



Saint Athanasius

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St. Athanasius Catholic
School Parent/Guardian
Student Handbook
2024-2025

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Catholic Schools
Learn. Serve. Lead. Succeed.

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Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website. These policies are also available at the St. Athanasius School office.

I. Philosophy

Archdiocese of Dubuque
Philosophy of Education for Catholic Schools

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

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

B. **St. Athanasius School Mission Statement**

We, the community of St. Athanasius School, are called to learn and pray together in a caring and supportive environment. To use our God given gifts to make the world a better place.

Catholic education has as its aim to prepare students to become responsible, contributing members of society through faith, knowledge, and self-discipline.

St. Athanasius School's mission is to provide an exceptional Catholic education for every student, built on a foundation of faith, discipline, knowledge and service.

Vision:

The St. Athanasius community, formed in faith, is a nurturing and forward thinking environment that teaches well-rounded individuals of a world that exists outside the classroom walls. Our students practice healthy choices, are respectful and value human dignity. Through service and practice of Christian values, they become responsible and productive citizens of the 21st century.

Philosophy of St. Athanasius School:

- To develop a program which emphasizes personal growth and responsibility in a Christian environment where children are taught the skills and processes needed to be successful human beings.
- To guide and motivate students to become self-directing, responsible, respectful, and independent persons by allowing them some freedom of choice at their own developmental level.
- To make learning an enjoyable, interesting and meaningful experience for each student by individualizing instruction according to the student's needs; that is, to tailor the learning program to the individual's learning rate, rhythm, taste, style, experience, and abilities.
- To create an environment in which each student and adult can develop and maintain a positive self-image by being himself/herself and by having his/her own individuality appreciated.
- To stimulate and sustain communication and interaction with the total environment so that the varied resources and talents of faculty, students, parents/guardians, and the community may be effectively involved in developing the potential of the children attending St. Athanasius School.

II. Catholic Dimension/Uniqueness

A. Catholic Atmosphere

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

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

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

B. 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.

C. 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 or check the website to make sure of the Mass schedule.

1. 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.

2. Liturgical Celebration

Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

III. Admission Policies/Notice of Non-Discrimination

A. Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy 5112) Children are charged tuition. St. Athanasius Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes, even those of a religious nature.

Since our school is supported generously by St. Athanasius Parish, preference is given to students of Catholic faith that are members of this parish.

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

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

B. Equal Opportunity

St. Athanasius Catholic School is an equal opportunity employer and school. It does not discriminate on the bases of: race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.

IV. Academic Policies/Programs

A. Assessment

Students in grades 3-8 take the Iowa Statewide Assessment of Student Progress (ISASP). 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 for more information.

B. Copyright

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

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

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

C. Curriculum

Our curriculum follows the Iowa Core standards and objectives. Basic textbooks and programs used are approved by the Education Office of the Archdiocese of Dubuque

- **Religion**: The religious education program comprises an exceptional approach to understanding God's love for us and our response to God. It incorporates the student's experience, the study of the doctrine, sacramental preparation, activities and community resources. Liturgy is considered a vital part of the school life at St. Athanasius School. All students actively plan and participate in worship one day each week during the school year. This may take the place of the religious period for that day. Teachers and students regularly schedule and plan the Mass, communal penance and paraliturgical services. Parents/guardians are invited to be present for these occasions. Units/classes may schedule days of retreats for students during the year.
- **Language Arts**: The language arts program is structured to emphasize phonetic analysis, reading, listening and communication skills. Additional emphasis is placed on written communication skills, grammar, creative expressions, speech, use of reference materials, and spelling.
- **Math**: Age appropriate strategies and materials are used to develop understanding and skills related to computation, problem solving, number sense, measurement, geometry, data analysis, and probability.
- **Social Studies**: The primary purpose of social studies is to help young people develop the ability to make informed and reasoned decisions for the public good as citizens of a culturally diverse, democratic society in an interdependent world. As a part of the Iowa Core, social studies is structured around five content areas: Behavioral Sciences, Economics, Geography, History, and Political Science/Civic Literacy.
- **Science**: The study of science pursues a discovery and inquiry technique, and stimulates the student's curiosity about oneself and the world. It stresses the scientific method of problem solving, critical thinking, and experimentation.
- **Music**: The basic goal in music is to expose students to a variety of musical styles, literature, to become more proficient in performing vocally or instrumentally, to have a basic knowledge of music theory and terminology and to instill in them a better understanding of the art of music. Students prepare the concerts during the year for public presentation. Students are required to attend these performances as they are an outgrowth of daily work in the classroom.
- **Band**: Students in grade 5-8 have the opportunity to participate in band, which is in conjunction with the Don Bosco and is a co-curricular activity. Individual band instruction will take place on-site, once a week as well.
- **Art**: Art is integrated in most subject areas to provide creative expression in core subjects. In addition, color, form and media are studied and expressed in classroom experiences.
- **Physical Education**: Students will get a foundation of fine and gross motor skill development, as well as a focus on sportsmanship and lifelong fitness. Individual and team activities are mixed in. Flexibility, cardiovascular endurance, muscle endurance, and muscular strength are incorporated in many sports, games and workouts.

D. 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.

Most often, students are transported via a bus from the Jesup Community School district for field trips. A \$75 bus fee per family will be charged at registration to help offset the cost of renting buses. Occasionally, parents and volunteers may be called upon to help with transportation or to chaperone. Drivers are required to comply with state law with regards to insurance liability coverage.

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.

E. Guidance

Each grade level K-8 has a guidance curriculum including information on substance abuse, human sexuality (coordinated with the religion program and presented from a Catholic perspective), and study and learning skills, relationships, harassment, and decision-making skills.

1. Completion of 8th Grade

Completion of 8th grade marks the end of one phase of education and is a stepping stone to high school. Commemorating it should be kept as simple as possible, 8th grade students will be honored at the morning Mass on the day which completes the 8th grade year of their schooling. The students will follow guidelines concerning appropriate dress for the occasion. A simple celebration for students and their families will follow in the gym (rolls/juice/coffee).

2. Portrait of a Graduate:

Academically

Students at St. Athanasius School are immersed in a positive learning environment filled with science, technology, writing, math, speaking, engineering, reading, music, and art. Because of these learning experiences, graduates will become critical and creative thinkers and develop and apply effective communication and collaboration skills.

Physically

We offer numerous opportunities in physical education in order for students to experience a wide range of opportunities for finding activities they enjoy. Learning about how to nourish your body and keep it strong are the building blocks of a healthy individual. They will gain fitness and attitudes that are essential for a healthy life.

