



# **SETON CATHOLIC SCHOOL**

**PARENT-STUDENT HANDBOOK 2025-2026**

# **Table of Contents**

## **Parent/Guardian-Student Handbook 2025-2026**

<b>I. Philosophy</b>	<b>6</b>
Local Mission/Vision/4 Great Things	6
<b>II. Catholic Dimension</b>	<b>7</b>
Catholic Atmosphere	7
Prayers, Practices, and Beliefs	7
Spiritual Program	7
<b>III. Admission Policies/Notice of Non-Discrimination</b>	<b>7</b>
Admission	7
Equal Opportunity	8
<b>IV. Policies/Programs</b>	<b>8</b>
Acceptable Use Policy	8
Assessment	8
Attendance: Student	8
Bicycles/Motorized Scooters	8
Copyright	9
Field Trips/Off-site Educational Experiences	9
Guidance	9
Homework	9
Human Sexuality Program	9
Media Center/Library	9
Multicultural/Gender Fair/Global Education	9
Phones	9
Physical Education Waiver	9
School Parties and Invitations	9
School Day	9
School Dress Code	10
Special Services	10
Student Visitors	10
Substance Abuse Education	11
Technology	11
Visiting Classes	11
Volunteers	11
<b>V. Communication</b>	<b>11</b>
Absence	11
Dual Parent Reporting- Divorced/Separated Parents	11
Complaints	12
Early Dismissals, School Closings, and Late Start Procedures	12
Parent/School Communications	12
Parent-Student-Teacher Conferences	12

Progress Reporting	12
Student Privacy Act	12
Student Records	13
<b>VI. Diversity</b>	<b>13</b>
<b>VII. Discipline Code</b>	<b>13</b>
Bullying/Harassment	14
Corporal Punishment, Restraint, and Physical Confinement and Detention	15
Fire Security	15
Physical Aggression/Assault	15
Racial Slurs	16
Search and Seizure	16
Stealing	17
Swearing/Profanity/Name Calling	17
Tobacco, Drinking, Vaping, Use of Non Prescribed or Illegal Drugs	17
Weapons and Dangerous Instruments	17
<b>VIII. Extracurricular Activities</b>	<b>18</b>
Activity options	18
Activities	18
Eligibility	18
Public Conduct on School Premises	19
<b>IX. Health/Safety Issues</b>	<b>19</b>
Abuse	20
Asbestos	20
Blood Borne Diseases	20
Chemical Right to Know Law	20
Lead in the Drinking Water	20
Medication	20
Safety Drills	21
Smoking/Smoke Free Campus	21
<b>X. Services</b>	<b>21</b>
Bus	21
Food Service	21
Lockers	21
Lost and Found	21
School Supplies	21
Textbooks/Devices/Supplies	22
Tuition Assistance	22
Tax Credits	22
Tuition Grants: STO	22
Education Savings Accounts (ESA)	22
Student Tuition Organization (STO) and Educational Savings Accounts (ESA)	22
<b>XI. Staff</b>	<b>23</b>

School Staff listing	23
<b>XII. Practices, Prayers, and Beliefs</b>	<b>24</b>
Prayers	24
Beliefs and Practices	30
Prayers, Beliefs and Practices by Grade Level	33

Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website (dbqarch.org) or [here](#). For assistance with accessing these policies, please contact the school office.

## I. Philosophy

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

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

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

## WELCOME

*In joining Seton Catholic School, you've joined an educational institution that is grounded in tradition and focused on educating the whole child in a Catholic environment. We are delighted that you have chosen to join our community and we welcome you.*

*This handbook will serve as a guide and reference throughout your employment here. The employee handbook lists expectations for employees and the many benefits that are part of being a member of our staff. Please read it carefully and if you have questions, do not hesitate to ask.*

*Welcome and may God bless your work,*

*Clayton Ellsworth, principal*

## **II. Catholic Dimension**

### **Catholic Atmosphere**

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

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

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

All enrolled students, regardless of faith background or experience, participate in religion class and the other experiences listed above. Non-Catholic students participate at a different level in opportunities related to sacraments and liturgy, but nonetheless are present for these opportunities as part of enrollment in our school. Questions about this can be directed to your child's teacher or a school administrator.

### **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.

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

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

### **Admission**

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

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

Parents/guardians are required to complete the annual enrollment process prior to attendance, this includes the steps found on our website: <https://setonschool.org/admissions/>. An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

### **Equal Opportunity**

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

## **IV. Policies/Programs**

### **Acceptable Use Policy**

#### **Assessment**

Students in grades 3-11 take the Iowa Statewide Assessment of Academic Progress (ISASP). When test results have been returned and analyzed, parents/guardians will receive appropriate information; the initial student analysis is provided in the spring of the administration year, followed by a more detailed analysis to follow in the upcoming fall.

Students in grades K-8 take the Formative Assessment System for Teachers (FAST) assessment three times throughout the school year; fall, winter, and spring. FAST is administered as a way to screen students, identify skill gaps, and offer proven recommendations for reading and math. Results reported to families upon completion of each testing administration.

Personal conferences are available with parents to go over any of the assessment results in more detail. Parents are encouraged to set up appointments if they wish for more information.

#### **Attendance: Student**

Student attendance at school is a key contributor to student success. New state law requires Seton Catholic to set a required number of days/hours of attendance. Seton Catholic already meets this requirement, as our school policy requires 148 days/888 hours annually, to be met by attendance for at least 37 days/222 hours per quarter, or 50 days/357 hours per trimester, unless excused for medical reasons as verified by a doctor. If you have any questions about attendance, please contact the school secretary at 563.556.5967 – Peosta; 563.744.3290 – Farley.

#### **Bicycles/Motorized Scooters**

Students are permitted to ride bikes/motorized scooters to school. The school accepts no responsibility for bikes/motorized scooters parked on school property.

