



*Catholic Schools: Communities of Faith,  
Knowledge, and Service*

# **St. Patrick Catholic School**

## **Parent/Guardian/Student/Staff Handbook**

**2019-2020**

*With God We Stick Together!*  
*Spiritual Theme for 2019-2020*

*Stay Sharp, Read a Book!*  
*Reading Theme for 2019-2020*



<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
<b>Table of Contents</b>	<b>i - ii</b>
<b>Tuition, Fees, and Charges for School Year 2019-2020</b>	<b>iii</b>
<b>I. Philosophy</b>	<b>5</b>
A. Mission Statement of the Educational Apostolate	5
B. St. Patrick Philosophy, Vision and Mission Statements	5
<b>II. Admission Policies/Notice of Non-Discrimination</b>	<b>6</b>
A. Admission	6
B. Equal Opportunity	6
C. Meal Charge Policy	6
<b>III. Catholic Dimension/Uniqueness</b>	<b>6</b>
A. Catholic Atmosphere	6
B. Prayers, Practices, and Beliefs	6
C. Spiritual Program	7
<b>IV. Academic Programs/Policies</b>	<b>7</b>
A. Copyright	7
B. Field Trips	7
C. Guidance	8
D. Homework	8
E. Human Sexuality Program	8
F. Internet Terms	8-9
G. Media Center	9-10
H. Multi-Cultural/Gender Fair/Global Education	10
I. Physical Education Waiver	10
J. Recess	10
K. School Parties	10
L. School Day	10-11
M. Special Services	11
N. Substance Abuse Education	11
O. Student Assemblies-School Liturgies	12
P. Assessment	12
Q. Teacher/Student Classroom Requests	12
<b>V. Communication</b>	<b>12</b>
A. Absence	12-13
B. Communication Methods: dual parent, progress reporting, parent-teacher-student conferences	14
C. Complaints	14
D. Early Dismissals - School Closing-Late Start-Policy	15
E. Student Privacy Act	15
F. Student Records	15
G. Telephone	15
H. Visiting Classes	15
<b>VI. Discipline Code</b>	<b>15-16</b>
A. Gambling	16
B. Discipline Code	15-19

C.	Corporal Punishment, Restraint, & Physical Confinement/ Detention	19-20
D.	Fire Extinguishers	20
E.	Gangs	20
F.	Bullying/Harassment	20-21
G.	School Dress Code and Good Grooming Policy	22
H.	School Property	22
I.	Search and Seizure- Weapons and Dangerous Instruments	22-23
J.	Tobacco/Drinking/Use-of-Non-Prescribed Drugs	23
K.	Computer Responsibilities	23
<b>VII.</b>	<b>Extracurricular Activities</b>	<b>23</b>
A.	Activity options	23
B.	Student Activities	23
C.	Public Conduct on School Premises	23-24
<b>VIII.</b>	<b>Health/Safety Issues</b>	<b>24</b>
A.	Abuse	24
B.	AIDS	24-25
C.	Alcohol/Drug Policy	24
D.	Asbestos	24
E.	Chemical Right to Know Law	24
F.	Safety Drills (Fire and Tornado Drills)	25
G.	Lead in the Drinking Water	25
H.	Prescribed Medication	25-26
I.	Radon Testing	26
J.	Smoking / Smoke Free Building	26
K.	Visitors	27
<b>IX.</b>	<b>Services</b>	<b>27</b>
A.	Before and After School Program	27
B.	Bicycles/skateboards/scooters	27-28
C.	Bus	28
D.	Lockers	28
E.	Lost & Found	28
F.	Lunch	28
G.	School Supplies	28
H.	Textbooks	28
I.	Tuition Tax Credits	28
J.	Tuition	29
K.	Tuition Assistance/Grants	29
<b>X.</b>	<b>Staff</b>	<b>30</b>
A.	Professional Staff Listing	30
B.	Volunteer Aides	30
<b>XI.</b>	<b>Prayers, Practices, and Beliefs</b>	<b>31-38</b>

**St. Patrick School  
Tuition, Fees, and Charges  
for  
School Year 2019-2020**

**Tuition:**

- Each Child - \$2,225.00
- Local Tuition Assistance is available for each child
- Tuition assistance reduction of \$50 for 2<sup>nd</sup> child enrolled and \$100/child for 3<sup>rd</sup> child or more enrolled at St. Patrick School from the same family

**Lunch Tickets (\$2.15 per day):**

- Monthly-- \$ 41.80
- Semester-- \$188.13
- Yearly-- \$376.25

**Extra Portion (\$.15 per day):**

- 100 punches-- \$15.00

**Milk Tickets (Yearly Fee)**

- JK-2-- \$45.00

**Instructional Activities Fee for the Year**

- JK-5-- \$30.00
- 6--- \$60.00 (The additional charge is for a portion of the sixth grade retreat)

**Transportation for Band (Grade 6) \$80.00 and (Grade 5) \$60.00 for the year  
(5<sup>th</sup> grade does not start until 2<sup>nd</sup> quarter)**

Tuition assistance is available.

We encourage you to sign up for free/reduced lunches.

(Please check to see if you qualify.)

We encourage you to apply to the Student Tuition Organization. (STO)

## **I. Philosophy**

### **A. Mission Statement of the Educational Apostolate for the Archdiocese of Dubuque**

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

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

### **B. St. Patrick School**

#### **Philosophy**

The entire Catholic educational community is a conscious journey in commitment to God. God is present through Christ and the Spirit in the lives of persons at all times. Recognition is given to God through a determined effort on the part of all who witness God's vitalizing Presence in a community of life. The search for knowledge is based on mutual respect, love for one another, service to each other, and a common commitment to the development of Christian persons.

