

All Saints Parish Catholic School

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Parent/Guardian-Student Handbook

Rev. 1/11

The information contained in this handbook are policies of the Archdiocese of Dubuque and All Saints Parish School. The complete policy of the Archdiocese of Dubuque and All Saints Parish School is available upon request.

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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

All Saints School Mission Statement

The mission of All Saints School, a shared responsibility of educators and family, is to provide and reinforce a quality, Catholic education. We are committed to enhancing the spiritual, moral, intellectual, physical, social and emotional development of each student.

All Saints School Philosophy

All Saints Parish School is a community of believers joined together to provide a God-centered education in the Roman Catholic tradition. Through systematic instruction in Catholic doctrine and Scripture, Christian value education, personal and communal prayer, and the celebration of the Sacred Liturgy, the message of the Good News is conveyed and experienced as a way of life, which makes the students' "faith become living, conscious, and active" (To Teach As Jesus Did, 102).

Community is strengthened by a faculty who can learn, plan, celebrate, and pray together, who give witness to Christ by their lives as well as by their teaching, and who have a sense of vocation about their role in promoting Gospel values.

Building and living community is a prime goal of the school and flows from a growing awareness that as a child of God, a person does not live in isolation from others. Through proper guidance, a student is led to develop a healthy self-image and to build meaningful relationships which are at the basis of a loving, caring, and sharing community. Having experienced friendship, love, and trust in the smaller community, the students are better able to "build community on the same basis in their families, their places of work, their neighborhood, their nation, and their world" (To Teach As Jesus Did, 23).

The All Saints Parish School community, being a part of the All Saints Parish community, strives to promote openness, cooperation, and communication with all members of the parish, but especially with parents, whom the school considers the primary educators of their children. Recognizing that a variety of gifts is present in each member of the school community, individuals are encouraged to recognize and appreciate others' gifts as well as to challenge oneself toward self development. This nurturing of the self develops personal worth, builds the Christian community and promotes service to others. In addition, the knowledge, skills, values, and experiences acquired through the school program enable the students to relate faith and Gospel teachings to all aspects of human knowledge and life.

II. Admission Policies/Notice of Non-Discrimination

School Hours

8:35 Students may enter the building

8:50 School begins

3:35 Dismissal *

* All entry doors are locked at 9:00 AM. The west door by the principal's office will remain unlocked during school hours.

* The entry door by the parking lot will be unlocked at 11:25 AM and the inside entry door to the school will be locked. This will allow parents/special adults to enter this door in order to eat lunch with your child. People entering this door will only have access to the cafeteria.

* Please check monthly calendar for early dismissal days and times.

* Any student who arrives earlier than 8:35 or is not picked up within 10 minutes after the scheduled dismissal time will be taken inside the building for safety. A supervision charge may be administered for time spent after school hours.

Drop off/Pick up

If you are dropping off or picking up students, please be in the right hand lane.

- If you are driving through to park and pick up or drop off your student(s), please use the left lane. Do not stop in the left lane to pick up students.

- Children will be dismissed through the main entrance to the school and stand in front of the building. Teachers will announce the name for students. Please pull up the lane as far as possible.

Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade.

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

Equal Opportunity

All Saints Parish Catholic School is an equal opportunity employer and school. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

III. Catholic Dimension/Uniqueness

Catholic Atmosphere

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

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

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

Prayers, Practices, and Beliefs

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

Spiritual Program

All Saints recognizes that the spiritual program of the school cannot be gained in the formal classroom only.

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 check the monthly calendar to make sure of the mass schedule.

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

IV. Academic Policies/Programs

Copyright

It is the policy of the educational programs governed by the Archdiocesan Board of Education (AB 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.

Recess

A certified teacher or qualified aide under the supervision of a certified teacher will supervise the playground areas during recess. When the weather permits all children are to be on the playground during recess times and are not to be in the building. Reasonable energetic activity of some kind is helpful for the development of a sound body and a good mind. If your child is to stay indoors, a medical excuse is required from your doctor.

Play Area

- The grassy area is used for playing ball.

