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# 2022/2023 School Year

# DIOCESE OFFICE OF EDUCATION

The diocesan Superintendent of Schools is responsible for the supervision of the diocesan schools which are included in the structure of the Office of Education. He/She is the chief administrative officer of the schools. He/she is delegated by the Bishop to act with authority in matters which relate to the school system, the educational programs and organizations of the diocese. He/She is directly responsible to the Bishop for administration and supervision and is charged with the interpretation and implementation of the educational policies of the Bishop.

## Diocesan Staff

Patty Lansink

Superintendent

pattyl@scdiocese.org

712-233-7527

Kelly Kohout

Director of Education Services

kellyk@scdiocese.org

712-233-7589

Stacia Thompson

Director Enrollment and Outreach

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712-233-7543

Dawn Aesoph

Assistant to the Superintendent

dawna@scdiocese.org

712-233-7527

# DANBURY CATHOLIC SCHOOL BOARD

Father William McCarthy – President/Pastor

Deidre Drees – Principal

Steve Ortner – President

Matthew Dirksen – Vice-President

Matthew Fitzpatrick – Secretary

Julie Hamann – Member

The Board shall be composed of four voting members from St. Mary’s Parish. The pastor will also be a voting member. The principal and /or lead teacher shall be a non-voting member.

The purpose of the Board of Education is to promote an effective program of spiritual, religious, intellectual, cultural, social and physical education for the students of Danbury Catholic School.

The function of the Board is to develop and define school policies for administrative decision and to assist school administration in the execution of school policy.

# DANBURY CATHOLIC ELEMENTARY FACULTY/STAFF

## Educational Staff:

Principal Deidre Drees

Pre-Kindergarten Dolly Varner

Kindergarten Michelle Drees

1st & 2nd Grade Molly Petersen

3rd & 4th Grades Kristen Schwinkendorf

5th & 6th Grades Sandra Dirksen

Title I Molly Petersen

Physical Education Jody Walsh

Music Kay Bloyer

Para-Educator Kim Boysen

### Principal

The principal is the administrative head of the school and is responsible for the total school program. He/She has administrative as well as supervisory obligations. The areas of curriculum, instruction, welfare and attendance, finance, personnel, plant management and development, and school-community relations are the major areas of responsibility. To provide an atmosphere of Christian community, however, in which teaching, and learning will flourish and in which charity is a way of life is his/her most important task.

### Teachers

The teacher in the Catholic School system is the skilled professional who works in close collaboration with the administrator and other colleagues on the staff. The teacher contracts to witness to the Christian ideals of the Catholic school’s objectives and to assume the major responsibilities of teaching in the instructional program.

## Support Staff:

Secretarial / Fundraising Janelle Clausen

Executive Secretarial Angie Conaway

Custodial/Lunch Server Kim Boysen

# SCHOOL INFORMATION

## MISSION STATEMENT

Danbury Catholic School will provide a quality academic and spiritual education, with Christ as the model for our faculty, the inspiration for our students and the reason for all that is done in our lives.

## SCHOOL PHILOSOPHY

Danbury Catholic School is dedicated to mirroring the mission of Catholic parents; namely to teach our children to integrate the teachings of Jesus Christ in all that we do. Our students will be taught how to be productive, responsible citizens and to set a Christian example. Each student will learn that every person, including themselves, is precious in the sight of God and, therefore, deserves to be treated with respect and kindness. They will learn that each person has different gifts and talents, learns at different rates and in different ways and that everyone has the obligation to become the best that they can be.

## VISION OF A DANBURY CATHOLIC GRADUATE

Happiness is not found in things, possessions, even in successes, but rather in developing right relationships with family, friends and those with whom we work and associate. In the Beatitudes, Jesus sums up the basic principles of life in the kingdom of God. They also tell us how to respond to problems of poverty, injustice, and oppression. As we move into the new millennium, the following interpretation of the Beatitudes is offered as a guide to the students who graduate from Danbury Catholic.

**Happy are the poor in spirit. The reign of God is theirs.**

Students at Danbury Catholic know they need God in their lives. Students grow closer to God through various forms of prayer. They come to know that God is more important than anything else in life. Students will have skills, habits, and traits of character for leading healthy lives as contributing members of the community.

**Happy are the sorrowing. They will be comforted.**

Students at Danbury Catholic are aware of people who are suffering in the school, community, church and world. As responsible Christians and responsible citizens, students will show respect toward self and others and for global and cultural diversity by reaching out to anyone who needs to be comforted.

**Happy are the gentle. They will receive all that God has promised.**

Students at Danbury Catholic care about others as children of God. They are all loved by God and in turn love one another. They recognize that all their gifts and talents come from God. These gifts are shared with kindness and patience to serve God and others by being productive workers, showing initiative, and responsibility and producing quality work in a timely manner.

**Happy are those who hunger and thirst for justice. They will be satisfied.**

Students at Danbury Catholic respect others by treating each other fairly. God treats everyone with justice and equality. Students will use information, resources, and reasoning to become problem solvers and make decisions in a changing world, treating others in the same way and sharing their possessions with those in need.

**Happy are those who show mercy to others. They will receive mercy.**

Students at Danbury Catholic care about others who are hurting. They learn that through the sacraments, Jesus is present in them and is ready to forgive them when they turn away from sin. They use their leadership and social skills to accept others and have compassion for them.

**Happy are the single-hearted. They will see God.**

Students at Danbury Catholic keep God first in their lives. They learn that when temptations to sin occur in their daily lives, they will be able to resist because of their love for God and neighbors. By showing responsibility for their own actions and setting and evaluating their goals, students practice important life skills.

