

St. Patrick Catholic School

Parent/Guardian-Student Handbook

2011-2012



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Parent/Guardian-Student Handbook 2011-2012

I. Philosophy

Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

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

Mission and Goals of St. Patrick School

The mission of St. Patrick School, with Christ at its center, is to provide a learning environment that develops the religious, emotional, intellectual, and physical well-being of each child.

Goal of St. Patrick School

The learning program will be developed to provide for:

- continual progressive development of each child
- developing a strong faith community, prayer life, and Catholic identity
- actively involving the students in various types of learning
- increasing the student's personal responsibility for his/her learning
- technology opportunities to use as a tool in his/her learning
- catechetical opportunities to encounter the Gospel message for the total parish
- foster parental involvement in all aspects of the education of their children

Board of Education

The Board ordinarily meets monthly at a time set by the Board. You are welcome to attend these meetings. However, if you wish to address the Board about an item or a concern, please contact the Board president or principal well in advance; so that you can be placed on the agenda.

II. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at Saint Patrick 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 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. Due to the revisions in the Mass which will take place on the weekend of November 27, 2011, the correct prayers in place before that date as well as the revised prayers after that date are listed.

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 liturgical schedule.

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

III. Admission Policies/Notice of Non-Discrimination

Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy 5112) The school must have a copy of the child’s birth certificate on file. Catholics are required to provide a copy of the child’s baptismal certificate if the child was not baptized at St. Patrick Parish, Anamosa.

Children are charged tuition. St. Patrick 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.

Students who transfer to St. Patrick during the school year without a change of address, will be subject to a 12-week probationary period. During this time the student may be asked to leave for acts of harassment, threats to staff or another student, possession of any illegal item, fighting or continued use of profanity.

Equal Opportunity

St. Patrick Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, or disability. However, students are required to meet the school's academic and financial requirement(s).

IV. Academic Policies/Programs

School Calendar

St. Patrick School follows the Anamosa Community School District Calendar.

School Hours

School hours for students are from 8:15 a.m. to 3:00 p.m. A child is marked tardy if (s)he is not in the classroom by 8:20 a.m. (bus riders are exceptions). Doors open at 8:05 a.m. The school day is as follows:

8:10 First Bell

8:15 Classes begin

11:30 Lunch

3:00 Dismissal

Assessment

Each year students in grades 1—6 take the Iowa Test of Basic Skills. 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 Catholic School Board (ACSB 2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

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

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

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.

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.

Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Gum and Candy

Chewing gum is not allowed at school. No candy is allowed during the school day. The only exceptions to this are birthday treats or class parties

Human Sexuality Program

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

Internet

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

Unacceptable use would include the transmission of any material in violation of any U.S. or state regulations. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret.

Multi-Cultural/Gender Fair/Global Education

St. Patrick Catholic School offers a global, multi-cultural, gender fair approach to the educational program.

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

School Parties

Four parties are held during the school year: Halloween, Christmas, Valentine's, and St. Patrick's Day.

Special Services

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

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

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

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 or improper behavior: shouting, whistling, excessive noise, whispering are discourteous acts.

Physical Education and Health Course Waiver

Some courses are mandated by state law to be taken by all students. When rules are all-inclusive, they sometimes impinge on individual rights and beliefs. Exceptions are made to ensure that people do not have to act in conflict with their basic religious beliefs.

Exclusion from Participation

It is recognized that opinions differ concerning the appropriateness of courses of instruction. Occasionally parents/guardians may find a topic in the health or guidance program in conflict with

their religious/personal views. In these circumstances the student may be excused from participation in the program. In notifying the principal, the parents/guardians shall abide by the following:

- The notice shall be in writing
- The objection shall be based on religious/personal beliefs
- The objection shall state which activities violate their religious/personal beliefs
- The objection shall state a proposed alternate activity or study. The principal shall have sole discretion in determining the outcome.

End of Level Tests

End of level tests in reading and math will be given in groups as children complete levels throughout the year. The end of level tests will be sent home in a timely manner.

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.

When a student is going to be absent, parents should call the school by 8:10 a.m. to notify the school of the absence. Ordinarily, the teacher will provide a reasonable amount of work to be made up over the time of the absence, and students are required to hand in these assignments.

Parents taking their child on vacation should make arrangement to have the student get the homework and class assignments prior to leaving.

Compulsory Attendance

Parents are requested to report their child's absence by 8:10 a.m. on the day of the absence. For safety reasons, the secretary will call those parents who have not reported their child's absence to the school office.

