



St. Matthew Catholic Elementary School

Parent/Guardian-Student Handbook

2021-2022

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Parent/Guardian-Student Handbook 2021-2022

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

I. Philosophy

**Archdiocese of Dubuque
Philosophy of Education for Catholic Schools**

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

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

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Local Mission Statement/Philosophy

Vision:

We exist to provide a safe and accepting community to develop young people as educators, faithful followers, and disciples of God. Serving families and students from preschool to fifth grade, our collaborative work environment helps students to be the best they can be. As a legacy school system, we attract students from the Cedar Rapids and surrounding communities. Through faith-based practices, students engage in progressive and relevant academic endeavors designed for individual needs. Our dedicated faculty and staff integrate technology for student needs today and future readiness. The fundamentals of education are installed through a STREAM (Science, Technology, Religion, Engineering, Arts, Math) approach infused daily. Through everyday interactions, students model discipleship through their faith and relationships with one another in the communities they live. We empower our students to create a lasting legacy by being innovative, morally responsible, and charitable.

Mission:

To grow young people as educators, faithful followers, and as disciples of God.

II. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at St. Matthew Catholic Elementary 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 preparation and Mass participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

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

Prayers, Practices, and Beliefs

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

Spiritual Program

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

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

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

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

III. Admission Policies/Notice of Non-Discrimination

Admission

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

Children are charged tuition. St. Matthew Catholic Elementary 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. Matthew Catholic Elementary 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

Assessment

Students in grades 3—5 take the Iowa Assessment. 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 (ACSB #2510) that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

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

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

Field Trips

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

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

Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas.

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



St. Matthew School Acceptable Use Policy

Board of Education Approved - May 20, 2021

Introduction

Use of St. Matthew School's technology is a privilege, not a right. We recognize that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st century technology and communication skills. The technology we provide for staff and students must be in support of education and research consistent with the district's educational objectives. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

Filtering and Monitoring

Filtering software is used by the school to block or filter access to objectionable material. The determination of what constitutes "objectionable" material is a local decision, also made in consultation with our contracted services managing provider.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and follow classroom and lab guidelines.
- The school will provide appropriate adult supervision of internet usage. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district computers.
- Parents and caregivers must also make an effort to become familiar with the internet to monitor and educate students on internet safety. Please use <http://www.onguardonline.gov/> and www.common sense.org as a resource.
- If students encounter dangerous or inappropriate information they must notify the adult in charge.

Student Access

Students may have access to the internet, apps and software on computers and mobile devices, and online collaboration capabilities. As new technologies emerge, St. Matthew School will provide access to them. The policies outlined in this document are intended to cover all available technologies.

Personal Safety

- Do not reveal personal information such as full name, home address, phone or credit card numbers or other information, which might enable a person to locate you.
- Do not arrange a face-to-face meeting with someone you "meet" on the Internet without your parent's permission.
- Avoid the use of web sites that allow you to share private information.
- If you see something online that makes you feel uncomfortable, tell a trusted adult.

Plagiarism

You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. All work needs to be cited appropriately.

Vandalism

Vandalism will be grounds for losing technology privileges. This includes any attempt to modify, harm or destroy equipment, the computer configuration, or data of another user, the school's network, the Internet, or any other network.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, impersonating, tricking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Examples of Acceptable Use*:

I Will...

- Use school technology for school-related activities.
- Follow the same guidelines for respect, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts, etc.) online.
- Use technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

I Will Not....

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others.
- Try to find ways to circumvent the schools safety measures and filtering tools.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.

* This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

St. Matthew School will not be responsible for damage or harm to persons, files, data, or hardware. While St. Matthew School employs filtering it makes no guarantees as to its effectiveness. We will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary action enforced by administration and staff.

- Notification to parents
- Suspension of network, technology, or computer privileges
- Detention or suspension from school and school related activities
- If a student is denied these privileges due to disciplinary action, necessary accommodations for the completion of classroom assignments will be made.



