

Holy Family School System

Parent/Guardian-Student Handbook

2010 — 2011

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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

Holy Family Mission Statement

The mission of Holy Family School System is to provide all students with Christ-centered education that is: future oriented, grounded in educational excellence and fosters a sense of community true to the teachings and traditions of the Catholic Church.

Based on the four components of Catholic school identity; Message, Worship, Community and Service, we believe that:

- our Catholic school is an integral part of the church’s mission to proclaim the Gospel, build faith communities and celebrate through worship;
- our commitment to academic excellence, which fosters the intellectual development of faculty and students, is an integral part of the mission of the Catholic school;
- the spiritual formation of the entire school community is an essential part of the mission of the Catholic school;
- our Catholic school is a unique faith-centered community which integrates thinking and believing in ways that encourages intellectual growth, nurtures faith and inspires action;
- our Catholic school is an experience of the church’s faith and inspires action;
- our Catholic school is an experience of the church’s belief, tradition, and sacramental life;
- our Catholic school creates a supportive and challenging climate which affirms the dignity of all persons within the school community.

Holy Family School Philosophy Statement

We believe that parents have the first right and responsibility for the education of their children. It is essential that home and school be cooperatively involved in the educational process of each child. Also, it is our firm belief that the school assists the parents in the development of their children as religious, intelligent, moral and just human beings.

We believe that the school exists for the child. We believe that each child is unique and gifted and develops at his/her individual learning strengths and weaknesses.

We believe that a healthy self-concept is the child's most valuable asset which must be fostered at every step of his/her education. We believe that skill in developing positive interpersonal relations is a necessary part of maintaining a healthy self-concept and that growth in the child's relationship with God must keep pace with his/her development in other areas.

We believe that the child's growth in this relationship is in direct proportion to the quality of his/her self-concept and experience of Christian community in both home and school.

We further believe that the school has the obligation to implement a sound educational program which:

- fosters a Christian community atmosphere;
- aids the child in experiencing success and valuing oneself as a worthwhile person;
- aids the child in developing an ever-maturing relationship with God and in practicing Catholic Christianity in service to other people;
- teaches the child to appreciate the diversity in people and to accept responsibility for others in a spirit of respect and concern;
- promotes growth in self-reliance and self-discipline in adapting to an ever-changing world;
- provides for the development of competence in the use of the basic tools of learning;
- provides for the development of aesthetic sensitivity through involvement in the arts;
- helps the child to grow in his/her ability to be happy, to relax and to enjoy life to the fullest;
- includes an on-going process of evaluation and development of the educational program of the school.

Holy Family School System St. Jude/St. Ludmila Dress Attire

The purpose of the dress code is to promote a sense of pride and community among students attending Holy Family School System. We expect all students and parents to abide by the following guidelines. Parents of students in violation of the school attire guidelines will be notified.

Pants/Slacks:

- plain, solid color in navy, gray, khaki, brown or black
- corduroy, twill, dress pant material
- ankle length
- no jeans, excessive zippers, buttons or adornments, stretch pants or leggings allowed

Skirts/Jumpers/Skorts/Culottes:

- solid color in navy, gray, khaki, brown or black, or in Black Watch plaid
- length is to be longer than mid-thigh
- no leggings allowed

Shorts/Capris:

- plain, solid color in navy, gray, khaki, brown or black
- permitted in the months of August/September and May/June only or at the discretion of the administrator depending on the weather
- shorts length is to be longer than mid-thigh

Shirts:

- **any solid color (one color only)**
- collared polos, dress shirts, turtlenecks, or **mock turtlenecks (no denim, flannel, or thermal)**
- shirts must have sleeves
- **shirts worn under dress attire shirts must follow dress attire guidelines; can also include crew neckline**
- small (no larger than quarter sized) logos or insignias are allowed
- hooded shirts are not allowed
- must be tucked in

Sweaters/Vests:

- any solid color (no hoods)
- must be worn with a dress code collared shirt beneath
- **must be at least waist length**
- only Holy Family sweatshirts are allowed (no hoods)
- no outerwear or outerwear fleece may be worn during the school day

