



# Parent/Guardian-Student Handbook

2018-2019

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## Parent/Guardian-Student Handbook 2018 — 2019

### I. Philosophy

- a. 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

- b. St. Pius X/St. Elizabeth Ann Seton Board of Education Statement/Philosophy  
St. Pius X School functions under the jurisdiction of the St. Pius X/St. Elizabeth Ann Seton Board of Education. The board meets on the first Tuesday of each month, September through June, and is open to the public. Anyone wishing to have an item included on the agenda may do so by contacting the board chairperson, the executive secretary, or the executive officer at least fourteen days prior to the meeting.

St. Pius X/St. Elizabeth Ann Seton Board of Education is committed to assist the Parish Communities in the accomplishment of their missions in these following ways:

- Build understanding and support for Catholic educations in all its forms;
- Develop the educational budget in collaboration with the local Parish Councils in accord with the Archdiocesan Pastoral Council Guidelines and Archdiocesan board procedures;
- Adopt and oversee the implementation of the annual educational budget;
- Retain personnel according to established policies of the Archdiocesan Office and Board of Education;
- Consult with and support administrators who operate parish educational programs;
- Work with the Parish Councils in planning, operating and maintaining facilities and in planning and building new educational facilities;
- Serve as a liaison body with public authority as appropriate;
- Ensure that Archdiocesan and Board policies are being implemented effectively;
- Periodically evaluate the accomplishment of goals and objectives and evaluate the effectiveness of internal functioning as a Board of Education.

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

### Catholic Atmosphere

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

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

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

### Prayers, Practices, and Beliefs

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

### 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.

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 which are held on most Thursdays at 9:00 am. If there is a Holy Day of Obligation during the week the school liturgy will be on the Holy Day rather than Thursday.

- i. 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. Sacramental programs are parish based and under the direction of the Sacramental Director at St. Pius X Parish and the Associate Director of Faith Formation at St. Elizabeth Ann Seton Parish.

### **III. Admission Policies/Notice of Non-Discrimination**

#### Admission

Children are charged tuition. St. Pius X 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 in and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Due to the size of both St. Pius X Parish and St. Elizabeth Ann Seton Parish and the demand by parents to enroll their children in our parishes' school, it has become necessary for the Board of Education to establish a policy for priority in registration of new students in St. Pius X School.

The policy is as follows:

First consideration will be given to those families who already have children enrolled in St. Pius X School on a first-come basis. This will include any siblings or step-siblings from these families except for non-parishioners and non-Catholic families. If a family has had their children at St. Pius X School and the younger sibling arrives at St. Pius X after the older sibling has gone on to Regis Middle School or Xavier High School, the younger sibling will be given "sibling status" and will be included in this category. However, it will be the parents' responsibility to make this known during the time of "current family enrollment" (generally by March 1<sup>st</sup>). Current families are required to comply with registration procedures/deadlines in order to maintain their enrollment.

- Second consideration will be given to other families from St. Pius X and St. Elizabeth Ann Seton Parishes on a first come, first served basis, in the event those above do not fill the school.
- In the event that the above two items do not fill the classrooms to the full capacity of students per classroom and in the event that all parishioners wishing for their children to attend St. Pius X School have been accommodated by March 1<sup>st</sup>, the St. Pius School Administrator may, at his/her discretion, admit children that do not fall under the guidelines above.



- Non-Catholic students may enroll in Kindergarten, so long as there are at least five or more openings at that time. Non-Catholic students may enroll in first grade through fifth grade as soon as March 1<sup>st</sup> so long as there are at least three or more openings within the respective grade at that time.

(Approved October, 1989)  
 (March, 1993)  
 (Revised June, 1996)  
 (Revised June, 2002)  
 (Revised February 2010)

#### Equal Opportunity

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

#### Registration

Registration will be held early in the calendar year for the upcoming school year. New families may enroll for the coming school year during this time, pending the registration of existing students. New students wishing to enroll during the course of the school year must contact the principal. Parents/guardians need to make sure the forms required by the school are on record and kept up-to-date: immunization, health status, sacramental, tuition contract, emergency contact, etc.

