Immaculate Conception Catholic School

Parent/Guardian-Student Handbook

2026-2027

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Table of Contents
Parent/Guardian-Student Handbook 2026-2027

I. Philosophy **5**
Local Mission/Vision/4 Great Things 6
II. Catholic Dimension **7**
Catholic Atmosphere 7
Prayers, Practices, and Beliefs 7
Spiritual Program 7
III. Admission Policies/Notice of Non-Discrimination **7**
Admission 7
Equal Opportunity 8
IV. Policies/Programs **8**
Acceptable Use Policy 8
Assessment 8
Attendance: Student 9
Tardies 9
Bicycles/Motorized Scooters 9
Cell Phone Usage 9
Copyright 10
Field Trips/Off-site Educational Experiences 10
Guidance 10
Homework 10
Human Sexuality Program 11
Media Center/Library 11
Multicultural/Gender Fair/Global Education 11
Phones 11
Physical Education Waiver 11
School Parties and Invitations 11
School Day 12
School Dress Code 12
Special Services 14
Student Visitors 14
Substance Abuse Education 15
Technology 15
Tuition and Refund Policy 16
Visiting Classes 17
Volunteers 17
Wellness Policy 17

V. Communication **18**
Absence 18
Dual Parent Reporting- Divorced/Separated Parents 18
Complaints 18
Early Dismissals, School Closings, and Late Start Procedures 18
Parent/School Communications 18
Parent-Student-Teacher Conferences 19
Progress Reporting 19
Student Privacy Act 19
Student Records 19
VI. Diversity **19**
VII. Discipline Code **19**
Bullying/Harassment 21
Corporal Punishment, Restraint, and Physical Confinement and Detention 22
Fire Security 22
Physical Aggression/Assault 22
Racial Slurs 22
Search and Seizure 23
Stealing 23
Swearing/Profanity/Name Calling 24
Tobacco, Drinking, Vaping, Use of Non Prescribed or Illegal Drugs 24
Weapons and Dangerous Instruments 24
VIII. Extracurricular Activities **25**
Activity options 25
Activities 25
Good Conduct Code 25
Public Conduct on School Premises 25
IX. Health/Safety Issues **26**
Abuse 26
Asbestos 26
Blood Borne Diseases 26
Chemical Right to Know Law 26
Lead in the Drinking Water 26
Medication 26
Safety Drills 27
Smoking/Smoke Free Campus 27
X. Services **27**
Bus 27
Food Service 27
Lockers 27
Lost and Found 27
School Supplies 27

Textbooks/Devices/Supplies 28
Tuition Assistance 28
Tax Credits 28
Tuition Grants: STO 28
Education Savings Accounts (ESA) 28
Student Tuition Organization (STO) and Educational Savings Accounts (ESA) 28
XI. Staff **29**
School Staff listing 29
XII. Practices, Prayers, and Beliefs **30**
Prayers 30
Beliefs and Practices 36
Prayers, Beliefs and Practices by Grade Level 41

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
• Instills a love and knowledge of the Catholic faith. • Integrates instruction with Catholic values. • Leads students and families to active participation in their parish communities. • Provides opportunities for worship, service and prayer. • Supports a safe and nurturing environment where students encounter Jesus Christ.	• Promotes life-long learning and advances the development of the whole person to the fullest extent. • Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world. • Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective and an emphasis on community and service.

Mission and Vision Statement

MISSION

Mission Statement *Immaculate Conception Catholic School (IC) provides an exceptional education for preschool through sixth grade students of all faiths and abilities in Charles City and surrounding communities. Faculty and staff take a personal, collaborative approach to each child's learning, empowering students to reach their full potential. IC develops a strong life-long foundation that embraces the child's faith and relationship with God. The community of IC is invested in educating the whole child, stimulating creativity and serving the communities of which we are a part.*

VISION

Vision Statement The Vision at IC is to be identified as a school where each child is inspired to reach their full potential by following the core values of Faith, Scholarship, Kindness, and Service.