**Happy are the peacemakers. They will be called children of God.**

Students at Danbury Catholic are working for peace in any situation. They try to look for opportunities to bring God’s peace in the midst of conflict. In order to be resourceful thinkers, they will use their ability to apply content knowledge, learn constructive ways to resolve conflict and settle arguments and disputes.

**Happy are those who are treated unfairly for doing what is right. The reign of God is theirs.**

Students at Danbury Catholic are responsible for defending others who are mistreated. They have learned how to include everyone in what they are doing. They stand up for their beliefs even if they are made fun of or criticized. In turn they build the Kingdom of God.

Just as Christ used the beatitudes to set the standards for discernment in the use of earthly goods in keeping with the law of God, we have used the beatitudes as our basis to set the student learning goals and standards for graduates of Danbury Catholic.

## NONDISCRIMINATION POLICY

Danbury Catholic School will admit students of any sex, religion, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Danbury Catholic School will not discriminate on the basis of sex, religion, race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and other school-administered programs.

## LUNCH PROGRAM

Lunch and breakfast at Danbury Catholic are provided through the MVAO hot lunch program.

Lunch may be paid for in advance by making payment to Maple Valley Community School District at the time of registration. MVAO will communicate to parents when a student’s lunch account will need replenishing. If students bring a cold lunch, they may not bring pop, candy, or juice from home. They may buy milk from school or drink school water.

The federal lunch program will issue its guidelines and applications for free and reduced lunches on or about June 1st. Return all completed applications to the MVAO school office for evaluation prior to the opening of school, registration or within the first week. Should you become eligible for this lunch program at some time during the year, however, you may apply at that time. All free and reduced programming is run through Maple Valley Community School District.

## GUIDANCE

The guidance counseling program seeks to assist in the development of the whole child. It is our belief that all children need to develop self-concepts, effective thinking skills, good decision making, and interact with others to form positive relationships and positive attitudes.

In order to provide an accepting and non-judgmental atmosphere for the child confidentiality must exist. The teachers and principal will use their discretion to maintain confidentiality in the educational process. They will attempt to actively involve the parents and teachers in addressing problems and concerns on a need to know basis.

## COMMUNICATIONS AND COMPLAINTS

The school needs your complete cooperation and support if it is to perform its function satisfactorily. Every teacher will tell you that it is impossible to do his/her work without your whole-hearted encouragement. Communication is encouraged to insure the best results for your children. For the proper growth and real learning of your child, it is important that there be an atmosphere of cooperation and understanding between the teacher and parent. We welcome your visits to our school and hope that you feel free to call upon us with your suggestions and questions. The education of your child is our combined responsibility and concern.

Danbury Catholic’s website is a very reliable and updated source of information. The website includes the menu, calendar, registration forms, monthly newsletters, access to JMC, and much more. Danbury Catholic’s address is www.danburycatholic.org.

Main forms of communication are: newsletters, parent-teacher conferences twice a year, report cards issued each quarter, progress reports issued at the mid-way part of each quarter, and telephone calls.

### SCHOOL PUBLICATIONS

Danbury Catholic School sends home monthly parent bulletins. This publication provides the chief means of communication between the parent and the school. There may also be some additional weekly communications sent home when necessary.

## TELEPHONE

The use of the telephone is for business purposes. Students should NOT use the phone unless it is an emergency. The teacher and/or principal will decide if it is an emergency.

## LOCAL NEWS MEDIA

Danbury Catholic School submits information to the *Danbury Review* to publish. We also occasionally submit information to *The Globe* and *The Mapleton Press*. Please support these three newspapers to show your appreciation for informing the public about our school. A release for your child to be published in these local publications is signed at the beginning of each school year. It will be found with your registration packets.

### SNOW DAYS

School cancellations, late starts, or early dismissals due to weather are announced over both radio and television stations: TV stations –Channel 4 KTIV, Channel 14 KMEG, Channel 9 KCAU and Channel 44 KPTH. The information is also on the local access channels in Danbury and Mapleton. School announcements may also be checked by accessing the school’s web site at www.danburycatholic.org.

The final decision regarding the safety of travel to school in bad weather and/or road conditions rests with the parents or guardians. Parental good judgment will sometimes dictate students should not attempt to get to school on a given day due to weather/road conditions. We will honor the judgment of the parents in this matter as we will if a parent asks that a student be released from school early due to weather.

Parents may also elect to sign up for a free text alert notification offered by KTIV. Parents may access this by signing up on line at www.KTIV.com.

## ARRIVAL/DEPARTURE

**PLEASE MAKE SPECIAL NOTE:**

Students should not arrive before 7:30 a.m. The school day officially begins at 8:15 a.m. Students who arrive before 8:15 will be monitored in the lunchroom. Students who arrive after 8:15 a.m. will be marked TARDY. Breakfast will begin at 7:35 a.m. and serving will end at 7:55 a.m.

Students will be dismissed in the following order:

1. In town students after the first bell.
2. Danbury Catholic Shuttle leaves for the Ida Grove and Battle Creek Routes after the first bell also.
3. Route students will be dismissed in time to get to their bus.
	1. A staff member will watch students board the buses.
	2. The first MVAO route bus comes at approximately 3:50.

##

## TRAFFIC

Students will walk up and down stairs, in the hallways, and to and from church and the playground. Safety dictates that there should be no running outside of P.E. class.

After-school vehicle traffic while picking up students can become busy and sometimes dangerous during our dismissal time. We ask that parents try to park on the east side of the rectory or down by the street area, having our students walk down to your parked vehicle. This will allow our students who are walking home a safer environment in which to leave our school premises. If it is raining, please approach the school from the east of the rectory and exit single file on the west side of the rectory. Please avoid through traffic during recess times.

