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## **Parent/Guardian-Student Handbook 2018-2019**

### **I. Philosophy**

#### Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- respond to God’s continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church’s mission of evangelization

#### Mission Statement -St. Joseph Catholic School

St. Joseph Catholic School inspires families to lead, learn, and serve through the Catholic Faith.

## II. Catholic Dimension/Uniqueness

### Catholic Atmosphere

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

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

### Prayers, Practices, and Beliefs

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

### Spiritual Program

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

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

Parents/guardians are always invited to the school liturgies. This schedule is published in the SJW and can be viewed online at [www.sjcsmarion.org](http://www.sjcsmarion.org)

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

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

### Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (AFFC/ACSB Policy 5112)

A copy of your child’s **birth certificate** is needed for our records prior to the beginning of school. **This is a State of Iowa law.** We are required by the State of Iowa to have an **immunization record** on file for each child enrolled. This must be the Iowa immunization card. This form must be on file before your child begins school. It must be dated and signed by a doctor or registered nurse. **Your child cannot be admitted on the first day of school without this completed card on file.** A copy of your child’s **Baptismal certificate** is needed for our records at the beginning of school. This gives you ample time to secure the certificate if your child was baptized

somewhere other than St. Joseph Church. If your child was baptized at St. Joseph Church, we still need the exact date prior to the beginning of school.

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

#### Equal Opportunity

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

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

#### Academic Eligibility Policy for Extra-Curricular Activities

The St. Joseph Catholic School vision is to be a Catholic School of Excellence. To fulfill this goal of high standards in academic achievement, it is important that we hold academic progress in the very highest regard and demand that academic excellence from our students.

Students at St. Joseph Catholic School must complete satisfactory course work as a pre-requisite for participation in all extra-curricular/co-curricular activities. The following rules will apply to those students in grades 6-8 who are participating in extra-curricular/co-curricular activities. (Extra-curricular/co-curricular activities include those activities which are not graded.)

#### Deficiency Period

##### **Grades 7-8**

If a student has an "Unsatisfactory" mark in any academic classes during a grading period and/or 7 (no band or choir participation), 8 (band or choir participation), or 9 (band and choir participation) "one" markings in citizenship, they are ineligible until the next grading period. Parents/Guardians will be notified via Principal or designee of this status. (A grading period includes grades submitted on the 1<sup>st</sup> and 15<sup>th</sup> of each month.)

Students that are "ineligible" based on the criteria at the end of grading period will be still be able to attend practices, but will not be permitted to dress for games/performances/non-graded activities.

Students who have special learning accommodations (under Section 504) will not be exempt from this rule. It is the belief of St. Joseph Catholic School that students utilizing Section 504 should be able to satisfactorily complete the required coursework with the appropriate accommodations.

##### **Grade 6**

If a student has 3 or more "one" markings in any academic class during a grading period and/or 7 (no band or choir participation), 8 (band or choir participation), or 9 (band and choir participation) "one" markings in citizenship, they are ineligible until the next grading period. Parents/Guardians will be notified via Principal or designee of this status. (A grading period includes grades submitted on the 1<sup>st</sup> and 15<sup>th</sup> of each month.)

Students that are “ineligible” based on the criteria at the end of grading period will still be able to attend practices, but will not be permitted to dress for games/performances/non-graded activities.

Students who have special learning accommodations (under Section 504) will not be exempt from this rule. It is the belief of St. Joseph Catholic School that students utilizing Section 504 should be able to satisfactorily complete the required coursework with the appropriate accommodations.

### Administrative Regulations

- Grade and citizenship reports will be run at noon on the 1<sup>st</sup> and 15<sup>th</sup> of each month.
- Teachers must post grades in the grade book within a reasonable timeframe.
- When the teacher records an assignment, any missing assignments shall be recorded as zeros. Once the student submits the assignment, the grade will be recorded per a 10 percent penalty each school day.
- Grades will be run based on the current Quarter of the academic year, not Semester. The Principal or designee will, at that time, inform students of their eligibility status and contact the student’s parents/guardians. It will also be the responsibility of the Principal to contact the moderator/coach/athletic director to inform them of the student’s status.

### Assessment

Each year students in grades 3—8 take the Iowa Statewide Assessment of Student Progress. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

### Copyright

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

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

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

### Field Trips

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

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

Students who have driver’s permits may not drive any field trip vehicle.

Students age 5 and under must be provided proper restraints in the form of a booster or car seat in accordance with Iowa Law. Please do not volunteer to chaperone on field trips if you have other children (who are not members of the class) that need to be supervised (liability insurance coverage/alters student: chaperone ratio).

### Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

### Human Sexuality Program

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

### 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. (AFFC/ACSB #2511, AFFC/ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### Instrumental Music

Instrumental Music is offered to all 4th through 8th grade students. An individual lesson is given approximately once a week. Instrumental Music is a class and therefore requires a semester commitment. Permission to be excused from Concert Band must be approved by the Band Director. Concerts are required as part of the Instrumental Music class. Extracurricular music ensembles are listed under activities.

### Vocal Music

All students wishing to participate in Middle School Show Choir must also be part of the St. Joseph Catholic School 6<sup>th</sup>-8<sup>th</sup> grade Choir.

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

St. Joseph Catholic School offers a global, multi-cultural, gender fair approach to the educational program.

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

### 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. (AFFC/ACSB #6144.3)

### School Parties

Parties which consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared.

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

Please do not send your child to school with invitations to a party where all students are not invited. Teachers will not, under any circumstances, send invitations home. It can be a painful time for students when not invited.



### School Day

School begins at 7:55 a.m. and is dismissed at 2:50 p.m. All doors will be locked at 8:00 A.M. All visitors must come to the school office and sign in. Visitors must wear a visitor's badge at all times.

### Student Arrival & Departure Procedures

As a result of the Archdiocesan Program and focus on "Protecting God's Children", St. Joseph School has put in place the following arrival and departure policy and procedures:

#### Morning Arrival

Students are not to arrive prior to 7:40 a.m.