Shoes:

- only closed toe and closed heel shoes are allowed
- no boots are allowed during the school day except for snow boots needed at recess
- socks must be worn at all times
- must be non-marking
- no Heeley shoes(roller style shoes) allowed

Head Gear:

- hats, caps, or other head coverings are not allowed during the school day

Miscellaneous:

- simple earrings are acceptable; no dangling earrings
- **knee high socks or tights must be plain, solid color**
- clothes must be in good repair (no holes)
- Brownie, Campfire, Scout groups and other approved clubs may wear uniforms on meeting days
- inappropriate hair color or extreme hair styles are not allowed
- free dress passes are allowed only on non-liturgic days

Spirit Days:

- Holy Family or Xavier shirts are permitted on Spirit Day
- plain shirts in Holy Family spirit colors of silver, blue, green or black may be worn
- jeans and sport wear attire, **including sweat pants**, are acceptable
- Students not observing Spirit Day must be in regular dress code

Final decisions about the appropriateness/inappropriateness rests with the school administration.

revised 4/10

Holy Family School System LaSalle Middle School Dress Attire Grades 5-8

The purpose of the dress code is to promote a sense of pride and community among students attending Holy Family School System. We expect all students and parents to abide by the following guidelines. Parents of students in violation of the school attire guidelines will be notified.

Pants/Slacks:

- solid color in navy, gray, tan, brown or black
- corduroy, twill or dress pant material
- ankle length
- worn at the waist
- belts must be worn if there are belt loops on the pants
- no leggings allowed

Shorts/skorts/capris:

- solid color in navy, gray, tan, brown or black
- length is to be longer than mid-thigh
- no leggings allowed
- permitted in the months of August/September and May/June only

Shirts/Blouses:

- collared dress shirts, turtlenecks, or mock turtlenecks
- shirts must have sleeves
- no denim or flannel allowed
- must be buttoned one button or one inch from the top
- no bare midriffs
- **must be tucked in**

Sweaters:

- dress sweaters, cardigans, sweater vests are acceptable
- must be waist length
- must be worn with a collared shirt or turtleneck beneath
- cardigan sweater may have a single-zipper
- no outerwear or outerwear fleece may be worn during the school day
- no hoods allowed
- approved LaSalle pull-over allowed

Shoes:

- only closed toe and heel shoes are allowed
- socks must be worn at all times
- no boots allowed during the school day
- no Heeley shoes allowed

Skirts:

- skirts are not allowed

Head Gear:

- no hats, caps, or other head coverings allowed during the school day

Miscellaneous:

- no dangling or excessive earrings allowed
- only mascara, blush and clear lip gloss allowed (female students only)
- no inappropriate hair color or extreme hair styles allowed

Free-Dress/Spirit Days:

- silver, black, blue, green, Holy Family, LaSalle, or Xavier shirts are permitted on Spirit Day
- jeans and sweat pants are acceptable
- NO tops with inappropriate slogans allowed
- Free dress days are usually the 2nd Friday of the month (check school calendar)
- Spirit Day is the last Friday of the month
- no free dress on Liturgy days.
- students who comply with dress code regulations may earn a free dress day.

Final decisions about the appropriateness/inappropriateness rests with the school administration.

revised 6/08

II. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at Holy Family School System 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, the Sacrament of First Eucharist, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

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

Prayers, Practices, and Beliefs

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

Spiritual Program

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

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

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

- **Sacramental Preparation** - Assistance for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians are directly involved in the religious education of their children through the church of which they are members. 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 and prayer services. 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. (ABE Policy 5112)

Children are charged tuition. Holy Family School System 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.

Admission Policy – Limiting Enrollment

When limiting enrollment in educational programs (school, preschool, daycare, before and after school care) the following priorities are to be considered. (Archdiocesan Board policy 5111.13)

I. Children of parishioners

- a. Children from families with children already enrolled in schools or programs;
- b. Children now reaching school age;
- c. Children of new parish families whose children have been in Catholic schools or programs, if such were available.

