

# ST. BENEDICT SCHOOL

## STUDENT/PARENT HANDBOOK 2021-2022

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School Motto  
FAITH IN EVERY STUDENT



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## Parent / Student Handbook 2021-2022

Welcome to the 2021-2022 school year at St. Benedict School! As we begin the 135th year of Catholic education in the Decorah community, our focus is on Faith, Academics, and Service. We encourage you to discover the many ways St. Benedict School lives, develops and encourages our motto--Faith in Every Student.

This handbook, developed by our faculty and administration, publishes the school policies, procedures, and services. Every situation that might arise during a school year cannot be covered. All archdiocesan policies and State of Iowa education laws that apply to St. Benedict School are to be followed. This is an overall guide and not intended to be all-inclusive. The Board retains the right to amend the handbook.

**Policies of the Archdiocesan Faith Formation Commission and Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found at the Archdiocesan website <http://www.arch.pvt.k12.ia.us/FFCandCSB/FFLManual.html>. These policies are also available at the St. Benedict School office.**

### I. Mission Statements

Mission Statement of the Educational Apostolate-Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

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

### St. Benedict School Mission Statement

**St. Benedict School is founded on the core values of faith, leadership, and responsibility with an emphasis on prayer and service, as modeled by Saint Benedict. As an educational component of St. Benedict Parish, we welcome students and families of all faiths who seek academic excellence through Gospel values and Catholic teachings. We serve students in preschool through eighth grade from Decorah and surrounding rural communities. Students are nurtured in a safe and caring environment that promotes respect and compassion. Our dedicated staff endeavors to educate students to develop lifelong learning skills and to create a positive impact in an ever-changing world.**

## II. Archdiocese of Dubuque Catholic School System Student Learning Goals

### 1. Religion/Spirituality

Students demonstrate knowledge of God and of the Catholic religion and verify development of their spiritual lives.

### 2. Communication

Students effectively communicate for a variety of purposes.

### 3. Analysis

Students observe, infer, analyze, and evaluate ideas, processes, structures, and organizations.

### 4. Problem solving

Students solve problems and resolve conflicts individually and cooperatively.

### 5. Value Judgments/Decision Making

Students make decisions based on gospel values.

### 6. Aesthetics/Fine Arts

Students apply creativity and skill in the performing and fine arts.

### 7. Civic Responsibility

Students will be responsible members of local and global communities.

### 8. Environment

Students will be responsible and respectful of the environment.

## 9. **Wellness**

Students formulate and achieve healthy lifestyles.

## 10. **Technology**

Students effectively and morally use technology.

## 11. **Life and Career Planning**

Students develop life-long goals and strategies for living.

# III. **Catholic Dimension/ Uniqueness**

### Catholic Atmosphere

Religious education at St. Benedict School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. The weekly Sunday parish celebration of Eucharist is central to our faith life and all our faith formation experiences are designed to enhance that celebration. Besides classroom instruction in religion, liturgical and sacramental participation are part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunities to participate in Mass during the week are part of the spiritual life of the school.

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

### Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students are listed at the end. 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 understand these prayers and know they will be a part of our prayer at school. We encourage you to pray with your child at home and to help them learn their prayers.

### 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 attained in the formal classroom only. The formal classroom learning is the beginning. Every Christian has the responsibility to use his/her 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 are listed on the monthly calendars.

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 families in the sacramental preparation for their child.

Liturgical Celebration - Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. Non-Catholic students and parents are welcomed to receive a blessing during the Sacrament of Holy Eucharist during school masses by proceeding forward with arms crossed across their chest. The Sacrament of Reconciliation is provided during Lent. Students are given opportunities to participate in Mass during the school week. On Friday mornings, grades K through 8 attend and participate in a student planned liturgy. Mass begins at 9:00am. Several times during the school year students and families are asked to help with the liturgical ministries at the parish Sunday Mass.

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

### Admission

Children five years old by September 15 are eligible to enroll in kindergarten. Also, students returning from TK are also eligible for

Kindergarten. Exceptions to this policy are not allowed. (ABE Policy 5112)

Children are charged tuition. St. Benedict 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, including those of a religious nature.

**Where parents of a student are divorced or separated, a copy of the custody decree for the child must be in the student's file.**

#### Equal Opportunity

St. Benedict 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 Board of Education may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

## **V. Academic Policies/Programs**

#### Assessment

ISASP – Grades 3-8

FAST - Grades K-8

MAPS – Grade 8

Title 1 Assessments - Beginning and end of the year in reading

When test results have been returned and analyzed, parents receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish for more information.

#### Computer/Technology Program

All students, grades K-8, use the computer to reinforce skills and make use of computer

programs. Computers with Internet access are available in the computer lab, media center, mini lab, and in each classroom. All K-8 students receive direct technology instruction twice each week. Students must sign an Acceptable Use Policy and follow its expectations.

A separate Digital Learning Environment handbook must be reviewed by third through eighth grade students and parents annually.

Technology fees are included during registration for all kindergarten through eighth grade families.

#### Copyright

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

-copyright law

-fair use guidelines

-specific licenses or contractual agreements

-other types of permission.

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

#### Field Trips

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

#### Guidance

Our school social worker complements the curricular offerings provided in the general classroom by offering support to students in a number of areas.

#### Homework

Homework is encouraged to help students learn content, skills, and the values of practice, review, and application. Teachers assign homework according to 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. With concerns about homework, please contact the teacher directly.

#### 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 is sent to families 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 can request to review the course materials at any time. Please refer to ABE policy 6141.11 for specific details.