St. Matthew School
Acceptable Use Policy
Board of Education Approved - May 20, 2021

I have read and understand this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child:

(Parent Printed Name)

(Parent Signature)

(Date)

Device Information

Type: iPad Chromebook

Condition: Great Good OK

Serial Number: _____

Date issued for student use: _____

(Teacher Signature)

(Date)

Multi-Cultural/Gender Fair/Global Education

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

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

Physical Education Waiver

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

School Parties

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared. Please see the health and wellness policy regarding this below:

● Snacks

- Snacks served during the school day should make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and healthy beverages conforming to this policy. Schools will assess if and when to offer snacks based on timing of meals, children’s nutritional needs, children’s ages and other considerations. Daily classroom snack is provided by families, per the recommended snack list. A list of healthful snack items in the Snack Policy is posted on the school website.
- Snacks brought to school should have (per serving):
 - No more than 7 grams of fat **and** contribute less than 30% of its calories from fat.
 - 2 grams of saturated fat **and** contribute less than 10% of its calories from fat **and** 0 trans fats.
 - No more than 15 grams of added sugar **and** contribute less than 25% sugar by weight.
 - No more than 370 mg of sodium.
 - 100% fruit juice.

● Rewards

- Schools are encouraged to offer nonfood forms of rewards. If food or beverage rewards are used for academic performance or good behavior, they should conform to this policy. Schools will not withhold beverages or food (including food served through meals) as a punishment.

● Celebrations

- Schools will evaluate their celebration practices that involve beverage or food during the school day. The food used in celebration practices should make a positive contribution to children’s diets and health with some exceptions.

After school parties are the responsibility of parents/guardians.

School Day

School begins at 8:05 A.M. and dismissal is at 3:05 P.M.

Special Services

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

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

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

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

Substance Abuse Education

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

V. Communication

Absence

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

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

Parents/guardians are requested to phone the school between 7:30AM-9:00AM if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school.

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

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

Dual Parent Reporting- Divorced/Separated Parents

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

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

Complaints

The following policies of the Archdiocesan Catholic School Board (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, ACSB 1312
- Complaints Against Teacher/Employee, ACSB 4119.4g
- Complaints Against Administrator, ACSB 4119.4h
- Complaints Against Board Members, ACSB 8252

Early Dismissals, School Closings, and Late Start Procedures

St. Matthew Catholic Elementary School follows the Cedar Rapids Community School District regarding school closings due to inclement weather. However, based on local conditions, St. Matthew Catholic Elementary School may elect to close due to bad weather. Do not call the rectory or school. Listen to TV channels KCRG, KWWL and KIMT for official announcements.

Additionally, the school will send both an email and text communication alerting you of any weather updates. These are sent through our Flocknote communication tool; should you not be receiving, please call the main office at 319-362-3021 to ensure your information is accurate.

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.

Parent-Student-Teacher Conferences

Individual conferences are held after the first and third quarters. Either parents or teachers can schedule other parent-student-teacher conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

Progress Reporting

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

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

Student Privacy Act

In conformity with the Student Privacy Act, and ACSB 5125, St. Matthew Catholic Elementary 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 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.

Phone Devices

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 on-site during the school day.

Smart Devices

Any personal portable devices (e.g. cell phones, smartwatches, tablets, etc.), except for assistive technology to support medical conditions, may not be used during school hours. They should be turned off and remain in the student's backpack. If students need to call a parent during school hours, they may ask to use a school phone. The school phone should not be used to schedule after-school play dates as these types of arrangements should be scheduled outside of the school day.

Visiting Classes

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

VI. Discipline Code

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

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Matthew Catholic Elementary School 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. Matthew Catholic Elementary School, are to be respected and followed.

Code of Conduct



St. Matthew Catholic Elementary School Code of Conduct

In all areas of learning, discipline must be considered in the development of the whole person. The St. Matthew Catholic Elementary School Code of Conduct is based on the Gospel message of Jesus. Growth in self discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and students work together to create a Catholic school environment.

These basic components include:

- Teachers have the right to teach. No student will stop the teacher from teaching.
- Students have the right to learn. No student will stop another student from learning.

To discipline means literally to educate and to train for a specific goal. In order to do this effectively, the goals of disciplinary measures must be visible and meaningful for all. The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration and staff is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Code of Conduct Policy

Each student and staff member has the right to attend St. Matthew Catholic Elementary School in a safe and peaceful environment. Recognizing that each of us is continually striving for perfection in our daily lives, it is expected that we will help one another to achieve this goal of Christ-centered behavior in all of our daily living experiences.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the dress code
10. Will not give or receive unauthorized assistance on tests, quizzes, or assignments
11. Will not bring to school nor possess at school any real or toy knives, guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, etc. It is understood if this term is violated, suspension or expulsion may result.
12. Will maintain and support others who maintain a safe and drug-free environment.
13. Will not engage in any physical or verbal contact with another student which could not be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds.
14. Will, at all times, whether at school or in the community, conduct themselves in a manner that reflects the Catholic values and principles of the school.
15. All of the conduct expectations include student use of the internet.

