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# Parent / Guardian / Student Handbook

## I. Philosophy

### Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

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

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

### Local Mission Statement / Philosophy

Assisting Families to Know and Share God's Love Through Quality Education

### Philosophy

The philosophy of Notre Dame Catholic School is that of our Lord in teaching students with love, patience, consistency, firmness, honesty and understanding. As Jesus does with His parables, teachers share knowledge that will inform students and also encourage them to search for deeper understanding of subject matter and its application to themselves. Through instructional methods and role modeling, teachers strive to build student self-esteem, self-determination, self-discipline, and responsibility in an atmosphere of optimism and love.

### Goals

- A. To develop a meaningful relationship with Christ and with one another.
- B. To develop a sense of wonder and appreciation for the gifts within and around us.
- C. To help students to use Catholic teachings to make valued decisions related to themselves, their society and their environment.
- D. General outcomes to be incorporated and developed in specific curriculum areas:
  1. Students understand the basic elements of our Catholic faith and live these truths.
  2. Students communicate using verbal, written, and listening skills.
  3. Students demonstrate reading, writing, legible handwriting, and math skills and employ these in problem solving.
  4. Students demonstrate a positive self-concept, self-discipline, responsibility and act appropriately.
  5. Students are computer literate and knowledgeable of current technology.
  6. Students use resources effectively.
  7. Students are whole persons-Christ like, respectful of authority, socially responsible, considerate and appreciative of the gifts of others.
  8. Students apply decision making skills to daily life.
  9. Students are active members of the community.
  10. Students self-motivate and develop a love of learning.

## II. Catholic Dimension / Uniqueness

### Catholic Atmosphere

Religious education at Notre Dame Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass 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.

## **Prayers, Practices, and Beliefs**

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

## **Spiritual Program**

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning. Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life. Parents / guardians are always invited to the school liturgies. Mass schedules can be found in each Friday letter and in the Sunday Church bulletin.

**Sacramental Preparation** — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents / guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents / guardians in the sacramental preparation for their child.

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

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

### **Admission**

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

Children are charged tuition. Notre Dame 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.

### **Equal Opportunity**

Notre Dame 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. Academic Programs / Policies**

### **Assessment**

Students in grades 3—6 are administered the Iowa Statewide Assessment of Student Progress (ISASP) assessments. Students in grades K - 6 are assessed and progress monitored using FAST reading and math assessments. When test results have been returned and analyzed, parents / guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments, if they want more information.

## **Copyright**

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

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**

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

## **Food Policy**

Notre Dame is a "Peanut Free" school. We are not able to have any form of peanuts in the building. This includes sack lunches, snacks or any other item that contains peanuts. See Appendix B (page 40) for healthy peanut free snack ideas.

### **Food that is brought to school to share must meet the following guidelines:**

1. Pre-packed, commercially prepared foods are to be used with an ingredient label on it.  
(Commercially prepared bakery items are acceptable if the ingredients are listed.)
2. Fresh fruits and vegetables may be served if properly washed.
3. Non-food items are a suggestion for distribution at class parties, celebrations, etc.
4. Classroom food preparation is allowed under supervision of the classroom teacher.
5. No gum is allowed at school.

## **Guidance**

Our guidance counselor / social worker complements the academic program by offering support to students in a number of areas. A licensed social worker through Catholic Charities of the Archdiocese of Dubuque is available for family counseling or for individual needs.

## **Homework**

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents / guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate. Recommended times for homework: 10 – 20 minutes for grades 1 and 2, 15 – 30 minutes for grades 3 and 4, and 30 – 60 minutes for grades 5 and 6. Special projects in upper grades will require additional time.

## **Incomplete Work**

If students have incomplete work habitually, they may be asked to stay after school to finish the work. This is at the discretion of the teacher.

## **Extended Vacations and Homework**

Family vacations can be quite beneficial, offering students educational experiences and exposure to different places as well as broadening their horizons. On the part of the school however, it is quite difficult to give out homework in advance as has been requested by some parents. Notre Dame School will not be giving out homework ahead of the vacations.

When the students return the teacher will work with each student to explain the assignments, and the students will then need to get caught up in their work in a reasonable amount of time as determined by the teacher.

### **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 AFFC/ACSB policy #6141.11 for specific details. Fifth grade students and parents are offered a puberty program as part of the guidance curriculum. AIDS awareness education is taught in 6th grade, and is a requirement of the Archdiocese of Dubuque, as well as the Iowa Department of Education.

### **Internet**

It is the policy of educational programs governed by the Archdiocesan Catholic School Board to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (AFFC/ACSB #2511, AFFC/ACSB #5144.3) Access privileges may be revoked, school disciplinary action may be taken, and / or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### **Library / Media Center**

Weekly library sessions will be offered. The students will have the opportunity to check out two books. A replacement fee will be charged for lost or damaged books.

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

Notre Dame Catholic School offers a global, multi-cultural, gender fair approach to the educational program. Notre Dame 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." (AFFC/ACSB #6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

### **Physical Education Waiver**

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

### **School Parties**

Parties that consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared. Parents should select treats with consideration of any dietary needs students may have. See Appendix B (page 40) for healthy peanut free snack ideas. Arrangements should be made with the teacher ahead of time. Occasionally, parties celebrating special holidays are permitted.

For "Star of the Week" programs that are part of our lower grades, treats are not required. But if a child would like to bring a treat, choose one day only to bring a snack / treat. We are trying to promote wellness, with healthy snacks and exercise. The requirement of a school wellness program is a mandate of the federal government, as a response to the issue of childhood obesity.

After school parties are the responsibility of parents / guardians. Late evening parties are discouraged during the school week. Invitations may not be given out at school unless all children in the class are invited. Student addresses and phone numbers will not be given out.

### **School Day**

School begins at 8:15 AM and dismissal is at 3:15 PM

## **Special Services**

The service of a psychologist, audiologist, social worker, occupational therapist, speech therapist and diagnostic testing for learning disabilities are available through AEA 1. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal through the Problem Solving Team at school. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

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

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

## **Substance Abuse Education**

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities / events, family education (through parent meetings), and utilization of appropriate community agencies.

## **Student Assemblies - School Liturgies**

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, Assembly, Pep Rally), there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, whispering are discourteous acts.