#### **Cell Phone and Wireless Communication Devices**

ACSB Policy #5160 states that cell phones, smart watches and any other wireless communication tools may not be used during school hours of 8:00-3:00. Cell phones and other wireless communication devices must be stored in a specific location designated by the home room teacher. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas anytime at school-related or school-sponsored events. Consequences for infractions of the policy include:

**1st offense:** Verbal warning

**2nd offense:** One-on-one student meeting and parent contact

**3rd offense:** Device confiscated to office and must be picked up by the parent

**4th offense:** Time in the office with loss of privilege and parent meeting

## **Copyright**

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

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

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

## **Field Trips/Off-site Educational Experiences**

Field trips and other off-site educational experiences 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 must provide a signed permission slip from their parents/guardians for each field trip or educational experience in order to attend (this is in addition to the initial annual consent waiver electronically signed during e-registration.) Students will leave school, remain, and return together with their assigned group and chaperone unless otherwise approved by the school office.

## **Guidance**

Our counseling program complements the curricular offerings by offering support to students in a number of areas. For more information about Life Connections, please visit <https://life-connections.org/school-based-therapy/>

## **Homework**

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

## **Human Sexuality Program**

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

## **Media Center/Library**

<https://www.libib.com/u/setoncatholic>



Students in grades 1-5 attend library time every other week as part of their regular specials rotation. During library time, students are given the opportunity to explore books, be introduced to different genres, and develop reading skills — all with the goal of helping them discover books they love to read.

Kindergarteners will be introduced to library time with a group read aloud and allowed to check out a book to take back to their classroom. Middle Schoolers have the ability to check out books on their own time during study hall, breaks, and before or after school.

### **Book Checkout**

Students may check out up to 2 books at a time.

Books are checked out for 2 weeks and should be returned on time so others can enjoy them too!

Students may return books early and check out new ones outside of their scheduled library time.

### **Lost or Damaged Books**

If a book is lost or damaged, families have two options: Replace the book with another copy in good condition, or pay \$10 to help cover the cost of a replacement.

### **Multicultural/Gender Fair/Global Education**

Seton Catholic School offers a global, multicultural, gender fair approach to the educational program. Seton Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” (ACSB Policy #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.

### **Phones**

Students are expected to have the permission of the school office staff to use the school phone before, during or after school.

*Aside from Medical need, students will not have access to their phones while on school campus.*

### **Physical Education Waiver**

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

### **School Parties and Invitations**

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 within the classroom (a visit to the school office is permitted). After school parties are the responsibility of parents/guardians. Invitations to after school parties should only be passed at school if all members of the class are invited.

### **School Day**

Breakfast is served from 7:30 to 8:10 A.M., or until the last bus arrives; whichever comes first. Students are dismissed to their classrooms at 7:50 A.M. Those arriving after 7:50 may take their breakfast to eat in their classrooms.

Middle school classes begin promptly at 8:00 A.M.

Dismissal times are as follows:

- Elementary: 2:45 P.M.
- Middle School: 2:55 P.M.

### School Dress Code

\*Seton families are expected to understand and observe the school dress code. Failure to follow dress expectations will result in:

**1st offense:** Verbal warning to student

**2nd offense:** Email from teacher to the parent (principal attached)

**3rd offense:** Student changes clothes (either provided or brought from home)

**4th offense:** lunch/recess with principal (grades 4-8)

### **Special Services**

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

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

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

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

### **Student Visitors**

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

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

## **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 information sent home, and utilization of appropriate community agencies.

## **Technology**

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the internet and related technologies by all employees, volunteers and students. (ACSB Policy #2511, ACSB Policy #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.

## **Visiting Classes**

Parents/guardians are welcome to visit school, as we welcome your interest and support. Duration is determined based on need in coordination with the principal. Please contact the school office to request a visit.

## **Volunteers**

Volunteers are an integral part of our school program. Volunteers provide valuable support to classroom teachers, students, and the school as a whole. Regular volunteers must take safe environment training and have a background check. For more information on volunteering, please contact the school office.

# **V. Communication**

## **Absence**

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

Parents/guardians are required to communicate with the school the day a student will be absent, along with the reason for the absence. If a student will be absent for an extended time, parents/guardians should inform the school office as soon as possible.

Appointments are best made for after school hours or on non-school days. A student who must, as an exception, be excused for an appointment should follow the local procedure included below. Parents/guardians are required to communicate with the school anytime a student needs to leave school before the usual dismissal time. No child is released unless the school office 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.

The school office approves the dismissal of students who are ill. Parents/guardians are notified when the illness is detected and must make arrangements for pick up of the child in a reasonable amount of time.

## **Dual Parent Reporting- Divorced/Separated Parents**

According to ACSB Policy #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.

Information made available to parents of any student in attendance at Seton Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents, unless otherwise decreed by a court order.

Letters of support for use in legal situations are not given. The school seeks to work in partnership with parents and does not take sides in private matters. If there is a need for school employee testimony, a subpoena must be served.

### **Complaints**

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

Instructional Materials and Activities, ACSB Policy #1312

Complaints Against Teacher, ACSB Policy #4119.4g

Complaints Against Administrator, ACSB Policy #4119.4h

Complaints Against Board Members, ACSB Policy #8252

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

Seton Catholic School follows the Western Dubuque School District regarding school closings due to inclement weather. However, based on local conditions, Seton Catholic School may elect to close due to bad weather. Please sign up for [School Closing and Delay Alerts](#).

### **Parent/School Communications**

Adequate and clear communication between school and home is essential for the success of the children. A partnership is essential for the success of students within our educational environment; two-way communication is necessary to facilitate this collaboration.

Parents/guardians should feel free to call or email teachers about student progress or other situations of concern. Additionally, staff will reach out to families as needed throughout the school year. Staff will operate within local policy regarding response times, typically not to exceed 24 hours.

### **Parent-Student-Teacher Conferences**

Individual conferences are held twice a year. Either parents/guardians or teachers can schedule other conferences as the need is recognized. Students are invited and encouraged to attend these conferences.