In compliance with Iowa Code 299.1 and Archdiocesan Board Policy 5144, St. Patrick Board of Education has adopted the following attendance procedures:

1. Teachers monitor student attendance and make referrals to the principal after the 7th unexcused absence during the semester. The student's attendance record is reviewed.
2. After review of the attendance records, a letter will be sent to parents by U.S. Mail. A copy of the letter is placed in the individual student's cumulative folder.
3. A home contact is made after the 7th unexcused absence, excluding health considerations, in a semester.
4. A home contact report will be completed. A copy of this report is placed in the student's cumulative folder.
5. When unexcused absences reach 12 days in a semester, and the records have been reviewed, a letter from the Superintendent of Schools will be sent to the home of the students. A copy of the letter is placed in the student's cumulative folder.
6. Following 15 days of unexcused absences in a semester and a review of the student's attendance record, the Superintendent of Schools and the County Attorney's office are notified.

Dual Parent Reporting- Divorced/Separated Parents

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

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

Complaints

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

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

Inclement Weather

It is the policy of St. Patrick School to keep the children safe and healthy. Outdoor exercise is an integral part of the wellness policy of St. Patrick School. However, when it is raining or the temperature or wind chill is below zero degrees, the children will have indoor recess.

In case of heavy snow, ice, etc., St. Patrick School follows the same schedule as Anamosa Community Schools. Please listen to the radio or TV for this pertinent information. Please discuss with your child/children where they should go if school is canceled during the day. It is important your child/children know where to go in case the emergency would arise.

If the weather is questionable, the following stations will broadcast cancellations and early dismissals:

KCRG AM 1600

KCRG-CH 9

WMT AM 600

KGAN TV-CH 2

It is not necessary to verify the school cancellation report with a telephone call to school.

Individualization and Progress

People have much in common, but each person is created with special gifts and limitations. Recognizing this uniqueness, we work towards selecting activities for each student that will help him/her develop his/her potential. This means allowing the learner to work at a comfortable rate of speed, using a variety of materials and methods to reach objectives selected for his/her needs and interests. Instruction in this personalized learning plan will sometimes be on a one-to-one basis; at other times, it will be small-group instruction; and at times, there will be large-group instructions. As a child becomes more responsible, (s)he becomes more independent in choosing options.

Leaving School Grounds

Parents are requested to sign out and/or in their child when going to and from an appointment. Appointments-notification of appointments should be sent in writing or phoned in, so the principal is aware of student absences

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. Friday newsletters will be emailed. If a paper copy is desired, parents need to contact the school. The school will use Powerschool for keeping parents informed. Parents can access their child's teacher, grades, and attendance using Powerschool. Parents will be given the URL, log-in name and password.

Parent-Student-Teacher Conferences

Parent-Child-Teacher conferences are held at the end of the first and third quarters. Conferences may also be called by any teacher if the teacher feels the need to consult with parents. Report cards will be given at the end of each semester.

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 that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards based with defined grade level expectations, so too, reporting to parents/guardians needs to be in accord with those standards /grade level expectations 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.

Student Privacy Act/Records

A permanent record of each pupil is kept on file at school. The following information is included in these records.

- Scholastic ratings from grades K-6
- Results of standardized tests
- Attendance and tardiness records
- Special help given by teachers and tutors
- Testing, results, ect. By school psychologist and speech therapist
- Promotion and retention

Accessibility and confidentiality of pupil's records will comply with provisions of the federal Family Educational Rights and Privacy Act of 1974, as amended, and Iowa Code Chapter 22.

1. Parents/guardians have access to educational records of their children.
2. Parents/guardians sign a consent form before the school program may release personally identifiable information (e.g. social security number, photo

3. Parents/guardians are annually notified of these rights.
4. These rights transfer to students at certain points
5. An office and review board is established to investigate complaints.

Release of Student's Records and Information

A copy of the permanent record shall be sent to the officials of the receiving school when the student transfers to another school.

A copy of the cumulative record may be sent to the officials of the receiving school at the time the pupil is transferred, if the pupil or pupil's parent/guardian requests the transfer of such records. Student records shall be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information."

Telephones

The telephone is not intended for the general use of the school children. Calling home for forgotten items, etc. is discouraged. Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Cell phones should not be used during the day. Students using a cell phone to call or text during the school day without permission will lose the privilege of bringing a cell phone to school.

