



**Sacred Heart Elementary School
Parent/Guardian - Student Handbook**

2018-2019

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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 <http://www.arch.pvt.k12.ia.us/FFCandCSB/FFLManual.html>. These policies are also available at the Sacred Heart Elementary School office.

I. Philosophy

Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

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

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

Mission Statement - Sacred Heart School

It is our mission to provide for the elementary age children of Sacred Heart an exemplary Catholic School that is Christ centered; is a joyful, educational faith community in which students, faculty, staff, and leadership integrate religion, truth, and Catholic values with the rest of life; uses research based and innovative educational programs that meet the needs of each student; and strives for parish support as well as parental and civic community involvement.

II. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at Sacred Heart 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 and sacramental preparation, and Mass participation are part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school.

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

Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. You are encouraged to 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 Christian life.

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

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. All School liturgies are celebrated weekly on Thursdays. Liturgies are also celebrated on Holy Days of Obligation. 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) At the time of registration, parents/guardians are asked to present a baptismal certificate.

Children are charged tuition. Sacred Heart 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

Sacred Heart 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 3-6 take the Iowa Assessment. Students in kindergarten – grade 6 take the FAST assessments.

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: copyright law, fair use guidelines, specific licenses or contractual agreements, or 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.

Curriculum

Our **strong curriculum** promotes student responsibility for learning. The following curriculum content is part of our K-6 program:

Religion	Human Growth / Development	Physical Education
Math	AIDS Education	Health / First Aid
Reading	Guidance	Technology
Language / Writing	Social Studies	Library Skills
Spelling	Iowa History	Career Education
Handwriting	Art	Global Awareness
Science	Music / Band	
Safety Substance Abuse Prevention (D.A.R.E.)		

Curriculum Special Needs

Curriculum and instructional adjustments and accommodations are made to benefit pupils with special needs, whether this special need is for enrichment (Talented/Gifted) or remediation (Learning Disability). Contact the school principal with your specific concerns.

The Title One/Reading Recovery programs provide remedial reading assistance to qualifying students.

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 expected to provide a signed permission slip from their parents/guardians also. (This permission slip will be sent home for each activity prior to each field trip. **This is the only written permission that will be accepted. Verbal permission is not an option for field trips.**) If a parent loses this permission slip, he/she must contact the office for another copy. Additional copies **will not** be sent unless a request is made to the office.

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. Some trips may involve fees that need to be paid by the parent/guardian.

Parents/guardians may accompany students on field trips provided that they pay any fees that are associated with the field trip, there is space available for them to attend, and they are willing

accept the teacher as the person in charge. (This means that the teacher may override, within reason, any decision made by a parent/guardian pertaining to the field trip and/or student behavior.)

Guidance

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

Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Assignments are given to reinforce skills, to evaluate the student's understanding of the concepts studied, to enrich the lesson presented in the classroom, and to further the student's knowledge in areas of personal interest. Students who use their time well will often complete their assignments during the school day. Even if students do not have any homework on a given evening, we strongly encourage that "prime time" be set aside for reading, reviewing vocabulary and math facts, studying spelling words, and keeping current with textbook material.

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.

Media

Technology instruction and application is included in the Sacred Heart Elementary School curriculum at all grade levels. Classrooms are equipped with SMART Boards and laptops to use throughout the day.

Multi-Cultural/Gender Fair/Global Education

Sacred Heart Elementary School offers a global, multi-cultural, gender fair approach to the educational program.

Sacred Heart 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 / 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)

For safety reasons, students are required to change into tennis shoes for P.E.

Playground/Recess

In general, all students are expected to participate in recess activities to encourage development of social skills, cooperation, fair play, and teamwork. If a student has a health condition preventing him/her from recess participation, a written note from parent/guardian or doctor specifying this and the anticipated length of time for this excuse is requested.

Students will play outside in all but the most inclement weather. In case of inclement weather, students may have recess indoors. If the temperature/wind chill is below 0, students will not go outside. Hats and gloves should be worn during winter.

There will be a minimum of two teachers supervising during each lunch recess. During afternoon recess, there will be one teacher and one associate supervising students.

Winter Recess - For safety reasons, students are allowed to play on piled snow the day after a snowfall.

School Day/Tardy

The school day officially begins at 8:00 a.m. and dismissal is at 3:15 p.m.

School Parties/Birthdays

Parties that consume valuable school time are discouraged. Students may bring a **small** treat to share in recognition of their birthday. A list of healthy treats is included in the appendix. Deliveries of balloon bunches, corsages, flowers, etc. are discouraged and these items will be held in the office until dismissal to avoid distraction of the learning environment.