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

#### Assessment

Students in grades 3—5 take the Iowa Statewide Assessment of Student Progress. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information. Standardized tests, however, are only one source of information for a given student. A student's performance on daily assignments, unit tests, projects and other activities furnish reliable data in addition to standardized testing.

#### Attendance

Regular attendance is essential for students if they are to make progress in their school work. Therefore extended absences are discouraged unless justified (e.g. serious illness). If the student is absent, the parent/guardian must notify the school office before one half

hour elapses after the morning session begins. A note signed by the parent/guardian must accompany the student on return to school explaining the absence.

- Teachers/Administrators monitor student attendance and make a referral as needed. The student's attendance record is reviewed.
- After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student's cumulative folder.

### Copyright

It is the policy of the educational programs governed by the Archdiocesan Catholic School Board (AFFC/ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

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

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

### Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

### Guidance

Our Guidance Counselor complements the academic program by offering support to students in a number of areas. The guidance counselor meets with students individually and in groups to aid them in school and life's challenges:

- making choices and accepting responsibility for those choices
- learning to solve their own problems
- developing positive attitudes, values, and work habits
- gaining basic understanding of the work world
- increasing their human relationship skills
- learning to adjust to the demands and responsibilities of family, school, and community life.

### 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. 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.

Students in grades 3-5 will be required to use an assignment notebook purchased from the school to record daily assignments and provide accountability to parents for completion of assignments on a daily basis. It is our hope that through the use of assignment notebooks, the communications between school and home remains open and with daily use, students are helped to complete assignments on time.

Teachers are more than willing to assist students with work that has been missed because of a legitimate absence. These help times will 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.

Class work missed during a planned absence of three days or more will need 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.

Saturday School is held on Saturday morning usually beginning at 8:00 am and lasting for a minimum of two hours. Two teachers will be on duty to supervise students assigned to Saturday School. Students may be assigned to Saturday School for disciplinary reasons.

### 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. Our curriculum is based on the

Family Life series. 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 AFFC/ACSB policy #6141.11 for specific details.

According to St. Pius X/St. Elizabeth Ann Seton Board of Education policy approved January 5, 1999, “Boys and girls, in grades 3-5, will be separated for the ‘sexuality/human reproduction’ units of the Benziger Family Life curriculum.”

### Internet

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

### Media Center

The media center is an important part of our school curriculum. Students participate in library skills class where they learn about the library, how to find and access information, conduct research and apply technology skills.

Students will have access not only to the book collections, magazines, and videos, but also will be introduced to Internet access. Rules and regulations will be distributed by our media personnel.

Reference books are to be used in the library or they may be taken from the media center and used in the classrooms for the day, but they must be returned to the media center at the end of the day. **Reference books cannot be checked out and are not to be taken home.**

In the event that media materials are lost, the student to whom they are checked out will be responsible for reimbursing the school for the cost of replacement materials.

### Multi-Cultural/Gender Fair/Global Education

St. Pius X Catholic School offers a global, multi-cultural, gender fair approach to the educational program. St. Pius X Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” AFFC/ACSB #6144.2) The education program is one of permeation

and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

### Personal Property/Valuables

Items not related to educational purposes are not to be brought to school unless requested by the teachers. All clothing and other personal belongings should be marked with the child's name. The school is not responsible for lost or damaged valuables. For added security, valuables that are requested to be brought to school may be kept in the school office.

### School Parties

Parties which consume valuable instruction time are discouraged. School parties during Halloween, Advent and Valentine's Day are coordinated by the room parent(s) in consultation with the classroom teachers. These parties are generally held beginning at 2:45 pm on the afternoon of the holiday. In the case of the Advent party, it is held on the last afternoon before Christmas vacation.

In accordance with the Wellness Policy the following is recommended:

1. To the extent possible, serve healthy snacks for school or classroom sponsored events or parties, whenever children are present.
2. Encourage healthy snacks for birthday parties or classroom incentives and/or offer non-food treats or privileges. Communicate teacher's requests for classroom treats to the homeroom coordinators, noting any food sensitivities or allergies. Consider treats that will accommodate all students, or furnish a non-food item for students with allergies. Provide ingredient list for homemade items or those without ingredient list printed on individual packages.

