

Cedar Valley Catholic Schools

Blessed Sacrament School

Sacred Heart School

St. Edward School

Parent/Guardian-Student Handbook  
2009 — 2010

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## Parent/Guardian-Student Handbook 2009 — 2010

Cedar Valley Catholic Schools System is governed by the policies of the Archdiocese of Dubuque. The system includes sites at Blessed Sacrament, Sacred Heart, St. Edward, and Columbus Catholic High School. The system office is housed at Columbus Catholic High School, 3231 West 9th Street, Waterloo, IA 50702.

### INTRODUCTORY STATEMENT

This handbook is intended to provide parents/guardians and students with a general understanding of the policies, regulations, procedures and expectations of the Cedar Valley Catholic Schools (CVCS).

However, this handbook cannot anticipate every situation or answer every question about policy. CVCS reserves the right to change, revise, or eliminate any of the policies described in this handbook as it deems appropriate.

A copy of the Archdiocesan Board of Education Policy Book and all local policies are available in the school office. In the event of a conflict between Archdiocesan policy and local policy/this handbook, the policies of the Archdiocese of Dubuque shall control.

### 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

### Local Mission Statement/Philosophy

#### CVCS Mission

The Cedar Valley Catholic Schools mission is to proclaim the Gospel message of worship, community and service through a unified system of Catholic education that develops lifelong faith formation and learning.

## CVCS Vision

Cedar Valley Catholic Schools will be the first choice of families who believe God, community, leadership and service are the foundation of a learning environment.

## Cedar Valley Catholic Schools Credo

1. We believe that Catholic education is a lifelong journey of faith formation and personal conversion.
2. We believe that the four tasks of Catholic education are to proclaim the message, call to worship, build community and serve others. Our faith formation and education must be infused with Gospel values, enriched by Catholic tradition and identity.
3. We believe that Catholic education must provide a wide range of choices which address the diverse needs of our community.
4. We believe that Catholic education must provide the highest standards of faith formation and academic excellence in an attractive and accessible learning environment.
5. We believe that our administrators, educators and staff must be fully prepared, supported and justly compensated.
6. We believe that we must commit ourselves to a spirit of collaboration and to the just stewardship of our resources so that every Catholic child has access to Catholic education.
7. We believe in welcoming the participation of our non-Catholic neighbors who wish to share in the unique advantages of Catholic education.
8. We believe that parents are the primary educators of their children, and that Catholic education depends upon the active participation and support of parents in the faith formation of their children.
9. We believe that Catholic education must help students develop the necessary skills and values to become responsible citizens with a lifelong commitment to the Church and community.

## II. Catholic Dimension/Uniqueness

### Catholic Atmosphere

Religious education at Cedar Valley Catholic Schools occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in 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. We encourage you to also pray with your child at home.

### Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning. Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies. Please call the office 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.

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. Children are charged a tuition. Cedar Valley Catholic Schools 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

Cedar Valley Catholic Schools 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 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 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.

#### IV. Academic Policies/Programs Assessment

Each year students in grades 2, 4 and 7 take the Cognitive Abilities Test. Students in grades 3—8 take the Iowa Test of Basic Skills. 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 Board of Education (ABE 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 law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

#### Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians. Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

#### Guidance

Our Guidance Counselor complements the academic program by offering support to students in a number of areas.

#### Homework

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

#### 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.

#### Internet

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. (ABE 2511, ABE 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.

#### Multi-Cultural/Non Sexist/Global Education-Cultural/Non Sexist/Global Education

Cedar Valley Catholic Schools offers a global, multi-cultural, gender fair approach to the educational program. Cedar Valley Catholic Schools 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 education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

#### Physical Education Waiver

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

#### School Parties

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared. Please follow school wellness guidelines when choosing birthday treats.

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

#### Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA 267. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights.

Some of these are:

- 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.

### 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.

### Student Assemblies-School Liturgie-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, and whispering are discourteous acts.

### V. Dress Code Cedar Valley Catholic Schools

#### Kindergarten – Eighth Grade Dress Code

The dress code is intended to name attire which students are allowed to wear and not intended to be an exhaustive list of items that are not allowed. Such a listing would be impossible as various clothing trends and fads arise. Parents are expected to be the prime enforcers of the dress code by assuring their children are in compliance with the dress code upon arrival at school. The school administration will have final discretion on what is appropriate or not for school wear.

2009-2010: New dress code will be in force (Former dress codes will be obsolete)

#### PANTS:

- Solid colors of navy blue, black, or tan khaki dress pants may be worn
- Must be ankle length and may not be form fitting, oversized, low-rise, etc.
- Must be free of buckles, stripes, contrasting stitch/trim, rivets, etc.
- Must be a plain dress pant with no extra pockets (no cargo/carpenter style pants)
- Pant material must be twill, corduroy, or cotton (no spandex, sweatpants material)
- For students in grades 4-8, belts must be worn if the pants have belt loops

#### SKIRTS/SKORTS/SCOOTERS/JUMPERS:

- Solid colors of navy blue, black, tan khaki, or the French Toast Green Plaid Uniforms may be worn
- Appropriate length is no more than 3" above the knee
- Shorts are encouraged to be worn under skirts

#### SHORTS/CAPRI PANTS:

- Solid colors of navy blue, black, or tan khaki may be worn
- Appropriate length for shorts is no more than 3" above the knee
- Shorts/Capri pants must be a plain dress style short with no extra pockets, pocket flaps, loops or rivets
- Short/Capri pants material must be twill, corduroy, or cotton (no spandex, sweatpants material)
- For students in grades 4-8, belts must be worn if the pants have belt loops

#### SHIRTS:

- Solid colors of navy blue, light blue, white, red may be worn
- School logo uniform shirts purchased from the school are allowed
- Short or long-sleeved polo or Oxford style shirts with collars
- Must be free of lettering (except for all CVCS system school logos)
- Must be free of contrasting embroidery and trim
- Must not be form-fitting or oversized
- Must be long enough to be tucked in (should be able to raise hands in the air and not expose skin or have shirt come untucked)
- T-shirts, under shirts may be worn beneath the shirt but must be plain white and must not have sleeves that extend beyond the outer garment
- Turtlenecks are allowed