## BUS TRANSPORTATION

Bus transportation schedules, regulations and alterations are arranged by the Maple Valley Community School Transportation Office with Mr. Chuck Porter, Assistant Director of Transportation. All bus directives are sent from the Transportation Office. Should you have difficulties or conflicts, contact that office (712-881-1315).

Any adjustment in bus schedule and use of alternate routes due to weather or operational difficulties are communicated over radio and television stations. You may wish to establish some network of communication among neighbors should announcements be made during your working hours, to insure contact, pickup, etc. (Danbury Catholic publishes information on KTIV, KCAU, KMEG and KPTH out of Sioux City)

Talk seriously about bus conduct to your children. Each person riding deserves the optimum in respect, safety, and consideration.

Students MUST have a written excuse signed by parents and presented to the bus driver if a different bus is to be ridden. All students who normally ride a bus MUST have a note for their homeroom teacher if they are not going to ride a bus after school.

Local Danbury Catholic Shuttle Bus transportation is available for those students who live outside of the MVAO CSD. If you are interested in this service, please contact the Principal, Amy Seuntjens, to find out the options available to your family.

## VISITORS TO SCHOOL

Any person coming to the school is asked to stop at the office before contacting a student, or as in the case of picking up a child for some reason, call the office first.

## VOLUNTEERS

Volunteers often offer their services in various capacities: sometimes working one on one with students or typing and doing work that varies from day to day. Volunteers to participate in this program are always welcome. Please contact the school office if you are interested in serving our school in this manner. VIRTUS Training must be taken in order to volunteer at Danbury Catholic. Please consult with the school principal.

## FIRE AND TORNADO DRILLS

In accordance with state law, two fire drills and two tornado drills are held each semester of the school year.

## ASBESTOS MANAGEMENT

Asbestos has been an issue that we have been dealing with for years and will be dealing with for many years in the future. Congress has enacted the Asbestos Hazard Emergency Response Act (AHERA), which develops solutions for problems that schools have with asbestos containing materials. (ACM)

Asbestos has been used in buildings for many years. It has been used in over 3,000 different products. Some include insulation, fireproofing, ceiling texture and a variety of other uses. It is mined primarily in Canada, USA, South Africa and the USSR. The EPA began actions to limit its uses and banned most uses of asbestos in building materials in 1977.

Our building has been inspected by a certified asbestos inspector which is required by AHERA. The inspector located, sampled, rated the condition and hazard potential of materials suspected to contain asbestos. The inspection and laboratory records were turned over to a certified management planner to develop an asbestos management program.

He has developed a program for our building. This includes notification letter, education and training of employees, a set of plans and procedures designed to minimize the disturbance of ACM as well as regular surveillance of the ACM in our building.

A copy of this management plan will be kept in the office of our school. It will be available for your inspection or comments during regular office hours.

We have implemented the asbestos management program and intend to comply or exceed any regulations pertaining to the control of asbestos. This will ensure a healthy and safe environment for all building occupants.

# STUDENT INFORMATION

## ADMISSIONS

Children must be five years of age by September 15th to be admitted into kindergarten. A birth certificate must be presented at registration. When a pupil enters from another school, a report card, health records, and a transfer request are needed. Parents must request that the former school sends the materials to our school, at the following address: Danbury Catholic School 602 Peach Street, Danbury, Iowa 51019-5028.

Preschool students who are not 4 years of age by/on September 15th may qualify for tuition free attendance to DC Preschool. Please ask the principal or preschool teachers about more information regarding these programs. Those students that are 4 years old will attend free thanks to a State of Iowa grant.

## COURSE OF STUDY AT DANBURY CATHOLIC

**Pre-School:**

Creative Curriculum, dramatic free play, language, listening, art, math, science, fine and large motor skill activity, music and movement and library skills and handwriting without tears.

**Kindergarten:**

Religion, calendar, sharing, Daily 5 reading and language arts, technology, Letter People, math, art, writing, P.E., music, guidance, safe environment curriculum, science and social studies.

**First and Second Grades:**

Religion, Daily 5 reading and language arts, technology, Daily 5 Math, writing workshop, social studies, science, guidance, safe environment curriculum, art, music, and P.E.

**Third and Fourth Grades:**

Religion, Daily 5 reading and language arts, technology, math, science, social studies, guidance, safe environment curriculum, art, music, and P.E.

**Fifth and Sixth Grades:**

Religion, Daily 5 reading and language arts, technology, math, science, social studies, guidance, safe environment curriculum, art, music, and P.E.

The Diocesan curriculum, based on the Iowa CORE, is taught in all subject matters at Danbury Catholic. Religion curriculum will remain under the auspices of the Diocese of Sioux City in regards to standards taught and at what grade levels.

## STUDENT RECORDS

It is the principal’s responsibility to ensure the privacy of student records. It should be noted, however, that parents have the legal right to inspect the records of their own children in accordance with the provisions of the Family Education and Privacy Act.

Danbury Catholic School shall provide parents and students access to records directly related to the student; shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; shall obtain written consent of parents and students before releasing personal information about the students contained in education records; and shall notify parents and students of these rights.

## PARENT RIGHTS

The school continues to recognize the parental rights of both parents in divorced/separated situations unless there is a court ruling which limits or terminates these rights. These rights include access to their children during school hours and access to their children’s records. Custodial parents must not expect the school to limit access by the non-custodial parent unless they have supplied the school with the appropriate legal documents. Please keep the school informed of such documents.

The rights of step-parents are very limited. The natural or adoptive parents must state in writing for the school what rights and access the step-parent is to have in regard to the student and student records.

The rights of foster parents and parents of children in foster care are determined on an individual basis by the court.