(Adapted from passages in the Catholic Educator Handbook, Archdiocesan Board of Education, Archdiocese of Dubuque, 1991, p.13-14.)

#### **Vision**

St. Patrick School: Laying the foundation for bright and faith-filled futures.

#### **Mission**

The community of St. Patrick School believe that all students can grow in their Christian faith and strive to achieve the same standards that Jesus set forth in wisdom, age, and grace before God and humankind. St. Patrick School's purpose is to prepare all children to reach their potential in spiritual, academic, physical, and social growth. Our responsibility is to help all students attain their maximum ability by word and example.

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

**A. Admission**

Children, who are five years of age by September 15th are eligible to enroll for entrance into kindergarten. Children, who are 4 years of age by September 15th, are eligible to enroll in Foundations of Faith, the junior kindergarten program. Children, who register in the spring, will participate in a spring screening and orientation program. Children are charged tuition. Children, who are not Catholic, or who are members of another parish, are welcome to enroll at St. Patrick School. 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.

**B. Equal Opportunity**

St. Patrick 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, socioeconomic status, marital status, religion or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board of Education may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

**C. Meal Charge Policy**

St. Patrick School participates in the National School Child Nutrition Program. Free and reduced priced meals are available to qualified students. Applications are given to each family at school registration, at the school open house, at the beginning of the school year and throughout the school year in the school office. Parents not receiving free lunch are put on a monthly payment plan for meal services at school registration. This prevents students not having a negative lunch account balance.

**III. Catholic Dimension/Uniqueness****A. Catholic Atmosphere**

Religious education at St. Patrick 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 during the week are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

**B. Prayers, Practices, and Beliefs**

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are

expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home. (Check list of prayers page 26.)

### **C. Spiritual Program**

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

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life. Parents/guardians are always invited to the school liturgies. School liturgies are generally at 9:00 a.m. each Friday.

- 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 liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

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

### **A. Copyright**

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

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

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

### **B. Field Trips**

All students are expected to provide a signed permission slip from their parents/guardians and to observe school policies when they are on field trips. 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 may bring electronic games, ipods, and etc. with teacher permission.

Students and/or parents assume all risk regarding the items regarding loss and/or damage.

**C. Guidance**

Our guidance counselor from Catholic Charities complements the curricular program by offering support and consultation for students in a number of areas with individual, small group, and classroom sessions.

**D. Homework**

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will 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. Students are responsible for returning homework on time. Late homework may lower a student's grade. If there are questions about homework, please check students' assignment notebooks and/or home communication folder.

**E. 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.

**F. Internet Terms**

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers and students.(AB 2511) 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.

Internet Terms, Conditions, and Regulations

1. Acceptable Use - The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Archdiocese of Dubuque. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. Unacceptable Use –
  - A. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game



playing, unauthorized “chat” or chain letter communication is also prohibited. Other examples of unacceptable information are

pornography, information on bombs, inappropriate language and communications, flame letters, etc.

B. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

3. Privileges - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request to deny, revoke, or suspend a specific user’s access to the Internet and related technologies.
4. Warranties - The educational programs governed by the Archdiocesan Board of Education make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user’s own risk. The educational programs governed by the Archdiocesan Board of Education specifically denies any responsibility for the accuracy or of permeation and action for the implementation of the global, multicultural, and gender-fair elements of the students’ educational quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not previously approved as part of the local budget. ABE 2511

If you wish to see a copy of St. Patrick School Technology Plan, please contact the principal.

#### **G. Media Center**

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of Internet and related technologies. 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.

#### **H. Multi-Cultural/Gender-Fair/Global Education**

St. Patrick Catholic School offers a global, multi-cultural, gender-fair approach to the educational program. St. Patrick 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 (ABE 6144.2). The educational program is one of permeation and action for the implementation of the global, multicultural, and gender-fair elements of the students' education.

#### **I. Physical Education Waiver**

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

#### **J. Recess**

Students always go outside for recess unless it is raining, or below zero with/without the wind chill. Upper building students are required to wear boots to play on paved areas in the winter. If students want to play in the snow, then snow pants are required. Lower building students are required to wear boots, hat, gloves, and snow pants throughout the winter. Students who do not wear the required items will not be allowed to participate at recess.

For safety reasons, there are definite behavior expectations that will be followed by students when playing on the playground, such as no throwing of snowballs, wrestling on the ground, and etc. Any behaviors that could threaten the safety of students will result in an office referral.

#### **K. School Parties**

Each grade may have a short Halloween, Christmas, Valentine, and St. Patrick's Day party. Students may bring birthday treats to pass and share. Healthy snacks and treats are encouraged.

After-school parties are the responsibility of parents/guardians. **Please do not send invitations to school to distribute, since this can lead to hurt feelings if not everyone is included. For the consideration of students' social and emotional growth, it is requested that transportation to social events and gatherings not be handled at school.**

#### **L. School Day**

8:15 a.m.	Bell rings at LB and students may go to their classrooms.
8:15 a.m.	Bell rings at UB and students may go to their classrooms.
8:30 a.m.	Classes begin.
3:05 p.m.	Bus riders are dismissed.

3:15 p.m. Bell rings and walkers are dismissed.

The school doors will not open until 8:00 a.m. each day. Please do not send your student to school before 8:15 a.m., unless they attend the latchkey program. St. Patrick School is not responsible for any incidents or accidents that happen prior

to 8:15 a.m. Students who arrive before 8:15 will be sent to latch key and parents will be billed. Parents may wait for their child/children at the entry way for dismissal at 3:15.