- Students may play in areas as designated by the supervising teacher.
- Recess play must not interfere with physical education classes.
- Students are not allowed to come to school before 8:35 AM and must leave school by 3:40 PM. Playground supervision is not provided before or after school. Students are not allowed on the playground at these times. If there is a need for a student to return to school outside of school hours for a practice or event, that student must go home until the time of the event.

Snowball Safety

Snowballs are not permitted on school grounds nor are they permitted on the way to or from school. Parents, please instruct your children of the danger or risks of permanent injury and of possible lawsuits. A penalty of \$1.00 per snowball will be charged to anyone throwing snowballs.

Insurance

A school insurance policy is not offered.

Guidance

Our Guidance Counselor complements the academic program by offering support to students in a number of areas. A brochure about the program is available from the office.

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.

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.

Internet

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

Media Center

The Media Center is staffed by a media specialist. Students are encouraged to read and may check out books for a two-week period. Care should be taken that books are not lost or damaged. Students in grades 4 and 5 with overdue books will be asked to pay a fine of 5 cents per day. If a book is lost or damaged, parents will be notified and asked to pay a fee for replacement. Students will spend time in the library and computer lab learning media and technology skills. Together with classroom teachers, the Media Center staff will work with students on presentations, reports and projects using a wide variety of research skills and computer programs.

Multi-Cultural/Non Sexist/Global Education

All Saints Catholic School offers a global, multi-cultural, gender fair approach to the educational program. All Saints 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.” (AB 6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

Physical Education Waiver

All students will be required to have an extra pair of tennis shoes for physical education. **No** black soled shoes are allowed, as they mark the gym floor. For students in grades K-3, we do not recommend high tops. We recommend velcro closing if at all possible on low cut shoes because of limited changing time. A pupil shall not be required to enroll in either physical education or health courses if the pupil’s parent or guardian files a written statement with the school principal that the course conflicts with the pupil’s religious beliefs.” (AB 6144.3).

School Parties

Parties which 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. If a student chooses to distribute invitations during school time to any event, that student must invite either all class members or all members of one gender (if the party is for only boys or for only girls). After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Grantwood AEA 10. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

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

- ❖ 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.
- ❖ You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
- ❖ 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.
- ❖ The right to see your child’s records kept at school.
- ❖ 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.
- ❖ The right, as much as possible, to have your child in classes with children who are not in special education programs.
- ❖ The right to be involved in the development of your child’s IEP (individual education program).
- ❖ 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.
- ❖ 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.

Assessment

Each year students in grades 2 and 4 take the Cognitive Abilities Test. Students in grades 3-5 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. Many other forms of assessments are given to all students during the course of the school year. Parents are encouraged to set up appointments if they wish more information.

V. Communication

Absence

Regular attendance is a key factor in the success of school work. The value of the work missed is difficult to make up by out-of-class work. Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal/secretary knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to phone the school between 7 - 9 AM if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/ guardians should inform the principal/secretary.

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

If a student is excused from school by the parent/guardian for a trip or similar reason, the principal and teacher involved should be notified one week in advance.

The principal, secretary, or school nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

Tardy

A student will be marked tardy if not at one's desk at 8:50 AM. A tardy slip must be obtained from the office before admittance to classroom. Passes are collected by the teachers and saved for at least a trimester. Parents will be contacted if tardies are excessive. Follow through action may include, but is not limited to, assigning make up time.

Communication Methods

- **Dual Parent Report** — According to AB 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 if you have **not** given this information to All Saints Parish School. (**Please complete the attached form in the back of handbook.**)

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

- **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/e-mail teachers about student progress or other situations of concern. All school newsletters, calendars and menus will be sent home with the youngest child each month through the use of the Brown Envelope in addition to the weekly e-news, and weekly or biweekly newsletter from the student's teacher(s)
- **Parent-Student-Teacher Conferences** — Individual conferences are held after the first and third quarters, October and March. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized.
- **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. Written reports are given for math, reading/language arts, and content areas for students in grades K-5 at the end of each semester.

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

Complaints

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

Early Dismissals, School Closing, and Late Start Procedures

In case of heavy snow, ice, etc., All Saints Catholic School follows the Cedar Rapids Public School District regarding school closings. Information about late starts and school closings will be available on network TV stations, local radio stations, and station websites.