Based upon the Catholic moral values and loving respect for others taught by Jesus, parents/guardians:

1. Will ensure that their child(ren) attends regularly, is punctual and comes to school ready to learn.
2. Will maintain communication with the staff and their child(ren).
3. Will take an active role in the child's educational success.
4. Will ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.
5. Will maintain a spirit of collaboration in working with all community stakeholders.
6. Will encourage, foster and advance collaborative, positive and respectful relationships with teachers, administration, other school staff and professionals providing support and services in the school.
7. Will provide a supportive learning environment in the home.
8. Will monitor and assist with homework as needed.
9. Will review and support the school's conduct policy with their child(ren).
10. Will be respectful and follow the established school procedures and policies.
11. Will update any changes to their child's contact, medical or custody information in a timely fashion.
12. Will assist their child(ren) in building skills of independence & self-reliance as an essential life skill.

Our code of conduct is based on our philosophy. We believe that all children are expected to behave in accordance with the Gospel message. As Catholics and Christians, we are mandated by our faith to treat each other with love and respect. In registering at St. Matthew Catholic Elementary School, both students and parents agree to comply with and support the discipline policies and regulations.



**St. Matthew Catholic Elementary School
Code of Conduct**

I have read and understand the St. Matthew Catholic Elementary School Code of Conduct. Please take some time to discuss with your child(ren) and indicate that you have done so by signing below. All students and parents must sign the Code of Conduct. We look forward to working collaboratively with you and your child for a successful year.

Date: _____

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student Signature: _____

**A copy of this form will be kept with the school.*

Discipline Code

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

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

Unacceptable student behaviors include, but are not limited to:

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

Consequences include, but are not limited to:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB 5144.1. (See also Gangs ACSB 5133)

Swearing/Profanity/Name Calling

The use of words that can be categorized as swearing, profanity, or name calling are not permitted and will result in the following consequences being assessed. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students. The structure of this tier spans the length of the school year.

1. 1st offense: Warning with corrected behavior and parent notification by the staff member
2. 2nd offense: Student is sent to office for parent phone call and correction of behavior
3. 3rd offense: Time in the office with loss of privilege and parent meeting
4. 4th offense: Out-of-school suspension
5. 5th offense: Further interventions will be determined on a case by case basis

Stealing

Critical to our Catholic faith is the element of trust, therefore, stealing violates the commandments of our faith. Should the taking of another's belonging, student, staff, or school property alike, will result in the following consequences being assessed. The structure of this tier spans the length of the school year.

1. 1st offense: Warning with corrected behavior and parent notification by the staff member
2. 2nd offense: Student is sent to office for parent phone call and correction of behavior
3. 3rd offense: Time in the office with loss of privilege and parent meeting
4. 4th offense: Out-of-school suspension
5. 5th offense: Further interventions will be determined on a case by case basis

Physical Aggression/Assault

By definition, physical aggression is the intentional behavior that causes or threatens physical harm to another, this can include but is not limited to hitting, pushing, kicking, biting, and the destruction of property. The use of physical aggression on school property will result in the following consequences being assessed. The structure of this tier spans the length of the school year.

1. 1st offense: One-on-one student meeting and parent contact
2. 2nd offense: Time in the office with loss of privilege and parent meeting
3. 3rd offense: Out-of-school suspension
4. 4th offense: Further interventions will be determined on a case by case basis

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00 and could face further disciplinary action.

Gangs

In accordance with 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. Matthew Catholic Elementary 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 ACSB policies 2515.1, 2515.11, 5144.3.