#### Internet

The policy of educational programs governed by the Archdiocesan Board of Education requires the ethical use of the Internet and related technologies by all employees, volunteers and students. (ABE 2511 ABE 5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. All are required to sign an Acceptable Use Agreement and follow its guidelines.

#### Media Center

The school library/media center is provided for student use and resources. Students may check out books for reference or reading enjoyment. As in any area where materials are shared, students must be responsible for the use of library materials. Parents are requested to help maintain current library materials by having children be responsible for returning books on time. If a book is lost, damaged, or stolen, a fee is charged to replace the book.

#### Multicultural/Gender Fair/Global Education

St. Benedict Catholic School offers a global, multicultural, gender fair approach to the educational program.

St. Benedict 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.” (ABE 6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students’ education.

#### Physical Education Waiver

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

#### Reading/Math Resources

A government funded Title 1 teacher works with students eligible for extra help in reading. A resource room teacher is available for students who need extra help in reading and math. Students, teachers, or parents may initiate the process requesting extra help, beginning with the classroom teacher. When a request is made, the classroom teacher follows the response to intervention process in consultations with parents, principal, and the AEA to determine eligibility, strategies, and time for extra help.

#### School Day

Supervision is available on school grounds beginning at 7:40 AM and students should not arrive before then unless in a school activity. School begins at 8:15 AM Monday, Tuesday, Thursday and Friday (doors open at 8:07 AM), and dismissal is at 3:00 PM. On Wednesdays, supervision on the playground begins at 8:40, doors open at 9:07 and school will begin at 9:15 AM. This allows for teacher inservice on those mornings beginning at 8:00 AM. **All** K-8 students should enter the building in the morning from the doors on the playground side, unless they arrive after students have entered the building. Students should not remain on the school grounds after school hours unless supervised by an adult. St. Benedict School does not provide supervision after school.

### School Parties

Parties that consume valuable instructional time are discouraged. Students may bring treats for their birthday to be shared with the entire class. After school parties and the transportation for them are the responsibility of families. Decorah Community School District buses request **only one additional bus pass per person**. Late evening parties are discouraged during the school week.

### Special Services

The services of a psychologist, social worker, speech therapist and diagnostic testing for learning disabilities are available through the Keystone Area Education Agency.

St. Benedict School also offers a certified special education teacher to work with identified students who have an IEP (Individualized Education Plan). Requests for these services begin with a parent request to the teacher or by teachers in agreement with parents and the school principal through the use of the response to intervention process. All parental rights are strictly maintained.

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

- The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
- You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
- The right to a full evaluation of your child's needs. If you don't agree with the school's findings, you may request an outside evaluation.
- The right to see your child's records kept at school.
- The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.

- The right, as much as possible, to have your child in classes with children who are not in special education programs.
- The right to be involved in the development of your child's IEP (individual education program).
- The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
- The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact the school principal.

### Student Assemblies-School Liturgies

All school assemblies and liturgies are part of school curriculum. When any person stands before the assembly to address the group, (Mass, Assembly), there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, and whispering do not show the respect expected.

### 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.

### Vocal and Band Concerts

Christmas and Spring vocal and band concerts are held at the Decorah High School Auditorium. Students are bused to the auditorium for a practice on the afternoon of the evening concert. **Students need to be in attendance at least a half-day to be eligible to participate in a co-curricular activity or school event. Students must be at school by 11:30am or they will not be allowed to participate in any after school activities.**

### Instrumental Music Classes

Cadet Band begins in fifth grade. Students will try out instruments at the end of their fourth grade year. Large group instruction takes place twice each week, with individual student lessons once per week.

Students in sixth and seventh grade meet together twice weekly for large group instruction. Individual lessons are held once weekly.

Eighth grade students are given their individual lessons at St. Benedict's. They participate in large group at St. Benedict School, as well as travel to join the Decorah Middle School 8<sup>th</sup> grade band for large group instruction. Busing is provided for this class period.

### Geometry

Students in eighth grade who qualify for Geometry take the course at Decorah Middle School. Busing is provided for this class period.

## **VI. Communication**

### Absence / Tardy

The Iowa Compulsory Education Law (Iowa Code 299.1) states: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian (hereafter referred to as "parent") is the person held responsible in the law for compelling the child's education." This law specifies procedures for dealing with attendance concerns.

### Local Policy

Regular attendance is a key factor in success at school. The value of the group class work missed is impossible to "make up" by alternate 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 needs a written notification for the teacher. A written request from the parent 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 or secretary in the office knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission. If/When a student enters or exits the school other than the regular times, the student must sign-in /out-in the office.

**-Parents/guardians are required to phone the school before 8:30 AM and leave a message on the office answering machine if a child will be absent and to give the reason for the absence.**

-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. Please keep local emergency contacts up to date in the school office.

**After 7 absences in a semester and again after 12 absences in a semester, the school will contact the parent by written notification. The Archdiocesan policy, local policy, and state code will be made available to parents with each written communication. Extended or frequent absences will require a doctor's notice. If there are more than 15 absences in one semester the county attorney will be notified.**

Starting on time is important. With the fourth tardy in each quarter, and for each following tardy, the consequence for all is to make up time outside of regular school hours, according to each unit's procedures. In writing, parents will be notified of the amount of time to be made up and asked to contact the classroom teacher to schedule the time. Teachers will not be required to make up the time outside of their regular contracted hours.