Spiritually

Graduates will have developed an understanding of their relationship with God and follow the example of the Saints to use their gifts to lead people to Christ and better the lives of themselves and others.

Religiously

Graduates will have an awareness of their Roman Catholic identity through a clear understanding of biblical messages through liturgical ministry and Sacramental involvement. They will be able to apply their faith knowledge to their personal lives through service and discipleship.

Portrait of a Graduate (continued):

Socially

The graduate will be respectful and help promote a kind and caring school environment. Students have opportunities to build relationships with an entire community of people. This is achieved through buddy activities, working with volunteers, and service projects. They will have exposure to a wide variety of real world experiences such as field trips to Fontana, Gallagher- Bluedorn, and Winding Creek.

3. Mass Servers/Organists/Guitarists

Boys and girls who have received First Communion in the Catholic Church have the opportunity of serving daily and weekend liturgies beginning in the 4th grade. Students interested in playing music for daily and weekend liturgies are given this opportunity.

F. Homework (All Grades) and Academic Incomplete Procedures (Gr. 5-8)

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. It is also recommended that the home provide age appropriate reading materials and access to reference materials.

Because of the importance of homework, failure to complete assignments will be dealt with in an age-appropriate manner. Students may be asked to complete unfinished work during a recess time or in lieu of another activity. Parents will be notified if a pattern of incomplete homework assignments develops.

In grades 5-8, "Academic Incomplete" (A.I.) notifications will be sent home to be signed by a parent/guardian each time that homework is not completed as assigned and brought to class when due. The A.I. form needs to be signed by the parent/guardian. The completed work along with the signed A.I. forms are required the following school day, or the student will stay 30 minutes after school that day to complete the work.

A.I. notifications to parents/guardians should encourage responsible student behavior. However, some students may receive more A.I.'s than they should.

- It is not unusual for students to receive one or two AI's. However, 3 AI's in a quarter is an indication that the student is failing to meet expectations and follow the school rules. A detention will be given for the 4th AI in a quarter. Hopefully, that will encourage the student to make the necessary changes.
- After the detention is served, the student has a "fresh start". However, if that student accumulates four more AI's in the quarter, another detention is given and a parent-student teacher conference will be required to determine further consequences and/or discuss plans for changing behavior.

G. Human Sexuality Program

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

H. Technology

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of St. Athanasius School. It is the policy of our 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 unethical violations and may constitute a criminal offense.

Students in 4 yr. Preschool -4 grade will pay \$50 per year for technology fee.

Students in grades 5-8 will pay \$100 per year for technology fee and after 8th grade will be able to keep their ipad.

I. Internet

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

Employees and students will be instructed on the appropriate use of the Internet. Parents will be given a copy of the Internet Use policy and required to sign a permission form to allow their students to access the internet. Students will sign a form acknowledging they have read and understood the Internet Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Terms and Conditions

1. Students are responsible for good behavior on the school computer network, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.
2. Network access **is a privilege, not a right** and is provided for students to conduct research and other academic activities only. Access to network service is given to students who agree to act in a considerate and responsible manner.
3. Users are expected to abide by their generally accepted rules of Internet use and conduct themselves in a responsible, ethical, and polite manner while on-line.
4. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
5. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges, and the student will be responsible for restitution.
6. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others.
8. Individuals may only use accounts, files, software, and other technology resources that are assigned to, provided, or approved for him/her.
9. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.

10. All communication and information accessible via the computer resources shall be regarded as private property. However, users should be aware that activities may be monitored at any time, without notice. Although reasonable steps will be taken to maintain security of technology resources, SJS cannot guarantee the privacy, security, or confidentiality of any information sent or received via the internet.
11. **Emails**
 - a. St. A's will provide access to email accounts for all students and employees
 - b. Use of St. A's email accounts for harassing or threatening is strictly prohibited
 - c. St. A's email accounts may not be used for attempting to send or sending anonymous messages
 - d. St. A's email accounts may not be used for posting or forwarding other users personal communications.
 - e. Students are responsible for their email account, especially their password.
 - f. St. A's email accounts are not private property and may be reviewed without notice.
 - g. St. A's email accounts may be locked without notice.
12. Since the safety and well-being of our students is such a high priority we reserve the right to consider inappropriate off-site conduct for disciplinary action.

J. Media Center/Library

1. **Computer Literacy:** St. Athanasius School has a program for computer literacy for Grades PreK – 8th. The school is constantly expanding its use of computer hardware and software. A variety of instruction is offered including keyboarding skills, graphics, word processing, desktop publishing, database, spreadsheet and multimedia applications.

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

2. **Library:** St. Athanasius Library is traditional in the non-fiction and fictional collections and is targeted for early childhood through young adult readings. We annually add book titles to our library based on student request or recommended selections of popular published books for a specific year.

We at St. Athanasius School encourage the philosophy of Nicholas Carr when it comes to library books. "The pages of a book shield us from the distractions that bombard us during most of our waking hours. As an information medium, the book focuses our attention, encouraging the kind of immersion in a story or an argument that promotes deep comprehension and deep learning."

Good books are invaluable in the development of the student for motivating him/her to greater effort, inspiring him/her to virtuous living, and fostering vocations of various types. Parents are asked to join in making all efforts to instill in students a genuine appreciation of good literature. Other sources of books for our students are AEA267 and the Jesup Public Library. Both can provide material on any subject which is accessible to our teachers on a checkout basis.

Library, continued

Good new or used books or monetary donations for the library are always welcome. Volunteers help with the maintenance and supervision of the library. Parents are asked to help teach their children responsibility in caring for books and returning them on time. The cost of a lost or damaged book must be supplied by the offender.

K. Multicultural/Gender Fair/Global Education

St Athanasius Catholic School offers a global, multicultural, gender fair approach to the educational program.

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

L. 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. (ACSB #6144.3)

An in-school absence from physical education is allowed for one day for sickness or minor injury if a note is sent from the parents/guardians. A period longer than one day must be accompanied by a doctor’s note.

M. Recess

When weather permits, children PreK-4 play outdoors during recess time. Generally, if the feels like temperature is 10 degrees or higher we will go outside for recess. Grades PreK-4 take a morning recess of approximately 15 minutes and a noon recess of 15-20 minutes. Grades 5-8 are allowed a 10-minute recess in the gym or outside before or after their lunchtime.

If a student is not well enough to take advantage of the fresh air and sunshine during the morning and noon recess, he/she is probably not well enough to be in school. However, if for some reason the student must stay inside, a written note is required.