If a student wishes to bring birthday treats, arrangements must be made **in advance** with the classroom teacher. After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week. Due to hurt feelings and unnecessary interruptions, students **MAY NOT** distribute any personal party invitations during the school day (unless given to the entire homeroom.)

### School Day

Students are tardy if they are not in their classrooms when the bell rings at 8:45 am. Dismissal is at 3:40 pm. Early dismissal time is TBD.

### Special Services

The service of a psychologist, social worker, speech therapist and other services are available through Grant Wood 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:

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.

In addition, Grant Wood Area Education Agency conducts vision screening annually for kindergarten students and hearing screening for students in grades K, 1, 2, 5, and all new students to St. Pius X School, and those students who have a known hearing loss. If you do not want your child to be screened for vision or hearing, please submit your request in writing to the school office and your child will be omitted from the screenings. If you desire additional information, please contact the principal.

#### 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), there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, or body movements, and whispering are discourteous acts.

The liturgy is an important part of a student's Catholic Christian formation. Students celebrate the Eucharist once weekly (Thursdays) and are usually involved in the preparation. If a Holy Day of Obligation falls on a school day, the Eucharist is celebrated on that day rather than the usual Thursday. Other forms of liturgical services are celebrated throughout the year. Parents are always welcome and encouraged to attend school liturgies. **In an effort to keep a prayerful, reverent atmosphere, photography, both still and video, is not allowed during the liturgy.**

#### 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.

## V. Communication

a.

**Students must be fever-free without the use of medication for 24 hours prior to returning to school. This includes ‘low-grade’ fevers. In addition, students may not attend school until they are vomit-free for 24 hours.**

Please remember that it is important for your child to be in school unless he/she is truly ill. The Iowa Compulsory Education Law (Iowa Code 299.1) states: “Children between the ages of 6 and 16 are compelled to receive education, and each child’s parent, guardian, or legal custodian is the person help responsible in the law for compelling the child’s education.” This law specifies procedures for dealing with attendance concerns in accordance with Archdiocesan Policy 5144 and the Iowa Code 299.1, requiring “148 days annually, to be met by attendance for at least 37 days per quarter.” Following the 15<sup>th</sup> day of absence in a semester a review of the student’s attendance record is conducted by the local school administration. As per policy 299.1 of the Iowa Code, the County Attorney’s office may also be notified.

**When a child returns to school, a note from the parent or in some cases, a doctor, explaining the absence must accompany the child.**

The principal/receptionist approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected. Parents must enter the building and sign-out their child who is leaving school because of illness or appointments. **No student will be allowed to leave the building on his/her own.**

If a student falls into one of the following categories during the course of a regular school day, he/she will be marked as having a half-day absence:

1. If a student arrives 90 minutes after the start of the school day
2. If a student misses 90 minutes or more of the afternoon school session
3. If a student misses 90 minutes or more of instructional time during the course of the regular school day
4. If a student leaves before noon on an early dismissal day

### Communication Methods

- i. Dual Parent Report  
According to AFFC/ACSB #5124, in the case of a student whose parents’ marriage has been dissolved or a separation of a parent from the home, the

name and address of both parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Pius X Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents. Please call the school office to arrange for dual parent reporting.

- ii. 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/principal/guidance about student progress or other situations of concern.

Parents are asked to provide an email address to the school for receipt of school electronic communications. The school newsletter (e-bulletin), lunch menu, and most communication from the school are sent electronically or will be posted on the school website. Parents who need to access a computer to check their email or visit the school website for school related communications are welcome to utilize a school office computer. Please contact the office to schedule a time to use the school computer to check for school related email/website data.

- iii. Parent/Student/Teacher Conferences — Individual conferences are held twice a year, in the Fall and again in the Spring. Additional conferences may be scheduled by either parents or teachers as the need is recognized. If for some reason the parent is unable to attend the scheduled conferences it is important that an additional conference time be set in advance with the teacher. St. Pius X School uses a web-based system for scheduling parent/teacher conferences. Notification and instructions will be sent electronically to parents a few weeks prior to the conference dates.