#### SWEATSHIRTS/SWEATERS:

- Solid navy blue or white sweater or sweater vest (size appropriate) worn over an approved top

- Non-hooded Columbus High School and CVCS grade schools' sweatshirts with official school logos (should be small breast-pocket type logo) may be worn over an approved top
- Must be hip-length

#### SHOES/TIGHTS/SOCKS:

- Close-toed tennis shoes or dress shoes (no Heelys, sandals, jelly shoes, sling-back shoes, cowboy boots, clogs, flip-flops, crocs, ballet shoes, shoes without a back or shoes with more than 3" heel) may be worn
- Socks (or footed tights for girls) required at all times and must show above the shoe and be plain white, navy blue, or black
- No leggings
- Tennis shoes will be required for P.E. class

#### ACCESSORIES & HAIRSTYLES:

- Small post earrings are allowed
- No large necklaces or bracelets may be worn
- Hats/caps not permitted inside the school building
- Students in grades K-5 should not wear facial makeup and students in grades 6-8 may wear lightly applied makeup
- Display of body piercing other than ears is not allowed
- Display of tattoos, either temporary or permanent is not allowed
- Hair must be of non-distracting color and style
- Hair must be neat and clean

#### PHYSICAL EDUCATION CLOTHING/SPORTS CLOTHING:

- Students in grades 5-8 wear a uniform for physical education. The uniform which is purchased through the parent association/Booster Club consists of a t-shirt with a school logo and shorts. Optional sweatshirts can be worn.
- Tennis shoes will be required for P.E. class

#### OUT-OF-UNIFORM DAYS

- No clothing that has drug, alcohol, tobacco or sexual references
- No bare midriffs, spaghetti straps or halter tops
- No tight-fitting clothing
- Shorts and dresses must be no shorter than 3" above the knee
- No hats, face paint, or distracting hair color/style unless administrative exceptions are made in advance
- Regular dress code shoe regulations always apply, including out-of-uniform days

#### VI. Communication

## Absence

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up by out-of-class work. Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal 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 office if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/ guardians should inform the principal/school. The principal/secretary/nurse approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

## At Risk Reports (Grades 3-8)

At Risk Reports are a communication method sent home by the school every two weeks to update parents/guardians/students of “at risk” academic performance. Reports will be printed every two weeks and sent home on Monday. When an At Risk report is received, the student must meet with the teacher(s) and create an action plan. The action plan and report must be signed by the parent/guardian and returned to the principal on Thursday of the same week. Please note, if the student does not return the action plan and report on Thursday, a warning will be given. The report must be given to the principal by 9:00 am on Friday morning. If it is not returned on Friday morning by 9:00 am, a detention is given and the parent/guardian is called. After the action plan is written, the student has two weeks to show improvement, progress, and/or effort toward improvement. If improvement, progress, and/or effort toward improvement are not shown, the student will receive a 10-day suspension (school days) from all extracurricular activities (including athletics, school clubs, etc).Improvement, progress, and/or effort toward improvement are determined by the principal in collaboration with the classroom teacher(s). The principal’s decision is final on all eligibility issues.

Students in grades six through eight will receive At Risk reports at the beginning of the school year. Students in grades three through five will begin receiving At Risk reports in mid-October.

## Communication Methods

### Dual Parent Report

According to ABE 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 Cedar Valley Catholic Schools (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 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 which enables successful 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.

### 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

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

Cedar Valley Catholic Schools follows the Waterloo Community School District regarding school closings-bad weather. However, based on local conditions, Cedar Valley Catholic Schools may elect to close due to bad weather. Do not call the school. Listen to the radio stations or TV channels, as well as local media websites for official announcements.

### Student Privacy Act

In conformity with the Student Privacy Act, and ABE 5125, Cedar Valley Catholic Schools 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 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.

## Telephone

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school.

## Visiting Classes

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

## VII. 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. The Cedar Valley Catholic Schools Board of Education and administration have established these policies and procedures after consultation with Cedar Valley Catholic Schools 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 Cedar Valley Catholic Schools student. Neither ignorance or 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 Cedar Valley Catholic Schools, are to be respected and followed.

## Introduction to the Code of Conduct K -8

To achieve the Cedar Valley Catholic Schools Mission and Vision, and utilizing the document "To Teach as Jesus Did", CVCS strongly acknowledges the need to develop and set minimum behavioral standards and expectations for all students attending our schools. It is well documented in all educational literature that personal discipline, as well as consistent attendance, are cornerstones to success for any academic institution. They are also vital to provide for the common and individual good and to assist in the Catholic formation of each student. The Cedar Valley Catholic Schools community believes that, in order to function effectively and provide a safe and nurturing Christian learning environment conducive to student success, all students, faculty, staff, and administrators are children of God and as such, have self-worth, are worthy of respect and are to be treated with dignity at all times. The Cedar Valley Catholic Schools Board

of Education, in concert with school administrators, have developed and implemented the following “Code of Conduct.” The Code has been developed utilizing the documents stated above, as well as acknowledging that parents / guardians are the first and foremost teachers of their students, and that the need to work together is paramount to the success of all. Working together to support the efforts of each other helps to ensure that the desired formation of each student occurs. It is critical to note that neither ignorance nor lack of understanding of the policies, rules and regulations as set forth by CVCS will release a student or parent/guardian from being held accountable and responsible for individual actions. The CVCS “Code of Conduct” is not meant to be all-inclusive, but rather a guideline. Since it is impossible to cover all situations and all possible mitigating circumstances, this guide provides a framework from which to work.

NOTE: Cedar Valley Catholic Schools reserves the right to discipline any student for conduct unbecoming of a CVCS student who brings dishonor to the name of the school or system, during school or non-school times at any on or off campus activities or events.

One of the distinguishing signs of maturity is the ability to anticipate and make appropriate moral decisions with regard to right and wrong, as well as the ability to recognize how a specific action will affect the rights and responsibilities of both the student and members of the CVCS community.