Please discuss with your children what they are to do in the event of a school cancellation or dismissal due to weather.

All Saints Child Care will be available on snow days to those children enrolled in the program and reserves the right to close early with appropriate notification to parents.

Student Privacy Act

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

Student Records

A permanent record of each pupil is kept on file at school in accord with AB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

Telephone

Students are expected to have the permission of the principal/teacher to use the telephone during and after school.

The school telephone is used by students for rare emergencies only. Try to have your student's day planned and communicated before school in the morning. This allows for greater concentration on school tasks. Telephones in the classrooms are for teacher use only. If a teacher feels it necessary for a student to make a call, the teacher will allow the student to use the classroom phone or send the student to the office with a permission slip.

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.

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 All Saints Parish Catholic Board of Education and administration after consultation with All Saints Catholic School 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 All Saints Catholic student. Neither ignorance or lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to All Saints 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 others efforts.

Severe misbehavior which 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 with a Student Referral Form.

Unacceptable student behaviors include:

1. Use of drugs, alcohol, tobacco
2. Truancy

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

Consequences:

- 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 AB 5144.1.

Bullying/Harassment

It is the policy of the educational programs governed by All Saints Parish Board of Education to maintain a learning and working environment that is free from sexual harassment, harassment and/or bullying of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any type. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassing/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.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal C/DRE, Director of Catechetical Services, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code Chapter 216 and ABE policies 2515.1, 2515.11, 5144.3

All Saints School Dress Code (Revised April 2008)

The dress code of All Saints School strives to reflect, neatness, cleanliness and Christian modesty while avoiding trends and fads. Students reflect pride in themselves and their school by the way they dress and act. It is expected that parents/guardians, working with the school, will require their students to leave home dressed in accordance with these regulations. The administration reserves the right to interpret dress code. The decisions of the administration are final.

Approved Attire

Slacks – Solid color black, navy blue, gray or shades of khaki **loose-fit, trouser-style** dress slacks of ankle length are to be worn. Outside patch pockets are allowed only on the back of pant. No knit pants, leggings, stirrup pants, or denim pants are acceptable. No rivets or outside seams with contrasting colors will be allowed. Slim-fitting and jean style pants are not allowed.

Shorts – Solid color black, navy blue, gray or shades of khaki loose-fitting, walking-short style shorts must be worn. No knit shorts are acceptable and pockets are allowed only on the back of walking style shorts. During the months of August, September, May and June and when the temperature is forecast to be above 80 degrees, khaki or navy colored capri pants will be an additional option for girls. These capri pants must meet current dress code guidelines for pants with the exception of length. Dress code shorts may be worn anytime the temperature is forecast to be above 80 degrees in the Cedar Rapids area. Weather information from any of the three television networks, local radio stations or The Gazette is to be used as the temperature predictor. Short length must be closer to the knees than the inseam. No cargo or jean style shorts are allowed.

Skirts/Jumpers/Skorts – Skirts & jumpers must be uniform plaid. Skorts can be uniform plaid, khaki or navy. Red, white, gray, navy blue, royal blue and light blue collared dress shirts, polo shirts or turtlenecks are to be worn with them. Skirt length must be no more than two inches above the top of the knee. Comfortable shorts must be worn under the skirt/jumper for modesty.

Shirts/Blouses – Solid color red, white, gray, navy blue, royal blue or light blue collared dress shirts, polo shirts or turtlenecks must be worn at all times. All shirts must have sleeves. Plain short sleeve or tank style white undershirts may be worn. Shirts must be tucked in at all times (appropriate shirt length should be considered when purchasing to make this possible), and shirts must be buttoned to demonstrate Christian modesty (one button from the top). Dress Code shirts with the school approved All Saints logo may be worn. **Regis and Xavier shirts** – Shirts that meet the All Saints dress code (color and style) with school approved Regis and Xavier logos may be worn.