N. School Parties

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared by the whole class within the classroom. (NO birthday lunch parties with only part of the class) We ask that the treats can be quickly and easily passed out to the class. In addition, non-caffeinated drinks are preferred. Due to the school’s wellness policy, healthy snacks are encouraged.

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

O. School Day

School begins at 8:10 A.M. and dismissal is at 3:00 P.M. Buses load and unload in front of the school building, so parking between the two signs is not permitted. Students are to arrive no earlier than 7:45 a.m. Supervision begins at 7:45 a.m. Students that arrive at school before 7:45 a.m. and are not part of the before school care will be unsupervised.

At 7:45 a.m. students are seated in the lunchroom and may visit with one another quietly until 8:05 a.m., at which time they are dismissed to their classrooms. By 8:10 a.m., students are expected to be seated at their desks and ready to work. Students arriving after 8:10 a.m. should check in at the school office before reporting to their class.

School Day, continued

Parents who need to pick up their student earlier than the regular dismissal time should stop at the office first and check the student out. We will then notify your student to meet you at the office.

At the end of the school day, supervision takes place until the last bus leaves the school. After which students will be escorted to after school care and will be charged the hourly rate.

Before/After school care will take place in the 3 yr. Preschool room and entrance is in the back of the school between the church and school. Before school services are from 6:30 - 7:45 a.m. and afterschool is from 3:00 - 5:00 p.m.

P. Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Central Rivers AEA 267. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Problem Solving Team at school. All parental rights are strictly maintained.

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

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

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

Q. 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. The instructional program used in all grades stresses the harmful effects caused by the use of tobacco, the use of alcoholic beverages, or any controlled substance that will alter a person's ability to perform (drug abuse, steroids, etc.). The D.A.R.E Program is taught every other year to the 5th and 6th graders

R. 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, there is to be no talking among students or improper behavior: shouting, whistling, excess noise, whispering are all discourteous acts.

V. Communication

A. Absence

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up for 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. (an email is considered written notification).
- No child is released unless the principal or his/her designee 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.
- If a student is gone from school from 8:10 to 9:10, it will be counted as tardy.
- After that time, if a student is absent for 1 to 3 hours, it will be counted as a half-day absence.
- More than 3 hours will be counted as a full day absence.
- Parents/guardians are requested to phone the school between 7:30 a.m. - 8:10 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. (An email is considered written documentation).**
- Whenever a student is ill, he/she should be kept at home for their own well-being and that of other class members.
- The principal/secretary approves the dismissal of pupils who are ill.
- Parents or guardians are notified when illness is detected in students already at school and expected to make proper arrangements for the ill student in a timely manner.
- Parents/guardians are asked to leave the home and work phone numbers with the school as well as another emergency contact which could be used in case of an accident or emergency.
 - **Should these numbers change during the school year, please keep us informed.**
- Truancy: “Any child seven and under sixteen years of age, in proper physical and mental condition to attend school, who has failed to attend school regularly...without reasonable excuse for his absence, shall be deemed truant.” (Code of Iowa 200.10) Any occurrence of truancy is reported to the parent, pastor, and principal. All truants are required to make up double the time lost by truancy.

The Iowa Compulsory Education Law (Iowa Code 299.1) states that “Children between the ages of 6 and 16 are compelled to receive education, and each child’s parent, guardian, or legal custodian (hereafter referred to as “parent) is the person held responsible in the law for compelling the child’s education.” This law specifies procedures for dealing with attendance concerns in accordance with AFFC/ACSB 5144 and the Iowa Code 299.1, requiring 148 days, annually, to be met by attendance for at least 37 days per quarter.

1. Teacher/office staff monitors student attendance and makes a referral to building principal after the 7th absence during the semester. The student’s attendance record is reviewed.
2. 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.
3. If warranted, a meeting will be held after the 7th absence in a quarter. This meeting is held with appropriate personnel present.
4. The meeting is completed. After review by the principal, the report is placed in the student’s cumulative folder and a copy sent to the parent/guardian.
5. Following the 15th day of absence, a review of the student’s attendance record is conducted by the local school administration, per policy 299.1 of the Iowa Code. The County attorney’s office will also be notified.

B. Complaints

If there is a special concern regarding your student or a school matter, it is mandatory that you consult the classroom teacher involved before contacting the principal.

- If the problem remains unresolved, please meet again with the teacher, clarifying the concern in writing.
- If for some reason the problem is still not handled to your satisfaction, then see the principal.
- If after taking your concern to the teacher(s) and the principal, and you are not satisfied with the action taken, contact the chairperson of the Parish Board of Education.
- The following policies of the Archdiocesan Board of Education 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

C. Dual Parent Reporting- Divorced/Separated Parents

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

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

D. Early Dismissals, School Closings, and Late Start Procedures

St Athanasius Catholic School follows the Jesup Community School District regarding school closings due to inclement weather. However, based on local conditions, St. Athanasius Catholic School may elect to close, dismiss early or start later due to bad weather. Listen to KQMG and KOEL radio stations or TV channels KWWL, KGAN AND KCRG for official announcements. St. Athanasius School uses School Messenger to contact parents in case of a late start, cancellation or early dismissal. Please note: School Messenger will not call out after 9pm, but will hold the call until 5 a.m. All school activities/programs are canceled if school is canceled or dismissed early because of inclement weather.

E. Parent/School Communications

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

F. Parent-Student-Teacher Conferences

Individual conferences are held twice a year (1 per semester). Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

G. 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 based on the Iowa Core essential skills and concepts, so too, reporting to parents/guardians needs to be in accord with the Iowa Core essential skills and concepts 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.**

If a student does not progress satisfactorily, parents are informed in sufficient time so that the student may improve his/her work and avoid possible failure. Grades 5-8 receive a letter at the end of the 3rd and 6th week of each quarter and the 9th week of the first and third quarters if their student's grades have fallen below passing.

Progress Reporting, continued

Parents are encouraged to inquire about their students at any time.

Formal Progress Reports will be sent home at the end of each semester – in January and May. Progress reports for grades K-2 are skills-based and for grades 3 and 4 are standards-based. In grades 5-8 letter grades are given. At all grades, comments provide additional information.

Middle School Grading System

A = 93-100; A- = 90-92

B+ = 87-89; B = 83-86; B- = 80-82

C+ = 77-79; C = 73-76; C- = 70-72

D+ = 67-69; D = 63-66; D- = 60-62

U = Less than 60

PowerSchool is a web-based software program that will be utilized by our school for students in grades 5-8. Teachers record student scores from daily assignments, quizzes, tests, and projects into this program. Parents are able to access their student's scores via the Internet using a user ID and password. Parents should check weekly on the progress of their student(s). Contact the school office for information about the user ID and password.