## **Title I Reading Program**

Federally funded Title I services in reading are available to students in grades first and second. Students qualify for these services on the basis of test scores, and teacher recommendation.

All students who qualify may not receive help in the program. Selection is dependent upon student need and availability of space and funding in the program.

The goal of Title I Reading is to create within the student a good self-image by allowing each student to meet success and to develop to his / her potential.

## **Reading Improvement**

Notre Dame School offers reading improvement for identified students. Notre Dame School uses Differentiated Instruction and Differentiated Assignments to accommodate the varying needs of students.



## **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 by out-of-class work. Doctor / dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent / guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission. Parents / guardians are requested to phone the school by 8:30 AM, if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents / guardians should inform the principal / school.

When a child returns to school, a note explaining the absence must accompany the child. The principal / secretary approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements. A student is late if he / she arrives after 8:20 AM. Late buses do not count as tardy. Students should report to the office before going to the classroom.

### **Complaints**

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

- Instructional Materials and Activities, AFFC/ACSB 1312
- Complaints Against Teacher/Employee, AFFC/ACSB 4119.4g
- Complaints Against Administrator, AFFC/ACSB 4119.4h
- Complaints Against Board Members, AFFC/ACSB 8252

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

According to AFFC/ACSB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Notre Dame Catholic School (i.e. notices of school functions, progress reports, newsletters, etc.) will be made available to both parents.

In the case of students whose parents' marriage has ended in divorce or who have never been married, the names and addresses of both parents should appear in the student's file. A certified copy of the Order of Dissolution, or other custody order, as well as any subsequent modification of the Order should be on file.

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

Notre Dame Catholic School follows the Howard-Winneshiek School District regarding school closings-bad weather. However, based on local conditions, Notre Dame Catholic School may elect to close due to bad weather. Do not call the rectory or school. Listen to KCZQ Cresco- Dial 102.3 FM; KOEL Oelwein- Dial 950 AM, 92.3 FM; KROC Rochester- Dial 106.9 FM; KDEC Decorah Dial 1240 AM, 100.5 FM; KWWL TV Waterloo-Channel 7; KTTC TV Rochester- Channel 10; KIMT TV Mason City- Channel 3. You can sign up for email or text notifications through Iowa School Alerts. A link to sign up for this service is on our school website.

### **Parent / School Communication**

Adequate and clear communication between school and home is essential for the success of the children. Parents / guardians should feel free to call teachers about student progress or other situations of concern. Friday letters are sent home with the oldest child in the family, or they can be e-mailed to families detailing the coming week's events. Job sheets and assignment books are sent to parents weekly. Parents have the option of e-mailing the school if plans for your child(ren) have changed, but a 24 hour notice is needed. The e-mail address is [office@nd.pvt.k12.ia.us](mailto:office@nd.pvt.k12.ia.us)

Notre Dame offers a school wide text or email information program called **Remind**. To sign-up, contact the school office.

## **Parent / Student / Teacher Conferences**

Individual conferences are held after the first and third quarters. Either parents or teachers can schedule other parent / student / teacher conferences as the need is recognized. Students in grades 1 – 6 are invited and encouraged to attend these conferences.

## **Progress Reporting**

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls / notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment that enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are based on the Iowa Core essential skills and concepts, so too, reporting to parents / guardians needs to be in accord with the Iowa Core essential skills and concepts and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

## **Student Privacy Act**

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

## **Student Records**

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

## **Telephone**

Students are expected to have the permission of the principal / teacher to use the school telephone before, during or after school. Cell phones should not be used during the day by students without teacher permission.

## **Cell Phone / Electronic Devices**

The use of cell phones are not allowed by students during the school day. Cell phones should remain in backpacks unless the student has been given permission from the teacher to use it. If a parent wishes to have their student use a cell phone to contact them, this needs to be done before or after school hours and with permission from Notre Dame Staff. Students found to use electronic devices inappropriately, shall be subject to disciplinary action, and in cases where a law may be violated, law enforcement may be contacted. Devices operated inappropriately shall be confiscated until a parent/guardian is contacted. Bodily-worn electronic devices are not to be used during school operating hours. (Examples: Apple Watch, SmartWatch, GizmoGadget, GizmoPal, GizmoWatch, etc.) Any device that gives an unfair advantage over other students may be collected or be asked to be removed. This decision will be at the discretion of the teacher or other Notre Dame Staff Members.

## **Visiting Classes**

Times can and will be arranged for parents / guardians to visit school. We welcome your interest and support. Please call us and let us know what time would be convenient for you. Please check in and out at the office when making a visit. Photo identification may be required for any unknown visitor to our school.

## VI. Discipline Code

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in Effect. These policies and procedures have been established by the Notre Dame Catholic School Board of Education and administration after consultation with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation and support of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each Notre Dame Catholic School student. Neither ignorance nor lack of understanding of the rules and regulations will release a student nor parent / guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Notre Dame Catholic School, are to be respected and followed.

### **Discipline Code**

Discipline in a Catholic School is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

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

### **Unacceptable student behaviors include, but are not limited to:**

1. Use of drugs, alcohol, tobacco, vaping
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late / incomplete assignments
10. Vandalism
11. Bullying / Harassment

### **Consequences include, but are not limited to:**

- In-school suspension
- Suspension from school for an indefinite period of time
- Suspension from school for a definite time
- Probation

All consequences shall be carried out according to the AFFC/ACSB 5144.I. (See also Gangs AFFC/ACSB 5133)

As reported by the Iowa Department of Education, students who are under the age of eighteen are already prohibited from the use of nicotine, alternative nicotine, or vaping products under the law. *A student who is under the age of 18 in possession of or attempting to purchase tobacco, alternative nicotine or vapor products will face civil penalties including up to \$250.00 fine and up to 16 days of community service depending on the level of the offense.*

For more questions on the Iowa Smoke Free Act visit: <https://smokefreeair.iowa.gov/>

### **Fire Extinguishers**

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

## **Gangs**

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

1. Parents / guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when the use of drugs and / or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and / or illegal activities.
8. Students may be suspended and / or expelled as outlined in the school / program / Archdiocesan discipline policies.
9. Parents / students will be held liable and financially responsible for all forms of vandalism.