At 7:40 a.m. students will be permitted to enter the building and are to proceed directly to the gym, where there will be a teacher on duty.

Students will walk in the gym until 7:55 a.m.

At 7:55 a.m. students will have morning announcements and proceed to their classrooms when announcements have been finished.

#### Late Arrival

A child is deemed to be late if he/she arrives after 7:55 a.m. A parent/guardian is required to accompany his/her student to the school office to sign student in. Student will receive an Admit Slip and will proceed to class and present the Admit Slip to the teacher. Bells are as follows: 7:45 a.m. - first bell, 7:50 a.m. - warning bell, 7:55 a.m. - beginning of school.

#### Afternoon Dismissal

Students will be released to parent/guardian or only to individuals identified on their emergency contact form. If student is to be released to someone other than the individual listed on their emergency contact form, a note signed by parent/guardian must be sent to the student's homeroom teacher in the morning on the day that the change in release will occur. In case of an emergency, please call the office to make appropriate arrangements.

The end of the day is extremely busy and the office receives many last minute changes for students. It is difficult to track everyone down and it interrupts instructional time. Please make last minute changes for emergencies only, or call before 2:00 p.m. If your child is leaving early, a note or phone call needs to be sent to the office documenting why they are leaving early.

Students not picked up by 3:05 p.m. will be sent to After School Care. This includes all students K-8.

Parents/guardians will be charged the hourly fee based for the length of time the student remains in After School Care.

#### Parking Lot Protocol

Please see page 41.

#### Special Services

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

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

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
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.

### 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, excessive noise, whispering are discourteous acts.

### 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/guardian meetings), and utilization of appropriate community agencies. The Marion Police Department also sponsors the DARE program for grade 5 in our school. Officers from the police department are the instructors for this curriculum.

## **V. Communication**

### Absence

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

Parents/guardians are requested to phone the school by 8:45 a.m. (or leave a message on the messaging/attendance center (prior to 8:45 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 child's absence must accompany the child unless the parent/guardian contacted the office via phone previously.

Doctor/dentist appointments are best made after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal or his/her designee knows the reason for the release

and the person to whom the child is released. A parent/guardian must come to the school office and sign the student out. If the student returns after the appointment, the parent/guardian must accompany the student to the school office and sign the student back into school. The school accepts no responsibility for any child who leaves without the proper permission.

The principal/secretary approves the dismissal of pupils who are ill. Parents or guardians are notified when an illness is detected and are to make arrangements to pick up their child in a timely manner. When records indicate there is a concern regarding frequent tardiness or absence, the archdiocesan compulsory attendance procedures will be followed.

### Dual Parent Reporting- Divorced/Separated Parents

According to AFFC/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. Joseph Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

### Communication Methods

- 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. **The best time to talk to your child's teacher is after school hours.**
- A parent newsletter will be sent electronically. In cases where electronic media is not an option, a hard copy will be sent home with the youngest child.
- Publications/Parent Notes - Any publications/parent notes may not be distributed through the school office or through teacher or classroom without the approval of the principal. Any note from individuals not employed by the school must be approved and initialed by the principal.
- Parent-Student-Teacher Conferences - Conferences are held after the first and third quarters. Others can be scheduled by either parents/guardians or teachers as the need is recognized.
- Progress Reporting - The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-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 which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are outcome/standard-oriented with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those outcomes/standards and in keeping with the students' abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

### Complaints

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

- Instructional Materials and Activities, AFFC/ACSB 1312
- Complaints Against Teacher/Employee, AFFC/ACSB 4119.4g
- Complaints Against Administrator, AFFC/ACSB 4119.4h
- Complaints Against Board Members, AFFC/ACSB 8252

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

St. Joseph Catholic School typically follows the **Marion Independent School District regarding school closings and late starts-bad weather, but we will make our own call.** Please do not call the school. Listen to the local TV channels for official announcements. Closings, late starts, etc. are sent through text messages and e-mail.

Linn-Mar bus students have an excused tardy if they arrive late because of weather. (Linn-Mar has several routes in the country and cannot always run their buses on time because of weather conditions.) Likewise, Linn-Mar bus students will have an excused absence if they cannot arrive at school because of weather.

### Student Privacy Act

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

### Student Records

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

### Telephones

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Cell phones should not be used during the day by students without teacher permission.

The school phone is intended for calls concerning school business. Calling home for forgotten items is discouraged. Also, except for an emergency, neither teacher nor student is called to the phone during school hours. The phone is not intended for general use of students. After school arrangements should be made before the child leaves for school.

When it is necessary for a student to use the phone, permission must be obtained from his/her teacher. Students must have a pass from his/her teacher and/or permission from the principal/secretary to use the phone during and after school.

### Visiting Classes

Please contact the school principal to arrange a time. All visitors must come to the school office and sign in. Visitors must wear a visitor's badge at all times.

## **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. Joseph Catholic Board of Education 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. Joseph 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. Joseph Catholic School, are to be respected and followed.

### Discipline Code

It is the personal responsibility of each student to behave in a manner that is appropriate for the educational setting and reflective of the rights of other students and teachers. Most students do not use rules and consequences to form their behavior. They simply use common sense and do what they know is right.

Good conduct is based on the premise of “Living the Gospel” by respecting self, others, and environment. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of St. Joseph Catholic School will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

The Code of Conduct and continuum of consequences for St. Joseph Catholic School is broken down into 3 levels of misconduct with the Positive Behavior Supports program that is implemented throughout the school. We realize that the majority of students adhere to the Code of Conduct on a daily basis, but it is important to have procedures outlined that enable us to provide a safe and orderly school environment with a fair and consistent approach to discipline. To that end, you will see a list of rules that fall into specific categories of misconduct.

St. Joseph Catholic School teachers and staff are empowered to administer disciplinary consequences for Level 1 infractions. However, we ask that for each disciplinary consequence given by a teacher, a written referral (non-office ODR) be completed and that parents/guardians are contacted.