- iv. 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/e-mail, 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 successful 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.

Report cards are issued at the end of each semester (January and June).

Progress Report code is as follows for grades K, 1, 2:

I – Independent – Student demonstrates excellent progress for his/her ability

D – Dependent – Student demonstrates progress for his/her ability with assistance

E – Emergent – Student begins to demonstrate progress for his/her ability

NA – Not applicable at this time

Progress Report code is as follows for grades 3, 4, 5:

Evaluation Marks are numerical indicators of the student's progress toward meeting the designated standard. Students receive evaluation marks based on progress made for his/her individual abilities.

A number 4 indicates that the student consistently exceeds the standard. It means that the student has consistently gone far beyond the highest expectations in a specific area of learning.

A number 3 indicates that the student has met the standard. It means that the student has met the expectations required in a specific area of learning and has mastered the skill/concept/knowledge and made it his/her own.

A number 2 indicates that the student demonstrates he/she is progressing toward learning the skills and knowledge defined by the standard. It means that while the student has not totally mastered the skill/concept, he/she is progressing toward the expectations required in a specific area of learning.

A number 1 indicates that the student is just beginning to learn the skills associated with the standard and he/she does not exhibit enough understanding to meet the expectations of the standard.

NA will be used when a standard area is not assessed during a specific reporting period and therefore is not applicable.

### Complaints

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

- Instructional Materials and Activities, AFFC/ACSB 1312

- Complaints Against Teacher/Employee, AFFC/ACSB 4119.4g
- Complaints Against Administrator, AFFC/ACSB 4119.4h
- Complaints Against Board Members, AFFC/ACSB 8252

In the case of a complaint against a teacher, staff member, administrator or board member the first course of action is to first discuss the concern with the person with whom you have the complaint.

**Only after you have met with the person a second time and presented your concerns in writing and the issue not be resolved should the next level be contacted.**

#### Early Dismissals, School Closing and Late Start Procedures

St. Pius X Catholic School follows the Cedar Rapids Community School District regarding school closings-bad weather. Do not call the rectory or school. Listen to the local radio stations or TV channels for official announcements as well as checking your email. **Decisions for the Cedar Rapids School District apply to all Catholic schools.** We may not specifically be named. If weather becomes severe during the day necessitating early dismissal, that announcement will also be made by the TV and radio stations as well as email. Parents are strongly encouraged to be aware of the possibility of an 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's parent/guardian must come into the building and sign out the student. No student will be allowed to leave the building unless a parent or other designated adult accompanies the student. When the student returns to school, he/she must first sign in at the office.

#### Messages and Deliveries to Students and Teachers

Deliveries and messages for students/teachers during the school day are discouraged. However, when necessary, office personnel will deliver any message to a student or teacher. Please do not deliver the message yourself as this disrupts the flow of the class and interrupts the teaching process. Teachers may be contacted before 8:30 a.m. and after 3:45 p.m. Students are not called to the telephone during school hours.

#### Parent Teacher Organization (PTO)

Families with children in our school are invited to join the Parent Teacher Organization (PTO). Officers are elected annually. The PTO is a volunteer organization made up of parents and guardians of St. Pius X students that oversee school volunteer opportunities. It provides support for students, teachers, and staff at the school through fundraising and the promotion of various opportunities for learning and enrichment.

### Student Privacy Act

In conformity with the Student Privacy Act, and AFFC/ACSB 5125, St. Pius X Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate.

### Student Records

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

### Tardiness

The school day begins promptly at 8:45 am, and any student **not in his/her classroom** at that time is considered tardy. When a student is tardy, he/she must report to the school office and the daily classroom attendance record is marked with a **T**. If the student's bus is late, the student is not considered tardy.

### Telephone

Students are expected to have the permission of the principal/teacher to use the school telephone before, during, or after school. Student cell phones should be kept in the student's backpack/locker. Cell phones should not be used during the day by students without teacher permission.