School Dress Code

PHILOSOPHY

The St. Matthew Catholic School Philosophy is to provide an environment in which the child can grow spiritually, emotionally, physically, socially, and intellectually. Our dress code at St. Matthew School reflects this philosophy and helps to promote an optimal learning environment while avoiding trends and fads. Clothing must be the appropriate length and fit and be in good repair — free from rips, holes and frays. It is expected that parents/guardians, working with the school, will ensure their students leave home and attend school dressed in accordance with this dress code. Please remember this dress code is a partnership between families and school administration/staff. Please also note that no dress code can foresee changes in trends and fads nor can it be specific to cover ALL situations. The "spirit of the rule" is an important adage to follow when making decisions concerning what to wear to school. The administration reserves the right to interpret dress code and the decisions of the administration are final.

UNIFORM VENDORS

- St. Matthew school approved clothing, both uniform and spirit wear Friday clothing can be purchased at: <http://www.psadfinity.com/>
- Plaid skirts and jumpers must be purchased from Flynn & O'Hara <https://www.flynnohara.com/>

PANTS

- Solid navy, black, or shades of khaki (*tan*) full length dress pants or corduroy slacks
- Knit, stretch, cargo, or sweat pants are not permitted unless approved for special dress days and announced through an official communication from a school staff member or the Parent Association

UNIFORM JUMPER/SKIRT/SKORTS

- Girls are allowed to wear the St. Matthew plaid jumper or skirt, purchased through Flynn & O'Hara (see information below), with dress code shirts, blouses and sweaters
- Girls are allowed to wear navy, black, or shades of khaki (*tan*) skorts or skirts
- Tights must be worn with jumpers, skirts or skorts from April 15th through October 15th
- Jumpers, skirts, or skorts must be no shorter than the width of the child's hand from the hem to the knee.

SHORTS/CAPRIS (SEASONAL)

- Solid, navy, black, or shades of khaki (*tan*) shorts may be worn between April 15th & October 15th
- Girls may wear navy, black, or shades of khaki (*tan*) capris instead of shorts
- Shorts, skirts, or skorts must be no shorter than the width of the child's hand from the hem to the knee.

SHOES/SOCKS/LEGWEAR

- Socks or tights must be worn at all times
- Tights must be worn in one of the following solid colors: black, red, white or navy
- Shoes must have closed toes and heels

TOPS

- All shirts/blouses must be tucked in.
- Solid red, white, navy or light pink polo shirts or blouses with collars must be worn during the school year. All shirts must have sleeves (no tank tops.)

- Solid red, white, navy or light pink sweaters are allowed if worn with a dress code shirt.
- Layering of shirts is permitted as long as all layers meet the above descriptions; an approved sweatshirt (see below) should not be worn unless it is Friday or a teacher has provided permission.

SWEATSHIRTS

- During colder months, students may wish to wear an approved St. Matthew sweatshirt as an outside layer.
- Sweatshirt must be one of the following options:
 - Jerzees NuBlend Youth Crewneck Pullover



- Jerzees ¼ Zip Fleece



- Jerzees ¼ Zip Performance Pullover



SPIRIT WEAR FRIDAY

- St. Matthew School and Xavier High School t-shirts and sweatshirts may be worn on Fridays during the school year. Any St. Matthew shirt, as well as any Xavier shirt may be worn. Xavier camp t-shirts are acceptable.
- Bottom option is casual and can be comfy; must meet season requirement. Long pants must be worn from October 15 - April 15; shorts are ok the remaining months of the school year.

MAKE-UP/ACCESSORIES/JEWELRY

- No makeup
- No dangling earrings
- No temporary tattoos or body art

HAIR

- Hairstyles are to be neat and well groomed
- Extreme hairstyles are not allowed. Examples include shaved mohawks, hair extensions (e.g. feathers) and colors (not of natural coloring)

OTHER UNIFORMS

- Boy Scouts and Girl Scouts may wear their uniforms on meeting days or special events

SPECIAL DRESS DAYS

- Special dress days will be announced periodically by the administration or Parent Association

Search and Seizure

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

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

Tobacco, Drinking, Use of Non Prescribed or Illegal Drugs

Students are not to use, possess, sell, or be under the influence of 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, all forms of non-FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

Weapons and Dangerous Instruments

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

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

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

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

VII. Extracurricular Activities

Activity options

Students have opportunities to participate in:

- Art club
- Crochet club
- First Lego League (FLL)
- Math club (if offered by Xavier students)
- Spanish club (if offered by Xavier students)
- Jubilation choir

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, ACSB 1251

Student Activities

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

VIII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and ACSB 4116.30a any certificated or licensed employee of St. Matthew Catholic Elementary 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. Matthew Catholic Elementary School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), ACSB 4116.30a & ACSB 4116.30b.