Sweaters/Sweater Vests/Cardigans/School-Approved All Saints, Regis and Xavier Sweatshirt - Solid color red, white, gray, navy blue, royal blue or light blue sweaters/sweater vests/cardigans of traditional style and knit and school-approved All Saints, Regis or Xavier sweatshirts may be worn. A dress code collared shirt or turtleneck must be worn under the sweater/cardigan/sweater vest/school-approved All Saints, Regis or Xavier sweatshirt and must be tucked in. Hooded items are not allowed.

Outerwear is not permitted in classrooms.

Shoes – Shoes must have a closed toe and heel. Socks must be worn.

Logo – Company logos 2 inches in diameter or smaller may be worn.

Jean Days – Jean days will be designated by the administration for the entire school or individually with a Jeans Certificate. Students may wear appropriate sweatshirts or T-shirts (no advertisements, inappropriate innuendoes, or inappropriate graphics) with traditional style BLUE DENIM jeans or BLUE DENIM overalls on these days. This can include shorts of traditional jean style and length (length closer to knees than inseam). Boys can wear long jean shorts over the knee, but no outside pockets and girls can wear capris, skirts, skorts and short overalls in August, September, May and June. Shirts must be tucked in. Jeans must be clean and free of rips and tears. Dress code shoes and socks must be worn. Students choosing not to participate in Jean Day must be in approved dress code attire.

Accessories – Items that are considered accessories include but are not limited to earrings, necklaces and rings that may be worn with the “Rule of One” applied. For example, one necklace follows dress code. Two necklaces do not. One of each (one pair of earrings, one necklace and one ring) may be worn, but not in multiples. No makeup is allowed. Only females may wear earrings. Pertaining to personal appearance: Clothing must be in good repair. No oversized clothing allowed. Any part of student’s appearance that is distracting to the learning environment (as evaluated by a teacher or administrator, or designee) is not permitted. Distracting appearance would include, but not be limited to, hair color, body tattoos, or body piercing other than ear piercing.

Appropriate measures will be taken when students arrive at school out of dress code which can include but are not limited to, giving a warning, changing into appropriate clothes provided through our school’s supply of extra clothing, or calling parents/guardians to immediately provide appropriate clothing. Parents of students who repeatedly disobey the dress code will be required to meet with the principal or designee. Appropriate measures will be applied which include, but are not limited to, a warning or community service.

Review Cycle: The All Saints Board of Education will review the All Saints Dress Code on a 5 year cycle.

Reviewed and Revised: May 2002, August 2002, February 2003, April 2008

Search and Seizure

It is the policy of All Saints 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 a consistent with the above policy, All Saints School adapts the policy as stated in Archdiocesan policy 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas. Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Weapons and Dangerous Instruments

It shall be the policy of the All Saints Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the 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, coming to and from school 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 AB 5131.7a.

VII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and AB 4116.30a any certificated or licensed employee of All Saints Catholic 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 contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—.15 (280) and Archdiocesan Board of Education policy 4116.30a.

AIDS

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

Alcohol/Drug Policy

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

Asbestos

Federal regulations and AB 7113, require us to inform you that there is asbestos in the All Saints Parish Catholic School building.

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

Mark K. Hogan is our Asbestos Designated Person. A copy of the asbestos management plan is available in our administrative offices and at CFM Environmental, Inc. All inquiries regarding the plan should be directed to 563-583-0808.

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 steps to insure that your children and our employees have a healthy and safe environment in which to learn and work.

Chemical Right to Know Law

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

Fire and Tornado Drills

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

Lead in the Drinking Water

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

Medication

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

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

Radon Testing

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

Smoking / Smoke Free Building

All Saints Catholic School has been designated a “Smoke Free Building”. At no time will smoking be permitted within the building.

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.
- Student’s 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/Scooters

Students who live a distance from school are permitted to ride bikes/scooters to school. All students must first complete a Bike/Scooter Safety Agreement (**attached form in back of handbook**). Bikes/scooters 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/scooters. No Bikes/Scooters are allowed on the school side of the street where buses load and unload.

The school accepts no responsibility for bikes/scooters parked on school property. All students bring bikes/scooters at their own risk.

Bus

Transportation is provided by the Cedar Rapids public school district and through other arrangements. Rules established by these agencies are to be followed as though they were rules of All Saints 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.