## AREA EDUCATION AGENCY (AEA) SERVICES

This agency is funded by the state. It provides media services such as films, filmstrips, tapes, videotapes, kits, books and also small teaching aids. It offers hearing and psychological testing, speech/hearing therapy and counseling for the student. Parental permission is necessary for these services for their children. Danbury Catholic is served by Northwest Area Education Agency.

## ATTENDANCE

Regular daily attendance at all classes is an essential constituent for good student progress. Every possible effort should be made to schedule doctor and dentist appointments outside of school time. If these must be made during school time, they should be limited to the least portion of the day possible.

On the day a student is absent; parents should call the school or send a written notice as soon as possible that morning. Upon returning to school after any absence, either all or part of the day, students must submit a written note of explanation from their parents or guardians. A written note from the doctor may be required in some instances when there are special directions, communicable diseases or extended lengths of absences.

### LEAVING SCHOOL

Students requesting to leave school during the day must present a written note from their parents or guardian stating the reason for leaving. This note should be presented to the teacher upon the student’s arrival at school in the morning.

## DRESS CODE

Members of the DCS community believe performance in school is improved by setting standards of dress that reflect pride in one’s self and in one’s school. The dress code that has been established promotes unity in an equitable manner. It especially attempts to address equity from the standpoint of gender and socio-economic status. Well-fitting, neat, clean clothing has a strong influence on the behavior of children. Therefore, it is expected that parents see that their children wear proper and suitable clothing to school.

As a general rule, we ask you, as parents, to use common sense. Any type of dress which is questionable or immodest should not be worn or it should be layered. If there is a question about the appropriateness and acceptance of the school dress code, please communicate with the school principal.

**Tops:**

Short sleeved or long-sleeved shirts, with or without collars, oxford or polo shirts, turtlenecks, sweaters, sweater vests, dusters, sweatshirts, hoodies, t-shirts and sleeveless shirts are all allowed to be worn at Danbury Catholic. All should be clean and neat.

* No ill-fitting tops may be worn (ex: extremely small or extremely large).
* No muscle shirts/tank tops (narrow shouldered tanks), cami, spaghetti strap tops, or cut-off shirts, are to be worn in the classroom.
* Sleeveless shirts should have a minimum two inch shoulder area. If the top does not have a two inch shoulder area, a t-shirt should be worn underneath it (ex: low cut shirts, spaghetti straps, narrow tanks, or cami tops).
* Midriff shirts should not be worn without another shirt that goes below the waist of the bottom garment underneath them.
* Items that are normally worn as an outer garment should always be worn with another shirt of appropriate length underneath them (ex: open front or button up sweaters, dusters, or hoodies).
* Tops that have unacceptable messages or pictures are not permitted. **No political or social issues messages will be allowed to be worn on a shirt.**
* Undergarments should not be visible from under the shirt and should not extend beyond the sleeves of the shirt unless it is the same color as the outside shirt.

**Dresses, Jumpers, Skirts and Skorts:**

Dresses and Jumpers must meet the criterion set out above for tops and must be longer than fingertips when arms are resting at the student’s side. All of these items are appropriate for year round wear. From October 15th to April 15th these items must be worn with tights or leggings. Other times of the year; it is the parents’ choice whether leggings or tights are worn. All should be clean and neat.

* An appropriate top should always be worn under a jumper.
* Skirts and skorts must be worn at the waist and must be longer than fingertips when arms are resting at the student’s side.
* Short skirts and skorts, (above the mid-thigh) are not permitted.

**Bottoms:**

Slacks, pants, leggings, jeggings, jeans and shorts are all allowed to be worn at Danbury Catholic. Bottoms should all be worn at the waist. A belt is optional. All should be clean and neat.

* No ill-fitting bottoms may be worn (ex: extremely small or extremely large).
* No pajama pants are to be worn to school (unless the school announces a pajama day).
* Short-shorts (above the mid-thigh) are not permitted.
* Please see weather related information here in the dress code for the wearing of shorts.

**Masks:**

During the 2022-23 school year, masks may be added once again to our school’s dress code. According to the CDC, face masks should fit snugly against the side of a person's face. The World Health Organization says your entire mouth and nose should be covered, with no gaps between your face and the mask.

* We ask our students and staff to make sure masks are appropriate for school. **No political or social issues messages will be allowed to be worn on a mask.**

**Dress Code for School Masses and Spirit Days:**

* Tops:
* Danbury Catholic School logo shirts will be worn to mass. Students will be in white, royal blue, gray or black logo items in order to show Danbury Catholic School colors.
* If your student is wearing a sweatshirt, hooded sweatshirt, etc…over the top of their other DC logo shirts; those items must also be DC logo items.
* (If your student does not have a Danbury Catholic Logo Shirt, please contact the school as we do have items available for purchase.)
* Bottoms:
* Jeans or dress pants will be worn to mass.

**Shoes:**

Parents are responsible for students wearing appropriate school shoes. Safety is one of our biggest concerns for your child; therefore, we ask that you use good judgment when choosing sandals and other summer footwear for your child. Shoes without backs are often accidents waiting to happen on the playground, which is why thongs, clogs and backless sandals/shoes are discouraged.

* Tie shoes are to be tied.
* Children must have clean, tennis shoes to wear during gym class and inside recess.
* Please see weather related information here in the dress code for the wearing of sandals, flip flops, open toed shoes, etc...

**Grooming:**

Proper grooming is expected of each child. Grooming also includes hair and accessories in a child’s dress selection.

* Students’ hair must be out of their eyes.
* No Facial paint, glitters, sparkles, etc (unless a special day has been announced in advance).

**Weather Related Dress Code information:**

* Spring / Summer / Fall Attire:

Due to warm weather students can wear shorts and sandals to school from the beginning of school until October 15th and again from April 15th to the end of school. These dates may be lengthened or shortened at the discretion of the principal in lieu of the weather. Full walking length shorts are acceptable. Appropriateness is at the discretion of the principal.

