



Sacred Heart Catholic School

Parent/Guardian-Student Handbook

2023-2024

Table of Contents

Parent/Guardian-Student Handbook 2023-2024

I. Philosophy	6
Mission Statement - Sacred Heart School	6
The Profile of a Graduate at Graduation	7
II. Catholic Dimension	8
Catholic Atmosphere	8
Prayers, Practices, and Beliefs	8
Spiritual Program	8
III. Admission Policies/Notice of Non-Discrimination	9
Admission	9
Equal Opportunity	9
IV. Policies/Programs	10
Acceptable Use Policy	10
Assessment	10
Bicycles/Motorized Scooters	10
Copyright	10
Field Trips/Off-site Educational Experiences	10
Guidance	11
Homework	11
Human Sexuality Program	11
Media Center/Library	11
Multicultural/Gender Fair/Global Education	11
Phones	11
Physical Education Waiver	12
Playground / Recess	12
School Day	12
School Dress Guidelines	12
School Parties and Invitations	12
Special Services	13
Student Visitors	13
Substance Abuse Education	14
Technology	14
Visiting Classes	14
Volunteers	14

V. Communication	14
Absence	14
Complaints	15
Dual Parent Reporting- Divorced/Separated Parents	15
Early Dismissals, School Closings, and Late Start Procedures	16
Friday Folders	16
Parent/School Communications	16
Parent-Student-Teacher Conferences	16
Progress Reporting	16
Student Privacy Act	16
Student Records	17
VI. Diversity	17
VII. Discipline Code	17
Bullying/Harassment	18
Corporal Punishment, Restraint, and Physical Confinement and Detention	19
Fire Security	19
Physical Aggression/Assault	19
Racial Slurs	20
Search and Seizure	21
Stealing	21
Swearing/Profanity/Name Calling	21
Tobacco, Drinking, Vaping, Use of Non-Prescribed or Illegal Drugs	21
Weapons and Dangerous Instruments	22
VIII. Extracurricular Activities	22
Activity options	22
Public Conduct on School Premises	22
IX. Health/Safety Issues	23
Abuse	23
Asbestos	23
Blood Borne Diseases	23
Chemical Right to Know Law	23
Lead in the Drinking Water	23
Medication	23
Safety Drills	24
Smoking/Smoke Free Campus	24
X. Services	24

Bus	24
Food Service	24
Lockers	24
Lost and Found	24
School Supplies	24
Textbooks/Devices/Supplies	24
Tuition Assistance	25
Tax Credits	25
Tuition Grants	25
Education Savings Accounts (ESA)	25
Tuition Collection Policy (approved by the Board of Education May 2, 2018)	25
Vision and Hearing Checks	26
XI. Staff	27
School Staff listing	27
XI. Support	28
Board of Education	28
Fundraising	28
Parish Subsidy / Sources of Operating Revenue	28
XII. Practices, Prayers, and Beliefs	29
Prayers	29
Beliefs and Practices	34
Prayers, Beliefs and Practices by Grade Level	39

Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website (dbqarch.org) or [here](#). For assistance with accessing these policies, please contact the school office.

I. Philosophy

Archdiocese of Dubuque Philosophy of Education for Catholic Schools

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-Based Program	Academic Excellence
<ul style="list-style-type: none">• Instills a love and knowledge of the Catholic faith.• Integrates instruction with Catholic values.• Leads students and families to active participation in their parish communities.• Provides opportunities for worship, service and prayer.• Supports a safe and nurturing environment where students encounter Jesus Christ.	<ul style="list-style-type: none">• Promotes life-long learning and advances the development of the whole person to the fullest extent.• Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.• Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

Mission Statement - Sacred Heart School

It is our mission to provide for preschool through 6th grade children of Sacred Heart School, Monticello, an exemplary Catholic School that is Christ centered; is a joyful, educational faith community in which students, faculty, staff, and leadership integrate religion, truth, and Catholic values with the rest of life; uses research based and innovative educational programs that meet the needs of each student; and has the support of Sacred Heart parish as well as a partnership with parents and the community.

Vision

Sacred Heart School will be the first choice for elementary education in Monticello and the surrounding area.