## **VI. Discipline Code**

School rules are in effect in order to a) provide and maintain an atmosphere which permits the orderly and efficient operation of the school and b) encourages learning while enabling students to develop a Christian code of conduct. These policies and procedures have been established by the St. Pius X/St. Elizabeth Ann Seton Catholic Board of Education and administration after consultation with St. Pius X Catholic School faculty, parents and students. Their effectiveness requires the positive cooperation of all concerned.

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

### Discipline Code

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.

Unacceptable student behaviors include, but are not limited to the following:

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

Consequences include, but are not limited to:

- Saturday School
- Removal from school for the day(s)
- 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 AFFC/ACSB 5144.1. (see also Gangs AFFC/ACSB 5133)

#### Fire Extinguishers

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

#### Gangs

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

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.

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

### Bullying/Harassment

It is the policy of the Archdiocesan Board of Education and St. Pius X School to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Board of Education shall be subjected to any type of harassment/bullying 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 AFFC/ACSB policies 2515.1, 2515.11, 5144.3.

### School Dress Code Enforcement Policy

1. Children in K, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade will be given 3 warnings. Once the third notice is sent home, the homeroom teacher will notify the administrator that this is the third infraction. The administrator will contact the parents or guardian by phone to meet with them regarding the noncompliance and determine why the family is not adhering to the dress code policy.
2. Children in 4<sup>th</sup> and 5<sup>th</sup> grade will be given one warning regarding dress code violations. This means only one notice will be sent home regarding an infraction. Upon the second infraction, the student will be sent to the office to call home for appropriate clothing and will remain in the office until appropriate clothing can be brought for the child. If a third infraction occurs, the administrator will contact the parents by phone to meet with them regarding the noncompliance and determine why the family is not adhering to the dress code policy.
3. If someone still chooses not to comply with the Dress Code Policy, a meeting will be set up with the administrator and a representative from the Board of Education to determine if the family needs to seek other sources for their educational needs.

### Search and Seizure

It is the policy of St. Pius X/St. Elizabeth Ann Seton Board of Education to operate its educational programs in a structured Catholic environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Pius X School adopts the policy as stated in ACSB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

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

#### Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited. These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and/or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

#### Weapons and Dangerous Instruments

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

#### 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 on 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 the school. The Complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.educateiowa.gov](http://www.educateiowa.gov).

## VII. Extracurricular Activities

### Activity options

Students have additional opportunities to develop their gifts and talents through their involvement in band, Opus choir, chess club, and Lego league. Students who do not perform in accord with their potential or who have consistent behavior problems will not be allowed to participate until necessary improvement is shown. Student attendance is required for concerts associated with music class and/or band. Students may be excused from attendance due to illness, a true emergency situation, or with prior approval due to extenuating circumstances.

### Instrumental Music (band)

The students in grade 5 may elect to participate in the instrumental music program (band). Those 5<sup>th</sup> grade students who are interested in playing a band instrument are encouraged to attend an instrument demonstration, in order to try instruments. After an instrument is chosen, students attend classes and lessons throughout the year. The instrumental music program consists of private small group lessons and group rehearsals. Parents/guardians are asked to encourage home practice. A participation fee is charged for these lessons, and rehearsal, payable by the semester.

### 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, AFFC/ACSB 1251

### Student Activities

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

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

### Abuse

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

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. St. Pius X School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or Kim Hermsen, Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1-.15 (280) and AFFC/ACSB 4116.30a and AFFC/ACSB 4116.30b.

### Alcohol/Drug Policy

The St. Pius X/St. Elizabeth Ann Seton Catholic Board of Education develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

### Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Pius X School building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated.

### Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus and receiving medical attention may attend classes in an unrestricted educational setting in accordance with AFFC/ACSB 5141.2/

### Chemical Right to Know Law

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

### Immunizations

It is required that parents provide documentation to the satisfaction of all State of Iowa Immunization requirements prior to the child's first day attending St. Pius X School.

### Medication

Dispensing of prescription drugs will be administered by the school nurse 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 in or with the original container. 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 and parents have provided the non-prescription drugs.

