skills, relationships, harassment, and decision-making skills.

**Homework** Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students, roughly 10 minutes per grade (1<sup>st</sup> grade = 10 minutes, 2<sup>nd</sup> grade = 20 minutes, etc.). Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate. Assignments given as homework are to be familiar enough to be accomplished independently with minimal parental assistance.

**Human Sexuality Program** Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. In compliance with Code of Iowa 279.50 and Archdiocesan policy 6141.11, St. John School “will provide instruction in human growth and development, including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome, as required in Iowa Code, section 256.1 in grades kindergarten through twelve.” St. John School “will annually provide to parents/guardians information about the human growth and development curriculum used in the pupil’s grade level and the procedure for inspecting the instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil’s parent/guardian files a written request that the pupil be excused from the instruction.” Parents are permitted to review the course materials at any time. Please refer to AFFC/ACSB policy #6141.11 for specific details.

**Internet** It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (AFFC/ACSB #2511, AFFC/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.

#### Terms and Conditions

1. Students are responsible for good behavior on the school computer network, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
2. The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Inappropriate use may result in a suspension or cancellation of Internet privileges. This also includes Pod Casting, iphones, and blackberries. The

system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Users are expected to abide by their generally accepted rules of Internet use and conduct themselves in a responsible, ethical, and polite manner while on-line.
4. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
5. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges, and the student will be responsible for restitution.
6. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.
8. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

**Media Center** Library skills such as research, references, and usage are taught to all students in grades K-8 to prepare them for the information age. The library offers a variety of materials for a certain check out period. 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 Area Education Agency 267 and the Independence Public Library. Both provide materials on any subject, accessible to our teachers on a check-out basis. The library will implement a new automation system this year that will simplify book check-out procedures.

Books or monetary donations for the library are always welcome. Volunteers help with the maintenance of the library. Parents are asked to teach their children responsibility in caring for books and in returning them on time.

Students that have checked out books, magazines, and videos are asked to return those on the date that they are due. If a student does not return the checked out material on the date it is due, they will be given one week to return it. If it is not returned in one week, they will be charged a fine of \$.10 per day until it is returned. If the fine is not paid at the end of each semester, their report cards will not be available.

**Multi-Cultural/Non Sexist/Global Education** St. John Catholic School offers a global, multicultural, gender fair approach to the educational program.



St. John 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.” (AFFC/ACSB #6144.2)

**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. (AFFC/ACSB #6144.3)

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

**School Parties** Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared by the whole class within the classroom. (NO birthday lunch parties with only part of the class) We ask that the treats can be quickly and easily passed out to the class. In addition, non-caffeinated drinks are preferred. Due to the school’s wellness policy, healthy snacks are encouraged.

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 am and dismissal is at 3:20 pm. Students are to arrive no earlier than 7:45 am. Supervision begins at 7:45 am. Early help is available for students in grades 5-8 by participating in the homework assistance before school program. Other students that arrive at school before 7:45 am are unsupervised. At the end of the school day, supervision takes place until the last bus leaves the school. After which students will be escorted to latch key and charged the hourly rate.

Students are required to wait outside unless the weather prohibits it. Students are not to come into the building and place their bags in their lockers. Latchkey services are available from 7:00 am to 8:00 am and from 3:20 to 6:00 pm. Parents that drive their children to school are asked to enter the school by way of the East entrance. When visiting the school all are required to come to the office, and sign in.

**Special Services** The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA 267. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

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

1. The right to be contacted and told what the school plans to do about your child’s educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child’s needs. If you don’t agree with the school’s findings you may request an outside evaluation.
4. The right to see your child’s records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child’s record without your permission, given in writing. Exceptions are people such as your child’s teacher, or other school officials engaged in planning your child’s educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.

7. The right to be involved in the development of your child's IEP (individual education program).
  8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
  9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.
- If you desire additional information, please contact your child's principal.

**Substance Abuse Education** A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

DARE is presented every year to 5th and/or 6th grade students by a Buchanan County law officer.

**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, (Mass, Assembly, Pep Rally), there is to be no talking among students and/or audience members or improper behavior: shouting, whistling, excessive noise, whispering are discourteous acts.