The Profile of a Graduate at Graduation

At the time of graduation, the Sacred Heart students will be able to:

Academic Goals

- Perform at each students' individual maximum potential
- Use effective learning to acquire and apply knowledge and skills
- Independently seek knowledge and understanding
- Utilize current technologies as a learning tool
- Listen and communicate effectively, expressing ideas clearly through oral and written expression
- Demonstrate a strong work ethic through organizational skills, study habits, and effective time management
- Apply knowledge and understanding to new situations
- Recognize quality work and choose to pursue excellence by relying on self-discipline, initiative, creativity, and integrity
- Think critically and solve problems

Social Goals

- Interact successfully with others
- Show respect and appreciation for cultural, religious, and economic diversity
- Demonstrate initiative and perseverance
- Accept responsibility for their actions
- Treat others with respect

Spiritual Goals

- Act with compassion and kindness towards all God's creatures
- Use their gifts, talents, and blessings to be of service to others
- Further develop their personal relationship with God
- Demonstrate a knowledge of the Church's teaching about Jesus Christ as well as the sacramental expressions of His mission
- Acknowledge religions and display an appropriate respect for their beliefs

Service

- Discover the need of service and experience the personal satisfaction of helping others
- Participate in service to instill the desire to continue serving others
- Exhibit social responsibility, community service, and promote the common good

II. Catholic Dimension

Catholic Atmosphere

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

Besides classroom instruction in religion, liturgical preparation and Mass 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 his/her faith life. The school can only support what is taught and experienced at home.

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

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.

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)

Sacred Heart 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.

Parents/guardians are required to complete the annual enrollment process prior to attendance. Sacred Heart Catholic School's early childhood programs and the elementary school are open to all families who seek a Catholic education. Because our schools are supported generously by Sacred Heart Parish, preference is given to students of Catholic faith that are members of this parish.

The following policies provide guidance on enrollment decisions in the case of limited enrollment or waitlist situations at certain grade levels. Priority enrollment is given to:

1. Children of Sacred Heart employees, currently-enrolled students, and siblings of current students whose families are in good standing.
2. Children from families who are registered, contributing members of Sacred Heart Parish.
3. Children from families who are registered members in good standing at other Catholic parishes.
4. Children from families of other faiths. Date of family registration will determine enrollment priority in the event of high demand for placement in a specific grade level.

An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

Equal Opportunity

Sacred Heart 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, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

IV. Policies/Programs

Acceptable Use Policy

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 Policy #2511, ACSB Policy #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.

Technology instruction and application is included in the Sacred Heart Elementary School curriculum at all grade levels. Classrooms are equipped with Promethean boards and laptops and/or tablets to use throughout the day.

Assessment

Students in grades 3-6 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information; the initial student analysis is provided in the spring of the administration year, followed by a more detailed analysis to follow in the upcoming fall.

Students in grades K-6 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

Bicycles/Motorized Scooters

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (ACSB Policy #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/Off-site Educational Experiences

Field trips and other off-site educational experiences 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 must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.)

This is the only written permission that will be accepted. Verbal permission is not an option for field trips. Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

Parents/guardians may accompany students on field trips provided that they pay any fees that are associated with the field trip, there is space available for them to attend, and they are willing to accept the teacher as the person in charge. (This means that the teacher may override, within reason, any decision made by a parent/guardian pertaining to the field trip and/or student behavior.)

Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas. The counselor can be reached by calling the school office or emailing nancy@shmونتicello.org

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will 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.

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.

Media Center/Library

Students have the opportunity to check out books and materials from the school media center/library. Classes typically have time each week to visit the media center.

Multicultural/Gender Fair/Global Education

Sacred Heart Catholic School offers a global, multicultural, gender fair approach to the educational program. Sacred Heart 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 Policy #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.

Phones

Students are expected to have the permission of the school office staff to use the school phone before, during, or after school.

Students are not to have electronic devices, including cell phones, iPods, smart watches, etc. with them at school due to the potentially disruptive nature of these items. If a student must have these items for after school hours, the items should be turned off and stored in

the pupil's backpack/bookbag. Electronic devices can also be stored in the office. Sacred Heart is not responsible for lost / stolen items.