## **Harassment / Bullying**

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

**“Harassment” and “bullying”** shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

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

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

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim or perpetrator teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque.

The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident. This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and AFFC/ACSB policies 2515.1, 2515.11, 5144.3.

### **School Dress Code**

Proper attire for boys and girls at Notre Dame Catholic School:

- Students are to dress in a clean, dignified and modest fashion. Clothing should be suited to the season and be in good taste.
- Hair is to be neat and clean.
- Shoes which are safe and appropriate for stairs, P.E., and play are to be worn. Socks should be worn at all times.
- Athletic shoes **must** be worn for physical education classes.
- No short shorts, tank tops or flip flops should be worn to school.
- Any shorts that are higher than halfway between knees and hips are considered short shorts.
- Clean used clothing from thrift stores will be available for students to wear in the event they come to school in inappropriate attire.

### **Search and Seizure**

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

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and / or which present a threat to the health and safety of the students and staff.

### **Tobacco / Drinking / Use of Non- Prescribed or Illegal Drugs**

Students are not to use, possess, sell, or be under the influence of non-prescribed or illegal drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited. These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs, and / or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also AFFC/ACSB 5131.6, AFFC/ACSB 5131.61, AFFC/ACSB 5144 and / or AFFC/ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

### **Weapons and Dangerous Instruments**

It shall be the policy of the Notre Dame Catholic School Board of Education that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents / guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in AFFC/ACSB 5131.7a.

## **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 places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent / guardian. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **VII. Extracurricular Activities**

### **Activity Options**

Students have opportunities to participate in band and band lessons as provided by the Howard-Winneshiek School District.

Robotics Club is offered after school bi-monthly for grades five and six.

### **Good Conduct Code**

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

## **VIII. Health / Safety Issues**

### **Abuse**

In compliance with School Laws of Iowa and AFFC/ACSB 4116.30a any certificated or licensed employee of Notre Dame 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. Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

*Notre Dame 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), AFFC/ACSB 4116.30a & AFFC/ACSB 4116.30b.*

### **AIDS**

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

### **Alcohol / Drug Policy**

The Notre Dame Catholic School Board develops guidelines that are in accordance with AFFC/ACSB 5144 and AFFC/ACSB 5144.1 on student responsibility and discipline.

### **Asbestos**

Federal regulations and AFFC/ACSB 7113, require us to inform you that there is asbestos in the Notre Dame 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 in 2008.

## **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 (HIV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with AFFC/ACSB 5141.2.

## **Chemical Right to Know Law**

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals.

The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

## **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.

## **Mandatory Reporting**

All school personnel are mandated reporters of any and all cases of suspected child abuse.

## **Medication**

Prescription drugs may be administered to pupils by a medication administrator with the written consent of the parent(s). Medications must include written instructions from a physician, dentist or other health care provider. Medication should be sent in a properly labeled original container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy, and the date of the prescription. A record of each dose of medication administered will be documented in the pupil's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed. All medication including cough drops are kept in the office.

Over the counter medication provided by the parent(s) may be administered to pupils with written parental consent. Medicine must be in the original container labeled with the student's name, name of medicine, time of administration and dosage, and turned in immediately to office personnel upon arrival at school. A note from the parent or guardian **MUST** accompany this medication. The note shall request an authorized school personnel (medication administration staff) to administer the medicine in accordance with the prescription or parent request. Medication administration staff will not administer medication that does not have an accompanying note or is unlabeled and parents will be contacted. If the medication is needed for more than a day or two, a medication administration form will need to be filled out. **All medicines should be turned into the teacher or office staff immediately upon arrival at school.** If students are transported by bus, medicine is to be handed to the bus driver, and the bus driver will hand it to school staff. If medication is to be administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.

## **Wellness Policy**

As part of the Federal Government requirements Notre Dame Catholic School has adopted a school Wellness Policy. The plan includes nutrition education, physical education, physical activity, communication with parents, and food marketing in school. Notre Dame encourages students to eat a balanced healthy diet. This policy also encourages parents to provide healthy items when supplying their child with a sack lunch at school and when providing treats.

## **Radon Testing**

During the Spring and Summer of 2014, Notre Dame School was tested for radon. The test results indicated the radon levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

## **Safety Drills**

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students will learn and 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. Additional drills will be practiced at various times during the year. Procedures are posted by classroom door and staff review procedures monthly.

Fire drills include each class using an escape route to an outside area a safe distance from the building. During tornado drills students move to a designated area within the building. Children are moved to these designated areas in a safe, quiet and orderly manner. Planning ahead is important in most of the activities that we do. Planning ahead is also important for emergency situations.

At Notre Dame Elementary we have developed an emergency evacuation plan that will be implemented in emergency situations. In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation. The emergency plan will proceed in the following steps: **(1)** The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb threat, etc. **(2)** Students will be escorted by staff members to emergency locations. **(3)** District administration and local emergency responders will be advised of the emergency situation. **(4)** Students will be assembled at the first available emergency location. **(5)** Bus transportation will be arranged through the district transportation director's office. **(6)** Parents will be able to pick up students in person.

## **School Security System**

The Notre Dame School Board has established a policy for locking the school doors during the day. The policy was written in order to comply with Archdiocesan Insurance requirements and the recommendations of the RDPC (Rural Domestic Preparedness Consortium) established by Congress and the U.S. Department of Homeland Security. All doors to the school are to remain locked at all times. The north main entrance outer doors will be unlocked at 7:30 AM. School personnel will allow admittance via a buzzer/video surveillance system to pass through the inner entry doors. The NW entrance for bus students will be assigned a staff member for authorized entrance. All students, parents, and visitors are asked to enter through the north main entrance.

## **Smoking / Smoke Free Building (Including vaporizers and vaping)**

Notre Dame Catholic School has been designated "Smoke Free." At no time will smoking or vaping be permitted within the building or on school grounds. This includes all school property outside of the building.

## **Visitors**

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

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

## **IX. Services**

### **Bicycles / Motorized Scooters**

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign.



Once past the crossing and patrolled area, students may begin to ride their bikes. No Bikes / Motorized Scooters are allowed on the school side of the street where buses load and unload. Students are encouraged to wear a helmet when operating a bicycle / motorized scooter.