Disciplinary consequences resulting from acts of misconduct that place students on Levels 2 or 3 will be handled by the administration. These students will be sent to the office with a completed referral ODR (Office Discipline Referral). The administration and/or teacher will contact the parents/guardians and inform them of the situation and the disciplinary consequence assigned.

It is our goal to dispense fair and consistent disciplinary consequences for inappropriate behavior that will help ensure an environment that is conducive to academic achievement. Also, it is important to remember that the Positive Behavior Supports program focuses not only on prevention through disciplinary consequences, but intervention to help build a skill set that will enable our students to grow and make better choices in the future. It is important that we not only monitor student behavior, but that we help manage behavior by offering support and guidance for our students.

### Middle School (6<sup>th</sup>-8<sup>th</sup> grades)

- Level 1:

A Level 1 will be given if a student receives a “1, 2, 3” in one class period. A Level 1 may also be given for any of the “Level 1 Acts of Misconduct” listed below. A Level 1 consequence will accompany any Level 1 violation. The teacher will complete a Discipline Report and contact a parent/guardian. A parent must sign and return the Discipline Report to school on the next school day.

- Level 2:

A Level 2 will be given for any of the “Level 2 Acts of Misconduct” listed below. A Level 2 will also be given on the third and subsequent Level 1 violation (each semester). A Level 2 consequence will accompany any Level 2 violation. The teacher will complete a Discipline Report, the student will be referred to the principal, and the teacher and/or principal will contact a parent/guardian. A parent must sign and return the Discipline Report to school on the next school day.

- **Level 3:**

Level 3 violations are extremely severe in nature. Please refer to the information below on these violations and consequences.

### 3<sup>rd</sup>-5<sup>th</sup> grades

- **Level 1:**

A Level 1 will be given if a student receives a “1, 2, 3” in one half day (morning/afternoon). A Level 1 may also be given for any of the “Level 1 Acts of Misconduct” listed below. A Level 1 consequence will accompany any Level 1 violation. The teacher will complete a Discipline Report and contact a parent/guardian. A parent must sign and return the Discipline Report to school on the next school day.

- **Level 2:**

A Level 2 will be given for any of the “Level 2 Acts of Misconduct” listed below. A Level 2 will also be given on the third and subsequent Level 1 violation (each semester). A Level 2 consequence will accompany any Level 2 violation. The teacher will complete a Discipline Report, the student will be referred to the principal, and the teacher and/or principal will contact a parent/guardian. A parent must sign and return the Discipline Report to school on the next school day.

- **Level 3:**

Level 3 violations are extremely severe in nature. Please refer to the information below on these violations and consequences.

## **Code of Conduct – Disciplinary Consequences**

The following disciplinary consequences are generally used in handling behavior problems. When serious violations occur, steps within this sequence may be skipped. All consequences are carried out in accordance with ABE 5144.1.

A student/parent/teacher meeting may occur in conjunction with any Level 1, 2, or 3 violation. The principal will be involved in these meeting as appropriate.

The St. Joseph Catholic School 1:1 Acceptable Use Policy and K-8 Acceptable Use Policy gives guidance for students on electronic devices.

### **Level 1 Consequences**

- 1. Time Out** – If students violate any rule or regulation, they may be removed from the class for a finite period of time. Teachers are authorized to utilize time out.
- 2. Loss of Privilege** – If students violate any rule or regulation, they may be subject to a loss of privilege. Loss of privilege may include eating lunch in isolation, loss of recess, or loss of free time. Teachers are authorized to utilize loss of privilege.

- 3. Detention** – If students violate any rule or regulation, they may be assigned to detention for 30 minutes after school. Detentions are assigned for Monday, Tuesday, and Thursday. Detention must be served within one week. Failure to serve the assigned detention will result in one day in school suspension. Teachers are authorized to utilize detention.

### **Level 2 and 3 Consequences**

- 4. Loss of Eligibility (or Privilege at the 3<sup>rd</sup>-5<sup>th</sup> grade level)** – If students violate any rule or regulation, they may be subject to a loss of eligibility for all co/extra-curricular activities. Administrators are authorized to utilize loss of eligibility.
- 5. In-School Suspension** – If students violate any rule or regulation, they may be assigned and In-School Suspension from 8:05 AM until 2:50 PM. Administrators are authorized to utilize In-School Suspension.
- 6. Out of School Suspension** – If students violate any rule or regulation, they may be assigned an Out of School Suspension. Suspensions are reserved for more serious infractions or chronic misbehavior. Administrators are authorized to utilize Out of School Suspension.
- 7. Expulsion** – Reserved for the most serious forms of misbehavior or chronic misbehavior. The Board of Education is authorized to utilize Expulsion at the recommendation of the Administration in accordance with ABE 5144.1.

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### **Level 1 Acts of Misconduct**

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1. Chronic misbehavior, which results or interferes with any school activity.
2. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
3. Harassment or abuse of another. No student shall in spoken or written form use or direct words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
4. Disrespect to a teacher or other school authority.
5. Refusing to take (or skipping) detention or other properly administered discipline.
6. Forgery of school or school related documents.
7. Cheating or plagiarizing.
8. Gum chewing, beverages (excludes water bottles), candy and food are not permitted in classrooms, study halls, library, hallways, bathrooms, or on the playground during recess.
9. Gambling.
10. Students shall not be permitted to possess electronic laser pointing devices or electronic light emitting devices without written permission from the administration.
11. Cursing or use of indecent or obscene language or obscene gestures in oral or written form.
12. Publication of obscene, pornographic or libelous material.
13. Placing signs or slogans on school property without the permission of the proper school authority.
14. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of proper school authority.
15. Demonstrations by individuals or groups causing disruption to the school program.
16. Tardiness.
17. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of proper school authority.
18. Failure to abide by the dress code.
19. Any disruption or interference with school activities.
20. Willfully aiding another person to violate school regulations.

21. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process of a curricular or extracurricular activity.
22. Violation of any Board of Education rule, regulation, or policy.
23. A student who carries a cellular phone, IPOD or any other MP3 player must keep the device turned off during the day and in the student's locker. A student may place a call on a cellular phone with permission of a teacher or administrator. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator.
24. Failure to follow the St. Joseph Catholic School Acceptable Use Policies (AUP).

Level 1 instances of misconduct should be recorded utilizing the behavior management software. In most case, these instances of misconduct will not require ODR notification.

**Disciplinary Consequences appropriate for Level One Acts of Misconduct:**

- Time Out
- Loss of privilege
- Detention (In the case of K-2, students may be referred to the office in lieu of detention. Parents/guardians will be notified if a student is referred to the office.)

Any student with three Level One Acts of Misconduct can be referred to the office utilizing the ODR. At this point, the behavior may be treated as a Level Two Act of Misconduct and appropriate disciplinary consequences may be applied.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences.

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**Level 2 – Acts of Misconduct**

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25. Damage or destruction of school property, property of school employees, or property of other students on or off school premises.
26. Damage or destruction of private property on school premises or in areas controlled by the school.
27. Harassment of school personnel or other students during school and/or non-school hours.
28. Fighting.
29. Hazing (to persecute or harass or humiliate another student and/or employee).
30. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
31. Extortion of a student or school personnel.
32. Theft or possession of stolen goods.
33. Possession of matches or lighters or other similar devices.
34. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
35. Leaving school during school hours without permission of the proper school authority.
36. Upon initial arrival, leaving school property without permission.
37. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
38. Truancy.
39. Failure to follow the St. Joseph Catholic School Acceptable Use Policies (AUP).

Level 2 instances of misconduct should be recorded utilizing the behavior management software. In most cases, these instances will require ODR notification.



The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences.

**Disciplinary Consequences:**

- Loss of Eligibility (or Privilege at the 3<sup>rd</sup>-5<sup>th</sup> grade level)
- In School or Out of School Suspension (1-5 days)

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**Level 3 – Acts of Misconduct**

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40. Assault on a school employee, student or other person.
41. Possession or use of dangerous or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including but not limited to, hatchets, hammers, ice picks, screwdrivers, knives, etc.
42. Buying, selling, transferring, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, or possessing or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
43. Buying, selling, or transferring, using, possessing, or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
44. Buying, selling, or transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
45. Buying, selling, or transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
46. Indecent exposure.
47. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior.
48. Turning in a false fire, tornado, bomb, disaster or other alarms, or any other activity, which includes panic defined as:
  - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report is false.
  - b. Threatening to commit an “offense of violence”.
  - c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
49. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
50. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
51. Commission by a pupil of any crime in violation of the Iowa Criminal Code or the Iowa Juvenile Court.
52. Arson or the improper use of fire, or handling or discharging a fire extinguisher at any time other than an emergency (\$50 fine for the illegal discharge of a fire extinguisher).

Level 3 instances of misconduct should be recorded utilizing the behavior management software. In all cases, these instances will require ODR notification.

The administration will make the final decision to determine if the consequence should be upheld or moved to a higher level of disciplinary consequences.

**Disciplinary Consequences:**

- 3-10 day suspension with possible recommendation for expulsion.
- Ten days out of school suspension with a recommendation for expulsion.

### Fire Extinguishers

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

### Gangs

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

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

### Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and St. Joseph Catholic 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; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

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

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

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

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

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

School Dress Code – see Page 42

### Search and Seizure

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

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

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

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

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

### Weapons and Dangerous Instruments

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

**Weapons (both real or toy), guns or knives may never be brought to school. This includes toy guns (including squirt guns) and toy knives. They may never be transported on a bus. This regulation includes plays and skits.**

### Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

## **VII. Extracurricular Activities**

### Activity options

Students have opportunities to participate in:

#### Music Grades 3-8

- Major Faith Choir (Grades 3-5)
- Middle School Choir (Grades 6-8)
- Beginning Band (Grades 4-5)
- Band (Grades 5-8)
- Jazz Band (Grades 5-8)

Band and choir meet as a class during school hours. Instrumental music and choir require a semester commitment. Permission to be dismissed as a member of any music group must be with mutual agreement of the parents/guardians, the teacher, and the principal.

STEM Club is offered once a year for students in grades 3-5. This club meets 8 times after school and will take part in STEM related activities with the 4<sup>th</sup> and 5<sup>th</sup> grade teachers.

Crazy 8’s Math Club is offered twice a year to students in grades K-5. This club meets 8 times after school on Wednesdays. This club does hands on experiments revolved around math concepts.

Spanish Class Spanish is offered to students in grades K - 8 during the school day.

Future Scientists and Engineers of America Grades 6-8 have the opportunity to participate in an after-school program that promotes technology, science, and engineering. FSEA members will work on fun and challenging science and engineering projects with the help of engineers and scientists from local businesses and our parish.

Speech Contest The Metropolitan Catholic Schools sponsor a speech contest each year for 7th and 8th grade students. All students are invited to participate to represent St. Joseph Catholic School.

Spelling Contests (Grades 6 - 8) may participate in a spelling contest during the year. A final spell-down determines the first- place winner and an alternate. These two represent St. Joseph Catholic School at the area

contests at Kirkwood. Next step could be state finals in Des Moines during the second quarter and the national finals in Washington, D.C.

Math Contests (Grades 6 – 8) may participate in two math contests during the year. The American Junior High School Mathematics Exam is open to all interested Team 3 students during the second quarter. There will also be a math team participating in the Math counts competition.

Yearbook Staff (Grades 6 - 8) A group of student volunteers will be responsible for layout, editing and distribution of the yearbook.

8th Grade Liturgy/Reception/Awards Night All 8th graders may participate in a special liturgy at the end of the school year. The liturgy is planned by the 8th grade students and a reception is held for them, their families and their guests.