#### **M. Special Services**

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Keystone AEA (AEA I). Requests for these services are made by parents or by teachers in agreement with parents and the school principal through the Problem Solving team. 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:

- 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.
- You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
- 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.
- The right to see your child's records kept at school.
- 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.
- The right, as much as possible, to have your child in classes with children who are not in special education programs.
- The right to be involved in the development of your child's IEP (individual education program).
- 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.
- 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.

#### **N. 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.

**O. Student Assemblies-School Liturgies**

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group (Mass, Assembly, Pep Rally),

there is to be no talking among students or improper behavior. Shouting, whistling, excessive noise, whispering are discourteous acts.

**P. Assessment**

Each year students in grades 2, 4 and 6 take the Cognitive Abilities Test. Students in grades 3-6 take the Iowa Assessments. Students in Grade K-6 take the Measures of Academic Achievement (MAP) tests and students in Grades K-6 participate in the DIBELS testing. 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.

**Q. Teacher/Student Class Request Policy**

The process of assigning students to classes is one that begins with the school administration allocating teaching staff based on projections of student numbers for the start of the new school year. Student class placement is taken seriously and is initiated through a process involving time and careful thought concerning the best interest of each child. It is the task of the school administration, with the advice and recommendations of the staff, to organize students into a set number of classrooms.

St. Patrick Catholic School respectfully requests that parents honor the professional judgement of the faculty and administration concerning student placement. **Parental requests will not be taken.** You may, however, submit a letter describing your child's learning style or special circumstances of which you feel we should be aware of during the placement process. **Parents may request a particular classroom environment, but not a particular teacher.**

We believe that we have assembled the best teachers committed to ensuring a successful year for your child. Our staff is willing to work with parents to help all students have a great learning experience. If your child is having difficulty after the new school year begins, please contact the classroom teacher and share your concerns with him/her. Our teachers want to work with you and your child to ensure a positive learning experience.

Class lists will not be made public until the night of Open House.

## **V. Communication**

### **A. 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. Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian 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. Parents/guardians must call and inform the school of the reason for an absence before 10:00 a.m. 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 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.

All students are required to sign in or out before entering or leaving the school grounds at the lower building office. The school accepts no responsibility for any child who leaves without the proper permission.

The Iowa Compulsory Education Law (Iowa Code 299.1) states: “Children in Iowa are required to attend school between the ages of 6 and 16 by September 15th of each year. If a child is at least 4 by September 15th and enrolled in a statewide preschool program, the attendance rules apply to the child.” This law specifies procedures for dealing with attendance concerns.

Archdiocesan Policy 5144.2 states: The Archdiocesan Catholic School Board requires 148 days annually, to be met by attendance for at least 37 days per quarter.

1. Teachers/Administrators monitor student attendance and make a referral to the building principal after the 7th absence during the semester. The student’s attendance record is reviewed.
2. After review of the attendance records, the parent/guardian will be notified. Documentation of the notification will be placed in the student’s cumulative folder.
3. If warranted a home visit is made after the 7th absence in a quarter. This visit is made by appropriate school, parish, and/or community personnel.
4. The Home Visit Report will be completed. After review by the principal, the report is placed in the student’s cumulative folder and a copy sent to the parent/guardian.

5. Following the 15th day of absence in a semester and a review of the student's attendance record is conducted by the local school administration. As per policy 299.1 of the Iowa Code the County Attorney's office will also be notified.
6. All points detailed above are subject to administrative discretion on a case-by-case basis.

**B. Communication Methods:**

- Dual Parent Report - According to AEB 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. Patrick Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.  
\*Parent/School Communications - Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call or e-mail teachers about student progress or other situations of concern.
- Parent-Student-Teacher Conferences - Individual conferences are held after the first and third quarters. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences. Notices are sent to the parent/guardian in advance of the conferences. Each conference generally is limited to fifteen minutes. If you feel your concerns require additional time, we are happy to make a special appointment.
- 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 which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards-based with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards / benchmarks and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

**C. Complaints**

The following policies of the Archdiocesan Board of Education (ABE) should be followed when dealing with complaints. Copies can be obtained from the

administrator, board of education chairperson, or the Office of Educational Services:

Instructional Materials and Activities, ABE 1312

Complaints Against Teacher/Employee, ABE 4119.4g

Complaints Against Administrator, ABE 4119.4h

Complaints Against Board Members, ABE 8252

**D. Early Dismissals, School Closing, and Late Start Procedures**

Please listen to KNEI or watch KWWL, channel 7, for announcements of school cancellations. Due to busing, we ordinarily cancel and follow ACSD schedule for make-up days. However, based on local conditions, St. Patrick Catholic School may elect to close due to bad weather or may deviate from planned make-up days. If school is delayed or cancelled, all before/after school programs are cancelled. Latch key is still available after school on early dismissal days, including weather related dismissals. Do not call the rectory or school.

**E. Student Privacy Act**

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

**F. Student Records**

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

**G. Telephone**

Students are expected to have the permission of the principal/teacher to use the telephone before or after school. With the exception of emergencies, students or teachers will not be called to the phone during school hours. Teachers are available before and after school. Messages may be left on teacher voice mail or with the secretary. Students are expected to not bring cell phones to school. If cell phones are needed before or after school, students are to leave them off during the school day.

**H. Visiting Classes**

Times can and will be arranged for parents/guardians to visit school. Please call us and let us know what times would be convenient for you. You must sign in and receive an ID at the Lower Building office.

**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. Patrick Catholic Board of

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

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Patrick Catholic student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. Respect and courtesy should be shown at all times to all staff and students. Students must understand that each teacher and staff member has jurisdiction over any student of the school, regardless of age or grade. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Patrick Catholic School, are to be respected and followed.