CVCS administrators, faculty and staff maintain the professional, moral and ethical responsibility and obligation to enforce the Cedar Valley Catholic Schools Code of Conduct. Due to the unique nature of each school and situation, each school administrator has the right to address each situation based on the merits of that situation (otherwise known as administrative discretion). However, all actions must be in concert with the philosophy and mission statements of Cedar Valley Catholic Schools.

At no time may a student impede the learning process of others or create an unsafe learning atmosphere for him/her self or others. Unless a student has a serious moral reservation with regard to directions they are given, they are expected to comply promptly and respectfully.

Requests or directions that cause moral reservations must be reported to the building administrator immediately. The building administrator will settle disputes and disagreements. The building administrator may seek assistance at his/her discretion. Only after consultation with the building administrator may a parent choose to appeal to the Director of Education of CVCS. The Director of Education’s decision is final.

All behaviors / actions which seriously disrupt the learning environment, threaten the safety or well being of students or teachers, demonstrate blatant defiance and disrespect, or break the law must be referred to the building administrator immediately. It is incumbent upon the classroom

teacher to be proactive at all times to prevent disruptive behavior. Examples of such behavior may include, but are not limited to the following:

- Physical abuse of others, i.e. fighting, bullying, throwing objects at another student
- Verbal abuse, to include all forms of verbal harassment, including that which is sexual in nature
- Refusal to comply with a direct teacher command
- Possession and or use of illegal / illicit drugs, alcohol, and tobacco
- Possession of fake or “look-a-like” drugs
- Possession of prescription and non-prescription medication without school approval
- Possession of a dangerous weapon
- Possession of a fake or “look-a-like” weapon with the intent to cause fear or disruption
- Pulling a false fire alarm or calling in a bomb threat
- Vandalism
- Inappropriate bus behavior
- Truancy
- Repeated tardiness
- Repetitive unacceptable school behavior
- Gambling

Consequences for inappropriate behavior / actions may include, but are not limited to the following:

- Detention/Behavior Referrals
- Parent/Guardian Contact
- Fines
- Probation
- Loss of Activity Privileges
- Referral for a substance abuse evaluation
- Referral for a psychiatric/health care evaluation
- In-school suspension
- Out-of-school suspension
- Expulsion ( See Archdiocesan Policy 5144.1)

If, on a first offense, it is found that several instances of misconduct have occurred prior to the offense, additional or separate consequences may be implemented.

Only the principal or his / her official designee may impose probation and in or out-of-school suspension.

First Offense (School administrator may use discretion in implementing the following consequences):

1. Parent / Guardian / Administrator / Student meeting
2. In-school suspension for two (2) full school days

3. Loss of all extracurricular activity privileges for the duration of suspension.
4. Referral for a substance abuse evaluation for the offender with results shared with the school.

Second Offense (School administrator may use discretion in implementing the following consequences):

1. Parent / Guardian / Administrator / Student meeting
2. In-school suspension for four (4) full school days
3. Mandatory attendance by the offender in an approved substance abuse treatment program. School is to receive updates as to attendance in program and when student is medically released from program.
4. Offender prohibited for eight (8) weeks from participating in / or attending any and all school-sponsored events, to include athletics, clubs, drama productions, concerts, etc. (excluding religious celebrations or educational field trips.)

Third Offense (School administrator may use discretion in implementing the following consequences):

1. See second offense above
2. Possible expulsion

All students accepting the responsibility of representing their school / CVCS are held to a higher standard of expectations and behavior.

Definitions of Probation, Suspensions, Expulsions (Archdiocesan Policy 5144.1)

The following areas are of constant concern in today's society. As part of the Catholic formation of our students, we monitor each area and work to ensure the total development of the student.

Full policy descriptions can be reached by contacting the school administrator.

- Harassment (Archdiocesan Policy 2515.11)
- Sexual Harassment (Archdiocesan Policy 2515.1)
- Substance Abuse Education (Archdiocesan Policy 5013.6)
- Student Use of Tobacco (Archdiocesan Policy 5131.61)
- Guns and Weapons in Schools (Archdiocesan Policy 5131.7a)
- Gangs (Archdiocesan Policy 5133)
- Search and Seizure (Archdiocesan Policy 5145.2)

Substance Abuse Policy -Tobacco, Alcohol, Prescription and Non-Prescription Drugs

Cedar Valley Catholic Schools is committed to assisting students experiencing and / or involved with substance abuse issues. Agency counseling is available in our community and is highly recommended. Students are not to use, possess, sell, or be under the influence of drugs, alcohol, or other intoxicating substances at any time. Students are not to be in the presence of others who are illegally using such substances. Those students remaining in the presence of others using such substances shall be found "guilty by association" and are bound by the same consequences

as the students committing the act. The use of and / or possession of tobacco or tobacco products is strictly prohibited. These are matters of state criminal law. Such substances are not permitted in the school, the immediate school area, at school related activities, or on school buses. A student's possession of tobacco, drugs and/or alcoholic products in school or at school activities will result in confiscation of materials and discipline. (Archdiocesan Policies Alcohol/Drugs, 5131.6 and Discipline, 5144/5144.1)

### Electronic Devices

Portable radios, DVD players, beepers, cell phones, electronic games, remote controls, laser pointers, and other similar electronic devices are not to be used during the school day. These items may interfere with a positive educational environment. All such devices will be immediately confiscated and returned to the parent/guardian of the student. It is preferred that these items are not brought to school. If brought to school, these items must be turned off and stay in the bag/locker during the school day.

### Fire Extinguishers

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

### Gambling

Card playing and/or gambling is not allowed during the school day.

### 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 childcare 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.

## Gum

Gum chewing is not allowed during the school day. Consequences will be given as deemed necessary.

## Harassment/Bullying

It is the policy of the Archdiocesan Board of Education and Cedar Valley Catholic Schools 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 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 is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing. "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed. Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of

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

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

### Search and Seizure

It is the policy of Cedar Valley Catholic Schools 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, Cedar Valley Catholic Schools 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 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 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 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 ABE 5131.6, ABE 5131.61, ABE5144 and/or ABE 5144.1 concerning Substance Abuse, Tobacco and Discipline

### Weapons and Dangerous Instruments

It shall be the policy of the Cedar Valley Catholic Schools 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, 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 ABE 5131.7a.