4 CORE VALUES

Faith *IC provides a faith based education allowing children to grow in the knowledge of the Catholic Religion and their personal relationship with God.*

Scholarship *The faculty and staff at IC are dedicated to ensuring the academic excellence and growth of each student. IC provides an environment that cultivates a love of learning; preparing the children for a lifetime of discovery.*

Kindness *IC nurtures an atmosphere of moral integrity, empathy, and humility.*

Service *IC believes that community service is vital to the spiritual growth of our students. IC creates a foundation that prepares each student for lifelong community service.*

#ICfaith #ICscholarship #ICkindness #ICservice

#ICyourfullpotential

II. Catholic Dimension

Catholic Atmosphere

Religious education at Immaculate Conception 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)

Immaculate Conception 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 registration in PowerSchool and applying for tuition assistance (STO and ESA). An

annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

In the event a class is full, Priority enrollment is given in this order to:

1. Children of Immaculate Conception employees, currently-enrolled students, and siblings of current students whose families are in good standing.
2. Children from families who are registered, contributing members of Immaculate Conception Parish.
3. Children from families who are registered members in good standing at Catholic parishes.
4. Children from families of other faiths. Date of family registration will determine enrollment priority in the event of high demand for placement in specific grade levels.

Equal Opportunity

Immaculate Conception 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

Immaculate Conception 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

Assessment

Students in grades 3-6 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. (Timeline of results is subject to test results released by ISASP.)

Students in grades K-6 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 *Immaculate Conception Catholic School* to set a required number of days/hours of attendance. *Immaculate Conception Catholic School* 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 Laurie Field at laurie.field@iccharlescity.org.

Tardies

Immaculate Conception School expects punctuality to minimize classroom interruptions and to support a successful start for all students each school day. When a student is tardy is has an affect to all learning in the classroom.

A student is considered tardy if they are not in their classroom **by 7:55 a.m.** Students arriving after this time must report to the office for a tardy slip and report their lunch before going to class.

Consequences for Frequent Tardiness

Tardies (per quarter)	Action Taken
1-3	Teacher check-in with student
4-6	Parent/guardian notified via call or email
7-9	Referral to the MTSS team; formal intervention plan may be required
10+	Counted as an absence and can lead to a referral to the Floyd County Attorney based on number of days absent

If family circumstances are affecting your child's ability to arrive on time or attend regularly, please reach out to the school office so we can work together to support your child.

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. Bicycles and scooters may not be ridden on school grounds and must be walked to and from designated parking areas.

Cell Phone Usage

- ACSB Policy #5160 states that cell phones, smart watches and any other wireless communication tools may not be used during school hours of 7:55 a.m. and 2:55 p.m. Cell phones and other wireless communication devices must be stored in the student's lockers.

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:

- A student using a cell phone or watch will be expected to take the phone or watch to the office until the end of the day. The phone or watch can be picked up after the dismissal bell and parents will be contacted.

- The 2nd offense of a student using a cell phone or watch during the day will require the parent to pick up the cell phone in the office.

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 class. Students that do not have a signed permission form will not be allowed to attend the off-site experience.

Guidance

Our counseling program complements the curricular offerings by offering support to students in a number of areas. IC employs a social worker to help address the social & emotional learning of our students. She provides class guidance lessons in collaboration with the classroom teacher and works with individual and small groups on referral of teacher and parent consent. The school social worker can be contacted directly at sherry.hadley@iccharlescity.org or you may contact your child's teacher to contact the social worker. Her work is not that of a mental health professional and should not replace work from that professional.

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. Typically homework is a result of not completing work during class work time. Parents/guardians should not have to instruct students, but are encouraged to support the process through questions and suggestions when appropriate.

As a general rule, the expectations of homework are to read an average of 20 minutes a day and:

Kindergarten: Practice identifying numbers 1-100, practice rote counting to 100, practice identifying letters and their sounds, practice prayers

1st Grade: Practice sight words, practice addition and subtraction facts, practice prayers

2nd Grade: Practice sight words, practice addition and subtraction facts, practice prayers

3rd Grade: Practice addition, subtraction, multiplication facts, practice prayers

4th Grade: Practice addition, subtraction, multiplication, & division facts, practice prayers, free-write journaling

5th Grade: Practice addition, subtraction, multiplication, & division facts, practice prayers, free-write journaling

6th Grade: Practice addition, subtraction, multiplication, & division facts, practice prayers, free-write journaling

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

All students participate in Library class each week. During this time, they have the opportunity to check out and return library materials. The media center will also be available for student use throughout the week. Replacement costs of media center materials not returned by the end of the school year will be expected.