## **V. Communication**

**Absence** Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up 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 office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

If a student is gone from school from 8:10 to 9:10, it will be counted as a tardy. After that time, if a student is absent for 1 to 3 hours, it will be counted as a half-day absence. More than 3 hours will be counted as a full day absence.

Parents/guardians are requested to phone the school between 7:30 am and 8:10 am if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/ guardians should inform the principal/school.

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

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.

Parents/guardians are asked to leave the home and work phone numbers with the school as well as another emergency number which could be used in case of an accident or emergency. **Should these numbers change during the school year, please keep us informed.**

The Iowa Compulsory Education Law (Iowa Code 299.1) states that "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian (hereafter referred to as "parent) is the person held responsible in the law for compelling the child's education." This law specifies procedures for dealing with attendance concerns in accordance with

AFFC/ACSB 5144 and the Iowa Code 299.1, requiring 148 days, annually, to be met by attendance for at least 37 days per quarter.

1. Teacher/office staff monitors student attendance and makes a referral to building principal after the 7th absence during the semester. The student's attendance record is reviewed.
2. After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative folder.
3. If warranted, a meeting will be held after the 7th absence in a quarter. This meeting is held with appropriate personnel present.
4. The meeting is completed. After review by the principal, the report is placed in the student's cumulative folder and a copy sent to the parent/guardian.
5. Following the 15th day of absence, a review of the student's attendance record is conducted by the local school administration, per policy 299.1 of the Iowa Code. The County attorney's office will also be notified.

**Complaints** If there is a special concern regarding your student or a school matter, it is mandatory that you consult the classroom teacher involved before contacting the principal. If the problem remains unresolved, please meet again with the teacher, clarifying the concern in writing. If for some reason the problem is still not handled to your satisfaction, then see the principal. If after taking your concern to the teacher(s) and the principal, and you are not satisfied with the action taken, contact the chairperson of the Parish Board of Education.

The following policies of the Archdiocesan Board of Education 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, AFFC/ACSB 1312
- Complaints Against Teacher/Employee, AFFC/ACSB 4119.4g
- Complaints Against Administrator, AFFC/ACSB 4119.4h
- Complaints Against Board Members, AFFC/ACSB 8252

**Dual Parent Report** According to AFFC/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. John Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

**Early Dismissals, School Closing, and Late Start Procedures** St. John Catholic School follows the Independence School District regarding school closings-bad weather. However, based on local conditions, St. John Catholic School may elect to close due to bad weather. Listen to the KQMG and KOEL radio stations or TV channels 2, 7, and 9 for official announcements. You may also check out the school closings and delays on the KWWL web page, [kwwl.com](http://kwwl.com). You may also check out the KCRG web page at [kcrg.com](http://kcrg.com), or the KGAN web page at [kgan.com](http://kgan.com). Do not call the rectory or school. Listen to the radio stations or TV channels for official announcements.

**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.

**Parent-Student-Teacher Conferences** Individual conferences are held after the first and third quarters. Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

**Progress Reporting** The purpose of progress reporting is to communicate 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 our learning programs are based on the Iowa Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts 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.**

Please keep in mind that our progress report codes are not the equivalent of the A, B, C, D, and F grading system. In addition, the report card that you receive is reflective of your child's ability and progress.

Progress Report code for K-2 is as follows:

- I - Independent and accurate skill
- D- developing - needs assistance/improvement in this area
- E - emergent - beginning level of development

Progress Report code is as follows for grades 3-5:

- 4- Excellent progress for this student
- 3 - Good progress for this student
- 2 - Satisfactory progress for this student
- 1 - Unsatisfactory progress for this student
- NA - Not applicable at this time

Middle school students in grades 6-8 will receive A,B,C,D, or F.

**Student Privacy Act** In conformity with the Student Privacy Act and AFFC/ACSB 5125, St. John 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 AFFC/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.

**Telephones** Students must have the permission of the principal/teacher to use the school telephone before, during or after school. No calls are allowed from school for purposes of changing after school transportation or plans. If students need to use the phone, there is a classroom phone and office phone that can be used.