## VIII. Extracurricular Activities

### Athletics

Cedar Valley Catholic Schools provides organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

**Sportsmanship** — At athletic contests students should treat opponents, spectators, and officials with Christian courtesy and respect. Students are not to lead cheers which interfere with the organized cheers of the cheerleaders of either team. We should strive to be known for our good sportsmanship.

### 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 Board of Education Policy Manual, ABE 1251

## Student Activities

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

## IX. Health/Safety Issues

### Abuse

In compliance with School Laws of Iowa and ABE 4116.30a any certificated or licensed employee of Cedar Valley Catholic Schools 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. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. 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 4116.30a.

### AIDS

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

### Alcohol/Drug Policy

The Cedar Valley Catholic Schools Board of Education develops guidelines that are in accordance with ABE5144 and ABE 5144.1 on student responsibility and discipline.

### Asbestos

Federal regulations and AB 7113, require us to inform you that there is asbestos in the Cedar Valley Catholic Schools buildings. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. Please call the local school site for the date of the most recent inspection.

### Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled,

storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

#### Lead in the Drinking Water

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

#### Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Contraceptives will not be dispensed. Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

#### Radon Testing

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

#### 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

Cedar Valley Catholic Schools has been designated a "Smoke Free Building". At no time will smoking be permitted within the building.

#### Visitors:

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

Receive permission from the principal and inform their teachers at least one day in advance. 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. 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.

## X. Services

### Bicycles/Motorized Scooters

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

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

### Bus

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

### Lockers

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

### Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. Lost and found area is available. Periodically, any unclaimed items will be given to the needy.

## Lunch

Lunch is available at the hot lunch program. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. For more information, please call the school office.

## School Supplies

A listing of school supplies recommended is available at the school office at the end of the school year. It is also sent home

## 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.

## 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.

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

## XI. Volunteers

### Volunteers

Volunteers are an integral part of our learning program. These individuals 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. 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. Volunteers must sign in and out of the building each time they volunteer.

## Introduction

### Prayer, Beliefs and Practices

The following Prayers, Beliefs and Practices are found in the Compendium -Catechism of the Catholic Church ©2006 and the United States Catholic Catechism for Adults ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the

Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in “By Their Fruits You Shall Know Them. . .” (NCEA) and Sowing the Seeds of Faith (NCCL) which reflect developmentally appropriate levels.

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

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

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

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

Prayers

Sign of the Cross

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

Our Father/The Lord’s Prayer

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

Hail Mary

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

Glory Be

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

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

#### Angel of God

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

#### Grace Before a Meal

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

#### Grace After a Meal

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

#### Morning Prayer (younger children)

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray.

Jesus be with me all through the day. Amen.

#### Morning Offering

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

#### Act of Contrition

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

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

(Traditional version)

of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

(Traditional version)

## Jesus Prayer

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

## Confiteor

I confess to almighty God and to you, my brothers and sisters that I have sinned through my own fault, in my thoughts and in my words, in what I have done and what I have failed to do. And 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. May almighty God have mercy on us, forgive us our sins and bring us to life everlasting. Amen.

## 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; the third day He rose again from the dead; He ascended into heaven, and sits at the right hand of God the Father Almighty, from thence He shall 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

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven: by the power of the Holy Spirit He was born of the Virgin Mary, and became Man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose again in fulfillment of 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. We believe in the Holy Spirit, the Lord the Giver of life, who proceeds from the Father and the Son. With the Father and the Son He is worshiped and glorified. He has spoken through the prophets. We believe in one, holy, catholic, and apostolic Church. We acknowledge one Baptism for the forgiveness of sins. We look for 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.

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. 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

- Jesus is condemned to death.
- Jesus accepts his cross.
- Jesus falls the first time.
- Jesus meets his mother.
- Simon helps Jesus carry the cross.
- 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.

### The Ten Commandments

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

### The Three Theological Virtues

- Faith
- Hope
- Charity

### The Two Commandments of Love

1. You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
2. 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

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## 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

Grade 7

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

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

- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus

- Holy Days of Obligation
- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

## Grade 8

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

- Nicene Creed
  - Come, Holy Spirit (Prayer to the Holy Spirit)
  - Angelus
  - Holy Days of Obligation
  - Regulations for Fast and Abstinence
  - The Three Theological Virtues
  - The Four Cardinal Virtues
- New Prayers, Beliefs and Practices introduced at this level are:

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

Cedar Valley Catholic Schools

Parent/Guardian-Student Handbook  
 Revised: Summer 2009

Cedar Valley Catholic Schools

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

\*\*\*\*\*

To: Cedar Valley Catholic Schools

I/we have read the Cedar Valley Catholic Schools 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: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the local school office by Friday, September 4, 2009.

Thank you!

Cedar Valley Catholic Schools

St. Edward School

LOCAL

Parent/Guardian-Student Handbook  
2009 — 2010

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St. Edward School  
Local Parent/Guardian-Student Handbook 2009 — 2010

I. Philosophy/Mission  
2009-2010:

This year our Community of Faith Theme is Dividends for Life: Faith, Knowledge, Morals, Discipline. We will continue to teach life lessons to our children by encouraging them to treat others as they would treat Jesus Christ. Our vision is to have all students and families coming together on service projects as disciples of Jesus, our Lord and Savior.

### Mission of the Parish Community of St. Edward

We are disciples of Jesus Christ called together in a Catholic Community to:

Worship God celebrating and responding to His love.

Teach by living and proclaiming the Gospel.

Serve through works of justice, mercy, and peace.

Grow as a loving family, where all share our diverse talents and gifts.

## II. Spartan Character Matters

Spartan Character Matters - St. Edward Catholic School stands committed to fostering personal growth in Christian values and attitudes in a Community of Faith. We strive to develop an environment where each individual develops a spirit of personal discipline, a respect for every human being, and the desire for knowledge to become an individual capable of adjusting to a changing culture. To ensure this, we have established our Spartan Character Matters school program which compliments the Cedar Valley Schools Code of Conduct and the Archdiocese of Dubuque Code of Conduct. We will work to raise our school community's awareness about which types of behavior are respectful and which are inappropriate or show disrespect. Students should strive to do their best and be their best while at school. We ask that respect be shown at all times. This includes to/from school, during liturgies, at the bus stop, on the bus, in the hallways, during lunch, while at recess, on field trips, during assemblies and while in Art, Music, P.E., Library, the Computer Lab area or anytime a student is representing our school. All students are expected to follow our Spartan Character Matters School rules.