### **Progress Reporting**

Progress reporting is intended to clearly communicate each student's academic growth and achievement. This communication is best supported through regular parent-student-teacher conferences, ongoing dialogue, and well-prepared progress reports.

Progress reports are issued three times per year, at the end of each trimester. At the conclusion of the school year, progress reports will include additional teacher comments. For the first two trimesters, any additional teacher feedback will be shared during parent-teacher conferences. All progress reports are aligned with the priority learning standards outlined in the Iowa Academic Standards.

### **Student Privacy Act**

In conformity with the Student Privacy Act and ACSB Policy #5125, Seton Catholic School does not send out student/graduate information to outside unauthorized organizations without written authorization of the student/graduate.

## **Student Records**

A permanent record of each student is kept on file at school in accord with ACSB Policy #5125. These records are available to be reviewed by parents/guardians and students by making a request to the school office. Copies are only given when it is not possible for a parent/guardian to review the records in person due to special circumstances. Records will be shared when lawfully requested by a subpoena.

## **VI. Diversity**

Diversity recognizes the difference between people and includes different factors, such as religion, political orientation, age, race, ethnicity, language, socio-economic status, intellectual ability, sexual orientation, gender identity, and family structure. Our Catholic faith inspires us to respect all people, regardless of their differences. Therefore, we respond by making strong efforts to promote a climate rich in respect, equality, diversity, and inclusion that aligns with Catholic teaching.

Students in our school will be taught about respecting diversity in light of Catholic social teaching and other teachings of the Church. Our school desires a strong partnership with parents/guardians to help teach these lessons to children.

## **VII. Discipline Code**

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Students need the consistent support and guidance of administrators and teachers who aid them by setting consistent direction and limits in accord with the established rules and regulations.

Guidelines are prepared and set by teachers in their classrooms in agreement with the whole school policies and procedures. To assure adequate development and concern for each student, frequent two-way communication between teachers and parents/guardians is encouraged. All procedures are based on the premises that parents/guardians and teachers must work together and support each other's efforts.

The knowledge of the rules and expectations are the responsibility and obligation of each Seton Catholic student. Neither ignorance nor lack of understanding of the rules will release a student or parent/guardian from responsibility to follow them. All Archdiocesan policies, State of Iowa education laws, and school rules as they apply to Seton Catholic School, are to be respected and followed.

Misbehavior or rule breaking of any kind can disrupt the learning environment. Teachers and staff will address misbehavior regularly and consistently. It is expected that children will need reminders and discussion to mold their behavior. When misbehavior is a pattern, parents/guardians will be notified.

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

Unacceptable student behaviors include, but are not limited to:

1. Use of drugs, alcohol, tobacco
2. Personal injury (fighting, calling names)
3. Refusal to comply with a direct teacher command

4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences include, but are not limited to:

- Apology
- Detention
- Discussion with a staff member
- Office visit
- Loss of privileges
- Parent meeting
- Removal from activity/event
- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the ACSB Policy #5144.1.

### **Bullying/Harassment**

It is the policy of the Archdiocesan Catholic School Board and *<name of school>* to maintain a learning environment that is free from any type of bullying/harassment. No student associated with the educational programs governed by the Archdiocesan Catholic School Board shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property
- Has a substantially detrimental effect on the student’s physical or mental health
- Has the effect of substantially interfering with a student’s academic performance
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school

“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 administrator or the Archdiocesan Office of Catholic Schools. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

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

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

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

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

### **Fire Security**

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$200.00 and could face further disciplinary action.

Any student handling or engaging a fire alarm will face disciplinary action. If the action results in the need for emergency personnel to arrive at any time other than in an emergency, the student will be fined at the cost of the emergency visit.

### **Physical Aggression/Assault**

Physical aggression is the intentional behavior that causes or threatens physical harm to another. This can include, but is not limited to hitting, pushing, kicking, biting, and the destruction of property. Throughout the investigative process it is important for administration to understand the motive and intent behind the physical aggression/assault, specifically if it was on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. The use of physical aggression on school property will result in the following consequences being assessed.

In situations where this event occurs and students are of the learning age (K-5th), the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** One-on-one student meeting and parent contact

**2nd offense:** Time in the office with loss of privilege and parent meeting

**3rd offense:** In-school suspension

**4th offense:** Out-of-school suspension or further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason (6th-8th), the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** In-school suspension and parent meeting

**2nd+ offense:** Out-of-school suspension or further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### **Racial Slurs**

The use of words that can be referred to as racial slurs are not permitted and will result in the following consequences. The structure of this tier spans the length of the school year.

In situations where this event occurs and students are of the learning age (K-5th), the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the teacher; administrator will be notified

**2nd offense:** Student is sent to office for parent phone call and correction of behavior by administrator

**3rd offense:** In-school suspension and parent meeting

**4th offense:** Out-of-school suspension

**5th offense:** Further interventions determined on a case by case basis

In situations where this event occurs and students are of age of reason (6th-8th), the structure of this tier plan is below. Note, this tier plan spans the length of the school year.

**1st offense:** Student is sent to office for parent phone call and correction of behavior

**2nd offense:** In-school suspension and parent meeting

**3rd offense:** Out-of-school suspension

**4th offense:** Further interventions determined on a case by case basis

Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### **Search and Seizure**

The presence of contraband on school property or on the person of a student attending school or a school activity is not consistent with the environment of Seton Catholic School. ACSB Policy #5145.2 refers to the rules relating to periodic 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, but is not limited to drugs, narcotics, tobacco, liquor, vaping devices, 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.

### **Stealing**

Stealing violates the commandments of our faith. If stealing occurs, the following consequences will be assessed. The structure of this tier spans the length of the school year.