II. Children of non-parishioners with students already in the school or program.

III. Transfer of students from other Catholic schools or programs

- a. From Catholic schools or programs that are being discontinued;
- b. From Catholic schools or programs not offering total programs (PK-12)

IV. Transfer students from public schools

- a. Parishioners who regularly attend religious education classes;
- b. Children of other parishioners;
- c. Children of non-parishioners;
- d. Children of other faiths.

Calendar

The official school calendar can be found on the school website at

www.cr-cath.pvt.k12.ia.us.

This calendar meets the attendance requirements of the Iowa Department of Education and because of bus transportation, follows the Cedar Rapids Community Schools arrangements.

Registration

Holy Family School System registration for current families begins the Monday of Catholic Schools Week (which is generally the last week of January) for the following school year.

General registration begins two weeks after Catholic Schools Week, which is typically the second week in February. New students wishing to enroll during the course of the school year must contact the principal. Parents/Guardians need to make sure their child's records are kept up to date on Powerschool.

Finance

Any money sent to school MUST be put in a sealed envelope and labeled with the student's name, grade, amount and purchase.

Tuition

The tuition for students is determined by the Holy Family Board of Education. Statements are sent to each family as tuition payments become due. Parents/Guardians are offered three different payment methods:

- Full tuition payment at the beginning of the school year (first day of school);
- Bi-annual (August and January);
- Ten monthly payments (August-May); payment by EFT

Tuition costs for students of other faiths is established by the Holy Family Board of Education. The per pupil cost is used as a basis for determining this amount. Information on exact costs for tuition may be obtained by calling any of the three school offices.

Delinquent Tuition and Fee Accounts

Delinquent tuition and fee accounts will be reviewed on or before June 15 of each school year by a committee of the Holy Family School System Board of Education. At that time, determination will be made regarding the payment of each overdue account. The conditions required for re-enrollment in the subsequent school year will be communicated by the committee to the family/families concerned. The conditions for re-enrollment will be based on the fulfillment of previous arrangements for tuition and fee payments and the intentions regarding the payment of outstanding tuition and fees.

If the conditions for re-enrollment as set by the committee have not been fulfilled within the six week grace period, or by August 1, the family/families will be notified that their student(s) will be denied re-enrollment for the subsequent years.

Equal Opportunity

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

IV. Academic Policies/Programs

Assessment

Each year students in grades 2, 4 and 7 take the Cognitive Abilities Test. Students in grades 3-8 take the Iowa Test of Basic Skills. When test results have been returned and analyzed, parents/guardians will receive appropriate information. Students in grades 4 and 8 take the ICAM () and all students in grades K-4 are administered the DIBELS Reading Assessment. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

Childcare

A before and after school child care service is offered at St. Jude and St. Ludmila Centers. Both programs also offer childcare for students in our preschool program all day. A fee schedule may be obtained from all school offices or from the childcare managers.

Copyright

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

A field trip is an excursion for the purpose of initiating or supplementing learning experiences in the classroom. A worthwhile educational tour calls for setting up definite outcomes and systematic procedures.

Permission for field trips is obtained from the principal by the teacher. The teacher must obtain written permission from the parents in order for the student to participate in the field trip. Return of the signed permission form before the trip is required for each student to be eligible to attend. Field trips are chaperoned by at least one faculty member and a sufficient number of adults. The assistance of parents is solicited in the supervision of students on field trips and for transportation.

Educational field trips are a privilege, not a right. Students who participate in field trips are to act in a respectful manner. All school rules apply. They are to obey the chaperones and refrain from anything that may jeopardize the safety of the other students or the reputation of our school. A student can be denied participation in a field trip if they fail to meet academic or behavior standards. Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas. The guidance program is formulated and approved by the Dubuque Archdiocesan Office of Education. In addition, the following topics have been incorporated into the Holy Family School guidance program: Wellness/Health

- Drug and Alcohol Education
- Human Sexuality Education
- Second Steps – Anti-bullying
- Career Education

These programs are always available to parents for study and examination. Parents who do not wish their children to participate in these programs must notify the principal, in writing, their reasons regarding this decision. (See Policy #6144.3)

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.