Physical Education Waiver

A pupil shall not be required to enroll in either physical education or health courses if the pupil's parents/guardians file a written statement with the school principal that the course conflicts with the pupil's religious beliefs. (ACSB Policy #6144.3)

For safety reasons, students are required to change into tennis shoes for P.E.

Playground / Recess

In general, all students are expected to participate in recess activities to encourage development of social skills, cooperation, fair play, and teamwork. If a student has a health condition preventing him/her from recess participation, a written note from parent/guardian or doctor specifying this and the anticipated length of time for this excuse is requested.

Students will play outside in all but the most inclement weather. In case of inclement weather, students may have recess indoors. If the temperature/wind chill is below 0, students will not go outside. Students should wear snow pants and snow boots to play in the snow.

Winter Recess—for safety reasons, students are allowed to play on piled snow the day of a snowfall but not on subsequent days.

School Day

School begins at 8:00 A.M. and dismissal is at 3:10 P.M. Wednesday early dismissal is at 12:55.

School Dress Guidelines

Shirts

- Clothing promoting drugs, alcohol, tobacco, or sexual references are never allowed
- No bare midriffs, halter tops, low cut muscle shirts, or shirts with revealing necklines or arm holes

Shorts/skirts/skorts

- Must extend below the student's fingertips when the student's arms are extended at his/her sides

Hats

- Hats are not allowed to be worn in the school building, with the exception of any specially assigned days

Shoes

- Students are required to have appropriate tennis shoes for PE.
- "Wheelie" shoes must have the wheels removed during the school day.

Mass Days

- Students are encouraged to dress up on Mass days. Athletic shorts or pants are discouraged. Students may change after Mass.

School Parties and Invitations

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. After

school parties are the responsibility of parents/guardians. Invitations to after school parties should only be passed at school if all members of the class are invited.

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/guardians, or by teachers in agreement with parents and the school principal through the Child Support 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 (individualized education plan).
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.

Student Visitors

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

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

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 information sent home, and utilization of appropriate community agencies.

Technology

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 Policy #2511, ACSB Policy #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.

Transfers

If a child is to transfer to or from Sacred Heart Elementary School, a release form must be signed in order to transfer pupil records from one school to another. Advance notice of transfer is appreciated to allow for textbook acquisition, room setup, and general processing.

Visiting Classes

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

Volunteers

Volunteers are an integral part of our school program. Volunteers provide valuable support to classroom teachers, students, and the school as a whole. Regular volunteers must take safe environment training and have a background check. For more information on volunteering, please contact the school office.

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 through out-of-class work.

Parents/guardians are required to communicate with the school the day a student will be absent, along with the reason for the absence. If a student will be absent for an extended time, parents/guardians should inform the school office as soon as possible.

Appointments are best made for after school hours or on non school days. A student who must, as an exception, be excused for an appointment should follow the local procedure included below. Parents/guardians are required to communicate with the school anytime a student needs

to leave school before the usual dismissal time. No child is released unless the school 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.

The school office approves the dismissal of students who are ill. Parents/guardians are notified when the illness is detected and must make arrangements for pick up of the child in a reasonable amount of time.

Parents/Guardians or emergency contacts will be called for students to go home according to the Iowa Department of Public Health Common Child Illness and Exclusion chart. A child

should be temporarily excluded from an education setting when the child's illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever above 100.3 degrees F with behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).

If your child is ill, please do **NOT** send him/her to school. A child must be free of an elevated temperature for 24 hours before returning to school. If they vomit or have diarrhea, please keep them home. They do not fully benefit from their work, and they are exposing other children to their illness.

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, school board chairperson, or the Office of Catholic Schools:

Instructional Materials and Activities, ACSB Policy #1312

Complaints Against Teacher, ACSB Policy #4119.4g

Complaints Against Administrator, ACSB Policy #4119.4h

Complaints Against Board Members, ACSB Policy #8252

Dual Parent Reporting- Divorced/Separated Parents

According to ACSB Policy #5124, in the case of a student 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.

Information made available to parents of any student in attendance at Sacred Heart Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents, unless otherwise decreed by a court order.

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

Early Dismissals, School Closings, and Late Start Procedures

Sacred Heart Catholic School follows the Monticello Community School District regarding school closings due to inclement weather. However, based on local conditions, Sacred Heart Catholic School may elect to close due to bad weather. Listen to TV channels KCRG or KWWL for official announcements.