After school parties are the responsibility of parents/guardians. **Invitations to parties are not to be passed out at school.**

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Grant Wood 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. DARE is available in 5th grade. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

Transfers

If a child is to transfer to or from Sacred Heart Elementary School, a release form must be signed in order to transfer pupil records from one school to another. Advance notice of transfer is appreciated to allow for textbook acquisition, room setup, and general processing.

V. Communication

Absence/Attendance

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 written notification for the office and teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal or secretary 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 7:30 a.m. and 8:00 a.m. if a child will be absent and inform the school of the reason for the absence. School personnel will initiate telephone contact with any parent/guardian failing to notify the school of pupil absence by 8:20 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, guardians, or person designated on the child's health form are notified when the illness is detected and are encouraged to call for the child or to make other arrangements. Should the emergency contact person number change during the year, please notify the office.

Weekly Communication

Each Friday, an email will be sent to parents or guardians containing newsletters and other pertinent information. Any permission slips will be sent home with the children. Any information that is sent home is for the parents or guardians only. Teachers also receive a copy of pertinent information included each week.

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

Dual Parent Reporting- Divorced/Separated Parents

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

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

Early Dismissals, School Closings, and Late Start Procedures

Sacred Heart Elementary School follows the Monticello Community School District regarding school closings due to inclement weather. Do not call the rectory or school.

- **Remind** is a private mobile messaging platform which serves as a way to communicate with everyone at once. There are two ways you can register:
 - **If you have a smartphone:** On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/shmont. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.
 - If you don't have a smartphone, get text notifications. Text the message @shmont to the number 81010. If you're having trouble with 81010, try texting @shmont to (319) 774-3060. ** Standard text message rates apply.*
 - Don't have a mobile phone? Go to rmd.at/shmont on a desktop computer to sign up for email notifications.
- Listen KCRG radio stations or TV channels KCRG or KWWL for official announcements.

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 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, so too, reporting to parents/guardians needs to be in accord with the Iowa Core and in keeping with the student's abilities and need. 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, Sacred Heart 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.

Telephones / Electronic Devices

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Pupils are not to have electronic devices, including cell phones, iPods, etc. with them at school due to the potentially disruptive nature of these items. If a pupil must have these items for after school hours, the items should be turned off and stored in the pupil's backpack/book-bag. Sacred Heart is not responsible for lost/stolen items.

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 Sacred Heart Elementary School Board of Education and administration after consultation with Sacred Heart Elementary School 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 Sacred Heart Elementary School student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Sacred Heart Elementary School, are to be respected and followed.

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.

The following MINIMUM expectations are established for students attending Sacred Heart Elementary School:

1. Treat everyone with a Christian attitude, respect and dignity.
2. Complete quality work and turn in assignments on time.
3. Seek peaceful resolution to conflicts.
4. Help maintain the building and all school equipment and materials.
5. Follow specific rules in each class.

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.I. (See also Gangs ACSB 5133)

Fire Extinguishers

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

Gangs

In accord 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.

Harassment / Bullying

It is the policy of the Archdiocesan Catholic School Board and Sacred Heart 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 any 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.
- 5) It includes but is not limited to:
 - a) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
 - b) 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
 - c) 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.

Restraint, Physical Confinement and/or Detention, and Corporal Punishment

State law places limits on school employees' abilities to restrain or confine and detain any student.

The 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.

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.

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

School Dress Code

Shirts

- Clothing promoting drugs, alcohol, tobacco, or sexual references are never allowed
- No bare midriffs, halter tops, low cut muscle shirts, or shirts with revealing necklines or arm holes

Shorts/skirts/skorts

- Must extend below the students’ fingertips when the students’ arms are extended at his/her sides

Hats

- Hats are not allowed to be worn in the school building, with the exception of any specially assigned days

Shoes

- Students are required to have proper tennis shoes for PE.

Mass Days

- Students are encouraged to dress up on Mass days. This would mean no athletic shorts or pants.

Search and Seizure

It is the policy of the Sacred Heart Elementary School Board of Education to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, Sacred Heart 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 any time 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 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 Sacred Heart Elementary School Board of Education that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB 5131.7a.

VII. Extracurricular Activities

Activity options

- Students in grades 5 and 6 have the opportunity to participate in band.
- Activities sponsored by the city of Monticello

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 Sacred Heart 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 Sacred Heart 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.

Sacred Heart 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 Sacred Heart Elementary School Board of Education 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 Archbishop Hennessy Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was August 2017.

Blood Borne Disease

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

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.