Lockers

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

Lost and Found

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

Breakfast

Breakfast is served each morning when school is in session from 8:15 to 8:35. Only students that are eating breakfast are allowed in the cafeteria before 8:45 am. Once students finish breakfast, and after 8:35, they are to report to classrooms.

Hot Lunch

Lunch and milk money will be collected each morning in the lunchroom by cafeteria personnel between 8:35-8:50. Because the lunch program money collection is computerized, students can pay "any amount" on any given day. A credit for the amount will be given to the student's account. As a student purchases lunch, extra milk, orange juice, breakfast, or extra portions at a meal, that specific amount will be deducted from the student's account. A reminder will be given to the student for low funds in the account. Lost or damaged tickets will be replaced after paying a \$ 5.00 fee.

Free & Reduced lunch prices are available through the lunch program. Forms are given to all families; those who seek qualification should return the form to the office to be forwarded to the governing agency. Free lunch tickets are issued by the Food Service Director. The process is confidential and these tickets are the same as all other tickets.

Students are to walk in a single line to the lunchroom. Personnel will scan the tickets; the teachers will go through the line with their students and a staff member will supervise the lunchroom and keep it in good order. Students are to clean the area of the table they use. Food is not to be taken from the lunchroom. Noise is to be held to a reasonable level. Please make sure you keep an accurate count of your child's lunch account.

Policy for Lunch Money Past Due

Children with lunch accounts that are \$10.00 past due will be referred to the principal by the Director of the Lunch Program. The principal and/or Director will be responsible for contacting parents of children with overdue accounts. No child will be denied lunch (or given a substitution for the regular lunch) without prior approval from the principal. The Director of the Lunch Program is encouraged to notify the teacher of the child when an account is \$5.00 past due. With this early notice, the teacher can help remind the child of the overdue account.

School Supplies

A listing of school supplies recommended is included with the end of the year report card and in the registration packet available during fall registration days. It can also be found on the All Saints School web site, www.crareacatholic.com/allsaints/index.htm.

Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Parents sign an annual request form for textbooks provided under the state reimbursement program (**in back of book on colored Authorization form**).

Tuition Payment Guidelines

1. At the time of registration, all parents will be required to either pay in full or register for monthly payments through Automatic Withdrawal.
2. The school secretary shall provide the School Board Finance Committee Member a monthly computer printout statement showing all tuition paid and overdue.

Tuition Tax Credits

Expenses incurred by parents may qualify for tuition tax credits. 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 parish families who cannot pay their fees and/or tuition. Please ask the principal for further information. Confidentiality is maintained (AB 3240.1).

1. Any parents who are unable to financially support their child's education at All Saints will be obligated to let this be known either to the pastor or the school administrator.

Tuition Grants are available for families in need through application. Please request a scholarship application form from the school principal, or at the front door, if you feel that your family will not be able to pay tuition. Application must be made the spring of the school year for the upcoming year since time is needed to evaluate need within our parish. The application is due April 20. New families must apply upon registration.

Website Publication Guidelines for the Cedar Rapids Area Catholic System

Personal web pages created by staff or students are not permitted on this website.

Schools should concentrate on submitting material that reflects school activities, student work, special projects, or aspects of the community which they serve. Be careful to provide meaningful content. Quality and completeness of work should be such that student, teacher, and school are proud that a global audience can experience it.

What the school publishes becomes a statement about who we are. Anything that is contrary to the principles of the Catholic faith, will not appear on the Cedar Rapids Area Catholic System website.

A designated webmaster at each school can post material directly to the school's web page. All school postings must go through this person(s) pending principal's final approval. The webmaster is responsible for making sure that submitted material conforms to all guidelines.

Guidelines:

- No links to personal pages
- No links outside the Cedar Rapids Area Catholic System
- Staff/students personal information (phone number, address, names of other family members, e-mail may not be published. All submitted material must be publish ready (grammar, spelling, etc.)
- Copyrighted material may not be used without permission and giving proper acknowledgment (graphics, clipart, photos)
- Student work may not be published without written permission from parents, guardians, and students
- Staff work may not be published without their written permission

Guidelines for Student Safety

- Student names, pictures, or other information will not be published without written permission from parent/guardian

Guidelines on Copyright

- Students and staff members must adhere to all copyright laws. Be sure that there is a clear statement that art, photos and text are available for free use

5/25/99

All Saints School/Archdiocese of Dubuque Internet Use Agreement (2003-04)

Please read this document carefully.