- **Remind** is a private mobile messaging platform which serves as a way to communicate with everyone at once. There are two ways you can register:
 - **If you have a smartphone:** On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/shmont. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
 - If you don't have a smartphone, get text notifications. Text the message @shmont to the number 81010. If you're having trouble with 81010, try texting @shmont to (319) 774-3060. ** Standard text message rates apply.*
 - Don't have a mobile phone? Go to rmd.at/shmont on a desktop computer to sign up for email notifications.

Friday Folders

Each Friday, an email will be sent to parents or guardians containing newsletters and other pertinent information. Any permission slips will be sent home with the children. Any information that is sent home is for the parents or guardians only. Teachers also receive a copy of pertinent information included each week.

Parent/School Communications

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 2 working days.

Parent-Student-Teacher Conferences

Individual conferences are held twice a year. Either parents/guardians or teachers can schedule other 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 a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards.

Student Privacy Act

In conformity with the Student Privacy Act and ACSB Policy #5125, Sacred Heart Catholic School does not send out student/graduate information to outside unauthorized organizations without written authorization of the student/graduate.

Student Records

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125. These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

VI. Diversity

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

VII. Discipline Code

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. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established rules and regulations.

Guidelines are prepared and set by teachers in their classrooms in agreement with the whole school policies and procedures. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each Sacred Heart Catholic student. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to Sacred Heart Catholic School, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified.

Severe misbehavior that seriously disrupts the learning environment, possibly threatens the well-being of staff members 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:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event
- 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 Policy #5144.I.

Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and Sacred Heart Catholic School to maintain a learning environment that is free from any type of bullying/harassment. 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 administrator or the Archdiocesan Office of Catholic Schools. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

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

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 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.

Fire Security

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

Physical Aggression/Assault

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age,

race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: One-on-one student meeting and parent contact and diversity teaching, if appropriate

2nd offense: Time in the office with loss of privilege and parent meeting

3rd offense: In-school suspension

4th offense: Out-of-school suspension or further interventions determined on a case-by-case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: In-school suspension and parent meeting and diversity training, if appropriate

2nd+ offense: Out-of-school suspension or further interventions determined on a case-by-case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Racial Slurs

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member/administration

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: In-school suspension and parent meeting

4th offense: Out-of-school suspension

5th offense: Further interventions determined on a case-by-case basis

In situations where this event occurs and students are of age of reason, the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

1st offense: Student is sent to office for parent phone call and correction of behavior

2nd offense: In-school suspension and parent meeting

3rd offense: Out-of-school suspension

4th offense: Further interventions determined on a case-by-case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Search and Seizure

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of Sacred Heart School. ACSB Policy #5145.2 refers to the rules relating to periodic 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, but is not limited to drugs, narcotics, tobacco, liquor, vaping devices, 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.

Stealing

Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: Time in the office with loss of privilege and parent meeting

4th offense: In-school suspension

5th offense: Out-of-school suspension or further interventions determined on a case-by-case basis

Swearing/Profanity/Name Calling

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. This category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

1st offense: Warning with corrected behavior and parent notification by the staff member

2nd offense: Student is sent to office for parent phone call and correction of behavior

3rd offense: Time in the office with loss of privilege and parent meeting

4th offense: In-school suspension

5th offense: Out-of-school suspension or further interventions determined on a case-by-case basis

Tobacco, Drinking, Vaping, 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 any time or while they are on a school sponsored activity off campus. The use or possession of tobacco or vaping devices or paraphernalia on the school grounds is prohibited.

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

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

Weapons and Dangerous Instruments

It is the policy of the Sacred Heart Catholic School Board that weapons and other dangerous objects are confiscated. Parents/guardians of students found in possession of a weapon or dangerous object (this includes a knife greater than 5 inches long) 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 Policy #5131.7a.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

VIII. Extracurricular Activities

Activity options

Students have opportunities to participate in:

- Activities sponsored by the city of Monticello

Public Conduct on School Premises

Spectators are not 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 (ACSB Policy #1251).

IX. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and ACSB Policy #4116.30a any certified or licensed employee of Sacred Heart 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.