Illness

Students will be sent home with any of the following – fever, sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, untreated impetigo, and ringworm. We will check first to be certain the parent is at home. If your child is ill, please do **NOT** send him/her to school. A child must be free of an elevated temperature for 24 hours before returning to school. If they vomit or have diarrhea, please keep them home. They do not fully benefit from their work, and they are exposing other children to their illness.

Medication

Dispensing of prescription drugs will be administered by the principal/secretary 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.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese of Dubuque 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

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 Building

Sacred Heart 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 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 person’s conduct.
4. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in good taste.

IX. Services

Bicycles

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. Once past the crossing, students may begin to ride their bikes. No motorized scooters/bikes 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.

Bus

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

Lockers

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be 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. Sacred Heart is not responsible for lost/stolen items.

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.

Lunch

Lunch is available through the school nutrition program.

Children may take either hot lunch or bring a sack lunch. Students should not share food. Pop is not permitted as part of a student lunch.

Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. The appearance of the tickets is the same as all other tickets. Eligible families are encouraged to apply for free or reduced lunches as it financially helps the lunch program and because many of the grants our school applies for use free/reduced lunch numbers as a major eligibility, determining factor.

School Supplies

A listing of school supplies recommended is included with the spring/end of the year communications and in the final registration packet available during fall registration days. Please remember to replenish these items as they are consumed during the year.

Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year.

Tuition Collection Policy (***approved by the Board of Education May 2, 2018**)

- A. Four payment plans will be available for tuition payment as stated on each covenant.
 1. Yearly – due at registration
 2. Semiannually – first half due at registration, second half due at semester break
 3. Quarterly – first quarter due at registration, balance due at quarterly billings
 4. Monthly – first payment due at registration, balance deducted by automatic transfer monthly.
- B. Tuition contracts will be sent to all families in the Spring. At registration, families will select the payment plan as well as sign up for ACH.
- C. Monthly tuition statements will be sent home in the communication envelope. If payment is not received by the 25th of the month, a PAST DUE reminder statement will be sent.
- D. Any family with outstanding tuition as of the last day of school will be considered delinquent. All delinquent accounts will be sent a letter during June stating their account is delinquent and that they will be required to pay their current year's tuition by the registration date, or their child or children will not be able to attend any Sacred Heart Elementary School Programs. Families who leave our program and have a balance remaining on their tuition statement will be considered delinquent and will be moved to the Collection part of our policy.

E. Collection

- Certified billing statements will be sent in June, July, and August
- Families will have 30 days to respond to final notice
- An official certified letter from Administrator/Board of Education and Pastor will be sent October 1. (Balance due will include mailing and legal fees also.)
- All delinquent accounts will be turned over to a collection agency or small claims court if the above guidelines are not followed.

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. STO applications for the following school year are available online through FACTS Management after January 1st. Local assistance is available also. Please ask the principal for further information. Confidentiality is maintained. (ACSB 3240.1)

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.

X. Staff

Professional Staff listing

The professional staff at Sacred Heart Elementary School are all certified by the Iowa Department of Education and Archdiocese of Dubuque.

Trish Schmid	Preschool 3
Mikki Manternach	Preschool 3 Associate
Doris Porter	Preschool 4
Kelly McAtee	Preschool 4 Associate
Sue O'Rourke	Kindergarten
Cheryl Putz	1 st Grade
Laura Zumbach	2 nd Grade
Leanna Manternach	3 rd Grade
Kylie Kelchen	4 th Grade
Lynette Boheman	5 th Grade
Kristen Schlueter	6 th Grade
Brooke Holub	Classroom Associate
Library	Jayne Tuetken
Lori Knuth	Music
Tim Hollett	PE
Rick Westhoff	PE
JoEllen Schlarmann	Secretary
Laura Herbers	Principal
Brieanna Knepper	Custodial
Leo Leibold	Custodial
Amber Rance	Cook
Joan Sauser	Cook

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 also to authorize a criminal background check. Volunteers who spend more than one hour in school each week are required to have Virtus training.

XI. Support

Board of Education

The Sacred Heart Elementary School Board of Education includes the following members President, Vice-president, Secretary, three other members, the pastor and principal. (The principal is a non-voting board member.) Meetings are generally held on the second Tuesday of every month during the school year. Anyone is welcome to attend the meetings. However, in order to bring up business for discussion, a board agenda request must be completed prior to the meeting so the topic can be included on the agenda. Agendas are finalized on the Wednesday preceding the Board of Education meeting.