**Cell Phones and other Hand-held devices**

Students are required to check in their cell phones to their teacher at the beginning of the day. MP3 players, etc. must be kept in lockers during the day. No cell phones are allowed to be used in during the school day, unless approved by the teacher for a specific learning purpose. If students need to use the phone, there is a classroom phone and office phone that can be used. If students are seen with cell phones and/or other hand-held electronic devices during the day, they will be confiscated and staff will follow *Technology Discipline Code* (see section VI).

**Visiting Classes** Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call or email us and let us know what times would be convenient for you.

## **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. John Catholic Board of Education and administration; after consultation with St. John Catholic School Improvement Advisory Committee, the 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. John 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. John Catholic School, are to be respected and followed.

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 administrator. To assure adequate development of, 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.

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (bullying, harassment, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy/Absenteeism
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism

### **Level I: Misconduct**

Defined as a behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church, hallway, cafeteria, playground, field trips, and elsewhere when under the supervision of school employees or volunteers.

Handled by: Teacher, substitute, priest, deacon, principal, any staff member or volunteer in charge of the setting in which the problematic behavior occurred.

These behaviors include, but are not limited to: talking, interrupting, running, and not following directions/rules.

### Level II: Serious Misconduct

Defined as more serious misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Handled by: Teacher, substitute, priest, deacon, principal, any staff member, or volunteer in charge of the setting in which the problematic behavior occurred.

These behaviors include, but are not limited to: repeated Level I behaviors, refusal to comply with a direct teacher/adult command, physical contact with other students or teachers, inappropriate language, disrespect towards others, mistreatment of classroom materials, and physical or verbal fighting.

### Level III: Unacceptable Misconduct

Defined as a severe misbehavior which seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Handled by: Teacher, substitute, priest, principal, any staff member or volunteer in charge of the setting in which the problematic behavior occurred.

These behaviors include, but are not limited to: physical or verbal fighting, vandalism, theft, bullying, harassment of another person, use of drugs, use of alcohol, use of tobacco, and possession of a dangerous weapon.

*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.*

Consequences include, but are not limited to:

#### Step 1: Actions following Level I Behaviors:

##### **Handled by the teacher**

1. Verbal warning by the teacher/adult.
2. Model and teach appropriate behavior.
3. Remind, redirect, and reinforce.
4. May result in loss of recess time.

#### Step 2: Actions following Level II Behaviors:

##### **Handled by the Principal**

1. Referred to the administrator
2. Phone call conversation with the parents
3. Loss of recess time.
4. During- or after-school community service.
5. In-school suspension

#### Step 3: Actions following Level III Behaviors:

##### **Handled by the Principal**

1. Referral to the office.
2. Parents will be conferenced about behavior.

3. Student may serve multiple-day in-school suspension
4. Student may serve 1 – 3 day out-of-school suspension
5. Student may be expelled in accordance with ABE 5144.1.

### **Technology Discipline Code**

First offense: The teacher will issue a warning and confiscate the device until the end of the school day

Second offense: The device will be given to the principal. The principal will return it to the parent.

Third offense: Loss of all electronic device privileges. The student will not be permitted to bring an electronic device to school for any reason.

*Referral to the all consequences shall be carried out according to the AFFC/ACSB 5144.1. (See also Gangs AFFC/ACSB 5133)*

### **Beverages, Candy, Food, Gum, Trading Cards**

Beverages, candy, food, gum etc. are not permitted in regular classrooms unless approved by the teacher, and not allowed in the library, computer labs, music rooms, physical education areas, and art/science lab. Trading of cards is also not allowed (baseball, Pokemon, Euglio, etc).

### **Classroom Rules**

As subject areas, course organization and varying teaching styles dictate different needs, each classroom will have clearly outlined expectations for behavior. A majority of inappropriate behavior will be handled in the classroom. Each classroom teacher will have a classroom rules and consequences for misbehavior. Each teacher is responsible for disciplining his/her students.

The following procedure is used by the school when behavioral problems arise:

1. Teacher conference with the student.
  1. Correction—preferably given in private and in kindness, sincerity and firmness by the teacher according to level of severity.
  2. Steps 1 and 2 are repeated
  3. Principal-teacher conference or principal-student conference- Follow discipline code
  4. Principal, teacher and student conference
  5. Parents-principal-teacher conference with student.