All students need to be in their classroom and ready to begin their day by 8:15. (9:15 on late start/Professional Development days.) A child is counted tardy if they arrive after 8:15 and before 9:45. Anything after 9:45 is either a half day absent or full day absent. Leaving prior to 1:30 will count as a half day absent.

According to Archdiocesan Policy 5144.2, *The Archdiocesan Catholic School Board requires 148 days annually, to be met by attendance for at least 37 days per quarter.*

Students not meeting this requirement may be asked to make up the time before the end of the quarter, the county attorney may be notified, and/or the child's enrollment may be revoked.

## **Calendar – 2021-2022**

This calendar follows the Decorah Community School District calendar. Since IA law allows the use of P-S-T conference days as instructional time, the first two weather-related, no-school days will not be rescheduled. Students have 177 days of instruction. The annual calendar will be provided at registration. The monthly calendar is available on the school website.

### Communications Methods - Parent/School

Adequate and clear communication between school and home is essential for the success of all students. Parents should feel free to call teachers about student progress or other situations of concern. Please read the information sent home in the family envelope and check the school web site for updates.

### Complaints

The following policies of the Archdiocesan Board of Education should be followed when dealing with complaints. Copies can be obtained from the principal, board of education chairperson, or the Office of Educational Services:

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

### Delivery to a student

~~If you need to give something to your child during the day (lunch, instrument, book, etc.) please bring the item to the office and it will be delivered to your child.~~

### **Please Note:**

Respect the safety and security of our school by not walking directly to a classroom during the school day. As well, interrupting instruction is not allowed. Parents are always welcome, but arrangements must be made ahead of time. Please see "Visiting Classes & Parent Involvement."

### Dual Parent Reporting

According to ABE policy 5124, in the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of BOTH parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student at St. Benedict School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents. Parents have the responsibility to keep

the school informed of current address and phone number to receive that information.

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

St. Benedict School follows the Decorah Community School District regarding school closings-bad weather. **We encourage everyone to go to the Decorah Community School website and opt-in for text or e-mail notifications.** Listen to the KDEC or KVIK radio stations or KWWL TV channel 7.

### Beginning of Day Drop-Off Procedures

Students are not supervised until 7:40 AM. K-8 students may enter the building at 8:07 AM when the morning bell rings. Kindergarten through second grade students line up at the primary door near the lower playground. Third through eighth grade students line up and enter through the intermediate doors near the upper playground. Students should not enter through the main doors unless they are tardy. Only preschool students should be entering through the preschool door.

At no time, shall a private vehicle pull into the bus loading zone, park their car, get out of their car, and help their child out of the vehicle. The parking lot or area behind the bus loading zone must be used for this method.

Parents pulling into the bus loading zone to quickly let a child out of their vehicle is permitted if the buses are not in sight. In this case, the parent would remain in the vehicle and the child quickly exits the car themselves.

### End of the Day Departure Procedures

For safety reasons, the following procedures are in place at the end of the day.

1. First, students riding the shuttle buses to the Middle School are dismissed.
2. After buses depart, students walking home or being picked up are dismissed.
3. Please pull forward to the cones on the school side of the street when loading students. Please watch the teacher loading for directions as to how far to pull forward.

4. We have made family signs to put in your car window for our teachers to see. If you did not receive a sign on bright colored paper please let us know and we will get one made for you.
5. The circle drive is reserved for preschool family pick-up and transit bus pick-up.
6. If your child has an appointment after school and you are feeling rushed, please call the school office and we will make arrangements for you to pick up your child in the circle drive.

Your help in using this system for pick-ups is greatly appreciated. These procedures will also be explained to students at the start of the school year.

#### Student Drivers

Students are not allowed to drive to or from St. Benedict School, regardless of if they have a school permit or not.

#### Parent/School Communications

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.

**Family Envelopes-** A large tyvek envelope is sent home once monthly with the oldest child in the family, usually during the last week of the month with important information. Family envelopes should be signed and returned to school the next school day.

**SwiftK12-** A school notification system is used to mass call, e-mail and text, parents of unexpected early dismissals, emergency situations during the school day, and with important reminders. **SwiftK12** will not be used for late starts.

**School Website-** [www.st-ben.pvt.k12.ia.us](http://www.st-ben.pvt.k12.ia.us)

**Mass Emails-** At the same time as family envelopes are sent home, each family will receive an email notification.

#### Parent/Teacher Conferences

Individual conferences are held after the first and third quarters. Students are invited to attend these conferences. Other conferences can be scheduled by either parents or teachers as the need is recognized.

#### Progress Reporting

The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent/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 where a student is successful, progress in learning is reported and indicated in positive ways. Just as our learning programs are standard-oriented with defined benchmarks, reporting to parents follows those standards in keeping with the student's abilities and needs. This 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 ABE 5125, St. Benedict School does not send out student/graduate information to any outside organizations without written authorization of the parent.

#### Student Records

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

#### Telephone

Students are expected to have the permission of the teacher/secretary to use a school telephone during and after school. Students should plan ahead so they do not have to call for "forgotten" items or to make after school arrangements. Personal cell phones are to be

turned off during the school day. Cell phones are not to be used by students during the school day without teacher permission. When a call is necessary, students must use the office phone.

### Visiting Classes & Parent Involvement

Parents are welcome to volunteer in classrooms, but please call and let us know what times would be convenient. All visits must be set up with the classroom teacher. If dropping off items for a student, parents are asked to leave items in the school office so instruction is not interrupted. Parents should not deliver items to the classroom. Stopping by classrooms just to visit with a child is not allowed in order to keep the education of the students as the purpose of the school day.