Assignments and Homework

Homework is a natural extension of the child's regular classroom instruction. All students are expected to complete the assigned tasks, which the teachers deem necessary for a student to understand the content of the subject and/or to reinforce the information presented. If these assignments are not completed in school, the student is expected to finish them at home.

There may be occasions when a student may need to spend more time than usual on homework. Other activities may have taken the study time, or a student may not have exercised responsibility in using his/her time well. If the latter occurs, parents are advised to confer with the teacher.

Occasionally, teachers may assign long-term projects and assignments. The purpose of these projects is to encourage research and to teach children how to budget their time. If a student procrastinates, he/she may find that there is far more work on a given night than a teacher had actually intended.

Assignment Notebooks

Students in grades 2-8 will be required to use an assignment notebook to record daily assignments and provide accountability to parents for completion of assignments on a day-to-day basis. It is our hope that through the use of assignment notebooks, that the communication between school and home remain open and used each day to help students complete assignments on time. Please check the assignment book each night for notes from the teachers and food service program.

Make-Up Work

Teachers are more than willing to assist students with work that has been missed because of legitimate absence. These help times will more than likely be scheduled before or after school, or during lunch recess. Students who have been ill for long periods may, at the discretion of the teacher, have their assignments tailored to their individual abilities so that they can complete the past assignments, as well as any new ones, and still catch up with the rest of the class. Parents/Guardians may request tentative class assignments for several days at a time in the case of absence due to illness of extended duration.

Class work missed during a planned absence of a week or more may have to be made up after the student returns to school. While the teachers feel a responsibility to assist students to make up learning they have missed, they are not expected to provide the assignments and lessons in advance. Vacation during school days is discouraged. School work missed during the time of absence must be completed within a reasonable amount of time after the student returns to school.

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 ABE policy 6141.11 for specific details.

Internet

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

Media Center

All centers have media centers open from 9 a.m. to 3 p.m. Please contact a media person if you have a question concerning the media center.

Multi-Cultural/Gender Fair/Global Education

Holy Family School System offers a global, multi-cultural, gender fair approach to the educational program.

Holy Family School System 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.” (ABE 6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

Physical Education Waiver

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

School Parties

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. Per Holy Family School System's Wellness Policy, we prefer that all treats are healthy. If a student should wish to do this, the treats will be passed and shared. Please contact the teacher in regards to any food allergies that may exist in the classroom.

After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week.

School Day

The daily schedule for the 6-hour school day will be determined by each educational center. The doors of the middle school open at 8 a.m. (classes begin at 8:35) and at the elementary centers at 8:30 a.m. (classes begin at 8:45 a.m.) each day, except for students eating breakfast. Students with permission to arrive early must go to the designated area until the school's entrance bells ring.

The school day ends at 3:25 p.m. at LaSalle and at 3:30 at St. Ludmila and St. Jude. Students must leave the school building within one half hour after dismissal unless supervised by a teacher, coach or the school child care services.

Special Services

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

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

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.

5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

Substance Abuse Education

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

Student Assemblies-School Liturgies

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

V. Communication

Absence

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

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

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

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

The principal/secretary/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.

STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN AFTERSCHOOL EXTRACURRICULAR ACTIVITIES ON THE DAY THEY WERE ABSENT, UNLESS THE ABSENCE WAS NOT RELATED TO ILLNESS, WAS EXCUSED, AND PERMISSION IS GIVEN BY THE PRINCIPAL.

Dual Parent Reporting- Divorced/Separated Parents

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

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

Complaints

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

Early Dismissals, School Closing, and Late Start Procedures

The Holy Family School calendar coincides, for the most part, with the Cedar Rapids Community School calendar regarding school closings due to inclement weather. The decision not to have school because of weather conditions is made by the Cedar Rapids School District and is announced on local television and radio stations.