The St. Pius X School Authorization form signed by the parent or legal guardian must be on file for EACH medication to be given during school hours. **IOWA LAW NOW REQUIRES THAT THE 'MEDICINE ADMINISTRATION PERMISSION FORM' BE SIGNED BY THE PHYSICIAN PRESCRIBING THE MEDICATION.**

Only medication prescribed by a physician will be given at school. Exception: in special circumstances and after consultation between parent/guardian and staff delegate(s), certain non-prescription drugs may be given for short term therapy (e.g., antihistamines, antitussives, antipyretics, etc.)

All prescription medication must be kept in the ORIGINAL pharmacist's container, with the original labeled attached, and must include:

- name of pupil
- name of medication
- strength and dosage prescribed
- name of physician
- name and address of pharmacy
- date of prescription

All medications will be kept in a closed, locked container. Only the staff delegate(s) will have access to the container. Any staff member administering medication will have knowledge of:

- reason for medication
- usual dosage
- mode of administration
- possible side effects

A written record of the administration of each medication will be maintained. This record will include:

- student's full name
- name and strength of medication
- dosage and time of administration
- date given and name of person administering
- pertinent observations (seizure, elevated temperature, etc.)

Medications will be dispensed **ONLY** if a **MEDICINE ADMINISTRATION PERMISSION FORM** is filled out and signed by the parent.

### 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.

Announced Lock-Down Drills are also held at least twice a year.

### Smoking / Smoke Free Building and Grounds

St. Pius X Catholic School and Grounds have been designated a "Smoke Free Building". At no time will smoking be permitted within the building or on school property. This also includes private vehicles parked on school property.

### Vehicle Safety

In the event that a parent volunteer transports students on behalf of the school, the following must be adhered to:

Volunteer Operators must:

1. Be at least 21 years of age.
2. Have a valid, non-probationary driver's license and no physical disability that that would impair his/her ability to drive the vehicle safely.
3. Complete a program through the Archdiocese of Dubuque that allows a no school employee to transport students as well as approval of the school.
4. Ensure that all passengers adhere to the current state of Iowa safety belt laws and regulations.

**Use of cell phones and other electronic devices, including “hands free” are not permitted while operating a motor vehicle while transporting students on behalf of the school.** Disregard for this policy has significant fines for both the school and the driver. (AFFC/ACSB policy #5150.)

#### Visitors

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

- i. Receive permission from the principal and inform their teachers at least one day in advance.
- ii. Students having guests are responsible for that person’s conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

### **IX. Services**

#### Before/After/Summer Care Program - Panther Playhouse Childcare

St. Pius X School provides a Before/After/Summer Care program called Panther Playhouse Childcare for the students who need supervision outside of the normal school hours. The program is open during days in which school is in operation as well as during the summer. Care is also provided on early dismissal afternoons, in-service days and snow days (also late arrival and early dismissal due to inclement weather). Please contact the school office or the Early Learning Center for rates and more information.

#### Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. No Bikes/Motorized Scooters are allowed where buses load and unload. The school accepts no responsibility for bikes on school property, or for any student who may be riding a bike.

#### Bus

Cedar Rapids Community School busing is available for all elementary school students living in the Cedar Rapids School District, who live at least two miles from school. If busing is not available in the area where you live, the Cedar Rapids Schools may reimburse you for transporting your child to and from school. Completion of the proper form is required for reimbursements.

For information regarding busing, call the transportation department in the school district in which you reside (Cedar Rapids Community School District, Linn-Mar School District, etc.). Parents who use daycare facilities may also wish to contact the particular facility to inquire about transportation to St. Pius X School.

Rules established by any busing agency or school district are to be followed as though they were rules of St. Pius X 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. 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. Painting 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 in the cupboard near the entrance if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

### Lunch

Lunch is available at the through the hot lunch program. Free and reduced lunches are available through the program. Applications are in Ms. Geri David's office and parents are welcome anytime during the school year to fill out a form. All records are kept confidential. Parents may join their student for lunch however reservations and payment must be made to the school office prior to 9 am. Due to the food regulations, fast food may never be brought to the school cafeteria (applies to parents and students). Parents are required to keep an adequate balance in their students lunch account. Payment for lunch can be made to the school office.