H. Student Privacy Act

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

I. Student Records

A permanent record of each pupil is kept on file at school in accord with 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.

J. Telephones

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. No calls are allowed from school for purposes of changing after school transportation or plans. If students need to use the phone, there is a classroom phone and office phone that can be used.

Cell Phones and other Hand-held devices

Cell phones and smart-watches are not allowed to be used during the school day, which begins the moment the student enters the building, unless approved by the teacher for a specific learning purpose. Students are required to check in their cell phones and smart-watches to their teacher when they enter the classroom at the beginning of the day. I-pads, I-pods, gaming devices, etc. should not be brought to school without permission from a teacher and must also be checked in at the beginning of the school day. If students need to use the phone, there is a classroom phone and office phone that can be used. Cell phones, smart-watches and/or other electronic devices will be returned to the students at the end of the day, but the device may not be used until the students leave the school campus.

Cell Phones and other Hand-held devices, continued

Students who participate in after-school extra-curricular events may use their cell phone only with the permission of the coach/moderator of the activity. Unauthorized cell phone and/or other hand-held electronic device usage will be referred to the Staff Technology Committee. (See section VI, *Technology Discipline Code*).

Consequences of cell phones found in student's possession during the school day

1st offense: phone will be turned into the principal for collection at dismissal time by the student.

2nd + offenses: phone will be turned into the principal for collection by the student's parent.

*Please note that while Jesup Schools policy allows electronic devices on their buses, students are NOT allowed to take any pictures on the bus.

K. Visiting Classes

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

Parents/guardians wishing to meet with teachers may call to make an appointment for before or after school.

Parents/guardians wishing to eat lunch with their students should notify the school before 9am.

VI. Discipline Code

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Athanasius Catholic School Board and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation and support of all concerned.

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

A. Discipline Code

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

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

Discipline Code, continued

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event
- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB Policy #5144.I.

Unacceptable student behaviors include, but are not limited to:

1. Possession or use of drugs, alcohol, tobacco or vape.
2. Personal injury (bullying, harassment, 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

Level I: Misconduct

- Defined as a behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church, hallway, cafeteria, playground, field trips, and elsewhere when under the supervision of school employees or volunteers.
- These behaviors include, but are not limited to: talking, using inappropriate language, interrupting, running, and not following directions/rules.

Level II: Serious Misconduct

- Defined as more serious misbehavior that seriously disrupts the learning environment and possibly threatens the safety or well-being of students or teachers.
- These behaviors include, but are not limited to: repeated Level I behaviors, refusal to comply with a direct teacher/adult command, physical contact with other students or teachers, inappropriate/threatening language, disrespect towards others, mistreatment of classroom materials, and physical or verbal fighting.

Level III: Unacceptable Misconduct

- Defined as a severe misbehavior which seriously disrupts the learning environment and possibly threatens the safety or well-being of students or teachers.
- These behaviors include, but are not limited to: physical or verbal fighting/threat, vandalism, theft, bullying, harassment of another person, use of drugs, use of alcohol, use of tobacco, and possession of a dangerous weapon.
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.

Consequences include, but are not limited to:

Step 1: Actions following Level I Behaviors:

Handled by the Teacher

1. Verbal warning by the teacher/adult.
2. Model and teach appropriate behavior.
3. Remind, redirect, and reinforce.
4. May result in loss of recess time.

Step 2: Actions following Level II Behaviors:

Handled by the Principal

1. Referred to the administrator
2. Phone call conversation with the parents
3. Loss of recess time or after school detention.
4. During- or after-school community service.
5. In-school suspension

Step 3: Actions following Level III Behaviors:

Handled by the Principal

1. Referral to the office.
2. Parents will be conferenced about behavior and may be called into school along with local authorities.
3. Student may serve multiple-day in-school suspension
4. Student may serve 1-3 day out-of-school suspension
5. Students may be expelled in accordance with ABE 5144.1.

B. Beverages, Candy, Food, Trading Cards, Gum

Beverages, candy, food, etc. are not permitted in regular classrooms unless approved by the teacher, and not allowed in the library, computer labs, music rooms, and physical education areas. Trading of cards is also not allowed (baseball, Pokemon, Euglio, etc).

Gum

Absolutely no gum is allowed in school from bell to bell. Extra curricular activities will be decided by the coach. If gum becomes a cleaning issue from the standpoint of the custodians then no gum will be allowed on the premises.

C. Classroom Rules

As subject areas, course organization and varying teaching styles dictate different needs, each classroom will have clearly outlined expectations for behavior. A majority of inappropriate behavior will be handled in the classroom. Each classroom teacher will have classroom rules and consequences for misbehavior. Each teacher is responsible for disciplining his/her students.

The following procedure is used by the school when behavioral problems arise:

1. Teacher conference with the student.

1. Correction—preferably given in private and in kindness, sincerity and firmness by the teacher according to level of severity.
2. Steps 1 and 2 are repeated
3. Principal-teacher conference or principal-student conference- Follow discipline code
4. Principal, teacher and student conference
5. Parents-principal-teacher conference with student.

Teachers are encouraged to use positive learning approaches such as praise, encouragement, individual help, conferences, daily goal setting, and internal motivation to help students. Punishment for corrective measures must always be carried out in charity in keeping with the seriousness of the child's behavior.

D. Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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 website: www.iowa.gov or clicking the link. [Protecting Student Safety](#)

E. Fire Extinguishers

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

F. Gambling

Any activity involving the exchange of money is not allowed at school.

G. Gangs

In accordance 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 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.

H. Harassment/Bullying

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

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

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. places the student in reasonable fear of harm to the student's person or property.
2. has a substantially detrimental effect on the student's physical or mental health.
3. has the effect of substantially interfering with a student's academic performance.
4. has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

It includes but is not limited to:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
2. written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates;
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 or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

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

I. School Dress Code and Good Grooming Policy (PreK – 8th)

Scope: The policy addresses everyday attire as well as clothing worn during designated dress-down days. We recognize that the parents / guardians are the primary enforcers of the dress code by ensuring their children are in compliance upon arrival at school. Children should be clean, dressed modestly, and exhibit good personal grooming.

Purpose:

- **To promote a sense of pride and community among the students of St. Athanasius’s School.**
- **To enhance the image of the students and the school to the public.**
- **To safeguard the children by having them adequately dressed for seasonal weather**

Policy:

Clothing: General attire is to be neat, clean, simple, unobtrusive, and appropriate for a learning environment.