Visitors are asked to wear guest identification, which may be picked up when checking in at the office. They should return the identification when they sign out. This security measure is to ensure the safety of all in our school.

Please contact your child's teacher to inquire about volunteer opportunities in that classroom.

Animals are not to be brought to school without prior notification and permission of the principal.

Parent involvement is encouraged during grade-level retreats, in helping students make Banquet of Blessing projects, during mystery reader days, as field trip drivers and chaperones, serving on boards and committees (Scrip, School Board, PSA, Recruitment, Faith Formation), taking care of the outdoor plants in the summer, working at or supplying items for various events (Fall Festival, Book Fair, Parent-Teacher Conferences, Pancake Breakfast, and so forth), and various other requested areas by classroom teachers.

## **VII. Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Benedict Catholic Parish Board of Education and administration in consultation with the school faculty, parents and students. Their

effectiveness requires the positive and voluntary cooperation of all concerned.

Knowing the rules and guidelines, their procedures and implementation, and their consequences are the responsibility and obligation of each St. Benedict student. Neither ignorance nor lack of understanding of the rules and guidelines will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Benedict School, are to be respected and followed. Signatures on the handbook acknowledgment form and the tuition agreement form show an acceptance of these policies, rules, and guidelines.

### Beverages, Candy, Food, Gum

Beverages (other than water), candy, and food are not permitted in classrooms, study halls, library, or hallways without permission from a teacher. Gum is never permitted for grades K-5, so please refrain from sending this as a treat for students. Grades 6-8 are allowed to chew gum at the discretion of staff and administration.

### **Classroom Snacks**

All classroom snacks and birthday treats will be dispensed by the teacher. Students must bring their birthday treats to school with them in the morning, or parents must call the office and be met at the door.

Examples of healthy snacks may include:

Dry Cereal	Granola Bars
Animal Crackers	100 Calorie Treats
Graham Crackers	Whole Wheat Pretzels
Ritz Crackers	Dried Fruit
Raisins/Craisins	Gorp

### Discipline Code

Discipline in a Catholic school is basically self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the two-fold 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 optimal

development and concern for each student, frequent communication between parents and teachers is essential. All procedures are based on the premise that parents and teachers must work together and support each other's efforts. -Severe misbehavior, which 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:

- Use of drugs, alcohol, tobacco
- Personal injury (bullying, fighting, calling names)
- Refusal to comply with a direct teacher command
- Inappropriate bus behavior
- Possession of a dangerous weapon
- Truancy
- Repeated tardiness
- Repetitive unacceptable classroom behavior
- Habitual late/incomplete assignments
- Vandalism
- Lying, cheating, stealing
- Inappropriate Language
- Consequences include, but are not limited to:
  - In-school suspension
  - Suspension from school for a definite time
  - Suspension from school for an indefinite period of time
  - Probation

All consequences shall be carried out according to the ABE 5144.I. (See also ABE on Gangs 5133)

Bus behavior issues will be dealt with according to the Decorah Community School District procedures.

Essential Oils, Body Sprays & Perfumes  
**Essential oils, body sprays and strong scented perfumes are not allowed for student use in school.**

## Uniforms/Dress Code:

### Kindergarten--5th Grade Uniforms/Dress Code:

**Shirts:** Solid white, navy or true red --dress *collared shirt*, polo shirts, or a turtleneck in short or long sleeve.

Shirts must be long enough to stay tucked in at all times, and will be reminded to tuck shirts in prior to school mass by classroom teachers.

St. Benedict School or spirit wear shirts/sweatshirts may be worn **DAILY**. (Again, just sweatshirts, **No sweatpants**)

No sleeveless, cap sleeve or tank tops, insignias, or tee shirts.

**Sweatshirts:** Navy or true red --St. Ben's or Spirit wear sweatshirts only.

No zippers, jerseys or wearing inside out. No Decorah Viking sweatshirts.

**Sweaters/Cardigans:** white, navy, or true red --no hoods or insignias.

**Pants:** Navy or tan/khaki --cotton/poly or twill dress pants. Worn at the waistline with shirts tucked in.  
 No colored denim, knit or zip off, no holes or frays.

**Shorts:** Navy or tan/khaki --cotton/poly or twill dress shorts. Worn at the waistline with shirts tucked in.

Shorts are not to be shorter than mid-thigh, fingertip length.

No oversized or baggy shorts.

**Jumpers/Skirts/Skortts:** Navy or tan/khaki --solid, pleated or straight.

Skirts, jumpers, and skortts no shorter than mid-thigh, fingertip length. Tights or shorts should be worn under skirts/jumpers.

**Leggings/Tights:** Navy, red, or white --may be worn under skirts or jumpers (*not alone*).

**Shoes:** No open-toed shoes (sandals) for safety reasons. This is also a requirement of out of uniform days.

Gym class and playground activities have students kicking balls and shoes are needed to prevent slivers from wood chips and getting caught in playground equipment.

Tennis shoes are required to be worn during PE class. Students may wear tennis shoes to school on these days or keep a pair of tennis shoes at school.

**Holes and torn clothes are unacceptable. No hats or caps in the building.**

**EVERY WEDNESDAY is out-of-uniform day.**

On these days, K-5 students should follow the 6<sup>th</sup>-8<sup>th</sup> grade dress code below.

## MIDDLE SCHOOL

### 6th-8th Grade Dress Code:

Middle school unit students are expected to use GOOD TASTE when selecting clothes for school.