8<sup>th</sup> grade Class Trip All 8<sup>th</sup> graders who meet academic requirements may participate in the 8<sup>th</sup> grade field trip.

Lego League (Age 9 and up) Students have the opportunity to participate in an after-school program that promotes technology, science, and engineering. Lego League members will work on fun and challenging projects with the help of volunteers from local businesses.

Student Council (Grades 5-8) It is important that each student be represented by the student council. The formation of a student council will be completed during the first few weeks of school. There will be permanent representatives from each homeroom and/or grade. The election of president, vice-president, secretary, and treasurer will be at-large.

## Athletics

St. Joseph Catholic School provides organized sports for boys and girls in accordance with the constitution of the IHSSA and IHSGA. Sports are offered when interest level allows a team to be made. The sports include:

Boys: football, basketball and track

Girls: volleyball, basketball and track

Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. The physical on file must be current (within 13 months of current date). Students may not participate in practice or games without a current physical. This must be on file with the school. Students who do not perform in accord with their academic requirements or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

When a student is absent from school because of illness, **he/she may not participate in practice or any scheduled game or activity that day.**

**The school building and/or gym may not be entered until a coach is present for practice**

Sportsmanship - At athletic contests students should treat opponents, spectators and officials with Christian courtesy and respect. Younger students are expected to sit and stay with their parents/guardians during games. We should strive to be known for our good sportsmanship.

Further information regarding our middle school athletic program is provided at the August registration and various other times throughout the year. All students have the opportunity to participate.

## 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

## Student Activities

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

## Use of Facilities

1. The facilities shall not be used for any commercial purpose, without the expressed written consent of the Board of Education.
2. The gym is never available for any activities on Wednesday afternoon or evening other than for Youth Faith Formation.
3. All school affairs or school-sponsored activities have priority over all other groups.
4. All activities are scheduled through the Principal's Assistant/Athletic Director.
5. The priority of facility use shall be as follows:
  - a. School affairs
  - b. Parish activities
  - c. Catholic school sponsored activities, such as The Saints baseball league
  - d. Other Catholic-related organizations or activities
  - e. Other organizations
6. User must provide a certificate of insurance, if it is not a school-sponsored activity. If the user does not have a certificate of insurance, they will be charged the cost of obtaining one.
7. The user must have at least one responsible adult present during the period of use. Adults are the first and last in the building or outdoor facility; children are never left alone.
8. No alcoholic beverages may be brought to or consumed in the building or on the grounds.
9. During facility use, participants are to restrict use to the area reserved.
10. A responsible adult is to check that outside doors to the building are locked before leaving the facility at conclusion of activity.

Call the school office for the cost of renting for non-school and non-parish sponsored activities.

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

### Absence Due to Health

A child must be fever-free twenty four hours before returning to school. A child must also be vomit-free and diarrhea-free for twenty four hours before returning to school. This helps to control the outbreak of illness within the school.

### Abuse

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

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

***St. Joseph Catholic 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 Jeff Henderson, 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), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.***

### Alcohol/Drug Policy

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

### Asbestos

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the St. Joseph Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was 2007.

### 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 a unrestricted educational setting in accordance with AFFC/ACSB 5141.2.

### Chemical Right to Know Law

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

### 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 tornado drills and four fire drills each year.

### Violent Intruder Drills

Violent intruder drills will take place throughout the school year. Students will be educated and prepared before these occur. Students will be taught the appropriate response to different situations and scenarios.

### Food Allergies

Parents are requested to notify the school office, the classroom teacher, and the lunchroom staff if their child has allergies to any food substance (peanuts, milk products, etc.).

### Lead in the Drinking Water

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

### Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). 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.

### Radon Testing

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

### Smoking / Smoke Free Building

St. Joseph Catholic School has been designated a "Smoke Free Building". At no time will smoking be permitted within the building or on school grounds.

### Visitors:

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

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

## **IX. Services**

### Bicycles/Motorized Scooters

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

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



## Lunch

Lunch is available at the hot lunch program. Students receive a code. Money for daily, weekly, or monthly lunch or milk may be sent to school with your child in an envelope marked Hot Lunch. Parents may send one check for the family and may deposit any amount in your child's lunch account. You will receive an email when your account balance is low.

Menus are posted monthly electronically on the website. Milk is available for students who wish to bring their lunch. The price of the lunch and the price of milk will be published in August.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. The codes are the same as all other codes.

Since our noon schedule is short and instructional time is a priority, students will not be excused to join older brothers/sisters, etc. to eat lunch off school grounds.

## Bus

If your child is a bus rider, they will be put on the bus unless we have a note stating otherwise. Transportation is provided by the Linn-Mar and Marion Independent school districts. The phone number for the Marion School District is 377-0123. The phone number for the Linn-Mar School District is 447-3030. Rules established by these agencies are to be followed as though they were rules of St. Joseph Catholic School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

## Lockers

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

## Lost and Found

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

## Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times. At the end of the school year or upon leaving our school, students must return all textbooks or reimbursement must be given to the school.

## Tuition Tax Credits

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

## Tuition Grants

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

### Before & After School Program

There is a before and after school program in the building. This program will run before school from 6:30 a.m. to 8:00 a.m. and after school from 2:45 p.m. to 6:00 p.m. Please call the school office at 377-6348 for more information.

### **School Nutrition Account Policy for St. Joseph Catholic School**

It is the policy of St. Joseph Catholic School is to offer nutritious meals to all students who desire them. Parents are notified of low balances via email starting at \$10 and negative balance emails are sent daily via email once balance is \$0.00 or below.

When the balance becomes zero or is negative, the following procedures will apply.