Please listen for these announcements; do not call the school or church offices. **DECISIONS FOR THE CEDAR RAPIDS DISTRICT APPLY TO ALL CATHOLIC SCHOOLS.** If school is cancelled so are our childcare facilities.

If weather becomes severe during the day, necessitating early dismissal, that announcement will also be made by the local television and radio stations. Parents are strongly encouraged to be aware of the possibility of early dismissal and make arrangements to provide transportation for their children promptly at the time of early dismissal.

Leaving School Premises

Students may not leave the school grounds during recess or at any other time unless they have permission from their parents and the principal. If a student must leave for an appointment, a signed note must be submitted to the office. The student must report to the office, be signed in and out when leaving the building and again when returning to school.

Parent/School Communications

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

Parent-Student-Teacher Conferences

Individual conferences are held twice a year (first and second trimesters). These conferences are scheduled on-line. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences.

Progress Reporting

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

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

Progress Report code at LaSalle is as follows:

- A – Excellent progress (90-100%)
- B – Above Average (80-89%)
- C – Average progress (70-79%)
- U – Unsatisfactory progress for this student
- I – Incomplete but will be changed upon completion of work

Students in grades K-4 do not receive letter grades. Instead our elementary students are assessed based upon meeting standard criteria per each grade level and curricular area.

Student Privacy Act

In conformity with the Student Privacy Act, and ABE 5125, Holy Family School System 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 ABE 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

Telephones

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Students are not allowed to use cell phones during the school day. Cell phones must be turned off and kept in lockers during the school day. Electronic devices and cell phones may be turned into the office for safekeeping. If cell phones are found on or being used, they will be turned into the office and picked up at the end of the school day.

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 Holy Family Board of Education and administration after consultation with Holy Family School system with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each Holy Family School System student. Neither ignorance or lack of understanding of the rules and regulations will release a student nor parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Holy Family School System, 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 that control exercised in order to have respect for oneself, for other persons and for property. Discipline comes from both inside and outside oneself. The more

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

Students are expected to:

- Show respect and courtesy to other students, administration and staff;
- Cooperate with teachers in regard to behavior and academic matters;
- Show respect for property;
- Foster the well-being of the school by their behavior;
- Promote by their behavior an atmosphere and environment in which the teacher and the student can perform his/her role without unnecessary disruption and disturbance; show respect for God and His teachings.

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

Unacceptable student behaviors include, but are not limited to:

1. Rudeness, disobedience, disrespect and harassment to teachers, students and all school personnel;
2. Actions, even minor in nature, whose repetition make teaching and learning difficult;
3. Possession and/or use of any object which is disruptive (ex: water guns, rubber bands and similar objects);
4. Throwing objects which may injure others;
5. Use of drugs, alcohol, tobacco
6. Personal injury (bullying, fighting, calling names)
7. Refusal to comply with a direct teacher command
8. Inappropriate bus behavior
9. Possession of a dangerous weapon
10. Truancy
11. Repeated tardiness
12. Repetitive unacceptable classroom behavior
13. Habitual late/incomplete assignments
14. Vandalism
15. Bullying/Harassment

Certain guidelines limit the punishment for violations:

- Punishment must fit the age of the student and the seriousness of the offense in kind, frequency and duration;

- No student shall be kept after school for more than ten minutes for any reason without informing the parents;
- Students who ride the bus must receive permission from their parents if they must stay after school;
- Manual labor/jobs around the school are acceptable punishment as are theme papers and added assignments related to the offense.

Consequences include, but are not limited to:

- Verbal warning: followed by elementary and middle school discipline procedure guidelines.
- In-school suspension (reserved for the principal's use)
- Out-of-school suspension (reserved for the principal's use)
- Expulsion (reserved for the Board of Education)

A more detailed procedure for application of discipline measures is outlined in the Archdiocesan Policy Book (5144.1); related policies 5133 Gangs and 5145.2 Search and Seizure.