#### **NOT ALLOWED:**

- holes or frays in clothing
- tank tops / halter tops
- extremely tight or suggestive clothing
- midriffs showing
- hip huggers
- shorts & skirts less than mid-thigh
- oversized clothing
- offensive wording
- body piercing
- visible tattoos
- any other clothing deemed unsuitable

**Leggings:** Leggings must be worn with a shirt long enough to cover the backside/behind or shorts can be worn on top of the leggings.

#### **Mass Days (MS):**

- Boys must wear a collared dress shirt.  
Shirts may be worn to school, worn only during Mass, and/or kept at school to be worn at Mass.
- Girls must wear a dress shirt, sweater, or other dressier style shirt or dress.
- Clothing with advertising/wording are not permitted.
- Hooded and crew neck sweatshirts are not permitted.
- Leggings and athletic shorts are not permitted.
- Students will wear clothing from the office if they do not have them on a Mass day.

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

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

### Harassment

The policy of the Archdiocesan Board of Education and St. Benedict Catholic School is to maintain a learning environment that is free from any type of harassment/bullying. No student, employee, or volunteer associated with

the educational programs governed by the Archdiocesan Board of Education shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at school/parish sponsored activity regardless of location. It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-

based communications, pager service, cell phones, and electronic text messaging.

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

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident. This policy is in compliance with Iowa Code Chapter 216 and 280.12(2)(f) and ABE policies 2515.1, 2515.11, 5144.3.

#### Search and Seizure

The policy of St. Benedict Board of Education is 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, St. Benedict School adopts the policy as stated in ABE 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

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

#### Student Behavior

School rules have been developed to encourage respect for self, others, and

property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized, explained, and equitably enforced.

#### 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. Examples include, but are not limited to, e-cigarettes, Juuling, vaping, etc.

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, all forms of non-FDA approved nicotine, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (See also ACSB 5131.6, ACSB 5131.61, ACSB 5144 and/or ACSB 5144.1 concerning Substance Abuse, Tobacco and Discipline).

#### Weapons and Dangerous Instruments

The policy of the St. Benedict Board of Education is that weapons and other dangerous objects be taken from students and others who bring them on to the school premises, or from students who are participating in any school-related activity away from school premises. Parents of students found in possession of a weapon or dangerous object are notified. Confiscation of weapons or dangerous objects is reported to law enforcement officials, and the student is subject to disciplinary action. Students in possession of a firearm while on school property, coming to and from school or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in ABE policy 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 web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

#### Cell Phones

While at school, cell phones must be turned off or kept on silent in student book bags. Cell phones should not be carried in pockets or on students during the school day. Students may not use cell phones to text or make calls during the school day or at school activities, including field trips. Cell phones will be confiscated if used or made visible during the school day and taken to the office until the end of the day. Students who have repeated infractions will not be allowed to bring cell phones to school.

In the event that a teacher requires the use of a cell phone for a class activity, students will be asked to use their cell phone during that class period only. At the end of the activity, students must return their cell phone to their bags. Parents will be asked at registration if student cell phones may be used for texting if needed for a class activity (ie: Poll Anywhere).

## **VIII. Student Activities**

#### Activity Options

Students have opportunities to participate in:  
Art Club (grades 6-8)

Band (grades 5-8)  
Choir (grades 6-8)  
Drama (8th grade musical)  
Invention Convention (grade 3)  
Keystone sponsored student activities  
Math Counts (grades 7 & 8)  
National History Day (grades 6-8)  
Piano Lessons  
Problem Solvers (grade 3)  
Speech Contest (grade 7 & 8)  
Student Council (grades K-8)  
Team Sports (grades 7 & 8)

Service - visiting nursing homes, Can Mountain Day, fundraising, recycling, Mass partners, Book Buddies, collecting tabs and redeemable items, lunchroom help, setup, and dishes, an Advent and Lenten service project, etc.

#### Athletics

St. Benedict's provides noncompetitive opportunities for sports. Organized competitive team sports are offered through the Decorah Community School District for seventh and eighth grade boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that these same students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown. **Students need to be in attendance at least a half-day to be eligible to participate in a co-curricular activity or school event. Students must be at school by 11:30am or they will not be allowed to participate in any after school activities.**

#### Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials

supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Catholic School Board Policy Manual, AFFC/ACSB 1251.

#### Sportsmanship

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

#### Student Activities

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

**Students need to be in attendance at least a half-day to be eligible to participate in a co-curricular activity or school event. Students must be at school by 11:30am or they will**

**not be allowed to participate in any after school activities.**

#### Music: Piano, Band

Private piano lessons are available for students in grades 2 through 8.

St. Benedict School offers a quality band program. Students may begin band lessons in 5th grade (Cadet Band), and continue in 6th, 7th, & 8th grade band (Concert Band.) Students must provide their own instruments. The 8th graders go to the public school for band and are part of the Middle School Band. Students have opportunities to participate in honor bands, solo and ensemble contests, recitals, and three concerts a year. Instrumentalists also perform at school and parish liturgies.

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

#### Abuse

In compliance with School Laws of Iowa and Archdiocesan Board of Education policy #4116.3 any certificated or licensed employee of St. Benedict 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. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator and alternate, and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1-15(280) and ABE 4116.30b.

#### Alcohol/Drug Policy

The St. Benedict Board of Education develops guidelines that are in accordance with ABE 5144 and 5144.1 on student responsibility and discipline.