- Students may charge any combination of meals up to a negative balance of \$50.
- No beverage, snack or ala carte items may be charged.
- When the negative \$40 charge limit is reached, lunch personnel will let parents know that their child will be receiving an alternate lunch when negative \$50 has been reached.
- When the negative \$50 charge limit is reached an alternate sandwich and milk will be served for lunch until charges are paid in full. This alternate lunch will not be charged to the student's account.
- If a student with a negative balance attempts to purchase beverage, snack or ala carte items with cash, the money must first be applied to the negative balance.
- Students qualifying for free lunches will always receive one regular meal, even if there is a negative balance from other purchases.
- Students qualifying for reduced lunches will always receive one regular meal, even if there is a negative balance from other purchases or if there are insufficient funds to cover the reduced portion of their meal.
- As a Catholic institution, the school board has made a commitment to reimburse the school nutrition program for the amount of unpaid balances resulting from the unpaid portion of reduced lunches.
- Administration discretion can be used in any situation.

## **X. Staff**

### Professional Staff listing:

Principal	Mr. Casey Kettmann	ckettmann@sjcsmarion.org
Secretary	Mrs. Peggy Brady	pbrady@sjcsmarion.org
Kindergarten	Ms. Alexa Sandford	asandford@sjcsmarion.org
First Grade	Mrs. Angela Rhinehart	arhinehart@sjcsmarion.org
Second Grade	Mrs. Samantha Paulson	spaulson@sjcsmarion.org
Third Grade	Mrs. Erin Seymour	eseymour@sjcsmarion.org
Fourth Grade	Mrs. Missy Gadiant	mgadiant@sjcsmarion.org
Fifth Grade	Mrs. Dana Virden	dvirden@sjcsmarion.org
6/7/8 Grade/Library	Mrs. Jill Geissler	jgeissler@sjcsmarion.org
6/7/8 Grade	Mrs. Stephanie Washburn	swashburn@sjcsmarion.org
6/7/8 Grade/Campus Ministry	Ms. Chelsea Watts	cwatts@sjcsmarion.org
6/7/8	Mrs. Sara Merkey	smerkey@sjcsmarion.org
Spanish	Mrs. Ninon O'Neil	noneil@sjcsmarion.org
Vocal/Instrumental Music	Mrs. Kellie Jorgenson	kjorgenson@sjcsmarion.org
P.E. and Art	Mr. Tim Stephenson	tstephenson@sjcsmarion.org
Technology Coordinator	Mrs. Deidre Hamlett	dhamlett@sjcsmarion.org
Counselor	Mrs. Alissa Kalkbrenner	akalkbrenner@sjcsmarion.org
Preschool Teacher	Ms. Tammy Brady	tbrady@sjcsmarion.org
Preschool Teacher	Mrs. Annaliese Mitchell	amitchell@sjcsmarion.org
Preschool Associate	Mrs. Kim Crawford	kcrawford@sjcsmarion.org
Preschool Associate	Mrs. Janet Noonan	jnoonan@sjcsmarion.org
Classroom Associate	Mrs. Beth Dunkelberger	bdunkelber@sjcsmarion.org
Classroom Associate	Mrs. Lisa Volker	lvolker@sjcsmarion.org
Office Assistant	Mrs. Sheila Lara	slara@sjcsmarion.org
Daycare Programs Director	Mrs. Joy Severin	jseverin@sjcsmarion.org
Maintenance	Mr. Kevin Burmeister	kburmeister@sjcsmarion.org
Hot Lunch Director	Mrs. Mallory Dudley	mdudley@sjcsmarion.org
Hot Lunch Staff	Mrs. Sharon Fogerty	sfogerty@sjcsmarion.org
Hot Lunch Staff	Ms. Karla Kehoe	kkehor@sjcsmarion.org
Hot Lunch Staff	Mrs. Pam Klosure	pklosure@sjcsmarion.org
Pastor	Father David O'Connor	DBQ126@dbqarch.org
Youth Faith Formation	Mrs. Judy Ramsey	DBQ126FF3@dbqarch.org
Youth Faith Formation	Mrs. JoAnn Starr	DBQ126FFsec@dbqarch.org

### 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.

**St. Joseph Catholic School  
Parent/Guardian-Student Handbook  
Revised: August 2017**

**St. Joseph Catholic School  
1430 14<sup>th</sup> Street  
Marion, IA 52302  
319.377.6348**

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

**To: St. Joseph Catholic School**

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

**Signature/s:**

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Child:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

## **Prayer, Beliefs and Practices**

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

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

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

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

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

## Prayers

### Sign of the Cross

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

### Our Father/The Lord's Prayer

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

### Hail Mary

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

### Glory Be

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

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

### Angel of God

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

### Grace Before a Meal

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

### Grace After a Meal

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

### Morning Prayer (younger children)

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

### Morning Offering

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

### Act of Contrition

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

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

### **Jesus Prayer**

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

### **Confiteor**

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

### **Apostles Creed**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended 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 saying the five decades, say the Hail, Holy Queen.

### **Mysteries of the Rosary**

Joyful Mysteries (recited Monday and Saturday)

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

**Mysteries of Light or Luminous (recited Thursday)**

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

**Sorrowful Mysteries (recited Tuesday and Friday)**

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

**Glorious Mysteries (recited Wednesday and Sunday)**

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

### **Hail, Holy Queen**

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

### **Act of Faith**

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

### **Act of Hope**



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

### **Act of Love**

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

### **Memorare**

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

### **Angelus**

V. The angel of the Lord declared unto Mary.

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

V. Behold the handmaid of the Lord.

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

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

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

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

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

### **Mary's Prayer (Magnificat)**

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

### **Come, Holy Spirit (Prayer to the Holy Spirit)**

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

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

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

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

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

### **Prayer of St. Francis/Prayer for Peace**

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;  
where there is darkness, light;  
and where there is sadness, joy.

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

### **Psalm 23**

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

### **Additional Prayers**

#### **Vocation Prayer (Archdiocese of Dubuque)**

Saint Raphael, Angel Guardian of our Archdiocese of Dubuque, who stands before the Divine Majesty, and is sent by God to bring healing to those who suffer and help to those who journey, hear our prayer.