Internet access is now available to students and teachers in All Saints School of the Archdiocese of Dubuque. We are very pleased to bring this access to All Saints School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and teachers have access to the following:

11. Information and new developments in the areas of math, science, humanities, the arts, etc. as well as the opportunity to correspond with scientists, mathematicians, artists, poets, business persons, governmental agencies, and specialized researchers.
12. Public domain software and shareware of all types
13. Discussion groups on a wide range of topics such as different cultures, foreign nations, environment, music, art, politics, etc.
14. Access to many worldwide library catalogs and database resources such as university libraries, Library of Congress, public libraries and museums.
15. Exchange of ideas and classroom projects with people from all over the world through the use of electronic mail.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. All Saints School has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate information. All Saints School will be educating users as to what is considered appropriate Internet usage. We, All Saints School, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material which is inconsistent with the educational goals of the diocese.

The Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, efficient, ethical, and legal utilization of the network resources. If an All Saints School student user violets any of the provisions of Archdiocesan Policy 2511, the student's parents/guardians will be notified, and the student's Internet access may be terminated with the possibility of future access denied.

Internet Regulations (Grades K-3)

Internet Understandings - Users are expected to abide by the terms, conditions, and regulations of Archdiocesan Policy 2511.

I understand:

- the importance of being polite on the Internet, and I will not send inappropriate messages to anyone who may be using the system.
- that in order for all students in my class to have access to Internet, it is necessary that I not waste time while using the system.
- that if I am assigned a password, I will not share it with anyone.
- that I will not provide my personal name, address, or phone number or those of others to anyone on the Internet unless authorized to do so.
- that disciplinary measures may be taken if I engage in illegal activities through Internet access.
- that the same rules and responsibilities apply whether I am using the Internet at home or at school.

Internet Regulations (Grades 4-5)

Internet Understandings - Users are expected to abide by the terms, conditions, and regulations of Archdiocesan Policy 2511.

I understand:

- the importance of being polite and refraining from sending abusive or offensive messages to others.
- that accessing the Internet is a privilege granted for the primary purpose of conducting research, completing class assignments, and gaining familiarity with evolving electronic communications.
- that if assigned an Internet password, good security practices dictate confidentiality at all times. I will not share it with anyone.
- that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
- that I will not reveal my personal address or phone number not those of others.
- that I will be financially responsible for any unauthorized commitments I make through Internet.
- and respect the right to acknowledgment, the right to privacy, and the right of all authors and publishers to determine the form, manner and terms of publications and distribution of works in any medium.
- that in order to assure system wide security, each user of shared computer resources must follow designated security guidelines.
- that actions I may take such as plagiarism, invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action.
- that the same rules and responsibilities apply whether I am using the Internet at home or at school.

IX. Volunteer Aides

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

X. Prayers, Basic Beliefs, and Practices

Enclosed is a list of prayers, basic beliefs, and practices. The prayers, basic beliefs, and practices for each grade follow. Hopefully this will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers and they will be part of our prayer at school. We encourage you to also pray with your child at home.

*Content to be memorized

Kindergarten

- Sign of the Cross*
- Prayer Before a Meal
- Our Father
- Hail Mary

Grade 1

- Sign of the Cross*
- Prayer Before a Meal*
- Prayer After a Meal*
- Glory Be*
- Our Father
- Hail Mary
- Morning Prayer
- Rosary

Grade 2

- Our Father*
- Hail Mary*
- Act of Contrition/Prayer of Sorrow*
- Rosary
- Communion Fast
- Ten Commandments

Grade 3

- Apostles Creed
- Act of Contrition/Prayer of Sorrow*
- The Greatest Commandment
- Rosary

Grade 4

- Act of Faith*
- Act of Hope*
- Act of Love*
- Seven Sacraments
- Ten Commandments*
- Beatitudes
- Rosary

• Grade 5

- Morning Offering*
- Seven Sacraments*
- Memorare*
- The Rules of the Church
- Mysteries of the Rosary*
- Fruits of the Holy Spirit
- Gifts of the Holy Spirit

Prayers, Basic Beliefs, and Practices

Sign of the Cross

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

Prayer before a meal

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

Our Father

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 you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God. Pray for us sinners now and at the hour of our death. Amen.