Fire Extinguishers

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

Beverages, Candy, Food, Gum

Beverages, candy, food, gum are not permitted in classrooms, study halls, library, or hallways from 8:35 a.m. until 3:25 p.m. **FAST FOOD MAY NOT BE BROUGHT INTO SCHOOL TO BE EATEN DURING THE LUNCH PERIOD.**

Gambling

Gambling is not allowed during the school day.

Gangs

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

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.

5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

Harassment/Bullying

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

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

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

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

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

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

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

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

Search and Seizure

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

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

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

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

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

Weapons and Dangerous Instruments

It shall be the policy of the Holy Family Board of Education that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from

school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ABE 5131.7a.

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

VII. Extracurricular Activities

Athletics

Holy Family School System provides organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

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

A student may be declared ineligible and withheld from competition by not completing the academic requirements as set by the classroom teacher and principal, or by violating any of the rules as listed in the Cedar Rapids Metropolitan League Constitution General Rules and Policies.

Holy Family Middle School, in conjunction with Regis Middle School, offer students the following sports:

Boys-		Girls-	
Football (5 th - 8 th)	Fall	Soccer (7 th and 8 th)	Fall
Tennis (7 th and 8 th)	Fall	Volleyball (7 th and 8 th)	Fall
Basketball (7 th and 8 th)	Winter	Basketball (7 th and 8 th)	Winter
Swimming (7 th and 8 th)	Winter	Swimming (7 th and 8 th)	Winter
Wrestling (7 th and 8 th)	Winter	Tennis (7 th and 8 th)	Spring
Track and Field (7 th and 8 th)	Spring	Track and Field (7 th &8 th)	Spring
Soccer (7 th and 8 th)	Spring		

In those sports which we do not have sufficient participation to field a team or warrant a program, students are encouraged to join a Regis Middle School team. We will make every effort to field our own teams. Your support in recruiting certified coaches is needed.

All 7th and 8th grade students may participate in all of the sports offered. A physical examination is required before the first day of practice, in addition to a minimal participation fee, to be eligible to participate. Athletes are required to meet scholastic requirements to maintain eligibility.

Public Conduct on School Premises

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

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

Therefore the following provisions are in effect:

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

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

Further reference can be found in Archdiocesan Board of Education Policy Manual, ABE 1251

Student Activities

We are all identified with Holy Family School System. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

VIII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and ABE 4116.30a any certificated or licensed employee of Holy Family School System 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 ABE 4116.30a.

AIDS

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

Alcohol/Drug Policy

The Holy Family Board of Education develops guidelines that are in accordance with ABE 5144 and ABE 5144.1 on student responsibility and discipline.

Asbestos

Federal regulations and ABE 7113, require us to inform you that there is asbestos in the Holy Family School System buildings. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The buildings are inspected annually.

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.

Lead in the Drinking Water

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

Medication

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

Radon Testing

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

Safety Drills

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

Smoking / Smoke Free Building

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

Visitors

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

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

IX. Services

Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area students may begin to ride their bikes. No Bikes/Motorized Scooters are allowed on the school side of the street where buses load and unload.

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

Bus

Cedar Rapids Community School busing is available for all elementary and middle school students living in the Cedar Rapids School District, who live outside of two miles from school. If busing is not available in the area where you live, the Cedar Rapids Schools will reimburse you for transporting your child to and from school. Request and completion of the proper form is required for reimbursement. For information regarding the Cedar Rapids Community School busing, call 558-2318.

For students living in districts other than Cedar Rapids, they are entitled to reimbursement for transportation. Parents/Guardians must contact their resident district offices for procedures in filing reimbursement claims.

Students are to enter and exit the bus in an orderly manner. For safety reasons, students are to remain seated on the bus at all times. Inappropriate behavior will cause students to lose the privilege of riding the bus. Written bus conduct reports of incidences by a particular student on the bus will be filed in the school office.

The school administration will work closely with the Directors of Transportation of the districts which transport students to the Holy Family Schools to promote the safety of the students.