As you were an Angel Guide to Tobias, attend now to people still on the way towards discovering, embracing, and living God's plan, whether it be: a priest or deacon in the Archdiocese of Dubuque; a religious sister, brother or father; a wife or husband; or a dedicated single person.

And then, once having arrived at that destination, be our constant companion as we do our part to carry on the Church's mission, as we imitate Jesus' gift of self in service of others, and as we make our pilgrim way through this life to our true home in heaven.

St. Raphael the Archangel, pray with us that we will all hear, answer, and live our vocation, for the glory of God and the benefit of others. And pray too that we will always have priests to heal and help us in the future.

Conscious of our need and confident of God's help, we say, Amen! May it be so!

#### **Prayer of Discernment**

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

## **Beliefs and Practices Formulas of Catholic Doctrine**

### **Beatitudes (Matthew 5:3-12)**

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

### **Communion Regulations**

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

### **Communion Fast**

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

### **Four Gospels**

- Matthew, Mark, Luke, and John

### **Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.**

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

### **Liturgical Year**

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

### **Parts of the Mass**

## **Introductory Rites**

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

## **Liturgy of the Word**

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

## **Liturgy of the Eucharist**

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen
- **Communion Rite**
  - The Lord's Prayer
  - Sign of Peace
  - Breaking of the Bread
  - Lamb of God
  - Reception of Communion
  - Prayer after Communion

## **Concluding Rite**

- Blessing
- Dismissal

## **Regulations for Fast and Abstinence**

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

## **Seven Sacraments**

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

### **The Four Cardinal Virtues**

- Prudence
- Justice
- Fortitude
- Temperance

### **The Four Last Things**

- Death
- Judgment
- Hell
- Heaven

### **The Fruits of the Holy Spirit**

- Charity
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Generosity
- Gentleness
- Faithfulness
- Modesty
- Self-control
- Chastity

### **The Gifts of the Holy Spirit**

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

### **The Golden Rule (cf. Mt 7:12)**

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

### **The Five Precepts of the Church**

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.

- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

### **The Seven Capital Sins**

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

### **The Stations of the Cross**

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

### **The Ten Commandments**

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

### **The Three Theological Virtues**

- Faith
- Hope
- Charity

### **The Two Commandments of Love**

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

## **Works of Mercy**

### **The Seven Corporal Works of Mercy**

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

### **The Seven Spiritual Works of Mercy**

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

Prayers, Beliefs and Practices  
Suggested/Recommended at Developmentally Appropriate Grade Levels

**Kindergarten**

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

**Grade 1**

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

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

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

**Grade 2**

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

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

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

**Grade 3**

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

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

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



#### **Grade 4**

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

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

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

#### **Grade 5**

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

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

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

## Grade 6

- 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

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

- 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

## Grade 7

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule

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

- Nicene Creed

- Come, Holy Spirit (Prayer to the Holy Spirit)

#### Grade 8

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

- Angelus

- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus
- Holy Days of Obligation
- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

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

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

## **St. Joseph Catholic School Parking Lot Protocol**

Dear Parents/Guardians,

As always, child safety is a priority at St. Joseph Catholic School. To ensure that school arrival and dismissal is safe and orderly, we are asking you to be aware of our school arrival and dismissal protocol.

**All pick up and drop off of K-8 students will be in the parking lot.**

### **Please observe the following for DROP OFF after 7:40 am:**

1. Please enter **only** at the Brockman Avenue driveway.
2. If you wish to park, please park on the west side of the parking lot.
3. Families that park and walk into school are asked to walk from the west side of the parking lot along the school and into the gym entrance, avoiding the moving lane of traffic completely.
4. If you wish to drop off only, please follow the moving lane of traffic from the Brockman Avenue entrance towards the school and out the south 14<sup>th</sup> Street exit.
5. The drop off lane will be continuously moving, with the student drop off area in the large open area by the staff parking lot.
6. Please remind your children to walk in front of the car if they are exiting on the driver's side.
7. Bicycles are asked to enter from the Brockman Avenue entrance. Bikes must be walked while in the parking lot. Walk bikes to the bike rack area by the football field.

### **Please observe the following for PICK UP after 2:45 pm:**

1. Please enter **only** at the Brockman Avenue driveway.
2. If you wish to park, please park on the west side of the parking lot. If your child is in grades K-5, please walk over to the safety zone to meet your child. If the K-5 child has an older sibling, they may escort the child to the vehicle. If your child is in grades 6-8, your child may walk to your vehicle.
3. If you wish to pick up in the moving lane of traffic, please follow the moving lane of traffic from the Brockman Avenue entrance towards the school and out the south 14<sup>th</sup> Street exit.
4. The pick up lane will be continuously moving, with the student pick up area in the large open area by the staff parking lot. If your child is not out of the school when you are in the pick up area, we ask that you continue moving and re-enter at the Brockman Avenue entrance.
5. Please remind your children to walk in front of the car if they are going to enter on the driver's side.
6. Bicycles are asked to exit out the Brockman Avenue entrance. Bikes must be walked while in the parking lot.

Finally, we ask that you be aware that children are not to be on the playground unsupervised before or after school. Children playing on school grounds must be accompanied by a responsible adult.

We appreciate your cooperation in ensuring the safety of all students at St. Joseph Catholic School!

## St. Joseph Catholic School – Dress Code

The dress code of St. Joseph strives to reflect good taste, neatness, cleanliness, and Christian modesty while avoiding trends and fads. It is expected that parents/guardians, working with the school, will require their students to leave home dressed in accordance with these regulations. Unless otherwise specified, the Dress Code applies equally to all students. The Administration reserves the right to interpret the Dress Code. Its decisions are final.

**Shirts/Blouses:** Collared long or short-sleeved dress shirts, polo shirts or turtlenecks, must be worn as the outer garment unless covered by Dress Code compliant sweater or sweatshirt. All shirts/blouses must have sleeves. Shirts/blouses must be tucked in at all times and must be buttoned one button from the top. T-shirts or tank tops with insignias that are visible under the shirt are not allowed. Small logos and/or monograms are permitted on the front of the shirt/blouse only.