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

### **Breakfast Program**

Breakfast is provided by the hot lunch program. Regulations for this program are issued by the U.S. Department of Agriculture and are given to parents at registration time. Any special dietary requirements must be accompanied by a physician's medical statement in accord with Federal Hot Lunch Guidelines. If you qualify for free or reduced lunches, you automatically will qualify for free or reduced breakfast. **Applications are welcome anytime during the school year.**

### **Lunch Program**

Lunch is provided by the hot lunch program. Regulations for this program are issued by the U.S. Department of Agriculture and are given to parents at registration time. Any special dietary requirements must be accompanied by a physician's medical statement in accord with Federal Hot Lunch Guidelines. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year. Students may bring a cold lunch from home. Milk may be purchased for \$.30 a carton and you will be billed for it. Kids will not be denied the opportunity to have an extra milk. It is up to the family to discuss this opportunity with your child and let them know there is a cost for this item.

### **Bus**

Transportation is provided by the Howard-Winneshiek School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of Notre Dame 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.

### **Lockers**

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

### **Lost and Found**

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, play equipment, etc. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

### **School Supplies**

A listing of school supplies recommended is sent home in the spring with the end of the year report card and in the registration packet available during fall registration days. See Appendix C (pages 41 - 42)

### **Textbooks**

Textbooks are provided to all students. The cost of materials such as workbooks which are consumed by the student during the year are included in the fee charge.

### **Technology**

Many opportunities and access to devices are given to all Notre Dame students to increase technology skills. Technology is used as a way to support and enhance the curriculum. Notre Dame provides all students with a headset. A technology fees is collected during fall registration and varies by grade level.

- Students in grades kindergarten, first and second, have access to classroom computers and iPads as well as Media Center Lab and laptop cart. A separate Internet permission form needs to be signed by a parent / guardian for a student to use the Internet.
- Students in grades third and fourth have access to classroom computers, Media Center Lab and laptop cart and iPads. Google Docs is used for word processing but email accounts are not given. Yearly, an Acceptable Use Policy (AUP) will need to be signed by student and parent for Internet use and Google Doc permission.
- Students in grades fifth and sixth have access to classroom computers, Media Center Lab and laptop cart and iPads. An Email account is added to their Google account. Yearly, an Acceptable Use Policy (AUP) will need to be signed by student and parent for Internet use.

### **Kids' Club** (Subject to the hiring of qualified personnel)

Notre Dame School offers after school care for all students in kindergarten through grade six in an adult supervised setting with an after school snack and various games and activities available. The Kids' Club program will be available after school until 5:30 pm. On days that school is closing because of inclement weather, the Kids' Club program will not be held. However, if school closes early due to excessive heat, Kids' Club will still be held. Hourly rate is charged for this service. A late fee of \$5.00 will be charged for students not picked up by 5:30 PM. Current rates are available by contacting the school office. Parents will be billed every two weeks. If payment is not made within 30 days, your child will be dismissed from the program.

### **Tuition Tax Credits**

Expenses incurred by parents may qualify for tuition tax credits as part of their Iowa income tax reporting. Information is distributed annually, usually in January.

### **Tuition Grants**

Tuition grants are available to all Notre Dame School families. Applications may be obtained from the principal before school opens and are to be returned completed at the time of registration. Other specific payment arrangements may be made at registration time.

### **STO Grants**

*Our Faith, Our Children, Our Future* is an organization that provides grants to families based on their submission of an application that includes family income. The form is to be submitted online to FACTS Grant Management by April 1 and they determine the level of assistance to be given. Families are notified by mid-May of the amount of assistance they will receive for the following school year. **Please ask the principal for further information.** Confidentiality is maintained. (AFFC/ACSB #3240.1) Parents may apply later than April 1 and grants may be awarded if funds are available.

### **Tuition Policy**

All tuition payments are to be made on time. The following procedures will be used to collect delinquent tuition/fees:

- 10 days late - a reminder is sent
- 30 days late - a letter from the principal is sent itemizing balance, monthly payments and requesting that the school will be contacted
- 60 days late - a phone call from the principal is made
- 90 days late - certified letter and written contract for arrangement of payments

### **Tuition / Fees**

Tuition / fees are on a separate sheet, and are available at the school office and during fall registration days.

## X. Staff

### Notre Dame School Staff

Teaching Staff	Grade Level	Email
Jennifer DeVries	Playgroup/Resource	jdevries@nd.pvt.k12.ia.us
Julie Haskovec	Preschool	jhaskovec@nd.pvt.k12.ia.us
Leslie Smith	Kindergarten	lsmith@nd.pvt.k12.ia.us
Susan Balk	First Grade	sbalk@nd.pvt.k12.ia.us
Angela Toale	First Grade	atoale@nd.pvt.k12.ia.us
Abby Huhe	Second Grade	ahuhe@nd.pvt.k12.ia.us
Sheila Slifka	Second Grade	sslifka@nd.pvt.k12.ia.us
Kelly Moellers	Third Grade	kmoellers@nd.pvt.k12.ia.us
Pamela Daley	Fourth Grade	pdaley@nd.pvt.k12.ia.us
Karn Friedges	Fourth Grade	kfreidges@nd.pvt.k12.ia.us
Lisa Barth	Fifth Grade	lbarth@nd.pvt.k12.ia.us
Skylar Bohr	Fifth Grade	sbohr@nd.pvt.k12.ia.us
Teresa Zeimetz	Sixth Grade	tzeimetz@nd.pvt.k12.ia.us
Kevin Port	Physical Education	kport@nd.pvt.k12.ia.us
	Art	@nd.pvt.k12.ia.us
Associates	Grade / Position	Email
Karen Dotzler	Playgroup	kdotzler@nd.pvt.k12.ia.us
Rachel Beran	Preschool	rberan@nd.pvt.k12.ia.us
Amy Schroeder	Kindergarten	aschroeder@nd.pvt.k12.ia.us
Missy Mayer	Third Grade	mmayer@nd.pvt.k12.ia.us
Jill Ryan	Sixth Grade	jryan@nd.pvt.k12.ia.us
Margaret Ward	Library Associate	mward@nd.pvt.k12.ia.us
Kelly Bartling	Associate/Music Director	kbartling@nd.pvt.k12.ia.us