Teachers are encouraged to use positive learning approaches such as praise, encouragement, individual help, conferences, daily goal setting, and internal motivation to help students. Punishment for corrective measures must always be carried out in charity in keeping with the seriousness of the child's behavior.

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

**Fire Extinguishers** Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

**Gambling** Any activity involving the exchange of money is not allowed at school.

**Gangs** In accordance with AFFC/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.

### **Gum**

Absolutely no gum is allowed in school from bell to bell. Extra curricular activities will be decided by the coach. If gum becomes a cleaning issue from the stand point of the custodians then no gum will be allowed on the premises.

### **Harassment /Bullying**

It is the policy of the Archdiocesan Board of Education and St. John 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 Board of Education shall be subjected to any type of harassment/bullying. It is a violation of policy for any student, school employee or volunteer 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 report it immediately to the victim's or perpetrator's teacher, immediate supervisor, principal. The report shall describe the perceived violation, name the alleged perpetrator and the alleged victim, and identify any potential witnesses to the incident. Substantiated (founded) cases will follow the discipline code.

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

### **St. John’s School Dress Code and Grooming Policy**

**Scope:** The policy addresses everyday attire as well as clothing worn at Mass or other designated dress-up days. We recognize that the parents / guardians are the primary enforcers of the dress code by ensuring their children are in compliance upon arrival at school. Children should be clean, dressed modestly, and exhibit good personal grooming.

#### **Purpose:**

- **To promote a sense of pride and community among the students St. John’s School.**
- **To enhance the image of the students and the school to the public.**
- **To safeguard the children by having them adequately dressed for seasonal weather**

#### **Policy:**

- The final decision on the appropriateness of student dress code will come from the teachers and principal.
  - **Students may be asked to call home for a change of clothing or remain in the office if attire does not meet policy.**
- All students are to abide by the following:
  - **Clothing: General attire is to be neat clean, simple, unobtrusive, and appropriate for a learning environment.**
    - Shorts and skirts must be of modest length.
      - Shorts may be worn from April 15 to October 15.
    - The following are not permitted:
      - Spandex/yoga pants / leggings
      - Short shirts that expose the midriff
      - Pants or shorts with writing across the back
      - Sleeveless shirts, tank-tops, spaghetti straps
        - If top has straps, a sweater or shrug must be worn over the top.

- Inappropriate logos or wording on clothing
  - Baggy pants worn without a belt
- **Clothing on Mass Days / Designated Dress-up days: Children are required to dress up on Mass days and to stay dressed up throughout the day.**
    - Students will wear blouses, collared shirts, or a sweater.
    - Shirts may have up to a one inch logo, graphic, or insignia.
    - Students will wear khaki or dress pants, shorts, capris, or skirts. NO DENIM.
    - When presenting at Mass you will be asked to remove coats and tuck in shirts.
  - **Clothing for Physical Education (PE): Students in grades 6-8 are to wear clean, plain athletic shorts and a t-shirt for each PE class.**
  - **Footwear: Students must wear appropriate footwear for all physical activities**
    - All shoes or sandals must have a back or a back strap
      - Sandals may be worn from April 15 – October 15. (weather permitting)
    - Physical Education (PE): All students will have a separate pair of non-marking tennis shoes that will stay at school.
      - Students will not be able to participate in PE if they are not wearing tennis shoes.
  - **Hats: No hats or caps may be worn in the school building during the school day.**
  - **Outerwear: No jackets (clothing worn in the outside elements) may be worn inside during school hours.**
    - A sweatshirt does not qualify as a jacket.
    - Coat, mittens / gloves, hat, boots, and snow pants are to be worn when weather warrants, or at the discretion of the administrator.
      - Snow pants and snow boots are required for recess when there is standing snow.
      - In winter weather, all students are expected to be dressed appropriately to go outdoors for recess unless they have a doctor's excuse.
        - Recess is outdoors unless it is raining or the temperature is below zero (actual or wind chill).
  - **Hair and Jewelry: Hairstyles are to be neat and well groomed.**
    - Only natural coloring and highlights are permitted and must be in good taste.
    - Boys' hair length must not reach their collar, cover more than half their ears, or reach their eyebrows.
    - Mohawks are not permitted.
    - Standard earrings (only in the ears) are allowed and must be in good taste.
    - No other body piercing is allowed.