- I will be Trustworthy
- I will be Respectful
- I will be Responsible
- I will be Honest
- I will be Courteous
- I will be a Good Citizen

The Character Matters discipline plan is divided into six general character qualities that good citizens possess. It is our goal as an educational facility to promote strong Christian qualities in

all students. The following characteristics are considered expectations at St. Edward Catholic School. Examples are listed as illustrative and not exclusionary.

1. **Trustworthiness:** All students are expected to display trustworthiness. People rely on us to perform what we commit to do whether or not there is an enforceable obligation. Trustworthiness includes promise-keeping, reliability and loyalty. We can encourage trustworthiness by keeping our word, honoring commitments, being dependable, and standing by your family and friends. Students who lack trustworthiness may not honor their commitments. They may let friends hurt themselves, be unreliable or ill prepared.
2. **Respect:** All students are expected to exhibit respectful behavior at all times. Being respectful means valuing people for who they are and not for their possessions or looks. It means treating others as you would want to be treated, never insulting or making fun of others. We can encourage respect by being kind, appreciative, and avoiding jokes or remarks that are hurtful. Respectful students cooperate, obey the golden rule, listen to others, respect other's properties, and are aware of others needs. Respectful students exhibit sportsmanship and show respect for other's desks, lockers, book bags, and need for privacy. Disrespectful students might talk out in class, borrow things without asking, display inappropriate behavior in assemblies and church or not recognize the authority of a substitute teacher.
3. **Responsibility:** All students are expected to be responsible at all times. Being responsible means being accountable for your actions. Responsible students don't blame others for their mistakes. They take ownership for their decisions and how they affect others. This student always acts in responsible ways even if no one is watching. These students take care of themselves, bring materials to class, complete work, follow rules, keep hands to themselves, are accountable, and are in charge of their own choices. They pursue excellence as good students, leaders, followers, and participants. Being a responsible person is being a trustworthy person. Irresponsible students might leave their mess in the cafeteria, lie, be argumentative, come to class unprepared, choose not to follow the uniform code or fail to deliver communication to and from school.
4. **Honesty:** All students are expected to be honest at all times. They should be truthful, sincere, and fair. If a person is honest, he/she doesn't cheat or lie. Honest people know that they should always correct their mistakes as soon as possible. Honest students always tell the truth, and understand that things may not always be equal. People who are honest are loyal to others. They play fair and exhibit sportsmanship. Dishonest students may cheat, lie, steal, or destroy other's property. They cannot be trusted to be fair to themselves or others.
5. **Courtesy:** All students are expected to be courteous at all times. Courtesy is using manners and politeness in words and actions towards others. Words like "please", "thank you", "excuse

me”, and “I’m sorry” demonstrate courtesy. Students who are courteous may hold doors open for others, acknowledge others, listen intently, and make eye contact when speaking or being spoken to. Courteous students write thank you notes and use kind words. They respect personal space and keep hands and feet to themselves. Students who lack courtesy may interrupt, do not clap after performances, don’t listen, ignore, be rude or disrespectful or use hurtful remarks.

6. Citizenship: All students are expected to be good citizens at all times. They appreciate being an American. Good citizens are people who recognize the needs of others and are willing to get involved in a community. Citizenship demands participation and contributions, such as volunteering. Citizenship and responsibility are very closely related. We are each called to be a good citizen. This mean following rules and helping others, participating actively in liturgies or other activities, and acknowledging the symbols of our democracy. Good citizens think about what they do and how it affects communities and they follow the golden rule (treat others as you would like to be treated). Irresponsible citizens do not follow the rules/laws. They are not willing to be involved and rarely volunteer. They do not help take care of surroundings (cleaning classrooms, desks, lockers, environment, etc.) and show a lack of respect for peers or possessions. They often make excuses of why they cannot help.

#### Spartan Character Matters Positive Reinforcement Plan

Students are recognized for positive behavior that exhibits the five character traits of respect, responsibility, honesty, courtesy, and citizenship. A Spartan Character Matters “honor roll” is maintained. Students are given praise and recognition for their quality behavior. One student from each unit will be recognized at a monthly assembly with a Spartan Character Matters certificate and small gift.

#### Spartan Character Matters Behavior Plan –

This behavior plan is intended to compliment the CVCS Code of Conduct found in this handbook. The examples given below are to serve as a guideline. Discretion is given to the school administrator when using the levels below.

#### Level I - Mildly Disruptive Behavior

Defined as: A behavior that is committed without malice but causes a disruption or affects the orderly processes of the classroom, church and other sites, including but not limited to, assemblies, hallways, cafeteria, playground, school programs and field trips.

Examples of unacceptable behaviors include, but are not limited to: uniform violations, arguments with peers/adults, inappropriate behavior in assemblies/church, homework incompleteness, and rude/disrespectful actions.

Handled by: Adult (teacher/substitute, E.A., parent volunteer, UNI student, cafeteria worker, custodian, priest, or visiting speaker) in charge of the setting in which the problematic behavior occurred.

Interventions:

- Model and teach appropriate behavior.
- Remind, redirect, and reinforce.
- Appropriate consequences may apply.
- A character report will be completed at the discretion of unit and a copy of the character report will be sent to parent/guardian and homeroom teacher the day of the incident. A signed copy must be returned the following day.

Level II- Serious Misbehavior

Defined as: Behavior that is deliberate or disruptive to orderly educational environments/misbehavior whose frequency or seriousness disrupts the learning climate of the school. Repeated Level I misbehaviors (three incident reports in a week or six in a month) warrant a Level II response.

Examples of unacceptable behaviors include, but are not limited to: physical altercation at recess, repeated Level I behaviors, cheating, stealing, and destroying property.

Handled by: Adult (teacher/substitute, E.A., parent volunteer, UNI student, cafeteria worker, custodian, priest, or visiting speaker) in charge of the setting in which the problematic behavior occurred.