Middle School: All 6-8 students must have at least one solid white shirt to be worn on specifically determined days during the school year.

**Pants:** Shades of tan, navy, black, green or gray solid color ankle length dress pants. No bib overalls and denim is not allowed except on out of uniform days. Corduroy and cargo pants are allowed. Slacks must be worn at the waist.

**Shorts:** Shades of tan, navy, black, green or gray solid color walking/knee/Bermuda length shorts, Capris may be worn August, September, May and June. In April and October if the weather forecast broadcast on a local television or radio station calls for temperatures above 80 degrees F, students are permitted to wear shorts, Capris or skorts. Cargo shorts are permitted but no boxers, biking shorts, Lycra or nylon athletic shorts.

**Dresses and Skirts:** Uniform-style jumpers, skirts, and skorts in shades of tan, navy, black, green, or gray solid color are allowed in grades K-5. They must be knee length. Shorts must be worn under jumpers and skirts if leggings or tights are not worn. Tights or leggings must be worn October – April. In April and October if the weather forecast broadcast on a local television or radio station calls for temperatures above 80 degrees F, students are permitted to wear uniform-style jumpers and skirts without tights or leggings. Dresses are allowed only on designated dress up days. They must have sleeves and must be knee length. Students may wear solid color leggings or tights. Leggings must be close to the leg and go to the ankle; they may not have wide legs or flare at the ankle. Leggings and tights cannot have patterns, emblems, or any design on them and must be the shades of tan, navy, black, gray, or white.

**Sweaters/Sweatshirts:** Dress sweaters, sweater vests, cardigans and approved St. Joseph or Xavier crewneck or hooded sweatshirts with a dress code shirt underneath are allowed. No other coats, sweatshirts, hooded items, fleece, jackets or vests may be worn inside the classroom during school hours. Small logos and/or monograms are permitted on the front of the dress sweaters, sweater vests, and cardigans. Note: Check with the office for approved sweatshirt.

**Head Gear:** Hats, caps, bandanas and other head coverings are not permitted during the school day. Headbands cannot have ornaments affixed. (Examples-No cat ears, crowns, hats)

**Socks:** Socks and tights must be worn with all shoes. Tights must be the shades of tan, navy, black, gray, or white.

**Shoes:** Leather, canvas, nylon. Shoes must have a fully enclosed heel and closed toe. Ugg style and cowboy boots are allowed. No sandals, clogs, or “croc” style footwear, and no shoes with wheels.

**Hair:** Neat and well groomed with only natural hair colors, which includes extensions.

**Make-up:** Conservative make-up is permitted for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades.

**Jewelry:** Earrings allowed only in the ears. Rule of One-one of each (pair of earrings, necklace, bracelet, & ring) may be worn, but not in multiples.

**Scouts & American Heritage Girls:** Uniforms may be worn on meeting days or special events.

**Out of Uniform Days:** On designated out of uniform days, appropriate sweatshirts or t-shirts may be worn. Leggings can be worn, but the shirts worn with them must cover student’s buttock. No advertising for alcohol, drugs, bars, etc. Students not participating must be in approved Dress Code attire.

**Additional Information:**

The Dress Code will be enforced during the regular instructional school day (e.g. 7:55 a.m. to 2:50 p.m. or 7:55 a.m. to 12:50 p.m.) or as otherwise directed by the Administration or for special events.

## St. Joseph Catholic School Acceptable Use Policy (AUP)

### Purpose

The purpose of the AUP is to set forth policies and guidelines for St. Joseph Catholic School. The AUP will clarify policies about all electronics and the capabilities that go with the electronics. St. Joseph Catholic School provides students with the opportunity to use computers, iPods and iPads. Along with the technology hardware, St. Joseph Catholic School also provides Internet access and many different software programs to support the hardware, as well as student learning. Computer resources are provided for all students in Grades K-8.

### Right to Privacy

System users have no right of privacy and should have no expectation of privacy in materials sent, received or stored in school-owned computers or on the St. Joseph Catholic School system. School officials reserve the right to review the St. Joseph Catholic School system use at any time to determine if such use meets the criteria set forth in St. Joseph Catholic School Board Policies and Regulations. Routine maintenance and monitoring of the system may lead to the discovery that the user has or is violating the AUP and this regulation, the Code of Conduct or other St. Joseph Catholic School Board Policies and Regulations governing student discipline, or the law. Once an issue arises, an individual search will be conducted when there is reasonable suspicion that the user has violated the law, the Code of Conduct or St. Joseph Catholic School Board Policies or Regulations governing student discipline. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct. Employees will not post private information about another person or disclose, use, or disseminate personal information regarding minors without formal authorization. St. Joseph Catholic School provides iPads/iPods/computers and the Internet for educational use.

### Student Rules

As a student, I know that I must follow these rules:

1. I will only use the Internet and computers with the teacher's permission, and for the purpose that the teacher has requested.
2. I will respect copyright laws and will make sure to show where I found information, and will not copy it without permission.
3. I will not enter inappropriate or hurtful language into the computer.
4. I will stay safe on the Internet by making sure that I never share personal information, such as my full name, address, or telephone number. If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.
5. I will let my teacher know immediately if I see anything on the Internet that is inappropriate or that makes me uncomfortable.
6. I will respect the school computer equipment. I will be sure to take good care of the equipment I use, and will not change any desktops, controls, or anyone else's files.
7. I will only use my own passwords that have been given to me by the teacher.
8. I will not put any disks or CDs into the computer unless they are approved by the teacher.
9. I will only use email for a class project directed by my teacher. Any mail will be sent or received by my teacher.
10. I will only download information onto school computers under the direction of my teacher.

11. I will not buy or sell anything using the school computers.

12. I understand that I will be able to use school computers only if I follow these rules.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_