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension



**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

### **Swearing/Profanity/Name Calling**

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

**1st offense:** Warning with corrected behavior and parent notification by the staff member

**2nd offense:** Student is sent to office for parent phone call and correction of behavior

**3rd offense:** Time in the office with loss of privilege and parent meeting

**4th offense:** In-school suspension

**5th offense:** Out-of-school suspension or further interventions determined on a case by case basis

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

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

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

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

### **Weapons and Dangerous Instruments**

It is the policy of the Seton Catholic School Board that weapons and other dangerous objects are confiscated. Parents/guardians of students found in possession of a weapon or dangerous object (this includes a knife greater than 5 inches long) shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action.

Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ACSB Policy #5131.7a.

Consequences will be given based on the outcome of the investigation. Administrator discretion can be used when determining consequences. Determination of expulsion is handled on a case-by-case basis.

## **VIII. Extracurricular Activities**

### **Activity options**

Students have opportunities to participate in:

#### Seton Catholic

- basketball (boys and girls)
- volleyball (girls)
- drama
- spirit club

#### Beckman Catholic and Drexler Middle School

- cross country
- football
- wrestling
- track and field

### **Activities**

Seton Catholic provides a variety of sporting, fine arts, and club activities. Based on specific activity requirements, some of these programs are required to have an annual physical and a signed statement of fitness by a physician, additionally others may require an additional fee. For athletics, it is also mandatory that these same students have some kind of accident insurance coverage.

School work is the primary focus of student learning. Students may be academically ineligible for participation in extracurricular activities if school performance is in need of improvement. Students who display consistent behavior problems will be suspended from activity until the necessary improvement is shown.

### **Academic Eligibility Policy**

Participation in athletics and other extra-curricular activities at Seton Middle School is a privilege, and academic proficiency will always take precedence. To maintain this privilege of eligibility, the student must be passing every class, and maintain a C average (70% and above) in core classes. Grades will be posted every week. Students with failing grades become academically ineligible to participate in extracurricular activities until they pass all courses (students must practice but may not compete). The ineligibility period begins on the Monday after grades are due in the office, allowing for parental notification and grade accuracy checks. Coaches/sponsors will be notified via email or personal contact.

Each student must maintain a good conduct record both in and out of school throughout the year. Any student whose conduct or habits make that student unworthy to represent the ideals and principles of Seton Catholic School may be ineligible to participate in or attend any extra-curricular activities for a designated period.

Each student must meet his or her parents' expectations. Seton Middle School fully supports all parental requests to withhold students from extracurricular activities at any time and for any reason.

### **Student Participation Policy for Activities**

Students at Seton who become involved in our activity program share the responsibility of being at practice when it is scheduled. Thus, to be fair to all students, the following rules will apply to all

activities unless a separate policy is developed by the sponsor and approved by the activity director before the start of the activity.

Students who wish to participate in school-sponsored activities must attend school 60% of the day the day of the activity unless permission has been given by the principal for the student to be absent.

Excused absences (e.g., doctor's appointments, family emergencies, etc.) should be discussed with your coach or sponsor BEFORE the absence, whenever possible. *Students who are present during the school day are expected to attend all scheduled practices or rehearsals.*

The FIRST UNEXCUSED ABSENCE from a practice, performance, or competition will result in a conversation between the student and coach/sponsor. The coach/sponsor will determine whether the student will miss part of the next game, meet, or performance.

The SECOND UNEXCUSED ABSENCE from a practice, performance, or competition will result in the student being withheld from the next scheduled game, meet, or performance.

The THIRD UNEXCUSED ABSENCE from a practice, performance, or competition will result in the possible dismissal of the student from the activity at the discretion of the coach, athletic director, and principal.

Excused absences may result in reduced playing time at the coach's discretion. Players are expected to commit to being at practice as part of the team.

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

### **Public Conduct on School Premises**

Spectators are not 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 (ACSB Policy #1251).

## **IX. Health/Safety Issues**

### **Abuse**

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

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

### **Asbestos**

Federal regulations and AFFC/ACSB Policy #7113, require us to inform you that there is asbestos in the Seton Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was 2012.

### **Blood Borne Diseases**

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

### **Chemical Right to Know Law**

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

### **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 staff member with training and with the written consent of parent(s). A physician's signed and 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 student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed.

Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

### **Safety Drills**

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

### **Smoking/Smoke Free Campus**

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

## **X. Services**

### **Bus**

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

### **Food Service**

Breakfast and lunch are available through the school nutrition program.

Free and reduced-cost meals are available through the program. Applications are welcome anytime during the school year. For an application, [Free and Reduced Lunch \(English\)](#); [Free and Reduced Lunch \(Spanish\)](#)

### **Lockers**

Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. 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 is available in the school hallways and offices. Periodically, unclaimed items will be given to the needy.

### **School Supplies**

A listing of school supplies recommended is provided in the spring/summer and available during fall registration days. This can also be found on the school website.

### **Textbooks/Devices/Supplies**

Textbooks, devices, and academic supplies are provided to students. Undue wear, damage, or loss may require payment at the end of the school year.

## Tuition Assistance

### Tax Credits

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

### Tuition Grants: STO

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

### Education Savings Accounts (ESA)

Education Savings Accounts are available from the State of Iowa. Parents who reside in Iowa and choose to enroll their eligible children in an accredited nonpublic school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation.

### Student Tuition Organization (STO) and Educational Savings Accounts (ESA)

These two organizations allow families the best opportunity to receive the most assistance. It is encouraged that families complete both forms of assistance, if they qualify. Additionally, any funds left over in an ESA account can be used for future tuition costs and/or other eligible expenses.

**ESA AND STO**  
A winning combination for families!

**WHY APPLY FOR BOTH?**

- Families can and should receive both forms of assistance!
- Applying for both gives your family the best chance at receiving the most assistance.
- Remaining funds in an ESA account can be used for future tuition costs.
- Remaining funds in an ESA account can be used for other eligible educational expenses.