* Winter Attire:

During muddy and snowy weather, boots are a necessity. The marking of mittens and other items with the student’s name greatly facilitates identification. Students MUST wear boots as long as their teacher requests it. This will lengthen the life of their shoes and will keep our classrooms cleaner. Students will be limited to the areas in which they can play if boots are not worn during inclement weather. It is suggested that students come to school with the appropriate warm attire for our cold Iowa winters. Layers are encouraged for those seasons when it may start out cold and end with a comfortable temperature.

**Enforcement:**

It is the parent’s responsibility to have the student dressed and groomed appropriately each day. If the student is out of compliance the following will occur:

***1st occurrence***

Parent will be notified and a copy of the dress code policy will be sent home and needs to be returned signed by the parent.

***2nd occurrence***

Parent will be notified and will be expected to bring correct clothing to school.

***3rd occurrence***

Student will miss a recess after notification to the parents.

Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. Bizarre and unkempt appearance is not allowed. The principal will determine issues of interpretation.

## STUDENT ASSESSMENTS

### ISASP

These assessments are administered to all students in grades 1-6. These tests are given over a five-day period. They are used to gauge the intellectual growth of the students over the past year. Encourage your children to try their best on these tests. The results of these tests are utilized in reports for the Diocese and the Department of Education in our Annual Progress Report and Comprehensive School Improvement Plan. These results are shared during the fall parent-teacher conference times.

### ACRE

The ACRE Assessment is administered to our 5th graders annually. This assessment tests the religious knowledge of our students. Results of this assessment are shared with the Diocese of Sioux City and data is kept over the years on our student’s progress and performance.

### CREATIVE CURRICULUM ASSESSMENT/GOLD ASSESSMENT

The Danbury Catholic Preschool administers/assesses skill development of preschool aged children by using the Creative Curriculum Assessment measures throughout the school year as an on-going assessment piece. Gold Assessment is also used.

### STAR READING AND MATH ASSESSMENT

The STAR Assessment is given to grades K-6. It is a diagnostic test for reading, math and soon science.

## RESTROOMS

Students should use the restrooms before school, at recess, and before lunch. Any other times must be with teacher permission.

All students are reminded to keep restrooms clean and to return to classrooms as soon as possible. Any damage noted to restrooms is to be reported immediately.

## MONEY

Students are responsible for any money they bring to school. All money brought to school should be labeled in an envelope with the amount and reason for the money written on it. Students need to give it to their classroom teacher or office immediately in the morning.

## HOMEWORK

The completion of class work, projects and library reading are the homework expected of students. Establish a quiet place for study. Help the student organize both the time and work needed to be accomplished. Homework should not be so extensive as to comprise all free time. Normally the study time for primary and intermediate grades should not exceed 10 minutes per grade level (10 minutes for 1st graders, 20 minutes for 2nd graders, etc.).

Assignments should be done on loose leaf paper. Students in grades K-4 will not use ink unless the teacher tells them to use it on specific assignments. Students should follow the form prescribed by the teacher. Students who miss a day of school or any period within the day **MUST TAKE PERSONAL RESPONSIBILITY TO GET ASSIGNMENTS AND HAND IN MISSED WORK.**

Keep in mind that communication with your student’s teacher is always encouraged and welcomed.

## BOOK CARE

All textbooks should:

1. Have the student name written on the checkout page by the teacher.
2. Be kept covered.
3. Be carried to and from school in a book bag or backpack.

Loss of a book or extraordinary wear must be compensated for by monetary remuneration.

Library books are due according to the due date. Each year some books are lost. Periodically check your home libraries for school library books.

### TEXTBOOKS

Through state funds and our tuition, we purchase the latest textbooks for our school. Private donations also help fund our newer textbooks. Textbooks are very expensive, and we encourage the children to take care of them. The students need to use book bags and keep their books covered.

### LIBRARY

Students are encouraged to use the library. Any student wishing to use the library may do so according to the direction of the librarian. There will be a charge of replacement for any lost, non-returned books or intentionally damaged books. Please keep in mind that others are waiting to check out books from our library therefore, returning in a timely fashion is simply courteous.

## PHYSICAL EDUCATION/WELLNESS PROGRAM

Physical Education classes comply with the requirements of the state code. With the permission from the teacher and a written excuse from the parent, a child may be excused from P.E. class for a day or so because of illness or an accident. To be excused for a longer period of time, a written excuse should be obtained from a doctor and turned into the school office.

Danbury Catholic has adopted a Wellness program. This encourages good choices and wise healthy choices. It encourages and promotes good health for our students. In consideration of this policy we ask that snacks which are sent to school be of healthful choices. A copy of this policy can be reviewed in the Principal’s office filed in the Sioux City Diocesan Policy Manual.

### RECESS

All students will go outside unless it is raining, snowing, too cold or inclement. (Wind-chill below 10 degrees.) Sometimes a teacher keeps a student in to finish their work or a parent requests that a student be kept in because of sickness. We encourage communication between teacher and parent regarding both of these instances. Students will not miss their entire recess according to the Danbury Catholic Wellness Policy. K-6 students have a noon recess and afternoon recess. They do go out in snow, muddy and cold conditions. It is the parent’s responsibility to make sure the students are dressed appropriately. The gym is used for recess when students can’t go outside.

### GYM

No students are allowed in the gym or on the playground without teacher supervision.

### PLAY EQUIPMENT

No child is to bring play equipment to school. This means bats, baseballs, footballs, basketballs, tennis balls, wiffle balls, jump ropes, motorized toys, or any such equipment. The children are allowed to bring their own baseball gloves.