Sacred Heart 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), ACSB Policy #4116.30a & ACSB Policy #4116.30b.

Asbestos

Federal regulations and AFFC/ACSB Policy #7113, require us to inform you that there is asbestos in the Sacred Heart Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was August 2017.

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 (HTLV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB Policy #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. Chemicals are appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are trained in the safe handling of these chemicals. If you want to know what chemicals are used in the school and where they are stored, please contact the school office.

Lead in the Drinking Water

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

Medication

Dispensing of prescription drugs will be administered by a nurse or staff member with training and with the written consent of parent(s). A physician's signed and 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 student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. 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. (ACSB Policy #5141)

Safety Drills

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

Smoking/Smoke Free Campus

Sacred Heart Catholic School has been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, including vapes, be permitted within the building or anywhere on school grounds.

X. Services

Bus

Transportation is provided by the Monticello Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of Sacred Heart 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.

Food Service

Lunch is available through the school nutrition program. Children may take either hot lunch or bring a sack lunch. Students should not share food. Pop is not permitted as part of a student lunch.

Free and reduced-cost meals are available through the program. Applications are welcome anytime during the school year. For an application, please contact the school office.

Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. 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. There is a box of found articles if parents wish to check it. Periodically, unclaimed items will be given to the needy.

School Supplies

A listing of school supplies recommended is provided in the spring/summer and available during fall registration days. This can also be found on the school website.

Textbooks/Devices/Supplies

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year.

Tuition Assistance

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 School Tuition Organization*. Families can apply for local 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 Policy #3240.1)

Education Savings Accounts (ESA)

Education Savings Accounts are available from the State of Iowa. Parents who choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

Students First ESAs will be available based on the following eligibility:

Year 1: School Year 2023-24

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 300% of the [2023 Federal Poverty Guidelines](#), \$90,000 for a family of four

Year 2: School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the 2024 Federal Poverty Guidelines that will be updated January 2024

Year 3: School Year 2025-26

- All K-12 students in Iowa regardless of income

Tuition Collection Policy (approved by the Board of Education May 2, 2018)

- A. Four payment plans will be available for tuition payment as stated on each covenant.
 1. Yearly – due at registration
 2. Semiannually – first half due at registration, second half due at semester break
 3. Quarterly – first quarter due at registration, balance due at quarterly billings
 4. Monthly – first payment due at registration, balance deducted by automatic transfer monthly.
- B. Tuition contracts will be sent to all families in the Spring. At registration, families will select the payment plan as well as sign up for ACH.

- C. Monthly tuition statements will be sent home in the communication envelope. If payment is not received by the 25th of the month, a PAST DUE reminder statement will be sent.
- D. Any family with outstanding tuition as of the last day of school will be considered delinquent. All delinquent accounts will be sent a letter during June stating their account is delinquent and that they will be required to pay their current year's tuition by the registration date, or their child or children will not be able to attend any Sacred Heart Elementary School Programs. Families who leave our program and have a balance remaining on their tuition statement will be considered delinquent and will be moved to the Collection part of our policy.
- E. Collection
 - Certified billing statements will be sent in June, July, and August
 - Families will have 30 days to respond to final notice
 - An official certified letter from Administrator/Board of Education and Pastor will be sent October 1. (Balance due will include mailing and legal fees also.)
 - All delinquent accounts will be turned over to a collection agency or small claims court if the above guidelines are not followed.

Vision and Hearing Checks

The Lions Club provides an annual vision and eye-health check for students in three-year-old preschool and PK4. The screening takes place in the school building, usually outside the office area. Parents are notified of any concerns and suggested follow-up.

Grant Wood Area Education Agency provides an annual hearing check for students in PK4, kindergarten, and grades 1, 2, and 5, and for any students new to Sacred Heart School. The screening takes place in the mobile hearing lab. Parents are notified of any concerns and suggested follow-up.