Multicultural/Gender Fair/Global Education

Immaculate Conception Catholic School offers a global, multicultural, gender fair approach to the educational program. Immaculate 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.

Students are expected to have the permission of the principal/teacher to use the school telephone before, during or after school. Cell phones or watches are not to be used during the day by students.

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. After school parties are the responsibility of parents/guardians.

For consideration of students' social and emotional growth, invitations and transportation to social events and gatherings can not be handled by the school. Invitations brought to school will be sent back home with the child. *Invitations to after school parties should only be passed at school if all members of the class are invited.*

As a school, we hold classroom celebrations for a small portion of the day for the following holidays: Halloween, Christmas, Valentine's Day.

School Day

School begins at 7:55 A.M. and dismissal is at 2:55 P.M.

K–6 Student Dress Code

The purpose of the Immaculate Conception School dress code and uniform policy is to promote equality and a neat, respectful, and distraction-free learning environment while keeping clothing simple, affordable, and easy for families to purchase. All items may be purchased from any retailer as long as they meet the guidelines below.

Shirts

- Solid **white or navy blue**
- Polo or collared shirt (short or long sleeve)
- No logos, graphics, patterns, or writing
- Shirts should be appropriately sized and neatly worn

Pants / Bottoms

- Solid **khaki or navy blue**
- Pants, shorts, skirts, or skorts
- Traditional/basic fit only
- No denim, joggers, cargo pockets, or athletic styles
- Leggings may only be worn underneath skirts, skorts, or dresses and may not be worn as standalone pants. Leggings must be solid navy blue or black.
- Modesty shorts may also be worn underneath skirts or skorts when appropriate
- No holes, rips, fading, or decorative details

Sweatshirts / Layers

- IC-approved **school crewneck sweatshirt only**
- Must be worn over a collared uniform shirt
- Hoodies or non-uniform sweatshirts may not be worn during the school day
- Plain sweaters/cardigans in white or navy are permitted (no logos)
- Logos are only permitted on approved IC sweatshirts, cardigans, and quarter zips

Shoes

- Closed-toe athletic or tennis shoes, dress shoes
- No sandals, slippers, or boots during the school day
- Shoes must be safe for recess and PE

Seasonal Options

- Uniform shorts may be worn during warm weather months (dates determined by administration). Skirts and skorts may be worn year-round. Leggings worn underneath must be solid navy blue or black.

General Guidelines

- Clothing should be clean, modest, and properly fitted
- No hats or hoods worn indoors
- Minimal jewelry for safety
- T-shirts worn under uniforms must be solid white
- Collared shirt must be worn under crewneck sweatshirt, cardigan, sweater, dress
- Hair accessories and appearance should not distract from learning
- Clothing and accessories should reflect the values and expectations of a Catholic school environment.
- Skirts, skorts, and dresses should be mid-thigh length or longer (approximately fingertip length when arms are resting at the student's side).

Spirit Wear & Special Days

- School-approved spirit wear may be worn on designated days (ex: approved Fridays or special events)
- Occasional out-of-uniform or themed days may be scheduled by the school
- Out of uniform days must follow the general dress code guidelines

Dress Code Compliance

Students who are out of dress code may be asked to:

1. Correct the issue if possible, or
2. Call home for appropriate clothing. Any missed work will be expected to be completed.

Accommodations for students with sensory concerns will be made through communication with the administration.

Administration reserves the right to determine whether clothing or accessories meet dress code expectations.

Immaculate Conception Dress Code General Guidelines and allowed out of uniform days

- Excessive jewelry or make-up, dangling or loop earrings longer than one inch, accessories that make noise or are distracting to the student's learning, gang type chains, tattoos, painting of the skin, **unnatural hair coloring**, or piercing of the body (excluding ears) is not allowed.
- Clothing with inappropriate writing, pictures promoting drugs, gang related, tobacco, alcohol, violence, sexual activity, disrespect, or phrases with double meanings are not allowed at school or on school grounds.
- Clothing with rips, tears, or showing of underwear and/or belly is not acceptable.

- Clothing must cover the abdomen & back. Shirts with *cut-off* sleeves, crop tops, halter-tops, and spaghetti straps are not to be worn.
- Muscle shirts and tank tops (2 in strap) need to fit appropriately in the underarm area.
- Skirts, shorts, and skorts should be no shorter than mid-thigh.
- Shower thongs/flip flops and slider style shoes are not permitted. Sandals must have back straps.
- No hats or hoods, with exception of winter weather hats, are to be worn in the building.
- Students are expected to wear boots, hats, snow pants, and gloves during the winter season.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through Central Rivers 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.

