

**St. Paul Faith Formation  
Handbook  
2018 - 2019**

Address: St. Paul Faith Formation  
404 High St.  
Mosinee, WI 54455

*The Faith Formation office is in room #202*

Phone: 715.693.4030 **prior to 5:00 p.m. Wednesday**  
715.693.2675 **during class time**

Email: [faithformation@stpaulmosinee.org](mailto:faithformation@stpaulmosinee.org)

<b>Grades 1 – 10 Class Calendar Wednesday 6:15 p.m. – 7:30 p.m.</b>
<b>2018</b>
September 26 October 3, 10, 17, 24 November 7, 14, 28 December 5, 12, 19
<b>2019</b>
January 9, 16, 23, 30 February 6, 13, 20, 27 March <b>6*</b> , 13, 20 April 3, 10, 24
<b>*6:30 Ash Wednesday Mass – Parents required to attend with students.</b>

**Announcements** Please provide the office with an email address that is readily accessible and is used regularly. If a parent does not have an email address, please contact the office so that a paper copy of announcements can be provided. The youngest child in the family then will be given a copy of the announcement.

**Attendance** Regular attendance is expected and demonstrates the desire of the parent as well as the child for formation of the faith. If a child is to be absent please call **715-693-4030 prior to 5:00 p.m.** on Wednesday of the absence. If no answer, leave message with name of child, person calling and the reason for the absence. The parents will bear the responsibility of contacting the catechist regarding the lesson missed and any homework assigned. Three (3) or more absences may result in repeating the grade level the following year.

**Arrival/Departure** Classes begin promptly at **6:15 p.m.** Children may not be dropped off earlier than 6:00 p.m. Report directly to the classroom. If a child is tardy, he/she must report to the school office on the 1<sup>st</sup> floor to check in. Classes are dismissed at 7:30 p.m. If a class is in church, students may be dismissed a little later. Catechists will give direction regarding pick-up location on these evenings. Grades 1-3 are to be picked up in their classroom by an authorized person. **In an effort to maintain safety, the doors of the school will be locked after 6:30 p.m. The side door will be opened again at 7:25 p.m. All other doors will remained locked.**

**Cancellation/Inclement Weather** If school is cancelled or dismissed early because of weather, classes will not be held. If classes are to be cancelled because of impending bad weather we will send out an email or a message on the parish app. Please check your email or listen to message at 715 693-4030. The school district does not announce cancellations for us.

**Care of Facility** We are all expected to honor the possessions of others and take pride in demonstrating our respect towards them. Any deliberate accidental, or misuse damages to property will require the student/parent to make amends which may include clean up, cost of repair (including labor), and/or monetary reimbursement.

**Discipline** Policy is found on back page of handbook.

**Dress Code** Dress in a manner that reflects respect for the sacredness of the body and our environment including no caps, no suggestive or offensive clothing. Shorts during warm weather are to be of an appropriate length. Tank tops, and shoulder-less tops are not allowed. This expectation applies to all age levels.

### **Fees/Registration Forms Required**

- Registration Form is required for all families.
- **Copy of Baptismal certificate is required for all students new to the program.** (Unless the baptism was at St. Paul Parish.)
- \$80.00 registration fee per child plus a \$20.00 sacramental fee for students in Grades 2<sup>nd</sup> and 10<sup>th</sup>.
- A late registration fee of \$10.00/per student will be assessed if registration is received after September 15, 2018.
- Make checks payable to St. Paul Parish.

**Mass/Prayer Services** Ash Wednesday Mass will be March 6. Stations of the Cross is held during Lent and an end of year prayer service is held. Parents are required to attend with the students.

**Sacrament Reception Requirements** Children must attend 1st grade to receive **First Holy Eucharist** in 2nd grade. Children must attend 8th and 9th grade to receive the **Sacrament of Confirmation** in the 10th grade.

**Reconciliation** All children in Grades 2-10 will be scheduled to receive the Sacrament of Reconciliation during the year.

**Safe Environment** The Diocese of La Crosse requires ALL students receive Safe Environment training. This training will take place during the year. Parents access the training at [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com). Follow these directions: Click on Safe Environment. On left hand side, click on Safe Environment training and then Parents. Read/watch the materials and answer the questions when done. An email will be sent to the DRE's office indicating training completion. Parents are required to sign acknowledging that their child may receive the training. Those who refuse training will be contacted by the Diocesan office confirming the reason for denial of training. This permission is given on the registration form.

### **DISCIPLINE POLICY**

Learning and working together as a faith community committed to be disciples of Jesus Christ requires that we all strive for a positive and respectful environment. Each student/parent/guardian in our Faith Formation program will be required to follow the procedures and policies of our program as defined below.

#### **Expectations**

- Follow directions the first time given.
- Keep hands, feet and objects to self at all times.
- Respect catechists and fellow students at all times.
- Report to class **ON TIME**. A tardy student must report to the school office before going to the classroom.
- Dress in a manner that reflects respect for the sacredness of the body and our environment including no caps, appropriate length shorts and skirts, and no offensive images or writing on clothing.
- No electronic devices, including cell phones are permitted or to be used during class unless under the direction of the catechist for the purpose of instruction. Electronic devices/**cell** phones will be confiscated if they are used during class time and will be kept in the office until it is picked up by a parent/guardian.
- Snacks and drink are allowed only at times specified by the catechist for special occasions.

#### **Consequences**

**If a student is disruptive in class or disrespectful to the catechist** he/she will be removed from class. \*\*Parents will be called when a child is removed from class and expected to pick the child up immediately. Repeated offenses will result in the parent being required to attend with the child during class and/or removal from the program. \*\*

**\*\*Cooperation of the parent/guardian is expected and required in order for the child to remain in the program.**