Visiting Classes

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

Dress Code

Parents are to assume the responsibility for dressing their children modestly, in accordance with Christian decorum, teaching them good personal grooming and cleanliness.

Shorts and skirts must come down to the fingertips with arms fully extended. Halter tops, spaghetti straps, tank tops that have a narrower than 2 ½ inch strap, shirts or blouses that expose the midriff are not allowed. Hats are not to be worn in school. Shoes with heels of more than 1 ½ inches and flip-flops are not permitted. T-shirts, hats, buttons, etc. which promote unhealthy habits such as alcohol, tobacco, drugs, or are sexually offensive, are not allowed.

The only part of the body that may be pierced and have a ring is the ear.

Gym Shoes

Students are expected to wear tennis shoes when participating in Physical Education class.

Courtesy

Respect and courtesy should be shown at all times. Students are expected to show courteous conduct at programs, assemblies and any other group gatherings. Each child in the school is expected to show respect to all teachers. A primary teacher has the same authority with regard to an upper grade student as has his/her own teacher. Students must understand that each teacher has jurisdiction over any student of the school, regardless of age or grade. Disputes that arise on the playground should be brought to the attention of the playground supervisor and/or teacher.

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. Patrick School Catholic Board of Education and administration after consultation with St. Patrick Catholic School with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

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

Discipline Code

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

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

Unacceptable student behaviors include, but are not limited to:

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

Consequences include, but are not limited to:

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

All consequences shall be carried out according to the ACSB 5144.1. (See also Gangs ACSB 5133) Lunchroom discipline will be enforced to provide for a quiet, courteous half hour to enjoy one's lunch. Running, loud voices, visiting other tables, rocking on chairs, making any type of loud noise will not be permitted. Tables that are in compliance with the rules will be rewarded. Those who fail to follow the rules will be disciplined. Once the after meal prayer has been prayed, there is to be silence in the lunch room while trays are emptied and children line up to return to school or go to the playground.

Fire Extinguishers

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

Gangs

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

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

Bullying/Harassment

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

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

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or

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

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

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

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

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

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

It is the policy of St. Patrick to accept the differences that each person brings to the school. Respect for each other and the positive reinforcement of each person's dignity is the basis on which we develop our educational program. Preventive programs will be used to teach the spirit and the law governing harassment.

Violations of this policy or procedure, whether it be sexual or physical harassment, will be cause for disciplinary action.

For a complete description and explanation of harassment, see policy #2525.11 in the Archdiocesan Policy book. A copy of the policy is on file at the school office and can be obtained by calling the office should you wish to read the policy in its entirety.

St. Patrick School has adopted the Olweus Anti-bullying program and is also implementing Positive Behavioral Intervention and Support (PBIS). Staff, community, parents, and students support the implementation of the program and are an integral part of the program. Programs throughout the school year will remind students of acceptable behavior.

Consequences for bullying are:

1. Student receives a verbal warning and incident is recorded in the student's chart. Student is referred to office. Loss of recess or other consequence will be assessed to the student.
2. Parent or guardian will be notified.
3. In-school suspension of student. Readmission will be only after conference including parent/guardian.
4. Out of school suspension of student. Readmission will be only after conference as described above.

All consequences shall be carried out according to the ABE 5144.1.

Search and Seizure

It is the policy of St. Patrick 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 mission of the school, a St. Patrick School official may, if the need arises, search a student and/or protected student area.

A school/program official may search individual students and individual protected student areas if both of the following apply:

- The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

School lockers, desks, and other facilities or spaces owned by the school are provided as a courtesy to the student and shall not be created a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility, or space.

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

These substances are not allowed in school at any time. St. Patrick School is a smoke-free building. Students, staff, or guests to the school shall not wear clothing that advertises the use of tobacco or other drugs. Posters or pictures displaying the use of alcohol or tobacco are prohibited from display. Smoking on school grounds is strictly forbidden.

Weapons

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

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.

Vandalism

Anyone apprehended in any act of vandalism to St. Patrick property is liable. Parents will be notified and plans will be made with them and the apprehended individual(s) for restoration and/or recompense.

VII. Health/Safety Issues

Abuse

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

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services) and will contact a trained, experienced professional to serve as the level-two investigator.

St. Patrick 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 Jeff Henderson, 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) and ACSB 4116.30a & ACSB 4116.30b.