Prayer after a meal

We give you thanks, God, for these and all your gifts, which we have received, through Christ our Lord. 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.

Morning prayer

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.

Act of Contrition/Prayer of Sorrow

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.

Mysteries of the Rosary

Joyful

- The Annunciation
- The Visit of Mary to Elizabeth
- The Birth of Jesus
- The Presentation of Jesus in the Temple
- The Finding of Jesus in the Temple

Sorrowful

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

Glorious

- The Resurrection of Jesus
- The Ascension of Jesus into Heaven
- The Descent of the Holy Spirit upon the Apostles (Pentecost)
- The Assumption of Mary into Heaven
- The Crowning of Mary as Queen of Heaven

Luminous

- The Baptism of Christ in the Jordan
- The Wedding Feast at Cana
- The Annunciation of the Kingdom
- The Transfiguration
- The Institution of the Eucharist

Communion Regulations

To receive Holy Communion a person must:

- be in the state of grace
- have the right intention and observe the Communion fast

Communion Fast

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

Ten Commandments

- I, the Lord, am your God. You shall not have other gods besides me.
- You shall not take the name of the Lord, your God, in vain.
- Remember to keep holy the sabbath day.
- Honor your father and your mother.
- You shall not kill.
- You shall not commit adultery.
- You shall not steal.
- You shall not bear false witness against your neighbor.
- You shall not covet your neighbor's wife.
- You shall not covet anything that belongs to your neighbor.

Apostles' Creed

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again 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.

The Greatest Commandments

- You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.
- You shall love your neighbor as yourself.

Beatitudes (Matthew 5:1—10)

- Happy are the poor in spirit, the reign of God is theirs.
- Happy, too, are the sorrowing, they will be comforted.
- Happy are the gentle, they will receive all that God has promised.
- Happy are those who hunger and thirst for justice, they will be satisfied.
- Happy also are those who show mercy to others, they will receive mercy.
- Happy are the single-hearted, they will see God.
- Happy are the peacemakers, they will be called the children of God.
- Happy are those who are treated unfairly for doing what is right, the reign of God is theirs.

Seven Sacraments

- Baptism
- Reconciliation
- Eucharist
- Confirmation
- Matrimony
- Holy Orders
- Anointing of the Sick

Morning Offering

My God, I offer you all my prayers, works and sufferings of this day for all the intentions of your most Sacred Heart. Amen.

Memorare

Remember O most gracious Virgin Mary, that never was it known, that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we kneel, sinful and sorrowful. O Mother of the Word made flesh, do not despise our petitions, but in your mercy, hear and answer them. Amen.

The Rules of the Church

- Celebrate Christ's resurrection every Sunday (or Saturday evening) and on holy days of obligation by taking part in Mass and avoiding unnecessary work.
- Lead a sacramental life. Receive Holy Communion frequently and the sacrament of Reconciliation, regularly. Receive Holy Communion at least once in the Lent-Easter season. Confess within a year, any serious or mortal, sin committed.
- Study Catholic teaching throughout life, especially in preparing for the sacraments.
- Observe the marriage laws of the Catholic Church and give religious training to one's children.
- Strengthen and support the Church: one's own parish, the worldwide Church, and the Holy Father.
- Do penance, including not eating meat and fasting from food on certain days.
- Join in the missionary work of the Church.