Alcohol/Drug Policy

The St. Matthew Catholic Elementary School Board develops guidelines that are in accordance with ACSB 5144 and 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. Matthew Catholic Elementary 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 in the 1990's.

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 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.

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.

Safety Drills

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

Smoking / Smoke Free Campus

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

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.

Breakfast and Lunch

Breakfast and lunch are available through the school nutrition program.

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

Bus

Transportation via bus is NOT available at St. Matthew; however, families living greater than 2 miles from the St. Matthew campus are eligible for a transportation reimbursement through the area school districts including Cedar Rapids Community School District, Linn-Mar School District, College Community School District, Alburnett School District and any other surrounding district that you may live in. Transportation forms are distributed by the school twice a year in November and April with a set return deadline.

Lockers

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

School Supplies

A listing of school supplies recommended is included with the spring/end of the year report card and in the final registration packet available during fall registration days.

Textbooks

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

Tuition Tax Credits

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

Tuition Grants

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

X. Staff

Professional Staff listing:

First Name	Last Name	Grade	Role	Email
Kathy	Moser	JK	Teacher	kmoser@stmatthewcr.org
Amy	Kane	K	Teacher	akane@stmatthewcr.org
Katie	Driscoll	K	Teacher	kdriscoll@stmatthewcr.org
Lindsay	Sitter	1st	Teacher	lsitter@stmatthewcr.org
Kaylee	Watson	1st	Teacher	kwatson@stmatthewcr.org
Jacqueline	Nepola	2nd	Teacher	jnepola@stmatthewcr.org
Emily	Worley	2nd	Teacher	eworley@stmatthewcr.org
Shelly	Adams	3rd	Teacher	sadams@stmatthewcr.org
Trudy	Smith	4th	Teacher	tsmith@stmatthewcr.org
Kristin	Collins	4th	Teacher	kcollins@stmatthewcr.org
		4th	Teacher	
Whitney	Bacon	5th	Teacher	wbacon@stmatthewcr.org
Kay	Staudacher		Guidance	kstaudacher@stmatthewcr.org
Lisa	Breitbach		Resource	lbreitbach@stmatthewcr.org
John	Gianforte		Intervention	jgianforte@stmatthewcr.org
Bri	Carney		PE	bcarney@stmatthewcr.org
Jessie	Miller-Smith		Art	jmiller-smith@stmatthewcr.org
Holly	Kauffman		Music	hkauffman@stmatthewcr.org
Tiffany	Bates		Library	tbates@stmatthewcr.org
Jana	Freeman		Secretary	jfreeman@stmatthewcr.org
Katie	Giorgio		Secretary	kgiorgio@stmatthewcr.org
Amy	Conlon		Principal	aconlon@stmatthewcr.org
Tiernan	Dolan		Maintenance	tdolan@stmatthewcr.org
		Preschool	Director	
Kate	VanBerkum	Preschool	Teacher	kvanberkum@stmatthewcr.org
Nancy	Appel	Preschool	Aide	
Terri	Ohde	Preschool	Teacher	tohde@stmatthewcr.org
Heidi	Braksiek	Preschool	Aide	
Tami	Kolden	Preschool	Teacher	tkolden@stmatthewcr.org
Cara	Eberle	Preschool	Aide	
		Preschool	Teacher	

Jan	Krueger	Preschool	Aide	
Sonya	Benda	Preschool	Aide	
Heather	Waddell	Preschool	Assistant Director	hwaddell@stmatthewcr.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.

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 forever. 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)

Lord Jesus, life is Your gift to us.

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

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

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

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

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

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

Prayer of Discernment

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

Beliefs and Practices

Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

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

Communion Regulations

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

Communion Fast

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

Four Gospels

- Matthew, Mark, Luke, and John

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

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

Liturgical Year

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

Parts of the Mass

Introductory Rites

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

Liturgy of the Word

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

Liturgy of the Eucharist

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

Concluding Rite

- Blessing
- Dismissal

Regulations for Fast and Abstinence

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

Seven Sacraments

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

The Four Cardinal Virtues

- 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