#### Asbestos

Federal regulations and ABE 7113, require us to inform you that there is asbestos in the St. Benedict 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 2005.

#### Bloodborne Diseases

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne 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. According to FERPA, the name of students with a bloodborne disease are kept in strict confidence

#### 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 who 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.

#### Emergency/Natural Disaster/Bomb Threat

In case of a natural disaster or emergency situation where students need to be evacuated from the building, they will move to the Winneshiek Medical Center Building 805 (formerly Meehan & Schwarz Eye Care) where a command center office will be established. No students will be dismissed unless parents check with that office. Emergency evacuation procedures are reviewed and updated annually.

#### Reuniting Students with Parents

Should students need to be evacuated from the school, parents will be alerted by School Messenger phone message. Area news

stations and radio stations will also be alerted. In the event of an evacuation, parents will be notified of the relocation point. Students will be escorted to the front entrance to meet parents. Parents should not enter the building. Should we need to relocate somewhere other than our designated evacuation location at the hospital, parents will receive that notification via School Messenger phone message.

Do not go to the school to meet your child in the case of a lockdown, fire, evacuation, and so forth. Parents must meet students at the school's designated relocation point.

#### Fire and Tornado Drills

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

#### Lockdown and Shelter-in-Place

Partial and Full Lockdown procedure drills, as well as Shelter-in-Place procedure drills, will be conducted annually. During a Full Lockdown and a Shelter in Place, no one will be allowed to enter or leave the school building. During a Partial Lockdown, school will continue as normal. However, students will remain inside the building at all times, including recess, and will not be allowed to exit the building for any reason until the Lockdown is cleared. Reasons for a Full Lockdown include an intruder in or outside the school building. A partial lockdown would be warranted in the event of an area emergency in which there is the potential for harm to occur at the school by an individual or individuals. In this case, students are kept indoors and blinds are closed. Classes continue as normal. A Shelter-in-Place provides refuge for students, staff, and the public inside the school building during an emergency not associated with the threat of harm from an individual (ie: toxic gases outdoors).

Lockdown and Shelter-in-Place procedures are reviewed and updated annually.

#### School Security Safeguards & Visitor Procedures

All school doors are locked throughout the school day. Visitors and students arriving at school after 8:15 must enter through the main entrance doors by identifying themselves via intercom/buzzer system. School office personnel will release the lock to allow entrance. **All visitors and students must sign in and sign out at the office.**

The school building and grounds are monitored by security cameras.

#### Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. In addition, St. Benedict school tested during the summer of 2016. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health, no additional testing for lead needs to be done at this time.

#### Medication

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

Dispensing of non-prescription drugs may occur if the parents provide the drug and have signed and dated an authorization form identifying medication, dosage, and time interval to be administered. **No medication will be provided by the school.** (Forms are available at the office.)

All medication, cough drops, and so forth must be kept in the school office. Epi pens are kept in the office. Inhalers are kept in the school office, unless directed by parents for students to keep them on their person. Inhalers and epi pens are taken on all field trips.

All staff are required to take the Medication Administration course before dispensing medicine to students.

#### Radon Testing

Radon testing was completed during the 2014-2015 school year. The test results indicated the rooms 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.

#### Smoking / Smoke Free Campus

St. Benedict School has been designated a "Smoke Free Building". At no time will smoking be permitted within the building or anywhere on school grounds. The use or possession of tobacco on the school grounds is prohibited. Examples include, but are not limited to, e-cigarettes, Juuling, vaping, etc.

#### Visitors

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

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

Teachers have the right to refuse permission to a visitor.

**All visitors and students must sign in and sign out at the office.**

Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations, conduct themselves properly, and dress appropriately in good taste.

## **X. Services**

#### Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on school sidewalks. Bikes must be parked in the school bike rack. The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

#### Student Drivers

Students are not allowed to drive to or from St. Benedict School, regardless of if they have a school permit or not.

#### Bus

Bus transportation is provided by the Decorah school district. Their rules are to be followed as though they were rules of St. Benedict School. A student may be suspended from bus transportation for inappropriate conduct. If/When students are suspended from a bus, they must find their own transportation to school/home; they may *not* ride a different bus during that suspension. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure high safety standards.

#### 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. No locks allowed on lockers.

#### Lost and Found

All students need to be taught and to learn to be responsible for their personal belongings. An effort is made to find the owners of lost articles of clothing, lunch boxes, play equipment. The Lost and Found box is in the office and students and parents are encouraged to check it for missing items. Periodically, any unclaimed items will be given to the The Depot.

#### Lunch

The hot lunch program is available through the Decorah Community School District. Lunches are free for all students this year. It is only necessary to deposit money into student lunch accounts for ala carte items. (seconds or extra milk) Students may bring a cold lunch. Students are not to leave school for lunch or have commercial lunches brought in. When student accounts reach the district set minimum, parents will receive an email

notification from the district. Bills will also be sent home in family envelopes.

Free and reduced lunches are available through the program. Applications are welcome and available at the office or online anytime during the school year. All lunch cards have the same appearance to maintain confidentiality.

### School Supplies

A listing of school supplies recommended is included with the spring/end of the year report and in the final registration materials available at the August registration day.

### Textbooks

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times.

### Tuition Tax Credits

Education expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, by January 31st.

### Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those K-8 families who cannot pay their fees and/or tuition through the *Our Faith, Our Children, Our Future School Tuition Organization*. We have very generous donors who want to assure accessibility of Catholic education for all families, so funds are available, both through the STO and local scholarship funds. Like the financial aid form for college students, all are asked to use the confidential FACT form to check out what help is available, either through the STO or local assistance.