**ESA**  
EDUCATION SAVINGS ACCOUNT

- Funded by the State of Iowa
- Administered by the State of Iowa
- Who qualifies? All families who reside in Iowa and complete the application by the deadline, even if they apply to the STO
- To apply: <https://iowa-households.withdyssey.com/login/>

**STO**  
SCHOOL TUITION ORGANIZATION

- Funded by Private Donors
- Administered by Our Faith STO
- Who qualifies? All Iowa residents at or below 400% of the Federal Poverty Guidelines who complete the application by the deadline, even if they apply for an ESA
- To apply: <https://online.foctsmgt.com/aid>

## **XI. Staff**

### **School Staff listing**

#### **Teaching Faculty:**

**Preschool:** Jerica Schockemoehl, Diane Brehm

Paraprofessionals: Jeanita Grebner, Jeni Heisler, Lori Zalaznik (3K), Lindsey Krapfl (3K)

**Kindergarten:** Roxane Brown, Kelley Dake

Paraprofessionals: Adele Nicks, Becky Hermesen

**1st grade:** Tracey Horsfall, Ashley Wolfe

Paraprofessionals: Hannah Moore

**2nd grade:** Alison Hutchins, Ashley Manternach

Paraprofessionals: Rhonda Hefel

**3rd grade:** Hannah Lehmann, Abby Hyland

Paraprofessionals: Jill Brown

**4th grade:** Deanne Leunsmann, Emily Auger

**5th grade:** Sara Morrison, Keeley Schmitt

**6th grade:** Brian Jones

**7th grade:** Mark Zalaznik, Jessie Burkum

**8th grade:** Donna Schwes, Ashley Herndon

**Music:** Michelle Janette

**PE:** Andy Hyland

**Tech:** Liz Wolfe

**Art:** Allie Krapfl

**Resource:** Sarah McCabe (K-2), Lisa Bell (3-5), Sandy Fiedler (6-8),

**Interventionist:** \_\_\_\_\_

6th-8th paraprofessional: Katie Pfeiler

#### **Administrative and Support:**

**Principal:** Clayton Ellsworth

**Academics & Student Success:** Karen Nank

**Student Needs:** Sandy Fiedler

**Athletics:** Andy Hyland

#### **Support Staffing:**

**Bookkeeping:** Toni Lubert

**Peosta secretary:** Linda Lahey

**Farley secretary:** Amanda Ostwinkle

**Library:** Lindsey Krapfl

**Grounds:** Chad Lukes

**Maintenance:** Roger Schueller

**Spiritual Growth:** Sarah Richard; Lynne Kluesner

**Nurse:** Tanya Kluesner

**Food Service:** Cindy Nierling

#### **- Peosta**

- Radie Roberts
- Lisa Kurt
- Helen Kennedy

- Lori Smith
- Darlene Besler
- **Farley**
  - Teresa Kramer
  - Helen Koopmann

**Custodial:**

- **Peosta**
  - Bill Besler (Sherman)
  - Deb Fagan
  - Pat Murphy

**Outside Contracts:**

**IT support:** Ripeva (Peter Koshakji)

**Website support:** Tyler Herndon

**Counselor:** Shawna Martin (*Life Connections*)

## **XII. Practices, Prayers, and Beliefs**

The Archdiocese of Dubuque has developed standards and grade level expectations for Catholic school religion courses, including prayers, practices, and beliefs. Prayers in Spanish are listed [here](#). Some prayers in French are listed [here](#).

### **Prayers**

#### **Sign of the Cross**

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

#### **Our Father/The Lord's Prayer**

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

#### **Hail Mary**

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

#### **Glory Be**

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

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

#### **Angel of God**

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

#### **Grace Before a Meal**



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

### **Grace After a Meal**

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

### **Morning Prayer (younger children)**

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

### **Morning Offering**

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

### **Act of Contrition**

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

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

### **Jesus Prayer**

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

### **Confiteor**

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

### **Apostles Creed**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty;

from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **Nicene Creed**

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

### **The Rosary**

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles' Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next three beads. Say the Glory Be.

Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

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

**Act of Faith**

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

**Act of Hope**

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

**Act of Love**

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

**Memorare**

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

**Angelus**

V. The angel of the Lord declared unto Mary.  
 R. And she conceived of the Holy Spirit. Hail Mary  
 V. Behold the handmaid of the Lord.  
 R. Be it done to me according to thy word. Hail, Mary  
 V. And the Word was made flesh,  
 R. And dwelt among us. Hail, Mary  
 V. Pray for us, O holy Mother of God,  
 R. That we may be made worthy of the promises of Christ.

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

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

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

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

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

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

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

Lord, make me an instrument of your peace.  
 Where there is hatred, let me sow love;  
 where there is injury, pardon;  
 where there is doubt, faith;  
 where there is despair, hope;  
 where there is darkness, light;  
 and where there is sadness, joy.  
 Grant that I may not so much seek  
 to be consoled as to console,  
 to be understood as to understand,  
 to be loved as to love;  
 for it is in giving that we receive,

it is in pardoning that we are pardoned,  
And it is in dying that we are born to eternal life.

### **Psalm 23**

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

### **Additional Prayers**

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

Lord Jesus, life is Your gift to us.  
Through Baptism You invite us to  
share the gift of our lives in service to others.  
Give us the courage and generosity  
to respond to Your call.  
Through the Eucharist You fill us with Your  
life-giving presence and strengthen us in holiness.  
Give us the grace to make our efforts in Your service  
fruitful in Your kingdom.  
Through Confirmation You seal us  
with the gifts of the Holy Spirit and send us forth.  
Give us the strength to proclaim Your Word  
and make known Your Will to all the world.  
Open our hearts to Your service and  
move the hearts of men and women to follow You as  
Priests, Deacons, Sisters and Brothers.  
Help parents, grandparents and teachers to share their  
Catholic faith and to encourage our young people  
to explore religious vocations.  
Guide all people, Lord, in Your ways  
of compassion, truth, and peace,  
that we may find joy  
in fulfilling our vocation. Amen.