Lockers

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

Lost and Found

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

Lunch

Breakfast, lunch and milk are available at school (breakfast for all Holy Family students is served at the St. Jude and St. Ludmila Centers). Parents may deposit money into their students' account any time. Each family will have their meal balance electronically mailed to them. Meal menus are provided to each family via the newsletter on a monthly basis. Students may bring their own lunch if they prefer. **FAST FOOD MAY NOT BE BROUGHT IN DURING THE BREAKFAST/LUNCH PERIOD.**

Free and reduced breakfast or lunches is available through the Federal Food Program. Forms are given to all families. Those who qualify should return the form to the office and it will be given to the cafeteria manager.

School Supplies

A listing of school supplies recommended is included with the child's report card at the end of the previous school year. These lists are also found on the school website.

Textbooks

Textbooks are provided to all students. Materials such as consumable workbooks are charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year.

Tuition Tax Credits

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

Tuition Grants

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

X. Staff

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. 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.

**Holy Family School System
Parent/Guardian-Student Handbook
Revised: 2010-2011**

**Holy Family School System PreK-8th grade
3700 First Ave. NW, Cedar Rapids, IA 52405**

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

To: Holy Family School System

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

Signature/s:

Child: _____

Child: _____

Child: _____

Child: _____

Parent/Guardian: _____

Date: _____

Please return this form to the school office.

Thank you!

Introduction

Prayer, Beliefs and Practices

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

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

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

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

- Prayers**
- Beliefs and Practices**
- Prayers, Beliefs and Practices by Grade Levels**

Prayers

Sign of the Cross

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

Our Father/The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it 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.

Prayer 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.

Prayer After a Meal

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

Morning Prayer (younger children)

Lord Jesus, Take my hand and lead me through this day. Bless all I meet in home and street, while working or at play. 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. Amen. (Alternate version from the Rite of Penance)

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 done and what I have failed to do. And I ask Blessed Mary, ever Virgin, all the angels and saints, and you my brothers and sisters, to pray for me to the Lord our God. Amen.

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

I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

Nicene Creed

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

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

For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again in fulfillment of the Scriptures; He ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead, and His Kingdom will have no end.

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

The Rosary

How to Pray the Rosary:

- 1. Make the Sign of the Cross.**
- 2. Holding the Crucifix, say the Apostles' Creed.**
- 3. On the first bead, say an Our Father.**
- 4. Say three Hail Marys on each of the next three beads. Say the Glory Be.**
- 5. 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.**
- 6. Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.**
- 7. After saying the five decades, say the Hail, Holy Queen.**

Mysteries of the Rosary

Joyful Mysteries (recited Monday and Saturday)

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

Mysteries of Light or Luminous (recited Thursday)

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

Sorrowful Mysteries (recited Tuesday and Friday)

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

Glorious Mysteries (recited Wednesday and Sunday)

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

Hail, Holy Queen

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

Act of Faith

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

Act of Hope

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

Act of Love

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

Memorare

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

Angelus

V. The angel of the Lord declared unto Mary.

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

V. Behold the handmaid of the Lord.

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

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

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

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

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

Mary's Prayer (Magnificat)

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

Come, Holy Spirit (Prayer to the Holy Spirit)

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

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

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

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

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

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

Grant that I may not so much seek

to be consoled as to console,

to be understood as to understand,

to be loved as to love;

for it is in giving that we receive,

it is in pardoning that we are pardoned,

And it is in dying that we are born to eternal life.

Psalm 23

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

Additional Prayers

Vocation Prayer (Archdiocese of Dubuque)

Lord Jesus, life is Your gift to us.