**A. Gambling**

Gambling is not allowed during the school day.

**B. 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 others efforts. To that end guidelines for expected behavior in large gathering areas have been developed, taught, encouraged, and supervised. A common signal for quiet and attentiveness throughout the school is a raised hand and the “**Give me 5**” statement. The following are expected behaviors for large group areas:

**Church**

Our goal for church behavior is that students will be quiet, respectful, and attentive anytime they are in the church, so that all may join fully and reverently in the worship of our God.

Behavioral Expectations - We expect the students to:

- enter church quietly and orderly fashion.
- not have anything in their mouths.
- genuflect, kneel in prayer, or sit quietly in the pew, and wait for the service or practice to begin.
- participate fully and courteously in service or practice. Have a book in hand for singing. If approaching or leaving the altar to nod their head respectfully.
- stay seated at the end of the service or practice quietly, attentively and respectfully. Coats may be put on when students rise to leave the church.
- genuflect when leaving and proceed quietly to church exits.

**Gym**



Our goal is to provide a safe educational environment for all children when they are having class in the gym, while simultaneously restricting excessive noise so that all upper building classrooms may have an educational environment conducive to learning.

Behavioral Expectations - We expect the students to:

- enter the gym in a quiet and orderly fashion at front entrance doors staying to the right.
- meet in the center of the gym, sit down, and listen attentively for instructions.
- participate in activities using normal conversational voices and tone
- stay away from walls that are shared with other classrooms.
- walk around the outside of the gym when heading to or coming from a classroom.
- meet in the center of the gym, sit down, and participate in reflection time at the end of class.
- line up quietly and orderly at the entrance doors. Exit staying to the right.

### **Playground**

Our goal is to provide a safe environment for all children when they are playing at recess.

Lower Building Behavioral Expectations - We expect the students to:

- stay within white painted lines of playground.
- ask teacher on duty for permission, if needed, to go back into school.
- bring toys out with them when they first come out since they cannot go back in for them.
- leave rocks on the ground.
- sit on benches not on table.
- slide down the slide, one at a time.
- use railings for hands only.
- keep hands to self, no shoving, pushing, or wrestling.
- take turns, one person at a time on swings, 5 minute limit.
- not use sleds on playground.
- if ball goes outside of playground once, it may be retrieved, but twice and the ball goes to the teacher on duty.
- when whistle blows, line up by class, walk into building quietly.

Upper Building Behavioral Expectations - We expect the students to:

- bring back into the building any equipment they take out.
- ask teacher on duty for permission, if needed, to go back into school.
- bring toys out with them when they first come out since they cannot go back in for them.
- use appropriate language.
- keep hands to self, no shoving, pushing, or wrestling.

- if ball goes outside of playground once, it may be retrieved, but twice and the ball goes to the teacher on duty.
- conduct themselves in a sportsmanlike manner.
- when whistle blows, line up by class, walk into building quietly.

### **Lunchroom**

Our goal for lunchroom behavior is that students will have a clean, safe place to eat, enjoy their meals and talk with friends.

Behavioral Expectations - We expect the students to:

- say please and thank you as they go through the line.
- keep their tables and floors in clean condition and double check their eating area before they are dismissed.
- have quiet eating time of the first 15 minutes of lunch.
- use soft voices in conversation so only the people near them can hear them after the first 15 minutes of lunch.
- walk back for seconds with tray in hand.
- follow their classroom rules for use of the bathroom.
- walk when dumping their trays; placing silverware, food, and paper trash in appropriate places.
- quietly form a line for dismissal from the lunchroom.

### **Respect and Courtesy**

Respect and courtesy must be shown at all times to all staff and students. Appropriate behavior will be recognized by word, act, or deed by all staff. Also addressed in the classrooms will be Success 4 social skill areas such as:

- How to Follow Instructions
- How to Accept “No”
- How to Get the Teacher’s Attention
- How to Greet Someone
- How to Disagree
- How to Make a Request
- How to accept Criticism/Consequence
- How to Give Negative Feedback
- How to Carry on a Conversation
- How to Introduce Yourself
- How to Resist Peer Pressure
- How to Apologize
- How to Volunteer

### **Bullying/Harassment Guidelines**

Our goal is for everyone to enjoy our school equally and feel safe and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Behavioral Expectations - We expect the students to:

- recognize all forms of bullying (pushing, shoving, hitting, spitting, name calling, picking on, making fun of, laughing at, excluding someone and gossiping.
- value student differences and treat others with respect.
- not become involved in bullying incidents or be a bully.
- report honestly and immediately all incidents of bullying to a faculty member.
- support students who have been or are subjected to bullying.
- be alert in places where there may be less adult supervision.
- work with other students and faculty to help the school deal with bullying..
- provide a good role model for younger students and support them if bullying occurs.

### **Severe Misbehavior**

Severe misbehavior, which seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form. Since not all discipline problems are the same, different actions may be taken. Depending on the seriousness of the problem, consequences could include counseling, loss of privileges, detention, behavioral contracts, in-school suspension, out-of-school suspension, or in the most serious of cases, expulsion. The principal has the authority to suspend a child temporarily without asking permission. Physical fighting, foul language, harassment, destruction of property, stealing, continuous failure to abide by classroom, playground and/or school rules will merit a detention, a parent-student-teacher conference where a behavioral contract will be written, or an in-school suspension. (Grounds for out of school suspension includes all, but is not limited to the aforementioned infractions.) Unacceptable student behaviors include:

- Use of drugs, alcohol, tobacco
- Personal injury (bullying, fighting, calling names)
- Refusal to comply with a direct teacher command
- Inappropriate bus behavior
- Possession of a dangerous weapon
- Truancy
- Repeated tardiness
- Repetitive unacceptable classroom behavior
- Habitual late/incomplete assignments
- Vandalism

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

### **C. Corporal Punishment, Restraint, & Physical Confinement/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 regarding 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).