Interventions:

- Model and teach appropriate behavior.
- Remind, redirect, and reinforce.
- Appropriate consequence will be applied.
- A copy of the character report will be sent to parent/guardian and homeroom teacher the day of the incident. A signed copy must be returned the following day.
- All Level II misbehaviors will be reported to the principal.
- Within 24 hours a conference will be scheduled to develop a written behavior plan. This conference will be held within one week.
- Loss of eligibility in extracurricular activities.

Level III - Severe Misconduct

Defined as: Severe misbehavior which seriously disrupts the learning environment and possibly threatens the safety or well being of students or teachers.

Examples of unacceptable behaviors include, but are not limited to: repeated or more serious levels of misbehaviors such as those listed Level II above, use/possession of drug/alcohol/tobacco, inappropriate bus behavior, possession of dangerous weapon(s), bullying/harassment, truancy, refusal to comply with teacher's command, personal injury/fighting, vandalism/theft, habitual late or missing assignments, or using inappropriate language.

Handled by: teacher and/or adult in charge and principal

Interventions:

- The student will be removed from the situation.
- An investigation will be initiated and a conference will be scheduled within 24 hours, the conference to be held within 48 hours. A behavior plan will be created or modified.
- Loss of eligibility in extracurricular activities.

Level IV - Probation, Suspension, and Expulsion

Repeated offenses of Level III and other behaviors as listed in this handbook will result in appropriate consequences.

### III. Dress Code

#### Kindergarten – Eighth Grade CVCS Dress Code

The dress code is intended to name attire which students are allowed to wear and not intended to be an exhaustive list of items that are not allowed. Such a listing would be impossible as various clothing trends and fads arise. Parents are expected to be the prime enforcers of the dress code by assuring their children are in compliance with the dress code upon arrival at school. The school administration will have final discretion on what is appropriate or not for school wear.

2009-2010: New dress code will be in force (Former dress codes will be obsolete)

PANTS:

- Solid colors of navy blue, black, or tan khaki dress pants may be worn
- Must be ankle length and may not be form fitting, oversized, low-rise, etc.
- Must be free of buckles, stripes, contrasting stitch/trim, rivets, etc.
- Must be a plain dress pant with no extra pockets (no cargo/carpenter style pants)
- Pant material must be twill, corduroy, or cotton (no spandex, sweatpants material)
- For students in grades 4-8, belts must be worn if the pants have belt loops

SKIRTS/SKORTS/SCOOTERS/JUMPERS:

- Solid colors of navy blue, black, tan khaki, or the French Toast Green Plaid Uniforms may be worn
- Appropriate length is no more than 3” above the knee
- Shorts are encouraged to be worn under skirts

#### SHORTS/CAPRI PANTS:

- Solid colors of navy blue, black, or tan khaki may be worn
- Appropriate length for shorts is no more than 3” above the knee
- Shorts/Capri pants must be a plain dress style short with no extra pockets, pocket flaps, loops or rivets
- Short/Capri pants material must be twill, corduroy, or cotton (no spandex, sweatpants material)
- For students in grades 4-8, belts must be worn if the pants have belt loops

#### SHIRTS:

- Solid colors of navy blue, light blue, white, red may be worn
- School logo uniform shirts purchased from the school are allowed
- Short or long-sleeved polo or Oxford style shirts with collars
- Must be free of lettering (except for all CVCS system school logos)
- Must be free of contrasting embroidery and trim
- Must not be form-fitting or oversized
- Must be long enough to be tucked in (should be able to raise hands in the air and not expose skin or have shirt come untucked)
- T-shirts, under shirts may be worn beneath the shirt but must be plain white ansleeves that extend beyond the outer garment
- Turtlenecks are allowed

#### SWEATSHIRTS/SWEATERS:

- Solid navy blue or white sweater or sweater vest (size appropriate) worn over an approved top
- Non-hooded Columbus High School and CVCS grade schools’ sweatshirts with official school logos (should be small breast-pocket type logo) may be worn over an approved top
  - Must be hip-length

#### SHOES/TIGHTS/SOCKS:

- Close-toed tennis shoes or dress shoes (no Heelys, sandals, jelly shoes, sling-back shoes, cowboy boots, clogs, flip-flops, crocs, ballet shoes, shoes without a back or shoes with more than 1/2” heel) may be worn
- Socks (or footed tights for girls) required at all times and must show above the shoe and be plain white, navy blue, or black

- No leggings
- Tennis shoes will be required for P.E. class

#### ACCESSORIES & HAIRSTYLES:

- Small post earrings are allowed
- No large necklaces or bracelets may be worn
- Hats/caps not permitted inside the school building
- Students in grades K-5 should not wear facial makeup and students in grades 6-8 may wear lightly applied makeup
- Display of body piercing other than ears is not allowed
- Display of tattoos, either temporary or permanent is not allowed
- Hair must be of non-distracting color and style
- Hair must be neat and clean

#### PHYSICAL EDUCATION CLOTHING/SPORTS CLOTHING:

- Students in grades 5-8 wear a uniform for physical education. The uniform which is purchased through the parent association/Booster Club consists of a t-shirt with a school logo and shorts. Optional sweatshirts can be worn.
- Tennis shoes will be required for P.E. class

#### OUT-OF-UNIFORM DAYS

- No clothing that has drug, alcohol, tobacco or sexual references
- No bare midriffs, spaghetti straps or halter tops
- No tight-fitting clothing
- Shorts and dresses must be no shorter than 3” above the knee
- No hats, face paint, or distracting hair color/style unless administrative exceptions are made in advance
- Regular dress code shoe regulations always apply, including out-of-uniform days

#### IV. School Information

##### Bus Services

Transportation is provided by the Waterloo Community School District through First Student Transportation Services. Rules established by these agencies are to be followed as though they were rules of St. Edward School. A student may be suspended from bus transportation for inappropriate conduct. The bus driver assists pupils across the streets and roads through the use of lights and a stop arm to control traffic. Students can help the driver by being prompt and by being courteous to other passengers. Transporting students to school requires the cooperation of bus drivers, students, and parents/guardians to assure that high safety standards are maintained. Parents/guardians can help by discussing the bus regulations with their student.