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

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

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

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

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

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

Prayer of Discernment

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

Beliefs and Practices

Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

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

Communion Regulations

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

Communion Fast

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

Four Gospels

- **Matthew, Mark, Luke, and John**

Holy Days of Obligation

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

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

Liturgical Year

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

Parts of the Mass

Introductory Rites

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

Liturgy of the Word

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

Liturgy of the Eucharist

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

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

Concluding Rite

- **Blessing**
- **Dismissal**

Regulations for Fast and Abstinence

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

Seven Sacraments

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

The Four Cardinal Virtues

1. **Prudence**
2. **Justice**
3. **Fortitude**
4. **Temperance**

The Four Last Things

1. **Death**
2. **Judgment**
3. **Hell**
4. **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

1. **Wisdom**
2. **Understanding**
3. **Counsel (Right Judgment)**
4. **Fortitude (Courage)**
5. **Knowledge**
6. **Piety (Reverence)**
7. **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

1. **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.**
2. **You shall confess your sins at least once a year.**
3. **You shall receive the sacrament of the Eucharist at least during the Easter season.**
4. **You shall observe the days of fasting and abstinence established by the Church.**
5. **You shall help to provide for the needs of the Church.**

The Seven Capital Sins

1. **Pride**
2. **Covetousness**
3. **Lust**
4. **Anger**
5. **Gluttony**
6. **Envy**
7. **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. 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

1. Faith
2. Hope
3. Charity

The Two Commandments of Love

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

Works of Mercy

The Seven Corporal Works of Mercy

1. Feed the hungry.
2. Give drink to the thirsty.
3. Clothe the naked.
4. Shelter the homeless.
5. Visit the sick.
6. Visit the imprisoned.
7. Bury the dead.

The Seven Spiritual Works of Mercy

1. Counsel the doubtful.
2. Instruct the ignorant.
3. Admonish sinners.
4. Comfort the afflicted.
5. Forgive offenses.
6. Bear wrongs patiently.
7. Pray for the living and the dead.

Prayers, Beliefs and Practices

Suggested/Recommended at Developmentally Appropriate Grade Levels

Kindergarten

- Sign of the Cross
- Prayer Before a Meal
- Prayer After Meals
- Our Father/The Lord's Prayer
- Hail Mary
- Sacraments

Grade 1

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

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

- Glory Be
- Morning Prayer
- Angel of God

Grade 2

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

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

- Act of Contrition
- Rite of Reconciliation
- Communion Fast
- Responses of the Mass
- Communion Regulations
- The Greatest Commandment
- Sacraments
- The Ten Commandments

Grade 3

- Sign of the Cross
- Prayer Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Rite of Reconciliation
- Responses to the Mass
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Sacraments

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

- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Prayer of St. Francis
- Gifts of the Holy Spirit

Grade 4

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

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

- **Prayer of St. Francis**
- **Gifts of the Holy Spirit**
- **Act of Faith**
- **Act of Hope**
- **Act of Love**
- **Beatitudes**
- **Mysteries of the Rosary**
- **Corporal/Spiritual Works of Mercy**
- **Nicene Creed**

Grade 5

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

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

- **The Stations of the Cross**
- **Gloria**
- **Nicene Creed**
- **Hail Holy Queen**
- **Confiteor (I Confess)**
- **Fruits of the Holy Spirit**
- **Parts of the Mass**

Grade 6

- Sign of the Cross
- Prayer 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
- 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

- 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
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule

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

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- Four Gospels
- The Golden Rule

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

- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus
- Holy Days of Obligation
- The Three Theological Virtues
- The Four Cardinal Virtues
- Hail Holy Queen
- Liturgical Year

Grade 7

- Sign of the Cross
- Prayer Before/After a Meal
- Our Father/The Lord’s Prayer
- Hail Mary
- Glory Be

Grade 8

- **Sign of the Cross**
- **Our Father/The Lord's Prayer**
- **Hail Mary**
- **Grace Before/After a Meal**
- **Glory Be**
- **Angel of God**
- **Act of Contrition**
- **Communion Fast**
- **Communion Regulations**
- **The Ten Commandments**
- **Apostles' Creed**
- **The Rosary**
- **The Two Commandments of Love**
- **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**
- **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**
- **Regulations for Fast and Abstinence**
- **The Three Theological Virtues**
- **The Four Cardinal Virtues**

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

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