PROHIBITED STUDENT ACTIVITIES

- Illegal installation or transmission of copyrighted materials.
- Any activity violating archdiocesan or school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening pornographic, obscene, sexually explicit, or any material deemed unacceptable by IC administration.
- Use of non-school approved chat rooms; websites selling papers, book reports, or other forms of student work; internet/computer games; messaging services, etc.
- Changing device operating settings (excluding personal settings such as font size, brightness, etc). Students may not set passwords or alarms on their chromebooks or ipads.
- Spamming: sending mass or inappropriate emails.
- Use of anonymous and/or electronic false communications.
- Gaining access to another student's accounts, files, and/or data.
- Use of Immaculate Conception's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery.
- Dissemination of personal information to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc
- Vandalism of school equipment or any malicious attempt to harm or destroy hardware, software, or data including but not limited to, uploading or creation of computer viruses, programs that can infiltrate computer systems and/or damage software components.
- Bypassing the Immaculate Conception's web filter through a web proxy.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean.
- Any activity considered contrary to Immaculate Conception's Good Conduct Policy, mission, or philosophy.

1. **Device Care**

Students will be held responsible for maintaining their individual devices and school supplied accessories while keeping them in good working order.

- Device batteries must be charged and ready for school each day when students are allowed to take them home.
- Only labels or stickers approved by Immaculate Conception administration may be applied to the device or any accessories.
- Chromebooks should be carried closed and supported appropriately to avoid dropping
- Drink must be kept away from the chromebook.
- No items (i.e. pencils, pens, fidgets, etc) should ever be placed on the keyboard to avoid the unintentional event of closing the chromebook on them and breaking the screen.
- Students are not to remove keys from the keyboard.
- Device covers and accessories furnished by Immaculate Conception must be returned with normal wear and no alterations to avoid paying a replacement fee.
- Students are not to use or touch other student's chromebooks.
- Malfunctioning or damaged devices must be reported to the homeroom teacher. Immaculate Conception is responsible for repair of malfunctioning devices. Devices damaged from student misuse, neglect or accidental damage will be repaired. The student will be responsible for up to the full replacement cost of the device if the device was damaged due to misuse or neglect.
- Stolen devices must be reported immediately to administration and the Police Department.
- Students that intentionally damage a chromebook will be expected to replace the chromebook through a school approved vendor.

2. Legal Propriety

- Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Please refer to the Immaculate Conception's copyright policy in the Student Handbook for specific details.
- Plagiarism is a violation of the Archdiocesan Cheating Policy (6170.1). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to Immaculate Conception's Good Conduct Policy.

Violation of applicable state or federal law will result in criminal prosecution. If a student is in violation of any part of the policy above, the following disciplinary action will be taken:

- **1st Offense -** Device privilege will be revoked for one to two days. Students are always responsible for all coursework.
- **2nd Offense -** Device privileges will be revoked for a minimum of five school days. Students are always responsible for all coursework.
- **3rd Offense -** Further device and technology privileges will be revoked as determined by the Immaculate Conception administration.

Some violations may warrant additional consequences and/or disciplinary action by Immaculate Conception Catholic School.

Tuition and Refund Policy

Tuition is billed and payable by semester and is due according to the payment schedule established by the school. Families are responsible for ensuring tuition is paid in full by the designated due dates for each semester.

Because student enrollment reserves a place in the school and covers fixed operational costs, tuition is considered a commitment for the full semester. Therefore, **no refunds will be issued for any semester in which a student has attended even one day of school**. This includes partial attendance, withdrawal, or dismissal occurring after the semester has begun.

In cases of withdrawal, dismissal, or extended absence, families remain financially responsible for the full semester tuition once the student has attended any portion of that semester.

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.

As we foster student independence and ensure school security, parents are encouraged to allow their students to enter the building and their classroom independently. Staff members are available to assist students as needed. If there are specific situations where a student may require parent/adult assistance, please contact your student's teacher and the principal in advance.

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.