Fundraising

Fundraising profit is part of the general operating budget of Sacred Heart Elementary School and is intended to help lessen the impact of necessary tuition increases. Sacred Heart Elementary School has a Booster Club and participates in the SCRIP fundraising program which generates income for the school. Your participation in these fundraisers is strongly encouraged.

1. Booster Club - The Booster Club sponsors fundraisers, including the annual gala, garage sales, and golf outing during the school year. All parents are encouraged to be active members of the Booster Club. Meeting times and activities will be sent home in the Friday folders.
2. SCRIP – The SCRIP program is an additional fundraising activity of Sacred Heart Elementary School. SCRIP is gift certificates, which the school purchases from local, area, and national merchants at a discounted price and sells them at face value. SCRIP purchasers can earn a credit on their purchases, which can be used for school expenses. The school collects a profit on the difference between the SCRIP cost and the face value purchase by supporters. SCRIP order forms are available at the school office or can be purchased at Mass on the weekends.

Parish Subsidy / Sources of Operating Revenue

Education at Sacred Heart Elementary School is a partnership between parents, parish, and school. Historically, Sacred Heart Parish has contributed the majority of the monetary support of the school. Tuition is the second largest revenue source, fundraising is the third, and gifts/grants are the fourth income source. Your regular budget contributions to Sacred Heart parish, prompt payment of tuition, and support of fundraising endeavors are essential to the long-term financial stability of Sacred Heart Elementary School.

XII. Appendix

Prayers, Beliefs, and Practices

Healthy Treats

Policy Agreement

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 <http://www.arch.pvt.k12.ia.us/FFCandCSB/FFLManual.html>. These policies are also available at the Sacred Heart Elementary School office.

Prayer, Beliefs and Practices

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

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

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

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

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

Prayers

Sign of the Cross

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

Our Father/The Lord's Prayer

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

Hail Mary

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

Glory Be

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

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

Angel of God

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

Grace Before a Meal

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

Grace After a Meal

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

Morning Prayer (younger children)

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

Morning Offering

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

Act of Contrition (Alternate version from the Rite of Penance)

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.

Act of Contrition (Traditional version)

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.

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

Grade 6

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

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

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Holy Days of Obligation

Food Brought from Home



Iowa Department of Education

Included in this list are foods that may meet the Healthy Kids Act and are encouraged to be used for classroom parties, lunches brought from home, concessions, and even after-school snacks. If you would like to ensure specific products meet the Healthy Kids Act, please use the nutrition calculator, which is available at www.tinyurl.com/iowa-HKA.

FRUIT

Fresh Fruit - serve whole, sliced, cut in half, cubed, or in wedges

Apples	Cantaloupe	Mandarin Oranges	Pears
Apricots	Cherries	Mangoes	Pineapple
Bananas	Grapefruit	Nectarines	Raspberries
Blackberries	Grapes	Oranges	Strawberries
Blueberries	Kiwi	Peaches	Watermelon

100% Frozen Fruit - berries, grapes, melons, peaches

100% Dried Fruit - apricots, bananas, cranberries, pineapple, raisins

100% Freeze-Dried Fruit - apples, bananas, pineapples, strawberries, peaches

Fruit Smoothies - blend bananas, berries, and pineapple or other fruit combinations

Fruit and Cheese Kabobs - with reduced-fat cheese

Individual Fruit Cups - applesauce, fruit cocktail, pears, peaches

VEGETABLES

Fresh Vegetables

Broccoli	Celery Sticks	Snap Peas	String Beans
Baby Carrots	Cucumber	Snow Peas	Tomatoes
Cauliflower	Peppers	Soy (Edamame)	Zucchini Slices

Salad - pre-made salads or a salad bar

GRAINS

Whole Grain Crackers	Puffed Rice Snacks	Single-Serving Low-Sugar Cereals
Whole Wheat English Muffins	Cereal Bars	Baked Tortilla Chips
Low-Sodium Pretzels	Popcorn	Whole Grain Flat Breads
Multi-Grain Pita Chips	Whole Grain Granola Bars	

DAIRY

Reduced-Fat Cheese Sticks/String Cheese - cheddar, mozzarella, swirl

Yogurt - plain, flavored, fruited

Yogurt and Fruit Cups

NUTS/SEEDS

Sunflower Seeds	Mixed Nuts	Peanuts	Almonds	Cashews
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BEVERAGES

Low-Fat and Fat-Free Milk	Water	100% Fruit and Vegetable Juice
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Sacred Heart Elementary School

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Parent/Guardian-Student Handbook

Revised: July 2018

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

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To: Sacred Heart Elementary School

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

Signature/s:

Child: _____

Child: _____

Child: _____

Child: _____

Parent/Guardian: _____