**The final decision on the appropriateness of student dress code will come from the teachers and principal.** Students may be asked to call home for a change of clothing or remain in the office if attire does not meet policy. When presenting at Mass you will be asked to remove coats and tuck in shirts.

### **Search and Seizure**

It is the policy of St. John 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. John School adopts the policy as

stated in AFFC/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.

### **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 AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

### **Weapons and Dangerous Instruments**

It shall be the policy of the St. John 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 AFFC/ACSB 5131.7a

## **VII. Extracurricular Activities**

### **Athletics**

St. John Catholic School provides organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. 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.

A student who receives a detention will not be allowed to practice or participate in a game until the detention is made up. Students who do receive a detention have 24 hours to make arrangements with their parent/guardian in order to serve the detention. If the student chooses, they may make up the detention the same day that they received it.

At the discretion of the individual coaches, parents and administrator, students in grades 2-8 may participate in various areas of athletics offered at St. John School.

The following sports are offered:

Girls: softball, basketball, and volleyball at St. John School, (cross country and track at the public school for 7-8)

Boys: Baseball, basketball, and wrestling at St. John School (track and football at the public school for 7-8)

Co-ed: Archery (Grades 4 – 8)

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

Students in all grades, K-8, are to remain seated in the bleachers at all times. Students that are participating in that night's particular event must remain seated with the team. Students in grades K-5 must be seated with their parents or guardians. Students will not be running around the gym or hallways. All spectators are asked to wait until half-time or between games to use the restrooms and concessions. Failure to comply by these requests may result in being asked to leave the gym for that night, and possibly longer.

### **Extra-Curricular Eligibility and Conduct Requirements**

Eligibility for extracurricular activities refers to the games and contests and performances in cross country, football, volleyball, basketball, wrestling, track, softball, baseball, jazz band, band, musicals.

The St. John School Board of Education, administration and staff recognize the importance of extra curricular activities program. We believe these activities serve as a vital supplement to a student's academic program and we encourage every student to become a part of at least one of the programs available.

Students who participate in extra curricular activities represent our community, our school and their peers as well as themselves; and for this reason, they must accept the responsibility that comes with representing these. Eligibility for extracurricular activities refers to the games and contests and performances in cross country, football, volleyball, basketball, wrestling, track, softball, baseball, jazz band, band, musicals.

At St. John School extra curricular activities are considered to be a privilege and if the students that attend St. John do not represent St. John in the standards and expectations that are set forth in the handbook then the students will not be allowed to participate in the extra curricular activities. Therefore the following standards have been established for participation in extra curricular activities. These standards are in line with the Independence Community School District Good Conduct policies as well.

### **Attendance at Practices/Rehearsals**

Participants are expected at all practices unless excused by the coach or director. Please notify the coach or director in advance if you must miss a practice and/or rehearsal.

Unexcused absences may result in loss of participation in the next game, contest or performance. Such decisions are at the discretion of the sponsor in charge.

A student must be in school the last half of the day to be able to participate in practice, rehearsal, concert, or performance.

## **Academic Requirements**

To be academically eligible a middle school student must:

- Be passing all classes with a 60% or above.
- Have all assignments completed and submitted.
- If an absence has occurred, the student has two days for every day of absenteeism to complete missed assignments.

To be academically eligible a third, fourth, or fifth grade student must:

- Be developing skills in all subjects.
- Have all assignments completed and submitted.
- If an absence has occurred, the student has two days for every day of absenteeism to complete missed assignments.

A student will remain ineligible for practices and competitions (or performances) until all work is complete and all grades have reached what the teacher deems acceptable expectations.

Eligibility will be checked beginning on the third week of each semester and subsequently each week thereafter.

All St. John students must fulfill these eligibility requirements in order to participate in any school-sanctioned event regardless of who is sanctioning the event.