Wellness Policy

Immaculate Conception School is committed to promoting the health and well-being of all students. We believe healthy habits support learning and help students grow academically, physically, socially, and spiritually.

To support student wellness, IC School will:

- Provide age-appropriate nutrition education and promote healthy eating habits.
- Offer daily opportunities for physical activity, including physical education and recess, in accordance with Iowa's Healthy Kids Act.
- Follow USDA Smart Snack guidelines for school snacks.
- Encourage students to stay hydrated by bringing water bottles to school.
- Avoid using food and beverages as rewards, except when outlined in an approved student behavior plan.
- Encourage movement and physical activity throughout the school day.

The complete Wellness Policy is available in the school office upon request and on our school website.

Amendment: **Lessons and activities using food can be used with administrator approval (a week notice) no more than once a month.**

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. Teachers will not be able to provide all classroom work prior to an absence.

Parents/guardians are required to communicate with the school office 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 Immaculate Conception 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

Immaculate Conception Catholic School follows the *Charles City Community* School District regarding school closings due to inclement weather. However, based on local conditions, Immaculate Conception Catholic School may elect to close due to bad weather. Communications will be provided through phone, email, text, Facebook, and our IC School App.

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, and will respond within 48 hours.

The school office will use the following communication platforms to communicate with families: school wide call, text, email, IC School App, Facebook, IC School Website, and SeeSaw.

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. Students in 4th - 6th grade are expected to attend and participate in their conference.

Progress Reporting

The purpose of progress reporting is to communicate a student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate communication, and quality progress reporting.

Progress reports are sent twice a year, at the end of each semester. Progress reports are based on the priority learning standards from the Iowa Academic Standards. A scale explaining scoring will be provided with progress reports.

Student Privacy Act

In conformity with the Student Privacy Act and ACSB Policy #5125, Immaculate Conception 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 Immaculate Conception 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 Immaculate Conception 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 (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment

Consequences include, but are not limited to:

- 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 #5l44.l.

Bullying/Harassment

It is the policy of the Archdiocesan Catholic School Board and Immaculate Conception 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 as defined in Iowa Code 280.28 and modified in House File 865 (effective July 1, 2025) can be found below:

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

It includes, but is not limited to:

1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
2. written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and
3. name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

"Trait or characteristic of the student" includes, but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the 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*, 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 and diversity teaching, if appropriate
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*, 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 and diversity training, if appropriate
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. Specifically defined, this category can be described as any offensive or obscene language or gesture that shows disrespect to staff and/or students on the basis of religion, political orientation, sexual orientation, gender identity, age, race, ethnicity, language, socio-economic status, and family structure. 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, 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 staff member/administration
2nd offense: Student is sent to office for parent phone call and correction of behavior
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, 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 Immaculate Conception 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 Immaculate Conception 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:

Band and Orchestra (5th & 6th), Leadership, Altar Serving, Literacy Fair, Art Show, Science Fair, PTO sponsored activities, Faith Formation and IC School Activities, Battle of the Books, and other activities through the school year.

Activities

Immaculate Conception Catholic School 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 or field trip until the necessary improvement is shown.

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.

Good Conduct Code

Immaculate Conception Catholic School adheres to the policy of good conduct by teaching our core values of Faith, Scholarship, Kindness, and Service within our students.

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 Immaculate Conception 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.

Immaculate Conception Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—. 15 (280), ACSB 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 Immaculate Conception Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. An inspection will be scheduled for the 2026-2027 school year and communicated to families.

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. Immaculate Conception Catholic School uses the Safety Strong curriculum and practices intruder and lockdown drills throughout the year.

Smoking/Smoke Free Campus

Immaculate Conception 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 Charles City Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of Immaculate Conception 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

Lunch is available through the school nutrition program from Charles City Community Schools.

Free and reduced-cost meals are available through the program. Applications are welcome anytime during the school year. For an application, for an application please contact the school office or Central Offices for Charles City Community Schools.

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. If a student desires a padlock, they may use their own padlock and the office must have the combination to the padlock.

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 gym. 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.