- Be on time. The bus must maintain a schedule and cannot wait for tardy students.
- While waiting for the bus, please stay out of the roadway, remain at your designated stop, and show respect for private property.
- Please take your seats promptly and remain seated throughout the trip. The seating arrangements are the responsibility of the driver.
- Remember that loud talking, laughing, or unnecessary confusion diverts the bus driver's attention from the road and may result in a serious accident.
- Profanity, abusive language, display of overt bigotry, or obscene gestures will not be tolerated.
- The aisles must be kept clear of books, band instruments, and other objects. It is the responsibility of parents to transport large instruments or items to and from school.
- In the interest of safety, students must keep all parts of the body inside the bus at all times.
- The driver cannot pick up or discharge riders at places other than the regular bus stop unless special arrangements have first been made. Any changes requested by the parent must be presented in writing to the building administrator for approval. The building principal will then notify the appropriate bus personnel. In an emergency these arrangements can be made by calling the building administrator. Please remember the bus must stay on its designated route.
- Students who do not ordinarily ride the bus will not be permitted to ride a school bus to or from school unless they are participating in a school activity and have received special permission from their building principal.
- If it is necessary to cross the road after getting off the bus, cross in front of the bus so the driver can see you. Look both ways. Be alert to a danger signal from the driver.
- Food and beverages are not allowed on the bus.
- Pets or other animals are not allowed on the bus.
- Keep the bus clean; place any garbage in the provided container.
- Video cameras may be used on the buses to monitor student behavior.

THE DRIVER IS IN CHARGE OF THE BUS. PUPILS MUST OBEY THE DRIVER PROMPTLY. FAILURE TO OBEY THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION.

A first bus referral calls for a conference with the principal; the second referral in a year can result in a one-week suspension from riding the bus; a third referral can result in expulsion from the bus for the remainder of the semester.

IN ADDITION, PLEASE REMEMBER THAT THE BUS IS AN EXTENSION OF THE SCHOOL. THE ST. EDWARD SCHOOL STUDENT CONDUCT CODE IS IN EFFECT AND WILL BE ENFORCED ON ALL BUS TRIPS, INCLUDING EXTRACURRICULAR ACTIVITIES.

Major violations for a bus referral include:

1. Smoking;
2. Possession or consumption of a controlled substance;
3. Profanity, abusive language, or display of overt bigotry directed toward the driver or others;
4. Vandalism to the bus or its equipment;
5. Possession of a weapon;
6. Assault.

Students who ride a school bus to school will be picked up at their assigned neighborhood stop.

The school bus routes are published in the Waterloo Courier shortly before the beginning of the school year. You may call 291-4879 for additional information and to make the bus garage aware that your student will be riding.

The Federal Highway Safety Program requires that all students who ride school buses must receive two school bus safety lessons and must practice bus evacuation drills each year. These bus safety lessons involve all elementary students since school buses are used for field trips.

Reimbursement -If a student is eligible for bus transportation but bus service does not come into the students' residential area, the parents/guardians may receive reimbursement for transporting their own child/children. Application cards for Reimbursement of Transportation will be available on Business Day. Eligibility Regulations: one mile for grades K-5, two miles for grades 6-8. Parents/guardians will not be reimbursed unless an application card is filled out and returned to the school office before September 15.

### 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. The school office is open from 8:00 a.m. to 4:00 p.m. each school day. Teachers may be contacted by telephone during the school day by leaving a message on the teacher's voice mail. The teacher will return the call at his/her earliest convenience. Requests for parent/guardian conferences may be made any time by a parent/guardian. Teachers are available to meet with parents before or after school by appointment.

### Express Envelopes

Each Thursday you will receive your Express Envelope. Each family selects a child to be designated as the family mail carrier. It will be that child's responsibility to carry communication back and forth. Your mail carrier will bring the envelope home. In the envelope will be an Express Edition note from the principal with news of upcoming events, calendar information and other information. This envelope is also used to send home communications from the Director of

Religious Education, PTO, Booster Club, Scrip, the Parish and other community groups. Your envelope should be returned to school on Friday or Monday. You may return items such as lunch money, Scrip orders, change of address or phone number, which need attention at school through your envelope.

Communication will also be done via email.

### Extended Care

Before and after school care is available at the New Life Center from 6:30 a.m. until 5:30 p.m.. The initial non-refundable family registration fee is \$25.00. Please call the New Life Center at 234-1835 to obtain additional information.

### Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers assign homework in accord with the age of students. Parents/guardians should not have to instruct students, but are encouraged to support the homework process through questions and suggestions when appropriate. They are also asked to help students become responsible in completing their own homework and turning it in on time. If a student is absent from school, he/she is responsible for completing the work missed. On the day of absence, requests for homework may be made by calling the office by 9:00 a.m. and may be picked up at 3:20 p.m. in the office.

### Lunch

Lunch is available through the hot lunch program. Students may either bring a cold lunch to school and purchase milk or participate in the hot lunch program. You may join your child(ren) any day for lunch. Please make a reservation with the cafeteria before 9:30 in the morning. The direct line to the cafeteria is 233-1720 ext.254

### Cars/Parking Lot Procedure

Students arriving at school in cars are to be dropped off in the parking lot across the street from the church. The area in front and around the New Life Center is used by NLC patrons and may not be used for drop off and pick up by school families. The lot directly in front of the school is reserved for buses. Student patrols will be at the marked crossing in front of school 10 minutes before arrival and 10 minutes after dismissal.

### School Day

The first bell rings at 8:40 a.m. Classes begin at 8:50 a.m. Dismissal is at 3:20 p.m. Each Wednesday dismissal is at 2:00 p.m. Students are to arrive no earlier than 8:40 a.m. entering the building through the side entrances. There is no supervision before 8:35 a.m., therefore students arriving before that time will be sent to the Early Childhood Center and you will be billed

accordingly. If your family does not use the Early Childhood Center on a regular basis and your student(s) is sent to the Early Childhood Center more than 5 times, you will be charged the \$15 family registration fee.

### Fees

--Tuition Deposit -In the spring of each year a \$50.00 non-refundable tuition deposit per child is charged.