### School Supplies

Prior to the beginning of the school year, a listing of recommended school supplies is posted on the school website.

### Scrip

Scrip is a fundraiser for the school through purchase of 'gift certificates' from area vendors for face value, with a discount provided to the school. Income generated by the scrip program is critical for the financial viability of the school. A viable Scrip program will help in several areas of the budget and will reduce the need for other school fundraisers.

### Textbooks

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

### Tuition

The tuition for students is determined by the St. Pius X/St. Elizabeth Ann Seton Board of Education. Parents/ Guardians are offered three different payment methods:

- Full Tuition by August 15<sup>th</sup>
- ½ Tuition by August 15<sup>th</sup>, and remaining ½ by January 15<sup>th</sup>
- 10 equal payments, August through May to be paid by Electronic Funds Transfer (EFT) on the 15<sup>th</sup> of each month.

Delinquent tuition and fee accounts will be reviewed throughout the year. Determination will be made regarding the payment of each overdue account by the finance committee. 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 6 week grace period, or by August 1<sup>st</sup>, the family/families will be notified that their student(s) will be denied re-enrollment for the subsequent school year.

At the discretion of the Administration, a collection agency and/or small claims court may be utilized to collect delinquent tuition.

#### 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 Assistance

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*.

Both the *Our Faith, Our Children, Our Future STO* and St. Pius X School will be utilizing the FACTS services to assist in determining the level of assistance to be awarded. Application for assistance will be available beginning approximately February 1<sup>st</sup>. The application needs to be completed on-line or completed on a paper copy and postmarked no later than March 1st. Late applications will not be considered.

Confidentiality is maintained. (AFFC/ACSB 3240.1)

#### Volunteer Classroom 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. Volunteers are required to sign an acknowledgment form indicating

that they have received and read all Archdiocesan required notifications, authorize a criminal background check and to also complete mandatory Archdiocesan training.

### Volunteer Requirements

On June 14, 2002, the United States Conference of Catholic Bishops (USCCB) approved a *Charter for the Protection of Children and Young People*. The Charter addresses the Church's commitment to deal appropriately with cases of sexual abuse of minors by church personnel, past and present. The Charter also mandates that all dioceses throughout the United States provide safe environments for minors. The archdiocese is audited annually to assure compliance of the Charter.

Therefore, the following requirements are mandated for all new employees and volunteers in the Archdiocese of Dubuque who interact with minors on a regular basis:

1. Background Check
2. Signed Verification Form (formerly called Acknowledgement Form)
3. Complete the proper Archdiocesan training

**Background Check** – Prior to employment or volunteering, all new employees or volunteers must complete and sign a State Form A.

**Signed Verification Form** – Prior to employment or volunteering, all new employees or volunteers must read the *Sexual Misconduct Policy* and *Standards of Conduct*. After reading these documents, they must sign the Verification Form indicating both policies have been read and agreed to.