XI. Staff

Father Ivan Nienhaus, Pastor

Mrs. Laurie Field, Principal

Mrs. Ann Crook, Administrative Assistant

XXXXXXX, Secretary & Lunch

Mrs. Alex Gebel, Bookkeeper (Parish & School)

Mr. Jose Jimenez, Custodian

Mr. Cody Hanawalt, Maintenance & Part-Time Custodian

Mrs. Jody Osier, Preschool Teacher/Director (3 year old & half day 3/4 year old)

Mrs. Kristy Wilde, Preschool Teacher (All day 4 year old program)

Mrs. Mackenzie Parsons, Kindergarten

Mrs. Marianne Cox, Kindergarten

Mrs. Journey Schwickerath, 1st Grade

Mrs. Kirsten Field, 2nd Grade

Mrs. Elizabeth Platts, 2nd Grade

Mrs. Melissa Vorhes, 3rd Grade

Mrs. Staci Holzer, 4th Grade

Mrs. Shelby Schwartzkopf, 4th Grade

Mrs. Stephani Munson, 5th/6th Grade

Mrs. Cari Barry, 5th/6th Grade

Mrs. Whittney Franke, 5th/6th Grade

XXXX, 5th/6th Grade

Mr. Mac Watts, PE & Health

XXXX, Music

Mrs. Carrie Shaver, Art & Interventions

Mrs. Jeanne Hansen, TAG

Mrs. Beth Hoppel, Religion Catechist

Mrs. Sherry Hadley, Social Worker

Mrs. Kendra Buenger, Title Aide

Mrs. Kolleen Milligan, Aide

Mrs. Angel Boucher, Preschool Aide

Miss Kylie Effle, Instructional Support (2nd Semester ONLY)

Mrs. Brittany King, Aide

Mrs. Kelli Bohlen, Special Education Paraprofessional

Mrs. Denish Girkin, Aide

Mrs. Val Biwer, Library

Mrs. Maddie Fank, Special Education (CCCS)

Mrs. Amy Krueger, Title (CCCS)

Mrs. Jenny Mohs, ELL (CCCS)

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. They 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
Judgment
Heaven
Hell

The Fruits of the Holy Spirit

Charity
Joy
Peace
Patience
Kindness
Goodness
Generosity
Gentleness
Faithfulness
Modesty
Self-control
Chastity

The Gifts of the Holy Spirit

Wisdom
Understanding
Counsel (Right Judgment)
Fortitude (Courage)
Knowledge
Piety (Reverence)
Fear of the Lord (Wonder and Awe in God's Presence)

The Golden Rule (cf. Mt 7:12)

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

The Five Precepts of the Church

You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.

You shall confess your sins at least once a year.

You shall receive the sacrament of the Eucharist at least during the Easter season.

You shall observe the days of fasting and abstinence established by the Church.
You shall help to provide for the needs of the Church.

The Seven Capital Sins

Pride
Covetousness
Lust
Anger
Gluttony
Envy
Sloth

The Stations of the Cross

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

The Ten Commandments

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

The Three Theological Virtues

Faith
Hope
Charity

The Two Commandments of Love

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

You shall love your neighbor as yourself. (Matthew 22:37-39)

Works of Mercy

The Seven Corporal Works of Mercy

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

The Seven Spiritual Works of Mercy

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

Prayers, Beliefs and Practices by Grade Level

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
Kindergarten	• Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary	
1st Grade	• Sign of the Cross • Grace Before a Meal • Our Father/The Lord's Prayer • Hail Mary	• Grace After a Meal • Glory Be • Morning Prayer • Angel of God
2nd Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God	• Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
3rd Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments	• Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year
4th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year	• Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary
5th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary	• The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church • Parts of the Mass

Grade Level	Prayers	New Prayers, Beliefs and Practices introduced at this level are:
6th Grade	• Sign of the Cross • Grace Before/After a Meal • Our Father/The Lord's Prayer • Hail Mary • Glory Be • Morning Prayer • Angel of God • Act of Contrition • Communion Fast • Communion Regulations • The Ten Commandments • Apostles' Creed • The Rosary • The Two Commandments of Love • Liturgical Year • Jesus Prayer • Act of Faith • Act of Hope • Act of Love • Seven Sacraments • Beatitudes • Mysteries of the Rosary • The Stations of the Cross • Morning Offering • Memorare • Hail Holy Queen • The Five Precepts of the Church Parts of the Mass	• The Seven Corporal Works of Mercy • The Seven Spiritual Works of Mercy • The Fruits of the Holy Spirit • The Gifts of the Holy Spirit • Four Gospels • The Golden Rule • Holy Days of Obligation