## **Good Conduct Code**

- A violation of the Alcohol, tobacco and drug policy will result in a student being denied the privilege of participating in a number of extracurricular activities equal for 30% of the numbered scheduled events of that activity for the first offense and 60% of the number of scheduled events for the second offense, one calendar year for the third offense and each succeeding offense will result in an additional calendar year of ineligibility.
- In the event a student is found guilty by school officials of vandalism to school property, theft, or other criminal acts while engaged in a school related activity home or away, he/she will be denied the privilege of participating in the next scheduled event of all activities in which he/she is presently participating.
- In the event a student is involved in a fight on school property, while engaged in a school related activity home or away he/she may be denied the privilege of participating in the next scheduled event of all activities in which he/she is currently participating.
- Any student who is on any sort of suspension will lose the privilege of participating in any activity during the day of suspension.
- All cases involving the possible suspension of a student for infractions of this policy will be decided by the principal and activity sponsor.
- Discipline policy in conjunction with the Middle school eligibility policies are as follows:
  - If a student receives any level 3 behavior and is put on disciplinary probation, in-school suspension or out of school suspension they will be declared ineligible for 30% of the current activity that they are involved in. If the student receives a second offense level 3 behavior they will be declared ineligible for 60% of the current activity that they are involved in. If the student receives a third offense level 3 behavior then they will be declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility.

- In the event that a student is not presently enrolled in an extracurricular activity, the suspension will apply to the next activity in which the student participates.
- A student who violates this policy and is participating in more than one activity at the time of the violation will lose eligibility in all activities in which he or she is participating.

### **Appeal Procedure**

1. Within three (3) school days of being notified of the suspension, the student or his/her parents may file a written notification to the principal of their desire to appeal the suspension.
2. If the appeal to the Principal is not over turned, then the student or his/her parents may file a written appeal to the Board of Education stating the desire to appeal the review of the suspension. The Board of Education will hear the case and render it's decision within ten (10) days of the receipt of the notice to appeal.

**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, AFFC/ACSB 1251

**Student Activities** We are all identified with St. John Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

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

**Abuse** In compliance with School Laws of Iowa and AFFC/ACSB 4116.30a any certificated or licensed employee of St. John 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.

***St. John School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of***

*Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1 — . 15 (280), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.*

**Alcohol/Drug Policy** The St. John Catholic Board of Education develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline. Students who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive.

**Asbestos** Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. John Catholic School building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was done in February of the year 2003.

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

**Chemical Right to Know Law** The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. 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.

**Fire and Tornado 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.

**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.

**Lice and Scabies infestations** Upon receiving notice of suspected cases, the school examines the child to confirm the report. If confirmed, a school-wide check will be done. All students with confirmed cases will be sent home with a note explaining treatment or medical referral. If a school age child becomes infested, the child must be kept home and given proper treatment. He/she must be free of infestation before returning to school. Readmission to school will be allowed 24 hours after treatment (or with a note from a doctor). The student will be checked by school personnel before returning to the classroom. Repeat treatment is recommended in 7-10 days. Rechecks of infested students are conducted.

**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. Contraceptives will not be dispensed.

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

Cough drops will not be given to students when they are out on the playground or going to physical education class.

### **Wellness policy**

St. John School is committed to providing an environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. John School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades Preschool - 8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Our food service staff will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, St. John school will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program).
- St. John School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

### **School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives defined by USDA)
- ensure that half of the served grains are whole grain.

### **Breakfast**

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, St. John School will:



- to the extent possible, operate the School Breakfast Program.
- to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation
- will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, etc.

### **Meal Times and Scheduling**

St. John School:

- will provide students with at least 10 minutes to eat after sitting down for lunch;
- will schedule meal periods at appropriate times, between 11 a.m. and 1 p.m.;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods followed by recess periods: and
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks;

### **Physical Education**

Physical Education at St. John School is defined as a planned, sequential program of curricula and instruction that helps students develop the knowledge, attitudes, motor skills, self-management skills, and confidence needed to adopt and maintain physically active and healthy lifestyles. The physical education program, whether offered in the gym, field, or multipurpose room, offers a classroom in which the curriculum of physical education is taught and is conducted by a certified physical education teacher. All students in grades K – 8 will receive a minimum of 60 minutes/week of physical education for the entire school year. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

### **Daily Recess**

All students in grades preschool – 5 will participate in at least 20 minutes a day of supervised recess, preferably outdoors, during which they will be encouraged to partake in moderate to vigorous physical activity. They will be encouraged to utilize the space and equipment provided for by the school. Middle school students will participate in at least 10 minutes of supervised recess per day. Recess will be conducted outside unless it is raining, wet or the outside temperature is 0 degrees or below due to the actual air temperature, wind-chill or a combination of both.