#### **Prayer of Discernment**

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

of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

## **Beliefs and Practices**

### **Formulas of Catholic Doctrine**

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

Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are they who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the land.

Blessed are they who hunger and thirst for righteousness, for they will be satisfied.

Blessed are the merciful, for they will be shown mercy.

Blessed are the clean of heart (or pure of heart), for they will see God.

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

Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.

Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

#### **Communion Regulations**

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.

In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.

A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).

A frequent reception of the Sacrament of Penance is encouraged for all

#### **Communion Fast**

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

#### **Four Gospels**

Matthew, Mark, Luke, and John

#### **Holy Days of Obligation**

*\*Note: 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    | ● Hell   |
| ● Judgment | ● Heaven |

### The Fruits of the Holy Spirit

Charity	Generosity
Joy	Gentleness
Peace	Faithfulness
Patience	Modesty
Kindness	Self-control
Goodness	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        | ● Gluttony |
| ● Covetousness | ● Envy     |
| ● Lust         | ● Sloth    |
| ● Anger        |            |

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

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

### **The Ten Commandments**

1. I, The Lord, am your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.

7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet neighbor's goods.

### **The Three Theological Virtues**

- Faith
- Hope
- Charity

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

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

### **Works of Mercy**

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

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

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

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

### **Prayers, Beliefs and Practices by Grade Level**

<b>Grade Level</b>	<b>Prayers</b>	<b>New Prayers, Beliefs and Practices introduced at this level are:</b>
<b>Kindergarten</b>		<ul style="list-style-type: none"> <li>● Sign of the Cross</li> <li>● Grace Before a Meal</li> <li>● Our Father/The Lord's Prayer</li> <li>● Hail Mary</li> </ul>
<b>1st Grade</b>	<ul style="list-style-type: none"> <li>● Sign of the Cross</li> </ul>	<ul style="list-style-type: none"> <li>● Grace After a Meal</li> </ul>

	<ul style="list-style-type: none"> <li>• Grace Before a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> </ul>	<ul style="list-style-type: none"> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> </ul>
<b>2nd Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> </ul>	<ul style="list-style-type: none"> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> </ul>
<b>3rd Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> </ul>	<ul style="list-style-type: none"> <li>• Apostles' Creed</li> <li>• The Rosary</li> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> </ul>
<b>4th Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> <li>• Apostles' Creed</li> <li>• The Rosary</li> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> </ul>	<ul style="list-style-type: none"> <li>• Jesus Prayer</li> <li>• Act of Faith</li> <li>• Act of Hope</li> <li>• Act of Love</li> <li>• Seven Sacraments</li> <li>• Beatitudes</li> <li>• Mysteries of the Rosary</li> </ul>
<b>5th Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> <li>• Apostles' Creed</li> <li>• The Rosary</li> </ul>	<ul style="list-style-type: none"> <li>• The Stations of the Cross</li> <li>• Morning Offering</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• The Five Precepts of the Church</li> <li>• Parts of the Mass</li> </ul>

	<ul style="list-style-type: none"> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> <li>• Jesus Prayer</li> <li>• Act of Faith</li> <li>• Act of Hope</li> <li>• Act of Love</li> <li>• Seven Sacraments</li> <li>• Beatitudes</li> <li>• Mysteries of the Rosary</li> </ul>	
<b>6th Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> <li>• Apostles' Creed</li> <li>• The Rosary</li> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> <li>• Jesus Prayer</li> <li>• Act of Faith</li> <li>• Act of Hope</li> <li>• Act of Love</li> <li>• Seven Sacraments</li> <li>• Beatitudes</li> <li>• Mysteries of the Rosary</li> <li>• The Stations of the Cross</li> <li>• Morning Offering</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• The Five Precepts of the Church</li> <li>Parts of the Mass</li> </ul>	<ul style="list-style-type: none"> <li>• The Seven Corporal Works of Mercy</li> <li>• The Seven Spiritual Works of Mercy</li> <li>• The Fruits of the Holy Spirit</li> <li>• The Gifts of the Holy Spirit</li> <li>• Four Gospels</li> <li>• The Golden Rule</li> <li>• Holy Days of Obligation</li> </ul>
<b>7th Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Grace Before/After a Meal</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Glory Be</li> <li>• Morning Prayer</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> <li>• Apostles' Creed</li> <li>• The Rosary</li> </ul>	<ul style="list-style-type: none"> <li>• Nicene Creed</li> <li>• Come, Holy Spirit (Prayer to the Holy Spirit)</li> <li>• Angelus</li> </ul>

	<ul style="list-style-type: none"> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> <li>• Jesus Prayer</li> <li>• Act of Faith</li> <li>• Act of Hope</li> <li>• Act of Love</li> <li>• Seven Sacraments</li> <li>• Beatitudes</li> <li>• Mysteries of the Rosary</li> <li>• The Stations of the Cross</li> <li>• Morning Offering</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• The Five Precepts of the Church</li> <li>• Parts of the Mass</li> <li>• The Seven Corporal Works of Mercy</li> <li>• The Seven Spiritual Works of Mercy</li> <li>• The Fruits of the Holy Spirit</li> <li>• The Gifts of the Holy Spirit</li> <li>• Four Gospels</li> <li>• The Golden Rule</li> </ul>	
<b>8th Grade</b>	<ul style="list-style-type: none"> <li>• Sign of the Cross</li> <li>• Our Father/The Lord's Prayer</li> <li>• Hail Mary</li> <li>• Grace Before/After a Meal</li> <li>• Glory Be</li> <li>• Angel of God</li> <li>• Act of Contrition</li> <li>• Communion Fast</li> <li>• Communion Regulations</li> <li>• The Ten Commandments</li> <li>• Apostles' Creed</li> <li>• The Rosary</li> <li>• The Two Commandments of Love</li> <li>• Liturgical Year</li> <li>• Jesus Prayer</li> <li>• Act of Faith</li> <li>• Act of Hope</li> <li>• Act of Love</li> <li>• Seven Sacraments</li> <li>• Beatitudes</li> <li>• Mysteries of the Rosary</li> <li>• The Stations of the Cross</li> <li>• Morning Offering</li> <li>• Memorare</li> <li>• Hail Holy Queen</li> <li>• The Five Precepts of the Church</li> <li>• Parts of the Mass</li> <li>• The Seven Corporal Works of Mercy</li> <li>• The Seven Spiritual Works of Mercy</li> <li>• The Fruits of the Holy Spirit</li> <li>• The Gifts of the Holy Spirit</li> </ul>	<ul style="list-style-type: none"> <li>• Prayer of St. Francis</li> <li>• Mary's Prayer (Magnificat)</li> <li>• Psalm 23</li> <li>• Confiteor</li> <li>• The Seven Capital Sins</li> <li>• The Four Last Things</li> </ul>