## MUSIC

All students are given instructions in vocal classroom music. In addition, opportunities for instrumental lessons are available on a private/group lesson basis and are arranged by the Maple Valley Anthon-Oto Community School District. Transportation to / from instrumental music is the responsibility of the parents.

### MUSICAL INSTRUMENTS

No musical instruments should ever be left in the hallways. Students need to put them in their classroom.

### SCHOOL PROGRAMS

Students are required to be present for school programs and other activities in which they participate. In a student’s best health interest, a student who is ill on the day of the performance will not be able to attend that day’s performance. Should attendance be impossible, notification to the teacher and/or office by the parent should PRECEDE the absence.

**LAU PLAN**

A school plan has been written that allows and encourages us to serve diverse populations.

## RELIGIOUS DEVELOPMENT

**PRAYER:** Daily prayer in classrooms and/or as a total school will bring family, community, national, and global concerns to the Lord. Both formal and spontaneous prayer are taught and encouraged. Before beginning morning classes, we will have a short time of prayer to honor God. We will also honor our country by saying the Pledge of Allegiance.

**SACRAMENTS:** Parent and student preparation for the sacraments of Reconciliation and Eucharist will be given at the appropriate times. Non-Catholic students will have the same expectations for preparation as their Catholic classmates without actually receiving the sacrament.

**MASS:** The students will participate in the celebration of the Eucharist during the week on Friday at 8:30a.m. Special liturgies may be at other times and on other days. These will be announced in the parish bulletin and through school newsletters. You are invited to participate in all school liturgies.

## MID-TERM REPORTS

At the midpoint of each quarter the teachers in grades K-6 send home reports on the progress of the students. The parents are told how the student is doing in each grade. These reports are reminders to the students but not permanent. The students still have several weeks to improve their grades before report cards come out.

## REPORT CARDS

Every nine weeks a report card is sent home to assess the progress of the student. This is an indication of how well the teacher feels the student is doing. These report cards are usually a good indication of how well a student is doing. We encourage you as a parent to sit down with your child and discuss the report card. Talk about the areas of strength and the areas of weakness.

## JMC: ONLINE

Danbury Catholic has adopted the JMC management tool for our school. This tool enables parents to be able to access their child’s grades, assignments, attendance amongst other information. JMC will also be used to send important information via text messaging on a regular basis. Danbury Catholic will be utilizing this program to generate report cards as well. It is our intent to make this information as accessible to parents as possible in order to enhance student achievement and a team approach to the child’s educational experience at Danbury Catholic. Parents should contact the office if help is needed to gain access to JMC.

## CONFERENCES

Parent-teacher conferences are held twice every school year. The school feels that the parents are obligated to come and discuss the progress of their children. When parents do come and talk to the teacher they are showing their children that they care. Parents who can’t keep a scheduled conference are expected to phone the school and re-schedule the conference at the teacher’s convenience. Students are encouraged to attend our parent-teacher conferences as well.

Preschool has home visits at the beginning of the preschool year as part of their program.

### PROMOTION AND RETENTION

Only if a child will benefit from retention will he/she be retained in a grade. If a child is considered for retention, a conference with his/her parents will be held.

## HEALTH CARE

Throughout the year sight and hearing screening will be conducted through a nurse and AEA personnel. Parents will be notified if further testing is indicated or needed.

### STUDENT INSURANCE

Hawk-I student insurance can be accessed by asking the school for information. (This is a state of Iowa health insurance program for qualifying families / students.)

### MEDICINES

Students may be required to take medication during the school day. Medication shall be administered only by a qualified designee. A qualified designee is a person who has been trained under the State Department of Health guidelines. Training and continued supervision shall be documented and kept on file at school.

No over-the-counter medication shall be administered at school, unless the school has the parent/guardian’s written permission.

Prescription medication will be disbursed to students during a school day only if the following requirements are met:

1) Medication must be in the original container, from the pharmacy with the directions clearly stated. This serves two purposes: signifies permission from the doctor and includes directions from the pharmacist. Pharmacists will supply another labeled container for school upon request when the prescription is filled. NO BAGGIES OR ENVELOPES WILL BE ACCEPTED AT SCHOOL.

2) Parents/guardians must give written authorization for the administration of the medication.

Students are to bring all medications to the classroom immediately upon their arrival at school. Students are not to carry over-the-counter medications with them during the school day. Students are not to carry prescription medication with them during the school day unless approved by the physician.

### COMMUNICABLE DISEASE

A student will be excused from school upon evidence of infectious or communicable stage, or is a carrier of disease. A student will be readmitted upon obtaining a certificate of good health from a physician and with the permission of the administration. Please notify the school if your child has an infectious or communicable disease immediately.

If a child is sent to the office for not feeling well, a temperature is taken and if the temperature exceeds the normal 98.6 F temperature reading, a phone call home will be made. It is the guideline that if a child is running a temperature, regardless of variance, they are at a possible contagious level of illness. We are erring on the side of precaution in consideration of all families that attend our school.

### INJURIES

In the event of an injury, immediate first aid is administered by a member of the staff. The parent is called and/or the directives followed as you have listed on the emergency card. If you have school insurance, a form supplied for you to complete on doctor services needed. The parent must send the completed form to the company.

## DISCIPLINE

Every person needs to acquire self-control, a feeling of self-worth and a sense of deep respect for life itself, persons, resources and all that is part of daily living. This is reflected in the manner of speaking, acting, and in the use of things. Hence, each student will be held responsible for personal conduct in relation to respecting him/herself and others, the use of books, desks and any other material, and where damage is done, to make restitution accordingly. Likewise, throwing snowballs and other unsafe practices will be met with strict response.