- The final decision on the appropriateness of student dress code will come from the teachers and principal.
- **Students who arrive in attire that does not meet the code described in this policy will:**
 - 1st offense: be given temporary appropriate clothing and parents will be notified.
 - 2nd offense: Parents will be notified with the expectation that appropriate clothing will be delivered.
 - 3rd offense: follow 2nd offense and the student will have loss of recess or detention.

All students are to abide by the following:

Shirts: may be long or short-sleeved, solid colored polo or button down with a collar and tucked in. No ties, zippers or snaps allowed. The collar may be a turtleneck, mock turtleneck, buttoned, or turned-down style. A small manufacturer's logo will be allowed. A St. Athanasius polo may also be worn. No long sleeve shirts under a short sleeve shirt.

- Shirts should not be tight/form fitting.

Sweaters, Sweatshirts, Fleece Shirts: Black, white, gray or royal blue solid color waist/hip length sweater may be worn. Solid color sweatshirts or fleece shirts with the St. A/Wildcats logo may be worn. A collared uniform shirt must be worn under the sweater, sweatshirt, or fleece shirt.

Slacks: Any solid dark blue, tan khaki (no green khaki), brown, gray, or black slacks, or jeggings with back pockets may be worn. Black denim is also allowed (not faded or stone washed). All pants should fit at the hip.

- No nylon (windpants), knit, joggers (elastic cuffs), or sweatpant material allowed.
- No tan or navy denim is allowed.

Walking Shorts: Must have at a 5 in. inseam and not extend beyond mid-calf length. Same colors as slacks and may be of twill/woven, corduroy, and cotton/poly material.

- **No Shorts from November 1st – March 31st.**

Additional Options for Girls:

- **Capri Pants:** Any solid dark blue, tan khaki (no green khaki), gray, or black twill/woven Capri pants may be worn. No ties/strings on the leg of the Capri pants.
- **Jumper:** PreK-4 may wear a navy or tan jumper. Length must reach the fingertips with extended arms.
- **Skorts:** Any uniform style skort in navy, khaki, or black may be worn. Length must reach the fingertips with extended arms.

Friday is Spirit Day Attire: Any St. A's t-shirt long or short sleeved may be worn along with uniform slacks, capris, shorts, or skorts. Jeans or denim Capri pants or shorts (fingertip length with arms extended) may be worn with the spirit shirt. Shirts must be tucked in. No jeans on field trips. The teacher will advise students about whether a spirit shirt is allowed.

Jeans/Out-of-Uniform Day: Jeans worn on Spirit Days or out-of-uniform days should not be tattered or have rips or holes. Tank tops are not allowed. Shorts – fingertip length with arms fully extended.

Footwear: Students must wear appropriate footwear for all physical activities

- All shoes or sandals must have closed toes and a back or a back strap with socks.
- Shoes should be flat-soled (no high soles or heels) for safety reasons. No boots, clogs, flip-flops, or open back shoes. **This includes Spirit Days and Out-of-Uniform Days.**
- Physical Education (PE): All students will have a separate pair of non-marking tennis shoes that will stay at school.

Hats: No hats, caps or hoodies may be worn in the school building during the school day.

Outerwear: No jackets (clothing worn in the outside elements) may be worn inside during school hours.

- A sweatshirt does not qualify as a jacket.
- Coat, mittens / gloves, hat, boots, and snow pants are to be worn when weather warrants, or at the discretion of the administrator.
- Snow pants and snow boots are required for recess when there is standing snow.
- In winter weather, all students are expected to be dressed appropriately to go outdoors for recess unless they have a doctor's excuse.
- Recess is outdoors unless it is raining or the real feel temperature is below 10 degrees (actual or wind chill).

Hair and Jewelry: Hairstyles are to be neat and well groomed.

- Only natural coloring and highlights are permitted and must be in good taste.
- Boys' hair length must not reach their collar, cover more than half their ears, or reach their eyebrows.
- Mohawks are not permitted.
- Standard earrings (only in the ears) are allowed and must be in good taste.
- No other body piercing is allowed.
- Tattoos are not allowed
- Make-Up: No heavy make-up for girls in grades 5-8.

J. Search and Seizure

It is the policy of St. Athanasius School Board 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, St. Athanasius 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.

K. 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 any time or while they are on a school sponsored activity off campus. The use or possession of tobacco, vape pens or other sources of nicotine 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, all forms of non FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

L. Weapons and Dangerous Instruments

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

VII. Extracurricular Activities

A. Athletics

Students participating in athletic programs are required to have an annual 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.

Extracurricular activities are recognized as an important part of the school curriculum. These activities are programs sponsored by the school or in which the school participates and are held outside of the regular school-day schedule. Participation is the option and privilege of the student. These activities are designed to contribute to the development of recognized Christian values and to the formation of principles, habits, and well-rounded individuals.

B. Activity options

St. Athanasius School allows participation with Immaculate Conception in Gilbertville or Jesup Community School to provide organized sports for boys and girls. **If you wish to participate in Jesup Athletics you need to speak to the principal five weeks prior to the season starting.**

Students have opportunities to participate in:

- Grades 7-8: Fall Sports: Volleyball for girls, Football for boys, Cross Country Boys & Girls
- Grades 7-8: Winter Sports: Wrestling, Basketball for Boys & Girls
- Grades 7-8: Spring Sports: Track for Boys & Girls
- Grades 7-8: Summer Sports: Baseball for Boys, Softball for Girls

Other sports/extra-curricular activities may be available upon request.

C. Activities – General Information

All communication and information regarding these activities will come from the athletic director and/or coaches of IC or Jesup Schools. Coaches and AD's of IC and Jesup Schools determine the location of practices and events. In most cases, transportation to and from the practices/events is the responsibility of the parent.

A student needs to be present for at least one-half day (3 hours) in order to participate in any extracurricular activity. The Principal will handle extenuating circumstances, such as a death in the family, individually.

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.

D. Extracurricular Eligibility and Conduct Requirements

Participation in a sports program is a privilege, not a right. It can be a valuable growth experience for youth. Therefore, participation in a sports program is available to those students who are making satisfactory academic progress and whose behavior in and out of the classroom is reflective of the Christian environment promoted by St. Athanasius Catholic School.

Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until necessary improvement is shown. Any student who fails to contribute to the good of the team and/or fails to adhere to rules established by coaches may be subject to dismissal. Any student found to be using/possessing tobacco, alcohol, illegal drugs or vape will be dismissed from the team.