	<ul style="list-style-type: none"> <li>• Four Gospels</li> <li>• The Golden Rule</li> <li>• Nicene Creed</li> <li>• Come, Holy Spirit (Prayer to the Holy Spirit)</li> <li>• Angelus</li> <li>• Holy Days of Obligation</li> <li>• Regulations for Fast and Abstinence</li> <li>• The Three Theological Virtues</li> <li>• The Four Cardinal Virtues</li> </ul>	
--	---	--

#### **APPENDIX A: MIDDLE SCHOOL SCHEDULES**

##### **REGULAR DAILY SCHEDULE:**

###### **Schedule - MON/TUE/THU/FRI**

<b>Class Period</b>	<b>Time</b>
Beginning of the Day Homeroom	7:50-8:00
1st	8:00-8:34
2nd	8:37-9:11
3rd	9:14-9:48
4th	9:51-11:01
5th	11:04-11:39
Lunch	11:44-12:14
6th-Homeroom	12:19-12:38
7th	12:41-1:21
8th	1:24-2:04
9th-Explore	2:07-2:47
End of the Day Homeroom	2:50-2:55

##### **WEDNESDAY (LITURGY) SCHEDULE:**

###### **Schedule - WED**

<b>Class Period</b>	<b>Time</b>
1st	8:00-8:40
MASS	8:45-9:30
2nd	9:35-10:15
3rd	10:18-10:58
4th	11:01-11:41

LUNCH	11:45-12:20
5th	12:25-1:05
6th	1:08-1:48
End of the Day Homeroom	1:50-1:55

#### **APPENDIX B: GRADING SCALE (%)**

*100-97: A+*

*96-93: A*

*92-90: A-*

*89-87: B+*

*86-83: B*

*82-80: B-*

*79-77: C+*

*76-73: C*

*72-70: C-*

*\*69-67: D+*

*\*66-63: D*

*\*62-60: D-*

*\*59 OR LESS: F*

**\*Ineligible for extracurricular activities (see EXTRA-CURRICULAR ACTIVITY ELIGIBILITY)**

## **APPENDIX C: ACCEPTABLE USE POLICY FOR STUDENT DEVICES; ACCEPTABLE USE POLICY ETIQUETTE; & FEES FOR DAMAGED CHROMEBOOKS**

### **Acceptable Use Policy (AUP) for Student Issued Devices**

#### **Overview:**

Our school believes integrating technology is essential to motivating and engaging students in rigorous and relevant lessons. 1:1 technology provides the opportunity for anytime/anywhere learning. It opens the doors to the critical thinking and problem-solving skills students will need to compete and contribute to our global society. Therefore, your child will have his or her computing device and accessories (hereafter collectively referred to as equipment) to use in class and at home while enrolled at Seton Catholic School.

Students who have submitted this completed agreement and have permission from the Seton staff will be allowed to take the equipment home while enrolled during the school year. A pattern of careless behavior will have consequences, and parent/guardian(s) or staff may rescind this privilege at any time. Our 1:1 initiative will become a part of your child's everyday classroom experience, and failure to follow the guidelines below and instructions in class can significantly influence this experience.

#### **Guidelines:**

##### **1. The equipment is to be used for school-related purposes only.**

The equipment is not to be used for any unlawful or inappropriate activity, commercial endeavors, or purpose contrary to the school's educational mission or the Board of Education's policies. The equipment is not to be used by anyone (classmates, peers, friends, brothers, sisters, etc.) other than the student it is issued to, as this is not your equipment. The student will bring a fully charged device and personal headphones to school every school day, as substitutes will not be provided for devices left at home. The student is responsible for completing their work regardless of whether they have this equipment. The student will use or not use the equipment in class as directed by the teacher and will not ever use the equipment in restrooms or locker rooms.

##### **2. The equipment is owned and searchable by the district.**

The school reserves the right to broadly access, monitor, search, review, track, and store any data, communication, or information processed on school-issued equipment. Any unlawful use will be reported to the police, and the school will take any appropriate actions, including disciplinary action if a violation is found. Any data files stored on the equipment may or may not be returned to the student when the equipment is surrendered.

##### **3. Only licensed software may be installed on school equipment under the teacher's direction.**

No one is authorized to install or uninstall software on the equipment unless instructed by a Seton staff member. Equipment settings should remain the same unless a Seton staff member instructs



them to change them. It may be necessary to reimage the equipment to the current standard at any time. Files may be lost, and the student will need to reapply any installed software or configuration settings.

**4. The equipment must be surrendered immediately upon request, withdrawal or as directed by district staff.**

When returned, the equipment must be maintained and in good working condition. The student may have to return the equipment for any reason, with or without prior notice.

**5. The district will troubleshoot supplied equipment problems related to usage at district facilities.**

For example, if the equipment connects to the Internet at school but does not connect elsewhere, the school will not address the problem. In addition, the school will not support issues that arise when connecting personal devices such as a digital camera. The equipment is not to be serviced by the student or any outside party; all service needs must be performed by or arranged through the school's technology department.