Some guidelines for Danbury Catholic School are:

1. Respect and courtesy should be shown to all
2. When attending a school function, the students are expected to conduct themselves in a courteous and Christian manner.
3. Please refrain from the following activities:
	* rowdy behavior, profanity, fighting or excessive running
	* destruction, defacement, or vandalism of school property
	* littering of school property
	* late assignments
	* misbehaving in church
	* throwing things in the classroom
	* disturbing a teacher who is teaching

### BULLYING

Respect and kindness are expectations for all students who attend Danbury Catholic. Bullying and reporting of bullying is covered in guidance classes at Danbury Catholic. A policy on bullying may be reviewed in the Administrative Policy Book in the School’s main office.

### SMOKING/DRUGS

Any student who possesses and/or uses tobacco, alcohol, or any controlled substance on school property or at any school-sponsored activities will be immediately suspended and parents will be notified. The principal will determine a penalty. Danbury Catholic 5th and 6th graders participate in the D.A.R.E. program, following their guidelines and rules as well. This may mean exclusion from the D.A.R.E. graduation if caught breaking the D.A.R.E. rules. These guidelines will be considered and communicated to the appropriate persons if observed outside of the school hours as well.

### GUM/CANDY/SNOWBALLS

All persons and property will be treated with respect. Therefore, throwing snowballs and any form of damage is to be avoided. A $1.00 fine will be assessed for throwing snowballs. Gum, candy, and other food will not be eaten outside the lunch period in the cafeteria. Students are not to have gum or candy in their possession. A fine of $1.00, ***DUE THE NEXT SCHOOL DAY AFTER THE STUDENT GETS CAUGHT*** must be paid. The money collected from this fine will be donated to our Pennies for Students campaign. Damage done to textbooks or other school property will be assessed by the principal according to damage done. Damage done to walls, desks, or other property will be assessed a $10.00 fine and will be repaired by the student or his/her parents.

### STUDENT SEARCH POLICY

No school official of Danbury Catholic will conduct a search of a student’s clothing or personal possessions unless the school official has reason to believe that such a search will produce evidence that the student has committed a criminal offense or has broken a school rule.

### DANGEROUS WEAPON POLICY

Dangerous weapons or look-alike weapons are not allowed on the school grounds or at school sponsored events. Dangerous weapons or look-alike weapons will be taken from students or others who bring them onto school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. The student will be subject to further disciplinary actions, which may include suspension and/or expulsion. A final decision will be made by the School Board and Principal.

This policy is in accordance with the Gun Free Schools Act of 1994 as implemented by the State of Iowa.

### SERVING THE DETENTION

Students who are given detention will be asked to serve it within six days. They can serve it from 3:30- 4:30p.m. on a day arranged with the principal and/or teacher involved. After serving a detention, a student will only be released when his/her parent comes to the classroom/office to pick him/her up.

## EXTRACURRICULAR ACTIVITIES

Students who are behind in their work may be denied the privilege of leaving class or study hall for extracurricular activities. This includes music lessons, recesses; any non-regularly scheduled events; i.e. field trips, etc… A teacher will make this request to the principal.

### FIELD TRIPS

Field trips and outings are an outgrowth of the more personalized approach to the learning needs of students. These activities will be encouraged within the following guidelines:

1. The event is a definite learning experience as well as a happy occasion.
2. The students are prepared for the experiences and observations anticipated on the trip.
3. The students are given a follow-up assignment which will help them assimilate the knowledge gained by their experience.

### SHOW AND TELL

Students are allowed to bring Show and Tell items to school. Toys and items for Show and Tell should be limited to Show and Tell days only. Guns or items of that nature will not be allowed to be brought to school for Show and Tell. Pets or other live animals need to be approved through the classroom teacher and principal before they can be brought to school. Students should not be allowed to bring toys and dolls to school on a regular basis. It is recognized that due to birthdays and organized parties at school there are times when food will be brought on the bus. This food is to be kept in a sack or container.

### PARTIES OUTSIDE OF SCHOOL

If the classroom is to be used as a means for distributing invitations to parties, every boy or girl, as preference may be, is to receive an invitation. If not, distribution other than here, at school, is a must.

## TUITION

An adjustable school technology fee will be charged. Tuition and fees can be found in the back of this handbook. Tuition payments may be arranged with the school principal or parish priest. The Sioux City Scholarship Program is a financial aid program that all parents may opt to apply for in order to assist with Danbury Catholic’s tuition. Families are considered for this tuition assistance programs by making one application to TADS by April 1st. More information is presented at registration and/or can be obtained from the principal.

**Kindergarten – 6th Grade tuition**

|  |  |
| --- | --- |
| **Funding Source** | **Funding Dollar Amount** |
| Local Per Pupil Published Tuition | $5,000.00 |
| MLTF Tuition Assistance $ Applied. | MLTF Tuition Assistance is applied at this level.  |
| Parent contribution. | 1—2 students $1,000.00 per student3 or more students $850.00 per student |
| St. Mary’s of Danbury Parish Investment | $0.00-$2,675.00This figure varies based on other contributions. |
| Additional Local Tuition Assistance(Alumni, Knights of Columbus funds, tuition assistance funds) | \*\*\*\*\*\*\*\*\*\*\*\*Based upon need. |

**PRESCHOOL TUITION**

FOR MONDAY, TUESDAY AND THURSDAY PROGRAMMING:

Students 4 years old on/before September 15th: Free Legislative Programming

Three year old students and students who are older than 4 on/before September 15th:

Per pupil tuition per year $1,540.00

Msgr. Lafferty Tuition Assistance \*\*\*\*\*\*\*

If your child is 5 years old and qualifies for Msgr. Lafferty Financial Aid

Msgr. Lafferty Financial Aid is applied Based upon financial need and qualification.