XI. Staff

School Staff listing

Trish Schmid	Preschool 3 Teacher and Aftercare Director
Andrea Glawatz	Preschool 3 and Aftercare Associate
Doris Porter	Preschool 4 Teacher
Kelly McAtee	Preschool 4 Associate
Jenn Geyer	Kindergarten Teacher
Kate Williams	1 st Grade Teacher
Leanna Manternach	2 nd and 3 rd Grade Teacher
Matt Federspiel	4 th Grade Teacher
Carole Paschedag	Classroom Associate
Christine Rieken	Classroom and Aftercare Associate
Jayne Tuetken	Library and Aftercare Associate
Clara Pacha	Art Teacher
Nitshelle Kerstein	Music Teacher
Tim Hollett	PE Teacher
Rick Westhoff	PE Teacher
Nancy Felton	Guidance Counselor
Aimee Clemmons	Secretary
Susan Hucker	Principal
Sarah Kraus	Custodial
Leo Leibold	Custodial
Amber Rance	Cook
Joan Sauser	Cook
Chris Steger	Aftercare Associate
Marla Jacobs	Aftercare Associate
Kendra Davis	Aftercare Associate
Kayla King	Aftercare Associate

The teaching staff at Sacred Heart Elementary School are certified by the Iowa Department of Education.

XI. Support

Board of Education

The Sacred Heart Catholic School Board of Education includes the following members President, Vice-president, Secretary, three other members, the pastor and principal. (The principal is a non-voting board member.) Meetings are generally held on the second Tuesday of every month during the school year. Anyone is welcome to attend the meetings. However, in order to bring up business for discussion a board agenda request must be completed prior to the meeting so the topic can be included on the agenda. Agendas are finalized on the Wednesday preceding the Board of Education meeting.

Fundraising

Fundraising profit is part of the general operating budget of Sacred Heart Catholic School and is intended to help lessen the impact of necessary tuition increases. Sacred Heart Catholic School has a Booster Club and participates in the SCRIP fundraising program which generates income for the school. Your participation in these fundraisers is strongly encouraged.

1. **Booster Club** – The Booster Club sponsors fundraisers, including the annual gala, garage sales, and golf outing during the school year. All parents are encouraged to be active members of the Booster Club. Meeting times and activities will be sent home in the Friday folders.
2. **SCRIP** – The SCRIP program is an additional fundraising activity of Sacred Heart Catholic School. SCRIP is gift certificates, which the school purchases from local, regional, and national merchants at a discounted price and sells at face value. SCRIP purchasers can earn a credit on their purchases, which can be used for school tuition. The school collects a profit on the difference between the SCRIP cost and the face value purchase by supporters. SCRIP order forms are available at the school office. SCRIP can be purchased online, on a smartphone app, or can be purchased at Mass on the weekends. The regular use of SCRIP for groceries and gas greatly benefits Sacred Heart Catholic School.

Parish Subsidy / Sources of Operating Revenue

Education at Sacred Heart Catholic School is a partnership between parents, parish, and school. Historically, Sacred Heart Parish has contributed the majority of the monetary support of the school. Tuition is the second largest revenue source, fundraising is the third, and gifts/grants are the fourth income source. Your regular budget contributions to Sacred Heart parish, prompt payment of tuition, and support of fundraising endeavors are essential to the long-term financial stability of Sacred Heart Catholic School.

XII. Practices, Prayers, and Beliefs

The Archdiocese of Dubuque has developed standards and grade level expectations for Catholic school religion courses, including prayers, practices, and beliefs. Prayers in Spanish are listed [here](#).

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 hard 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 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 thee do we cry, poor banished children of Eve. To thee 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.

Psalms 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 by Grade Level

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
Kindergarten	<ul style="list-style-type: none"> • Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary 	
1st Grade	<ul style="list-style-type: none"> • Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary 	<ul style="list-style-type: none"> • Grace After a Meal • Glory Be • Morning Prayer • Angel of God
2nd Grade	<ul style="list-style-type: none"> • Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God 	<ul style="list-style-type: none"> • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments
3rd Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year
4th Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary

	<ul style="list-style-type: none"> • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year 	
5th Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church • Parts of the Mass
6th Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

	Parts of the Mass	
7th Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Nicene Creed • Come, Holy Spirit (Prayer to the Holy Spirit) • Angelus
8th Grade	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Prayer of St. Francis • Mary's Prayer (Magnificat) • Psalm 23 • Confiteor • The Seven Capital Sins • The Four Last Things

	<ul style="list-style-type: none"> • 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 	
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