Corporal Works of Mercy

- Feed the hungry.
- Give drink to the thirsty
- Clothe the naked
- Help those imprisoned
- Shelter the homeless
- Care for the sick
- Bury the dead

Spiritual Works of Mercy

- Give correction to those who need it.
- Share our knowledge with others

- Give advice to those who need it
- Comfort those who suffer
- Be patient with others
- Forgive those who hurt us
- Pray for the living and the dead

Magnificat, Mary's Prayer

My being proclaims the greatness of the Lord, my spirit finds joy in God my savior. For he has looked upon his servant in all her lowliness. All ages to come shall call me blessed. God who is mighty has done great things for me, holy is his name; his mercy is from age to age on those who fear him. He has shown might with his arm; he has confused the proud in their inmost thoughts. He has deposed the mighty from their thrones and raised the lowly to high places. The hungry he has given every good thing while the rich he has sent empty away. He has upheld Israel his servant, ever mindful of his mercy; even as he promised our fathers, promised Abraham and his descendants forever.

Prayer of St. Francis

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. O Divine Master, grant that I may not seek so much to be consoled as to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned and it is in dying that we are born to eternal life. Amen.

Gifts of the Holy Spirit

- Wisdom
- Understanding
- Knowledge
- Right Judgment
- Courage
- Reverence
- Wonder and Awe

Fruits of the Holy Spirit

- | | | |
|------------|------------|------------------|
| • Joy | • Patience | • Goodness |
| • Charity | • Fidelity | • Continence |
| • Peace | • Kindness | • Long-suffering |
| • Humility | • Modesty | • Chastity |

Angelus

The angel of the Lord declared unto Mary. And she conceived by the Holy spirit.

- Hail Mary, full of grace...

Behold the handmaid of the Lord. Be it done to me according to your word.

- Hail Mary, full of grace...

And the Word was made flesh. and made his dwelling among us.

- Hail Mary, full of grace...

Prayer for us, holy Mother of God. That we may be worthy of the promises of Christ.

Let us pray: Pour out your grace into our hearts. Lord by the message of the angel we have learned of the Incarnation of Christ, your Son. Lead us by his passion and cross, to the glory of the resurrection. Through the same Christ our Lord. Amen.

Nicene Creed

We believe in God the Father 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 are made. For us 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 worshipped 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.

Come Holy Spirit / Prayer to the Holy Spirit

Come Holy Spirit, fill the hearts of your faithful, and kindle in them the fire of your love. Send forth your Spirit, O Lord, and they shall be created. And you shall renew the face of the earth. Amen.

Four Gospels

Matthew, Mark, Luke, and John

Way of the Cross — The Stations

- Jesus is condemned to die.
- Jesus accepts the cross.
- Jesus falls the first time.
- Jesus meets his mother.
- Simon takes the cross from Jesus.
- Veronica wipes the face of Jesus.
- Jesus falls the second time.
- Jesus meets the women.
- Jesus falls the third time.
- Jesus is stripped of his clothes.
- Jesus is nailed to the cross.
- Jesus dies on the cross.
- Jesus is taken down from the cross.
- Jesus is placed in the tomb.
- Jesus rises from the dead.

Holidays of Obligation

- Solemnity of Mary — January 1

- Ascension Thursday — 40 days after Easter
- The Assumption of Mary — August 15
- All Saints Day — November 1
- The Immaculate Conception — December 8
- Christmas — December 25

Regulations for Fast and Abstinence

- To **Fast** means to keep from eating certain foods.
- To **Abstain** means to refrain 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 Catholic 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.

Hail Holy Queen

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

(Response:) That we may be made worthy of the promises of Christ.

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.

Confiteor

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 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.

Prayers of the Mass

Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite
- Gloria
- Opening Prayer

Liturgy of the Word

- First Reading (usually taken from the Old Testament)
- Responsorial
- Second Reading (usually taken from one of the letters of the New Testament)
- Alleluia or Gospel Acclamation
- Gospel (taken from one of the four Gospels and read by priest or deacon)
- Homily (an explanation of the readings)
- Profession of Faith (Nicene Creed)
- General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

- Preparation and presentation of gifts
- Prayer over gifts
- Eucharistic Prayer (during this prayer the bread and wine become the body and blood of Jesus)

Communion Rite

- The Lord's prayer
- sign of Peace
- Breaking of the Bread
- Reception of Communion
- Prayer after Communion

Concluding Rite

- Greeting
- Blessing
- Dismissal

Liturgical Year

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