Help for Victims of Sexual Abuse

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they, or those in their care, have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call 563-556-1225 or toll free 800-803-6758 or 866-319-4463 to report an allegation or receive assistance. This program is part of the "Policy for the Protection of Minors."

AIDS

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

Children with Illnesses

Individual student health records are maintained in school. Any time a child is ill, the child should be kept at home for the sake of her/his own well-being and that of one's classmates. The student's temperature should be normal for 24 hours before returning to school. Since a sick child should never be sent home alone, it is imperative that we have the name and telephone number of an alternate in case the parent cannot be reached in time of need. First aid will be administered for minor injuries.

Accidents/Emergencies

Parents/guardians are required to leave 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 year, we ask you to keep us informed.

Asbestos

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (now referred to as AHERA) was enacted in Congress to determine the problems schools may have with Asbestos and to develop solutions to these problems.

To give you some background, asbestos has been used as a building material for many years. It is a natural mineral that is mined primarily in Canada, South Africa, and the former U.S.S.R. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. In 1973, there were over 3,000 different products made from asbestos products. Most uses of asbestos products for building material were banned in 1978 when asbestos was determined to be a potential health hazard.

We had our facility inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of suspected asbestos materials in our facility. The records of this inspection and the laboratory analyses were turned over to a certified asbestos management planner and an asbestos management plan was developed.

Our efforts to meet AHERA regulations include a notification letter, education and training of our facility employees, plans and procedures to minimize the disturbances of asbestos containing materials, and plans for removal, repair, and surveillance of asbestos containing material.

A copy of the asbestos management plan is available at CFM Environment Inc., 1086 Main, Dubuque, Iowa. We have implemented the asbestos management plan. It is our intent to comply with federal, state, and local regulations. We plan to take all necessary precautions to insure that your children and our employees have a healthy and safe environment in which to learn.

Medication

Medications can be given during school time and must be accompanied by a written consent of the parent with the doctor's signature. Prescription medication must be in the original bottle and must be clearly labeled as to the name of the student, doctor's name, name of medication, dosage, and the time to be given. A parent's signature is required to dispense over the counter medication.

Certificated personnel will be in charge of all distribution of medication. Cough drops are considered a medication according to state rules and must be sent the office.

Safety Drills

Fire and tornado drills are held periodically. Students and all persons in the school building are to walk to assigned places in silence when the alarm rings. All regulations during the drills are in accordance with the State of Iowa regulations.

Snowballs

Throwing snowballs is not permitted on school grounds. Parents are asked to remind their children to avoid throwing snowballs at anyone and at moving cars or buses. The bodily danger involved, risks of permanent injury, and possible lawsuits are too great. Students caught throwing snowballs will be given in-school suspensions.

Visitors:

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

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

VIII. Services

Bicycles

Students 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.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk. Please insist that bike riders wear helmets.

Bus

Transportation is provided by the Anamosa Community School District. Rules established by these agencies are to be followed as though they were rules of St. Patrick 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. Since school bus transportation is provided through the public school district, questions and concerns regarding to transportation should be addressed to them.

Bus Evacuation

Students participate in bus evacuation procedures as outlined by the State of Iowa regulations

Hearing/Visual Testing

An annual visual test is given to all students K-6 and students entering kindergarten in the fall. A hearing check is given to students in grades K, 1, 2, and 5 by Grant Wood AEA personnel. Students in other grades may be tested if there is a known history of ear problems, or if the student is new to the school. Parents who do not want their child's hearing tested will need to indicate such in writing. School personnel will then notify the school audiologist of these requests.

Library/Media Center

Our school has a central library/media center for the use of the entire student body. Parents are asked to join us in efforts to instill in children a real appreciation of good literature. Children, also, have to be taught responsibility in caring for books and in returning them on time.

Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be pasted on lockers nor may scotch tape or paste be used for pictures. Masking tape

may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Periodically, any unclaimed items will be given to the needy.

Lunch

Lunch and milk tickets may be purchased through the office. Free or reduced lunch forms are available. Those who qualify should return the form to the office and will be assured of confidentiality. The free and reduced-priced tickets your children receive are the same as all other tickets. A notice will also be sent home to remind you when a new ticket is needed.

Tuition

Tuition Fees are set by the Board of Education.