**Radon Testing** During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the rooms 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.

**Smoking / Smoke Free Building** St. John Catholic School has been designated a “Smoke Free Building.” At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

**Snack Time** The purpose of snacks at school is to provide nourishment for the students in order to perform better academically and is based on the latest brain research. However, we have determined that what was happening was that we were taking time away from academics to accomplish this. Parents may send snacks with their students if they feel that they need a snack between 8:00 and 11:30 or 12:00. We no longer will have an official “snack time”, instead the snacks that are sent will be

consumed while we continue with reading and mathematics instruction. Please send the snacks in snack bags or sandwich baggies. Please do not send refrigerated items as the snacks will be placed in the students' desk as they get ready for the day. We feel that the snack should be "snack size" and not fill the students up so much that they are not hungry at lunchtime. We have created a list of appropriate snacks. If you have any questions, please call the school.

- crackers/graham crackers (no toppings please)
- dry cereal
- pretzels
- granola bars
- fruit snacks (roll-ups, etc.) or piece of fruit

Please do not send cookies, chips, drinks, or Little Debbie snacks. If you feel that your child does not need a snack, it is not necessary to send one. Some children eat a healthy breakfast and do not need to eat between breakfast and lunch.

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

1. Receive permission from the teachers at least one day in advance.
2. On the day of the visit, visitors must sign in and out with the office.
3. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste. Extended visits by young children are discouraged.

## **IX. Services**

**Bicycles/Mopeds** Students who live a distance from school are permitted to ride bikes to school. 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. No Bikes/Motorized Scooters are allowed on the school side of the street where buses load and unload.

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

**Breakfast and Lunch** Breakfast and Lunch are available through the school nutrition program.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. We encourage you to review the family income guidelines and to urge you to apply if you are eligible. Your application will accomplish two things. First and most importantly, your children will receive the benefit of our food and nutrition programs at reduced or no cost to your family. Secondly, our school's free and reduced lunch count will positively impact federal funding of available reading services for Catholic school students through the Title I program.

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

1. Be on time. The bus must maintain a schedule and cannot wait for tardy students.
2. While waiting for the bus, please stay out of the roadway, remain at your designated stop, and show respect for private property.
3. Please take your seats promptly and remain seated throughout the trip. The seating arrangements are the responsibility of the driver.
4. Remember that loud talking, laughing, or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
5. Profanity, abusive language, display of overt bigotry, or obscene gestures will not be tolerated.

6. The aisles must be kept clear of books, band instruments, and other objects. It is the responsibility of parents to transport large instruments or items to and from school.
7. In the interest of safety, students must keep all parts of the body inside the bus at all times.
8. The driver cannot pick up or discharge riders at places other than the regular bus stop unless special arrangements have first been made.
9. Please remember the bus must stay on its designated route.

**Bus referrals:**

1. Verbal warning from the driver and notice made to the principal.
2. Written notice to parents.
3. One-day suspension from riding the bus.
4. Five-day suspension from riding the bus.
5. Expulsion

**Lockers** Lockers are to be kept clean and orderly. Please do not put valuables in your 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 student and 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. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

**School Supplies** A listing of school supplies recommended is included in the final registration packet available on the school’s website.

**Textbooks** Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times. Covers are available at the office. Students sign an annual request form for textbooks provided under the state reimbursement program.