In the case of a serious misbehavior/discipline concern that occurs in any aspect of the total school program/activity the principal may enforce an in-school suspension and /or a suspension from athletics immediately. The principal will notify the student, the parents, and the athletic director. All suspensions will be dealt with on an individual basis, depending on the severity and repetitiveness.

E. Academic Requirements

To be academically eligible in 7th and 8th grade student must:

- Students must demonstrate satisfactory progress in all classes.
- To be determined by the classroom teacher, based on tests, daily work, homework completion, individual projects and cooperative learning activities
- Be passing all classes with a 70% or above.
- Have all assignments completed and submitted.
- If an absence has occurred, the student has two days for every day of absenteeism to complete missed assignments.

A student will remain ineligible for practices and competitions (or performances) until all work is complete and all grades have reached what the teacher deems acceptable expectations.

Eligibility will be checked beginning on the third week of each semester and subsequently each week thereafter.

All St. Athanasius students must fulfill these eligibility requirements in order to participate in any school-sanctioned event regardless of who is sanctioning the event.

F. Attendance

Participants are expected at all practices unless excused by the coach or director. Please notify the coach or director in advance if you must miss a practice and/or rehearsal.

Unexcused absences may result in loss of participation in the next game, contest or performance. Such decisions are at the discretion of the sponsor in charge.

A student must be in school the last half of the day to be able to participate in practice, rehearsal, concert, or performance.

G. Good Conduct Code

- A violation of the Alcohol, tobacco and drug policy will result in a student being denied the privilege of participating in a number of extracurricular activities equal for 30% of the numbered scheduled events of that activity for the first offense and 60% of the number of scheduled events for the second offense, one calendar year for the third offense and each succeeding offense will result in an additional calendar year of ineligibility.
- In the event a student is found guilty by school officials of vandalism to school property, theft, or other criminal acts while engaged in a school related activity home or away, he/she will be denied the privilege of participating in the next scheduled event of all activities in which he/she is presently participating.
- In the event a student is involved in a fight on school property, while engaged in a school related activity home or away he/she may be denied the privilege of participating in the next scheduled event of all activities in which he/she is currently participating.
- Any student who is on any sort of suspension will lose the privilege of participating in any activity during the day of suspension.
- All cases involving the possible suspension of a student for infractions of this policy will be decided by the principal and activity sponsor.
- Discipline policy in conjunction with the 7th & 8th grade eligibility policies are as follows:
 - If a student receives any level 3 behavior and is put on disciplinary probation, in-school suspension or out of school suspension they will be declared ineligible for 30% of the current activity that they are involved in. If the student receives a second offense level 3 behavior they will be declared ineligible for 60% of the current activity that they are involved in. If the student receives a third offense level 3 behavior then they will be declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility.
- In the event that a student is not presently enrolled in an extracurricular activity, the suspension will apply to the next activity in which the student participates.
- A student who violates this policy and is participating in more than one activity at the time of the violation will lose eligibility in all activities in which he or she is participating.

H. Appeal Procedure

1. Within three (3) school days of being notified of the suspension, the student or his/her parents may file a written notification to the principal of their desire to appeal the suspension.
2. If the appeal to the Principal is not overturned, then the student or his/her parents may file a written appeal to the Board of Education stating the desire to appeal the review of the suspension. The Board of Education will hear the case and render its decision within ten (10) days of the receipt of the notice to appeal.

I. 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 Catholic School Board Policy Manual, AFFC/ACSB 1251

J. Student Activities

We are all identified with St. Athanasius 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

A. Abuse

In compliance with School Laws of Iowa and ACSB 4116.30, any certificated or licensed employee of St. Athanasius 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. Athanasius 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 the

Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), ACSB 4116.30a & ACSB 4116.30b.

B. Alcohol/Drug Policy

The St. Athanasius Catholic School Board develops guidelines that are in accordance with ACSB 5144 and ACSB 5144.1 on student responsibility and discipline.

C. Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Athanasius Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. Asbestos was removed from the boiler room and kitchen office in 2013. Asbestos removal in the older section of the building was completed in 2017. The most recent inspection was in 2017.

D. Birthdays

Student birthdays or half-birthdays are announced over the P.A. Students may bring birthday treats to share. Parents are encouraged to send a nutritious snack or even non-food items for birthday treats. Having gift items delivered to the school is discouraged. Any such items will be kept at the office until the end of the school day to avoid any disruptive effect on other students.

E. **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 (HILV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB 5141.2.

F. **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.

G. **Intruder, Fire and Tornado Drills**

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

H. **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.

I. **Lice and Scabies infestations**

Upon receiving notice of suspected cases, the school examines the child to confirm the report. If confirmed, a school-wide check will be done. All students with confirmed cases will be sent home with a note explaining treatment or medical referral. If a school age child becomes infested, the child must be kept home and given proper treatment. He/she must be free of infestation before returning to school. Readmission to school will be allowed 24 hours after treatment (or with a note from a doctor). The student will be checked by school personnel before returning to the classroom. Repeat treatment is recommended in 7-10 days. Rechecks of infested students are conducted.

J. **Medication**

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. 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.

K. Wellness Policy

St. Athanasius School strives to educate the whole person in mind, body and soul. While educating students about the body, we strive to develop a profound reverence for the great gift of life, their own lives and the lives of others, along with readiness to spend themselves in serving all that preserves and enhances life. St. Athanasius School strives to maintain a learning and working environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity. Archdiocesan Board of Education Policy #6145

St. Athanasius School supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school sponsored activities during the instructional day should meet or exceed St. Athanasius School nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. St. Athanasius School has developed a local wellness committee comprised of representatives of administration, parents, students and leaders in food/exercise authority and employees. The local wellness committee has developed a plan to implement and measure the wellness policy.

L. School Meals

Breakfast and lunch are available through the school nutrition program.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year.

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to students
- be served in clean and pleasant settings
- meet nutrition requirements established by local, state and federal law
- include a variety of fruits and vegetables and menu choices
- Family account balances are available on PowerSchool.

M. Breakfast

To ensure that all students have breakfast either at home or at school in order to meet their nutritional needs and enhance their ability to learn, St. Athanasius School will:

- Have the School Breakfast Program from 7:55 - 8:05 a.m. M, T, W & F. Thur. breakfast will be served after mass.

Visitors: Please call the school office by 7:30 a.m. to join your student(s) for breakfast. 8:30 to join for lunch. You will need to check into the office and pay the secretary for your meal.

N. Physical Education

Wellness education is an important and integral part of the education of students at St. Athanasius School. All students in grades K-8 will receive a minimum of 60 minutes/week of physical education for the entire school year.