**D. Fire Extinguishers**

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

**E. Gangs**

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

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family).
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime (if applicable).
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.

Students may be suspended and/or expelled as outlined in the school/program/Archdiocesan discipline policies.

Parents/students will be held liable and financially responsible for all forms of vandalism.

**F. Bullying/Harassment**

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

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

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

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

**It includes, but 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 or 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 and potential witnesses to the incident.

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

## **G. School Dress Code and Good Grooming Policy**

### **DRESS CODE PK - 6th**

The dress code is determined by the Board of Education.

On Mass days, which are almost every Friday or Holy Days, students are asked to dress up. This means dress pant, dress shirts, skirts or dresses. Students are not allowed to wear jeans, sweatpants, wind breakers, shorts, hooded sweatshirts, school tee-shirts or inappropriate tops- no spaghetti straps.

The dress code for the Foundations in Faith program and kindergarten through 6th grade is as follows:

- During the regular school day, students are to dress in an appropriate manner consistent with appropriate fit, good taste and decency. Students will be asked to change clothes if the following are noted:
  - Midriff shirts
  - Shirts with spaghetti straps
  - Shirts with slang sayings
  - Shirts promoting alcohol, smoking or inappropriate slogans/characters
  - Clothing that is restrictive, too baggy or loose, dangerous or distracting to the education of other students
  - No caps, hats, or visors are to worn in the buildings.
- In addition to what is mentioned, the principal will use discretion to determine what qualifies as appropriate dress.

## **H. School property**

When school property is stolen or damaged out of carelessness or malice, the student/family is required to make restitution. In addition, the student may face other consequences as well.

## **I. Search and Seizure**

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

Contraband includes substances or items which, if found on school/program property, violate the law and school/program regulations, or are detrimental to an orderly environment at school/program. 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/program environment, and/or which present a threat to the health and safety of the students and staff.

Weapons/Guns - It shall be the policy of the St. Patrick Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, coming to and from school 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 Archdiocesan Board of Education Policy Manual, ABE 5131.7a

**J. Tobacco, Drinking, Use of Non-Prescribed Drugs**

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

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses.

Student's possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also AB 5131.6, AB 5131.61, AB 5144 and/or AB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

**K. Computer Responsibilities**

Students are to use the school's computers for only the purposes as directed by their teachers. Students involved in changing the settings, formats, etc. on the computer will have their computer privileges limited. Students may be assigned a specific computer in the computer lab and/or a specific laptop computer from the mobile computer lab. If assigned a specific computer, the student is to use only that computer. Use of any other computer may result in loss of computer privileges. The student is to immediately report any change in settings, formats, etc. when logging onto the computer. Failure to report the changes will result in the student being held responsible for the changes and may lose computer privileges.

**VII. Extracurricular Activities**

**A. Activity options**

Students have opportunities to participate in:

- Schola- St. Patrick School student choral group, grades 3-6.
- Handbells- grades, 4-6.
- Band- grades 4-6
- Homework Heaven- After school study program.
- Tournament basketball- grades 4-6.

**B. Student Activities**

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

**C. 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 an 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 spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

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

**VIII. Health/Safety Issues**

**A. Abuse**

**Mandatory Reporting of Child Abuse**

In compliance with School Laws of Iowa and ABE 4116.3a any certificated or licensed employee of St. Patrick 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.

**Charging and Investigating Allegations of Abuse of Student by Employees**

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A Level I investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegation



and to do so in a reasonably prudent manner.\* The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—.15(280) and ABE 4116.3a.

**B. AIDS**

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

**C. Alcohol/Drug Policy**

The St. Patrick Catholic School Board of Education develops guidelines that are in accordance with ABE 5144 and ABE 5144.1 on student responsibility and discipline. Students who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive. The board may suspend or expel any student who does not meet this requirement.

**D. Asbestos**

To be in compliance with the Environmental Protection Agencies (EPA) “Asbestos Hazard Emergency Response Act” (AHERA), we need to notify you that asbestos was used, and is present at St. Patrick School. AHERA was enacted to determine the problems schools may have with asbestos and to develop solutions.

Mark Hogan of CFM Environmental is our asbestos designated person. A copy of the asbestos management plan is available in our school office and at CFM. The most recent inspection was 5/2004

**E. 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.

**F. Safety Drills (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 four tornado drills and four fire drills each year.

**G. 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.

**H. Prescribed Medication**

Dispensing of prescription drugs will be administered by a nurse or school secretary with the written consent of parent(s). A prescription bottle which includes the name of the student, physician, medication, dosage, and a medication schedule must be given to the school. A record of each dose of medication administered will be documented in the pupil's health record.

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.

It is very important for everyone to work together to avoid the spread of contagious or infectious illnesses. There are times when it will be necessary to keep your child home from school. Do not send your child when he/she has:

- acute cold
- sore or inflamed throat
- temperature above normal (normal temperature is 98.6)
- upset stomach causing vomiting or diarrhea
- a contagious or infectious disease

Following a strep throat or pink eye (conjunctivitis) infection students need to be on medicine a minimum of 24 hours before returning to school.

Medication should be given at home if at all possible. There are times when medicine is prescribed four times a day, in that case, the noon dose may be dispensed at school. The school secretary will be responsible for dispensing medicine.