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. (ACSB 3240.1)

IX. Staff

Professional Staff listing:

- Principal: Chris Frimml
- Pastoral Administrator: Sr. Susan Dunnwald
- Secretary/Business Manager: Jackie Foster
- Preschool: Peggy Goltz
- Preschool Associate: Sue Cook
- Kindergarten: Michele Mikkelsen
- First Grade: Matt Griggs
- Second Grade: Diana Jones
- Third Grade: Shannon Kremer
- Fourth Grade: Andrea Brehm
- Fifth/Sixth Grade: Kathy Morrison

Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time.

Conclusion

If there is a regulation that you do not understand, we ask that you call the school office (462-2688). We will explain the educational philosophy that prompted the policy. Any policy formed has sound educational theory behind it, is in accord with state regulations, the Archdiocesan handbook, and has been discussed by the Board of Education and principal. Every effort has been made to do what is best for the children and their total education. Our Catholic parishioners are putting forth great effort to maintain their school, and it is of deep concern to us that the education received is the very best that we can offer. The administration reserves the right to amend this handbook at any time.

Prayer, Beliefs and Practices

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

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

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

The sections are available in both English and Spanish and include:

- 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 for ever. Amen.

Morning Prayer (younger children)

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

Morning Offering

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

Act of Contrition

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

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

Jesus Prayer

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

Confiteor (before November 26)

I confess to almighty God and to you, my brothers and sisters that I have sinned through my own fault, in my thoughts and in my words, in what I have done and what I have failed to do. And 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. May almighty God have mercy on us, forgive us our sins and bring us to life everlasting. Amen.

Confiteor (after November 26)

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 (before November 26)

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; the third day He rose again from the dead; He ascended into heaven, and sits at the right hand of God the Father Almighty, from thence He shall 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.

Apostles Creed (after November 26)

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 (before November 26)

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven: by the power of the Holy Spirit He was born of the Virgin Mary, and became Man.

For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again in fulfillment of 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.

We believe in the Holy Spirit, the Lord the Giver of life, who proceeds from the Father and the Son. With the Father and the Son He is worshiped and glorified. He has spoken through the prophets. We believe in one, holy, catholic, and apostolic Church. We acknowledge one Baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

Nicene Creed (after November 26)

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

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

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

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

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

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

Mysteries of the Rosary

Joyful Mysteries (recited Monday and Saturday)

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

Mysteries of Light or Luminous (recited Thursday)

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

Sorrowful Mysteries (recited Tuesday and Friday)

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

Glorious Mysteries (recited Wednesday and Sunday)

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

Hail, Holy Queen

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

Act of Faith

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

Act of Hope

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

Act of Love

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

Memorare

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

Angelus

V. The angel of the Lord declared unto Mary.

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

V. Behold the handmaid of the Lord.

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

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

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

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

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

Mary's Prayer (Magnificat)

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

Come, Holy Spirit (Prayer to the Holy Spirit)

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

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

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

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

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

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;
and where there is sadness, joy.

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

Psalm 23

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

Additional Prayers

Vocation Prayer (Archdiocese of Dubuque)

Lord Jesus, life is Your gift to us.

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

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

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

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

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

Guide all people, Lord, in Your ways
of compassion, truth, and peace,
that we may find joy

in fulfilling our vocation. Amen.

Prayer of Discernment

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

Beliefs and Practices Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

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

Communion Regulations

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

Communion Fast

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

Four Gospels

- Matthew, Mark, Luke, and John

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

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

Liturgical Year

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

Parts of the Mass

Introductory Rites

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

Liturgy of the Word

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

Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen
- **Communion Rite**
 - The Lord's Prayer
 - Sign of Peace
 - Breaking of the Bread
 - Lamb of God
 - Reception of Communion
 - Prayer after Communion

Concluding Rite

- Blessing
- Dismissal

Regulations for Fast and Abstinence

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

Seven Sacraments

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

The Four Cardinal Virtues

- Prudence
- Justice
- Fortitude
- Temperance

The Four Last Things

- Death
- Judgment
- Hell
- Heaven

The Fruits of the Holy Spirit

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

The Gifts of the Holy Spirit

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

The Golden Rule (cf. Mt 7:12)

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

The Five Precepts of the Church

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

The Seven Capital Sins

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

The Stations of the Cross

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

The Ten Commandments

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

The Three Theological Virtues

- Faith
- Hope
- Charity

The Two Commandments of Love

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

Works of Mercy

The Seven Corporal Works of Mercy

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

The Seven Spiritual Works of Mercy

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

Prayers, Beliefs and Practices
Suggested/Recommended at Developmentally Appropriate Grade Levels

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

Date:

Please return this form to (Directions for Returning Form).

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