St. Athanasius School will provide wellness education that:

- Includes all students participating at a moderate to vigorous activity level at least 75 % of PE class.
- meets regularly for the scheduled period of time.
- is taught by a certified physical education teacher.

O. Daily Recess

St. Athanasius school offers daily recess for students. Recess encourages moderate to vigorous physical activity verbally and through the provision of space and equipment. Recess will be conducted outside unless it is raining, wet or the outside temperature is 10 degrees or below due to the actual air temperature, (real feel) wind-chill or a combination of both. Students in grades PreK-5 will participate for at least 20 minutes a day. Middle school students will participate in at least 10 minutes of supervised recess per day.

P. Radon Testing

During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the rooms 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.

Q. Smoking / Smoke Free Campus

St. Athanasius Catholic School has been designated a “Smoke Free Campus”. At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine be permitted within the building or anywhere on school grounds.

R. Visitors

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

Receive permission from the teachers at least one day in advance.

On the day of the visit, visitors must sign in and out with the office.

Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste. Extended visits by young children are discouraged.

IX. Services

A. 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.

B. Bus

Transportation is provided by the Jesup Public School District school district and through other arrangements. Rules established by these agencies are to be followed as though they were rules of St. Athanasius Catholic School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

Routes are set up by the Jesup Community school district. St. Athanasius students are dropped off at school by 8:00 a.m. each morning. At dismissal time, students are transported to the public school and will board their outbound buses there.

Parents should call the St. Athanasius School office or send a written note if a student is to be dropped off at a location different than usual. The office will then issue a permit slip to be given to the bus driver. Non-bus students who wish to ride the bus to the home of a friend will also need to bring a written permission to the office where they will be issued a permit slip to be given to the bus driver. Please also call the bus barn at 827-1700 ext. 1411 with any changes to the bus schedule.

C. Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be glued or stuck 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.

D. 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.

E. School Supplies

A listing of school supplies recommended is available online and will be included in the final registration packet available during registration days.

F. 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.

G. Tuition Assistance

H. 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.

I. Tuition Grants

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

Tuition Grants: STO

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

Education Savings Accounts (ESA)

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

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

School Year 2024-25

- All entering kindergarten students
- All students enrolled in a public school
- A student enrolled in an accredited nonpublic school with a household income at or below 400% of the [2024 Federal Poverty Guidelines](#), \$124,800 for a family of four

School Year 2025-26

- All K-12 students in Iowa regardless of income

The infographic is divided into three main sections: a blue section on the left titled 'WHY APPLY FOR BOTH?', a red section in the middle for 'ESA EDUCATION SAVINGS ACCOUNT', and a green section on the right for 'STO SCHOOL TUITION ORGANIZATION'. At the top right, there is a circular photo of a smiling family (mother, father, and daughter) with a house icon above them. The 'WHY APPLY FOR BOTH?' section lists four benefits. The 'ESA' section lists three points: funded by the State of Iowa, administered by the State of Iowa, and eligibility criteria. The 'STO' section lists three points: funded by private donors, administered by Our Faith STO, and eligibility criteria. Both ESA and STO sections include application URLs.

ESA AND STO
A winning combination for families!

WHY APPLY FOR BOTH?

- Families can and should receive both forms of assistance!
- Applying for both gives your family the best chance at receiving the most assistance.
- Remaining funds in an ESA account can be used for future tuition costs.
- Remaining funds in an ESA account can be used for other eligible educational expenses.

ESA EDUCATION SAVINGS ACCOUNT

- Funded by the State of Iowa
- Administered by the State of Iowa
- Who qualifies? All new families, all Kindergarteners, all families at or below 400% of the Federal Poverty Guidelines, and those who previously received an ESA, even if they apply to the STO
- To apply: <https://iowa-households.withdyssey.com/login/>

STO SCHOOL TUITION ORGANIZATION

- Funded by Private Donors
- Administered by Our Faith STO
- Who qualifies? All families at or below 400% of the Federal Poverty Guidelines, even if they apply for an ESA
- To apply: <https://online.factsmtg.com/aid>

- **Student Tuition Organization (STO) and Educational Savings Accounts (ESA)**
- These two organizations allow families the best opportunity to receive the most assistance. It is encouraged that families complete both forms of assistance, if they qualify. Additionally, any funds left over in an ESA account can be used for future tuition costs and/or other eligible expenses.

J. Tuition

The tuition rate for the 2024-2025 school year at St. Athanasius is \$5,945 per student. The St. Francis Parish provides a parish portion of education costs in accord with the support formula as planned and adopted by the Board of Education.

Tuition can be paid in total on Registration day, monthly with 10 equal payments on the 15th of each month, or quarterly with 4 equal payments at the beginning of the year.

X. Staff

A. Professional Staff listing:

Position	Staff
Principal	Amy Bautista
3 Yr. Preschool & Interventionist	Bre Weber
4 Yr. Preschool	Deb Bader
Kindergarten	Raquel Pejchl
First Grade	Belinda Even
Second Grade	Laura Weber
Third Grade	Kathleen Strauel
Fourth Grade	Julie Lincoln
Fifth Grade & Lead Teacher	Lisa Junk
Sixth Grade ELA & SS	Kate Jacobson
Seventh Grade	Jenni Schares
Eighth Grade	Pat Schloss
Physical Education	Erica Foley

B. Support Staff Members

- Danielle Skinner School Secretary
- Dawn Hansen School Bookkeeper & After School Care Program
- Diane Younblut 3 Yr. Preschool Associate & Kindergarten Associate
- Donna Gebel 4 Yr. Pre-K Associate & Before School Care Program & 3 Yr. Wrap Around
- Melissa Huffman 4 Yr. Pre-K Associate
- Annette Ingles Librarian
- Alma Huck Librarian
- Anne McClain Head Cook
- Carol Ambrose Cafeteria
- Mike DeWald Maintenance & Marketing Manager
- Kathy Masteller Maintenance
- Pat Ambrose Lunch Maintenance

Volunteer Aides

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

C. Ways to Be Involved:

School Improvement Advisory Committee

This group of community members meets two to four times a school year to discuss the Comprehensive School Improvement Plan and annual school goals, progress toward meeting student achievement goals, needs assessment data, and school handbook issues. Additional time is allowed for other topics to be discussed at the meetings.

Board of Education

This group of elected parish members meet on the first Tuesday of each month August through June. They are a policy-making group and offer support to the administration and teaching staff. Members wishing to run for the Board can call the parish office in February or March prior to elections in May.

Parent- Teacher Organization

The St. Athanasius Parent-Teacher Organization was formed to provide parent/guardian support and involvement in St. Athanasius School, to enrich the academic environment, and to promote extracurricular activities for the students.