Maximum Out of pocket per pupil per year $1,200.00

(for students who do not qualify for free programming)

## OTHER ADDITIONAL FEES:

PK-5 Registration Fee $30.00 per student

PK-6 Technology Fee $50.00 per student

3-6 Planner Fee $10.00 per student (student will pay a second fee
 if planner is lost or
 destroyed)

K-2 Mead Primary Journal $3.00 per student (student will pay a second fee
 if the journal is lost or
 destroyed)

PK Snack/Milk Fee $75.00 Pending on # of students in Pre-Kinder
K Snack/Milk Fee $85.00 Pending on # of students in Kindergarten

Lunch and breakfast fees are determined by MVAOCOU

Student Breakfast price per meal

Student Lunch price per meal

Adult Breakfast price per meal

Adult Lunch price per meal

# PRAYERS CHILDREN NEED TO KNOW

Grade K Sign of the Cross

 Angel of God

 Grace before Meals

Grade 1 Review of all prayers in K

 Grace after meals

 Daily Offering

 Glory Be

 Hail Mary

 Our Father

Grade 2 Review of all prayers of grades K-1

 Act of Contrition

Grade 3 Review of all prayers of grades K-2

Grade 4 Review of all prayers of grades K-3

 Apostles Creed

Grade 5 Review of all prayers of grades K-4

 The Fatima Prayer

 Hail Holy Queen

 Mysteries of the Rosary

Grade 6 Review of all prayers of grades K-5

 Angelus

 Memorare

 Prayer to Saint Michael the Archangel

**Other religious truths to be learned:**

Grade 4 Sacraments

Grade 5 Recitation of the Rosary

 Stations

 Commandments

Grade 6 Holy days of Obligation

**THE SIGN OF THE CROSS**

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

Using your right hand, you should touch your forehead at the mention of the Father; the lower middle of your chest at the mention of the Son; and the left shoulder on the word "Holy" and the right shoulder on the word "Spirit."

**THE OUR FATHER**

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.

**DAILY OFFERING**

O Jesus, through the immaculate heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the holy sacrifice of the Mass throughout the world. I offer them for all the intentions of your sacred heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all the apostles of prayer, and in particular for those recommended by our Holy Father this month.

**ANGEL OF GOD**

Angel of God, my Guardian Dear, to whom His love commits me here, ever this day (or night) be at my side, to light and guard, to rule and guide. Amen.

**APOSTLES CREED**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, is 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.

**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.

**GRACE BEFORE MEALS**

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

**GRACE AFTER MEALS**

We give Thee thanks for all Thy benefits, O Almighty God, who livest and reignest world without end. Amen. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

**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, died for our sins, and that he will come to judge the living and the dead. I believe these and all truths which the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

**ACT OF HOPE**

O my God, trusting in your promises and because you are faithful, powerful, and merciful, I hope, through the merits of Jesus Christ, for the pardon of my sins, final perseverance and the blessed glory of heaven. Amen.

**ACT OF LOVE**

O my God, I love you above all things, with my whole heart and soul, because you are all-good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me and ask pardon of all whom I have injured. 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 with 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

**PRAYER FOR VOCATIONS**

Loving God, you have given us gifts to share. In a world thirsting for peace, you invite women and men to use their talents for service and leadership. May your Spirit of peace strengthen us, that we might call forth generous, enthusiastic persons to be instruments of peace in our Church and world. We make this prayer through Christ our Lord. Amen.

**GLORY BE TO THE FATHER**

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.

**ANGELUS**

*Leader:* The Angel of the Lord declared to Mary:

*All:* And she conceived of the Holy Spirit.

*Leader:* Hail Mary, full of grace, the Lord is with thee; blessed art thou among women

and blessed is the fruit of thy womb, Jesus.

*All:* Holy Mary, Mother of God, pray for us sinners, now and at the hour of

our death. Amen.

*Leader:* Behold the handmaid of the Lord:

*All:* Be it done unto me according to Thy word.

*Leader:* Hail Mary, full of grace, the Lord is with thee; blessed art thou among women

and blessed is the fruit of thy womb, Jesus.

*All:* Holy Mary, Mother of God, pray for us sinners, now and at the hour of

our death. Amen.

*Leader:* And the Word was made Flesh:

*All:* And dwelt among us.

*Leader:* Hail Mary, full of grace, the Lord is with thee; blessed art thou among women

and blessed is the fruit of thy womb, Jesus.

*All:* Holy Mary, Mother of God, pray for us sinners, now and at the hour of

our death. Amen.

*Leader:* Pray for us, O Holy Mother of God,

All: That we may be made worthy of the promises of Christ.

*Let us pray:*

*All:* 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.

**HAIL HOLY QUEEN**

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

**HAIL MARY**

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

**THE FATIMA PRAYER**

O my Jesus, forgive us our sins, save us from the fires of hell, and lead all souls to

heaven, especially those in most need of Thy mercy.

**PRAYER TO ST. MICHAEL THE ARCHANGEL**

St. Michael the Archangel, defend us in battle. Be our defense against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. Amen

**MYSTERIES OF THE ROSARY**

**Joyful Mysteries**

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation
5. The Finding in the Temple

**Sorrowful Mysteries**

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. The Crucifixion

**Glorious Mysteries**

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. Crowning of Thorns

**Luminous Mysteries**

1. Christ’s baptism in the Jordan
2. Christ’s self-revelation at the marriage of Cana
3. Christ’s announcement of the kingdom of God with the invitation to conversion
4. Christ’s Transfiguration when he revealed his glory to his Apostles
5. Christ’s institution of the Eucharist at the Last Supper as sacramental expression of the Paschal mystery