***Don't miss the opportunity for your students to benefit from our donors' generosity because you assume that you would not be eligible or that you feel you cannot afford the cost of the faith-based education you would want for your child. Help is available to everyone!*** Simply complete the online FACT application form, regardless of income qualification. **Again, even if your income does not qualify for STO funds, please complete the online FACT forms in order to receive local assistance.** Online applications for the

following school year are available beginning January 1st. Please ask the principal or check at the office for further information.

Confidentiality is maintained. (ABE 3240.1)

A Scrip rebate credit is also available to families who purchase Scrip. Families purchasing Scrip gift cards will receive 50% of the rebate earned from those purchases to be credited to parent tuition accounts. The rebates cannot be used for any other school fees, such as lunch, textbook fees, technology fees, and so forth. Scrip rebates earned by families will be calculated after June 30 of each year and distributed at registration.

### Scrip

**What is Scrip?** Scrip is a term that means "substitute money". Scrip cards are treated just like cash and can be used for everyday essentials like groceries and gas, dining, entertainment, clothing, home improvements, and more.

**How does Scrip work?** St. Benedict Scrip Committee will order Scrip cards (similar to gift cards) from participating retailers based on your personalized Scrip order. As a non-profit organization, St. Benedict School receives a discount on the Scrip cards you purchase. The discount typically ranges from 2% to 15%. The difference between the discount provided by retailers and the face value you pay is the profit, from which comes your personal tuition credit and St. Benedict's profit.

**Why should I use Scrip? There is no minimum purchase.** Using Scrip is an easy way to reduce your tuition fees and generate revenue for our school.

Scrip participation requires only a little planning and can easily be incorporated into your budget for purchases made on a regular basis. Most families know where they will buy their groceries and gas each week so if an effort is made to purchase Scrip cards in advance, the purchases can create income for our school.

**How much credit do I earn?** You will receive 50% of the discount obtained from your Scrip purchases. For example, if you buy \$100 worth of Scrip cards at a retailer providing a 10% discount, that's \$10 of credit split between our

school (\$5) and your family's St. Benedict School tuition (\$5). A credit will be applied to your tuition account at school on registration day. However, credits will not be refunded.

You may choose the following designation for your credit:

- Reduce your tuition fee
- Direct your credit for tuition assistance to a designated family or family in need of assistance
- Direct your credit to the general fund of the school

**When and where can I buy Scrip?** You can purchase Cash and Carry Scrip on Friday mornings at the school from 8:00AM to 9:00AM. It can also be purchased at church following all three masses on the first and third weekend of each month. Orders that come in throughout the week will be filled for delivery on Thursday afternoon. By completing a simple "delivery" form, students are able to bring parent Scrip orders home.

You may pick up an order form from school, church, or print a form off of our website at [www.st-ben.pvt.k12.ia.us](http://www.st-ben.pvt.k12.ia.us), as well as shop online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Use the enrollment code **BA93L3A932645** when you set up your online account.

**We are not allowed to sell Scrip from the school/church offices or outside of designated Scrip sales hours according to the Archdiocesan Finance Office.**

## **XI. Personnel**

### Professional Staff

St. Benedict teachers and principal are certified and licensed in the state of Iowa for their positions in an accredited school.

Steve Haluska -Principal

### Early Childhood

Tami Bohr -Preschool  
 Kara Einck -Kindergarten  
 Ann Schaufenbuel -Grade 1  
 Renae Dahl -Grade 2

### Intermediate

Mary Ann Krammen -Grade 3  
 Sheila Kruger -Grade 4

Lori Galligan -Grade 5  
Middle School -Grades 6, 7, 8  
 Paula Jewell -LA/Literature  
 Patricia Lien -Math/Social Studies  
 Jennie Murphy -Religion  
 Judy Franzen -Science/Computer

### Specials Area Classes

Kimberly Svanoe -Music  
 Sherri Holland -Art  
 Jess Tangen -Phys. Educ./Health  
 Michelle Eichinger -Technology  
 Elle Steffen -Resource/Spec. Educ.  
 Elle Steffen -Title I  
 Lori Eastwood -Social Worker

### Support Staff

Office, library, lunchroom, and custodial staff, and classroom aides are essential for a quality educational program. Students are to show respect for all who work at school.

Kristy Meyer -Office  
 LeAnn Mensen -Office Associate  
 Joan Harrison -Library  
 Kenny White -Custodian  
 Martha Kane -Preschool Associate  
 Jean Henry -Kitchen  
 Nancy Elsbernd -Kitchen

### Volunteers

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 in the school. Volunteers are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications, authorize a criminal background check, and complete Safe Environment Training.

Safe Environment Training: The Archdiocese of Dubuque requires all employees and volunteers to complete Safe Environment Training as part of its commitment to be in compliance with the Charter for the Protection of Children and Young People.

You can complete training online at [www.dubuque.cmgconnect.org](http://www.dubuque.cmgconnect.org). Register for a new account. Select New Employee/Volunteer. Select St. Benedict School. Your dashboard will show you the optional training curriculums available. Click "Start Curriculum" under Safe Environment Training to begin. On the last page of the curriculum, submit your background check information.

#### Board of Education

The Board of Education for St. Benedict School has six elected members and meets monthly. The Board of Education formulates policies concerning the educational and instructional program of the school. The Board of Education is the policy-making body and the school principal implements and administers the policies.