The Board of Directors is made up of six people: three officers and three board members. They are elected to two-year terms.

For the past several years, the Parent-Teacher Organization has sponsored several fundraisers including school supply orders, Scratch cupcakes, garbage bags and two Fish Suppers. The money made from these fundraisers is used to purchase needed items for the school "wish list" which is compiled by teachers each spring.

In the past three years alone, the Parent-Teacher Organization has provided over \$10,000 to help purchase supplementary classroom materials,

Please Note! !

Every situation that might arise during the school year cannot be covered in this handbook. Just because it is not mentioned does not mean it does not apply. In order to provide respect for one another and a Christian learning environment in which all can grow, all need to understand and be familiar with these guidelines.

All Archdiocesan policies and State of Iowa education laws, as they apply to St. Athanasius, are to be respected and followed.

XII. Practices, Prayers, and Beliefs

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

Prayers

Sign of the Cross

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

Our Father/The Lord's Prayer

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

Hail Mary

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

Glory Be

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

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

Angel of God

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

Grace Before a Meal

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

Grace After a Meal

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

Morning Prayer (younger children)

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

Morning Offering

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

Act of Contrition

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

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

Jesus Prayer

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

Confiteor

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

Apostles Creed

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

Nicene Creed

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

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

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

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father.

While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

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

After five decades, say the Hail, Holy Queen.

Mysteries of the Rosary

Joyful Mysteries (recited Monday and Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

The Baptism of Jesus

The Wedding Feast of Cana

The Proclamation of the Kingdom, with the call to Conversion

The Transfiguration

The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

The Agony in the Garden

The Scourging at the Pillar

The Crowning with Thorns

The Carrying of the Cross

The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

The Resurrection

The Ascension

The Descent of the Holy Spirit

The Assumption

The Crowning of Mary Queen of Heaven and Earth

Hail, Holy Queen

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

Act of Faith

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

Act of Hope

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

Act of Love

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

Memorare

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

Angelus

V. The angel of the Lord declared unto Mary.

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

V. Behold the handmaid of the Lord.

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

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

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

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

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

Mary's Prayer (Magnificat)

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

Come, Holy Spirit (Prayer to the Holy Spirit)

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

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

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

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

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

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

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

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

**Note: 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

Parts of the Mass, continued

Communion Rite

The Lord's Prayer

Sign of Peace

Breaking of the Bread

Lamb of God

Reception of Communion

Prayer after Communion

Concluding Rite

Blessing

Dismissal

Regulations for Fast and Abstinence

Fasting is refraining from food or drink to some degree.

Abstinence is refraining from eating meat.

In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.

The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

Seven Sacraments

Sacraments of Initiation: Baptism, Confirmation, Eucharist

Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick

Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

The Four Cardinal Virtues

- Prudence
- Justice
- Fortitude
- Temperance

The Four Last Things

- Death
- Judgment
- Hell
- Heaven

The Fruits of the Holy Spirit

Charity

Joy

Peace

Patience

Kindness

Goodness

Generosity

Gentleness

Faithfulness

Modesty

Self-control

Chastity

The Gifts of the Holy Spirit

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

The Golden Rule (cf. Mt 7:12)

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

The Five Precepts of the Church

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

The Seven Capital Sins

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

The Stations of the Cross

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

The Ten Commandments

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

The Three Theological Virtues

- Faith
- Hope
- Charity

The Two Commandments of Love

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

Works of Mercy

The Seven Corporal Works of Mercy

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

The Seven Spiritual Works of Mercy

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

Prayers, Beliefs and Practices by Grade Level

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
Kindergarten	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before a Meal ● Our Father/The Lord's Prayer ● Hail Mary 	
1st Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before a Meal ● Our Father/The Lord's Prayer ● Hail Mary 	<ul style="list-style-type: none"> ● Grace After a Meal ● Glory Be ● Morning Prayer ● Angel of God
2nd Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God 	<ul style="list-style-type: none"> ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments
3rd Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments 	<ul style="list-style-type: none"> ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year
4th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year 	<ul style="list-style-type: none"> ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary
5th Grade	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary 	<ul style="list-style-type: none"> ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen

<p>5th Grade, continued</p>	<ul style="list-style-type: none"> ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary 	<ul style="list-style-type: none"> ● The Five Precepts of the Church ● Parts of the Mass
<p>6th Grade</p>	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass 	<ul style="list-style-type: none"> ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule ● Holy Days of Obligation
<p>7th Grade</p>	<ul style="list-style-type: none"> ● Sign of the Cross ● Grace Before/After a Meal ● Our Father/The Lord's Prayer ● Hail Mary ● Glory Be ● Morning Prayer 	<ul style="list-style-type: none"> ● Nicene Creed ● Come, Holy Spirit (Prayer to the Holy Spirit) ● Angelus

<p>7th Grade, continued</p>	<ul style="list-style-type: none"> ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● Mysteries of the Rosary ● The Stations of the Cross ● Morning Offering ● Memorare ● Hail Holy Queen ● The Five Precepts of the Church ● Parts of the Mass ● The Seven Corporal Works of Mercy ● The Seven Spiritual Works of Mercy ● The Fruits of the Holy Spirit ● The Gifts of the Holy Spirit ● Four Gospels ● The Golden Rule 	
<p>8th Grade</p>	<ul style="list-style-type: none"> ● Sign of the Cross ● Our Father/The Lord's Prayer ● Hail Mary ● Grace Before/After a Meal ● Glory Be ● Angel of God ● Act of Contrition ● Communion Fast ● Communion Regulations ● The Ten Commandments ● Apostles' Creed ● The Rosary ● The Two Commandments of Love ● Liturgical Year ● Jesus Prayer ● Act of Faith ● Act of Hope ● Act of Love ● Seven Sacraments ● Beatitudes ● 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 	<ul style="list-style-type: none"> ● Prayer of St. Francis ● Mary's Prayer (Magnificat) ● Psalm 23 ● Confiteor ● The Seven Capital Sins ● The Four Last Things

8th Grade, continued	<ul style="list-style-type: none">● The Seven Corporal Works of Mercy● The Seven Spiritual Works of Mercy● The Fruits of the Holy Spirit● The Gifts of the Holy Spirit● Four Gospels● The Golden Rule● Nicene Creed● Come, Holy Spirit (Prayer to the Holy Spirit)● Angelus● Holy Days of Obligation● Regulations for Fast and Abstinence● The Three Theological Virtues● The Four Cardinal Virtues	
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