## IX. Staff Listing

	<u>Teacher</u>		<u>Associate</u>
Kindergarten	Mrs. Kelly Curry	Room 6	
Kindergarten	Mrs. Wendy Sadelick	Room 7	
Kindergarten	Mrs. Chris Rokos	Room 4	
First Grade	Ms. Amanda Paris	Room 8	
First Grade	Mrs. Cathy Maloney	Room 9	
First Grade	Ms. Laura Elsbernd	Room 5	
Second Grade	Mr. Darren Schroud	Room 10	
Second Grade	Mrs. Marianne Riester	Room 14	
Second Grade	Mrs. Ann Schueller	Room 12	
Third Grade	Mrs. Jennifer Unash	Room 23	
Third Grade	Ms. Kelly Barry	Room 28	
Third Grade	Mrs. Jamie Drayer	Room 29	
Fourth Grade	Mrs. Carrie Popenhagen (a.m.) Mrs. Emily Smith (p.m.)	Room 20	
Fourth Grade	Mrs. Bobbie Lampe	Room 21	
Fourth Grade	Mrs. Mary Mettenburg	Room 22	
Fifth Grade	Mr. Steve Serrot	Room 24	
Fifth Grade	Mr. Jim Harris	Room 25	
Fifth Grade	Mrs. Ann Gaul/ Mrs. Maureen Engle	Room 27	
Art	Mrs. Sarah Bergerson	Room 3	
Band & Music	Ms. Kendra Parker	Rooms	
Music	Mrs. Carol Deignan	Room 1	
PE	Ms. Emily Barker	Gym	
Media Specialist	Mrs. Mali Rushton	Room 11	
Reading Specialist	Mrs. Jill Ehltz	Room 16	
Guidance Counselor	Mrs. Nancy Felton	Room 13	
Bookkeeper	Mrs. Geri David		
Kindergarten Associates	Mrs. Anne Parker, Mrs. Roxann Sorenson, Mrs. Carrie Kruse		
Maintenance	Mr. Brent Daly		
Maintenance	Mr. Matt Eulberg, Mr. Doug Tangen		
Lunch Program	Mrs. Dawn Bliss		
Pastor, St. Pius	Fr. Phil Thompson		
Pastor, St. Elizabeth	Fr. Mark Ressler		
Principal	Mr. Brian O'Donnell		
Receptionist	Mrs. Maggie LaKose		



## Introduction

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. This information is available in both English and Spanish.

The sections include:

- Prayers
- Beliefs and Practices
- Prayers, Beliefs and Practices by grade levels

## Prayers

### Sign of the Cross

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

### Our Father/The Lord's Prayer

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

### Hail Mary

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

### Glory Be

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

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

### Angel of God

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

### Grace Before a Meal

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

### Grace After a Meal

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

### Morning Prayer (younger children)

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

### Morning Offering

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

### Act of Contrition

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

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

### Jesus Prayer

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

### Confiteor

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask blessed Mary, ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

### Apostles' Creed

I believe in God, the Father almighty, creator of heaven and earth, and in Jesus Christ, his only son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended in to hell; on the third day he rose again from the dead; He ascended in to heaven, and is seated at the right hand of God the Father almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### Nicene Creed

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

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

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

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

I believe in the Holy Spirit, the Lord the Giver of life, who proceeds from the Father and the Son. Who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic, and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead, and the life of the world to come. Amen.

### The Rosary

How to Pray the Rosary:

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. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.

8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet neighbor's goods.

#### The Three Theological Virtues

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
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

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

- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

Grade 1

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

Grade 3

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

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

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

Grade 2

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

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

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

#### Grade 4

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

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

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

#### Grade 5

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

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

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

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Please return this form to your child's homeroom teacher by September 10, 2018.

## St. Pius X Catholic School Family Handbook 2018-19 Agreement

I have read and understand the policies outlined in the St. Pius X Catholic School Family Handbook. (If I cannot yet read, my parent or guardian has explained the rules in the Handbook.) I will follow the rules stated in the SPX Handbook.

Signature of Student \_\_\_\_\_

Printed name \_\_\_\_\_ Grade \_\_\_\_\_

I have read and understand the policies outlined in the St. Pius X Catholic School Family Handbook. I will support SPX School by following these policies and by encouraging my child/ren to follow these policies.

Signature of Parent/Guardian \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Publicity Permission

This form will remain in effect until next school year.

On occasion, St. Pius X School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material.

In addition, local news organizations may feature SPX news or events along with photographs.

Please check and sign below:

- \_\_\_\_\_ My child's photo or academic work may be published in any format\* including group or individual photos. (Student's name may be included under photos.)
- \_\_\_\_\_ My child's photo or academic work may NOT be published in any format\* including group or individual photos.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Name of Parent / Guardian \_\_\_\_\_

Parent / Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_

\*format: student's name may be included

**THIS FORM WILL REMAIN IN EFFECT UNTIL NEXT SCHOOL YEAR.**



If this form is not returned by **September 10**, it will be assumed that you **do not** give permission for your child's photo or academic work to be included in any form of communication.