Only prescribed medication will be given during school and must be accompanied by a written consent from the parent with the doctor's signature. The medication must be in the original bottle and must be clearly labeled as to the name of the student, the doctor's name, name of the medication, dosage, and the time to be given.

Dental cards are to be sent to each school each time your child visits the dentist. The school nurse visits on a weekly basis and conducts the regular eye, hearing, height, weight, etc. exams.

Immunizations: In order to start kindergarten, each child must be caught up in the series of childhood immunizations including DPT, OP, Hepatitis B, the 2nd MMR, and a physical

**I. 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.

**J. Smoking / Smoke Free Building**

St. Patrick Catholic School has been designated a “Smoke Free Building”. 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 on school grounds.

**K. Visitors**

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

- Receive permission from the principal and inform their teachers at least week in advance of the visit.
- The school administrator will contact the cooperating teacher to discuss the accommodation of a student visitor and determine if a visit would or would not be a disruption to the instruction taking place in the classroom. Teachers have the right to refuse permission to a visitor.
- Student’s 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.
- The student will be invited to visit the classroom for a single day, with the only charge being the cost of a school lunch. Any day that follows will have an attendance fee of \$20.00 per day, not to exceed a total of 3 days during the entire span of the visit.
- **The school administrator has the authority to determine if a longer visit is justified.**

**IX. Services****A. Before- and After-School Program**

We do offer a latchkey program before and after school for all grade levels, including preschool. This program offers parents the opportunity to drop off children on their way to work and pick them up after work. The morning program starts at 7:00 a.m. and ends at 8:15 a.m. The afternoon program starts at 3:15 p.m. and ends at 6:00 p.m. If school is canceled the evening before because of weather there will be no latchkey the following morning. If school is delayed due to inclement weather, there will not be latchkey for that morning. If school is dismissed early due to inclement weather, there WILL be latch key. **We request that all payments for the before- and after-school program are kept current.**

**B. Bicycles/Scooters/Skateboards**

Students are permitted to ride bikes to school. Bikes/Scooters/Skateboards 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/scooters/skateboards 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.

**C. Bus**

Transportation is provided by the Allamakee Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of St. Patrick 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. Parents will be notified of any misconduct reported by bus drivers.

**D. Lockers**

Lockers are to be kept clean and orderly. Please do not put valuables in your 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 damages incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing student and school values. Sixth grade students will be issued a locker and a lock to use each year. The locker and lock remain the property of St. Patrick School.

**E. 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.

**F. Lunch**

The Federal Hot Lunch Program provides lunch/milk for all students. Some families may qualify for free or reduced price lunches. Free and reduced lunches are determined by income and an application must be filled out. Applications can be attained at the lower building office. We encourage all families to apply who feel they might qualify. Lunch accounts will be billed the previous month and must be paid to date in order for a student to participate in the hot lunch program. If there is no money in the account, the school will operate under the assumption that the family wishes to provide a cold lunch for the student. Please send an additional \$.25 with students who wish to have milk with their cold lunch or a second milk with their lunch.

**G. School Supplies**

A listing of school supplies recommended is posted on the web site ([www.stpatswaukon.com](http://www.stpatswaukon.com)) and is available during fall registration days.

**H. 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.

**I. Tuition Tax Credits**

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

**J. Tuition & Fees**

Tuition and fees may be paid by semester in August and December. Monthly installments will be automatically withdrawn from your bank account. All accounts must be paid in full by May 31st of the current school year.

The school's budget for the current school year is determined the previous year with input from the parish council and discussion by the Board of Education. Income is derived from three main sources: tuition, parish subsidy, and third source income, which includes donations, endowment funds, and etc. Every penny is accounted for and used to benefit our students. Tuition payments are an important part of the budgeting process and relied upon for much needed income. Therefore, it is important that tuition and lunch payments are made in a timely manner. Accruing an excessive outstanding balance places a burden on the school/parish and the parents. If timely payments are not made, the parents, having assumed responsibility for payment, carry a financial burden that may grow beyond their capabilities to manage. The school, in need of the income to maintain a balanced budget, must have a method of collecting the funds. If financial assistance is necessary, parents are requested to complete a tuition assistance form. Assistance is available for those families who cannot pay the full amount for tuition and fees.

The steps that will be taken if a family gets behind in payments are:

- A letter will be sent reminding parents of their financial obligations and offering options for making payments.
- A letter will be sent requesting contact with the business or administrative offices to formulate a viable payment plan.
- A letter will be sent to parents outlining the steps that will be taken if payment is not received prior to May 25th.
- If payment has not been received by May 30th and parents have not attempted to make any effort towards payment, legal action will be taken.

**K. Tuition Assistance/Grants**

No one should be denied a Catholic education because of financial need. Assistance is available for those families who cannot pay their full fees and/or tuition. Application for the Student Tuition Organization is encouraged. Please

ask the principal for further information. Confidentiality is maintained.(ABE 3240.1)