Office Staff	Department	Email
Megan Koenigs	Elementary Office - 1	mkoenigs@nd.pvt.k12.ia.us
Julie Wennes	Elementary Office - 2	mwennes@nd.pvt.k12.ia.us

Cafeteria Staff	Department	Email
Starla Greenslade	Head Cook	sgreenslade@nd.pvt.k12.ia.us
Audrey Hyke	Kitchen Staff	
Mardell Sobolik	Kitchen Staff	
Diane Tieskotter	Kitchen Staff	

Maintenance Staff	Department	Email
Randy Greenfield	Facilities Manager	rgreenfield@nd.pvt.k12.ia.us
Harold Huhe	Custodian	
Al Gaul	Custodian	

<b>Tom McGee</b>	Custodian	
<b>Phil Walter</b>	Custodian	

## **Volunteer Aides**

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A meeting for all volunteers will be held at the beginning of the year at which time a Volunteer Handbook is handed out. All volunteers are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

PACE is the parent committee of the school. All parents of students belong to PACE. PACE schedules volunteers for classroom and school activities. Mini-Carnival and the book fair are some of the activities that PACE takes a leadership role in. Volunteers must sign in and sign out in the school office, before and after they volunteer.

## **XI. Catholic Schools Week**

### **Catholic Schools Week**

Year long - The chosen theme for 2020 is: "Catholic Schools: Communities of Faith, knowledge and Service"

Catholic Schools Week - Special activities are held during the designated week, which enhance and highlight year-long activities of Catholic identity.

## **XII. School Projects and Programs**

### **School Projects and Programs**

- Football Mania - Students in grades K - 6
- Fair Day - Families of school students in grades Preschool – 6, and Religious Education program K-10
- Mini Carnival - Students in grades Preschool - 6
- Mission Project - Students in grades K - 6
- Thanksgiving Food Collection - Students in grades K - 6
- Lasagna Supper and Pie Auction - Students in grades Preschool - 6, and Religious Education program K-10
- 5K Family Fun Run / Walk
- Tee Time for Technology Golf Tournament
- Scrip Sales

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

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

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards / grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services. While other prayers of cultural / liturgical significance may be recommended and used as designated by the local site, students are expected to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

**Prayers, Beliefs and Practices**  
**Suggested / Recommended at Developmentally Appropriate Grade Levels**

**Kindergarten**

Sign of the Cross  
Grace Before a Meal  
Our Father / The Lord's Prayer  
Hail Mary

**Grade 1**

Sign of the Cross  
Grace Before a Meal  
Our Father / The Lord's Prayer  
Hail Mary

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

Grace After a Meal  
Glory Be  
Morning Prayer  
Angel of God

**Grade 2**

Sign of the Cross  
Grace Before / After a Meal  
Our Father / The Lord's Prayer  
Hail Mary  
Glory Be  
Morning Prayer  
Angel of God

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

Act of Contrition  
Communion Fast  
Communion Regulations  
The Ten Commandments

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

Jesus Prayer  
Act of Faith  
Act of Hope  
Act of Love  
Seven Sacraments

**Grade 3**

Sign of the Cross  
Grace Before / After a Meal  
Our Father / The Lord's Prayer  
Hail Mary  
Glory Be  
Morning Prayer  
Angel of God  
Act of Contrition  
Communion Fast  
Communion Regulations  
The Ten Commandments

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

Apostles' Creed  
The Rosary  
The Two Commandments of Love  
Liturgical Year

**Grade 4**

Sign of the Cross  
Grace Before / After a Meal  
Our Father / The Lord's Prayer  
Hail Mary  
Glory Be  
Morning Prayer  
Angel of God  
Act of Contrition  
Communion Fast  
Communion Regulations  
The Ten Commandments  
Apostles' Creed  
The Rosary  
The Two Commandments of Love  
Liturgical Year

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

The Stations of the Cross  
Morning Offering  
Memorare  
Hail Holy Queen  
The Five Precepts of the Church

Beatitudes  
Mysteries of the Rosary

**Grade 5**

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

Parts of the Mass

**Grade 6**

Sign of the Cross  
Grace Before / After a Meal  
Our Father / The Lord's Prayer  
Hail Mary  
Glory Be  
Morning Prayer  
Angel of God  
Act of Contrition  
Communion Fast  
Communion Regulations  
The Ten Commandments  
Apostle's 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

# 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.

## **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 lives and reign forever. Amen.

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

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

## **Morning Offering**

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

## **Act of Contrition**

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

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

## **Jesus Prayer**

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

## **Confiteor**

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

## **Apostles Creed**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; on the third day he rose again from the dead; he ascended into heaven, and is seated at the right hand of God the Father almighty; from there he will come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

## **Nicene Creed**

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

## **The Rosary**

### **How to Pray the Rosary:**

- Make the Sign of the Cross.
- Holding the Crucifix, say the Apostles' Creed.
- On the first bead, say an Our Father.
- Say three Hail Marys on each of the next three beads. Say the Glory Be.
- Go to the main part of the rosary. For each of the five decades, announce the Mystery, then say the Our Father. While fingering each of the ten beads of the decade, say ten Hail Marys while meditating on the Mystery.
- Then say a Glory Be.
- Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.
- After saying the five decades, say the Hail, Holy Queen.

## **Mysteries of the Rosary**

### **Joyful Mysteries** (recited Monday and Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

### **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



**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

**Glorious Mysteries** (recited Wednesday and Sunday)

The Resurrection  
 The Ascension  
 The Descent of the Holy Spirit  
 The Assumption  
 The Crowning of Mary Queen of Heaven and Earth

**Hail, Holy Queen**

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

**V.** Pray for us O holy Mother of God.      **R.** That we may be made worthy of the promises of Christ our Lord.

**Act of Faith**

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

**Act of Hope**

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

**Act of Love**

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

**Memorare**

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

**Angelus**

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word. Hail, Mary

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

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

Through the same Christ, our Lord. Amen.

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

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

Come, Holy Spirit (Prayer to the Holy Spirit)

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

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

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

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

### **Psalm 23**

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

## **Additional Prayers**

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

Lord Jesus, life is Your gift to us.

Through Baptism You invite us to share the gift of our lives in service to others. Give us the courage and generosity to respond to Your call.

Through the Eucharist You fill us with Your life-giving presence and strengthen us in holiness. Give us the grace to make our efforts in Your service fruitful in Your kingdom.