--Party fee-per student, grades K-6

--Assignment notebook fee-per student. grades 3-8

--Field Trip fee-per student

--Calculator deposit, Unit C-students entering grade five or new students in grade six. The deposit is recorded as a cafeteria credit in grade seven if the student returns the calculator in proper condition at the end of sixth grade.

--Grade 8 will have fees throughout the school year (ie: class trip and culminating activities)

--Band fees -per student involved

--Sports participation fee-all students participating in sports will be charged

### Tuition Rates

A. Parish Members - Parents/guardians who are members of St. Edward Parish pay a per pupil tuition of \$1,580.00, Grades K-8.

Sacrificial Giving-Parish Minimum Contribution - A minimum established contribution per family per calendar year is required. The family's minimum contribution should be the greater of 2.5% of the family's income or currently \$700. Every family should be striving to return to God 5% of their total family income. New parishioners who enroll their children in St. Edward Catholic School will be expected to meet the minimum contribution policy targets on a prorated basis payable by the end of the calendar year: June -\$350 July-\$292 August-\$233 September-\$175 October-\$117 Nov/Dec-\$58 Enrollees from January through May-full contribution amount is expected by the end of the calendar year.

B. Non-Parish Families - Parents/guardians who are not members of St. Edward Parish but who are registered members at one of the other parishes in the system pay a per pupil tuition of \$1,580.00, Grades K-8.

C. Non Catholic Families - Parents/guardians who are not Catholic pay a per pupil tuition of \$2,850.00, Grades K-8

### Payment Options

Tuition payments can be made in three ways: 1) Those who wish to make a single payment may do so by making their payment directly to the school by August 15th; 2) Those who wish to make two half payments may do so by making their payment directly to the school, these payments are due by August 15 and January 15; 3) All other payments are made through F.A.C.T.S. Tuition Service. These payments are made through bank deductions.

## T.R.I.P.

T.R.I.P. money can be earned through the purchase of Scrip certificates. One percent tuition credit is earned for each dollar spent. T.R.I.P. accounts are accumulated from July 1st to June 30th.

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. Please ask the principal for further information. Confidentiality is maintained.(Archdiocesan Board of Education Policy 3240.1)

Tuition Tax Credits - Expenses incurred by parents may qualify for the State of Iowa tuition tax credits. Information is distributed annually, at the end of the calendar year.

## V. Ways to be Involved

Community Relations - We invite you to become involved with the faculty, staff, and other parents/guardians so that the school program can continue to grow. We encourage families to attend open house, informational meetings, concerts, Parent Teacher Organization functions, athletic events, and other planned activities.

3A Booster Club - St. Edward Booster Club works with the school administrator and site activities coordinator to provide financial support and volunteers to support the interscholastic activities in which eligible students can participate. The 3A Booster Club meeting is held the second Tuesday of the month at 5:30 in the cafeteria. Officers are elected annually each spring. These fees along with profits from sales of sweatshirts, knit shirts, gym uniforms, and concession sales during sporting events are used to pay coaches' stipends, purchase athletic equipment, and enhance the fine arts and academic programs.

Parent Teacher Organization (PTO) - The Parent Teacher Organization meetings are held for the purpose of providing information on upcoming school events and recruiting volunteers for fund raising, school pictures, candy sale, book sale, uniform exchange, Spring Carnival, and to organize volunteers for monthly newsletter and special events and classroom work. All parents/guardians of enrolled students are members of the organization. Board members are elected annually in the spring. A school directory is provided to all families.

Scrip - The Scrip program is an ongoing fund raiser which benefits the school by providing funds for special programming and tuition aid. The Scrip bank obtains gift certificates from merchants. The merchants allow Scrip to purchase the certificates at a discount. Scrip sells the certificates at full price, thus turning a profit for the school. The Scrip Store is open before and after all weekend Masses and in the center lobby of the school from 8:40-9:15 and 2:00-3:30

during the school year. Orders may also be sent via e-mail. The e-mail address is scrip@steds.us. Orders may be placed on the Scrip line 233-1720 #6 at anytime for pickup at the school, NLC or for the following weekend. If you call the Scrip line, please tell us your name and daytime phone number, the type of Scrip, the amount and the denominations requested, and pickup instructions. Your message may sound like this: "Hi, this is Jane Doe, my phone number is 2??-????, I would like to order the following Scrip-\$20 of Jim Lind, 3/\$10 Kwik Star and 2/\$25 Menards and \$30 of Pizza Hut. For a total of \$130. I would like to pick this up at school tomorrow." Scrip volunteers are used to process orders. Please contact the school if you would like to help.

Volunteer Helpers -Education volunteers are an integral part of our learning program. Helpers are necessary to take care of clerical work and to perform a wide variety of tasks related to instruction. It is our goal to involve volunteer service in our school. Parent volunteers are needed, whether it be once a week or once a month (at school or at home) to grade papers, work with small groups, cutting or coloring items for crafts or bulletin boards, etc.

To become a Volunteer Helper, contact the Coordinator of Volunteers, the principal, or a teacher. An annual volunteer orientation session is conducted by the principal near the beginning of the school year. ALL volunteers are required to sign an acknowledgment form, have background checks, and attend a Virtus Training.

Teachers appreciate the assistance volunteers provide and volunteers experience the pleasures of being needed while helping others.

Parish Education Committee- The St. Edward Parish Education Committee is elected during parish elections in May of each year. The term of a Board member is three years. The Parish Education Committee meets once a month. The meeting begins at 7:00. Parents are welcome to attend these meetings.

Parish Education Committee - The Parish Education Committee welcomes memberships on its working committees. Please contact the principal or the Director of Religious Education for more information.

Cedar Valley Catholic Schools

St. Edward School

Parent/Guardian-Student Handbook

2009-2010

Please return the bottom portion of this page after reading/reviewing the St. Edward School Local Parent/Guardian-Student Handbook Section of the Cedar Valley Catholic Schools Handbook.

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To: St. Edward School

I/we have read the St. Edward 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 children.

Signature/s:

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form and the CVCS Handbook signature form to the St. Edward School Office by Friday, September 4, 2009. Thank you!