## X. Staff

### A. Professional Staff listing:

Position	Name	Phone #	E-mail
Priest	Father Mark Osterhaus	568-3671	DBQ216@dbqarch.org
Principal	Katie Fahey	568-2415	kfahey@st-pats.pvt.k12.ia.us
Secretary	Becky Miller	568-2415	bmiller@st-pats.pvt.k12.ia.us
6 <sup>th</sup>	Theresa Ellenz	568-2415	tkoenig@st-pats.pvt.k12.ia.us
6 <sup>th</sup>	Jill Bieber	568-2415	jibieber@st-pats.pvt.k12.ia.us
5 <sup>th</sup>	Dacia Sommer	568-2415	dsommer@st-pats.pvt.k12.ia.us
4 <sup>th</sup>	Loretta Schafer	568-2415	<a href="mailto:lschafer@st-pats.pvt.k12.ia.us">lschafer@st-pats.pvt.k12.ia.us</a>
4 <sup>th</sup>	Sandy Riese	568-2415	sriese@st-pats.pvt.k12.ia.us
3 <sup>rd</sup>	Martha Byrnes	568-2415	mbyrnes@st-pats.pvt.k12.ia.us
2 <sup>nd</sup>	Wendy Kuennen	568-2415	<a href="mailto:wkuennen@st-pats.pvt.k12.ia.us">wkuennen@st-pats.pvt.k12.ia.us</a>
1 <sup>st</sup>	Deb Hauber	568-2415	dhauber@st-pats.pvt.k12.ia.us
1 <sup>st</sup>	Thea Meyer	568-2415	tmeyer@st-pats.pvt.k12.ia.us
Kindergarten	Kaley Heffern	568-2415	kheffern@st-pats.pvt.k12.ia.us
Kindergarten	Lexie Bieber	568-2415	lbieber@st-pats.pvt.k12.ia.us
Junior Kindergarten	Nikki Briemon	568-2415	<a href="mailto:nfrana@st-pats.pvt.k12.ia.us">nfrana@st-pats.pvt.k12.ia.us</a>
Junior Kindergarten	Brooke Mathis	568-2415	bwild@st-pats.pvt.k12.ia.us
Clover Patch Preschool	Heather Rissman	568-2415	hrissman@st-pats.pvt.k12.ia.us
Music	Kim Grote	568-2415	<a href="mailto:kgrote@st-pats.pvt.k12.ia.us">kgrote@st-pats.pvt.k12.ia.us</a>
Computer	Tiffany Koenig	568-2415	tkoenig@st-pats.pvt.k12.ia.us
P.E.	David Miller	568-2415	dmiller@st-pats.pvt.k12.ia.us
Head Cook	Kellie Jones	568-3336	kjones@st-pats.pvt.k12.ia.us
Assistant Cook	Lisa Snitker	568-3336	
	Peg Troendle	568-3336	

### B. 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.

## **XI. Prayers, Basic Beliefs, and Practices**

Enclosed is a list of prayers, basic beliefs, and practices. The prayers, basic beliefs, and practices for each grade follow. Hopefully this will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers and they will be part of our prayer at school. We encourage you to also pray with your child at home.

### **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.

#### **Prayer List \*Content to be memorized**

<b>Kindergarten</b>	Prayer After a Meal*
Sign of the Cross*	Glory Be*
Prayer Before a Meal	Our Father
Our Father	Hail Mary
Hail Mary	Morning Prayer
	Angel of God
<b>Grade 1</b>	<b>Grade 2</b>
Sign of the Cross*	Our Father*
Prayer Before a Meal*	Hail Mary*

Act of Contrition  
 Rosary  
 Communion Fast  
 Ten Commandments  
 Communion Regulations

### **Grade 3**

Apostles Creed\*  
 Act of Contrition\*  
 The Greatest Commandment  
 Rosary  
 Liturgical Year

### **Grade 4**

Act of Faith\*  
 Act of Hope\*  
 Act of Love\*  
 Seven Sacraments\*  
 Ten Commandments\*  
 Beatitudes  
 Mysteries of the Rosary  
 Jesus Prayer

### **Grade 5**

Morning Offering\*  
 Seven Sacraments\*  
 The Laws of Church  
 Stations of the Cross  
 Memorare  
 Hail Holy Queen  
 Five Precepts of the Church  
 Parts of the Mass

### **Grade 6**

Prayer of St. Francis\*  
 Corporal Works of Mercy\*  
 Spiritual Works of Mercy\*  
 Mary's Prayer (Magnificat)  
 Fruits of the Holy Spirit  
 Gifts of the Holy Spirit  
 Four Gospels  
 Way of the Cross/Stations  
 The Golden Rule

## **Prayers of the Mass**

### Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite
- Gloria
- Opening Prayer

### Liturgy of the Word

- First Reading (usually taken from the Old Testament)
- Responsorial
- Second Reading (usually taken from one of the letters of the New Testament)
- Alleluia or Gospel Acclamation
- Gospel (taken from one of the four Gospels and read by priest or deacon)
- Homily (an explanation of the readings)
- Profession of Faith (Nicene Creed)
- General Intercessions (Prayers of the Faithful)

### Liturgy of the Eucharist

- Preparation and presentation of gifts
- Prayer over gifts
- Eucharistic Prayer (during this prayer the bread and wine become the body and blood of Jesus)

### Communion Rite

- The Lord's prayer



- Sign of Peace
- Breaking of the Bread
- Reception of Communion
- Prayer after Communion

#### Concluding Rite

- Greeting
- Blessing
- Dismissal

#### Seven Sacraments

Baptism  
 Reconciliation  
 Eucharist  
 Confirmation  
 Matrimony  
 Holy Orders  
 Anointing of the Sick

#### Holy Days of Obligation

Solemnity of Mary – January 1  
 Ascension Thursday – 40 Days after Easter  
 All Saints Day – November 1  
 The Immaculate Conception – December 8  
 Christmas – December 25

#### 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.

#### Jesus Prayer

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

#### The Golden Rule

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

#### Sign of the Cross

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

#### Prayer before a Meal

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

#### Our Father

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

**Hail Mary**

Hail Mary, full of grace! The Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God. Pray for us sinners now and at the hour of our death. Amen.

**Prayer after a Meal**

We give you thanks, God, for these and all your gifts, which we have received, through Christ our Lord. 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.

**Morning Prayer**

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.