Through Confirmation You seal us with the gifts of the Holy Spirit and send us forth. Give us the strength to proclaim Your Word and make known Your Will to all the world.

Open our hearts to Your service and move the hearts of men and women to follow You as Priests, Deacons, Sisters and Brothers.

Help parents, grandparents and teachers to share their Catholic faith and to encourage our young people to explore religious vocations.

Guide all people, Lord, in Your ways of compassion, truth, and peace, that we may find joy in fulfilling our vocation. Amen.

### **Prayer of Discernment**

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth.

Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

## **Beliefs and Practices**

### **Formulas of Catholic Doctrine**

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

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

#### **Communion Regulations**

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (CIC, can. 916).
- A frequent reception of the Sacrament of Penance is encouraged for all.

#### **Communion Fast**

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

#### **Four Gospels**

Matthew, Mark, Luke, and John

#### **Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.**

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints' Day – November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

#### **Liturgical Year**

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)

- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

## **Parts of the Mass**

### **Introductory Rites**

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)
- Glory to God
- Opening Prayer

### **Liturgy of the Word**

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

### **Liturgy of the Eucharist**

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen

### **Communion Rite**

- The Lord's Prayer
- Sign of Peace
- Breaking of the Bread
- Lamb of God
- Reception of Communion
- Prayer after Communion

### **Concluding Rite**

- Blessing
- Dismissal

### **Regulations for Fast and Abstinence**

- Fasting is refraining from food or drink to some degree.
- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.

- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

### **Seven Sacraments**

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

### **The Four Cardinal Virtues**

- Prudence
- Justice
- Fortitude
- Temperance

### **The Four Last Things**

- Death
- Judgment
- Hell
- Heaven

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

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

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

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

### **The Golden Rule (cf. Mt 7:12)**

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

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

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

### **The Seven Capital Sins**

- Pride
- Covetousness
- Lust
- Anger
- Gluttony
- Envy
- Sloth

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

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

### **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.





## **Notre Dame Preschool / Playgroup**

### **Our Philosophy**

Notre Dame Playgroup / Preschool is designed to promote the development of each child to his or her fullest potential through an educational program permeated with Christian spirit and values.

The children who attend our programs are encouraged to develop at their own rate spiritually, socially, emotionally, and physically through a variety of materials and experiences.

Our goal is to provide a supportive, loving atmosphere based on Christian values. The programs are organized with some structure and discipline, yet freedom and comfort to develop a positive self-concept.

Notre Dame Preschool / Playgroup welcomes everyone without regard to sex, race, religion or ethnic background.

### **Our Programs**

Our preschool program is for four year old children who are four by September 15. Our program complies with the standards set by the Iowa Department of Education and is taught by an Iowa certified teacher with an Early Childhood Endorsement and a Iowa certified Level II para educator.

Our playgroup program is for three year old children who are three by September 15 and who are fully toilet trained. Our program is licensed under the Iowa Department of Human Services (DHS) and taught by an Iowa certified teacher and a DHS approved associate. A separate DHS Playgroup Handbook that covers all the DHS requirements will be given to parents.

(If there are any discrepancies between the Notre Dame Handbook and the DHS Playgroup Handbook, the DHS Playgroup Handbook will be followed.)

## General Information:

<p><b><u>Playgroup Sessions</u></b> 3 - 4 year olds (3 years by September 15 and toilet trained) Class size: 12 Tuesday / Thursday 9:00-11:00 AM</p>	<p><b><u>Playgroup Tuition and Fees</u></b> <u>Registration Fee:</u> \$10:00 (non-refundable) <u>Tuition:</u> \$50.00 per month (8 months) <u>Snack Fee:</u> \$12.00 per semester</p>
<p><b><u>Preschool Sessions</u></b> 4 -5 year olds (4 years by September 15) Class size: 20 M/T/TH/F 8:15-11:15 M/T/TH/F 12:10-3:10 Optional 5th Day: Wednesday 8:15-11:15</p>	<p><b><u>Preschool Tuition and Fees</u></b> <u>Registration Fee:</u> :\$10:00 (non-refundable) <u>Tuition:</u> Free for 4 Day Program, covered by State of Iowa Voluntary 4-year-old Program <u>Tuition:</u> Optional 5<sup>th</sup> Day (Wednesday) \$40.00 per month <u>Snack Fee</u> (4 day): \$20.00 per semester <u>Snack Fee</u> (5 day): \$25.00 per semester</p>

### **Snacks / Milk**

Milk (2%) and a variety of fruits, vegetables or crackers are provided daily for snack. Cooking and food experiences are also provided throughout the year.

### **Tuition Agreement**

We welcome families to our preschool / playgroup. These families agree to pay tuition set by the Notre Dame Board of Education.

1. A registration fee of \$10.00 must be paid at the time of registration. If the registration fee is not received, the days reserved for your child will be reopened. No child will be allowed to start preschool / playgroup unless the registration fee has been paid.
2. Preschool begins on **Tuesday, September 3, 2019**. Preschool last day TBA.
3. Playgroup begins on **Tuesday, September 3, 2019**. Playgroup last day TBA
4. The first of eight monthly payments are due the 1st day of Playgroup. Subsequent payments are due on the tenth of each month. If monthly payment is not made within 30 days, your child will be dismissed from the program.
5. Optional 5<sup>th</sup> day of Preschool tuition due by the 10<sup>th</sup> of each month.
6. Make checks payable to Notre Dame School. Send check or hand deliver to Notre Dame School Office.
7. No refunds will be made for any reason.
8. Any questions regarding tuition should be directed to the school office at (563) 547-4513.

### **Necessary Forms and Materials**

The following forms must be completed prior to the first day of school.

1. Registration form
2. Immunization Record
3. Medical Report (physical) – must be current (less than a year old)
4. Emergency information form (changes of address or phone number should be reported to the school)
5. In cases of divorce a copy of custodial agreement needs to be on file in the school office.

***Failure to provide the required forms (#1-5) by September 15 will result in the release of your child from the program.***

**Teacher Contact and Classroom Photos** School Website has classroom pages [www.ndcschool.weebly.com](http://www.ndcschool.weebly.com). Visit classroom pages for teacher contact information and photos.