Board members serving for the 21-22 school year are:

Rev. Donald Hertges  
Darin Monroe, President  
Sarah Christopher, Vice President  
Michelle McClain-Kruse, Secretary  
Al Weis  
Jenn Kuehner  
Elizabeth Kane

#### Parent/School Association

The St. Benedict Parent/School Association has six leader couples who coordinate activities involving parents. They are responsible for volunteers in the school, Fall Festival, Belgian Waffle Breakfast, support and appreciation of faculty and staff, room parents, and providing materials and enrichment for the school. St. Benedict Parent/School officers meet monthly to help St. Benedict School be an attractive, inviting, learning place where warmth and love are felt. Funds generated from Parent School activities are used for classroom and educational materials and the building improvements needed for a quality educational program.

#### PSA Events and Fundraisers

- Grandparents Day Reception
- Fall Festival
- Waffle Breakfast in October
- Chicken Dinner in November

- Faculty/Staff Christmas party
- Catholic Schools Week Reception at Church following Mass in January
- Catholic Schools Week Staff Appreciation Meal
- Staff Appreciation Week in May

The 21-22 Parent School Association leaders:

Sean & Elizabeth Kane  
Shane & Megan Panos  
Tracy & Denise Northup  
Chuck & Kara Crain  
Brian & Jeni Svestka  
Ryan & Renae Dahl

## **XII. Prayers, Basic 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 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 listed for their grade level and all previous grade levels. These prayers will be part of prayer in the parish, school and religious education programs.

## **Kindergarten**

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

## **Grade 1**

In addition to those from the previous grade:  
New Prayers, Beliefs and Practices introduced at this level are:  
Grace After a Meal  
Glory Be  
Morning Prayer  
Angel of God

## **Grade 6**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
The Seven Corporal Works of Mercy  
The Seven Spiritual Works of Mercy  
The Fruits of the Holy Spirit  
The Gifts of the Holy Spirit  
Four Gospels  
The Golden Rule  
Holy Days of Obligation

## **Grade 2**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
Act of Contrition  
Communion Fast  
Communion Regulations  
The Ten Commandments

## **Grade 7**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
Nicene Creed  
Come, Holy Spirit (Prayer to the Holy Spirit)  
Angelus

## **Grade 3**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
Apostles' Creed  
The Rosary  
The Two Commandments of Love  
Liturgical Year

## **Grade 8**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
Prayer of St. Francis  
Mary's Prayer (Magnificat)  
Psalm 23  
Confiteor  
The Seven Capital Sins  
The Four Last Things

## **Grade 4**

In addition to those from the previous grades:  
New Prayers, Beliefs and Practices introduced at this level are:  
Jesus Prayer  
Act of Faith  
Act of Hope  
Act of Love  
Seven Sacraments  
Beatitudes  
Mysteries of the Rosary

## **Prayers**

### **Sign of the Cross**

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

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

Our Father who art in heaven, hallowed be thy name, Thy kingdom come, Thy will be done on earth, as it in heaven. Give us this

## **Grade 5**

In addition to those from the previous grades:

day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

### **Hail Mary**

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

### **Glory Be**

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

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

### **Angel of God**

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

### **Grace Before a Meal**

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

### **Grace After a Meal**

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

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

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

### **Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of

souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

### **Act of Contrition**

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

### **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 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. Amen

### **Apostles' Creed**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; he descended into hell; 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.

7. After saying the five decades, say the Hail, Holy Queen.

### **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:

1. Make the Sign of the Cross.
2. Holding the Crucifix, say the Apostles' Creed.
3. On the first bead, say an Our Father.
4. Say three Hail Marys on each of the next three beads. Say the Glory Be.
5. 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.
6. Announce the second Mystery and continue in the same way until each of the five Mysteries of the selected group or decades is said.

### **Mysteries of the Rosary**

Joyful Mysteries (recited Monday and Saturday)

- The Annunciation
- The Visitation
- The Nativity (birth of Jesus)
- The Presentation
- The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

- The Baptism of Jesus
- The Wedding Feast of Cana
- The Proclamation of the Kingdom, with the call to Conversion
- The Transfiguration
- The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

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

### **Hail, Holy Queen**

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

**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.

**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, Formula 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 fast 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)
- Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord/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: Reconciliation (Penance); Anointing of the Sick

- Sacraments of Life Service: Holy Orders and Matrimony (Marriage)

### **The Four Cardinal Virtues**

1. Prudence
2. Justice
3. Fortitude
4. Temperance

### **The Four Last Things**

1. Death
2. Judgment
3. Hell
4. 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**

1. Wisdom
2. Understanding
3. Counsel (Right Judgment)
4. Fortitude (Courage)
5. Knowledge
6. Piety (Reverence)
7. 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**

1. 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.
2. You shall confess your sins at least once a year.
3. You shall receive the sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church.

### **The Seven Capital Sins**

1. Pride
2. Covetousness
3. Lust
4. Anger
5. Gluttony
6. Envy
7. Sloth

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

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

### **The Ten Commandments**

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

### **The Three Theological Virtues**

1. Faith
2. Hope
3. 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**

1. Feed the hungry.
2. Give drink to the thirsty.
3. Clothe the naked.
4. Shelter the homeless.
5. Visit the sick.
6. Visit the imprisoned.
7. Bury the dead.

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

1. Counsel the doubtful.
2. Instruct the ignorant.
3. Admonish sinners.
4. Comfort the afflicted.
5. Forgive offenses.
6. Bear wrongs patiently.
7. Pray for the living and the dead.