**Come Holy Spirit / Prayer to the Holy Spirit**

Come Holy Spirit, fill the hearts of your faithful, and kindle in them the fire of your love. Send forth your Spirit, O Lord, and they shall be created. And you shall renew the face of the earth. 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.

**Mysteries of the Rosary****Joyful**

The Annunciation  
The Visit of Mary to Elizabeth  
The Birth of Jesus  
The Presentation of Jesus in the Temple  
The Finding of Jesus in the Temple

**Sorrowful**

The Agony of Jesus in the Garden  
The Scourging at the Pillar  
The Crowning with Thorns  
The Carrying of the Cross  
The Crucifixion and Death of Jesus

**Glorious**

The Resurrection of Jesus  
The Ascension of Jesus into Heaven  
The Descent of the Holy Spirit upon the  
Apostles (Pentecost)  
The Assumption of Mary into Heaven  
The Crowning of Mary as Queen of Heaven

**Luminous**

The Baptism of Christ in the Jordan  
The Wedding Feast at Cana  
The Announcement of the Kingdom  
The Transfiguration  
The Institution of the Eucharist

**Communion Regulations**

To receive Holy Communion a person must:  
be in the state of grace

have the right intention and observe the Communion fast

### **Communion Fast**

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

### **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 sabbath 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 anything that belongs to your neighbor.

### **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 Greatest Commandments**

You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.

You shall love your neighbor as yourself.

### **Beatitudes (Matthew 5:1-10)**

Happy are the poor in spirit, the reign of God is theirs.

Happy, too, are the sorrowing, they will be comforted.

Happy are the gentle, they will receive all that God has promised.

Happy are those who hunger and thirst for justice, they will be satisfied.

Happy also are those who show mercy to others, they will receive mercy.

Happy are the single-hearted, they will see God.

Happy are the peacemakers, they will be called the children of God.

Happy are those who are treated unfairly for doing what is right, the reign of God is theirs.

### **Morning Offering**

My God, I offer you all my prayers, works and sufferings of this day for all the intentions of your most Sacred Heart. Amen.

### **Memorare**

Remember O most gracious Virgin Mary, that never was it known, that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we kneel, sinful and sorrowful. O Mother of the Word made flesh, do not despise our petitions, but in your mercy, hear and answer them. Amen.

### **Magnificat, Mary's Prayer**

My being proclaims the greatness of the Lord, my spirit finds joy in God my savior. For he has looked upon his servant in all her lowliness. All ages to come shall call me blessed. God who is mighty has done great things for me, holy is his name; his mercy is from age to age on those who fear him. He has shown might with his arm; he has confused the proud in their inmost thoughts. He has deposed the mighty from their thrones and raised the lowly to high places. The hungry he has given every good thing while the rich he has sent empty away. He has upheld Israel his servant, ever mindful of his mercy; even as he promised our fathers, promised Abraham and his descendants forever.

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

Celebrate Christ's resurrection every Sunday (or Saturday evening) and on holy days of obligation by taking part in Mass and avoiding unnecessary work.

Lead a sacramental life. Receive Holy Communion frequently and the sacrament of Reconciliation, regularly. Receive Holy Communion at least once in the Lent-Easter season. Confess within a year, any serious or mortal, sin committed. Study Catholic teaching throughout life, especially in preparing for the sacraments. Observe the marriage laws of the Catholic Church and give religious training to one's children. Strengthen and support the Church: one's own parish, the worldwide Church, and the Holy Father. Do penance, including not eating meat and fasting from food on certain days. Join in the missionary work of the Church.

### **Corporal Works of Mercy**

Feed the hungry.  
Give drink to the thirsty  
Clothe the naked  
Help those imprisoned  
Shelter the homeless  
Care for the sick  
Bury the dead

### **Spiritual Works of Mercy**

Give correction to those who need it  
Share our knowledge with others  
Give advice to those who need it  
Comfort those who suffer  
Be patient with others  
Forgive those who hurt us  
Pray for the living and the dead

### **Prayer of St. Francis**

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. O Divine Master, grant that I may not seek so much to be consoled as to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned and it is in dying that we are born to eternal life. Amen.

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

Wisdom  
Understanding  
Knowledge  
Right Judgment  
Courage

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

Joy	Kindness
Charity	Modesty
Peace	Goodness
Humility	Continenence
Patience	Long-suffering
Reverence	Fidelity
Wonder and Awe	Chastity

### **Angelus**

The angel of the Lord declared unto Mary. And she conceived by the Holy Spirit.

- Hail Mary, full of grace. . .

Behold the handmaid of the Lord. Be it done to me according to your word.

- Hail Mary, full of grace. . .

And the Word was made flesh and made his dwelling among us.

- Hail Mary, full of grace. . .

Prayer for us, Holy Mother of God. That we may be worthy of the promises of Christ.

Let us pray: Pour out your grace into our hearts. Lord by the message of the angel we have learned of the Incarnation of Christ, your Son. Lead us by his passion and cross, to the glory of the resurrection. Through the same Christ our Lord. Amen.

**Way of the Cross - The Stations**

Jesus is condemned to die.

Jesus accepts the cross.

Jesus falls the first time.

Jesus meets his mother.

Simon takes the cross from Jesus.

Veronica wipes the face of Jesus.

Jesus falls the second time.

Jesus meets the women.

Jesus falls the third time.

Jesus is stripped of his clothes.

Jesus is nailed to the cross.

Jesus dies on the cross.

Jesus is taken down from the cross.

Jesus is placed in the tomb.

Jesus rises from the dead.

**Hail Holy Queen**

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

(Response:) That we may be made worthy of the promises of Christ

**Four Gospels** Matthew, Mark, Luke, and John**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.