### **Playgroup and Preschool Materials Needed**

See Appendix C (page 41)

### **Appropriate Dress**

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as rubber-soled and closed-toe shoes or open toed sandals with socks to school.

**Flip flops are not allowed.** While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur. Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature.

### **Arrival / Dismissal / Transportation**

Children should arrive no earlier than 10 minutes before class time and be picked up promptly at dismissal time. If someone other than yourself is to pick up your child, we must have written or verbal authorization to do so. Upon arrival to the classroom, each child will be greeted and observed to detect any apparent illness or condition that may adversely affect the child or group. If anything is detected, your child will be sent to quiet area in office until they can be picked up. Parents must provide transportation for their child.

- Transportation may be available from Howard-Winneshiek School District on the regular morning and afternoon routes. Contact Howard-Winneshiek Transportation director at **563-547-2341** for more information.
- Northeast Iowa Community Action Corp. Transit System is offering noon transportation for a fee by calling **1-866-382-4259**.

Rules and policies that govern transportation will be supplied by agencies providing transportation.

### **Bullying / Harassment Policy**

See pages 12 - 13

### **Classroom Management**

Preschool and Playgroup classrooms use Positive Behavior Interventions and Supports (PBIS) strategies. PBIS is an effective classroom management and preventive school discipline program. Positive behaviors are recognized, taught and practiced throughout the day. A problem solving kit is used to guide the children when encountering a conflict.

### **Cleaning, Sanitizing and Disinfecting Environment**

Schedule and procedures are available upon request.

### **Communications**

On-going communication between home and school is an important part of the early childhood program. Communications will include home visits (Preschool), newsletters, progress sharing, classroom website and conferences. A parent information bulletin board to post and share information is located outside the classroom door. Parents are encouraged to maintain regular, on- going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls. Preschool conferences will be held twice a year but additional conferences can be set up at any time. Playgroup conferences will be held once a year but additional conferences can be set up at any time. Help with written or verbal communication will be provided upon request.

Parents can also sign up for text or email reminders through a program called Remind. To sign-up, contact teacher.

**Preschool** parents will have a Parent Information Meeting prior to home visits. During the Parent Information Meeting all required forms such as family information, emergency contact, parent interview about a child's behaviors and habits and other school forms will be discussed. A school handbook which includes program basics and policies will be distributed and reviewed. Home visits are

made prior to the start of school. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. Additional information will be shared during a Parent / Child Open House prior to school starting.

**Playgroup** parents will receive a packet of necessary intake forms such as family information, emergency contact and parent interview about child's behaviors and habits. They will be returned during a Parent / Child Open House prior to school starting. At the Open House, policies and procedures will be shared in the form of a handbook.

## **Curriculum**

**Preschool:** The Quality Preschool Program Standards state that " the curriculum guides teachers to incorporate content, concepts, and activities that foster social, emotional, physical, language, and cognitive development and that integrate key areas of content including literacy, mathematics, science, technology, creative expression and the arts, health and safety, and social studies. The schedule provides children learning opportunities, experiences, and projects that extend over the course of several days and incorporates time for play, self-initiated learning, creative expression, large-group, small-group, and child-initiated activity.

Notre Dame Preschool uses the Creative Curriculum for planning and assessment. Creative Curriculum includes setting up centers that include blocks, dramatic play, art, cooking, library, discovery, computers, toys and games, sand and water, music and movement, and outdoors. The Creative Curriculum provides assessment tools that will be reported home three times a year in the fall, winter, and spring. Families will be given ongoing opportunities to share observations from home and contribute to the assessment process. Conferences will be held twice a year in the fall and spring

**Playgroup:** Playgroup follows the Quality Preschool Program Standards as well as the State of Iowa Early Learning Standards. Activities promote social, emotional, physical, language, and cognitive development through a variety of experiences. Conferences will be held once a year in the spring.

## **Developmental Concerns**

If, through observation or information gathered, the teacher feels that there is a possible issue related to a developmental delay or other special needs, she/he will communicate this to the family during a conference by sharing documentation of the concern. The preschool / playgroup teacher would assist in arranging for developmental screening and referral for diagnostic assessment if necessary.

## **Dual Parent Reporting Policy – Divorced / Separated Parents**

See page 9

## **Preschool Emergency Procedures** (Playgroup parents see DHS Playgroup Handbook)

When an immediate emergency medical or dental response is required, the following emergency procedures would be utilized:

1. First aid would be employed and an emergency medical response team would be called such as 9-1-1 and / or the poison center if a poison emergency 1-800-222-1222.
2. Emergency transportation to Regional Health Services of Howard County would be provided by ambulance;
3. The parent / guardian or parent/guardian's emergency contact person would be called as soon as practical;
4. A staff member will accompany the child to the hospital and will stay with the child until the parent / guardian or emergency contact person arrives.

## **Food Policy**

Notre Dame is a "Peanut Free" school. We are not able to have any form of peanuts in the building. This includes sack lunches, Snacks or any other item that contains peanuts. See Appendix B (page 40) for healthy peanut free snack ideas.

### **Food that is brought to school to share must meet the following guidelines:**

1. Pre-packed, commercially prepared foods are to be used with an ingredient label on it. (Commercially prepared bakery items are acceptable if the ingredients are listed.)
2. Fresh fruits and vegetables may be served if properly washed.
3. Non-food items are a suggestion for distribution at class parties, celebrations, etc.
4. Classroom food preparation is allowed under supervision of the classroom teacher.
5. No gum is allowed at school.

### **Preschool Health and Injury** (Playgroup parents see DHS Playgroup Handbook)

Notre Dame School is committed to promoting wellness and to safeguard the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow the guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field. Injuries that require basic first aid will be administered at school and will be explained in a note on the day it happens. The incidence will be documented by filling out a "Incident Report" and turned into the office.

Do not send your child to school if he / she is ill. If your child becomes ill at school, he / she will be sent to a quiet area in office and supervised by school personnel until you pick him / her up. Please notify the school if your child is going to be absent. It is our policy to call a parent if a child is absent and the school has not been notified by the start of the session. This policy is designed to safeguard our children. If your child has had a contagious disease, send a written consent from the doctor for re-admission to school. We will notify you if a child comes down with a communicable disease such as chicken pox, mumps, etc.