**6. The student is responsible for ensuring his/her files are being backed up.** It is recommended that students back up their files from the equipment to their district-created Google Account @seton.pvt.k12.ia.us.

**7. The student is responsible for safely handling and caring for the equipment.** Students accept the responsibility of providing reasonable measures of care and protection for the equipment. In addition, they will not attempt to repair, upgrade, or circumvent the security mechanisms of the equipment. Damaged equipment needs to be returned for evaluation and repair. Damage due to negligence or misuse will result in service, repair, and/or replacement charges that will be assessed on a case-by-case basis, depending on the negligence involved. The student will not deface or personalize the equipment surfaces. The student will not tamper with or remove any school or manufacturer identification labels and must report any missing or unreadable identification labels to a Seton teacher as soon as possible.

The student will transport the equipment safely, including in the classroom, between classes, and outside of school. It will be secured in the case provided when at school and not in use. The equipment will not be swung or flung, including when in the case. When moving about a room and the device is closed, use the handle on the equipment, or if the device is open, use both hands to carry the equipment safely. The equipment must always remain in your possession or a locker while at school.

**8. Student responsibilities regarding lost or stolen equipment:**

When a student cannot locate the equipment, it is considered lost or stolen. It must be reported to a principal or the police liaison immediately, whether at or upon return to school. If you suspect it has been stolen while not at school, it must be reported immediately to the police, and a copy of the police report must be provided upon return to school.

**9. I have reviewed and agreed to abide by the district AUP included in the Student**

**Handbook while using this equipment.**

I understand that discipline, also outlined in the Student Handbook, may be imposed for inappropriate use of this equipment.

**Please sign this page and return all four pages of the original signed copy.**

**STUDENT ACCEPTANCE:**

I have read and understand this Acceptable Use Policy for School Issued Devices and I am indicating my acceptance by signing below. I understand that violations of this policy may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**PARENT/GUARDIAN ACCEPTANCE:**

I have read and understand this AUP for School Issued Devices and am indicating my acceptance by signing the form below. I will reinforce the proper use of the equipment and encourage my student(s) to be responsible regarding this opportunity. I understand that fines for services, repairs, and/or replacements may be charged. Charges will be assessed for unreturned equipment, missing equipment, or damaged equipment resulting from negligence, or intentional destruction, or misuse.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## **Acceptable Use Policy (AUP) for Internet Etiquette**

### **Overview:**

Students at Seton Catholic School will be provided access to technology in classrooms and labs for educational purposes. Students must follow the established guidelines for Internet Etiquette in order to maintain the privilege of access to technology.

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online, whether in the hallway or on Google Classroom. The following rules of citizenship should guide all use of technology and connectivity at Seton Catholic School, and good behavior is expected of all students.

### **Guidelines:**

Both a parent/guardian and the student need to initial each guideline below and then sign and date the acceptance at the end for the privilege of using this equipment while following the AUP.

#### **1. Respect Yourself**

I will:

- show respect for myself through my actions.
- use school-appropriate language and images on the computer.

#### **2. Protect Yourself**

I will:

- ensure that the information I post online will not put me at risk.
- not publish contact details or personal information in public spaces.
- report any aggressive or inappropriate behavior directed at me.
- not share my password or account details with anyone else.
- only use email for schoolwork and with teacher's permission.

#### **3. Protect Others**

I will:

- report abuse.
- forward only materials (including emails and images) that are appropriate.

#### **4. Respect Others**

I will:

- not bully, harass or stalk other people online.
- only go to sites that are related to my schoolwork.
- not share my password or login.
- only change or modify others' work with permission.

#### **5. Respect Copyright**

I will:

- follow the copyright guidelines and cite my sources.
- request permission from the owner if necessary.
- not steal or share music or other media in a manner that violates their licenses.

## 6. Protect School Property

I will:

- not go into system programs or preferences.
- not vandalize by causing physical damage, reconfiguring the computer system, or destroying data.
- only listen to music with the teacher's permission.

## 7. This means:

- School computers are for school-related work only.
- No instant messaging, personal email, or social media sites will be used without the teacher's permission.
- You need permission to go to your email to send or print school-related work. Use the school's student Google email at @seton.pvt.k12.ia.us.
- You may only use educational games found on the school/teacher website with the teacher's permission.
- YouTube and other video sites may only be used with the supervising teacher's permission.

**Please sign this page and return all three pages of the original signed copy.**

### STUDENT ACCEPTANCE:

I have read and understand this AUP for Internet Etiquette and am indicating my acceptance by signing below. I understand that violations of this policy may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### PARENT/GUARDIAN ACCEPTANCE:

I have read and understand this AUP for Internet Etiquette and am indicating my acceptance by signing below. I will reinforce the proper use of Internet Etiquette and encourage my child to be responsible regarding this opportunity.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## **Fees for Damaged Laptops**

While some wear and tear is natural when utilizing these devices regularly, damage can also arise due to carelessness and neglect.

The fee structure is meant to be flexible to account for discretion on the part of teachers and administrators to make decisions on a case by case basis.

It is also important to keep in mind that your technology fee that is paid per year does NOT cover the cost of damaged laptops. It covers the cost of the initial laptops, the extra inventory, the additional infrastructure costs for broadband, internet, etc. The fees are necessary in order to be able to make sure students have laptops when the damage is unforeseeable and even when it is due to carelessness or neglect.

The following fee structure is what you MAY be assessed for different types of damage to laptops:

**Cracked Screen:** up to \$75

**Missing Charger:** up to \$25

**Broken Hinge:** up to \$25

**External Damage:** up to \$75

**Liquid Damage:** up to \$100

**The computer is nonrepairable:** up to the cost of the device is approximately \$250

---

Please sign and return this portion to school, acknowledging that you are aware of this policy and will follow.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_