**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*. 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. (AFFC/ACSB #3240.1)

**X. Staff**

**Staff listing:**

|                |                 |
|----------------|-----------------|
| James Gieryng  | Principal       |
| Wendy Robinson | Secretary       |
| Linda Hosch    | 3 Yr. Preschool |
| Beth Hilliard  | 4 Yr. Preschool |

|                    |  |
|--------------------|--|
| Katelyn Robisky    | Kindergarten                                 |
| Danielle Uhlenhake | 1 <sup>st</sup> Grade                        |
| Connie Weber       | 2nd Grade                                    |
| Angie Pink         | 3rd Grade                                    |
| Beth Flaucher      | 4th Grade                                    |
| Tina Kelly         | 5th Grade                                    |
| Hollie Hare        | Middle School                                |
| Susan Harper       | Middle School                                |
| Rhonda Bussan      | Middle School                                |
| Melissa Hauschild  | Technology                                   |
| Donna Bundy        | Media  |
| Shelly Reck        | Music/Religious Education for 5th-8th Grades |
| Kraig Emick        | Band   |
| Joe Schmitz        | Physical Education                           |
| Monica House       | Teacher associate                            |
| Jill Ridenour      | PK3 Teacher associate                        |
| Rory Ratchford     | PK4 Teacher associate                        |
| Jane Gates         | Latchkey                                     |
| January Rowland    | Extended Care                                |
| Sarah Zeiser       | Food Service                                 |
| Joan Wieland       | Food Service                                 |
| Rick Wendling      | Maintenance                                  |
| Robert Neblock     | Custodial                                    |
| Michelle Schmitt   | AEA 267 Speech                               |

**Volunteers** Volunteers are an integral part of our school. Volunteers are needed throughout the school in many different aspects. Volunteering has many aspects, such as volunteering in the classroom, driving for field trips, providing snacks for a classroom, helping in the kitchen, helping in the library, or helping out with the annual bazaar, spring fling, etc. Parents are asked to volunteer for a total of 10 hours per year. Sign-up for volunteer opportunities can be found on our website <http://www.stjohn eagles.com/>. Click on the *About Us > PTO > Volunteer Opportunities*. Families that fail to volunteer will be assessed \$100. Volunteers do need to take the Virtus training.

**School Improvement Advisory Committee (SIAC)** A school improvement committee is a committee that contributes to the ongoing assessment of the school program. Included in its membership are parents, students, teachers, administrators, and representatives of the school community. It is the responsibility of this committee to make recommendations to the board of education for annual school improvement. Serving on the SIAC this year are:

|                 |           |
|-----------------|-----------|
| Jim Gieryng     | Principal |
| Julie Till      | President |
| Heather Nolting | Secretary |
| Gina Homan,     |           |
| Kathy Post      |           |
| Connie Weber    |           |
| Rhonda Bussan   |           |

**Board of Education** The St. John Board of Education is made up of seven elected parish members, as well as the pastor. The board of education meets the second Monday of the month at the school library. Members serve a three year term and can serve two terms in a row for a total of six years. Elections are

held each May for the following school year. Application forms can be obtained from the parish secretary. Serving on the Board of Education this year are:

|                 |                |
|-----------------|----------------|
| Fr. Plamondan   | Pastor         |
| Julie Till      | President      |
| Joe Junk        | Vice President |
| Maggie McGarvey | Secretary      |
| Bob Bainbridge  |                |
| Cassie Schmitt  |                |
| Trixie Reed     |                |
| Karla Kleve     |                |

**Community of Faith** A distinctive quality of St. John School is a commitment to being a Community of Faith. The staff's work of education is fostered in an atmosphere of a believing community that shares faith in Jesus, prayer, and service to others. Time is planned during the year for staff development and student participation in these vital activities.

**Community Relations** Constructive criticism of the education program is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to enable the school to perform its task more effectively. We invite you to become involved with the faculty, staff, and other parents so that the school program can continue to grow. We certainly encourage families to attend informational meetings, concerts, open house, home-school functions, and other planned activities.

**Parent-Teacher Organization** All parents belong to the parent-teacher organization and are encouraged to be active members. Officers are elected and programs/events are scheduled several times a year. Notification will be sent home as appropriate.

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

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 Levels

### **Prayers**

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

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

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

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

### **Hail Mary**

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

### **Glory Be**

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

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

### **Angel of God**

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

### **Grace Before a Meal**

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

### **Grace After a Meal**

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

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

God, my Father, I give 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**

#### **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**

#### **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
- Our Father/The Lord's Prayer
- Hail Mary

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

- Grace After a Meal
- Glory Be
- Morning Prayer
- Angel of God

#### **Grade 2**

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

**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

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

- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year



#### **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

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

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- 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
- Holy Days of Obligation

## 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
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus

## 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 Thing