#### **The established policy for an ill child's return:**

- Fever free (fever of 100 degrees or more) for *24 hours*
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting / Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

### **Health and Safety Policies – School Wide**

See pages 11 - 13

### **Keystone AEA 1 Services**

The service of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA 1. Requests for these services are made by parents, or teachers in agreement with parents and the school principal through the Problem Solving Team at school. All parental rights are strictly maintained. When your child has been referred for special education services, federal and state laws give you certain rights.

### **Mandatory Reporting**

All school personnel are mandated reporters of any and all cases of suspected child abuse.

### **Medications**

See page 15

## **Open Door Policy**

Parents and legal guardians are always welcome to visit the preschool / playgroup classroom. Call the preschool / playgroup teacher to make arrangements. As a safety feature, all parents and visitors will need to check in at the office before entering the preschool / playgroup rooms. Photo identification will be required for any unknown visitor to the classroom.

## **Outdoor Play and Learning**

We have daily opportunities for outdoor play as the weather permits. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We will enjoy winter outdoor play when the temperature is 10° F or above including wind chill. In cases when we cannot go outside (due to weather conditions) children are given the opportunity to use indoor play areas and equipment.

There are areas on the playground for children to be in the shade and still be active. Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin if you wish. Parents will need to supply the sunblock and provide written permission to do so. Program staff will complete the National Program for Playground Safety Suggested General Maintenance Checklist on a weekly basis.

## **Pets**

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome to after gaining permission from the classroom teacher. The teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would need to appear to be in good health and **you may be asked to provide** documentation from a veterinarian to show that the animal is fully immunized (if the animal should be so protected) and is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking that the requirements have been met.

## **Safety Drills**

See Page 16

## **School Closing**

Preschool / Playgroup are not in session when Notre Dame School or the Howard - Winneshiek Public Schools are closed. Preschool and Playgroup sessions will be affected by poor weather.

1-hour late start – All sessions start at 9:30 A.M.

2-hour late start – Playgroup **NO** morning session / **Preschool starts at 10:00** & afternoon session at regular time

1-hour early out –Preschool afternoon session dismiss at 2:15 P.M.

2-hour early out - **NO** Preschool afternoon session

3-hour early out – AM sessions dismiss at regular time./ **No** afternoon session

If weather conditions are such that school will be closed, starting late, or dismissing early, the announcements will be heard on the following radio/television stations: KCZQ Cresco- Dial 102.3 FM; KOEL Oelwein- Dial 950 AM, 92.3 FM; KROC Rochester- Dial 106.9 FM; KDEC Decorah Dial 1240 AM, 100.5 FM; KWWL TV Waterloo- Channel 7; KTTC TV Rochester- Channel 10; KIMT TV Mason City- Channel 3. You can sign up for email or text notifications through Iowa School Alerts. A link to sign up for this service is on our school website.

## **Smoke Free**

See page 16

## **Special Activities**

1. Preschool / Playgroup children will participate in K-6 school activities that are appropriate.
2. Preschool children will have a variety of field trips off of school property by walking or by being transported by NEICAC Transit throughout the year. Parents will be notified and required to return a completed permission form. When children participate in a field trip emergency supplies such as cell phone, first aid kit and emergency contact information forms will be taken on a trip.
3. Each child's birthday will be celebrated at school. Nutritious snacks are welcome. (See food policy page 3) Birthday party invitations cannot be sent home with children unless each student in the class is invited.

## **Students Needing Special Accommodations**

Children with special health care or developmental needs may enroll at Notre Dame if it is determined that all of the child's needs can be met. Once that has been determined, teachers and staff members will be oriented in understanding the child's special health care or developmental needs and have the skills to work with that child.

## **Supervision Policy**

No child will be left unsupervised while attending preschool / playgroup. Staff will supervise primarily by sight. Supervision for short intervals by sound may occur with teachers checking every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, etc.) Teacher to child ratio of 1:10 will be maintained in Preschool and 1:6 in Playgroup.

## **Weapon Policy**

See page 13

**PEANUT FREE / TREE NUT FREE SNACK LIST**

Please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

**Please note:** Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts” and “Processed on equipment that also processes peanuts/nuts”.

*Thank you for your consideration and support in following Notre Dame’s peanut/nut-restricted policy.*

<p><b>FRUITS/VEGETABLES:</b>          Any fresh fruit          Applesauce cups          Raisin, Craisins, and other dried fruits          Fruit cups (NOT DEL MONTE)          Fresh vegetables          Vegetable Dips</p>	<p><b>CHEESE/DAIRY:</b>          Yogurt in individual cups or tubes          Pudding in individual cups, cans or tubes          String cheese or other cheeses          Drinkable yogurt or smoothies          Cottage cheese</p>
<p><b>CRACKERS:</b>          Triscuits, Wheat Thins, Vegetable Thins          Ritz crackers/dinosaurs/sticks (Not Ritz Bits or sandwiches) Town House, Club, Toasteds          Cheez-Its, Cheese Nips, Better Cheddars          Saltines, Oyster crackers          Wheatables, Air Crisps, Munch’ems,          Keebler Snack Stix          Brenton brand crackers          Goldfish crackers          Graham crackers, Graham cracker sticks          Teddy Grahams          Animal Crackers (Austin, Zoo, Barnum)</p>	<p><b>CEREALS:</b>          Cheerios (NOT Honey Nut or Frosted)          Chex (Rice, Corn, Wheat)          Cinnamon Toast Crunch          Corn Flakes          Crispix          Frosted Mini-Wheats          Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin, Heart to Heart) cereals          Kix          Life (NOT Vanilla Yogurt Crunch)          Wheaties</p>

<p><b>OTHER:</b>          Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)          Popcorn          Pretzels          Nutrigrain cereal bars/yogurt bars          Special K Bars (NOT Honey Nut)          Special K Snack Bites          Fig Newtons (all flavors)          Rice Cakes (Not Quaker brand, not nut free)          Cheez-It Party Mix/ Munchie Party Mixes          Kellogg’s brand Rice Krispie Treats (original)          Sun Chips</p>
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Yogos/Yogo Rolls

**READ EVERY LABEL EVERY TIME / FOOD LABELS AND INGREDIENTS MAY CHANGE OVER TIME.**

<http://www.reedschools.org/cms/lib2/CA01001640/Centricity/Domain/8/NutFree-SnackList.pdf>